

Purchasing Ledger Inquiry

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

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Purchasing Ledger Inquiry

Purchasing Ledger Inquiry Overview

The Purchasing Ledger inquiry is a tool to review the progression of a Procurement Document from creation/generation through closure. It include information specific to the User ID performing the action, the date and time an action was completed, and the Last Status and Next Status of the line at the time of the action.

The statuses of the procurement documents vary based upon document type. For example, a Purchase Order will include information specific to approvals of the purchase order and receipts against the purchase order.

Purchasing Ledger Inquiry Lesson

Procedure

Purchasing Ledger can be used to inquiry on data specific to any Purchasing Document. For the purpose of this exercise, the inquiry is on a Purchase Order, OP.

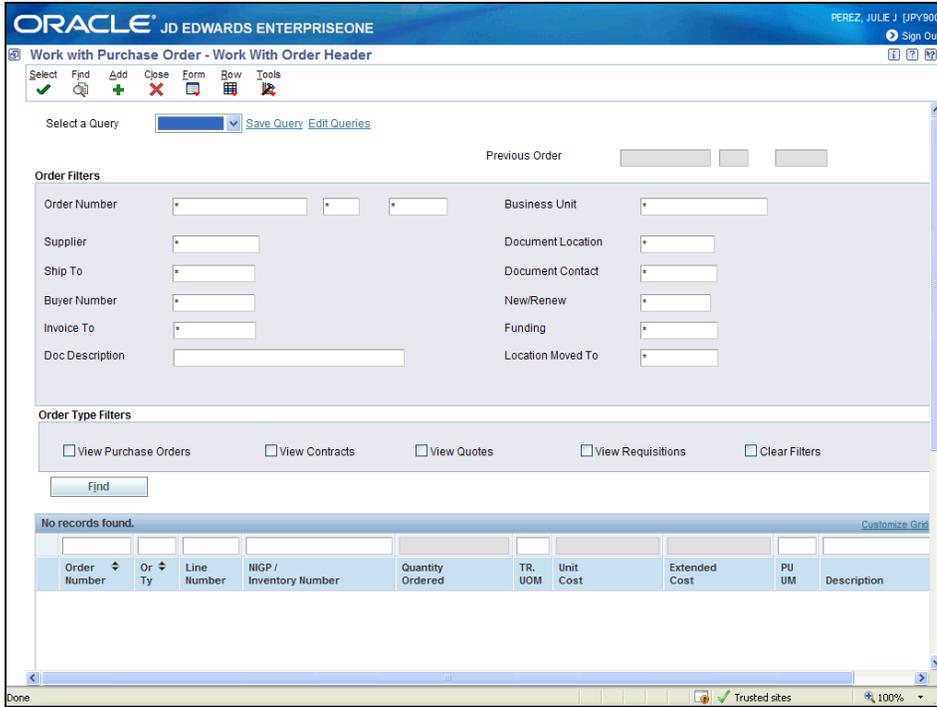
Note: Data contained in the Purchasing Ledger varies by Document Type and Line Type.

Document Types have different Statuses.

Step	Action
1.	Purchasing Ledger can be accessed through Purchasing - Inquiries or directly from a "Work With" application. This exercise accesses the Purchasing Ledger through the "Work with Purchase Order "application.
2.	Click the State of Nebraska link. State of Nebraska
3.	Click the Purchasing - Agencies link. Purchasing - Agencies
4.	Click the Purchase Orders - Agency link. Purchase Orders - Agency
5.	Click the Work with Purchase Order link. Work with Purchase Order

Training Guide

Purchasing Ledger Inquiry



Step	Action
6.	Use the Query by Example, QBE, line to narrow your search for a specific procurement document.
7.	Click the Find button. 

Step	Action
8.	Click the Purchasing Ledger button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Purchasing Ledger</div>

Training Guide

Purchasing Ledger Inquiry

Step	Action
9.	Click the Find button. 

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Work with Purchase Order - Work With Purchasing Ledger

Select Find Close Form Row Tools

Order Number 326498 OP 52510 Business Unit *
 Related Order * * *
 Supplier *
 NIGP/Inv Number *
 Account Number *

Display Supplier Item
Additional Selections Exist

Records 1 - 6 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Line Number	Order Number	Or Ty	Supplier Name	Order Line Description	Quantity Ordered	Quantity Received	Amount Ordered	Amount Received
<input type="checkbox"/>	<input type="checkbox"/>	1.000	326498	OP	LEES PROPANE SERVIC...	I15510 33# FL AL PROPANE	4.0000		70.00	
<input type="checkbox"/>	<input type="checkbox"/>	1.000	326498	OP	LEES PROPANE SERVIC...	I15510 33# FL AL PROPANE	4.0000		70.00	
<input type="checkbox"/>	<input type="checkbox"/>	1.000	326498	OP	LEES PROPANE SERVIC...	I15510 33# FL AL PROPANE	4.0000	4.0000	70.00	
<input type="checkbox"/>	<input type="checkbox"/>	2.000	326498	OP	LEES PROPANE SERVIC...	25, FOB DESTINATION	1.0000			
<input type="checkbox"/>	<input type="checkbox"/>	2.000	326498	OP	LEES PROPANE SERVIC...	25, FOB DESTINATION	1.0000			
<input type="checkbox"/>	<input type="checkbox"/>	2.000	326498	OP	LEES PROPANE SERVIC...	25, FOB DESTINATION	1.0000	1.0000		

Done Trusted sites 100%

Step	Action
10.	Use QBE line to view data on a specific line on the procurement document. Click in the Line Number field. <input type="text"/>
11.	Enter the line number into the Line Number field.
12.	Click the Find button. 

