

Materials Management Office

Online Quarterly Reporting

To begin, go to the following link, and then save it to your bookmarks/favorites:
<http://procurement.sc.gov/PS/agency/auditRpts/PS-audit-reports-login.phtm>

You should see the login screen:

The screenshot shows the login interface. At the top left is the BICB logo (SC Budget and Control Board). To its right is the text "Audit & Certification Agency Quarterly Reporting". Below this is a form titled "Enter Your Information Then Click Submit Once". The form contains two input fields: "Agency Code:" with the value "audit" and "Password:" with four dots. A "Submit" button is located below the password field.

Enter your assigned Agency Code and Password and click Submit to log into the system. This should bring you to the Main Menu:

The screenshot shows the main menu for the "Audit Test Login Account (AUDIT)". At the top left is the BICB logo and the text "Audit & Certification Agency Quarterly Reporting". Below this is a box containing four buttons: "Enter or Edit Report Data", "Current Quarter Status", "Download/View Previous Data", and "Log out".

To begin your data entry, click the Enter or Edit Report Data button. This will bring up the Reporting Menu. Your options will include choosing your Report Type:

The screenshot shows the reporting menu. At the top left is the BICB logo and the text "Audit & Certification Agency Quarterly Reporting". Below this is a box titled "Agency: Audit Test Login Account [AUDIT]". Inside the box is a form titled "Choose Type of Data to Report Then Click Submit Once". The form has a dropdown menu with "Sole Source Procurements" selected. Below the dropdown are two buttons: "Main Menu" and "Continue".

...as well as whether or not you are editing existing data, or simply entering new data:

Agency: Audit Test Login Account [AUDIT]

Choose Type of Data to Report
Then Click Submit Once

Sole Source Procurements

Edit Existing Report? No

Main Menu Continue

Once you select the data types, click Continue to bring up the data entry screen for new entries:

Agency: Audit Test Login Account [AUDIT]

PO Number: []

PO Date: Month: [] Day: [] Year: 20 []

Vendor Name: []

Item Description: []

Commodity Code (3 digit): []

Dollar Amount: []

Continue

Go Back Main Menu Log out

Fill out all of the fields.

If you fail to enter data in all of the fields, you will see the following screen after clicking Continue:

Some Required Information is Missing

Go Back

Remember to use numbers for the Day, Year, Commodity Code, and Dollar Amount. If you use improper data types, you will see the following screen:

Invalid Amount Given

Go Back

When valid and complete information has been entered and submitted, you will see the data confirmation screen:

Submitted: 11/29/2012

PO Number: 4600123456

PO Date: 11/1/2012

Vendor Name: ACME Inc.

Item Description: Widgets

Commodity Code: 999

Amount: \$ 2,500.01

Enter More Data Main Menu Log out

From here, you may submit another entry by clicking Enter More Data, or you may return to the Main Menu where you can view the status of the current quarter or download existing data.

To edit data in the current quarter, you will need to change the option to 'Yes' for Edit Existing Report:

Agency: Audit Test Login Account [AUDIT]

Choose Type of Data to Report
Then Click Submit Once

Sole Source Procurements

Edit Existing Report? Yes

Main Menu Continue

You will not be able to edit activity in a quarter once the month following the quarter has ended. After the quarter has become "locked," any new entries for that quarter will be considered amendments.

Click Continue and you will be brought to the Existing Report screen:

In Date Sole Source Reports For: Audit Test Login Account

* indicates modified since submit date.

| PO Number | PO Date | Vendor Name | Description | Comm. Code | Amount | Submit Date | Action |
|------------|------------|-------------------|----------------------|------------|--------------|-------------|-------------|
| 4600123456 | 11/1/2012 | ACME Inc. | Widgets | 999 | \$ 2,500.01 | 11/29/2012 | Edit/Delete |
| 123 | 10/12/2012 | asdf | asdf | 123 | \$ 3,432.00 | 10/31/2012 | Edit/Delete |
| 4600012345 | 1/2/2012 | Office Makers | Office Supplies | 555 | \$ 9,876.00 | 10/31/2012* | Edit/Delete |
| 4600123456 | 1/2/2012 | Office Makers | Office Supplies | 555 | \$ 9,876.00 | 10/31/2012* | Edit/Delete |
| 450000123 | 10/1/2012 | ABD Manufacturing | Piano | 450 | \$ 15,000.00 | 10/22/2012* | Edit/Delete |
| 56000065 | 9/1/2012 | Yorel | Folders/Binders | 855 | \$ 3,800.00 | 10/11/2012 | Edit/Delete |
| 56000065 | 10/12/2012 | Old Navy | Shirts/Pants/Scarves | 300 | \$ 2,000.00 | 10/11/2012* | Edit/Delete |
| 655444 | 10/1/2012 | Old Navy | Shirts and Socks | 300 | \$ 1,500.00 | 10/11/2012 | Edit/Delete |

Main Menu Log out

Click the Edit/Delete button next to the entry you wish to modify, and you will see the Edit Entry screen:

Agency: Audit Test Login Account [AUDIT]

| | |
|-------------------|---|
| PO Number: | 4600098765 |
| PO Date: | Month: October Day: 12 Year: 20 12 |
| Vendor Name: | Vendor Inc. |
| Item Description: | Software needed to edit sole source entries |
| Commodity Code: | 123 |
| Dollar Amount: | 3432.00 |

