

Open Requisitions
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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 Requisitions

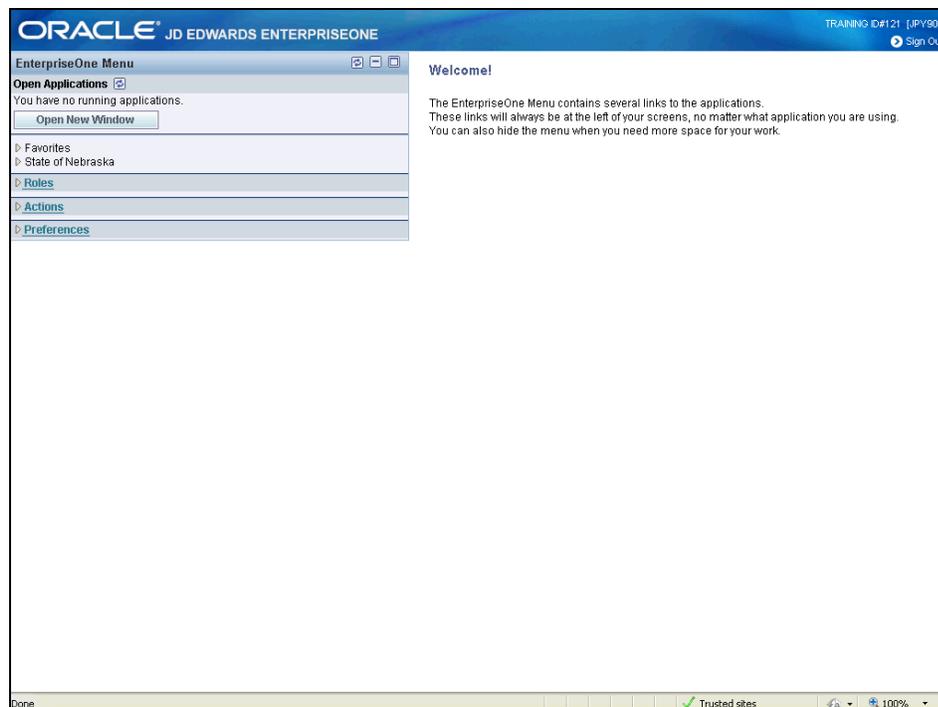
Open Requisitions Overview

This report will list all 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 open requisitions exist in your Agency.

Open Requisitions Lesson

Procedure

In this lesson you will learn how to run the Open Requisitions Report.

