



Print Purchasing Reports: Ordering/Receiving Reports

Background: Purchasing Reports allow you to analyze unit costs and product usage based on existing purchase orders or order templates.

To Do and Notice:

1. Navigate to **Reports** and select **Purchasing Reports**.
2. Select **Ordering/Receiving Reports**.
3. Check the box in front of the desired Report(s).
 - Descending Usage
Notice: Gives item purchases can see how much money was spent for a given time
 - Invoice by Product Group
 - Invoice Summary by Unit
 - Invoice Summary by Unlinked Item
 - Invoice Summary by Vendor
 - Invoice Summary by Vendor with account Codes
Notice: Invoice Reports give you Accounts Payable information.
 - Purchase Order
 - Purchase Order by Category
 - Purchase Order Index
 - Purchase Requisition
 - Received Variance by Order
 - Received Variance by Order – Variances Only
Notice: Variance Reports allow you to evaluate vendor performance such as how many times a vendor substituted an item.
 - Receiving Worksheet
 - Vendor Item Purchases by Brand
4. Click **Next**.

5. In the **Query Purchase Order for Report** window, enter the criteria for the Purchase Orders you wish to include in your report:
 - 1) Unit
 - 2) Vendor Name
 - 3) Order Status
 - 4) Dates
 - 5) PO Number
 - 6) Click **Go**
6. Click the checkbox in front of the item(s) you wish to include in the report.
Notice: If you wish to include all items, click **Print All** in the upper right-hand corner.
7. Click **Print Selected**.
8. To print, click on the Printer icon.
9. Ensure that your Print selections are correct.
10. Click **Print**.

So What? The various types of reports allow you to manage all aspects of your orders.
