

**RUN PURCHASING** 

# **R**EPORTS

PO

**QUICK REFERENCE GUIDE PO-08** 

#### 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:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the Home page, click the Tools tab and select the Reports and Analytics app.





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

Reports and Analytics ②	Browse Catalog
all Folders »	
Filter     All types     V       Clear Filters	
Create •	

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

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

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6. Under the FBR Custom folder, click Expand.

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CloudInsights		FBR Custom Last Modified 3/13/23 2:15 AM Owner Boomi IntegrationUser
Customer Relationsh     FBR Custom		Financials   Last Modified 12/9/22 8:58 AM   Owner System Account Expand More ▼
	"	Functional Setup Last Modified 12/9/22 7:47 AM Owner System Account Expand More ▼

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

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

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a Tasks		Procurement Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser
Report		Security Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser Expand More ▼
Expand     Archive       RSS     Unarchive		Test Agency 0500 Last Modified 3/13/23 2:02 AM Owner Boomi IntegrationUser Expand More ▼
Delete     Delete     Delete     Delete     Properties		Test Agency 1400 Last Modified 3/13/23 1:59 AM Owner Boomi IntegrationUser Expand More ▼

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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Common Content		NC PO Balance by Various COA Elements Report (RPTPO001) Last Modified 3/13/23 1:55 AM Owner Boomi IntegrationUser Expand More ▼
<ul> <li>CloudInsights</li> <li>Customer Relationsh</li> </ul>		NC PO Line Count for Cost Allocation Report (RPTP0010)   Last Modified 3/13/23 1:54 AM   Owner Boomi IntegrationUser Expand More ▼
FBR Custom		NC PO Receipt Details Report (RPTPO003)   Last Modified 3/13/23 1:55 AM   Owner Boomi IntegrationUser Expand More ▼
⊿ Tasks		OTBI Analysis Last Modified 3/13/23 1:57 AM Owner Boomi IntegrationUser Expand More ▼

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

Note: To pen 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.



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*.

NC PO Balance by Various COA Ele	ements Report (R…	Home Catalog	Favorites 🕶 Dashboards 🕶 Create 🕶 Open 👻 🧕
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Agency All	Budget Fund All	Account All	<ul> <li>Agency Management Unit All</li> </ul>
Agency Program All	<ul> <li>Funding Source All</li> </ul>	Parent Project All	Project All
4			• • • • •

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

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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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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.

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13 Budget Fund	All												
14 Account	All												
15 Agency Management Uni	All												
16 Agency Program	All												
17 Funding Source	All												
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19 Project	All												
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Business Unit	Supplier	Supplier Number	Supplier Site	Purchase Order	Purchase Order Creation	Purchase Order Submit	Purchase Order Total	Purchase Order Status	PO Line Number	PO Line Type	PO Line Item	PO Line Item Description	PO Line Item
21					Date	Date	Amount	-		-			
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## 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