

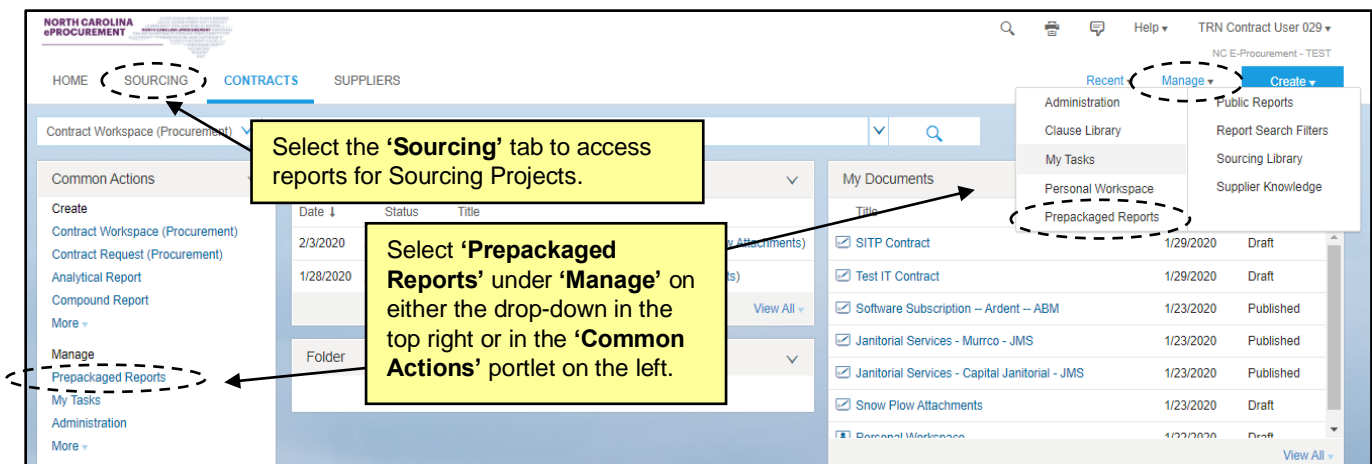
# NC eProcurement Reporting

Utilizing the reporting functions in Sourcing or Contracts enables a user to quickly analyze key information based on the needs of the individual user or entity. Accessing and running reports is the same process within both Sourcing and Contracts.

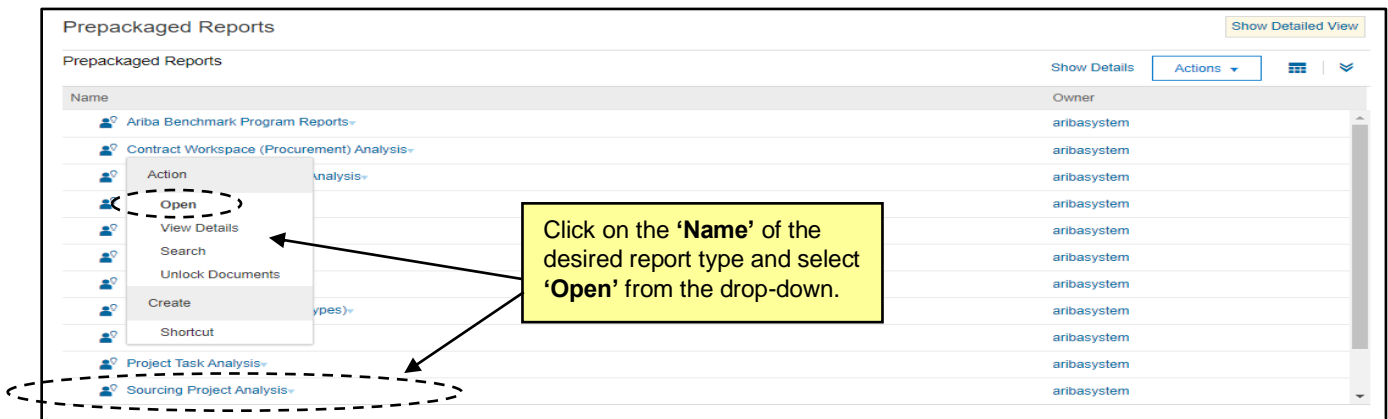
**Note:** Reporting data is pulled at intervals rather than in real time. It might take up to 24 hours for the data from your latest transactions to display in reports.

