

## Purchasing Reports

New reports were added during the upgrade to CFS. Most Purchase Order reports may be accessed by navigating to Purchasing> Purchase Orders> Reports. Instructions for running the two new reports follow – CSU PO Lifecycle Report and CSU Open PO by Chartfield Report.

**Navigation:** Purchasing> Purchase Orders> Reports> CSU PO Lifecycle Report

### 1. CSU PO Lifecycle Report

- a) Find an existing Run Control or Add a New one (refer to the quick reference guide CFS: Run Control IDs).
- b) Report provides up to date information based on a specific Purchase Order, Requisition, or Voucher number including requisition, purchase order, receipt, and payment information.

The screenshot displays the 'CSU PO Life Cycle Report' interface. At the top, there is a title bar and a 'Run Control ID' field containing 'PO\_Lifecycle'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Below this is a 'Select PO using:' section with three radio buttons: 'Purchase Order' (which is selected), 'Requisition', and 'Voucher'. Underneath is the 'Process Options' section, which includes two input fields: '\*Business Unit:' with the value 'LBCMP' and '\*PO ID:' with the value '0000040001'. At the bottom of the interface are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.

- i) Select the desired search method (such as “Purchase Order”) in the Select PO using section.
- ii) In the Process Options section, select “LBCMP” as the Business Unit.
- iii) Specify the number related to the method selected in the “Select PO using” section.

- (1) If Purchase Order was selected, then specify the Purchase Order number/ID in the field.
- (2) If Voucher was selected, then specify the Voucher ID in the field provided.
- iv) Select “Save” (optional).
- v) Select “Run”.
- vi) Select “OK”.
- vii) Select the “Process Monitor” link.



For more information on viewing the report results, refer to the quick reference guide CFS: Run Control IDs

**Navigation:** Purchasing> Purchase Orders> Reports> CSU Open PO by Chartfield

## 2. CSU Open PO by Chartfield Report

- a) Find an existing Run Control or Add a New one (refer to the quick reference guide CFS: Run Control IDs).
- b) Report provides up to date information on a specific set of chartfields based on criteria specified.
  - i) In the General Options section,
    - (1) Select “LBCMP” as the Business Unit.
    - (2) Select the “Fiscal Year” for which you would like the data.

(3) Select the last financial “Period” to include.

The screenshot shows two sections of a web form:

- General Options:**
  - \*Business Unit: LBCMP
  - \*Fiscal Year (thru): 2011
  - \*Period (thru): 12
  - Buyer: [Searchable Input]
  - Include Closed PO's with an Open Amount
- Special Options:**
  - Summarize PO Lines
  - PO Header Reference
  - Print Liquidating Documents
  - Limit By Commitment Amount
  - Less Than   
  Greater Than   
 Amount: [Input]

- ii) Use the Special Options section to include the additional items on the report such as narrowing to see specific values. Options include Summarize PO Lines, PO Header Reference, Print Liquidating Documents, and Limit by Commitment Amount.
- iii) Adding Criteria narrows the search results. The most typical usage for this report would be to narrow by DEPTID. Other possible Chartfield options for narrowing the results include ACCOUNT, CLASS\_FLD, DEPTID, FUND\_CODE, PROGRAM\_CODE, and/or PROJECT\_ID.

The screenshot shows a table titled "Insert Report Criteria" with the following data:

ChartField	From Value	To Value	All Values	Sort	Sub Total		
DEPTID	00325	00325	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	+	-
FUND_CODE	MJ006	MJ006	<input type="checkbox"/>	2	<input type="checkbox"/>	+	-
ACCOUNT	607009	607009	<input type="checkbox"/>	3	<input type="checkbox"/>	+	-

Check 'All Values' to process a blank Chartfield value  
 Leave values empty to process from minimum to maximum values  
 Default sort is Dept, Fund, Account, Project, Class, Program

- iv) Use the plus sign (+) to add additional criteria and use the minus sign (-) to remove criteria.

- v) Populating the From Value and To Value fields are optional. Leaving the values empty will process all values (not recommended). It is recommended at minimum narrow by DEPTID. Use the “All Values” checkbox to display blank Chartfield value.
- (1) Default sort is Dept, Fund, Account, Project, Class, Program. The sort column can be utilized to modify the default sort.
  - (2) Select “Save”. (optional)
  - (3) Select “Run”.
  - (4) Select “OK”.
  - (5) Select the “Process Monitor” link.



For more information on viewing the report results, refer to the quick reference guide CFS: Run Control IDs