PO-08 Run Purchasing Reports

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Run Purchasing Reports in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of running purchasing reports. Custom purchasing reports provide detailed insights into important procurement data. There are three major purchasing reports- Purchase Order (PO) Balance by Various Chart of Accounts (COA) Elements Report, PO Receipt Details Report, and PO Line Count for Cost Allocation Report.

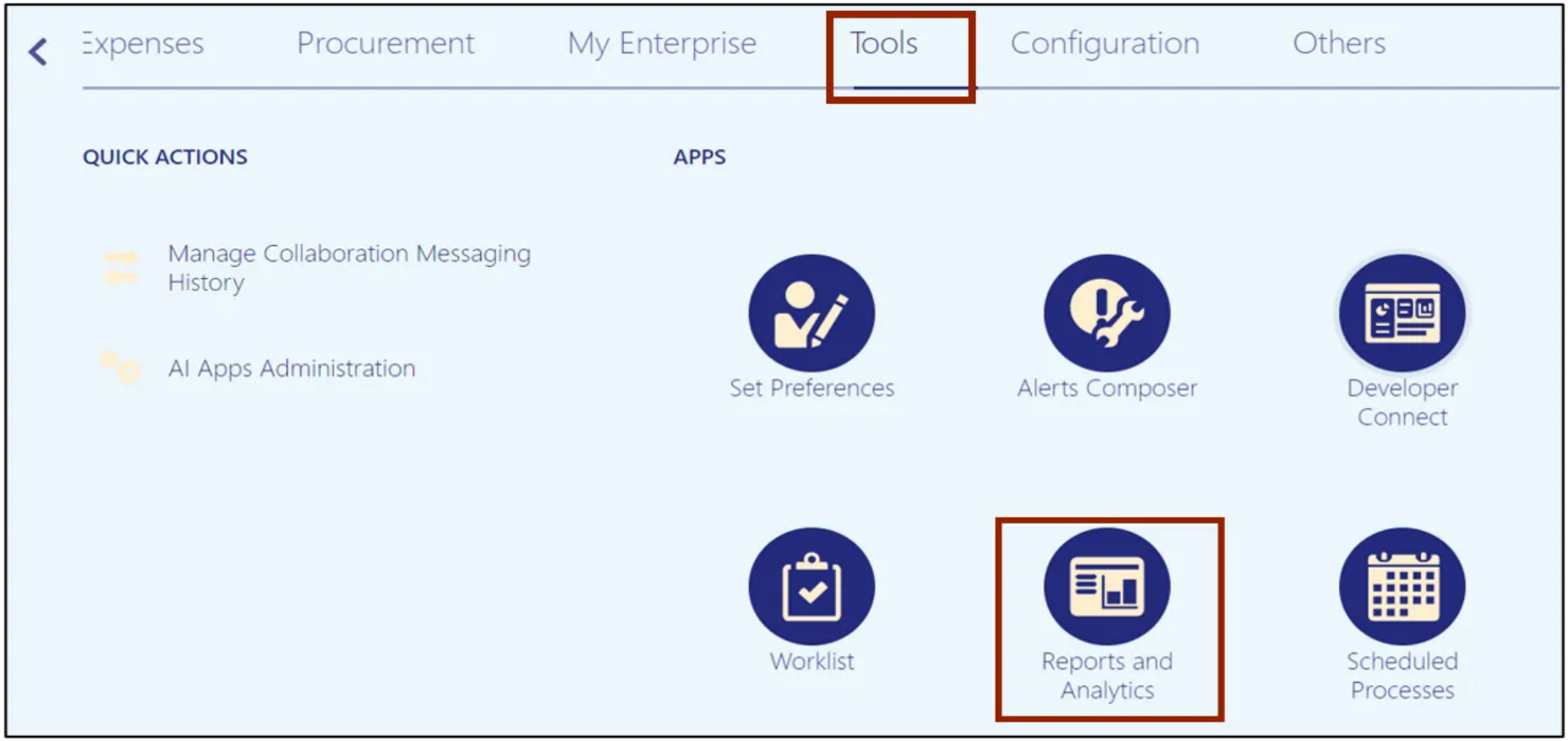
Run Purchasing Reports

To run purchasing reports, please follow the steps below. There are 14 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

