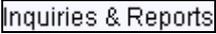


Open Requisitions Lesson

| 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 Requisitions link.  |
| 7. | Click the Data Selection option.  |
| 8. | Click the Submit button.  |
| 9. | In the third row (Buyer) click the Right Operand list.  |
| 10. | Click the Literal list item.  |
| 11. | Enter the Buyer's address book number for which to run the report. into the Literal Value: field. |
| 12. | Click the OK button.  |

| Step | Action |
|------|---|
| 13. | <p>Note: To run the report for 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 supplier's address book number</p> <p>Note: To run the report for a specific date or date range, enter the following information on the next blank line:</p> <p>Left Operand: "Order Transaction(F4301) (TRDJ) [BC]" Comparison: "is equal to" Right Operand: "literal." enter a date or date range.</p> |
| 14. | <p>Click the OK button.</p>  |
| 15. | <p>Click the OK button.</p>  |
| 16. | <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> |