

This guide demonstrates how to view your VPL charges in MyReports.

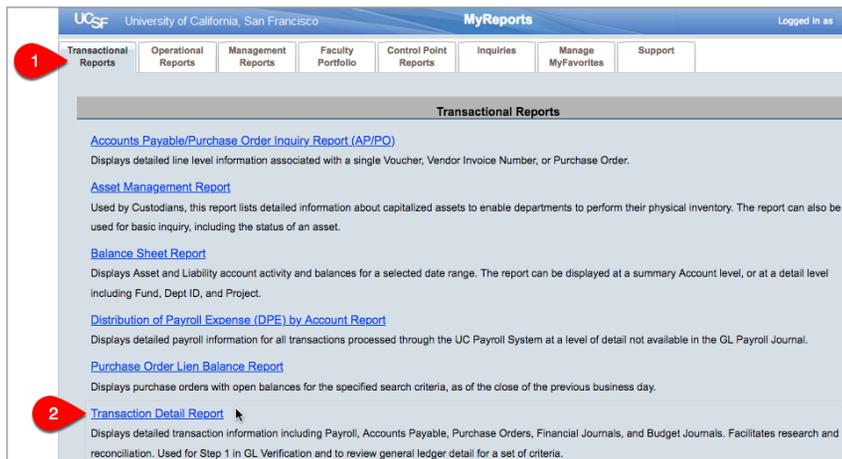
VPL Freight Invoices are associated with inbound BearBuy orders (when a supplier ships an order to your department) and outbound FedEx shipments (when your department ships a package using your department's FedEx account and BearBuy PO for Outbound Freight).

Accessing MyReports

1. Login to **MyAccess**
2. Click on the **MyReports** link to open the application.

Navigating to the MyReports Transaction Detail Report

1. In MyReports, click on the **Transactional Reports** tab.
2. Then, click on the **Transaction Detail Report** link.

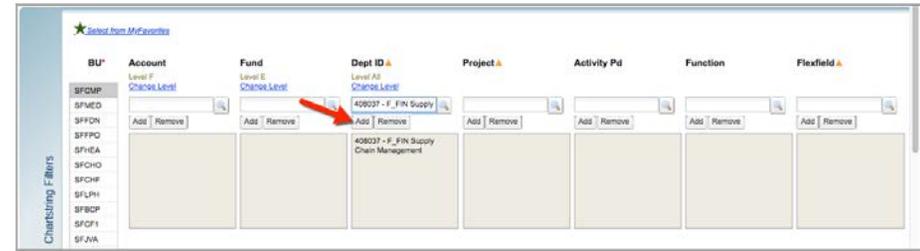


Setting Your Transaction Detail Report Parameters

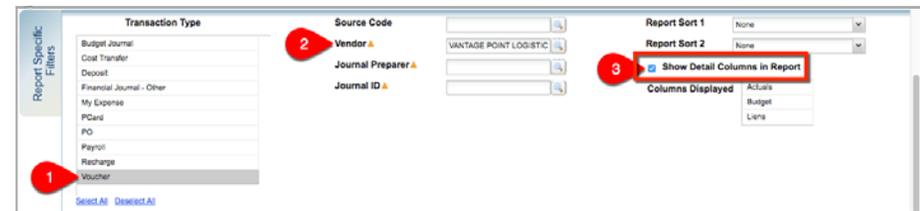
1. **Report Date Filters:** Set your desired **Date Range** as needed.



2. **Chartstring Filters:** Enter at least one chartstring value, such as your **Dept ID** or **Project**. To add values, start typing the number, select a value from the options that appear, and finally click the **Add** button.

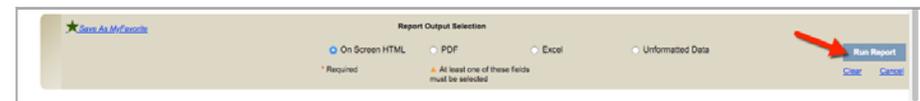


3. **Report Specific Filters:** Set the following three filters:
 - Transaction Type: Select **Voucher** as the Transaction Type.
 - Vendor: Enter the name **VANTAGE POINT LOGISTICS INC**
 - Click the **Show Detail Columns in Report** checkbox so that the report will include the BearBuy PO number.