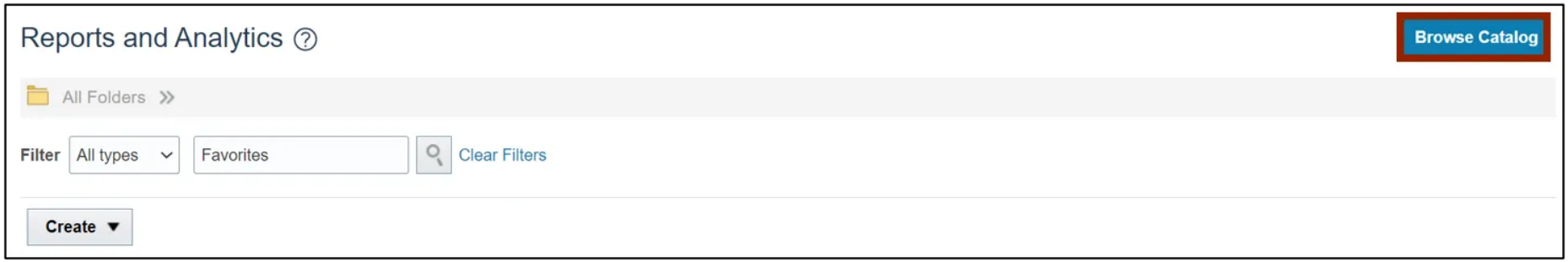
Step 2. On the **Home** page, click the **Tools** tab and select the **Reports and Analytics** app.

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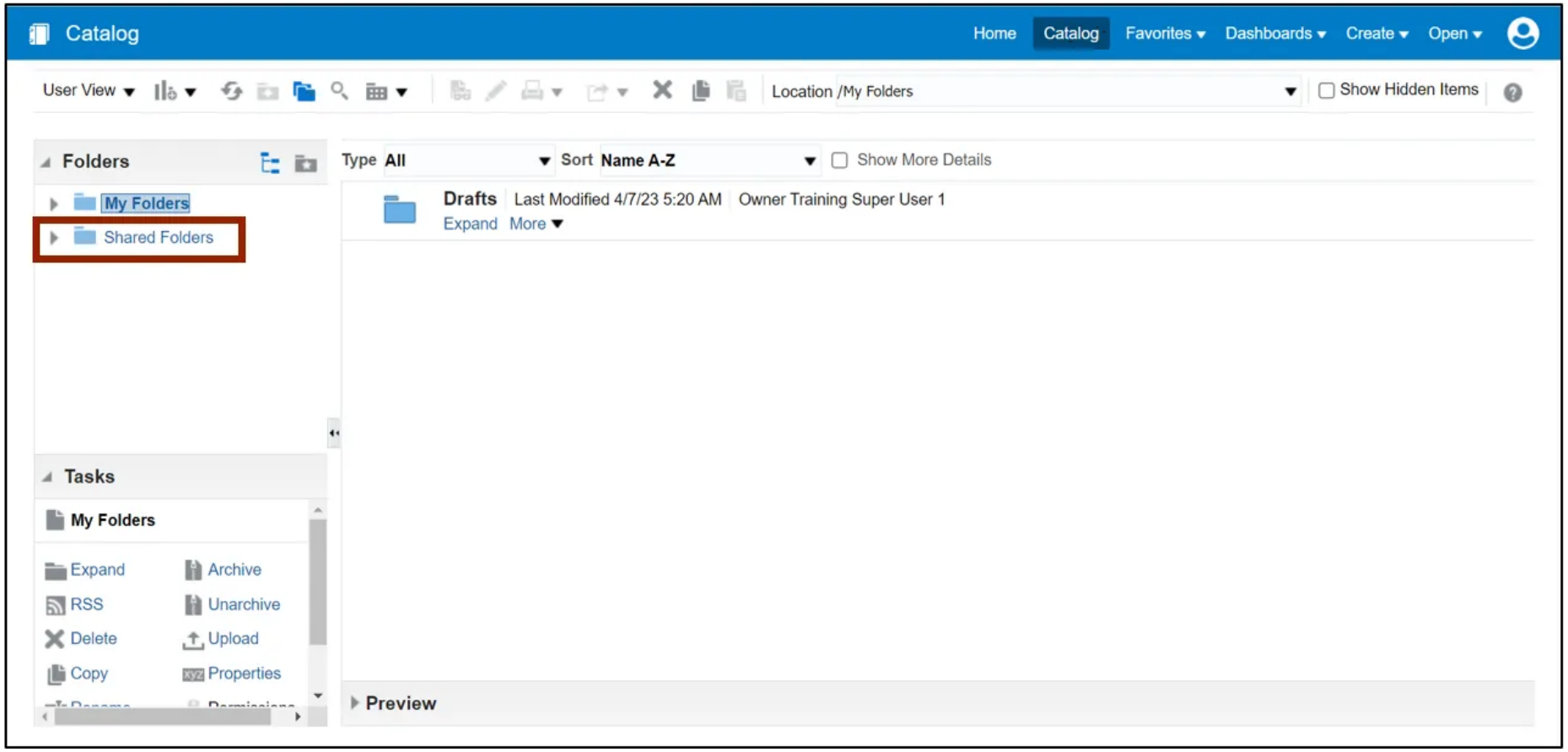
Step 3. Click the **Browse Catalog** button on the top right corner.

