

Open PO Detail by Branch/Plant
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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.



Table of Contents

Open PO Detail by Branch/Plant	1
Open PO Detail by Branch/Plant Overview	1
Open PO Detail by Branch/Plant Lesson.....	1

Open PO Detail by Branch/Plant

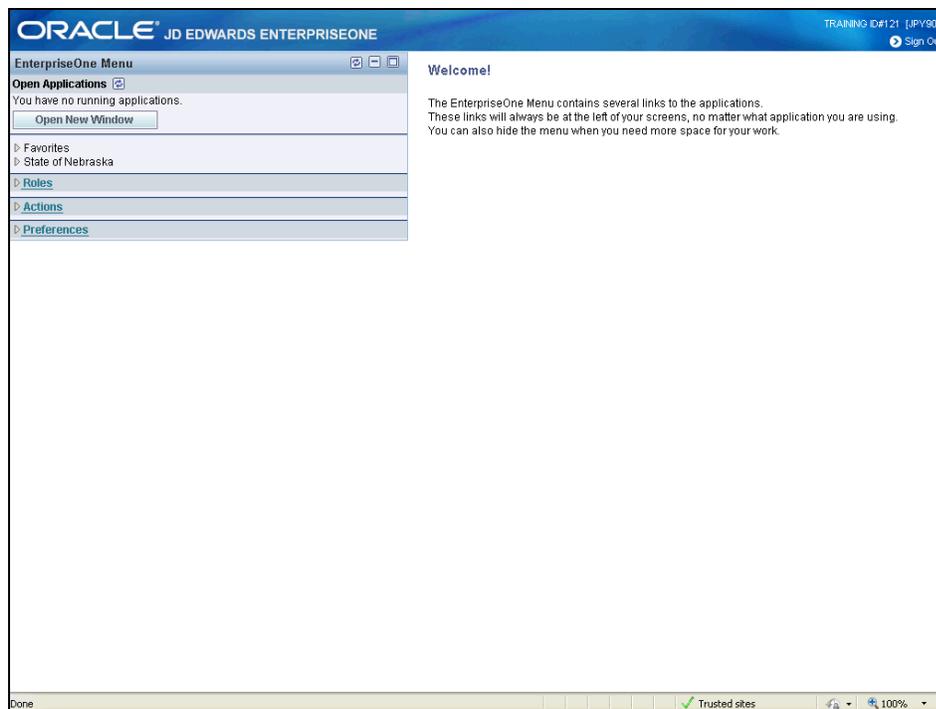
Open PO Detail by Branch/Plant Overview

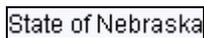
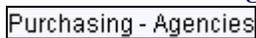
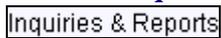
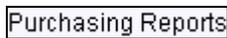
This work instruction describes how to generate a report that will list open lines on Purchase Orders for a specific Business Unit at a given time. Use this report to identify open Purchase Orders for a Business Unit.

Open PO Detail by Branch/Plant Lesson

Procedure

In this lesson you will learn how to run the Open PO Detail by Branch/Plant Report.