## 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 Sourcing or Contracts Dashboard. The following example shows running a prepackaged report for Contracts:
  - a. Under **'Manage'** on the **'Common Actions'** portlet, select **'Prepackaged Reports.'** Click on the **'More'** drop-down menu if Prepackaged Reports does not immediately appear.
  - b. In the upper right, select the **'Manage'** drop-down menu, then select **'Prepackaged Reports.'**



2. On the **'Prepackaged 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:** Some recommended ‘Prepackaged Reports’ are ‘Contract Workspace (Procurement) Analysis’ and ‘Contracts Task Analysis’ for Contracts, and ‘Sourcing Project Analysis,’ ‘Project Task Analysis,’ and ‘Event Reports’ for Sourcing.

- a. ‘Contract Workspace (Procurement)/Sourcing Project Analysis’ reports are designed to provide visibility into an entity’s sourcing and contract activity by supplier, commodity, owner, etc., and allow for entity-wide monitoring of contracts that are set to expire soon.
  - b. ‘Contracts/Project Task Analysis’ reports are designed to provide analysis of contract and sourcing project lifecycle and help identify process bottlenecks.
  - c. ‘Event Reports’ are designed to provide to provide an overview of Sourcing Events including for which commodities agencies are holding Events, and which suppliers are responding to bid opportunities and what their bidding behavior is.
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.

The screenshot shows the 'Refine Data' interface with several filter fields: Region (L1), State, Contract Status, Related ID, Common Supplier, Start Date (Calendar), Time period, Most recent, and Future. A callout box points to the 'View Report' button and the filter fields, stating: 'On the ‘Refine Data’ page, set the filters to the desired settings and click ‘View Report’ to generate the report. Note: ‘Region’ is a default field but should not pertain to the way the State uses NC eProcurement Contracts or Sourcing.'

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.

The screenshot shows a pivot table with columns for Project Count, Move Field, and Start Date (Year). A callout box points to the 'Data' button and the 'Detail View' option in the dropdown menu, stating: 'Click on ‘Data’ and select ‘Detail View’ to see more information about the items in the report.'

Project Count	Move Field	Start Date (Year)
2020	Up	
3	Down	4,500,002.00-
3	Edit in Wizard...	4,500,002.00-
1	Show	1,500,001.00-
1	Aggregate View	1,500,001.00-
	Detail View	1,500,000.00-

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

More specific data is displayed under additional columns on the **'Detail View.'**

Owner (User)	Project Name	Project Name	Start Date (Date)	Status	State	Owner (User)	Project Count	Contract Amount (USD)
<b>Total</b>							3	4,500,002.00
Agency Contract Admin 3	UAT Agency Non IT Goods-Carpet-Modification...	UAT Agency Non IT Goods-Carpet-Modification...	1/15/2020	Gray	Active	Agency Contract Admin 3	1	1,500,001.00
	UAT Agency Non IT Goods-Carpet-Modification...	UAT Agency Non IT Goods-Carpet-Modification...	1/15/2020	Gray	Active	Agency Contract Admin 3	1	1,500,001.00
	UAT1 Agency Non-IT Goods	UAT1 Agency Non-IT Goods	1/13/2020	Gray	Active	Agency Contract Admin 3	1	1,500,000.00

- After the report is displayed, users can still perform the following actions:
  - Edit:** Modify the configuration of the report via the reporting wizard.
  - Save:** Save this version of the **'Prepackaged Report'** to the user's **'Personal Workspace.'**
  - 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.'**

Users can click on the **'Chart'** tab to display the data visually, or add the report to their **'Dashboard'** from the **'Dashboard'** tab.

