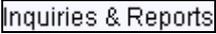
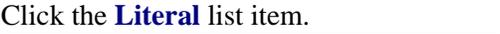


Open PO Detail by Branch/Plant Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 
5.	Click the Procurement Reports link. 
6.	Click the Open PO Detail by Branch/Plant link. 
7.	Select the version you would like to run by clicking the check box next to it. 
8.	Click the Select button. 
9.	Click the Data Selection option. 
10.	Click the Submit button. 
11.	Click the Right Operand list in the third row. 
12.	Click the Literal list item. 
13.	Enter the appropriate business unit into the Literal Value: field.
14.	Click the OK button. 

Step	Action
15.	<p>Note: To narrow the report by a specific Purchase Order number, enter the following information in the next blank line:</p> <p>Left Operand: "Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]" Comparison: "is equal to" Right Operand: "literal." Enter Purchase Order Number</p> <p>Note: To narrow the report by a specific vendor, enter the following information on the next blank line:</p> <p>Left Operand: "Address Number (F4311) (AN8) [BC]" This field pulls from the order detail lines. Comparison: "is equal to" Right Operand: "literal." Enter Vendor address book number</p>
16.	<p>Click the OK button.</p> 
17.	<p>To run the report as CSV click the Document Setup tab.</p> 
18.	<p>Then click the CSV(Comma Delimited) option.</p> 
19.	<p>Click the OK button.</p> 
20.	<p>Click the Close button.</p> 
21.	<p>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 http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html Training Guides.</p> <p>You have successfully completed this lesson. End of Procedure.</p>