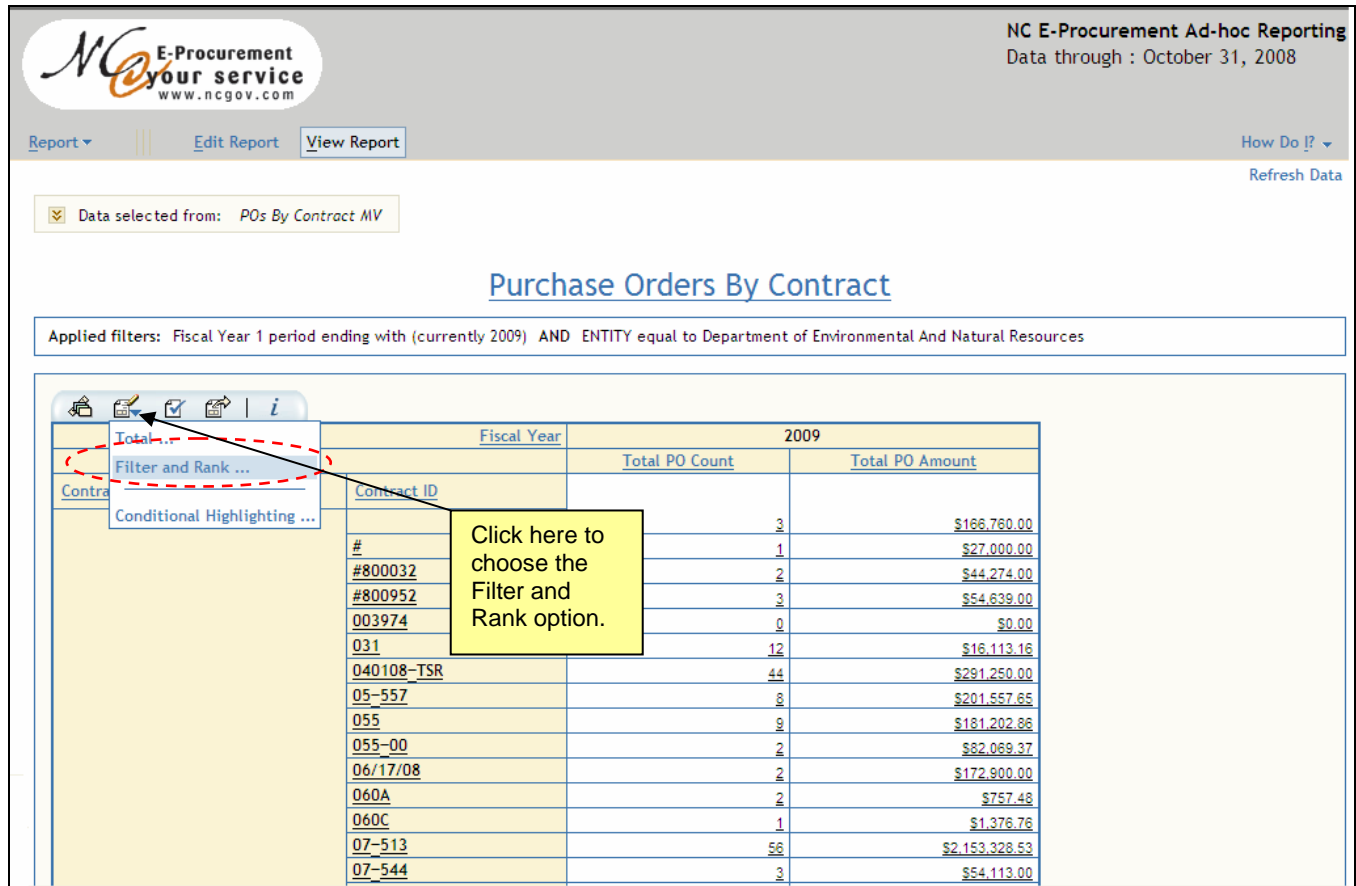


Purchase Orders by Contract Job Aid

The **Purchase Orders by Contract** report returns the **Total PO Count** and **Total PO Amount**, based on the **Contract Type** and **Contract ID** for all entities which the user has access. The default report is generated for the **current fiscal year**; however, users will now be able to return data for **multiple fiscal years**.



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Data selected from: POs By Contract MV

Purchase Orders By Contract

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

		Fiscal Year	2009	
			Total PO Count	Total PO Amount
Contract ID				
#			3	\$166,760.00
#800032			1	\$27,000.00
#800952			2	\$44,274.00
003974			3	\$54,639.00
031			0	\$0.00
040108-TSR			12	\$16,113.16
05-557			44	\$291,250.00
055			8	\$201,557.65
055-00			9	\$181,202.86
06/17/08			2	\$82,069.37
060A			2	\$172,900.00
060C			2	\$757.48
07-513			1	\$1,376.76
07-544			56	\$2,153,328.53
			3	\$54,113.00

1. The **Purchase Orders by Contract** report will be displayed for the current Fiscal Year.
2. To display data for different fiscal years, click '**Filter and Rank**'.

Note: Fiscal year information will now be displayed as a column header and can be accessed using the Filter and Rank option.

The screenshot shows a web browser window with the URL https://qa-reporting.ncgov.com/?CMDID=otvc75780_mb_com.sas.apps.citation.view.tbeans.... The main content area is titled 'Category Filters' and contains a table with the following data:


Item	Filter
Fiscal Year	1 period ending with (currently 2009)
Contract Type	
Contract ID	

Below the table, the 'Filter type:' dropdown is set to 'Create filter', and the 'Period type:' dropdown is set to 'Select category values'. The 'Show:' section has 'N periods where N = 1' selected. The 'Date Range' section has 'The last period' selected. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

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

The screenshot shows a web browser window titled "Filter and Rank" with the URL "https://qa-reporting.ncgov.com/". The interface includes a "Category Filters" section with a "Measure Filter or Rank" tab. A list of filter items includes "Fiscal Year", "Contract Type", and "Contract ID". The "Fiscal Year" filter is selected, and its "Filter type" is set to "Select category values". Below this, a "Select filter values:" section contains a list of years from 2002 to 2009, each with an unchecked checkbox. A red dashed oval highlights the years 2002 through 2009, and a yellow callout box with an arrow points to the 2005 checkbox, containing the text: "Select the filter values in the order you would like the values to display on the report." Buttons for "Select All", "Deselect All", "OK", "Cancel", and "Help" are also visible.

5. Select one or **multiple** fiscal years by placing a checkmark in the appropriate box.
6. Click '**OK**' to run the report.



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Refresh Data

☑ Data selected from: POs By Contract MIV

Purchase Orders By Contract

Applied filters: Fiscal Year equal to 2008, 2009 AND ENTITY equal to Department of Environmental And Natural Resources

Fiscal Year		2008		2009	
Contract Type	Contract ID	Total PO Count	Total PO Amount	Total PO Count	Total PO Amount
	#	10	\$62,454.60	3	\$166,760.00
	#13-09002, #201276	3	\$13,140.00	1	\$27,000.00
	#13-13501, #201016	1	\$62,606.30	-	-
	#602021	1	\$13,046.30	-	-
	#701528	1	\$29,000.00	-	-
	#701780	1	\$118,000.00	-	-
	#800032	-	-	2	\$44,274.00
	#800952	-	-	3	\$54,639.00
	1	\$400.31	-	-
	0000	1	\$14,849.35	-	-
	0010203	1	\$15,000.00	-	-
	0012016	1	\$722.50	-	-

7. The report is generated with the applied filters.

Note: The applied filters are listed in the text box below the report's title.