

Running the Print Purchase Order Report

Overview

Once a purchase order has been generated and approved, it is available for printing.

This work instruction shows how to [Run the Print PO Report](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Procurement or Inventory.

(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

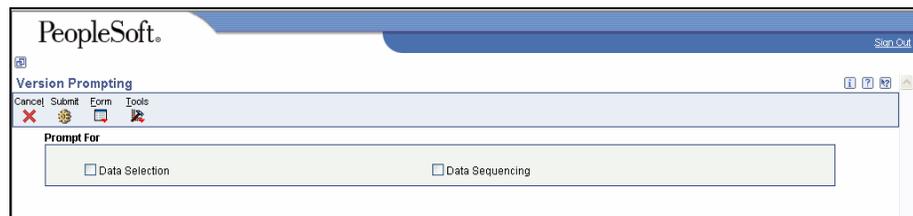
Purchasing – Agency > Purchase Orders – Agencies > [Commodity or Service] Purchase Order – Agency > Print Agency [Comm or Service] PO, or

Inventory > Inventory Purchasing - Statewide > Stock Purchase Order > Print Agency Stock PO

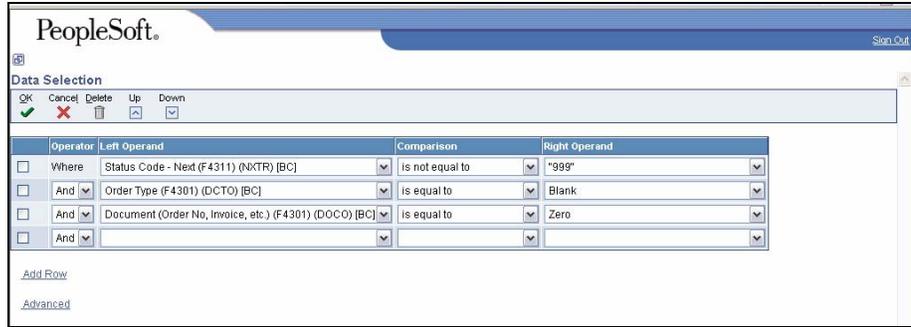
Steps

Run the Print Purchase Order Report

Start this instruction from the Version Prompting window.



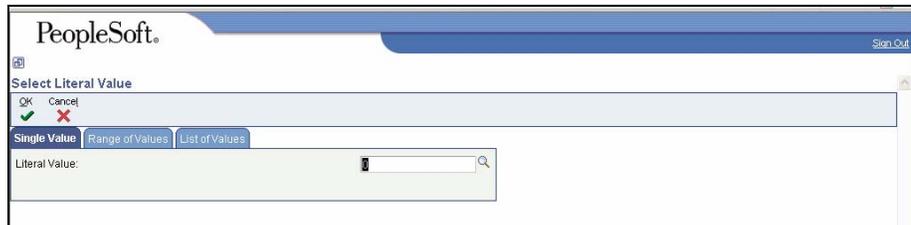
1. Choose Data Selection.
2. Click **Submit**. The Data Selection window appears.



3. In the first row, verify:
 - Operator – Where
 - Left Operand – Status Code Next (F4311) [BC]
 - Comparison – Is not equal to
 - Right Operand – "999"

 999 will prevent the Purchase Order from printing if it is already closed.
4. In the second row, verify:
 - Operator – And
 - Left Operand – Order Type (F4301) [BC]
 - Comparison – Is equal to
 - Right Operand – "OP"

 To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose **Literal**. Enter the appropriate information, and click **OK** to return to the Data Selection window.
5. In the third row, verify:
 - Operator – And
 - Left Operand – Document (Order No, Invoice No, etc.)(F4301) [BC]
 - Comparison – Is equal to
6. In the third row, click **Right Operand, Literal**. The Select Literal Value window appears.



7. Enter the Purchase Order Number that you want to print in the Literal Value field.
-  If entering multiple Purchase Order numbers, click the List of Values tab.
8. Click **OK** to return to the Data Selection window.
9. Click **OK**. The Printer Selection window appears.

10. Click **OK**. You will return to the main menu.

-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R5743500_...) once the Description is "Done".