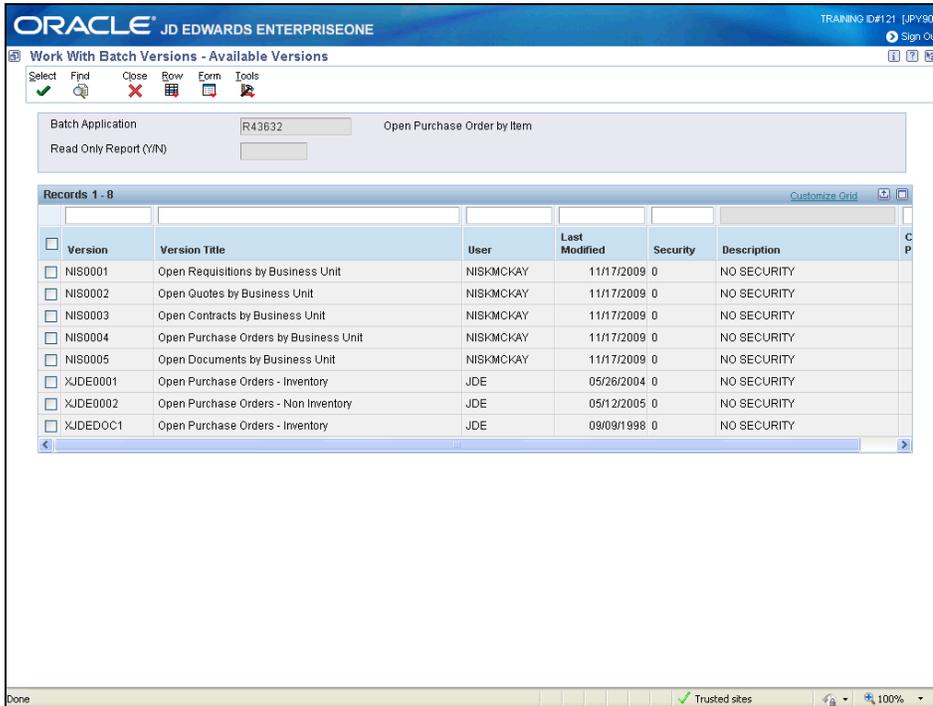


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 

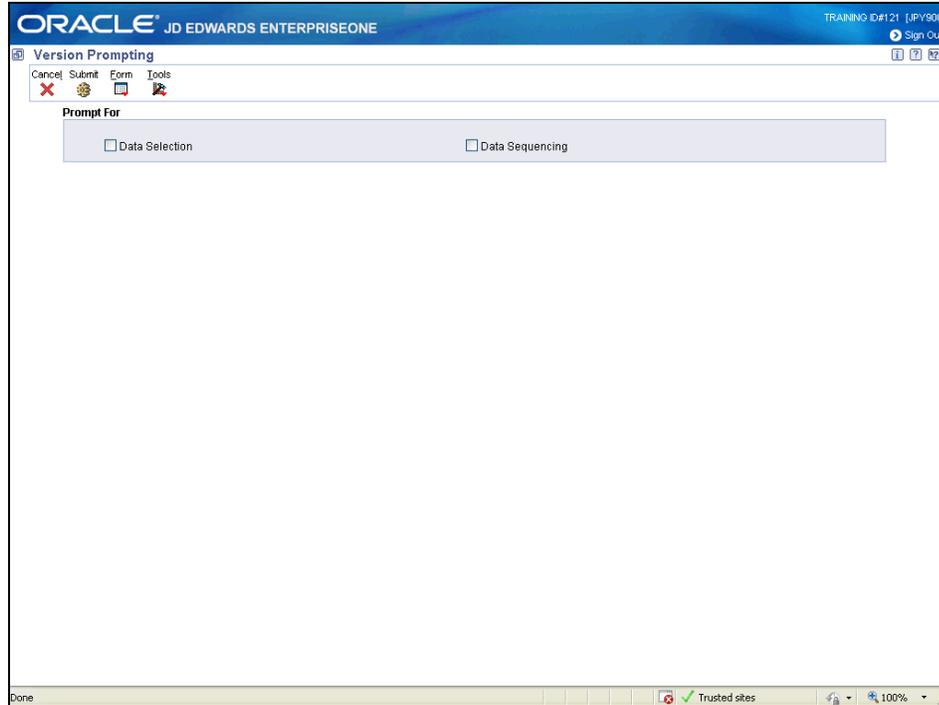
Training Guide

Open PO Detail by Branch/Plant

Step	Action
5.	Click the Procurement Reports link.
6.	Click the Open PO Detail by Branch/Plant link.



Step	Action
7.	Select the version you would like to run by clicking the check box next to it.
8.	Click the Select button.



Step	Action
9.	Click the Data Selection option. <input type="checkbox"/>
10.	Click the Submit button. 

Training Guide

Open PO Detail by Branch/Plant

ORACLE® JD EDWARDS ENTERPRISEONE TRAINING ID#121 [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Order Type (F4311) (DCTO) [BC]	is equal to	*06,09,OG,OH,OP,OU,Z4,Z8,ZG,ZH,ZO,ZI
<input type="checkbox"/>	And Status Code - Next (F4311) (NXTR) [BC]	is less than	*999
<input type="checkbox"/>	And Business Unit (F4311) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

[Add Row](#)
[Advanced](#)

Done Trusted sites 100%

Step	Action
11.	Click the Right Operand list in the third row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank ▾</div>

