

Open PO Detail by Supplier
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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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Open PO Detail by Supplier

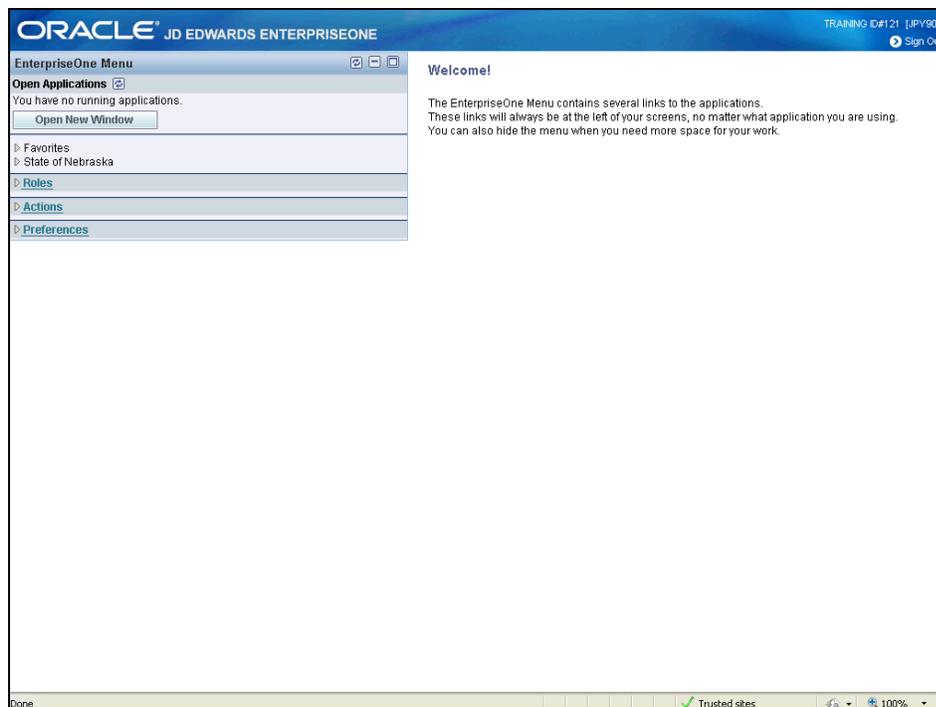
Open PO Detail by Supplier Overview

This Training Guide describes how to generate a report that will list open lines on Purchase Orders for a specific Vendor at a given time. This report includes the supplier's Ship To Address and phone number. Use this report to determine if lines need to be cancelled on a Purchase Order.

