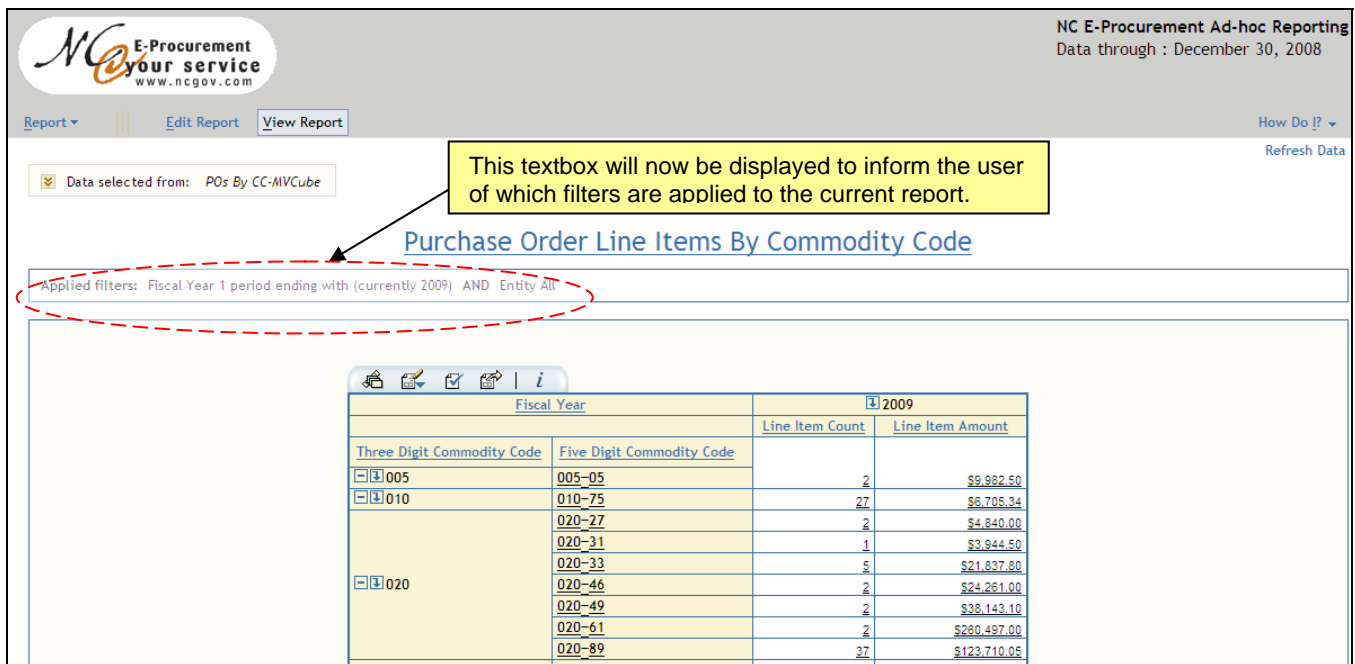


Purchase Order Line Items By Commodity Code Job Aid

The **Purchase Order Line Items By Commodity Code** report allows users to view the **Line Item Count** and **Line Item Amount**, based on the **Five Digit Commodity Code**. The default report displays data for all entities for which the user has permissions. The default report displays data for the current **Fiscal Year**; however, users can utilize the **Filter and Rank** tool to display different **Fiscal Years, Fiscal Quarters, Months, and Weeks**. Also, entities can be chosen in the Filter and Rank tool and then unhidden in order to display data for each desired entity.



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Data selected from: POs By CC-MVCube

This textbox will now be displayed to inform the user of which filters are applied to the current report.

