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 use the tabs 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-21).

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 select Continue to finalise your request.
2.5 Check the print options in the print tab, it should be set to no print

**Step 3: Review and submitting the request**

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

3.1 Click Submit and an information message will display.

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

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**Step 5: Viewing the Report**

5.1 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.
### Report Parameters

**Creation Dates From:**
- To:
- PO Type:
- Vendor: OFFICE DEPOT UK LTD
- Buyer:
- Sort By:

<table>
<thead>
<tr>
<th>Creation Date</th>
<th>PO Number - Release</th>
<th>PO Type</th>
<th>Vendor</th>
<th>Currency</th>
<th>PO Amount</th>
<th>Functional Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-OCT-00</td>
<td>21987</td>
<td>Standard Purchase Order</td>
<td>OFFICE DEPOT UK LTD</td>
<td>GBP</td>
<td>37.77</td>
<td>37.77</td>
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<tr>
<td>28-NOV-00</td>
<td>35544</td>
<td>Standard Purchase Order</td>
<td>OFFICE DEPOT UK LTD</td>
<td>GBP</td>
<td>6.35</td>
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<td>01-MAR-01</td>
<td>64952</td>
<td>Standard Purchase Order</td>
<td>OFFICE DEPOT UK LTD</td>
<td>GBP</td>
<td>54.69</td>
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<td>08-MAR-01</td>
<td>67720</td>
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<td>26-MAR-01</td>
<td>73667</td>
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<td>OFFICE DEPOT UK LTD</td>
<td>GBP</td>
<td>28.25</td>
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</tr>
</tbody>
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