



# Blanket Purchase Agreement History

## Summary

Printed Report Title: Blanket Purchase Agreement History

This report provides you with insight into your blanket purchase agreements. Useful for tracking what you have left on hops contracts or packaging agreements. Details of the report include what has been ordered, if any of that order was returned, and how much is left on the particular agreements. Printed Report Title: Blanket Purchase Agreement History

## Important Notes

- You must be using Blanket Purchase Agreements
- Grouping by item will display a list of all contracts for a particular item

## Where is this report?

- Base Module: Purchasing → Purchasing Reports → Orchestrated Reports
- Reports Module: Reports → Purchasing Reports → Orchestrated Reports

## Parameter Entry Options

Required:

- Start Date
- End Date
- Group By (Blanket Agreement, Item Code, Vendor)
- Choose Status (Approved, On Hold, Draft, Terminated)

Optional:

- Choose Items
- Choose Item Groups
- Choose Vendors
- Choose Vendor Groups
- Choose Blanket Order(s)



## Parameter Entry

Blanket Purchase Agreement History- Selection Criteria

Start date: 01/01/2016  
End date: 12/31/2016  
Group By: Vendor  
Choose status: ☒ Vendor  
Optional Parameters  
Choose Items: ☐  
Choose Item Groups: ☐  
Choose Vendor(s): ☐  
Choose Vendor Group(s): ☐  
Choose a Blanket Order(s): ☐  
OK Cancel

## Sample Report

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7/20/2016  
4:29 pm

**Blanket Purchase Agreement History**  
Blanket Agreements Starting 1/1/2016 - 12/31/2016

VENDORS: V1016 NAME: Hopunion - V1016

Doc#	Line	Item	Unit Price	UoM	Start Qty	Order Qty	Open Qty
10002	1	Hops - Cascade (RH5006)	\$ 5,500	lb	100,000	10,000	90,000
		<b>Date</b> <b>Doc No.</b> <b>Doc Type</b> <b>Ordered</b> <b>Received</b> <b>Returned</b> <b>Credited</b> <b>Involved</b>					
		1/4/2016 10020 Purchase Order	10,000	-	-	-	-
		1/8/2016 10028 Goods Receipt	-	10,000	-	-	-
		2/15/2016 10042 A/P Invoice	-	-	-	-	10,000
		GROSS QTY	10,000	10,000	-	-	10,000
		NET QTY	10,000	10,000	-	-	10,000
		REMAINING BLANKET QTY:	90,000	90,000	-	-	90,000
10002	2	Hops - Centennial (RH5007)	\$ 6,450	lb	100,000	10,000	90,000
		<b>Date</b> <b>Doc No.</b> <b>Doc Type</b> <b>Ordered</b> <b>Received</b> <b>Returned</b> <b>Credited</b> <b>Involved</b>					
		1/4/2016 10020 Purchase Order	10,000	-	-	-	-
		1/8/2016 10028 Goods Receipt	-	10,000	-	-	-
		2/15/2016 10042 A/P Invoice	-	-	-	-	10,000
		GROSS QTY	10,000	10,000	-	-	10,000
		NET QTY	10,000	10,000	-	-	10,000
		REMAINING BLANKET QTY:	90,000	90,000	-	-	90,000
10002	3	Hops - Chinook (RH5008)	\$ 7,420	lb	50,000	5,000	45,000
		<b>Date</b> <b>Doc No.</b> <b>Doc Type</b> <b>Ordered</b> <b>Received</b> <b>Returned</b> <b>Credited</b> <b>Involved</b>					
		1/4/2016 10020 Purchase Order	5,000	-	-	-	-
		1/8/2016 10028 Goods Receipt	-	5,000	-	-	-
		2/15/2016 10042 A/P Invoice	-	-	-	-	5,000
		GROSS QTY	5,000	5,000	-	-	5,000
		NET QTY	5,000	5,000	-	-	5,000
		REMAINING BLANKET QTY:	45,000	45,000	-	-	45,000
10002	4	Hops - Citra (RH5009)	\$ 5,950	lb	20,000	2,000	18,000
		<b>Date</b> <b>Doc No.</b> <b>Doc Type</b> <b>Ordered</b> <b>Received</b> <b>Returned</b> <b>Credited</b> <b>Involved</b>					
		1/4/2016 10020 Purchase Order	2,000	-	-	-	-
		1/8/2016 10028 Goods Receipt	-	2,000	-	-	-
		2/15/2016 10042 A/P Invoice	-	-	-	-	2,000
		GROSS QTY	2,000	2,000	-	-	2,000
		NET QTY	2,000	2,000	-	-	2,000
		REMAINING BLANKET QTY:	18,000	18,000	-	-	18,000