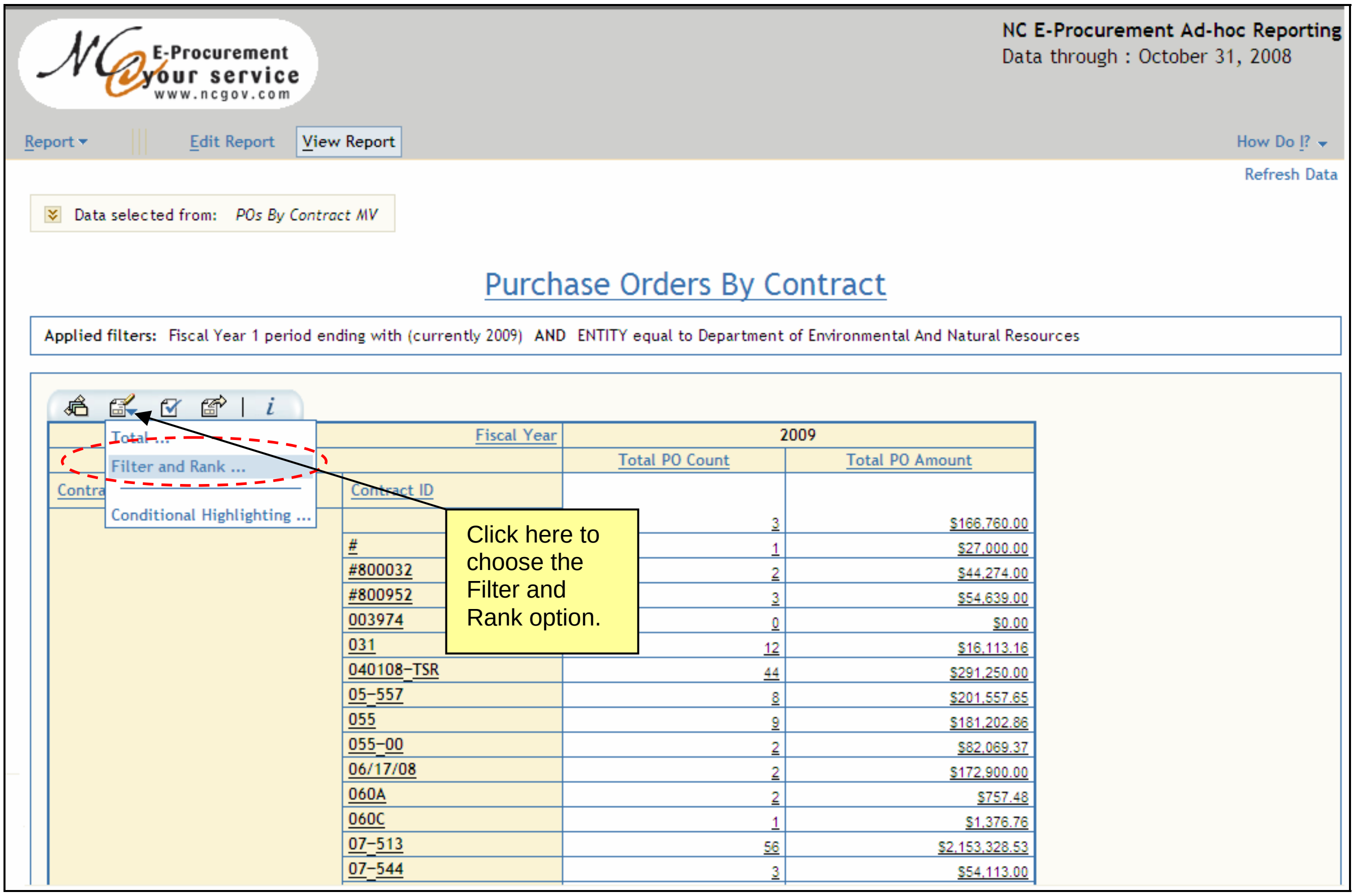