ORACLE® JD EDWARDS ENTERPRISEONE TRAINING ID#121 [JPY900] Sign Out

Data Selection

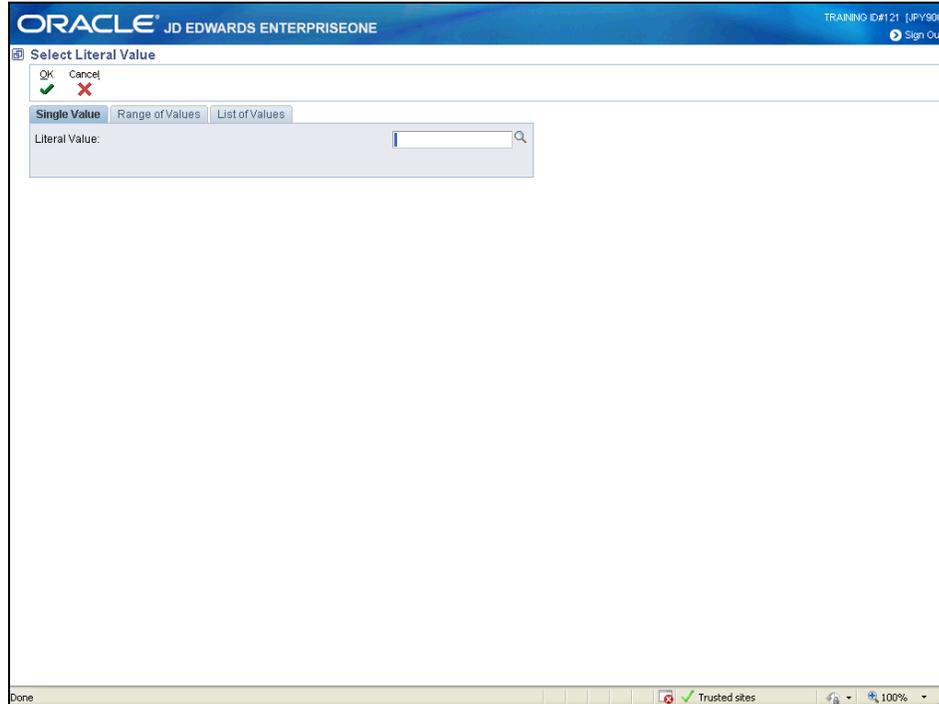
OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Order Type (F4311) (DCTO) [BC]	is equal to	*06,09,OG,OH,OP,OU,Z4,Z8,ZG,ZH,ZO,ZI
<input type="checkbox"/>	And Status Code - Next (F4311) (NXTR) [BC]	is less than	*999
<input type="checkbox"/>	And Business Unit (F4311) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		Blank Zero Null Literal 2nd Item Number (F4311) (LTM) [BC] 3rd Item Number (F4311) (ATM) [BC] Account ID (F4311) (AID) [BC] Business Unit (F4311) (MCU) [BC] Currency Code - From (F4311) (CRCD) [BC] Description (F4311) (DSC1) [BC] Line Type (F4311) (LNTY) [BC] Order Fund (Order Number) (F4311) (KCOO) Order Suffix (F4311) (SEFO) [BC] Order Type (F4311) (DCTO) [BC] Status Code - Next (F4311) (NXTR) [BC] Unit of Measure as Input (F4311) (UOM) [BC]

[Add Row](#)
[Advanced](#)

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Step	Action
12.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>

