When you want to run a report of open Purchase orders for your agency:

**Open Purchase Order Report – for Agencies**
Purchasing – Agencies
  Inquiries & Reports
    Purchasing Reports
      Procurement Reports
      Open PO Detail by Branch/Plant
- Put check mark in NIS0004 – Open Purchase Orders by Business Unit
- Click Select
- Click Data Selection
- Click Submit
- Click Left Operand that says Business Unit – on Right Operand use pull down and highlight Literal
- Depending if you want only 1 BU or several, determines which tab to select – for more than one choose 'Range of Values' and type in your range of BU (xx000000 – xx999999)
- Click OK
- Click Ok
- (Printer Selection screen) – Click on 'Document Setup' tab
- Put check mark in CSV(Comma Delimited)
- Click Ok
- Go to View Job Status for your report

For more detailed information go to:
*Link to the* <u>*User Guides NEW*</u> *this link is found at the bottom of the page in the Help section of the Link page.*

*In the Payroll & Financial Center section: Click on 14. Procurement*
        *and in Lesson 10 – Reports*

Pick your learning style/presentation type:
      <u>Open PO Detail by Branch/Plant</u> to read it with screen shots.
      <u>NVISION</u> to see it demonstrated.
      <u>Open PO Detail by Branch/Plant Job Aid</u> to read with no screen shots.