Purchasing Activity Register

The Purchasing Activity Register report allows departments to analyse their expenditure. The report can be used to provide information over a specified date range, and/or for a particular supplier, and/or for a particular Buyer within the department.

The report lists all matching purchase orders where there is a commitment or an actual expense (i.e. it includes incomplete orders but not cancelled ones).

Step 1: Selecting the report

1.1 Click in the Program Name field and type in Purchasing and then press tab. The Purchasing Activity Register (UFS) report should now automatically select.

1.2 Now click Next to enter specific parameters.

Step 2: Entering parameters

You can enter any relevant parameters, such as a date range, specify a particular buyer or specify a particular vendor.
2.1 To constrain your report to a particular date range, use the Creation Dates From and To fields. There is no calendar to use to select dates, so note that dates should be in the format DD-MMM-YY (e.g. 6-APR-14).

2.2 The Vendor field can be used to report on expenditure with a particular vendor. To specify a vendor, enter a partial name and then press tab. You can Quick Select your supplier from the list of matching suppliers.

2.3 To search for expenditure incurred by a particular Buyer, enter the Buyer’s surname into the Buyer field and press tab. If necessary, Quick Select the Buyer from the list of matches.

2.4 Now press Submit to skip ahead to step 7 and finalise your request.

Note: steps 3-5 in creating a request provide you with access to advanced features such as scheduling reports and automatically notifying users when reports are complete.
**Step 7: Review and submitting the request**

Information on this screen will summarise what you have entered on the previous steps.

If you have not progressed through each step, once at this screen we recommend that you click **Back** to go to step 6 and amend your copies from 1 to 0 to review the report on screen before printing.

Information on this screen will summarise what you have entered on the previous steps.

7.1 Click **Submit** and an information message will display.

7.2 Click **OK** and your Request screen will display. Click **Refresh** to update the Phase and Status of the request.

![Image of Requests screen]

**Viewing the Report**

Click on **Output** and the report will display on your screen.

The report lists purchase orders by date, along with the value of the commitment or actual expenditure.

An example output of this report is on the next page.
<table>
<thead>
<tr>
<th>Creation Date</th>
<th>PO Number - Release</th>
<th>Buyer</th>
<th>PO Type</th>
<th>Vendor</th>
<th>Currency</th>
<th>PO Amount</th>
<th>Functional Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-JUN-09</td>
<td>1065709</td>
<td>Peck, Mrs Margaret</td>
<td>Standard</td>
<td>UNIVERSITY OF EAST ANGLIA</td>
<td>GBP</td>
<td>$94.00</td>
<td>$94.00</td>
</tr>
<tr>
<td>12-NOV-09</td>
<td>1123079</td>
<td>Peck, Mrs Margaret</td>
<td>Standard</td>
<td>BIOCHEMISTRY</td>
<td>GBP</td>
<td>57.70</td>
<td>57.70</td>
</tr>
<tr>
<td>17-NOV-09</td>
<td>1124715</td>
<td>Peck, Mrs Margaret</td>
<td>Standard</td>
<td>OFFICE DEPOT UK LTD</td>
<td>GBP</td>
<td>0.84</td>
<td>0.84</td>
</tr>
<tr>
<td>03-MAR-10</td>
<td>1164668</td>
<td>Peck, Mrs Margaret</td>
<td>Standard</td>
<td>SIGMA-ALDRICH CO LTD</td>
<td>GBP</td>
<td>8,000.00</td>
<td>8,000.00</td>
</tr>
<tr>
<td>04-MAR-10</td>
<td>1165004</td>
<td>Peck, Mrs Margaret</td>
<td>Standard</td>
<td>SYSTEM INSIGHT</td>
<td>GBP</td>
<td>1,700.82</td>
<td>1,700.82</td>
</tr>
<tr>
<td>15-MAR-10</td>
<td>1168270</td>
<td>HAWTIN, Mr. Del Del</td>
<td>Standard</td>
<td>INFORMATION SERVICES</td>
<td>GBP</td>
<td>32.00</td>
<td>32.00</td>
</tr>
<tr>
<td></td>
<td>1169271</td>
<td>HAWTIN, Mr. Del Del</td>
<td>Standard</td>
<td>BIOCHEMISTRY</td>
<td>GBP</td>
<td>486.90</td>
<td>486.90</td>
</tr>
</tbody>
</table>