Users can **'Edit,' 'Save,'** or **'Export'** the details of the report.

Owner (User)	Project Name	Project Name	Start Date (Date)	Status	State	Owner (User)	Project Count	Contract Amount (USD)
<b>Total</b>							3	4,500,002.00
Agency Contract Admin 3	UAT Agency Non IT Goods-Carpet-Modification...	UAT Agency Non IT Goods-Carpet-Modification...	1/15/2020	Gray	Active	Agency Contract Admin 3	1	1,500,001.00
	UAT Agency Non IT Goods-Carpet-Modification...	UAT Agency Non IT Goods-Carpet-Modification...	1/15/2020	Gray	Active	Agency Contract Admin 3	1	1,500,001.00
	UAT1 Agency Non-IT Goods	UAT1 Agency Non-IT Goods	1/13/2020	Gray	Active	Agency Contract Admin 3	1	1,500,000.00

## 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 Sourcing or Contracts Dashboards. The following example shows running a public report for Contracts:

Select the **'Sourcing'** tab to access reports for Sourcing Projects.

Select **'Public Reports'** under **'Manage'** on either the drop-down in the top right or in the **'Common Actions'** portlet on the left.

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

Name	Owner
<a href="#">Contracts Expiring by July 31st</a>	Jason Manjally
<a href="#">Requisition. Ariba Technical Support</a>	Customer Support Admin

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

Click on the **column headers** to filter the results or click **'Export'** to export the data to Excel for further manipulation.

Project Name	Contract Id	Project Id	Statewide Contract ID	Owner	Contract Status	Start Date	Expiration Date (Date)	Expiration Date (Month)	Expiration Date (Year)	Organization (Department (L1))	Organization (Department (L2))
								✓	✓		

## III. Running Background Reports

Users can schedule reports to run automatically – in the **‘Background’** – even without being logged into NC eProcurement Sourcing or 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 or Sourcing 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 or Sourcing 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.

Refine Data View Report Cancel Export Background

Filter the data in your report by selecting values for the fields below. All reports include a date field filter. To select a different date field to use as a filter, select [Advanced](#) [More](#)

Region (L1): (All)

State: Active

Contract Status: (All)

Related ID: (All)

Common Supplier: (All)

Start Date (Calendar): \*  Relative date range

Time period: Year(s)

Most recent 2  time periods

Future 0  time periods

Include current partial year

Fixed date range from: 1/1/2019  to: 12/31/2020

**Note:** On the **‘Refine Data’** page, set the filters to the desired settings and click **‘Background’** to begin the process of scheduling the report.  
**Note:** **‘Region’** is a default field but should not pertain to the way the State uses NC eProcurement Sourcing or Contracts.

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.

The screenshot shows the 'Schedule Background Report: Active Contract Requests By Owner' page. It features a 'Schedule' section with radio buttons for scheduling options: 'None', 'Run once as soon as possible', 'Run once on: 2/12/2020 3:29 PM', and 'Run once for each period of: 1 Week(s) on: Sunday at this time: 3:00 AM'. Below this is an 'Effective from: 2/12/2020' and 'Effective to: 2/12/2022' section. The 'Report Details' section includes a dropdown for 'Number of days or runs to keep' (set to 3), a checkbox for 'Attach report to notification email', a 'Recipient users' dropdown (set to 'select a value'), and a text area for 'Recipient email addresses'. A 'Save' button is circled in the top right. A yellow callout box with arrows pointing to the 'Schedule' and 'Report Details' sections contains the text: 'On the **'Schedule Background Report'** page, set the reporting schedule in the **'Schedule'** section, and set the recipient information in the **'Report Details'** section. Click **'Save'** and the report will run when scheduled.'

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.