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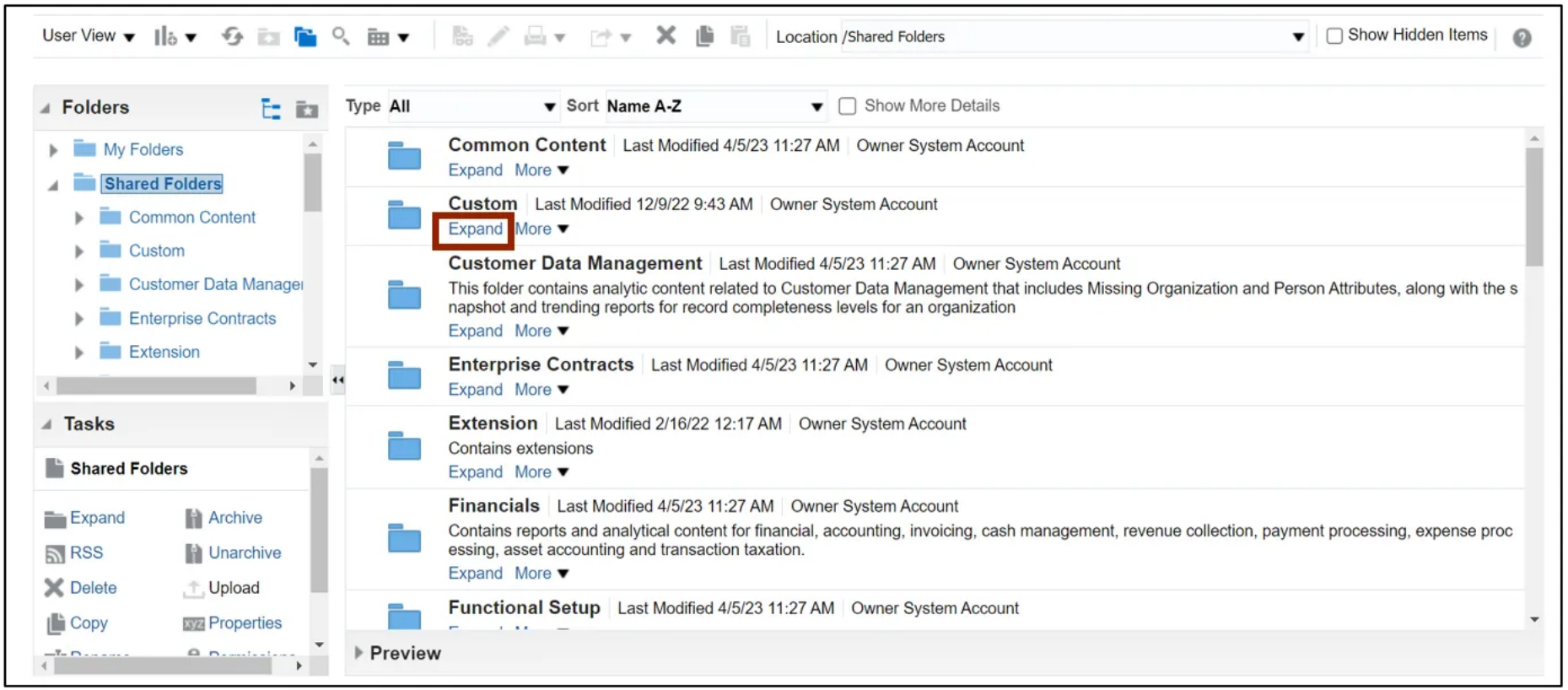
Step 4. The **Catalog** page opens. Under the ***Folders*** section on the left side of the page, click **Shared Folders**.