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Work with Purchase Order - Work With Purchasing Ledger

Order Number: 326498 OP 52510 Business Unit: *

Related Order: * * *

Supplier: *

NIGP/Inv Number: *

Account Number: *

Records 1 - 3

Line Number	Order Number	Or Ty	Supplier Name	Order Line Description	Quantity Ordered	Quantity Received	Amount Ordered	Amount Received
1.000	326498	OP	LEES PROPANE SERVIC...	I15510 33# FL AL PROPANE	4.0000		70.00	
1.000	326498	OP	LEES PROPANE SERVIC...	I15510 33# FL AL PROPANE	4.0000		70.00	
1.000	326498	OP	LEES PROPANE SERVIC...	I15510 33# FL AL PROPANE	4.0000	4.0000	70.00	

Step	Action
13.	Scroll through grid to review data.

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Work with Purchase Order - Work With Purchasing Ledger

Order Number: 326498 OP 52510 Business Unit: *

Related Order: * * *

Supplier: *

NIGP/Inv Number: *

Account Number: *

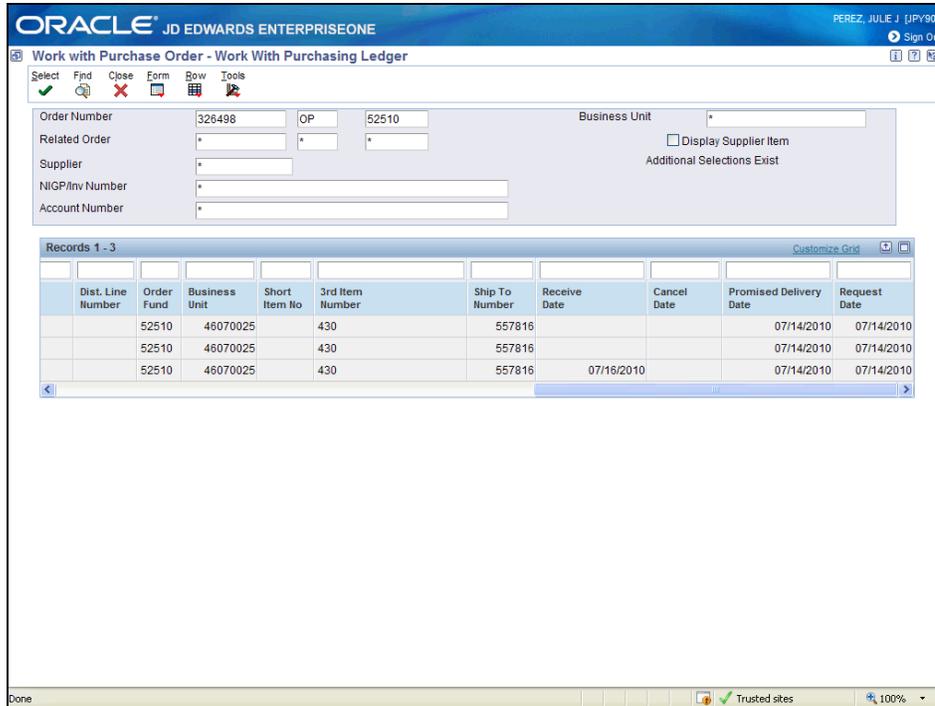
Records 1 - 3

	Quantity Ordered	Quantity Received	Amount Ordered	Amount Received	Last Stat	Next Stat	2nd Item Number	Dist. Line Number	Order Fund	Business Unit
PROPANE	4.0000		70.00		220	230	430		52510	46070025
PROPANE	4.0000		70.00		230	280	430		52510	46070025
PROPANE	4.0000	4.0000	70.00	70.00	280	999	430		52510	46070025

Training Guide

Purchasing Ledger Inquiry

Step	Action
14.	<p>Quantity Ordered = Quantity Ordered on Procurement Document</p> <p>Quantity Received = Populates when a receipt is made against a Purchase Order</p> <p>Amount Order = Dollar Amount of the line</p> <p>Amount Received = Dollar Amount of Goods or Services Received</p> <p>Last Status/Next Status = Vary by Procurement Document Type</p> <p>Last Status = 999 indicates the line is complete</p>



Step	Action
15.	<p>Order Fund</p> <p>Business Unit</p> <p>Ship To Number</p> <p>Receive Date</p> <p>Cancel Date</p> <p>Promised Delivery Date</p> <p>Request Date</p>
16.	<p>To view specific details about a line of information, check the box on the row to select.</p> 
17.	<p>Click the Select button.</p> 

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Work with Purchase Order - Purchasing Ledger Inquiry - Additional Information

Cancel Form Tools

Order Number 326498 OP NIGP/Inventory Number 430
 Line Number 1.000 Account Number 46070025.534801
 Business Unit 46070025 Description 115510 33# FL AL PROPANE

	Quantity	UM	Unit Cost	Amount
Ordered	4.0000	EA	17.5000	70.00
Received				

Tax Rate/Area
 Last/Next Status 220 230
 Original Order
 Related Order

User ID DCSSEC
 Program ID EP4310
 Work Station ID EDQJAS04
 Date Updated 07/15/2010
 Time of Day 144641

Done Trusted sites 100%

Step	Action
18.	Review Additional Information for data specific to the Procurement Document line.
19.	Click the Cancel button.
20.	Click the Close button.
21.	Click the Close button.
22.	End of Procedure.