NC eProcurement
Reporting

Reporting is an important component in the Contracts process. Utilizing the reporting functions in Contracts enables a user to quickly analyze key information based on the needs of the individual user or entity.

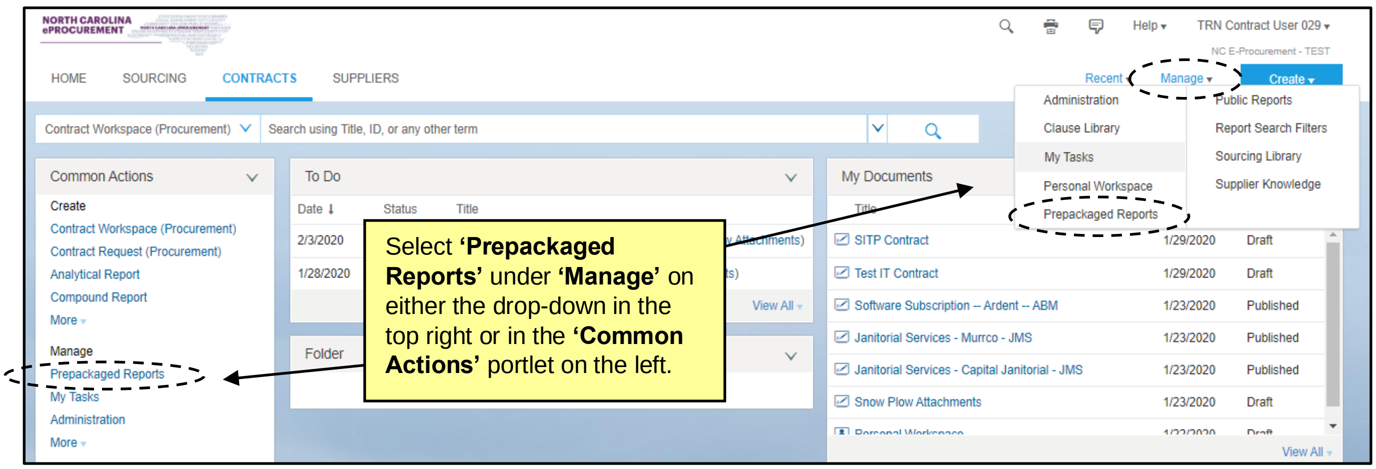
Note: Reporting data is pulled at intervals rather than in real time. It might take up to 24 hours for the data from your latest transactions to display in reports.

I. Running Prepackaged Reports

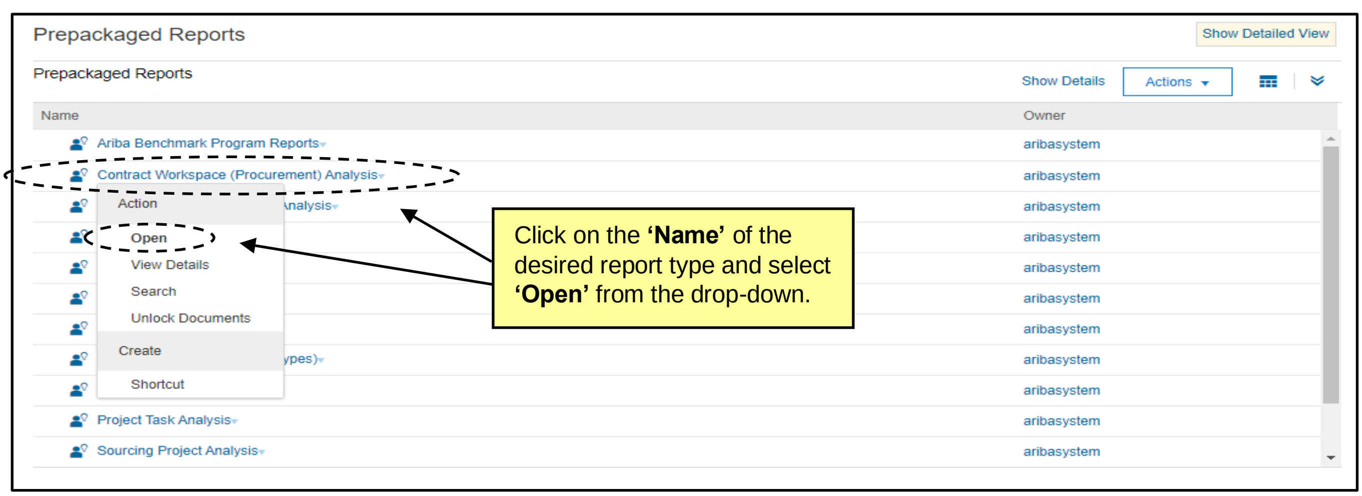
1. Prepackaged Reports are designed to meet the most common reporting needs in the tool and can be accessed using the **'Manage'** function in one of two places on the Contracts Dashboard:

