RUN PURCHASING REPORTS

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.
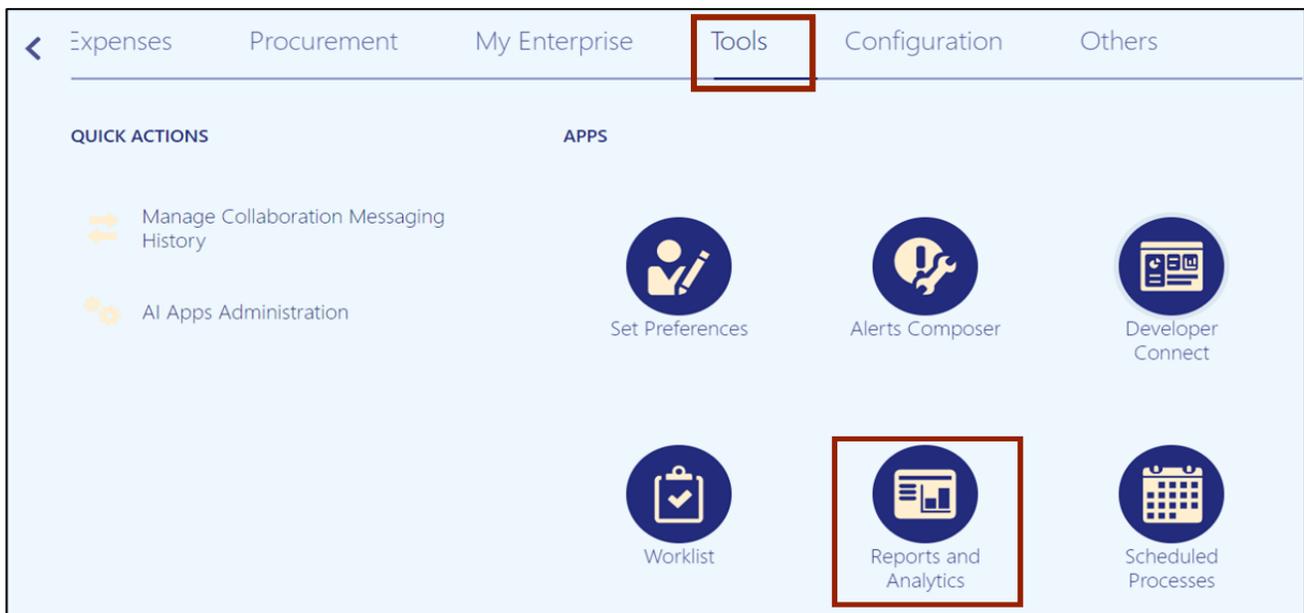
3. Click the **Browse Catalog** button on the top right corner.
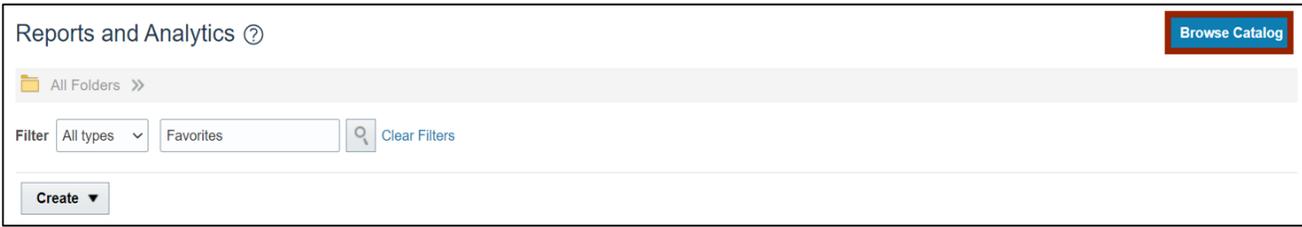
4. The **Catalog** page opens. Under the *Folders* section on the left side of the page, click **Shared Folders.**
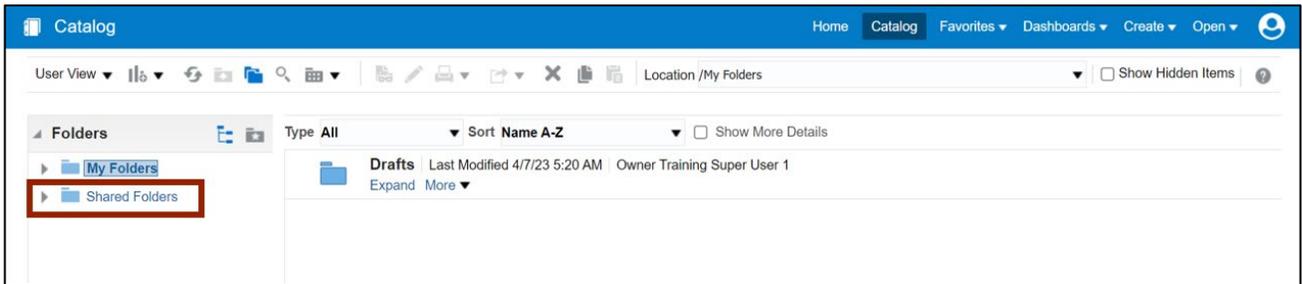
5. Under the **Custom** folder, click **Expand.**
