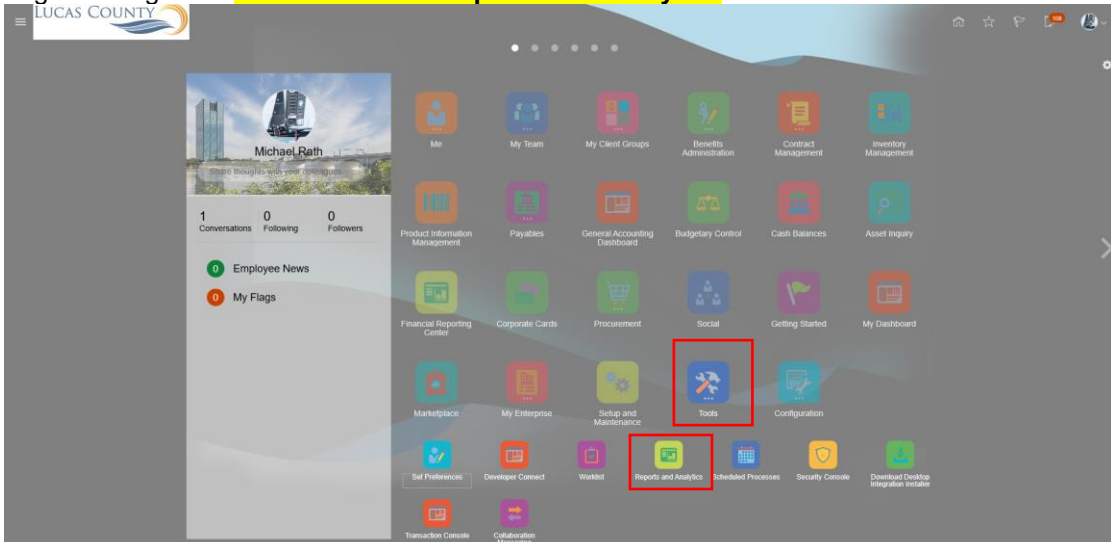
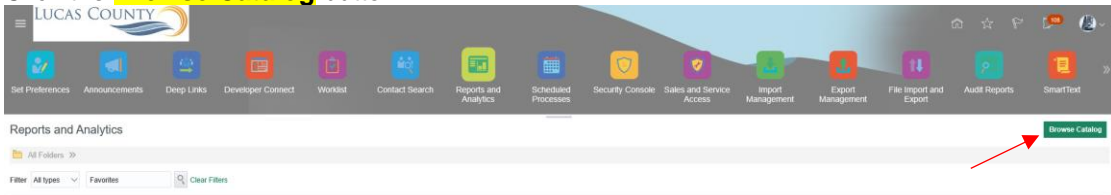
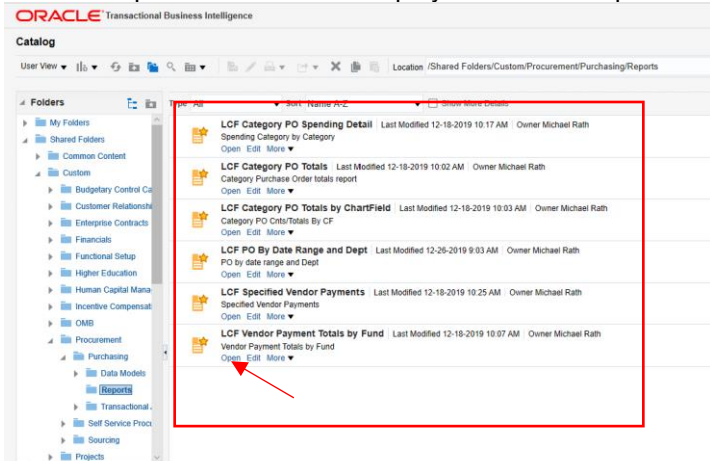