    a. Under **'Manage'** on the **'Common Actions'** portlet, select **'Prepackaged Reports.'** Click on the **'More'** drop-down menu if Prepacked Reports does not immediately appear.

    b. In the upper right, select the **'Manage'** drop-down menu, then select **'Prepackaged Reports.'**



2. On the **'Prepacked Reports'** page, the default view lists the report type alphabetically by Name, with the Owner (always **'aribasystem'**) listed to the right. To view the reporting options available within each report type, click on the report name, and then select **'Open'** from the Action drop-down menu.



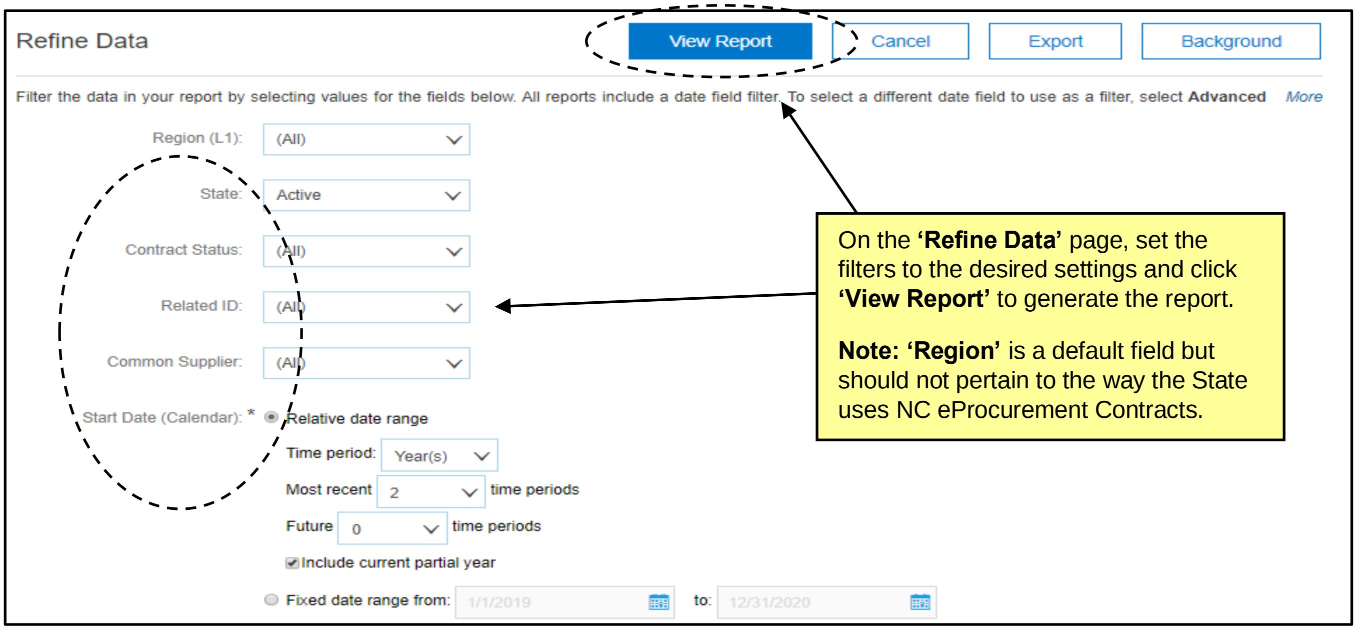
Note: Two recommended **'Prepackaged Reports'** are those for **'Contract Workspace (Procurement) Analysis'** and **'Contracts Task Analysis.'**