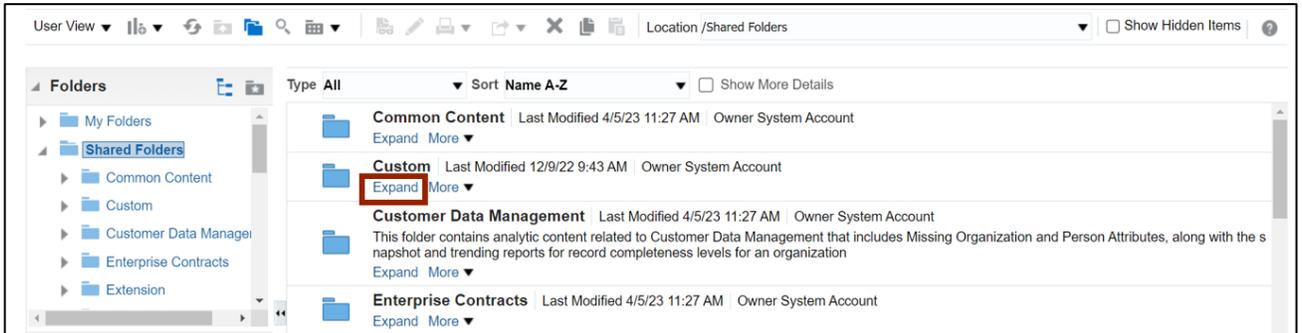
6. Under the **FBR Custom** folder, click **Expand**.
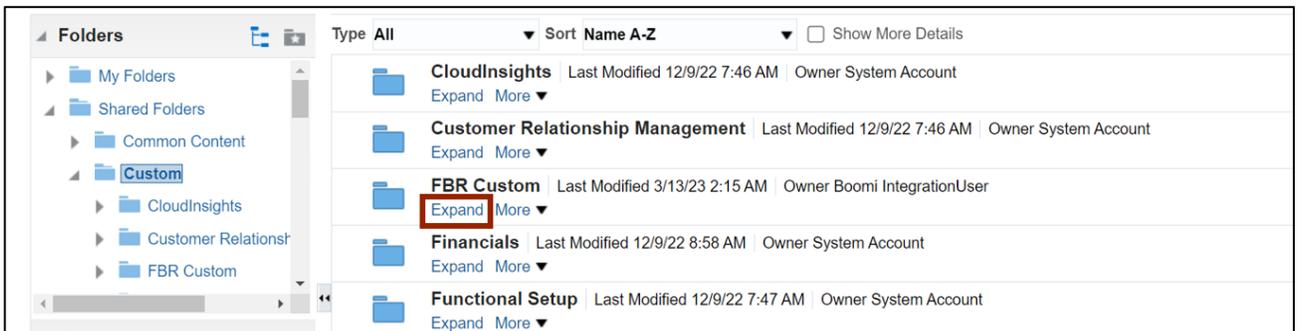
7. Under the **Report** folder, click **Expand.**
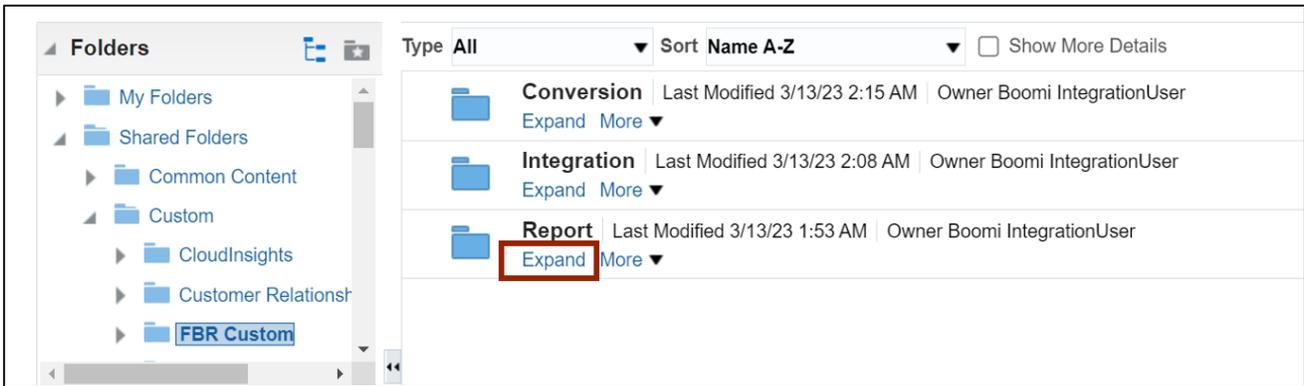
8. Scroll down to find the **Procurement** folder. Then, click **Expand.**
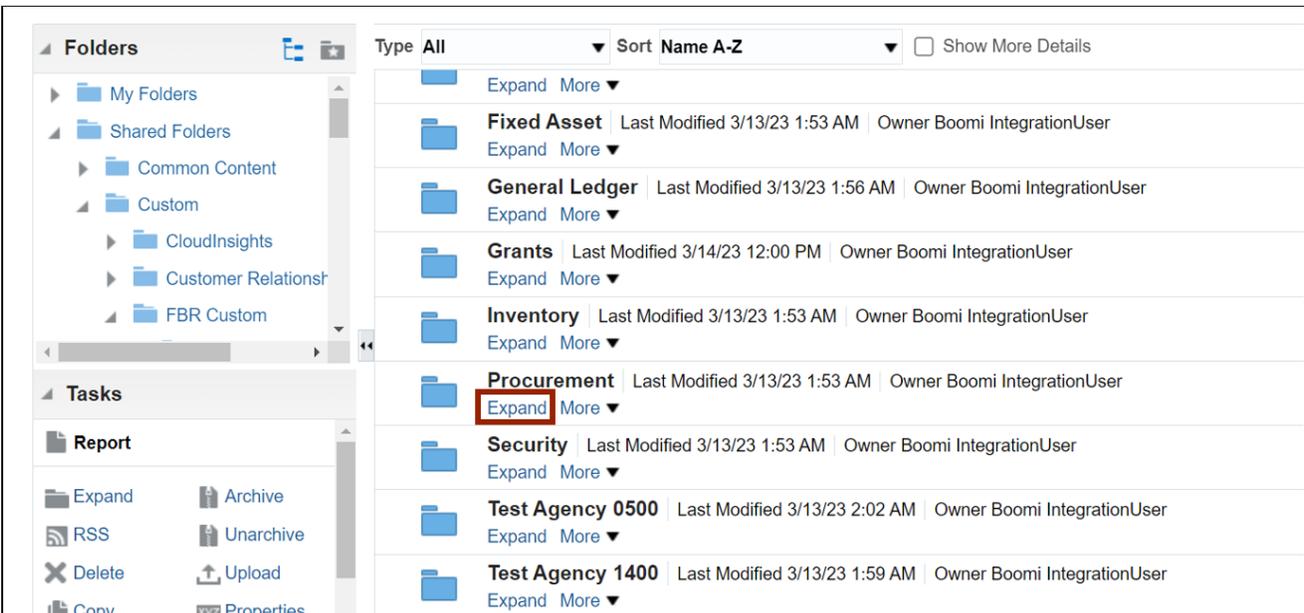
9. Find the purchasing report to be run and click **Expand** under the report.