Image



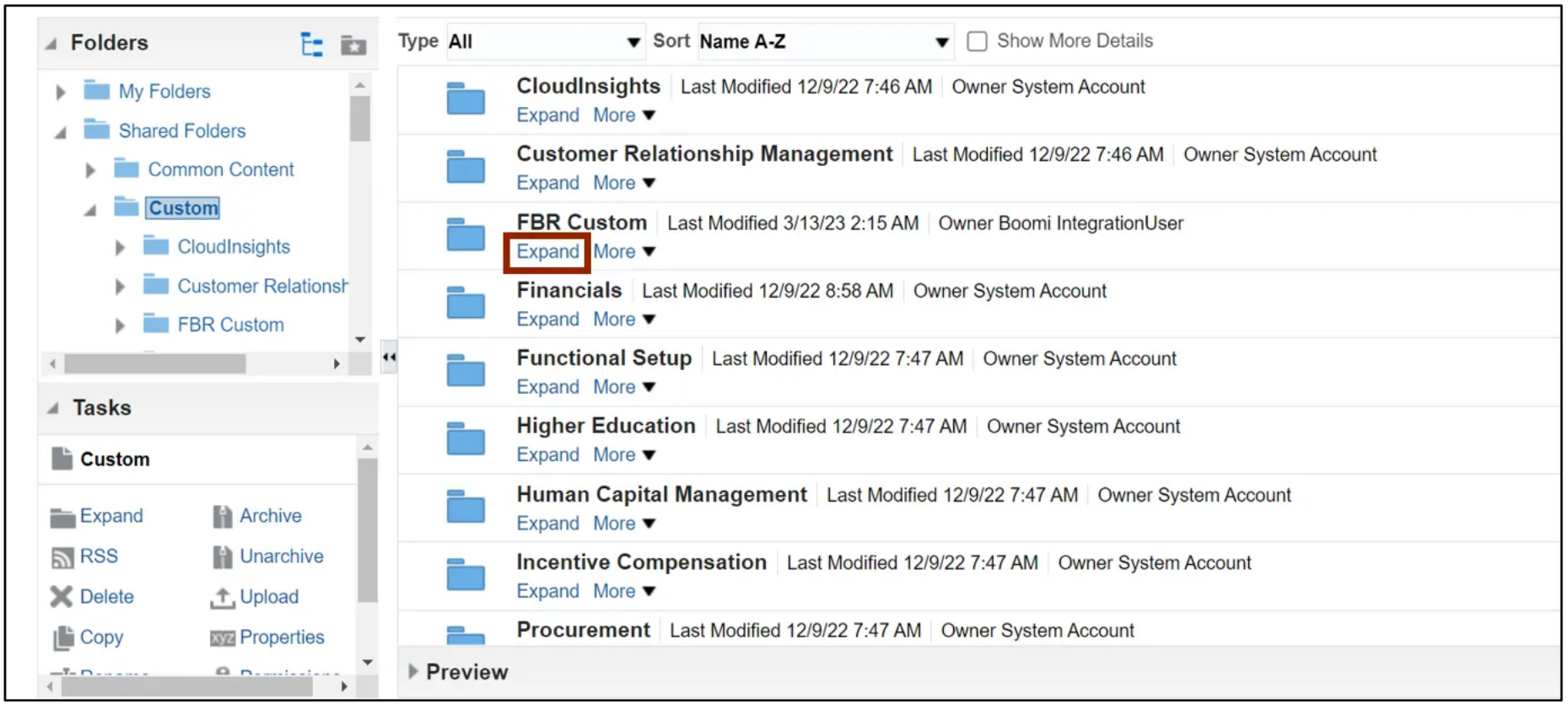
Step 5. Under the **Custom** folder, click **Expand**.

Image



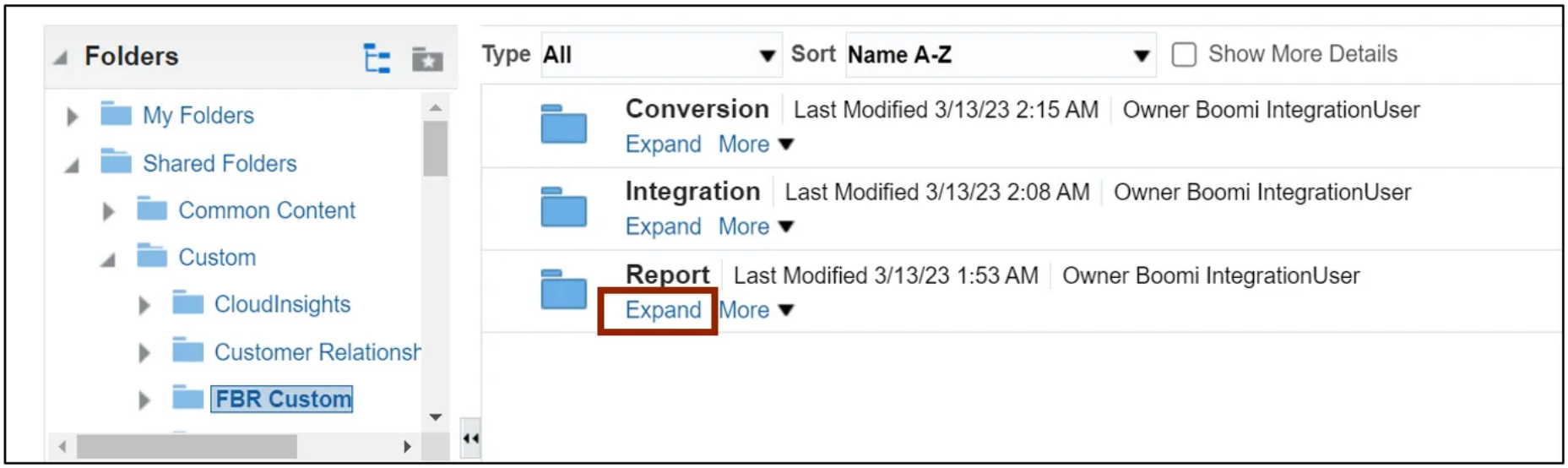
Step 6. Under the **FBR Custom** folder, click **Expand**.