a. **'Contract Workspace (Procurement) Analysis'** reports are designed to provide visibility into an entity's contract activity by supplier, commodity, owner, etc., and allow for entity-wide monitoring of contracts that are set to expire soon.

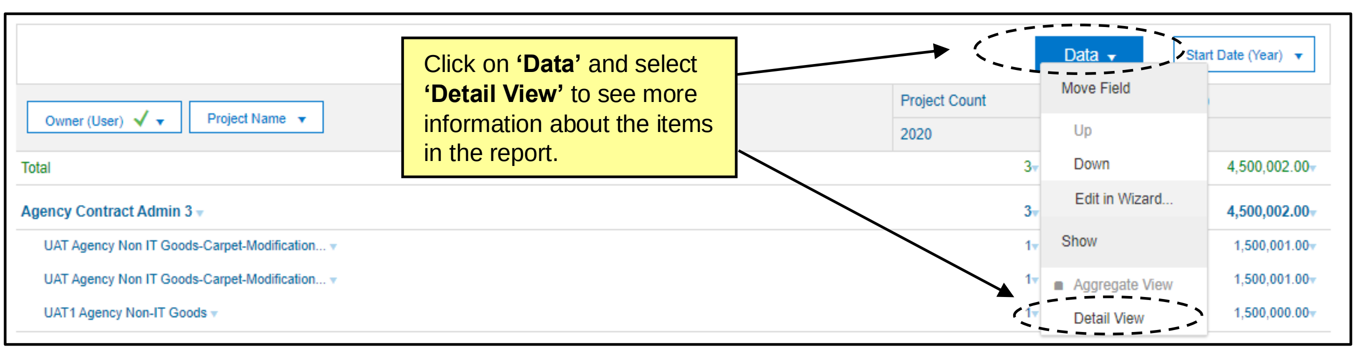
b. **'Contracts Task Analysis'** reports are designed to provide analysis of contract project lifecycle and help identify process bottlenecks.

3. The next screen displays the reports available based on the previously selected report type. Choose a report to run by clicking on the report name and selecting **'Open'** from the Action menu.