Purchase Order Line Items By Commodity Code

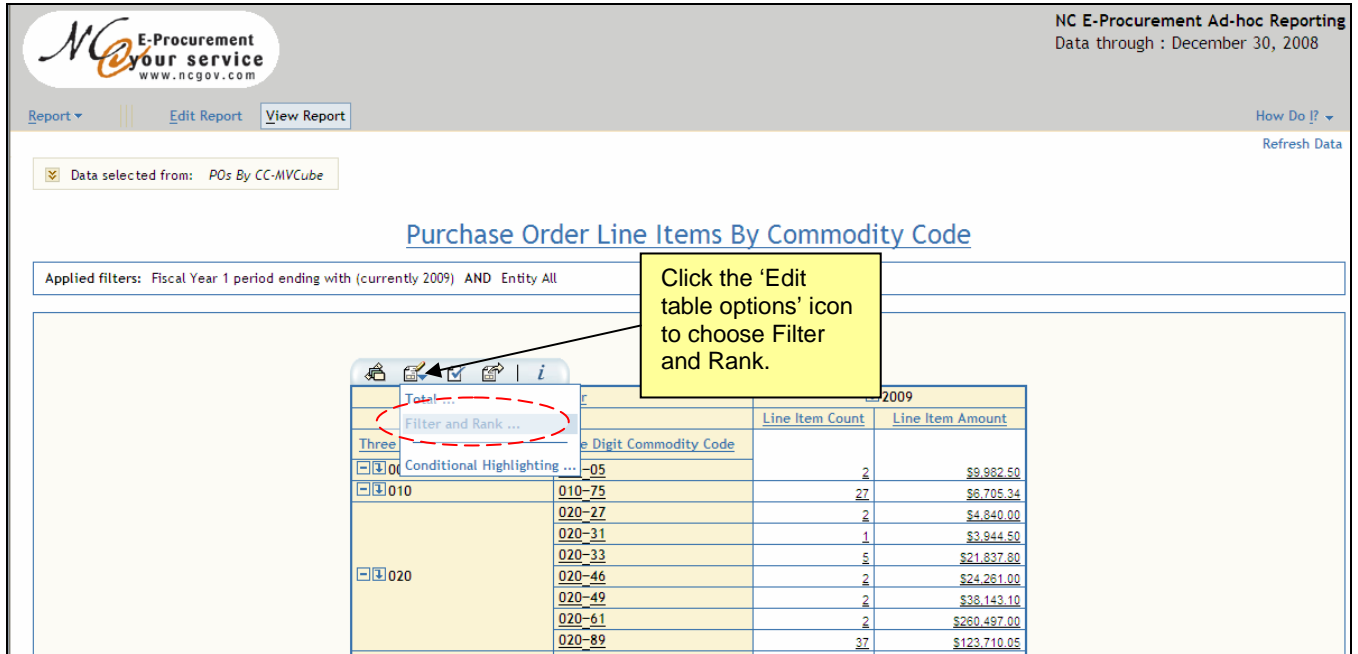
Applied filters: Fiscal Year 1 period ending with (currently 2009) AND Entity All

Fiscal Year		2009	
		Line Item Count	Line Item Amount
Three Digit Commodity Code	Five Digit Commodity Code		
005	005-05	2	\$9,882.50
010	010-75	27	\$6,705.34
	020-27	2	\$4,840.00
	020-31	1	\$3,944.50
	020-33	5	\$21,837.80
	020-46	2	\$24,261.00
020	020-49	2	\$38,143.10
	020-61	2	\$280,497.00
	020-89	37	\$123,710.05

1. The **Purchase Order Line Items By Commodity Code** report will display information for all entities in the current Fiscal Year.

