PO Recap
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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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PO Recap

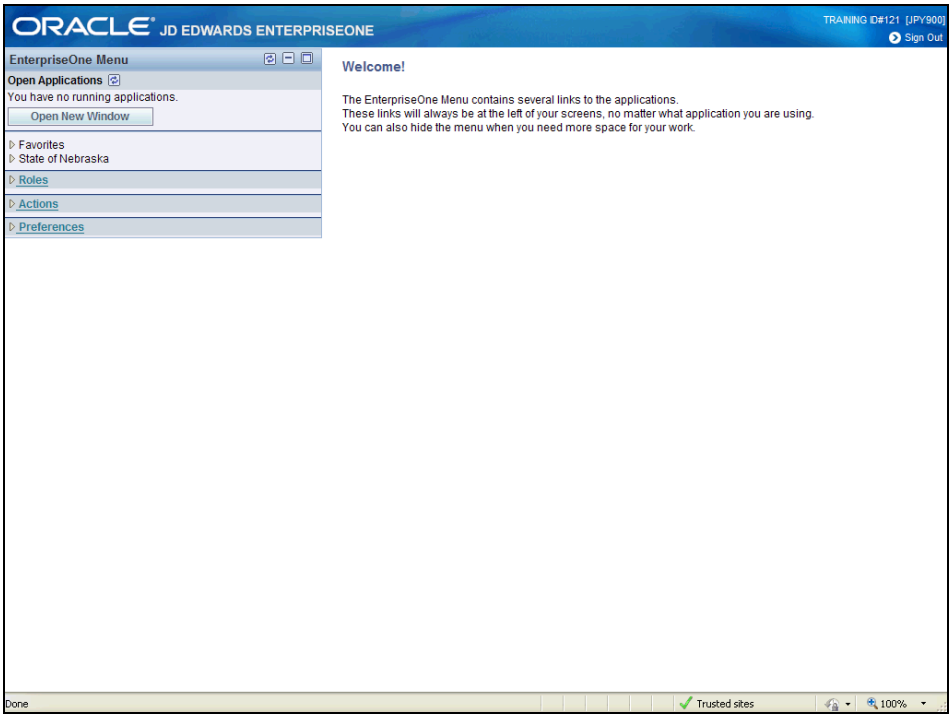
PO Recap Overview

This report shows the number of purchase orders for an agency and the total dollar amount for a specific date range. This report includes agency number, agency name, number of purchases and order gross amount. This report does not list detail information, as it is a basic, high-level overview.

PO Recap Lesson

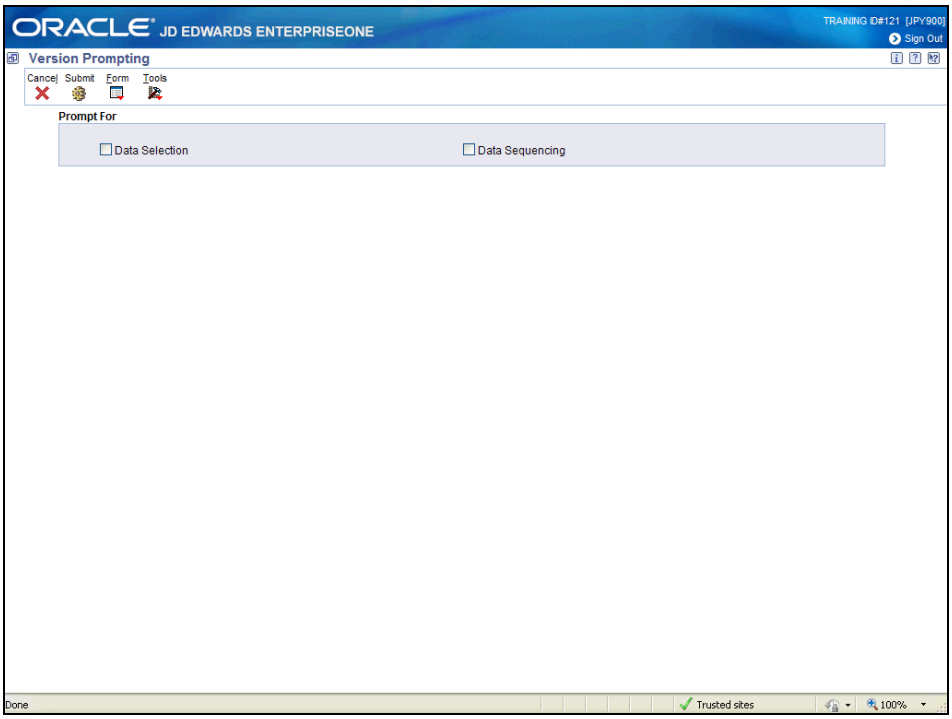
Procedure

In this lesson you will learn how to runt he PO Recap Report.

