

Purchasing Reports in ARC

Introduction to Purchasing in ARC

Below you can find a list of Purchasing Reports and their definitions that you will come across throughout the Purchasing curriculum:

Report	Definition
Expediting Report	Provides purchase order details such as late days and due date sorted by parameters. Use it to help determine which purchase orders may require expediting.
PO Activity	Lists purchase order activity for the purchasing business unit, GL business unit, department, and dates that you select. Reviewing this report enables that you to perform comparisons and resolve discrepancies proactively.
PO Detail Listings	Provides detailed purchase order information sorted by parameters.
PO Listings	Provides purchase order information sorted by parameters.
PO Listing by Vendor	Provides purchase order information sorted by vendor.
PO Non-Owned History	Lists utilization information for non-stock items for business units and departments listed in the item master. Analysis of this information can help you to evaluate vendor contracts, establish new vendor relationships, consolidate purchasing transactions, establish and maintain budgets, and anticipate supply needs.
PO/Requisition Xref	Provides a cross-reference between requisitions and the purchase orders created from those requisitions.
PO Scheduled Listings	Provides purchase order schedule information such as ship to and due date sorted by parameters.
PO Status Listing	Provides purchase order information sorted by status.
Receiver Ship to Detail	Provides a summary listing of receipt shipments within a specified date range.
Receiver Summary	Provides a summary listing of receipts within a specified date range.

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Report	Definition
Requisition and Purchase Order Budgetary Activity	Generates the Procurement Budgetary Activity Report. This report provides budgetary amount information for purchase orders and requisitions according to report request parameters.
Requisition Print	Provides a hard copy of your requisitions sorted by requisition ID. You can print a single requisition or multiple requisitions.
Requisition Template	Provides a listing of the items most commonly ordered, along with vendor and manufacturer information. It is used to facilitate data entry of commonly ordered items.