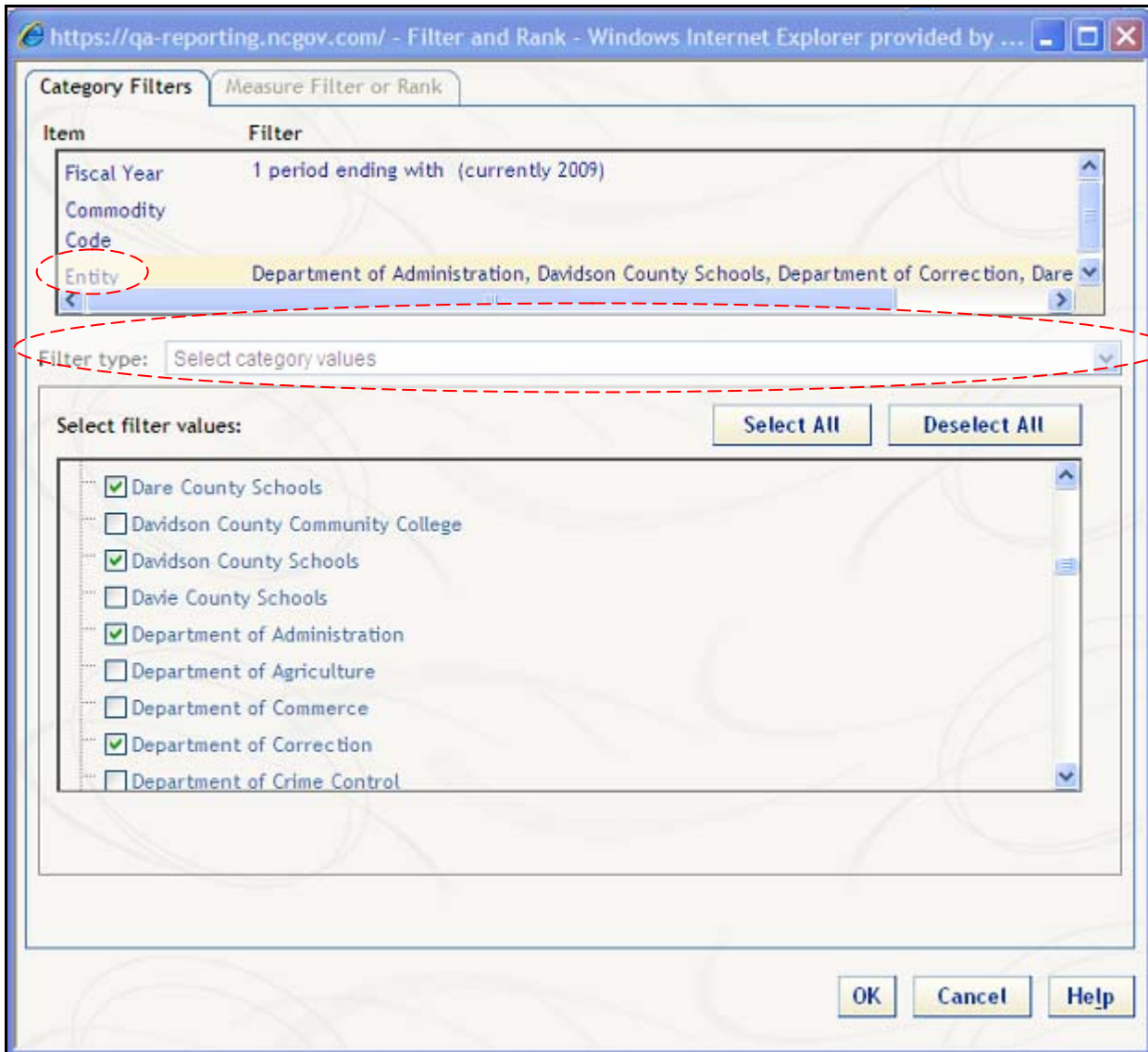
Note: The new '**Applied filters**' textbox will inform the user what filters are applied to the current report. For the default report, the applied filters are the current **Fiscal Year** and all **Entities** for which the user has permission.

Purchase Order Line Items By Commodity Code Job Aid



Total	Line Item Count	Line Item Amount
Three		
010	2	\$9,982.50
010	27	\$6,705.34
020	2	\$4,840.00
020	1	\$3,944.50
020	5	\$21,837.80
020	2	\$24,261.00
020	2	\$38,143.10
020	2	\$280,497.00
020	37	\$123,710.05

2. To run the report for specific **Entities**, click the 2nd icon, 'Edit table options'.
3. Select the 'Filter and Rank' option.



https://qa-reporting.ncgov.com/ - Filter and Rank - Windows Internet Explorer provided by ...