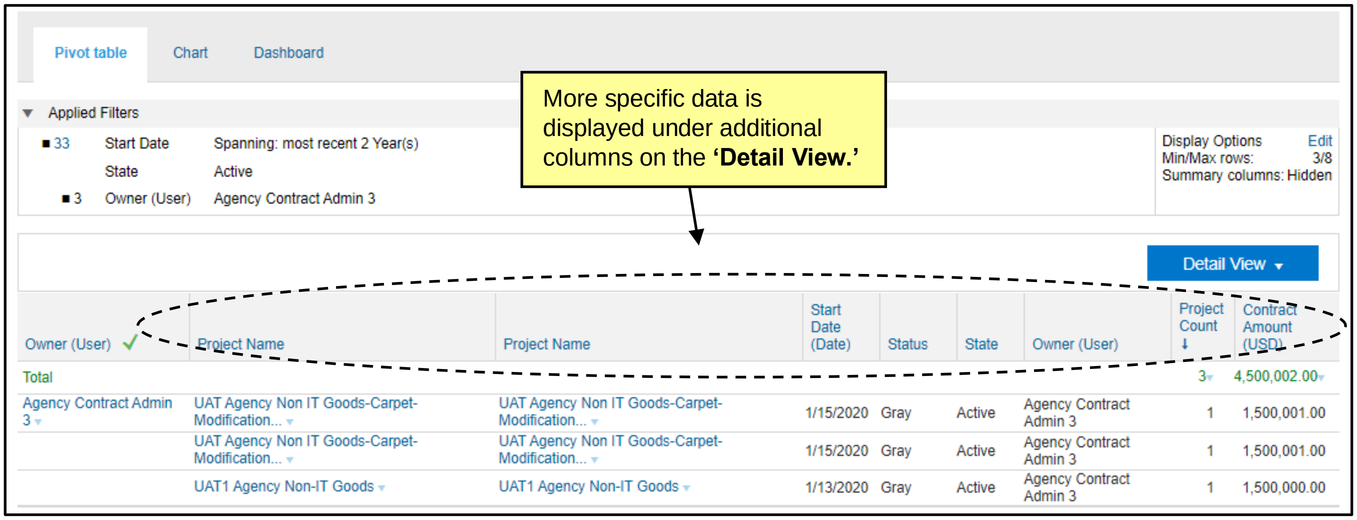
4. The **'Refine Data'** page is displayed, and users can filter the data to include in the report by selecting specific values for each of the fields. Once all filters have been set, click on **'View Report'** to generate the prepackaged report, taking you to the **'Reporting'** page.



5. The **'Reporting'** page defaults to the **'Aggregate'** view of the report on the **'Pivot table'** tab. To see more details, click the blue button (For this particular report, it's the **'Data'** button, but for other reports the button may have a different name) and select **'Detail View'** from the drop-down.



6. When **'Detail View'** is selected, additional columns and data will appear, such as **'Project Name,' 'Start Date,'** and **'State.'**



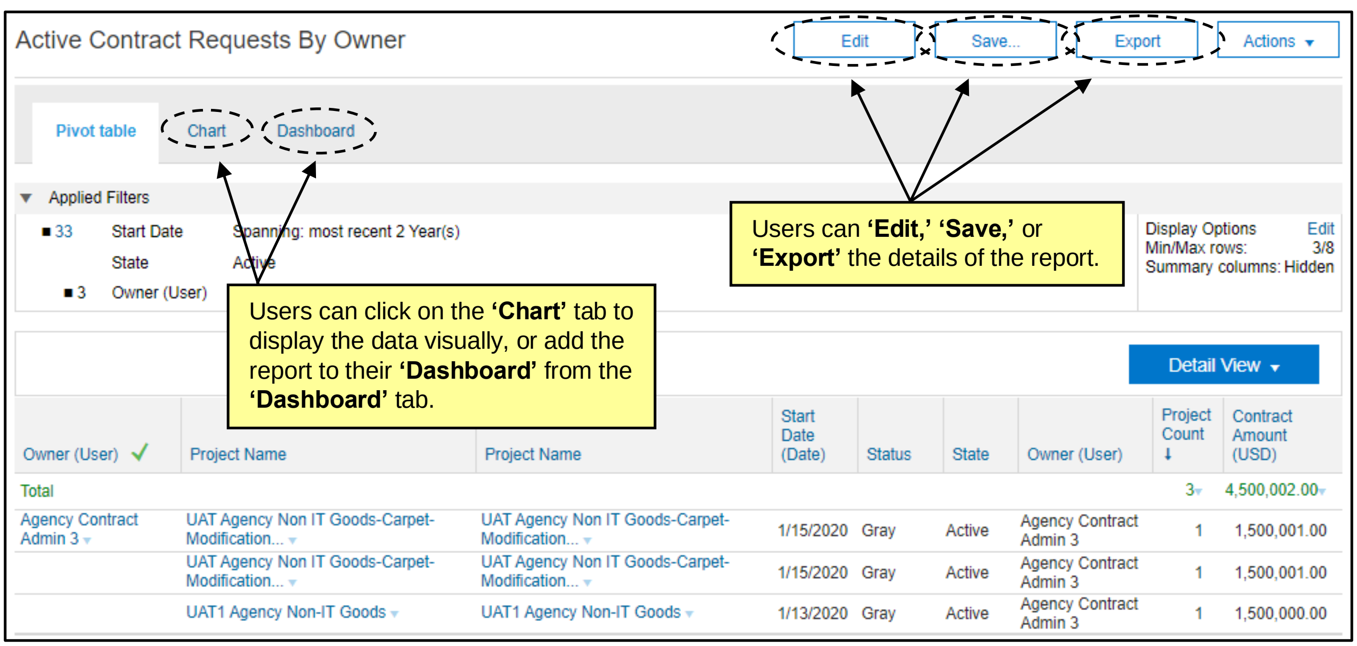
7. After the report is displayed, users can still perform the following actions:

