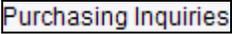
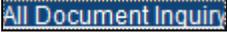


## All Document Inquiry Lesson

| Step | Action  |
|------|---|
| 1.   | Click the <b>State of Nebraska</b> link.<br>   |
| 2.   | Click the <b>Purchasing - Agencies</b> link.<br>   |
| 3.   | Click the <b>Inquiries &amp; Reports</b> link.<br>   |
| 4.   | Click the <b>Purchasing Inquiries</b> link.<br>  |
| 5.   | Click the <b>All Document Inquiry</b> link.<br>  |
| 6.   |    |
| 7.   | In this scenario, the end user wants to determine if there is an associated Purchase Order for an existing Contract.<br><br>Enter the Contract Number into the <b>Original Order</b> field.           |
| 8.   | Enter the Order Type into the field to the right of the <b>Original Order</b> field.<br><br>Contract Order Types are:<br>O4 - Service Contract<br>OC - Commodity Contract<br>ZC - Stock Blanket Order |
| 9.   | Click the <b>Find</b> button.<br>  |
| 10.  | In the grid scroll over to the <b>Last Status</b> column.   |
| 11.  | LAST STATUS - last process of the document  |
| 12.  | NEXT STATUS - next process of the document.<br><br>"999" indicates a completed document.  |
| 13.  | In the grid scroll over to the <b>Original Number</b> column.   |
| 14.  | The ORIGINAL ORDER is the same as the ORIGINAL NUMBER. It represents the Originating Document Number.   |
| 15.  | Click the <b>Close</b> button.<br>   |
| 16.  | In this scenario, the end user wants to review details of an existing Contract.   |

| Step | Action  |
|------|---|
| 17.  | Click the <b>All Document Inquiry</b> link.<br>  |
| 18.  | Enter the Contract Number into the <b>Order Number</b> field.   |
| 19.  | Enter the Order Type into the second field.<br><br>Contract Order Types are:<br>O4 - Service Contract<br>OC - Commodity Contract<br>ZC - Stock Blanket Order  |
| 20.  | Click the <b>Find</b> button.<br>  |
| 21.  |   |
| 22.  | ROW Exit<br><br>Additional details are available through the Row exit options.<br><br>Users working with Inventory Stock can access Supply/Demand and Item Availability.  |
| 23.  | <b>Inquiring Approval Review results in a "Processing Option Status Invalid" error.</b><br><br>All approval information is still accessible.<br><br>Click Cancel to return to Work with Order Details screen.   |
| 24.  | Click the <b>Close</b> button.<br>   |
| 25.  | In this scenario, the end user wants to view all O6 Purchase Orders created after July 1, 2008 for a specific business unit.<br><br>Searches are conducted using a combination of Header fields and the Query by Example (QBE) functionality in the grid. |
| 26.  | Click the <b>All Document Inquiry</b> link.<br>  |
| 27.  |    |
| 28.  | Enter valid Agency/Division Business Unit into the <b>Business Unit</b> field to view all Purchase Documents created with this business unit.   |
| 29.  | Enter the order type into the <b>Or Ty</b> field in the grid.   |
| 30.  | In the grid scroll to the <b>Order Date</b> column.   |
| 31.  |    |

| Step | Action  |
|------|---|
| 32.  | Enter the desired information into the <b>Entered Date</b> field.   |
| 33.  | Click the <b>Find</b> button.<br>  |
| 34.  | Click the <b>Close</b> button.<br> |
| 35.  | You have completed the All Document Inquiry course.<br><b>End of Procedure.</b>                                     |