Category Filters Measure Filter or Rank

Item	Filter
Fiscal Year	1 period ending with (currently 2009)
Commodity Code	
Entity	Department of Administration, Davidson County Schools, Department of Correction, Dare

Filter type: Select category values

Select filter values:

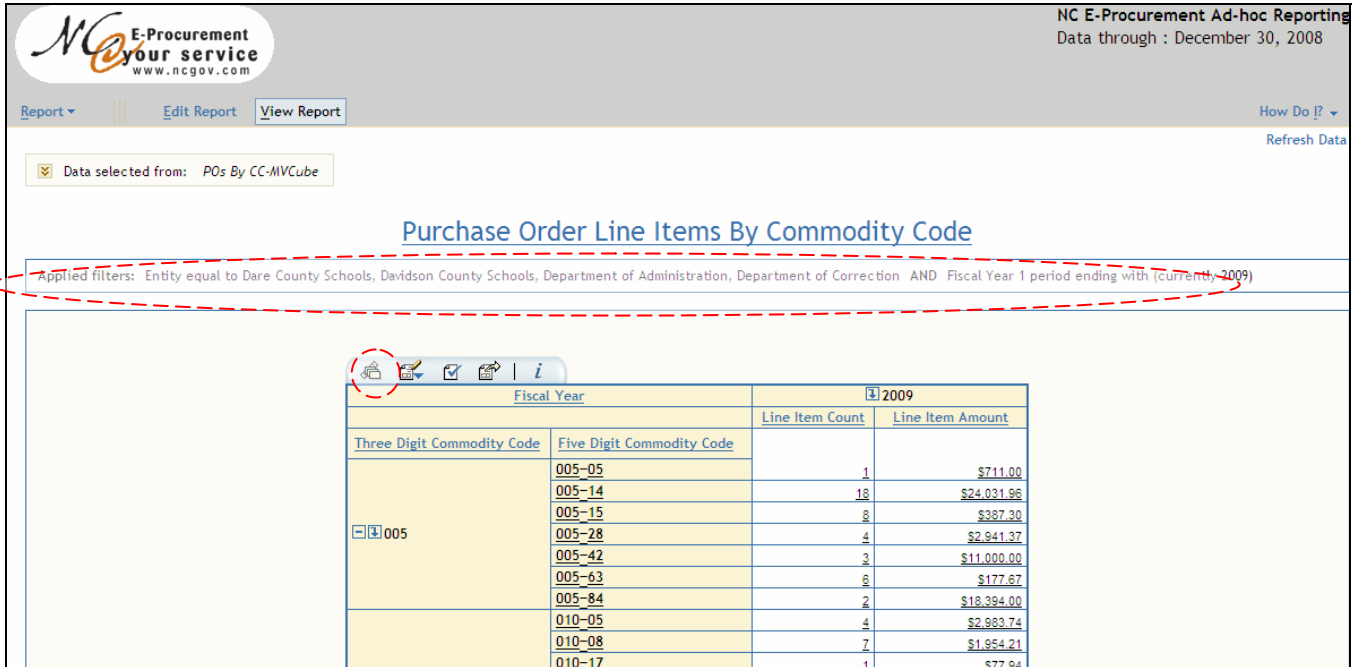
Dare County Schools
 Davidson County Community College
 Davidson County Schools
 Davie County Schools
 Department of Administration
 Department of Agriculture
 Department of Commerce
 Department of Correction
 Department of Crime Control

Select All Deselect All

OK Cancel Help

4. Choose the Entity item.
5. Choose **'Select category values'** as the **Filter type**.
6. Select the appropriate filter value(s).
7. Click **'OK'** to run the report.

Purchase Order Line Items By Commodity Code Job Aid



NC E-Procurement Ad-hoc Reporting
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Report ▾ | Edit Report | View Report | How Do I? ▾ | Refresh Data