Update

Go Back Main Menu Log out

Delete

Change the data you need to edit and click Update. You will see the Updated Entry screen:

Updated Sole Source PO 4600098765

| PO Number | PO Date | Vendor Name | Description | Comm. Code | Amount |
|------------|------------|-------------|---|------------|-------------|
| 4600098765 | 10/12/2012 | Vendor Inc. | Software needed to edit sole source entries | 123 | \$ 3,432.00 |

Go Back Main Menu Log out

If you would like to delete an entry from the report, click the red Delete button on the Edit Entry screen, and then click OK to confirm deletion:

Agency: Audit Test Login Account [AUDIT]

| | |
|-------------------|---|
| PO Number: | 4600098765 |
| PO Date: | Month: October Day: 12 Year: 20 12 |
| Vendor Name: | Vendor Inc. |
| Item Description: | Software needed to edit sole source entries |
| Commodity Code: | 123 |
| Dollar Amount: | 3432.00 |

Delete This Entry?

OK Cancel

Go Back Main Menu Log out

Delete

To view the number of entries for each reporting type in the current quarter, click the Current Quarter Status button on the Main Menu to bring up the status of your quarterly reports:

 **Audit & Certification**
Agency Quarterly Reporting

Quarter 3 Reporting for: Audit Test Login Account

- ▶ **Sole Source Procurements**
Entries found: 8
- ▶ **Emergency Procurements**
Entries found: 3
- ▶ **Illegal Procurements**
No Reports or Confirmation. Click [here](#) to confirm.
- ▶ **Record of Applied Preferences**
No Reports or Confirmation. Click [here](#) to confirm.
- ▶ **Procurements Using 10% Rule**
No Reports or Confirmation. Click [here](#) to confirm.
- ▶ **Trade-In Sales**
Entries found: 1

[Main Menu](#)

If you have not entered any data for any of the reporting types, and you wish to confirm no activity for that particular record, click the hyperlink to confirm no reports for that type:

 **Audit & Certification**
Agency Quarterly Reporting

Quarter 3 Reporting for: Audit Test Login Account

- ▶ **Sole Source Procurements**
Entries found: 8
- ▶ **Emergency Procurements**
Entries found: 3
- ▶ **Illegal Procurements**
No Reports - Agency Confirmed.
- ▶ **Record of Applied Preferences**
No Reports - Agency Confirmed.
- ▶ **Procurements Using 10% Rule**
No Reports - Agency Confirmed.
- ▶ **Trade-In Sales**
Entries found: 1

[Main Menu](#)

To view or download previously entered data, click the Download/View Previous Data button on the Main Menu. Select the Report Type and the Reporting Time Period, and click Submit Query:

 **Audit & Certification**
Agency Quarterly Reporting

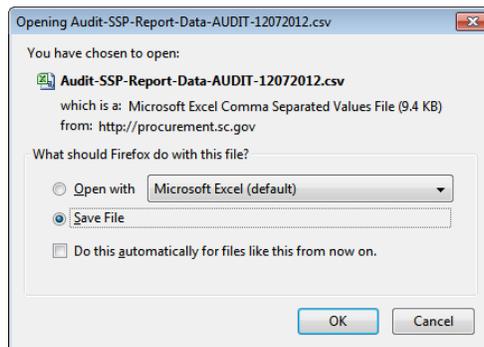
View/Download Previously Entered Data

| | |
|-----------------------|-------------------------------|
| Report Type | Sole Source Procurements |
| Reporting Time Period | Start: Jan 2011 End: Dec 2012 |

[Main Menu](#) [Submit Query](#)

Running this query will show results for the number of entries that have been entered during the selected time period. It will not show entries based on the PO Date. Make sure to include the month following the end of the quarter to ensure you generate results for the quarterly activity that you have entered.

Your options at this point will be to either Export Results as CSV File (Excel spreadsheet):



...or View Results on your browser:

| AgCode | PO_number | PO_date | VendorName | ItemDesc | CommCode | Amount | SubmitDate | LastTouched |
|--------|------------|----------|-------------------|---|----------|----------|------------|---------------------|
| AUDIT | 12345 | 20121112 | abc | stuff | 456 | 12345 | 20121207 | 2012-12-07 09:45:29 |
| AUDIT | 4600123456 | 20121101 | ACME Inc. | Widgets | 999 | 2500.01 | 20121129 | 2012-11-29 08:47:15 |
| AUDIT | dd | 20110111 | dd | dd | 111 | 111 | 20121129 | 2012-11-29 14:08:03 |
| AUDIT | dd | 20110111 | dd | dd | 1 | 111 | 20121129 | 2012-11-29 14:08:12 |
| AUDIT | 4600098765 | 20121012 | Vendor Inc. | Software needed to edit sole source entries | 123 | 3432.00 | 20121129 | 2012-11-29 14:27:20 |
| AUDIT | 4600012345 | 20120102 | Office Makers | Office Supplies | 555 | 9876 | 20121031 | 2012-11-29 08:57:35 |
| AUDIT | 450000123 | 20121001 | ABD Manufacturing | Piano | 450 | 15000.00 | 20121022 | 2012-11-29 08:51:27 |
| AUDIT | 56000065 | 20120901 | Yorel | Folders/Binders | 855 | 3800.00 | 20121011 | 2012-10-11 15:36:53 |

You may view the results for any data type and any time period for your agency.