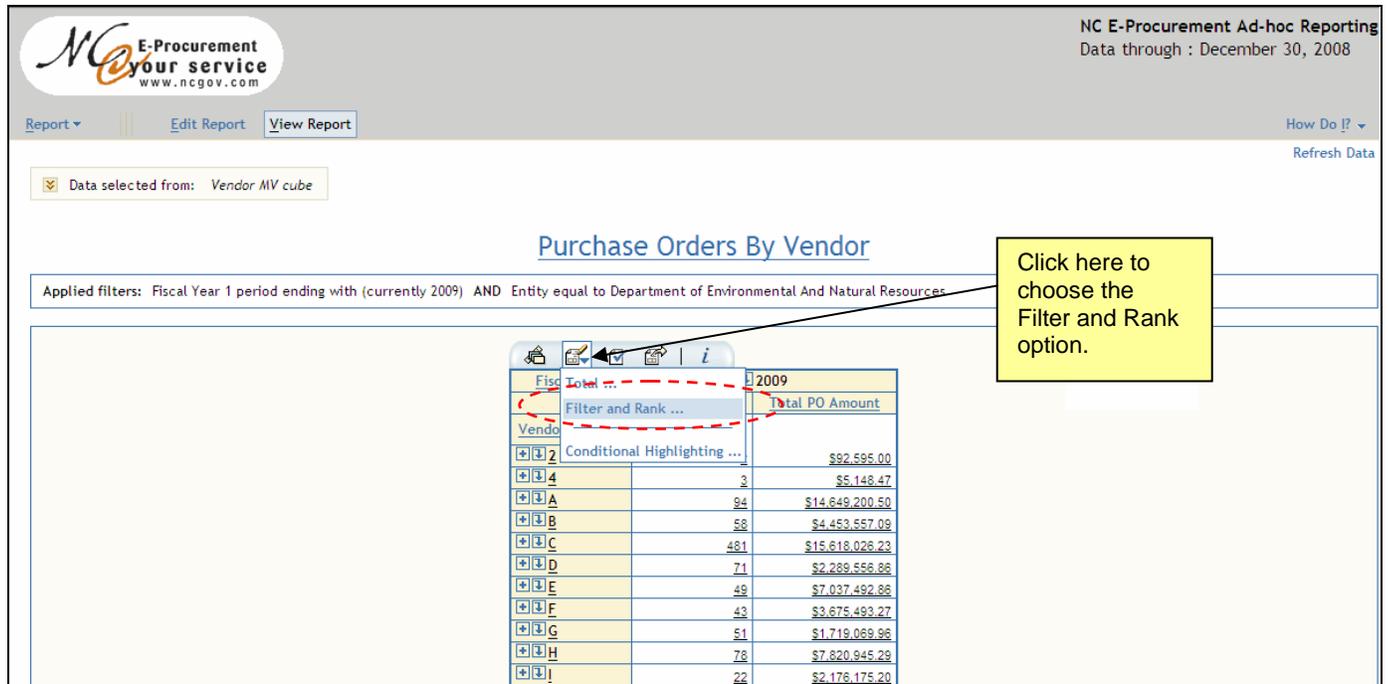


Purchase Orders by Vendor Report Job Aid

The **Purchase Orders by Vendor** report displays the **Total PO Count** and **Total PO Amount** by vendor for all entities which the user has access. The default report is generated for the current **Fiscal Year**, but it can be manipulated to display data from specific **Quarters**, **Months**, and **Weeks**.



NC E-Procurement Ad-hoc Reporting
Data through : December 30, 2008

Report ▾ Edit Report View Report How Do!? ▾ Refresh Data

Data selected from: Vendor MV cube

Purchase Orders By Vendor

Applied filters: Fiscal Year 1 period ending with (currently 2009) AND Entity equal to Department of Environmental And Natural Resources

Fiscal Year	Total PO Count	Total PO Amount
2009		
Filter and Rank ...		
Conditional Highlighting ...		
2		\$92,595.00
4	3	\$5,148.47
A	94	\$14,649,200.50
B	58	\$4,453,557.09
C	481	\$15,618,026.23
D	71	\$2,289,556.86
E	49	\$7,037,492.86
F	43	\$3,675,493.27
G	51	\$1,719,069.96
H	78	\$7,820,945.29
I	22	\$2,176,175.20

Click here to choose the Filter and Rank option.