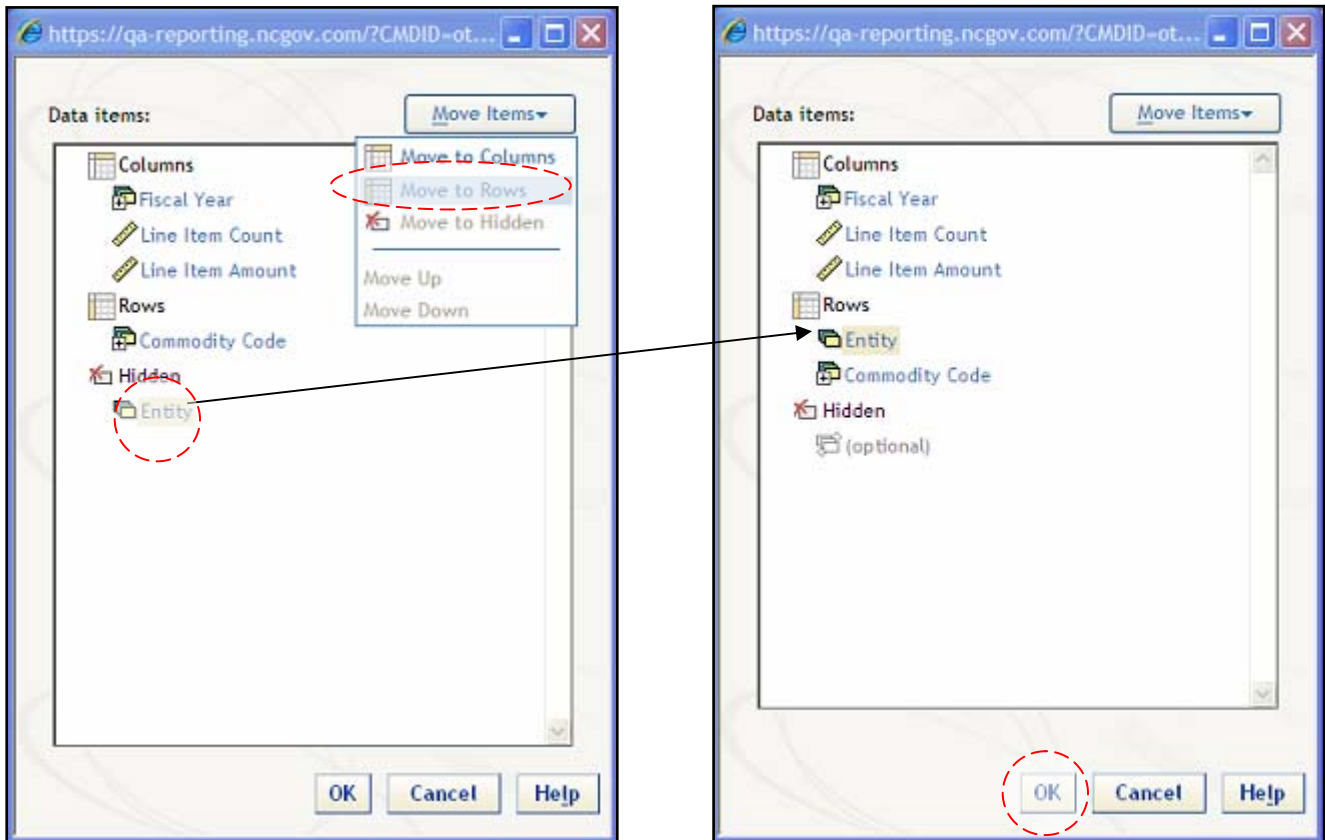
Data selected from: POs By CC-MVCube

Purchase Order Line Items By Commodity Code

Applied filters: Entity equal to Dare County Schools, Davidson County Schools, Department of Administration, Department of Correction AND Fiscal Year 1 period ending with (currently, 2009)

Fiscal Year		2009	
Three Digit Commodity Code	Five Digit Commodity Code	Line Item Count	Line Item Amount
005	005-05	1	\$711.00
	005-14	18	\$24,031.96
	005-15	8	\$387.30
	005-28	4	\$2,941.37
	005-42	3	\$11,000.00
	005-63	6	\$177.67
	005-84	2	\$18,394.00
	010-05	4	\$2,983.74
	010-08	7	\$1,954.21
	010-17	1	\$77.94

8. The report is regenerated displaying data for the selected entities. The '**Applied filters**' textbox displays the Entities and Fiscal Year for which the report is currently filtered.
9. To display the data by each Entity, click on the 1st icon, '**Table data**' .



Note: The Entity is currently 'Hidden'; it must be moved to 'Rows' to be displayed in the report.

10. Click on Entity.
11. Click the 'Move Items' button and choose, 'Move to Rows'.
12. Click the 'Move Items' button again and choose 'Move Up'.
13. Entity is now in the 'Rows' section above Commodity Code. Click 'OK'.

