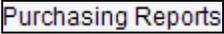
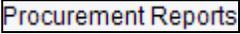


PO Recap Lesson

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 PO Recap link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	Leave the first and fourth rows (Order Type) as is to run report on all Purchase Order types, or change the Right Operand to the specific Order Type(s) for which to run the report. Note: To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.
10.	Leave the second, third, sixth, and seventh rows (Dates) as is; the dates will be entered on the Processing Options window.
11.	Click the OK button. 
12.	Enter the date range for which to run the report.
13.	Click the OK button. 
14.	Click the OK button. 

Step	Action
15.	<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>