

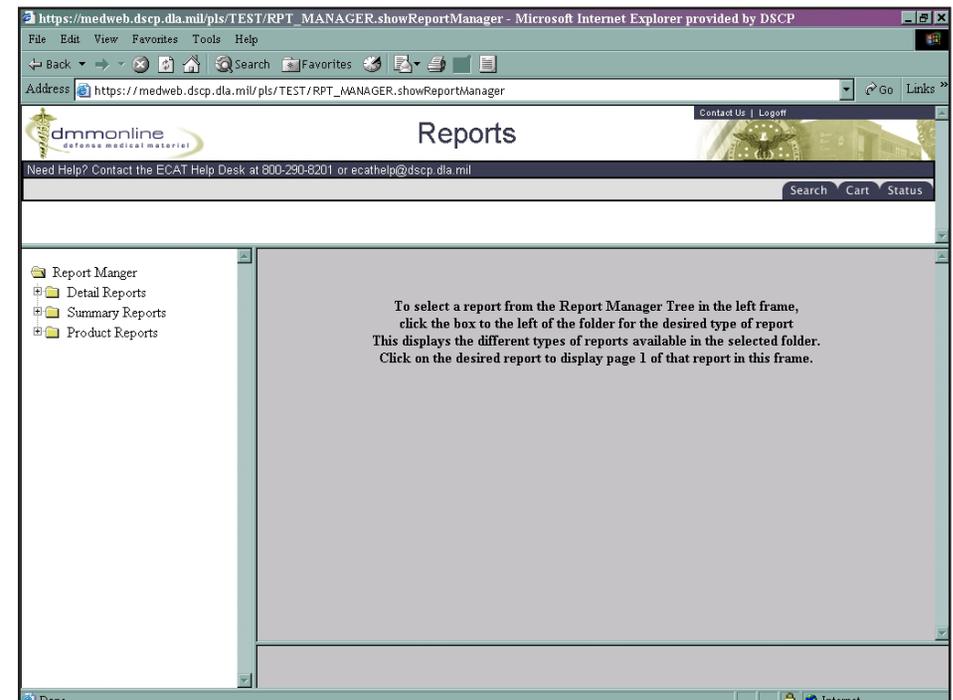
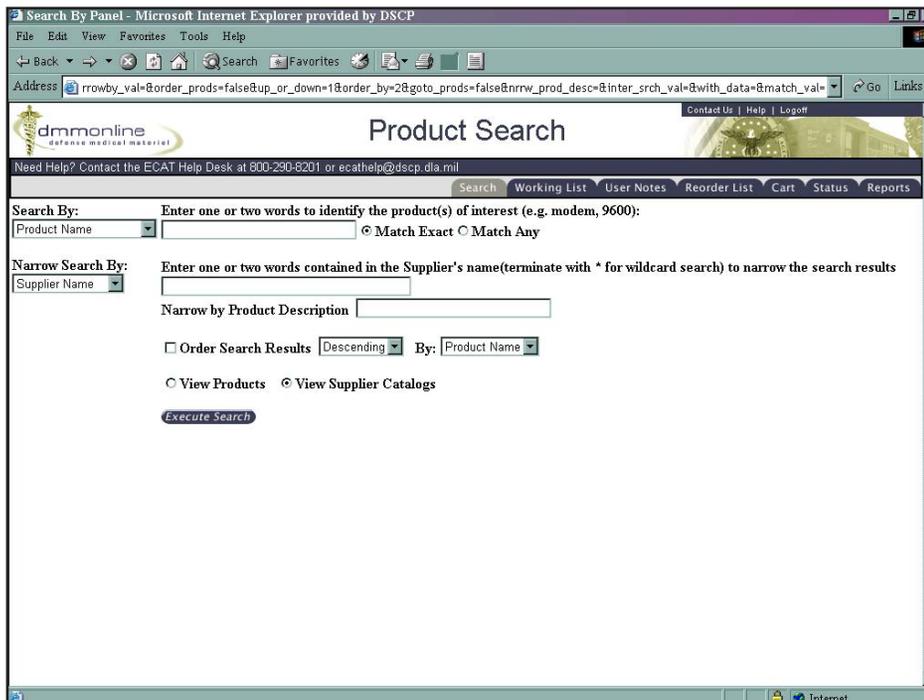
**At the conclusion of  
this lesson, you will  
be able to:**

- 
- \* **List the three main types of reports.**
  - \* **Build a General Report for a specific date range.**