   a. **Edit:** Modify the configuration of the report via the reporting wizard.

   b. **Save:** Save this version of the **'Prepackaged Report'** to the user's **'Personal Workspace.'**

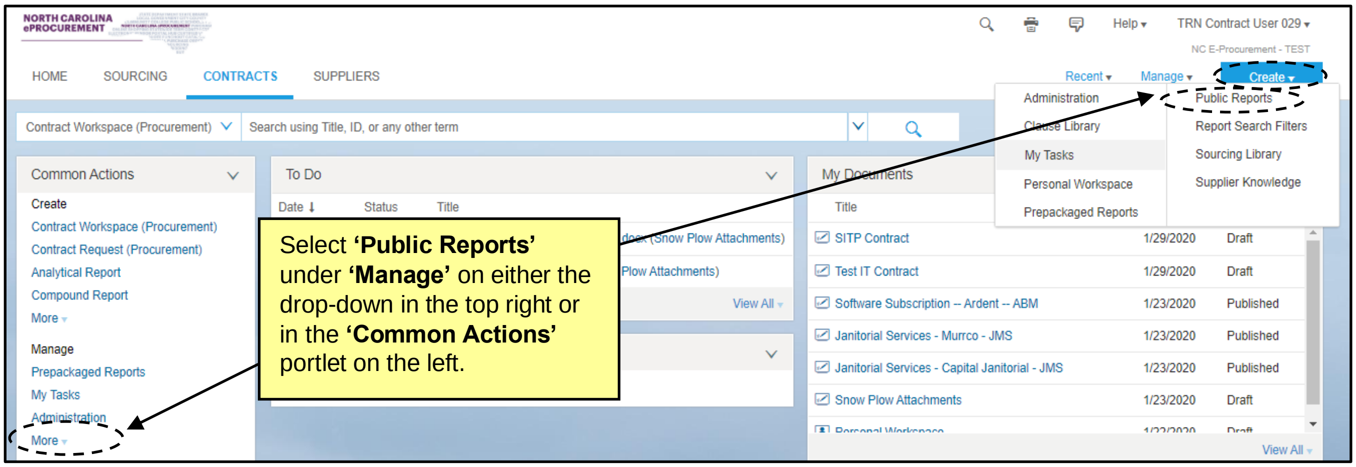
   c. **Export:** Export the data to an **'MS Excel'** Template for further data analysis.

Users can also review the data visually on the **'Chart'** tab or add the report onto their own **'Dashboard'** by navigating to the **'Dashboard'** tab and clicking **'Add to Dashboard.'**