Run the Report

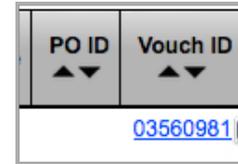
- After setting your report parameters, click the **Run Report** button at the top or bottom of your screen.



Interpreting the Report

- The Transaction Detail Report displays the VPL invoice number (**Ref/Inv ID** column), and the internal UCSF voucher number (**Vouch ID** column). You may need to scroll to the right to view all of the columns.

Ref / Inv ID	Journal Date	Budget	Liab	Actual	Fiscal Year	Accounting Period	Job/Title Code	ERN/DOS Code	Time	%H	Earn End Date	Pay Ft End Date	PO ID	Vouch ID	Vouch Date	Inv Date	Journal ID	Ldgr Post Date	Journal Pre
13633-706	11/11/20	-	-	239.32	2021	05							03560981	03560981	11/11/20	11/11/20	AP00534963	11/12/20	SFPROO
13663-582	11/4/20	-	-	218.45	2021	05							03560982	03560982	11/4/20	11/4/20	AP00534483	11/7/20	SFPROO
13708-672	11/18/20	-	-	42.14	2021	05							03563025	03563025	11/18/20	11/18/20	AP00535639	11/19/20	SFPROO
13564-292	11/4/20	-	-	18.36	2021	05							B000383655	52988519	11/4/20	11/4/20	AP00534483	11/7/20	SFPROO
13564-292	11/4/20	-	-	12.27	2021	05							B000383655	52988519	11/4/20	11/4/20	AP00534483	11/7/20	SFPROO



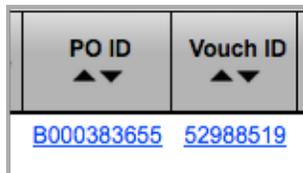
UCSF University of California, San Francisco		Accounts Payable	
Voucher ID:	03560981	Invoice ID:	13563-581
Accounting Date:	11/04/20	Invoice Date:	11/04/20
Vendor ID:	0030213858	PO ID:	B001982674
Payee:	VANTAGE POINT LOGISTICS INC	Payment Term:	Pay now
Remittance address:	8917 OLD STATE RD STE 126, LEWIS CENTER, OH- 43035	Voucher Error:	No
		Check/ACH/EFT Number:	
		Payment Date:	
		Payment Method:	
		Check Cleared Date:	
		Scheduled Pay Date:	
		Payment Hold:	
		Hold Reason:	

Export the Report

- To export the Transaction Detail Report, scroll to the right and click the **Excel** icon.

Transaction Detail			
Transaction Type:	Voucher	Report Run Date:	November 17, 2020 5:11 PM
Source Code:	All	Run by:	Morsony, Laura K
Vendor:	VANTAGE POINT LOGISTICS INC		
Printer:	All		
Journal ID:	All		
Amounts Displayed:	Actuals, Budget, Liens		
Date Parameters:	Oct 2020 - Nov 2020		

- Outbound freight vouchers start with "5"**. These are shipments sent from your department using your department's FedEx account and BearBuy PO for Outbound Freight. The BearBuy PO number displays in the Transaction Detail Report in the **PO ID** column. The PO number starts with "B".



- Inbound freight vouchers start with "03"**. These shipments are related to your department's BearBuy orders; they are shipments sent from a supplier to your department. To view the BearBuy PO number of the order associated with this freight invoice, click on the **voucher number**. MyReports will display the **Accounts Payable Report** for that specific voucher. The BearBuy PO number displays in the Accounts Payable Report in the **PO ID** field (the PO number does not display directly in the Transaction Detail Report). The PO number starts with "B".

Contact Us

- For help running reports in MyReports, contact the Controller's Office at COsolutionCenter@ucsf.edu.
- For questions about the VPL Freight Programs or BearBuy POs, contact Supply Chain Management at <https://ucsf.service-now.com/ess/scm>.