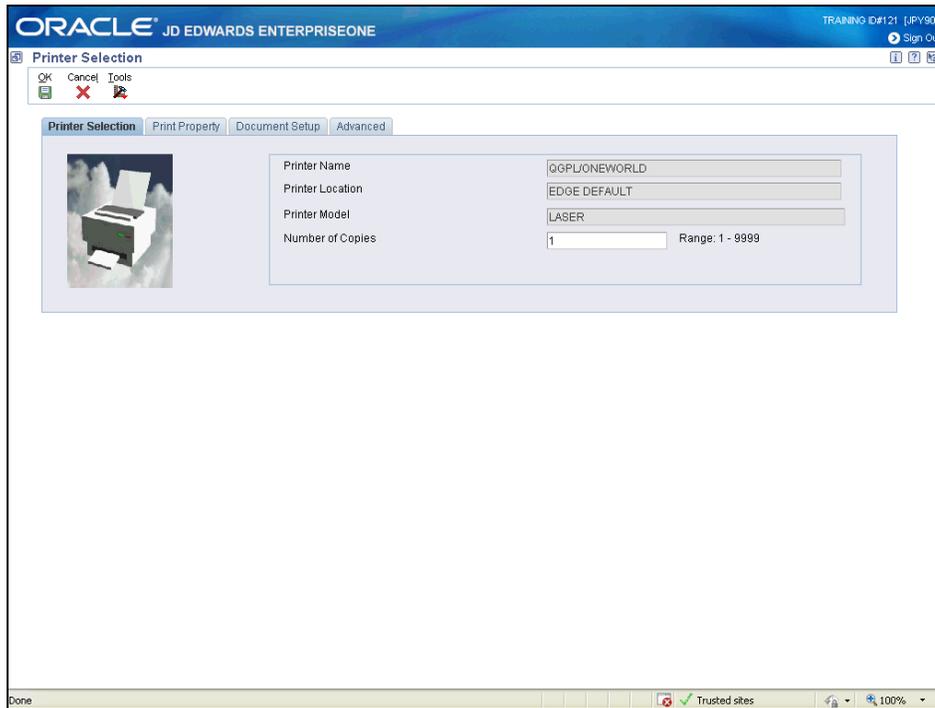


Step	Action
13.	Enter the appropriate business unit into the Literal Value: field.
14.	Click the OK button. 
15.	<p>Note: To narrow the report by a specific Purchase Order number, enter the following information in the next blank line:</p> <p>Left Operand: "Document (Order No, Invoice, etc.) (F4311) (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>

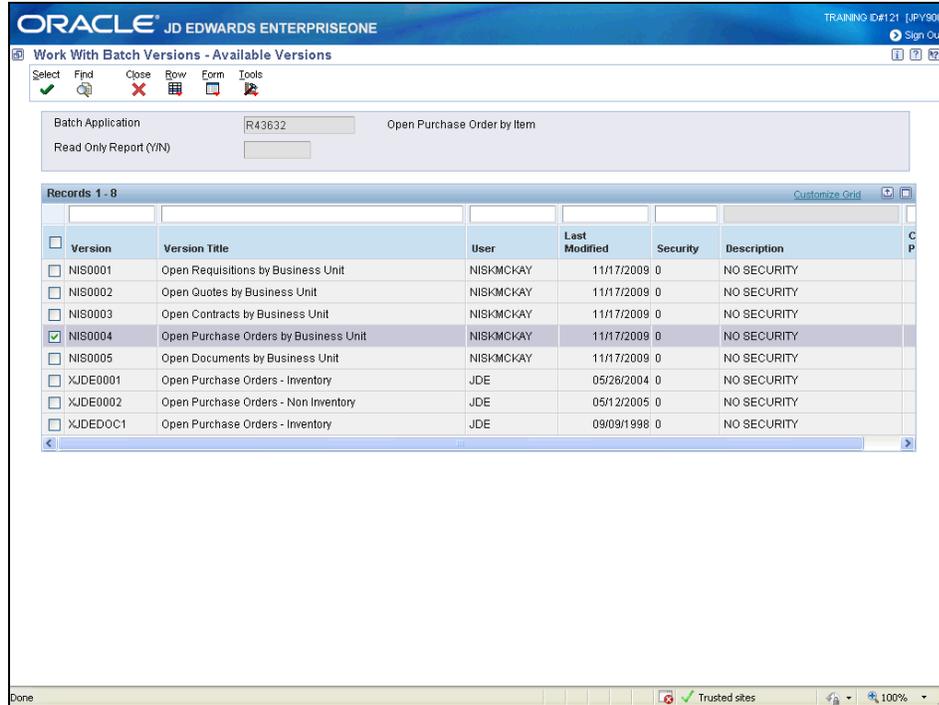
Training Guide

Open PO Detail by Branch/Plant

Step	Action
16.	Click the OK button. 



Step	Action
17.	To run the report as CSV click the Document Setup tab. 
18.	Then click the CSV(Comma Delimited) option. 
19.	Click the OK button. 



Step	Action
20.	Click the Close button. 
21.	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. You have successfully completed this lesson. End of Procedure.