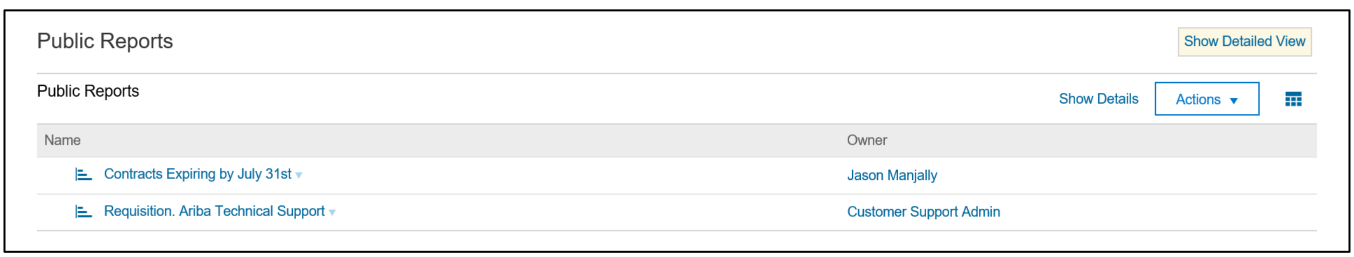


II. Running Public Reports

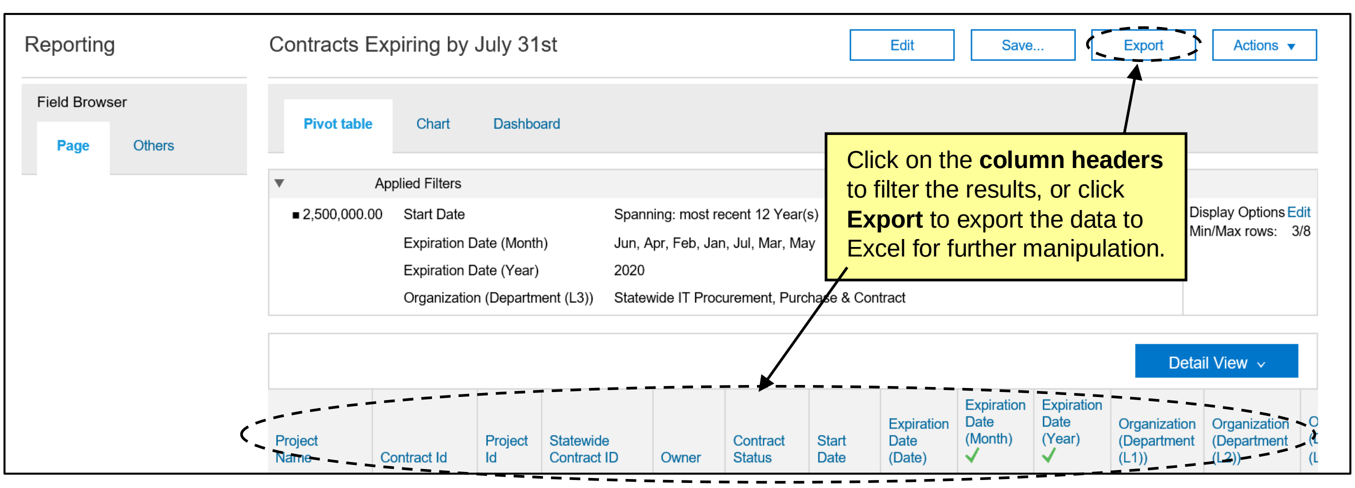
1. While Prepackaged Reports are standard reports in the system, Public Reports are custom reports that have been made available to all reporting enabled users. Public Reports can be used to meet the more specific reporting needs in the tool, and can be accessed using the **'Manage'** function in one of two places on the Contracts Dashboard:



2. Select the applicable report from the list of public reports.



3. Use the column headers to filter the results specific to your Agency or export the data for further manipulation in Excel.



III. Running Background Reports

Users have the ability to schedule reports to run automatically – in the **'Background'** – even without being logged into NC eProcurement Contracts at the time. Use scheduled reporting for:

