Purchasing Reports

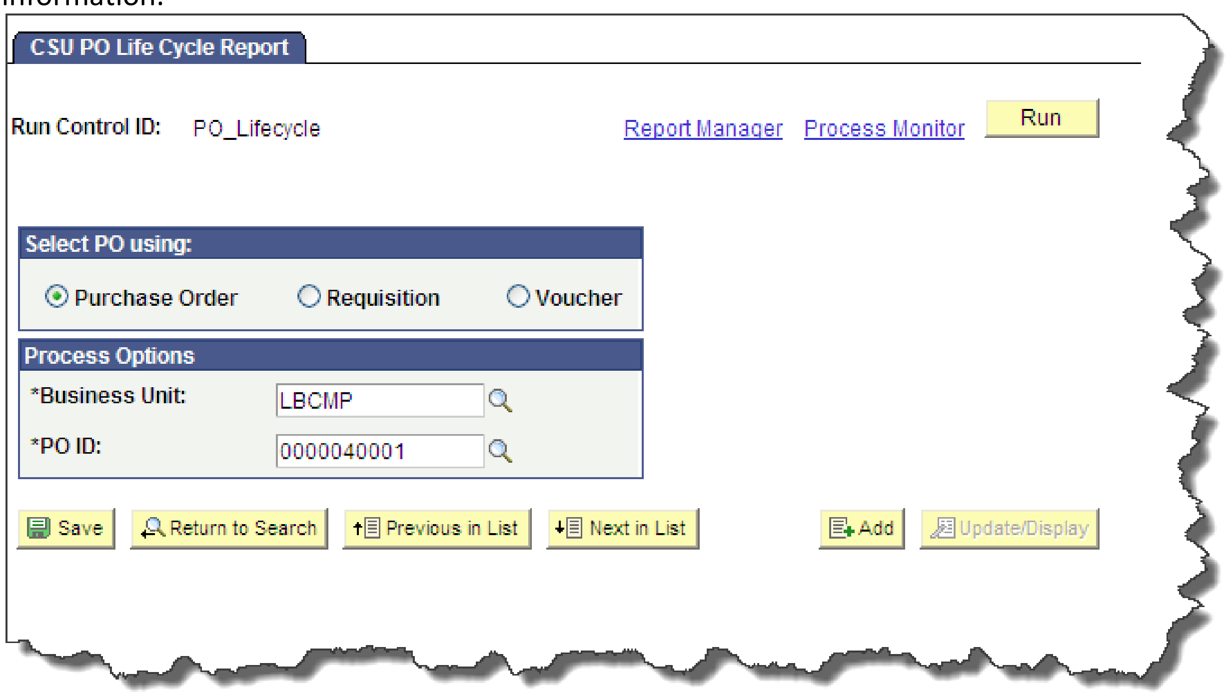
New reports were added during the upgrade to CFS. Most Purchase Order reports may be accessed by navigating to Purchasing> Purchase Orders> Reports. Instructions for running the two new reports follow – CSU PO Lifecycle Report and CSU Open PO by Chartfield Report.

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.



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).

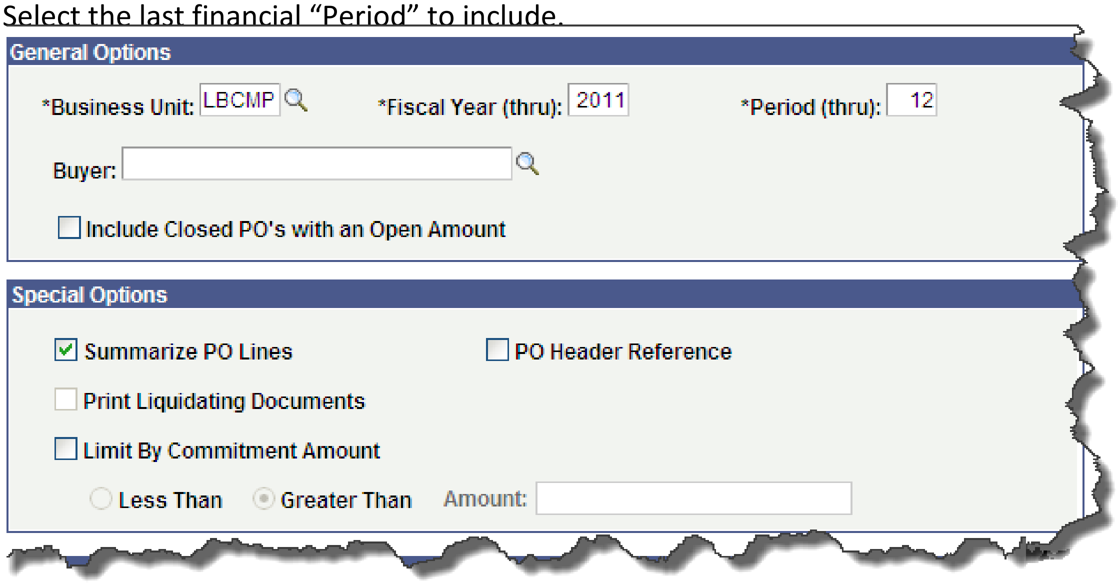
b) Report provides up to date information on a specific set of chartfields based on criteria specified.

i) In the General Options section,

(1) Select “LBCMP” as the Business Unit.

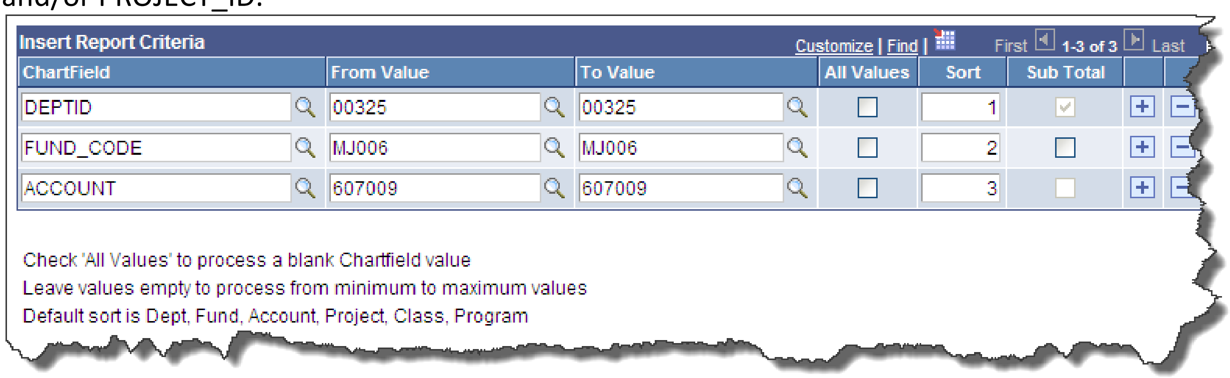
(2) Select the “Fiscal Year” for which you would like the data.

(3) Select the last financial "Period" to include.



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.



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