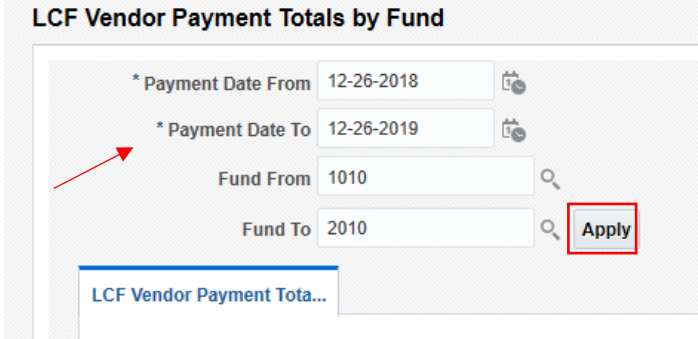
Run Custom Reports

Audience: Accounts Payable Manager, Accounts Payable Specialist, Accounts Payable Supervisor, Buyer, Procurement Manager

Purpose: This job aid assists you with running custom Purchasing Reports.

Step	Action
1	<p>Log in. Navigate to Home > Tools > Reports and Analytics.</p> 
2	<p>Click the Browse Catalog button.</p> 
3	<p>Navigate to Shared Folder > Custom > Procurement > Purchasing > Reports. Click the Open link to run and display the desired report.</p> 

4 Enter or select the desired report parameters and click the **Apply** button to run the report.



LCF Vendor Payment Totals by Fund

* Payment Date From 12-26-2018

* Payment Date To 12-26-2019

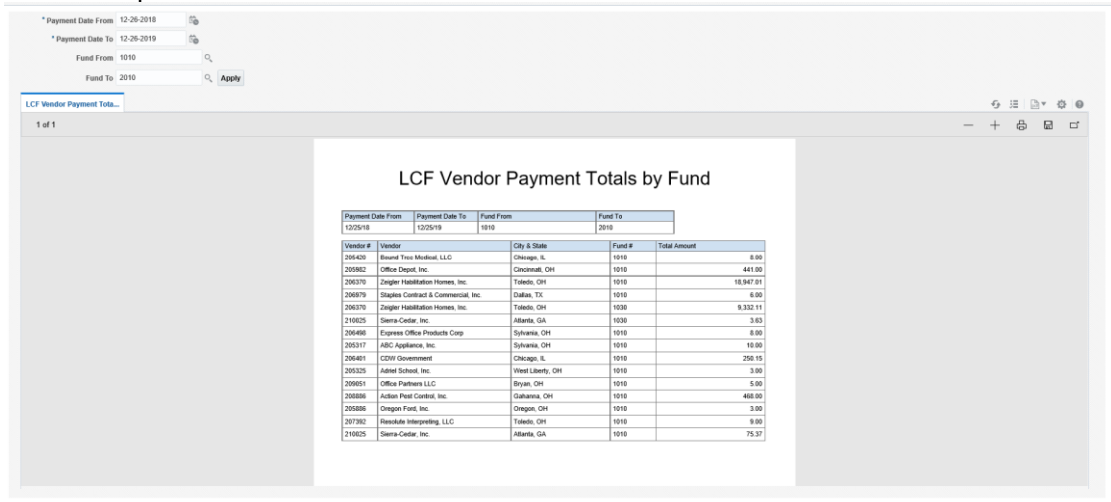
Fund From 1010

Fund To 2010

Apply

LCF Vendor Payment Tota...

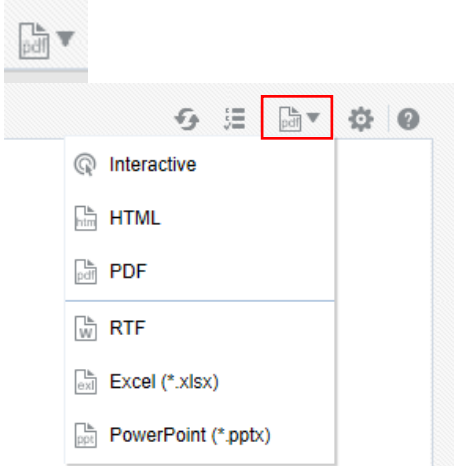
5 View the report.