## LESSON 8: Accessing ECAT Reports

### 8.1 What is the Report Manager?

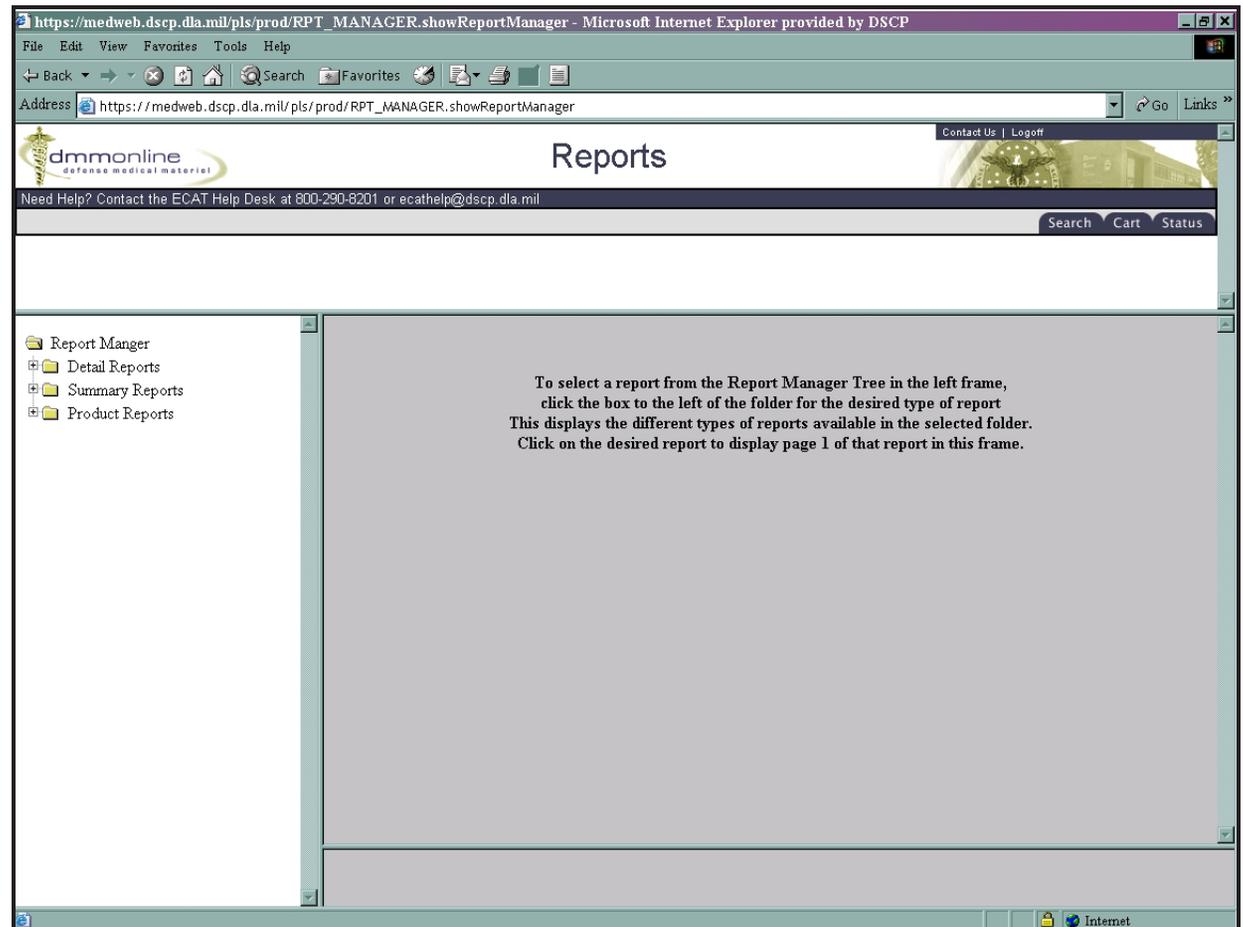
The **Report Manager** is the list of all reports available in ECAT and the place where the user can enter parameters to customize them. To view the **Report Manager**, click the **Reports** tab on the **Product Search** page.