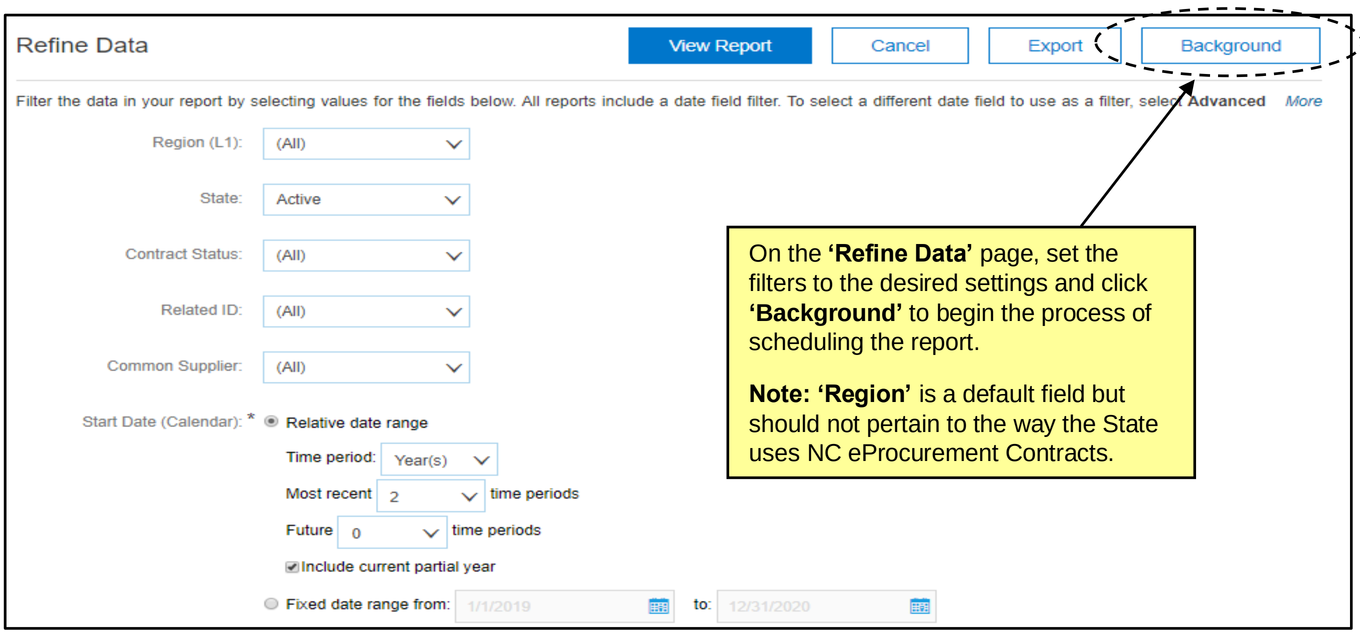
- **Hands-off reporting:** Once a report is scheduled in the background, users do not have to be logged into NC eProcurement Contracts when it runs. Reports can also be scheduled to run at regular intervals on a daily, weekly, or monthly basis.

- **Sending reports to recipients:** Scheduled reports can be shared with other stakeholders and project members through email. The specified recipients can be other NC eProcurement Contracts users or external email addresses. The report will be delivered as an Excel attachment so that users do not need to log in to view the data, or recipients can click a link to log into the system to view the report there.

To schedule a **'Background'** report, follow these steps after selecting a specific report:

1. On the **'Refine Data'** page, filter the data as desired and click **'Background.'**

   Note: Users without the permissions required to **'Save'** reports will not see the option to **'Run In Background,'** and the **'Background'** button located on the **'Refine Data'** page will be greyed out.



2. On the next page, change the **'Report Name'** if necessary, and note that the report will be saved by default to the user's **'Personal Workspace.'** Click **'Save.'**

3. The **'Schedule Background Report'** page will display, and the user can select how often the report should be run in the **'Schedule'** section of the page.