Image



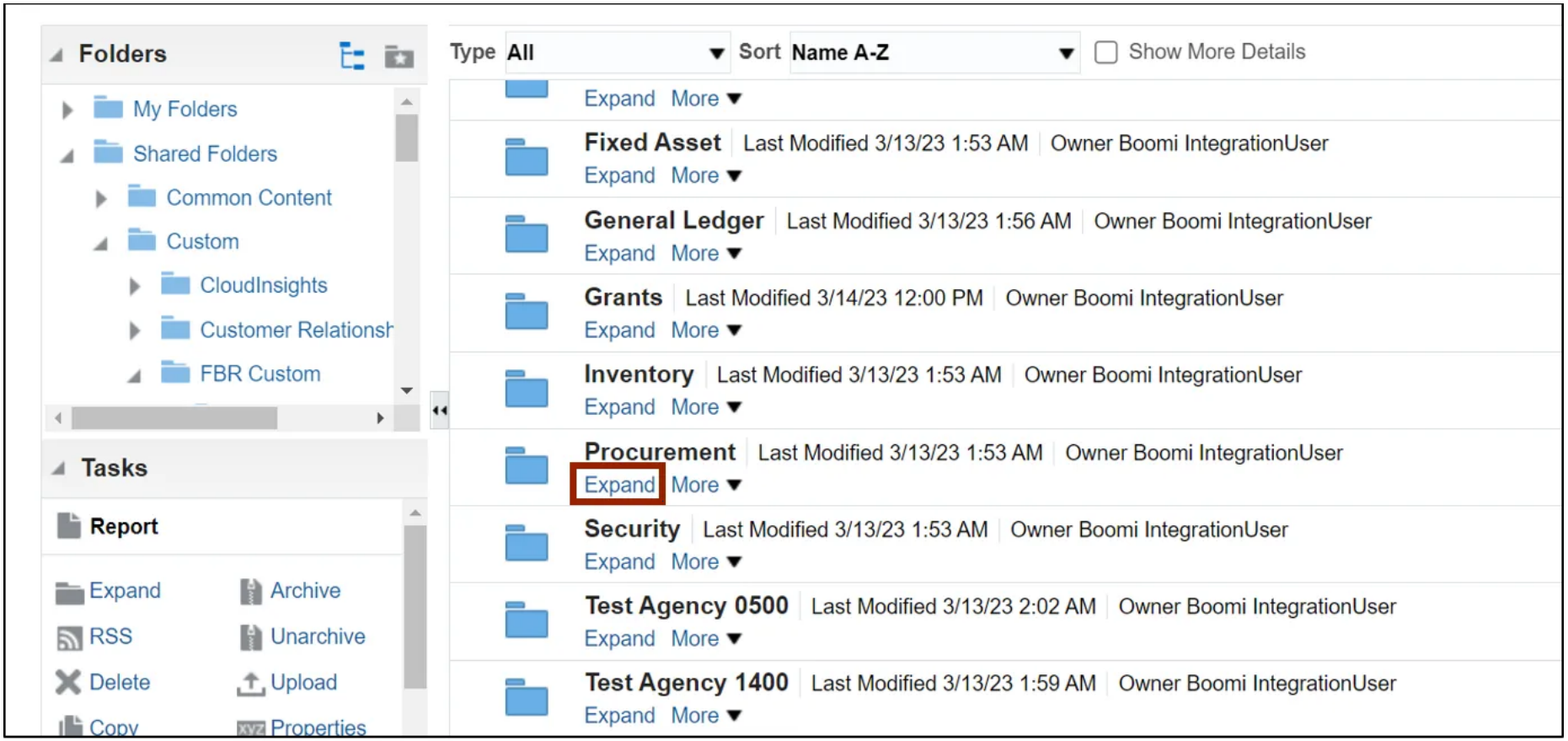
Step 7. Under the **Report** folder, click **Expand**.

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Step 8. Scroll down to find the **Procurement** folder. Then, click **Expand**.