## LESSON 8: Accessing ECAT Reports

### 8.2 Types of Reports

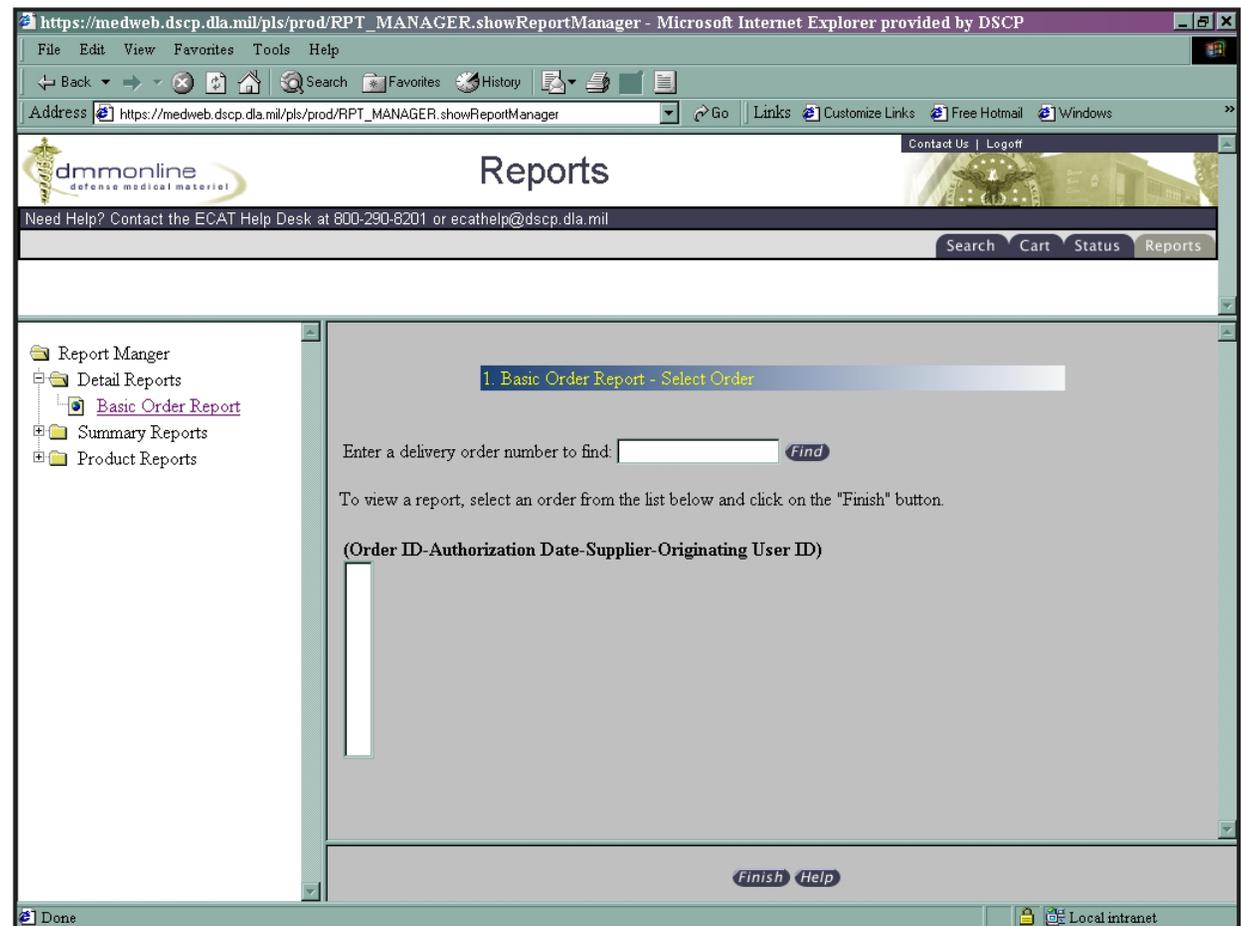
There are three main types of reports: Detail Reports, Summary Reports, and Product Reports. The Detail Reports list all the items for a particular order. The Summary Reports list different group reports. The Product Reports list the top products by supplier for a specific data range.



## LESSON 8: Accessing ECAT Reports

### 8.2.1 Detail Reports

The **Detail Reports** contain a **Basic Order Report**. This report provides a detailed description of each item ordered along with the current status of each item, sorted by **Order ID**. If you know what the **Order ID** is, you can enter it manually in the box provided on the right side of your screen. If not, you can search through the list. After you enter the parameters, click "Finish" and the report will open in a separate page.



