The **Purchase Order Line Items By Classification** report allows users to view the **Line Item Count** and **Line Item Amount**, based on **Line Item Type**, **Contract Classification**, and **Blanket Classification**. The default report displays data for the most recent **Ordered Week** for the entities in which the user has permissions. Users can utilize the filter and rank option in order to filter the report with specific values for the **Ordered Week**, **Entity**, **Line Item Type**, **Contract Classification**, or **Blanket Classification**.

1. The **Purchase Order Line Items By Classification** report will be displayed for the most recent Ordered Week.

**Note:** The ‘Ordered Week’ is now displayed at the top of the report. Users can utilize the Filter and Rank option to specify the Ordered Weeks for which to run the report.

**Note:** The new ‘Applied filters’ textbox will inform the user what filters are applied to the current report. For the default Summary Report, the applied filter is the most recent Ordered Week for all Entities for which the user has permission.
2. To create a more specific report, click the 2nd icon, ‘Edit Table Options’.
3. Select the ‘Filter and Rank’ option.

**Note:** Filter and Rank can be used to display specific values of report attributes. It is not necessary to use Filter and Rank when you need all Entities, Line Item Types, and/or Goods and Service Classifications as they are displayed by default on the Summary Report.
4. Highlight the desired filter item.
5. Choose ‘Select category values’ as the Filter type.
6. Select the checkboxes for the desired values.
7. Click ‘OK’.
8. The report is regenerated to display data for the selected filters.

**Note:** The ‘Applied filters’ textbox displays the filters that were selected in the Filter and Rank option and are applied to the current report.
9. In order to run the report for a specific **Contract Classification** and **Blanket Classification**, open the Filter and Rank screen and select the **Contract Classification** item.

10. Choose ‘Select category values’ as the **Filter type**.

11. Select the appropriate filter value(s).
12. Select the **Blanket Classification** item.
13. Choose ‘**Select category values**’ as the **Filter type**.
14. Select the appropriate filter value(s).
15. Click ‘**OK**’.
16. The report is regenerated displaying data for the selected filters. The ‘Applied filters’ textbox displays the Blanket Classifications, Contract Classifications, Entities, and Ordered Weeks for which the report is currently filtered.

17. To display the data by each Blanket Classification and Contract Classification, click on the 1st icon, ‘Table data’. 

![Image of the report interface showing ordered weeks and line item counts with respective amounts]
Note: Contract Classification and Blanket Classification are currently ‘Hidden’; they must be moved to ‘Rows’ to be displayed in the report.

18. Click on **Contract Classification**.
19. Click the ‘Move Items’ button and choose, ‘Move to Rows’.
20. Click on **Blanket Classification**.
21. Click the ‘Move Items’ button and choose, ‘Move to Rows’.
22. Contract Classification and Blanket Classification are now in the ‘Rows’ section above Commodity Code. Click ‘OK’.
23. The report is regenerated to display Contract Classification and Blanket Classification.