

In the Core Financials Online Quick Reference (OLQR), job aids are available for each report with screen shots. Here are the steps:

1. Access the OLQR from the BW web application
2. Click on the Business Warehouse Button
3. Click on any link to view a list of report job aids for that item
4. Click on one of the links and screen shots of how to use that report will appear.

Purchasing - BW Query Menu

- [PRRPT7 - Obligations by PPC/EOC/Contract Type - FY \(new\)](#)
- [PRRPT7 - Obligations by PPC/EOC/Contract Type - Fiscal Period \(new\)](#)
- [PRRPT9 - PPC/EOC/Contract Type Counts \(new\)](#)
- [PRRPT16 - Total Obligations and Actions - ITD \(new\)](#)
- [PRRPT23 - Overage Closeout Analysis - Age \(new\)](#)
- [PRRPT24 - ULOs and Closeout Tracking - ITD \(new\)](#)
- [PRRPT26 - ULOs and Expired Contracts - ITD \(new\)](#)