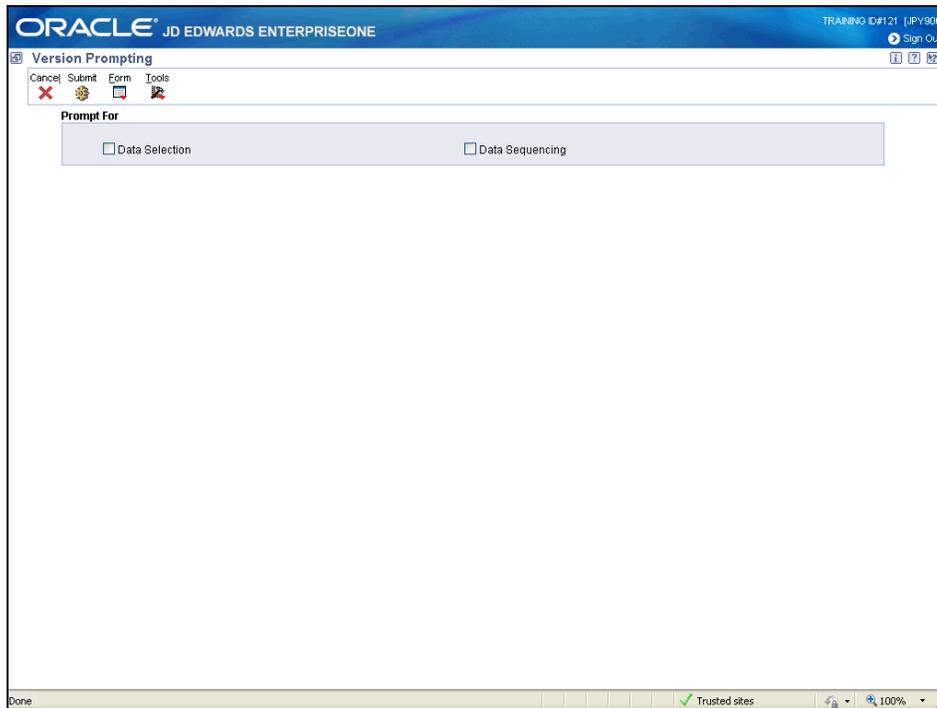


Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>
2.	Click the Purchasing - Agencies link. <u>Purchasing - Agencies</u>
3.	Click the Inquiries & Reports link. <u>Inquiries & Reports</u>
4.	Click the Purchasing Reports link. <u>Purchasing Reports</u>

Training Guide

Open Requisitions

Step	Action
5.	Click the Procurement Reports link. 
6.	Click the Open Requisitions 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
Where	Order Type (F4301) (DCTO) [BC]	is equal to	*03,05,01,0N,00,OR,OT,OW,Z6,ZR*
And	Status Code - Next (F4311) (NXTR) [BC]	is less than	*980*
And	Buyer Number (F4301) (ANBY) [BC]	is equal to	Null
And	Document (Order No, invoice, etc.) (F4301) (DOCO) [BC]	is greater than	Blank
And			

Add Row

Advanced

Done Trusted sites 100%

Step	Action
9.	In the third row (Buyer) click the Right Operand list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null</div>

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 (F4301) (DCTO) [BC]	is equal to	*03,05,01,0N,00,OR,OT,OW,Z6,ZR*
And	Status Code - Next (F4311) (NXTR) [BC]	is less than	*980*
And	Buyer Number (F4301) (ANBY) [BC]	is equal to	Null
And	Document (Order No, invoice, etc.) (F4301) (DOCO) [BC]	is greater than	Null Blank Zero Literal Address Number (F4301) (AN8) [BC] Address Number (F4311) (AN8) [BC] Address Number - Ship To (F4301) (SHAN) Address Number - Ship To (F4311) (SHAN) Agreement Supplement - Distribution (F4311) (ASD) Amount - Extended Cost (F4311) (ECST) [I] Amount - Extended Price (F4311) (AEXP) [I] Amount - Foreign Changed Amount (F4311) (FCA) Amount - Foreign Extended Cost (F4311) (FEC) Amount - Foreign Extended Price (F4311) (FEP) Amount - Foreign Open (F4301) (FAP) [BC] Amount - Foreign Open (F4311) (FAP) [BC] Amount - Foreign Unit Cost (F4311) (FUC) Amount - Foreign Unit Price (F4311) (FUP) Amount - On Hold (F4311) (ACHO) [BC] Amount - Open (F4311) (AOPN) [BC] Amount - Order Gross (F4301) (OTOT) [BC] Amount - Received (F4311) (AREC) [BC] Amount - Received Foreign (F4311) (FRE) Amount - Relieved (F4311) (ARLV) [BC] Amount - Tax Commitment (F4311) (FTN) Amount - Tax Relieved (F4311) (TRLV) [BC] Amount - Unit Cost (F4311) (PRRC) [BC] Amount - Unit Cost [RV] Buyer Number (F4301) (ANBY) [BC] Buyer Number (F4311) (ANBY) [BC]
And			

