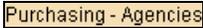
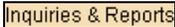
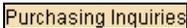


All Document Inquiry

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Purchasing - Agencies link.</p> 
3.	<p>Click the Inquiries & Reports link.</p> 
4.	<p>Click the Purchasing Inquiries link.</p> 
5.	<p>Click the All Document Inquiry link.</p> 
6.	<p>In this scenario, the end user wants to determine if there is an associated Purchase Order for an existing Contract.</p> <p>Enter the Contract Number into the Original Order field.</p>
7.	<p>Enter the Order Type into the field to the right of the Original Order field.</p> <p>Contract Order Types are: O4 - Service Contract OC - Commodity Contract ZC - Stock Blanket Order</p>
8.	<p>Click the Find button.</p> 
9.	<p>In the grid scroll over to the Last Status column.</p>
10.	<p>LAST STATUS - last process of the document</p>
11.	<p>NEXT STATUS - next process of the document.</p> <p>999 indicates a completed document.</p>
12.	<p>In the grid scroll over to the Original Number column.</p>
13.	<p>The ORIGINAL ORDER is the same as the ORIGINAL NUMBER. It represents the Originating Document Number.</p>
14.	<p>Click the Close button.</p> 

15.	In this scenario, the end user wants to review details of an existing Contract.
16.	Click the All Document Inquiry link. 
17.	Enter the Contract Number into the Order Number field.
18.	Enter the Order Type into the second field. Contract Order Types are: O4 - Service Contract OC - Commodity Contract ZC - Stock Blanket Order
19.	Click the Find button. 
20.	Click on Scroll Bar to Scroll to the right.
21.	Click on Scroll Bar to Scroll to the right.
22.	Click the Row button. 
23.	ROW Exit Additional details are available through the Row exit options. Users working with Inventory Stock can access Supply/Demand and Item Availability.
24.	Inquiring Approval Review results in a "Processing Option Status Invalid" error. All approval information is still accessible. Click Cancel to return to Work with Order Details screen.
25.	Click the Close button. 
26.	In this scenario, the end user wants to view all O6 Purchase Orders created after July 1, 2008 for a specific business unit. Searches are conducted using a combination of Header fields and the Query by Example, QBE, functionality in the grid.
27.	Click the All Document Inquiry link. 
28.	Enter valid Agency/Division Business Unit into the Business Unit field to view all Purchase Documents created with this business unit.

29.	Enter the order type into the Or Ty field in the grid.
30.	In the grid scroll to the Order Date column.
31.	Enter the desired information into the Order Date field.
32.	Click the Find button. 
33.	Click the Close button. 
34.	You have completed the All Document Inquiry course. End of Procedure.