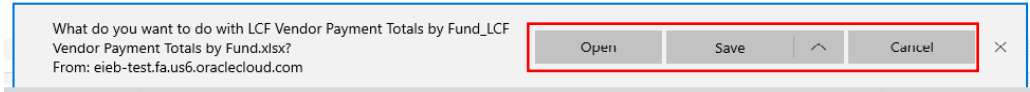
LCF Vendor Payment Totals by Fund

Payment Date From	Payment Date To	Fund From	Fund To	Vendor #	Vendor	City & State	Fund #	Total Amount
12/25/18	12/25/19	1010	2010	204420	Florida Trust Medical, LLC	Chicago, IL	1010	4.00
				204982	Office Depot, Inc.	Cincinnati, OH	1010	441.00
				206370	Ziegler Habilitation Homes, Inc.	Toledo, OH	1010	19,947.01
				206879	Staples Contract & Commercial, Inc.	Dallas, TX	1010	6.00
				206370	Ziegler Habilitation Homes, Inc.	Toledo, OH	1010	9,332.11
				216025	Sierra-Cedar, Inc.	Atlanta, GA	1010	3.00
				204646	Express Office Products Corp	Sylvania, OH	1010	8.00
				205317	ABC Appliances, Inc.	Sylvania, OH	1010	10.00
				204481	CDW Government	Chicago, IL	1010	250.15
				205325	Admel School, Inc.	West Liberty, OH	1010	3.00
				206651	Office Partners LLC.	Byron, OH	1010	5.00
				204886	Active Pest Control, Inc.	Columbus, OH	1010	460.00
				205886	Oregon Ford, Inc.	Oregon, OH	1010	3.00
				207382	Resolute Interpreting, LLC	Toledo, OH	1010	9.00
				216025	Sierra-Cedar, Inc.	Atlanta, GA	1010	75.37

6 To export the report in various formats, click the **View Report** icon in the upper right of the page, and select the desired output from the list.



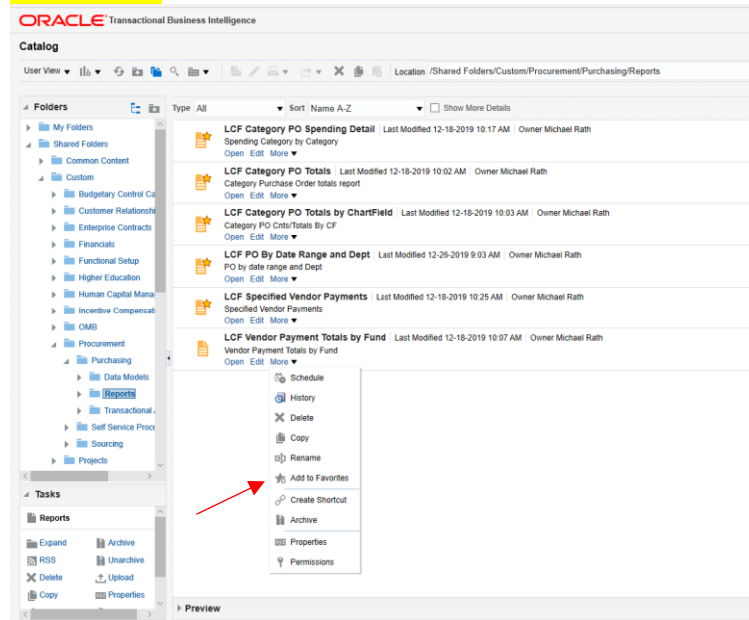
7 Dependent upon the outcome selected, the report will either be available for on-line viewing and printing or available for download. Click one of the available buttons to open and view, save, or cancel the report.



What do you want to do with LCF Vendor Payment Totals by Fund.xlsx
Vendor Payment Totals by Fund.xlsx?
From: eieb-test.fa.us6.oraclecloud.com

Open Save ^ Cancel

- 8 To set the report as a Favorite so that it will be available on the Transactional Business Intelligence Home Page, locate the report, select the **More** drop-down link, and click the **Add to Favorites** link.



- 9 All Favorite Reports will be displayed on the BI Home Page. **To run report, Select Report Name and Enter Parameters**