    In this example, we choose **Expand** under the **NC PO Balance by Various COA Elements Report.**
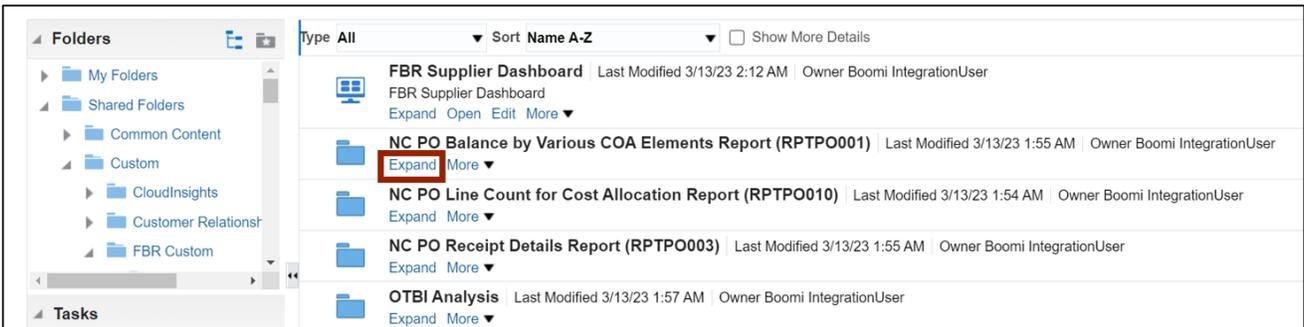
10. To open the **NC PO Balance by Various COA Elements Report**, click **Open** under the report.

