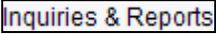


## Need to Order Report Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Inventory</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Inventory Reports</b> link. 
5.	Click the <b>Stock Need to Order Report</b> link. 
6.	Click in the <b>Branch/Plant</b> field. 
7.	Enter the branch plant number into the <b>Branch/Plant</b> field.  <b>Note:</b> This report can be run by either the Buyer Number or the Supplier Number. It is recommended to populate the Buyer Number once the setup is complete on the Item Branch Plant.
8.	<b>Supplier Number</b> - If known you may use this; however, it is recommended to use Buyer Number
9.	Enter the address book number of the individual who is primarily responsible for purchasing inventory stock for a Branch/Plant into the <b>Buyer Number</b> field.
10.	Select a radio button for either:  <b>Reorder Point</b> <b>All Items</b>
11.	Click the <b>Find</b> button. 
12.	Click the <b>Tools</b> button. 
13.	Click the <b>Export Grid Data</b> menu. 
14.	Define the Cell Range  <b>Note:</b> The Standard Export will allow the user to export all fields without selecting any other criteria.

Step	Action
15.	Click the <b>Continue</b> button. 
16.	The system will export the information into an excel document. You may use this report as a tool to determine which inventory items need to have a purchase requisition created.
17.	When you are finished click the <b>Close</b> button. 
18.	Click the <b>Close</b> button. 
19.	You have successfully completed this lesson. <b>End of Procedure.</b>