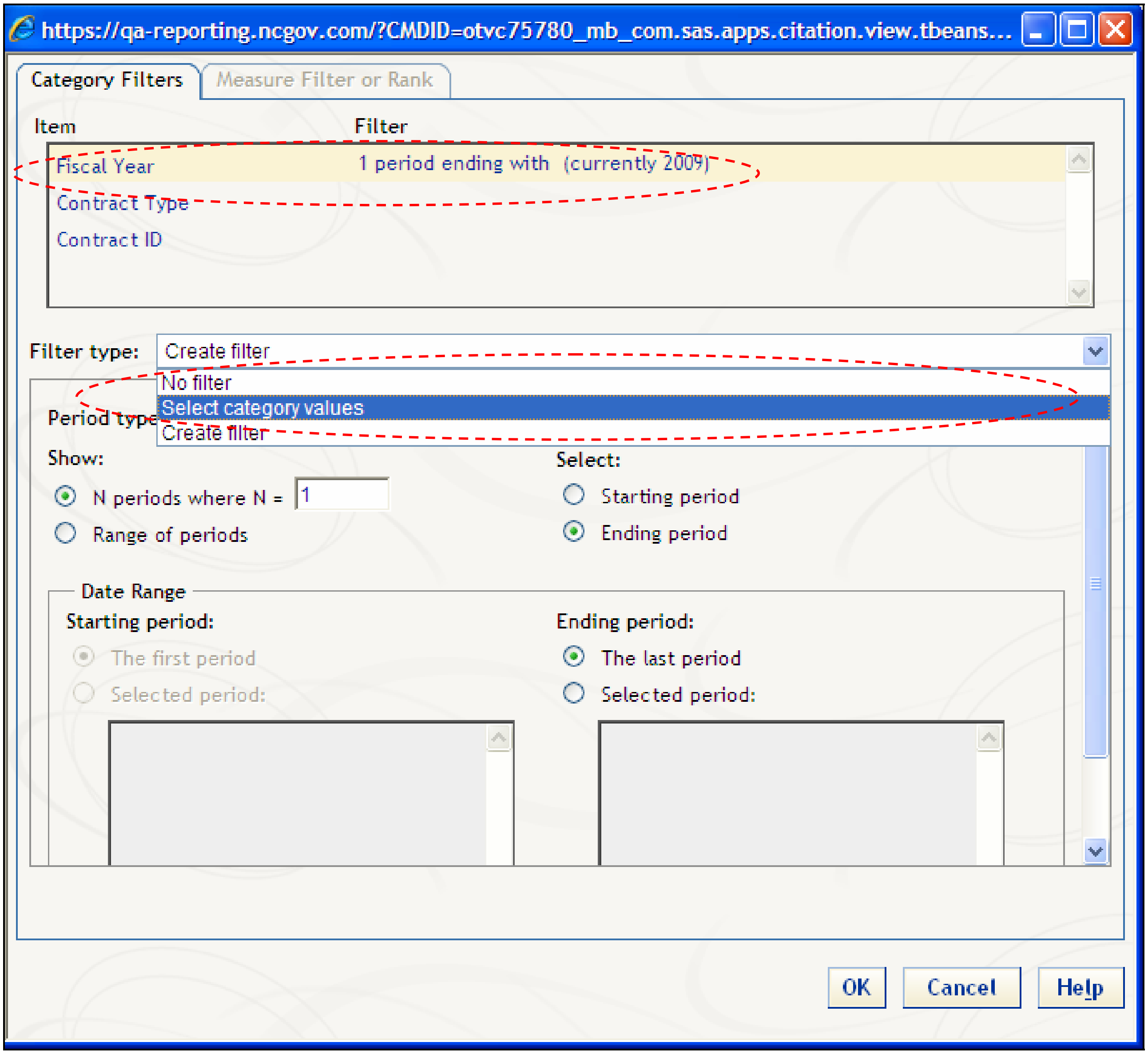
Purchase Orders by Contract Job Aid

