Create a Warehouse Issue Report Lesson

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Inventory** link. Inventory
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **Inventory Reports** link. Inventory Reports
5.	Click the **Transaction Reports** link. Transaction Reports
6.	Click the **Inventory Issues** link. Inventory Issues
7.	Click the **Data Selection** option.
8.	Click the **Data Sequencing** option.
9.	Click the **Submit** button.
10.	In the second row click the **Left Operand** list.
11.	Click the **Business Unit (F4111) (MCU) [BC]** list item. Business Unit (F4111) (MCU) [BC]
12.	Click the **Comparison** list.
13.	Click the **is equal to** list item. is equal to
14.	Click the **Right Operand** list.
15.	Click the **Literal** list item. Literal
16.	Enter the branch plant number into the **Literal Value:** field.
17.	Click the **OK** button.
18.	In the third row click the **Left Operand** list.

Step	Action
19.	Click the **Date - Order/Transaction (F4111) (TRDJ) [BC]** list item. Date - Order/Transaction (F4111) (TRDJ) [BC]
20.	Click the **Comparison** list.
21.	Click the **is equal to** list item. is equal to
22.	Click the **Right Operand** list.
23.	Click the **Literal** list item. Literal
24.	Click the **Range of Values** tab. Range of Values
25.	Enter the begining date into the **Literal Value From:** field.
26.	Click in the **Literal Value To:** field.
27.	Enter the ending date into the **Literal Value To:** field.
28.	Click the **OK** button.
29.	Click the **OK** button.
30.	Click the **Show Available Columns.** link. Show Available Columns.
31.	In the left column click the **Document Number** option.
32.	In the left column click the **Explanation** option.
33.	Click the **Add** button.
34.	In the right column click the **Explanation** option.
35.	Click the **Up** button until Explanation moves to the top of the column.
36.	Click the **Document Number** option in the right column.
37.	Click the **Up** button until Document Number is the 2nd highest item in the column.

Step	Action
38.	Click the **OK** button.
39.	Click the **Document Setup** tab. Document Setup
40.	Click the **CSV(Comma Delimited)** option.
41.	Click the **OK** button.
42.	To view the report you will need to go to **View Job Status**. For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. **End of Procedure.**