## LESSON 8: Accessing ECAT Reports

### 8.2.2 Summary Reports

The **Summary Reports** show summary level information. The following summary reports are available:

**Total Sales by Supplier**

**Total Sales by DODAAC**

**Credit Card Report** (if you use a credit card for purchasing)

**Accounting Processing Code (APC) Report**

**Total Sales by Payment Report**

**MILSBILLS Report** (if you use Milstrip/Fedstrip for purchasing)

**General Report**

**JON Report** (by order)

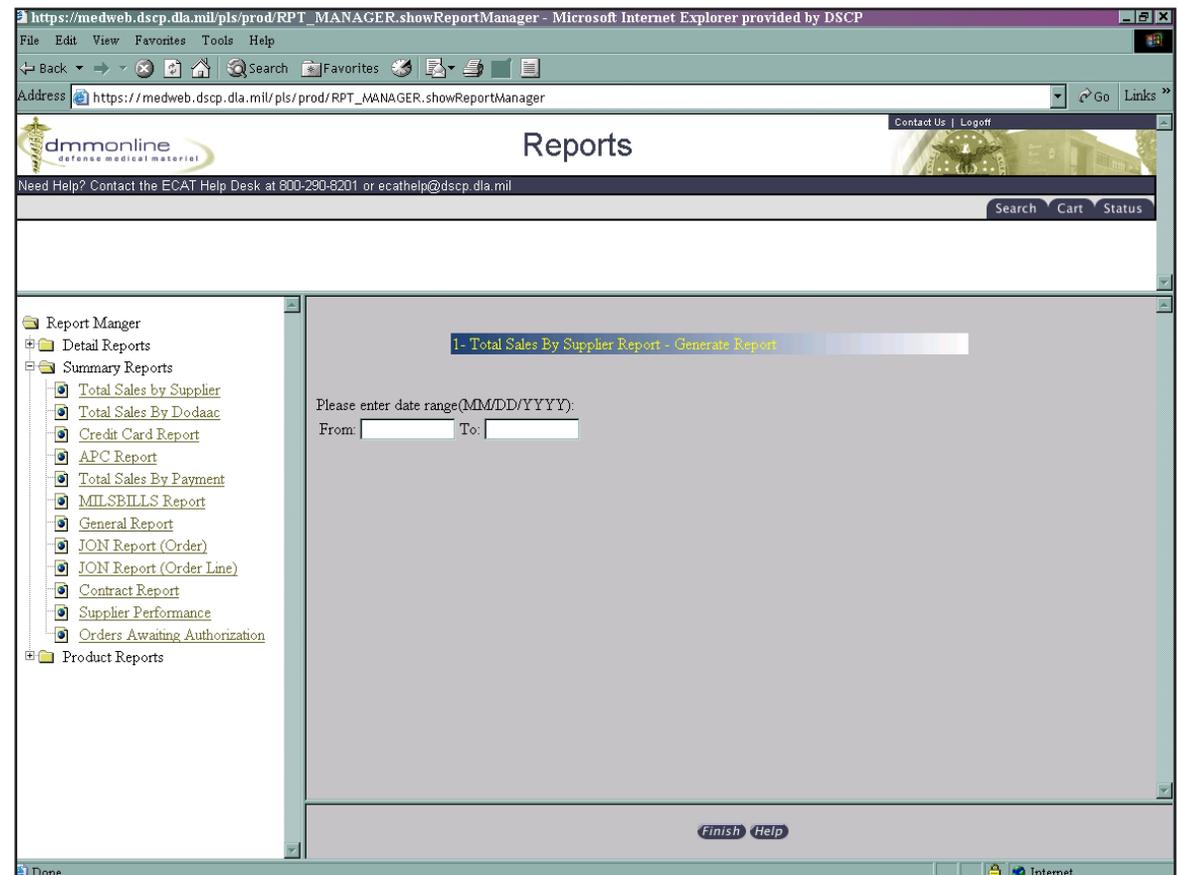
**JON Report** (by line)