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**.

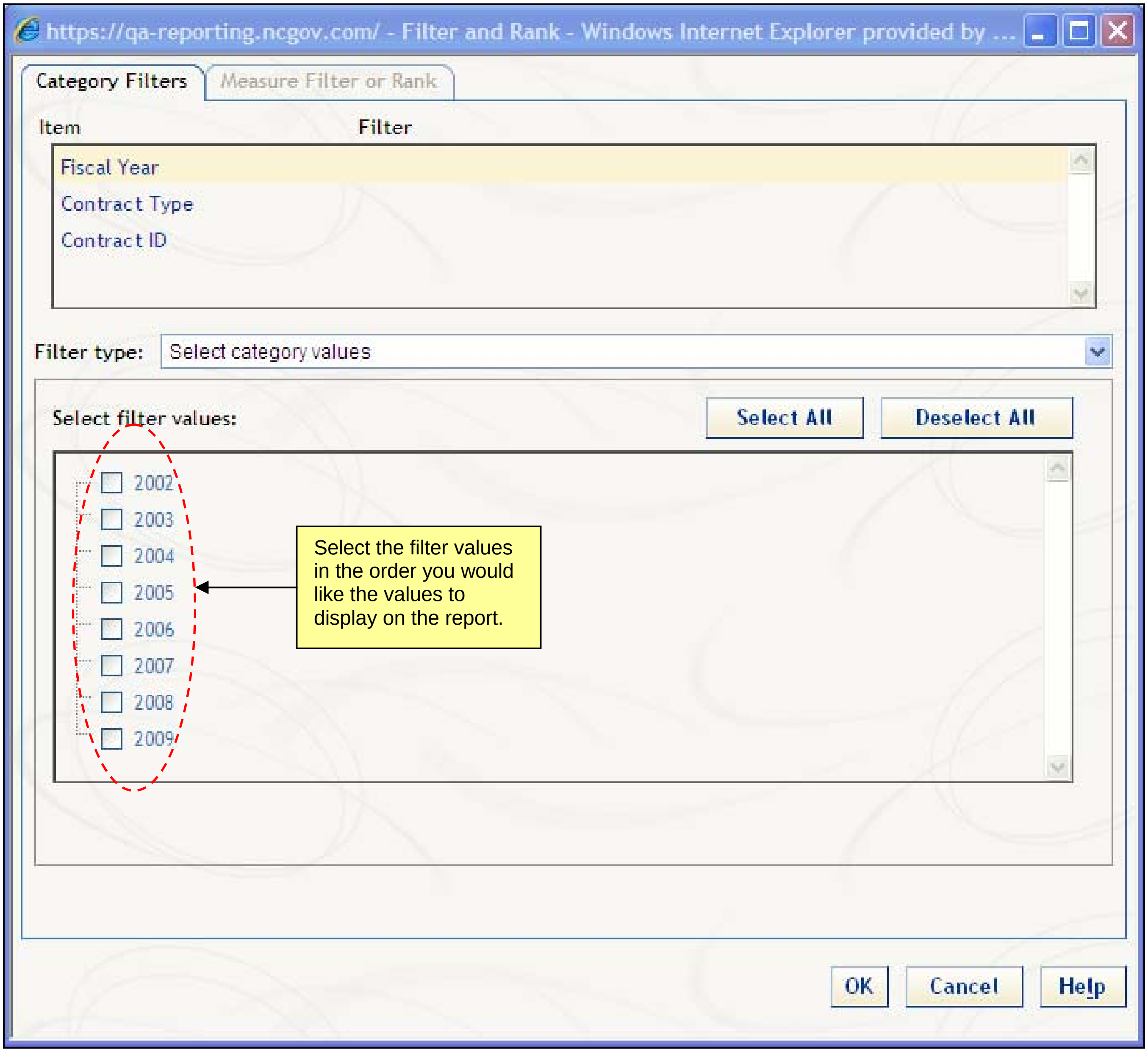


1. The **Purchase Orders by Contract** report will be displayed for the current Fiscal Year.
2. To display data for different fiscal years, click '**Filter and Rank**'.