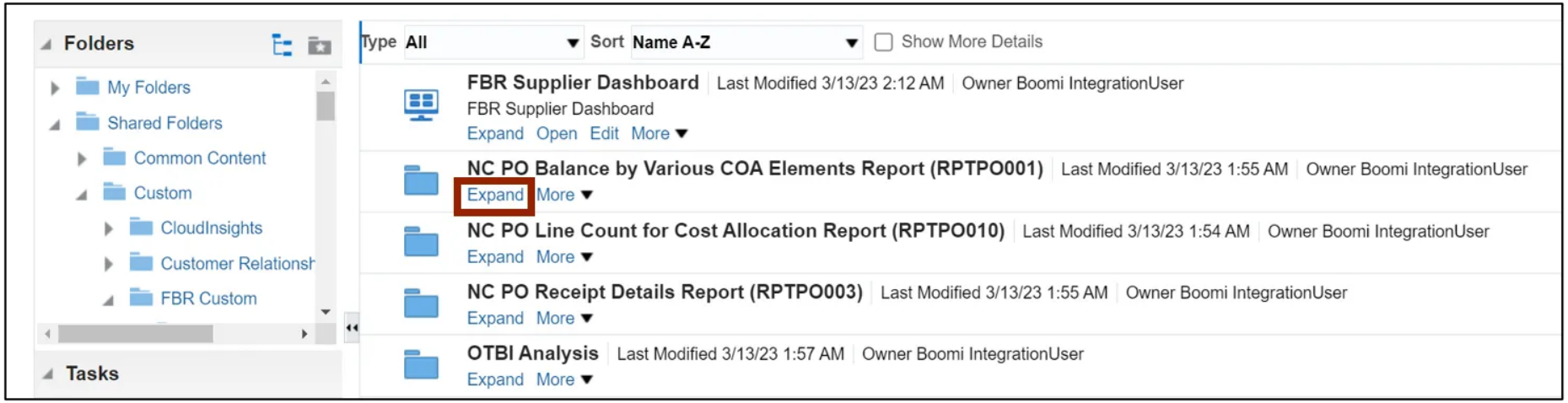
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Step 9. Find the purchasing report to be run and click **Expand** under the report.

In this example, we choose **Expand** under the **NC PO Balance by Various COA Elements Report**.

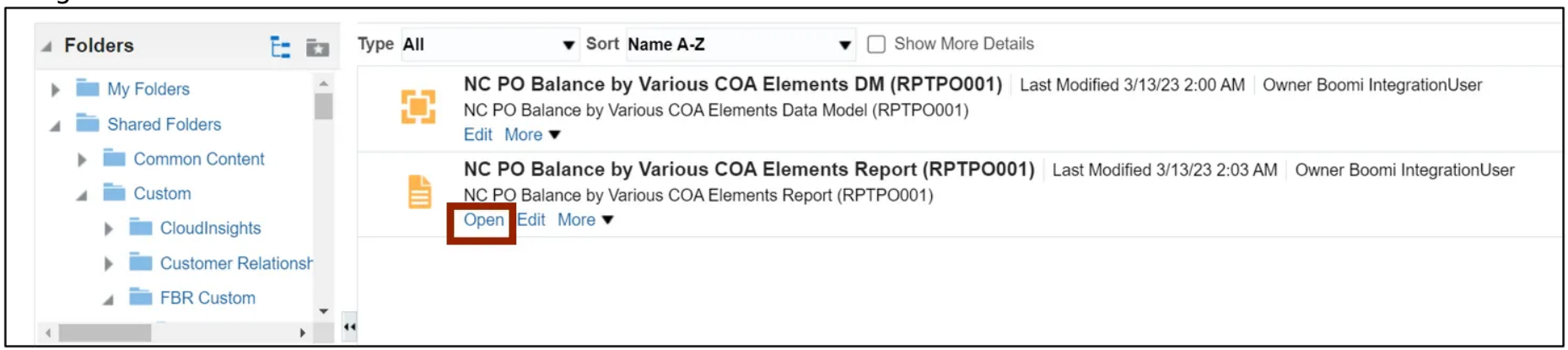
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Step 10. To open the **NC PO Balance by Various COA Elements Report**, click **Open** under the report.

Note: To open this report, click **NC PO Balance by Various COA Elements Report** with the **Report** icon. ***Do not*** click **NC PO Balance by Various COA Elements DM** with the **Data Model** icon.

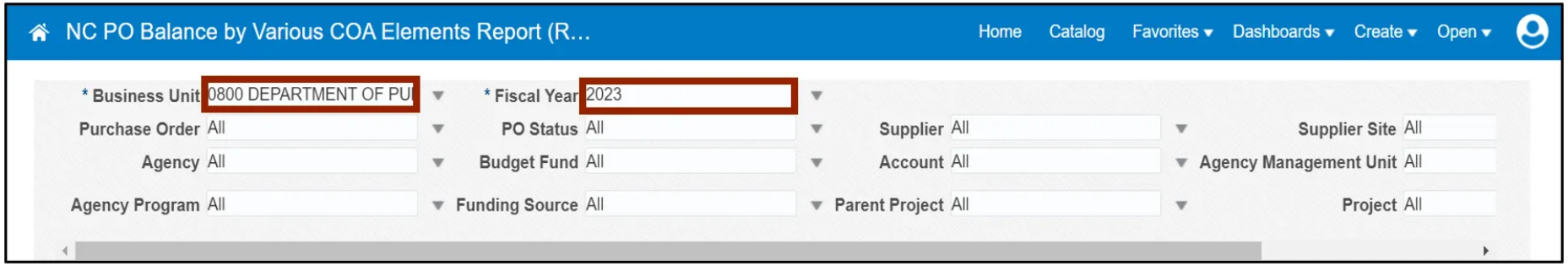
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Step 11. Select the ***Business Unit** and ***Fiscal Year** from the respective drop-down choice lists.