**Contract Report**

**Supplier Performance**

**Orders Awaiting Authorization**

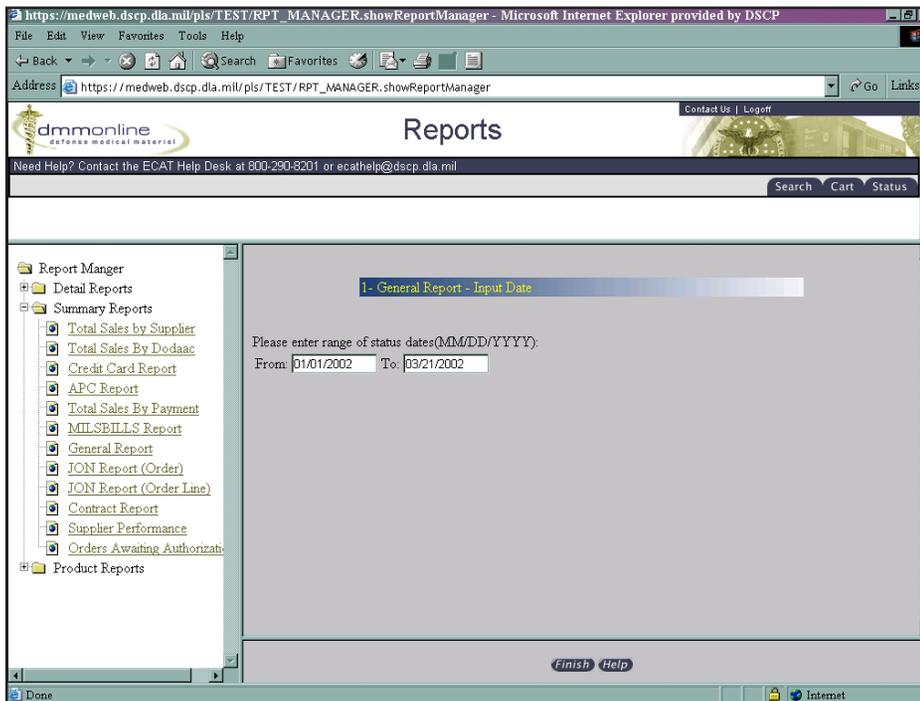
The entry screen is the same for each of these reports.



## LESSON 8: Accessing ECAT Reports

### 8.2.2.1 General Report

The **General Report** provides summary level information for all MILSBILLS and Credit Card purchases. To view this report, enter a date range for which you want to view the information. Click the **Finish** button to process the request. ECAT will return a report that has the **Date Range**, **Order ID**, **Originating User ID**, **Authorizing User ID**, **Status Date**, **Status Code**, and the **Amount** for each order, and a grand total for each order.



Order ID	Originating User Id	Authorizing User Id	Status Date	Status Code	Amount
SP020002D30000004	CALDERAIOJ	CALDERAIOJ	21-MAR-02	Requisition authorized	\$48,987.51
SP020002D30000003	CALDERAIOJ	CALDERAIOJ	20-MAR-02	Requisition authorized	\$17,322.00
SP020002D30000002	CALDERAIOJ	CALDERAIOJ	20-MAR-02	Requisition authorized	\$48,463.16
SP020002D30000001	CALDERAIOJ	CALDERAIOJ	20-MAR-02	Requisition authorized	\$59,110.99
SP020099D73031668	BENNV	BENNV	13-FEB-02	Vendor approved requisition	\$260.35
SP020099D73060248	BENNV	BENNV	23-JAN-02	Requisition authorized	\$936.83
<b>Total:</b>					\$175,080.84

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## LESSON 8: Accessing ECAT Reports

### 8.2.3 Product Reports

The **Product Reports** section contains a **Products By Supplier** report. This report provides a count of products ordered by a customer from each vendor. Enter a date range, the DODAAC and the top number of products you want shown, and click the **Next** button to view the report.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ECAT Reports web application. The address bar shows the URL: [https://medweb.dscp.dla.mil/pls/prod/RPT\\_MANAGER.showReportManager](https://medweb.dscp.dla.mil/pls/prod/RPT_MANAGER.showReportManager). The page title is "Reports". The header includes the "dmmonline" logo and the text "defense medical material". A navigation bar contains "Search", "Cart", and "Status" buttons. A sidebar on the left lists the following menu items: "Report Manger", "Detail Reports", "Summary Reports", "Product Reports", and "Products by Supplier". The main content area displays the following form:

1- Products by Supplier Report - Input Date - Input Product Count

Enter range of status dates(MM/DD/YYYY):  
From:  To:

DODAAC:

Show Top  Products

At the bottom of the form, there are three buttons: "Next", "Finish", and "Help".

Below are a few questions designed to reinforce the material presented in the preceding lesson.  
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

## Lesson 8 Questions

### 1. What is the Report Manager?

- a. The user who controls the reporting function in ECAT
- b. A report of your most recent orders
- c. The list of all reports available in ECAT
- d. The Product Reports

### 2. What are the three types of reports?

- a. Detail Reports, Basic Order Reports, Product Reports
- b. Detail Reports, Summary Reports, Product Reports
- c. Summary Reports, General Reports, Product Reports
- d. Detail Reports, Summary Reports, General Reports