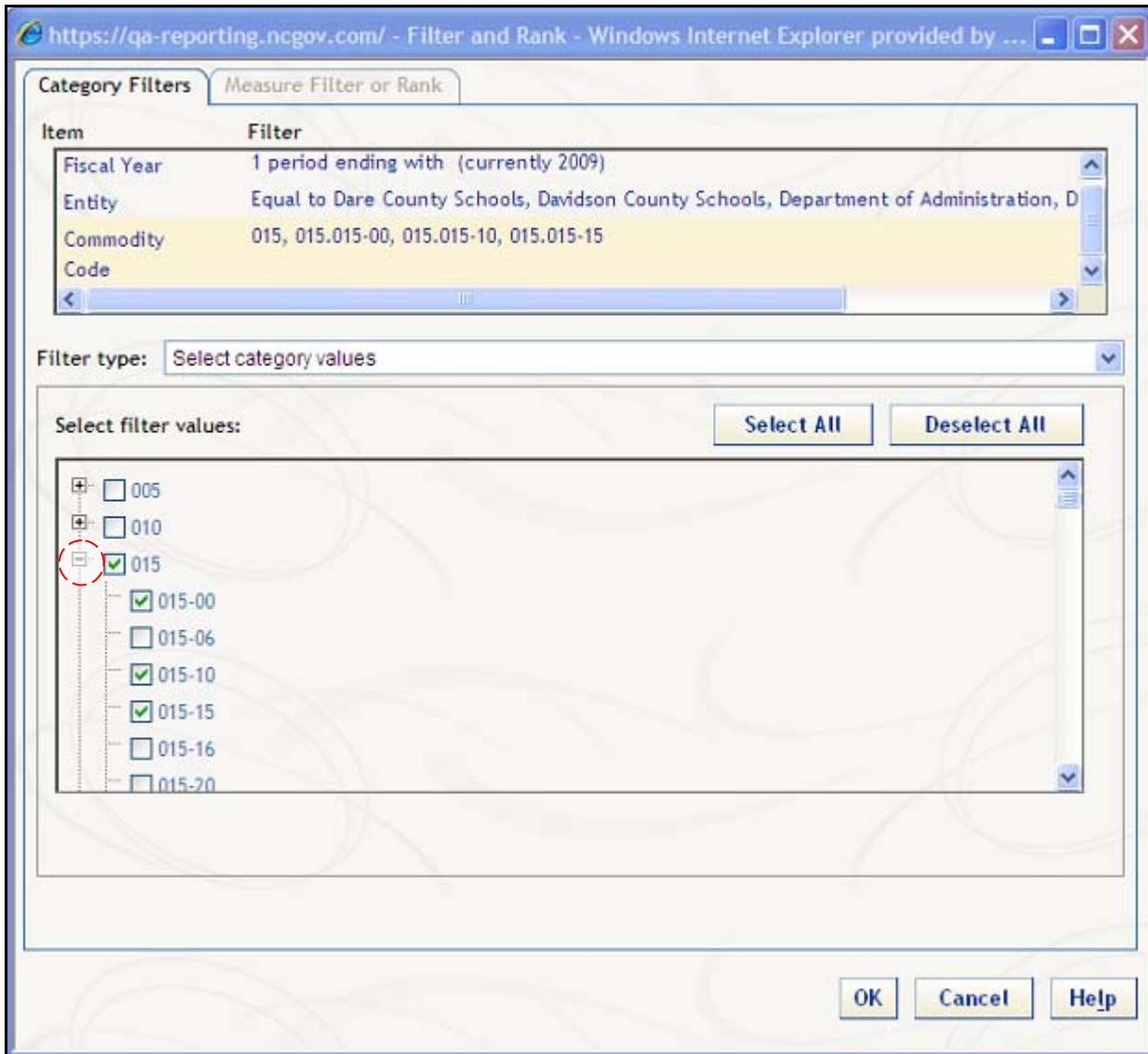
Purchase Order Line Items By Commodity Code Job Aid