1. The **Purchase Orders by Vendor** report will be displayed for the current Fiscal Year.
2. To display data for a different fiscal year, a specific quarter, month, or week, click the **'Edit Table Options'** icon and choose **'Filter and Rank'**.

Note: The reporting filters will now be displayed above the report.

Category Filters Measure Filter or Rank

Item	Filter
Fiscal Year	period(s) starting with the first period
Vendor	

Filter type: Create filter

Period type: No filter, Select category values, Create filter

Show: N periods where N = Range of periods

Select: Starting period Ending period

Date Range

Starting period: The first period Selected period:

Ending period: The last period Selected period:

OK Cancel Help

3. Highlight 'Fiscal Year'.
4. Set the Filter Type to 'Select category values'.

Category Filters Measure Filter or Rank

Item	Filter
Fiscal Year	Equal to 2008.2008Q1, 2008.2008Q2, 2008.2008Q3, 2008.2008Q4, 2008
Vendor	

Filter type: Select category values

Select filter values: Select All Deselect All

- 2005
- 2006
- 2007
- 2008
- 2008Q1
- 2008Q2
- 2008Q3
- 2008Q4
- 2009

To display totals for the Fiscal Quarter or the Fiscal Year on the report, be certain to select those values.

Select the filter values in the order you would like the values to display on the report.

OK Cancel Help

5. Click the '+' symbol to the left of a Fiscal Year value to drill down to a more specific reporting period.

Note: Drilling down on Fiscal Year will return the associated fiscal quarters, drilling down on a specific quarter will return the associated months, and drilling on a specific month will return the associated weeks.

6. Select the appropriate filters value(s) and click 'OK' to run the report.

Note: If a quarter, month, or week is selected, the fiscal year must also be selected to display totals for that year.

NC E-Procurement Ad-hoc Reporting
Data through : December 30, 2008

Report ▾ | Edit Report | View Report | How Do I? ▾ | Refresh Data

Data selected from: Vendor MV cube

Purchase Orders By Vendor

Applied filters: Fiscal Year equal to 2008.2008Q1, 2008.2008Q2, 2008.2008Q3, 2008.2008Q4, 2008 AND Entity equal to Department of Environmental And Natural Resources

Fiscal Year	2008								2008	
	2008Q1		2008Q2		2008Q3		2008Q4		Total PO Count	Total PO Amount
Qtr	Total PO Count	Total PO Amount								
Vendor Initial										
2					1	\$23,750.00			1	\$23,750.00
4							1	\$7,053.72	1	\$7,053.72
A	47	\$6,510,101.94	37	\$2,272,102.75	47	\$3,031,368.03	52	\$6,911,557.42	183	\$18,725,130.14
B	17	\$271,313.82	31	\$3,857,422.92	24	\$808,846.42	34	\$3,134,463.02	108	\$7,870,046.18
C	238	\$5,543,010.97	270	\$900,021.51	264	\$1,209,524.01	232	\$4,839,147.95	1,004	\$12,491,704.43
D	429	\$1,162,136.21	80	\$941,100.03	55	\$895,216.33	80	\$8,892,808.73	644	\$11,991,261.30
E	20	\$735,952.21	18	\$3,897,949.73	24	\$2,178,341.47	35	\$1,832,580.56	97	\$8,644,823.97
F	16	\$257,774.13	24	\$1,154,407.83	22	\$263,900.68	24	\$1,180,253.48	86	\$2,838,336.12

Totals for FY2008

7. The report is generated with the selected dates.

Note: The above report was generated for 2008Q1, 2008Q2, 2008Q3, and 2008Q4. The fiscal year was also selected to return yearly totals on the report. If the fiscal year was not selected, totals would reflect data for individual quarters only.