My Online Purchase Reports

User Guide

Purchase Reports

My Online Purchase Reports

┤· INTRODUCTION

Online purchase reports allow you to have a general or a detailed view of all the purchases you have made at CDMV. This tool provides you with an intuitive and flexible interface that will enable you to easily find the information you need.

With the Online Purchase Reports, you can:

× Include purchases from the previous year (visible in the bar graph and the purchases table);

× Have a summary report (a column displaying the total) or a detailed report (one column per month);

× Show purchases organized by month (January 2017 vs. January 2018) or organized by period (January–February–March 2017 vs. January–February–March 2018)*;

× Display amounts and/or quantities.

  * Only if the detailed report includes purchases from the previous year.

Technical requirements

× User name and password for the Website cdmv.com

× Internet connection (high speed recommended)

× Web browser (Internet Explorer 7 or newer, Firefox 6 or newer, Safari 5 or newser, etc.)

× Minimum screen resolution: 1024 x 768 pixels or higher

Data updates

Your purchase data is updated every Tuesday morning.*

*The Purchases by Invoicing Category report is updated monthly, on theTuesday following the 4th of each month.

A moving three-year history of your purchases dating back from the current month is available at all times (two years on the timeline with comparison to the previous year).
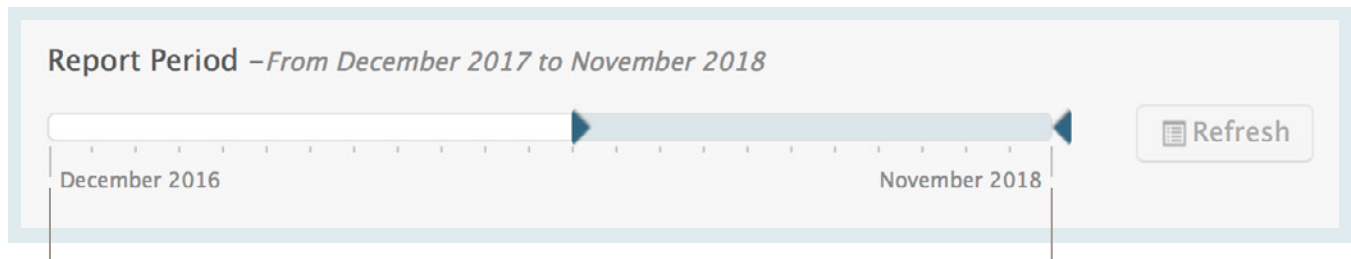
Up to two years back on the timeline + comparison with the previous year

Requesting access to Online Purchase Reports

Get your full access to your personalized purchase reports for free!

Fill out our online request form. An email will be sent to a member of our customer service team who will set up your access. You will receive an email confirming that your access is activated.
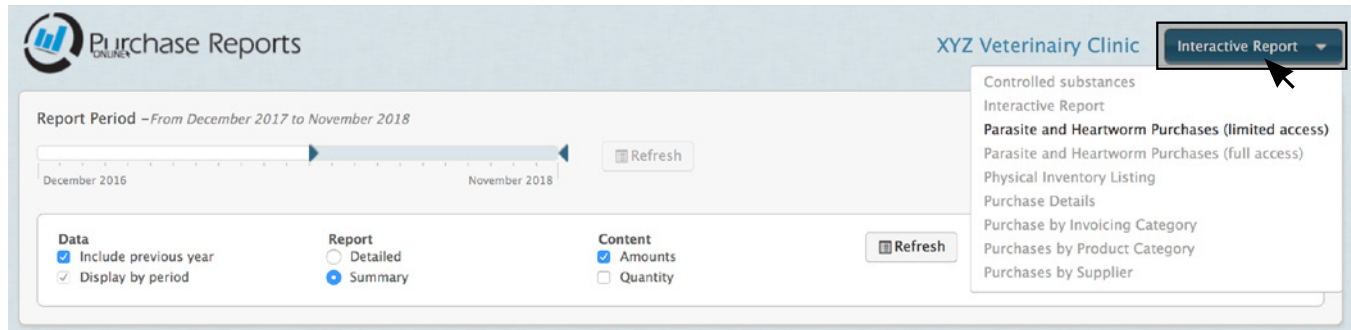
Accessing purchase reports through cdmv.com

Visit the Online Purchase Reports section. Click on Access your purchase reports, you will be prompted to enter your username and password.

Use of purchase reports

1. Choose a report type with the help of our drop-down menu in the upper right-hand corner of the window.

2. You can choose to see the purchases for all your practices or for each of your business addresses.

3. Choose the desired period with the "timeline" in the upper left-hand corner by indicating the start and end of the period. By moving the points, a tooltip will inform you of the month(s) selected. A maximum period of 12 months can be selected.

   N.B.: To choose a one-month period, superimpose the two arrows.
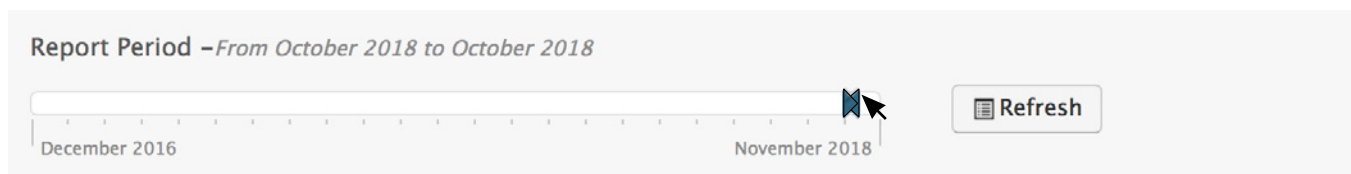
4. Some reports will give you extra options to refine the results.

   N.B.: When making a change to the selection parameters, you have to click on the "Refresh" button once again in order to display results according to these new parameters.

View your purchases

Sort the information displayed on the screen by clicking on the column headings. Click a second time to sort in reverse order.

Add up to two additional sorting commands by clicking in the column heading. Cancel a sorting series by clicking a third time on the column heading. (N.B.: The default sorting order will be restored the next time you visit.)

Category	Supplier	CDMV Code	Products	Previous year		Current period	
				Amount	Quantity	Amount	Quantity

N.B.: If there were no purchases during certain months in any of the categories or from any suppliers, these months will not be displayed in the table in order to optimize screen space.

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Options

Extra options are displayed for the following reports by clicking the Show Options button at the top right.

Export and print your data

Click on Export in Excel in the upper right corner of the table.

Need Help?

Contact our Customer Service team at 1-800-668-2368.