Purchase Order Line Items By Commodity Code

Applied filters: Entity equal to Dare County Schools, Davidson County Schools, Department of Administration, Department of Correction AND Fiscal Year 1 period ending with (currently 2009)

Fiscal Year			2009	
Entity	Three Digit Commodity Code	Five Digit Commodity Code	Line Item Count	Line Item Amount
Dare County Schools	005	005-15	8	\$387.30
		010-05	2	\$597.48
	010	010-30	3	\$74.01
		010-59	1	\$163.30
	015	015-15	1	\$2,658.50
		015-55	7	\$7,229.74
	020	020-49	1	\$2,668.75
		031-03	4	\$9,607.50
	031	031-06	1	\$1,067.50
		031-24	1	\$9,159.15
		031-29	1	\$427.00
		031-43	2	\$378.86
		031-44	44	\$13,837.57
		031-45	5	\$198.69
	037	037-56	19	\$110.07
		045-24	1	\$296.77
	045	045-50	5	\$1,026.29
		045-52	1	\$340.53
	050	050-40	271	\$9,064.17
		050-46	1	\$84.05
	050-60	4	\$251.18	

14. The report is regenerated to display the selected Entities.



The screenshot shows a web browser window titled "Filter and Rank - Windows Internet Explorer provided by ...". The page has two tabs: "Category Filters" and "Measure Filter or Rank".

Under the "Category Filters" tab, there is a table with the following data:

Item	Filter
Fiscal Year	1 period ending with (currently 2009)
Entity	Equal to Dare County Schools, Davidson County Schools, Department of Administration, D
Commodity Code	015, 015.015-00, 015.015-10, 015.015-15

Below the table, the "Filter type:" dropdown is set to "Select category values".

The "Select filter values:" section contains a list of commodity codes with checkboxes:

- 005
- 010
- 015
- 015-00
- 015-06
- 015-10
- 015-15
- 015-16
- 015-20

Buttons for "Select All", "Deselect All", "OK", "Cancel", and "Help" are visible at the bottom of the window.

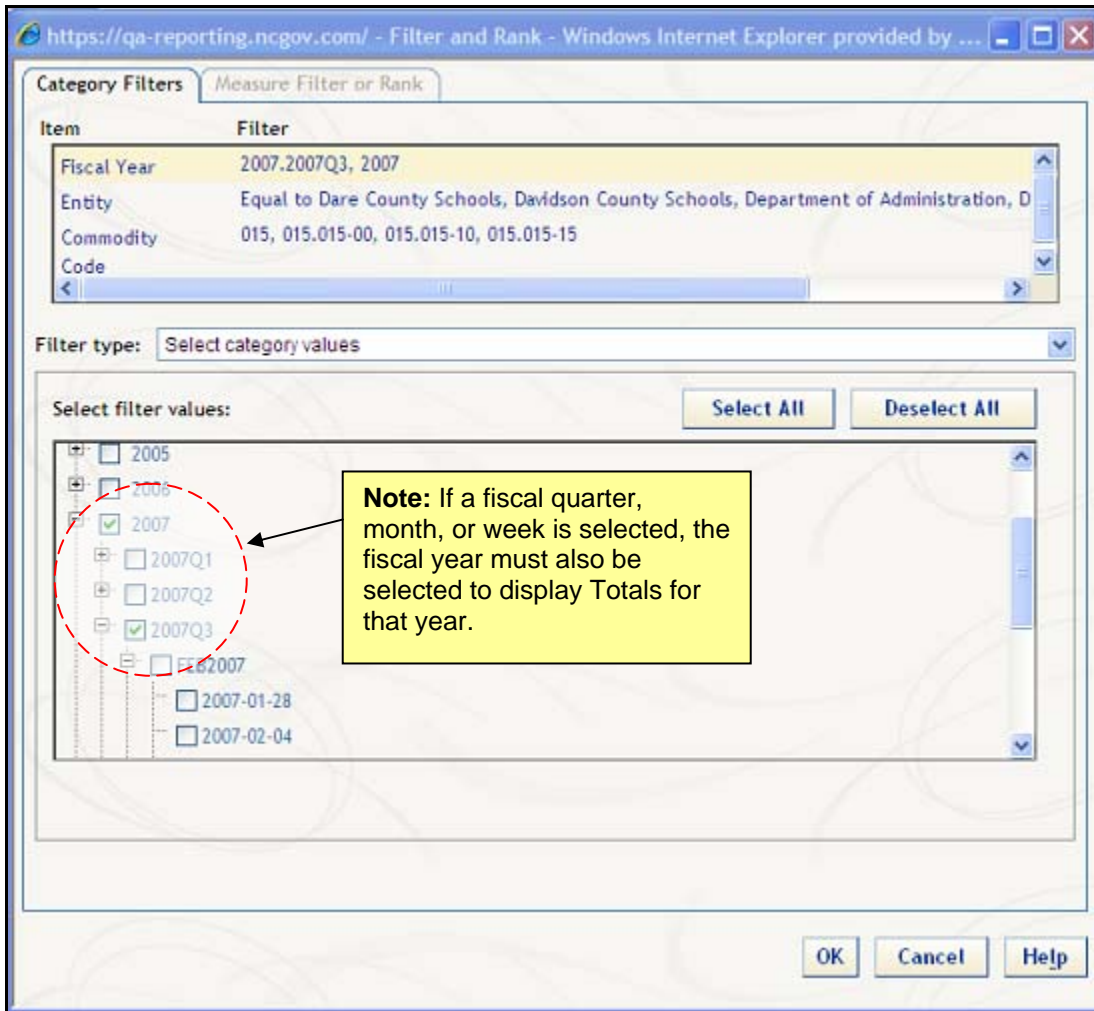
15. In order to run the report for specific **Commodity Codes** and **Fiscal Years**, use the Filter and Rank option and select the **Commodity Code** item.