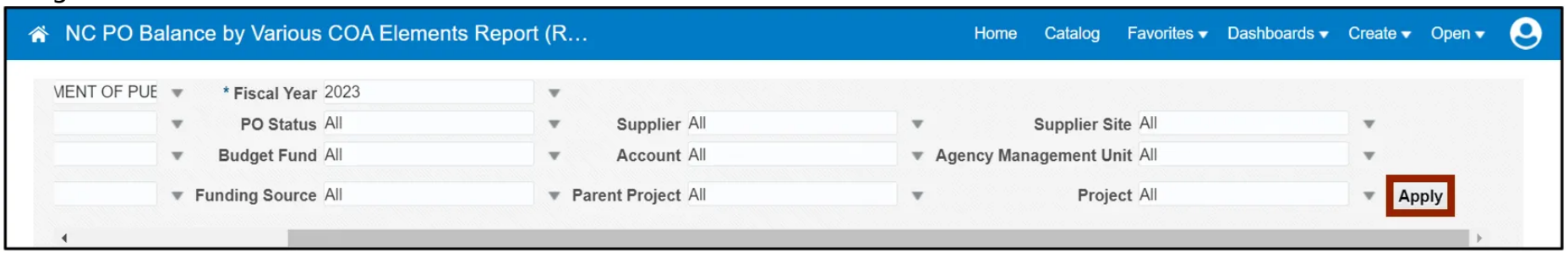
In this example, we choose **0800 DEPARTMENT OF PUBLIC INSTRUCTION** as the ***Business Unit*** and **2023** as the ***Fiscal Year***.

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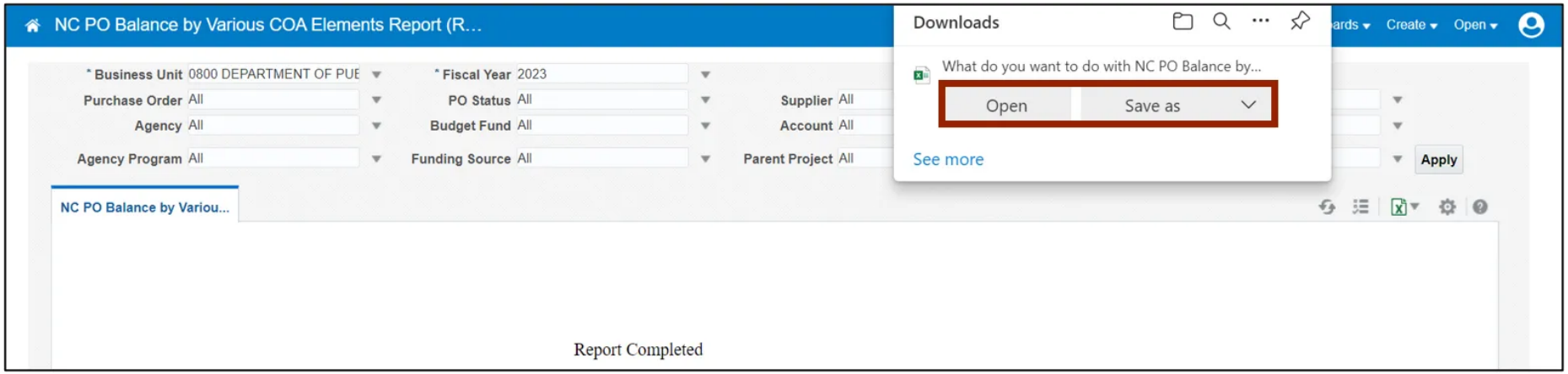
Step 12. Enter any other relevant information in the respective fields. Then, scroll to the right and click the **Apply** button.

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Step 13. The report is now downloaded. Click the **Open** button to open the report or click the **Save as** button to save the report.