Open PO Detail by Supplier Lesson

Procedure

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

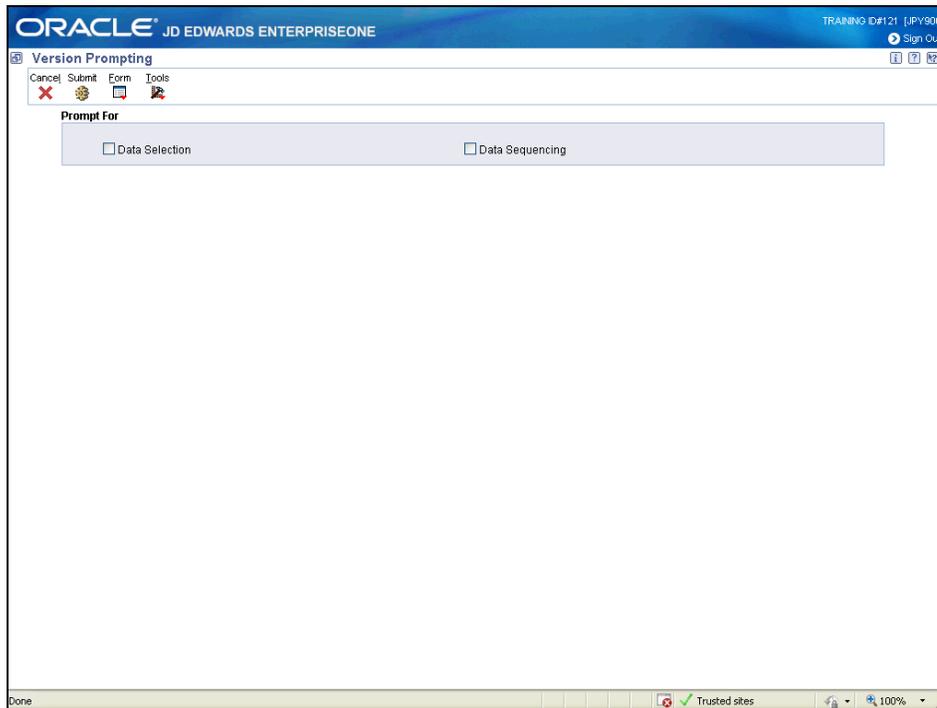


| Step | Action |
|------|--|
| 1. | Click the State of Nebraska link. <u>State of Nebraska</u> |
| 2. | Click the Purchasing - Agencies link. <u>Purchasing - Agencies</u> |
| 3. | Click the Inquiries & Reports link. <u>Inquiries & Reports</u> |
| 4. | Click the Purchasing Reports link. <u>Purchasing Reports</u> |

Training Guide

Open PO Detail by Supplier

| Step | Action |
|------|--|
| 5. | Click the Procurement Reports link.  |
| 6. | Click the Open PO Detail by Supplier link.  |



| Step | Action |
|------|--|
| 7. | Click the Data Selection option.  |
| 8. | Click the Submit button.  |

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 | Blank |
| <input type="checkbox"/> And | Status Code - Next (F4311) (NXTN) [BC] | is less than | *999 |
| <input type="checkbox"/> And | Address Number (F4311) (AN8) [BC] | is equal to | Blank |
| <input type="checkbox"/> And | | | |

[Add Row](#)

[Advanced](#)

Done Trusted sites 100%

| Step | Action |
|------|---|
| 9. | Click the Right Operand list of the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank</div> |

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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 | Blank |
| <input type="checkbox"/> And | Status Code - Next (F4311) (NXTN) [BC] | is less than | Zero |
| <input type="checkbox"/> And | Address Number (F4311) (AN8) [BC] | is equal to | Null |
| <input type="checkbox"/> And | | | Literal |
| | | | Currency Code - From (F4311) (CRCD) [BC] |
| | | | Description (F4311) (DSC1) [BC] |
| | | | Description - Line 2 (F4311) (DSC2) [BC] |
| | | | Order Fund (Order Number) (F4311) (KCOO) |
| | | | Order Suffix (F4311) (SFXO) [BC] |
| | | | Order Type (F4311) (DCTO) [BC] |
| | | | Status Code - Next (F4311) (NXTN) [BC] |
| | | | Unit of Measure - Purchasing (F4311) (UOM3) |
| | | | Unit of Measure as Input (F4311) (UOM) [BC] |

[Add Row](#)

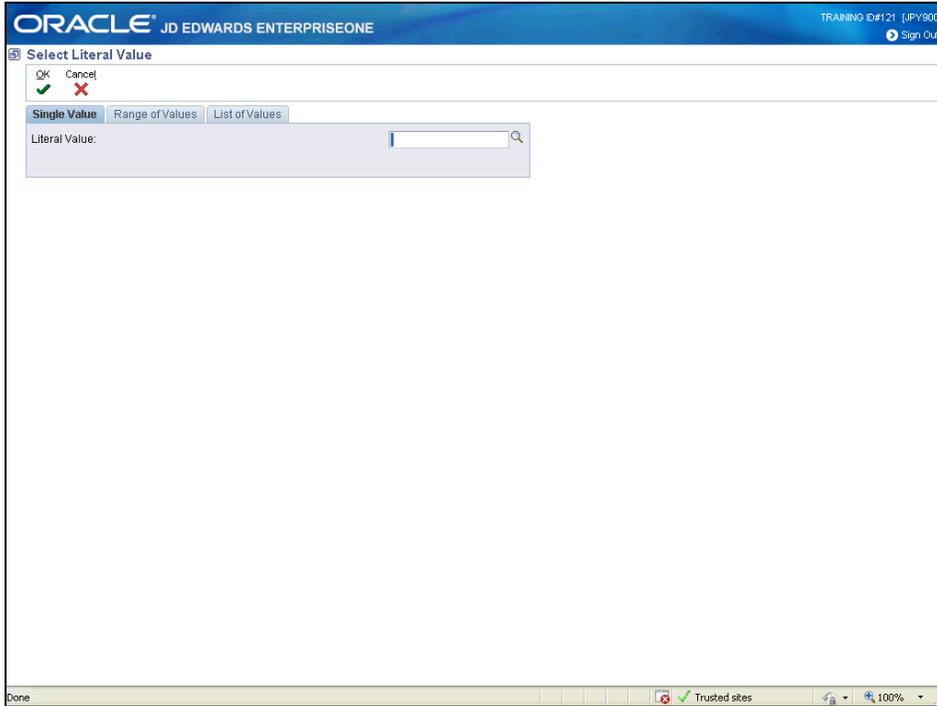
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Training Guide