16. Choose '**Select category values**' as the **Filter type**.

17. Select the appropriate Three Digit Commodity Codes and click the '+' symbol to expand them and view their associated Five Digit Commodity Codes.

18. Select the appropriate filter value(s).

Note: The Filter and Rank option now displays Commodity Code as a single item. In this item, both the Three Digit Commodity Codes and Five Digit Commodity Codes are available.



19. Select the Fiscal Year item in the **Filter and Rank** screen.

20. Choose '**Select category values**' as the **Filter type**.

21. Click the '+' symbol to the left of a 'Fiscal Year' to display the associated 'Fiscal Quarters'.

Note: Expanding a **Fiscal Year** will return the associated **Fiscal Quarters**, expanding a specific **Fiscal Quarter** will return the associated **Months**, and expanding a specific **Month** will return the associated **Weeks**.

22. Select the appropriate filter values(s) and click '**OK**' to run the report.

Note: The report will regenerate, displaying the items chosen in Filter and Rank in the order that they were selected. When selecting filters in the Fiscal Year item, be sure to select the filters in chronological order so that the report will regenerate in a logical format.

Purchase Order Line Items By Commodity Code Job Aid

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

Data selected from: POs By CC-MVCube

Purchase Order Line Items By Commodity Code

Applied filters: Commodity Code equal to 015, 015.015-00, 015.015-10, 015.015-15 AND Entity equal to Dare County Schools, Davidson County Schools, Department of Administration, Department of Correction AND Fiscal Year equal to 2007,2007Q3, 2007

			2007		2007	
			2007Q3			
Fiscal Year			Line Item Count	Line Item Amount	Line Item Count	Line Item Amount
Qtr						
Entity	Three Digit Commodity Code	Five Digit Commodity Code				
Dare County Schools	015		8	\$2,526.42	16	\$6,851.31
Davidson County Schools	015		3	\$2,450.08	8	\$3,672.66
Department of Correction	015		18	\$15,619.00	114	\$28,855.30
	015	015-15	3	\$307.00	10	\$2,252.86
Total			32	\$20,902.50	148	\$41,632.13

Important Note: Please do not click the Report Total links.
(Values found in the gray cells.)

23. The report is regenerated to display data for the selected filters.

Note: The above report was generated for 2007Q3. 2007 was also selected to return yearly **Totals** in the Filter and Rank option. If the Fiscal Year had not been selected, Totals would reflect data for 2007Q3 only.