Add Row

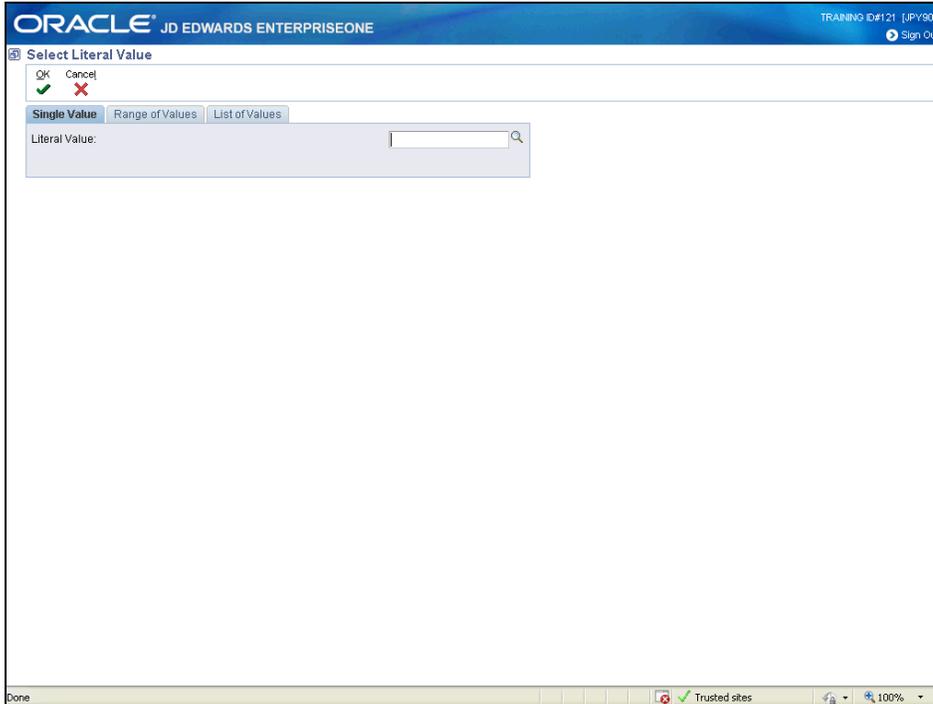
Advanced

Done Trusted sites 100%

Training Guide

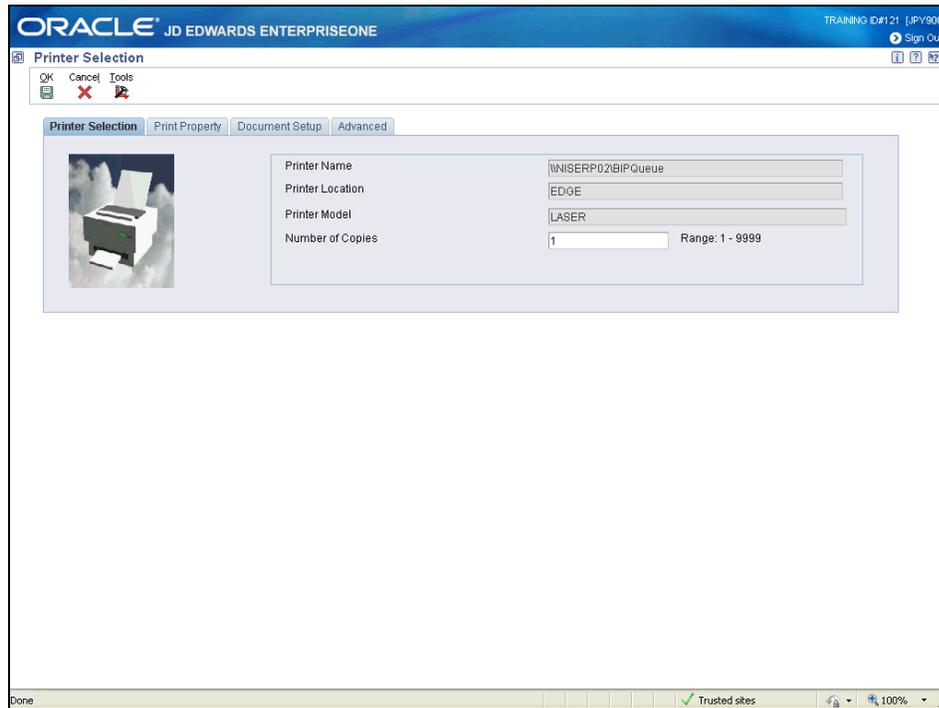
Open Requisitions

Step	Action
10.	Click the Literal list item. <input type="text" value="Literal"/>



Step	Action
11.	Enter the Buyer's address book number for which to run the report. into the Literal Value: field.
12.	Click the OK button. <input checked="" type="checkbox"/>
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>

Step	Action
14.	Click the OK button. 



Step	Action
15.	Click the OK button. 
16.	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.