Open PO Detail by Supplier

| Step | Action |
|------|--|
| 10. | Click the Literal list item.  |



| Step | Action |
|------|--|
| 11. | Enter the document type into the Literal Value: field. |
| 12. | Click the OK button.  |
| 13. | Click the Right Operand list of the third row.  |

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

Data Selection

OK Cancel Delete Up Down

| Operator | Left Operand | Comparison | Right Operand |
|----------|--|--------------|--|
| Where | Order Type (F4311) (DCTO) [BC] | is equal to | *OP* |
| And | Status Code - Next (F4311) (NXTN) [BC] | is less than | *999* |
| And | Address Number (F4311) (AN8) [BC] | is equal to | Blank |
| And | | | Blank |
| | | | Zero |
| | | | Null |
| | | | Literal |
| | | | Address Number (F4311) (AN8) [BC] |
| | | | Address Number - Ship To (F4311) (SHAN) [E] |
| | | | Amount - Foreign Open (F4311) (FAP) [BC] |
| | | | Amount - Open (F4311) (AOPN) [BC] |
| | | | Amount - Unit Cost (F4311) (PRRC) [BC] |
| | | | Amount Open Grand [RV] |
| | | | Document (Order No, Invoice, etc.) (F4311) (C) |
| | | | Line Number (F4311) (LNID) [BC] |
| | | | Units - Open (F4311) (UOPN) [BC] |
| | | | Units - Order/Transaction Quantity (F4311) (U) |
| | | | Units - Received (F4311) (UREC) [BC] |

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| Step | Action |
|------|-------------------------------------|
| 14. | Click the Literal list item. |
| | Literal |

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Select Literal Value

OK Cancel

Single Value Range of Values List of Values

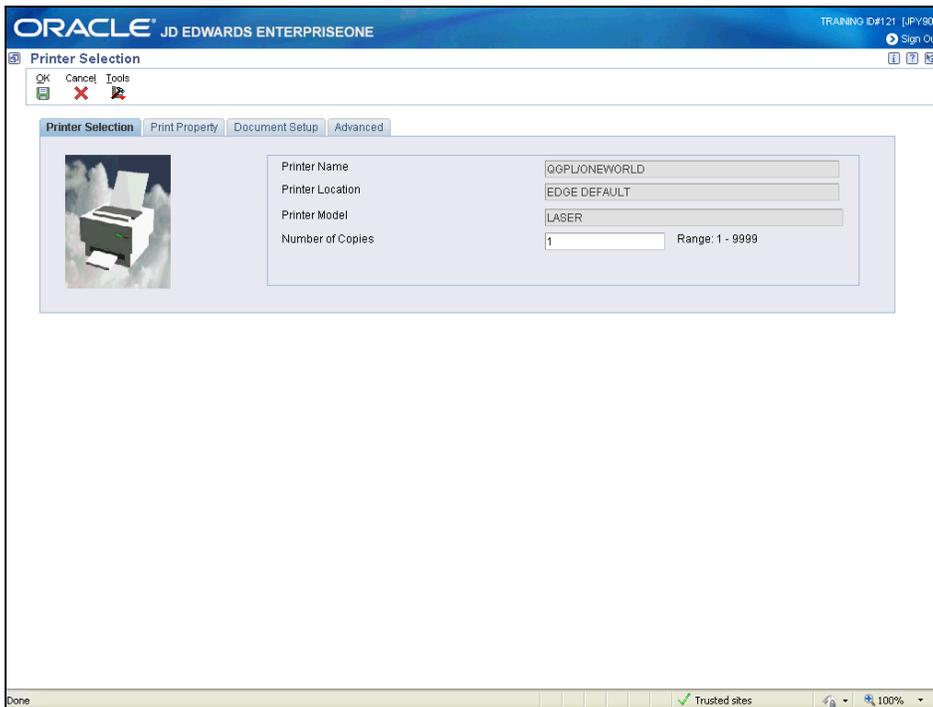
Literal Value:

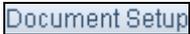
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Open PO Detail by Supplier

| Step | Action |
|------|--|
| 15. | Enter the Vendor's address book number for which to run the report into the Literal Value: field. |
| 16. | Click the OK button.  |
| 17. | Click the OK button.  |



| Step | Action |
|------|---|
| 18. | To run the report in CSV click the Document Setup tab.  |
| 19. | Then click the CSV(Comma Delimited) option.  |
| 20. | Click the OK 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. |