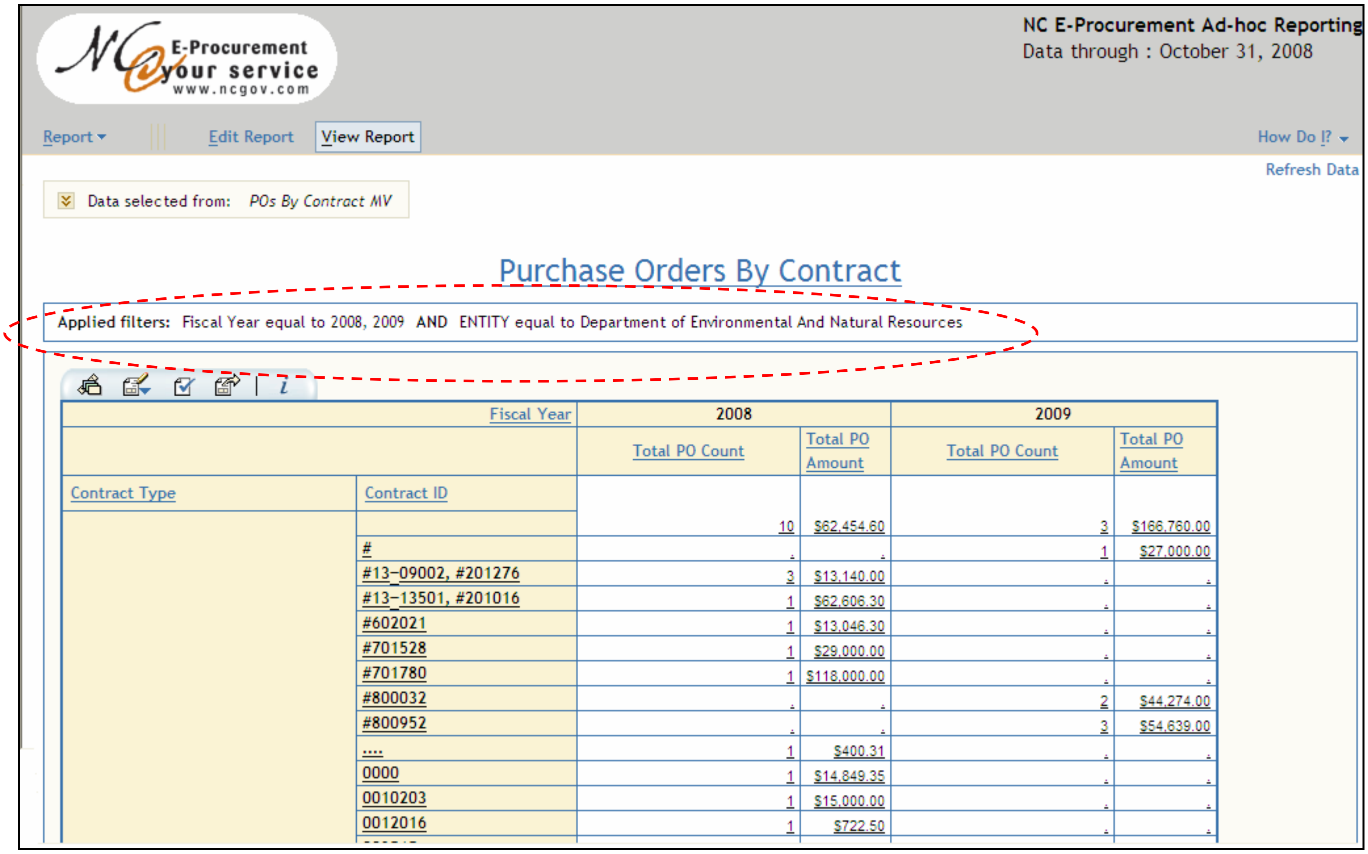
Note: Fiscal year information will now be displayed as a column header and can be accessed using the Filter and Rank option.



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



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



NC E-Procurement Ad-hoc Reporting
Data through : October 31, 2008

Report | Edit Report | View Report | How Do I?

Refresh Data

Data selected from: *POs By Contract MV*

Purchase Orders By Contract

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

Contract Type	Contract ID	2008 Total PO Count	2008 Total PO Amount	2009 Total PO Count	2009 Total PO Amount
		10	$62,454.60	3	$166,760.00
	#	.	.	1	$27,000.00
	#13-09002, #201276	3	$13,140.00	.	.
	#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.