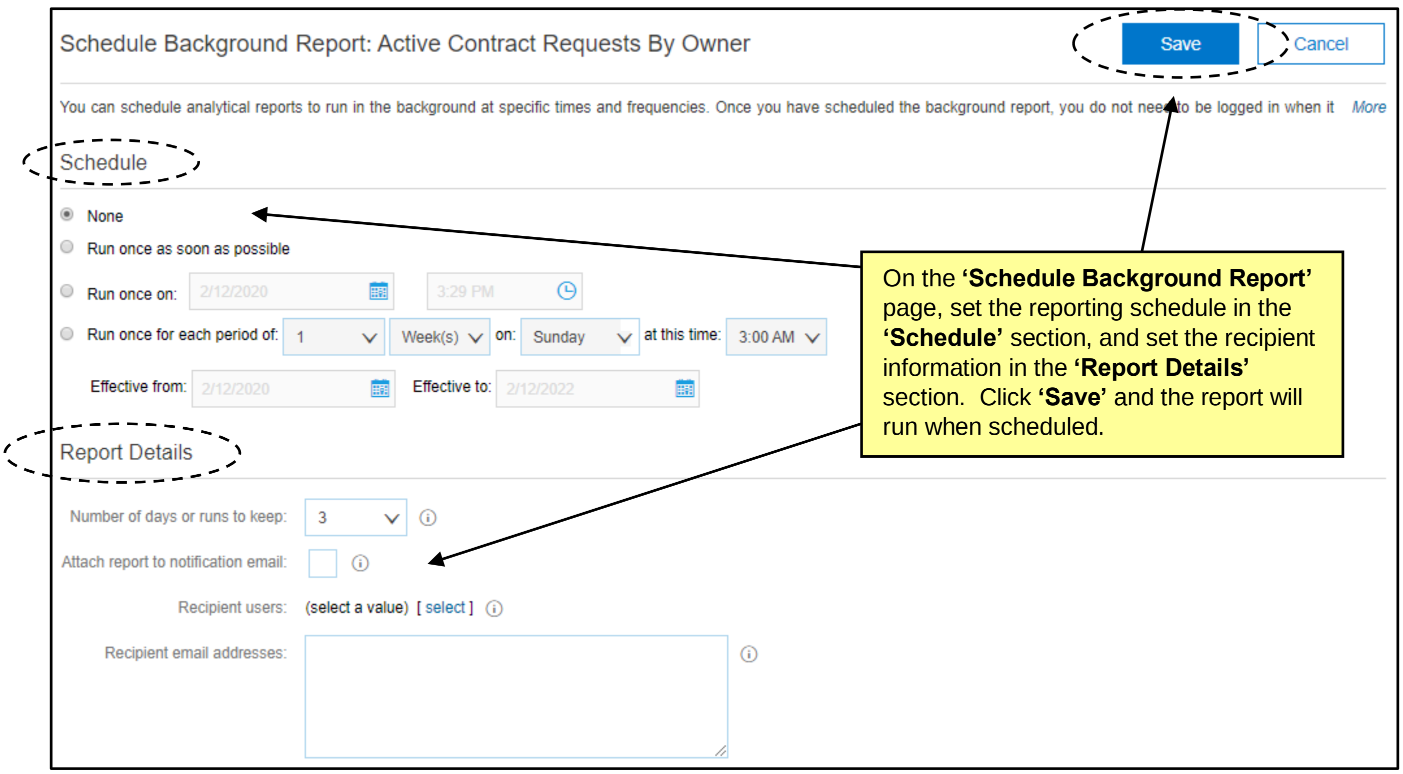
4. In the **'Report Details'** section of the page, the user can set the following:

   a. **'Number of days or runs to keep':** Number of days is the amount of time results are stored for reports that have been run. Number of runs is the number of stored results to keep for recurring reports. For example, if the number of runs of a recurring report to keep is 3, when the report runs for the 4th time, the oldest result will be deleted.

b. **'Attach report to notification email':** Check the box to include an Excel version of the report in an email to recipients.

c. **'Recipient users':** Click **'select'** for a list of internal users to add as recipients of notifications when this report runs.

d. **'Recipient email addresses':** Enter a list of email addresses, separated by commas, that will receive notifications when this report runs.



5. When all details are set, click **'Save'** and then **'OK'** on the next page, and the report will run automatically per the set-schedule selected.