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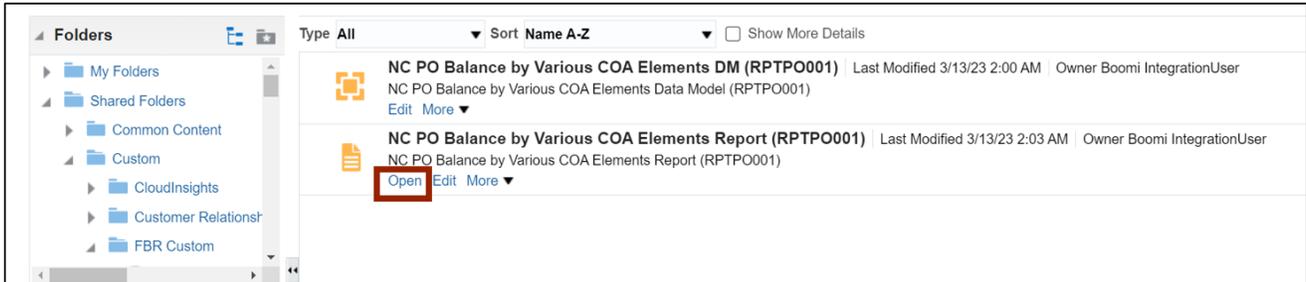
11. Select the ***Business Unit*** and ***Fiscal Year*** from the respective drop-down choice lists.

In this example, we choose **0800 DEPARTMENT OF PUBLIC INSTRUCTION** as the ***Business Unit*** and **2023** as the ***Fiscal Year.***
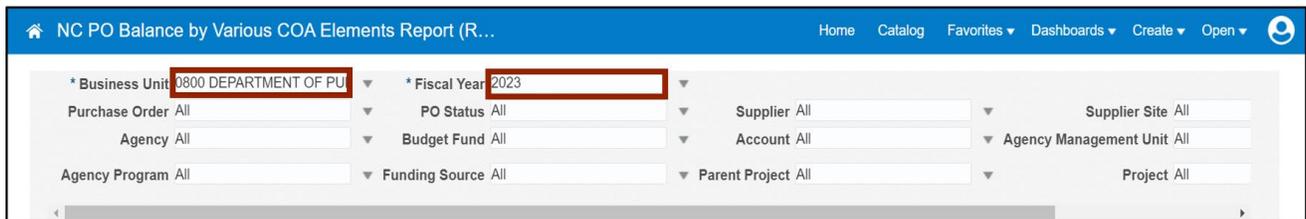
12. Enter any other relevant information in the respective fields. Then, scroll to the right and click the **Apply** button.

13. The report is now downloaded. Click the **Open** button to open the report or click the **Save as** button to save the report.
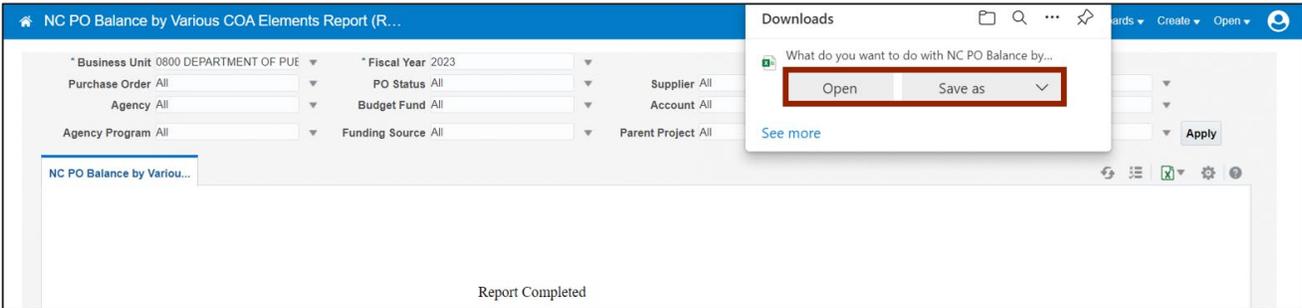
14. Open the report to view and verify all the details.

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.

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