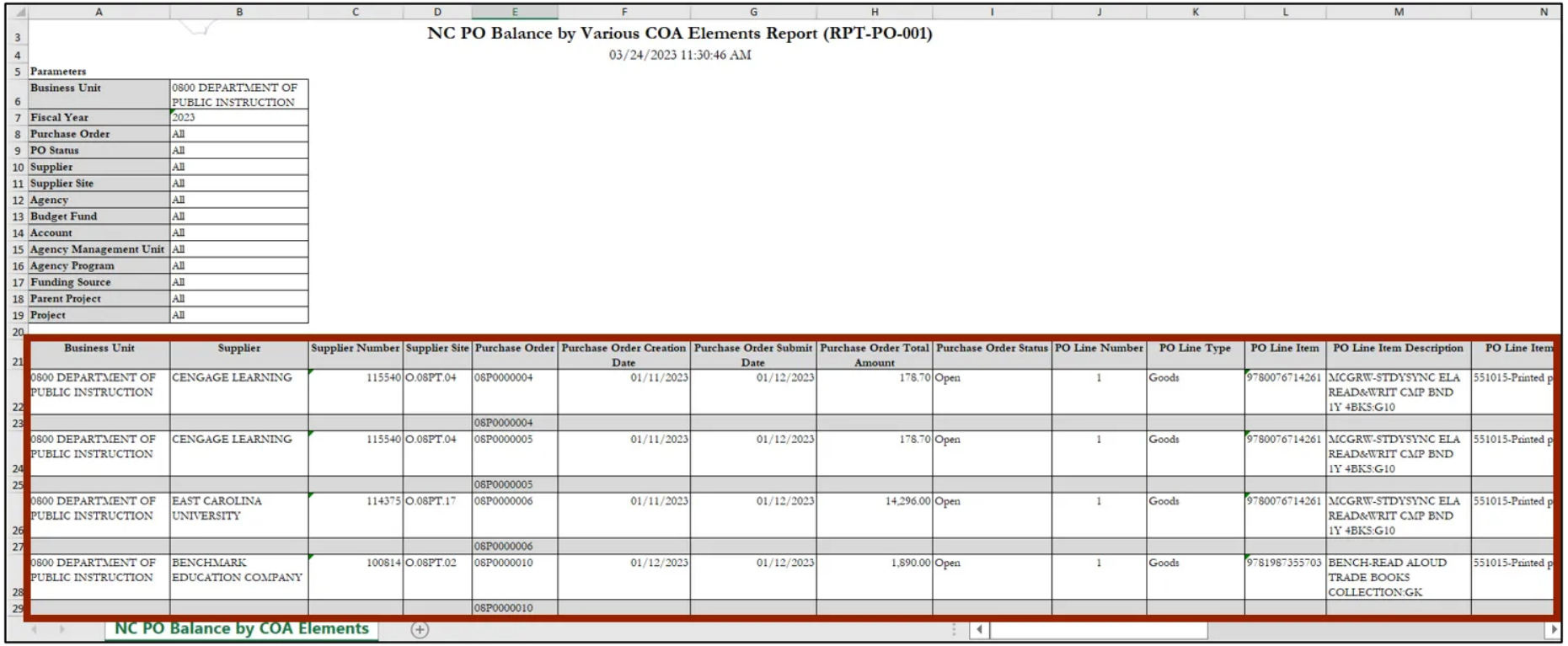
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Step 14. Open the report to view and verify all the details.

Note: To view the **NC PO Receipt Details Report** and the **NC PO Line Count for Cost Allocation Report**, follow steps 1-8. Then, select the appropriate report to be opened on step 9 and proceed further by following steps 10-14.

Image



NC PO Balance by Various COA Elements Report (RPT-PO-001)

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Parameters

Business Unit	0800 DEPARTMENT OF PUBLIC INSTRUCTION
Fiscal Year	2023
Purchase Order	All
PO Status	All
Supplier	All
Supplier Site	All
Agency	All
Budget Fund	All
Account	All
Agency Management Unit	All
Agency Program	All
Funding Source	All
Parent Project	All
Project	All

Business Unit	Supplier	Supplier Number	Supplier Site	Purchase Order	Purchase Order Creation Date	Purchase Order Submit Date	Purchase Order Total Amount	Purchase Order Status	PO Line Number	PO Line Type	PO Line Item	PO Line Item Description	PO Line Item
0800 DEPARTMENT OF PUBLIC INSTRUCTION	CENGAGE LEARNING	115540	O.08PT.04	08P0000004	01/11/2023	01/12/2023	178.70	Open	1	Goods	9780076714261	MCGRW-STDYSYNC ELA READ&WRIT CMP BND 1Y 4BKS:G10	551015-Printed p
				08P0000004									
0800 DEPARTMENT OF PUBLIC INSTRUCTION	CENGAGE LEARNING	115540	O.08PT.04	08P0000005	01/11/2023	01/12/2023	178.70	Open	1	Goods	9780076714261	MCGRW-STDYSYNC ELA READ&WRIT CMP BND 1Y 4BKS:G10	551015-Printed p
				08P0000005									
0800 DEPARTMENT OF PUBLIC INSTRUCTION	EAST CAROLINA UNIVERSITY	114375	O.08PT.17	08P0000006	01/11/2023	01/12/2023	14,296.00	Open	1	Goods	9780076714261	MCGRW-STDYSYNC ELA READ&WRIT CMP BND 1Y 4BKS:G10	551015-Printed p
				08P0000006									
0800 DEPARTMENT OF PUBLIC INSTRUCTION	BENCHMARK EDUCATION COMPANY	100814	O.08PT.02	08P0000010	01/12/2023	01/12/2023	1,890.00	Open	1	Goods	9781987355703	BENCH-READ ALOUD TRADE BOOKS COLLECTION:GK	551015-Printed p
				08P0000010									

NC PO Balance by COA Elements

Wrap-Up

Run purchasing reports using the steps above to view various purchasing reports and get insights into procurement data.

Additional Resources

- Web-Based Training (WBT)
  - PO001: Procurement Inquiry

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