Running a Purchase Order Transaction Report

Purpose: This report can be used to view purchase orders (POs) that are in the approval workflow.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by signing in to <strong>Oracle Fusion Cloud (OFC)</strong> from myBoiseState.edu.</td>
</tr>
<tr>
<td>2.</td>
<td>To access the Home Screen in OFC, click the house icon at the top right hand corner.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Reports and Analytics</strong> icon on the homepage to access the Reports and Analytics module.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the book icon in the top left corner, under Contents to open reporting.</td>
</tr>
<tr>
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<tr>
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</tbody>
</table>
| 5.   | Navigate to Shared Folders / Custom / Procurement / Purchasing by using the chevrons to open each folder. Purchasing should be highlighted as indicated below.  

The reports contained within the Purchasing folder on the left will appear to the right. |

6. | Ensure Type is “All” and Select **Open** under **BSU Transaction Purchase Order Report**. |
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<tr>
<td>7.</td>
<td>Enter data fields as appropriate and select <strong>Apply</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Filters" /></td>
</tr>
<tr>
<td></td>
<td><strong>ProTips:</strong> Use the filters by selecting the drop down arrow or search to narrow criteria. All segment filters must be filled in for the report to execute.</td>
</tr>
<tr>
<td>8.</td>
<td>The results will appear in the BSU Transaction Purchase Order tab below the search criteria.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Results" /></td>
</tr>
<tr>
<td></td>
<td>The results include the PO number, requisition number, supplier, line detail, category, need by date, amount, funding source segment string, deliver to, PO status, and buyer.</td>
</tr>
<tr>
<td>9.</td>
<td>Results may be exported by selecting <strong>Export</strong> from the <strong>Actions</strong> menu from the top right side of the report and selecting the desired output.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Export Options" /></td>
</tr>
<tr>
<td>10.</td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>