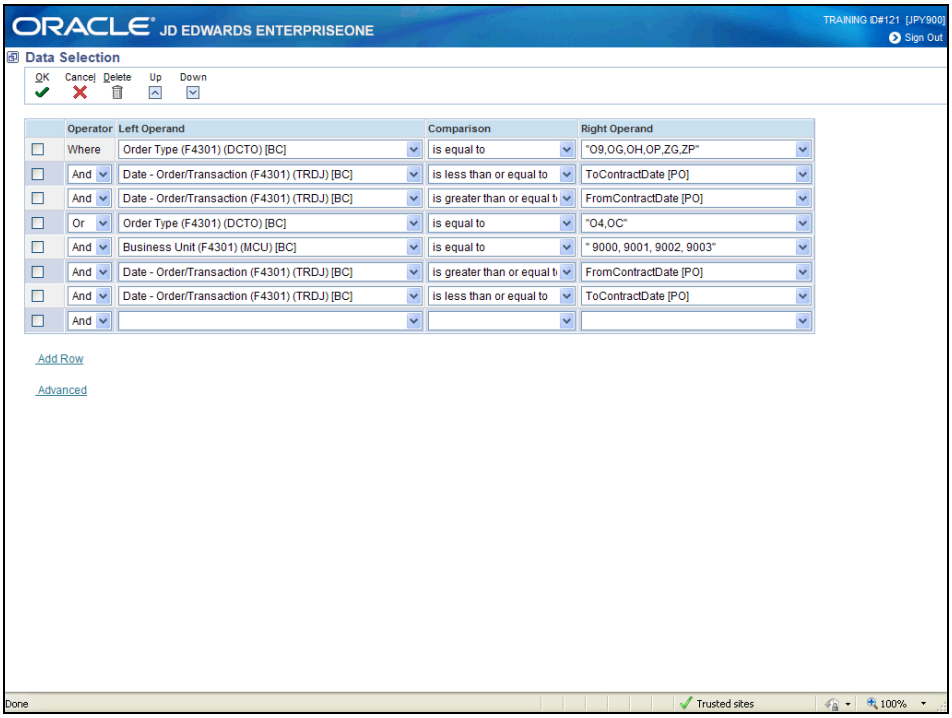


Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Purchasing - Agencies** link. Purchasing - Agencies
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **Purchasing Reports** link. Purchasing Reports

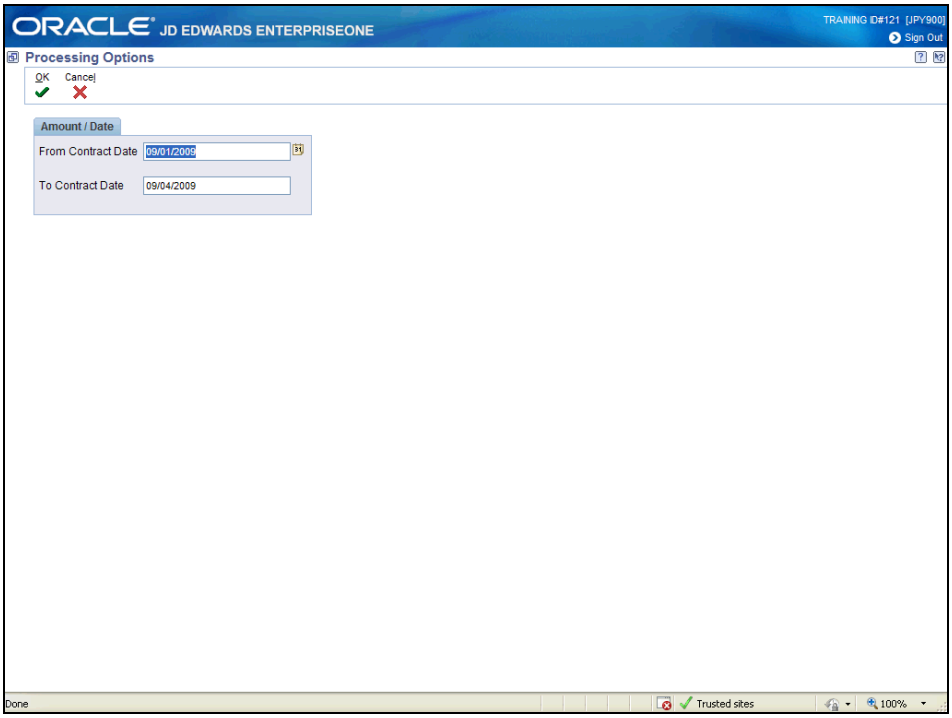
Step	Action
5.	Click the **Procurement Reports** link. Procurement Reports
6.	Click the **PO Recap** link. PO Recap



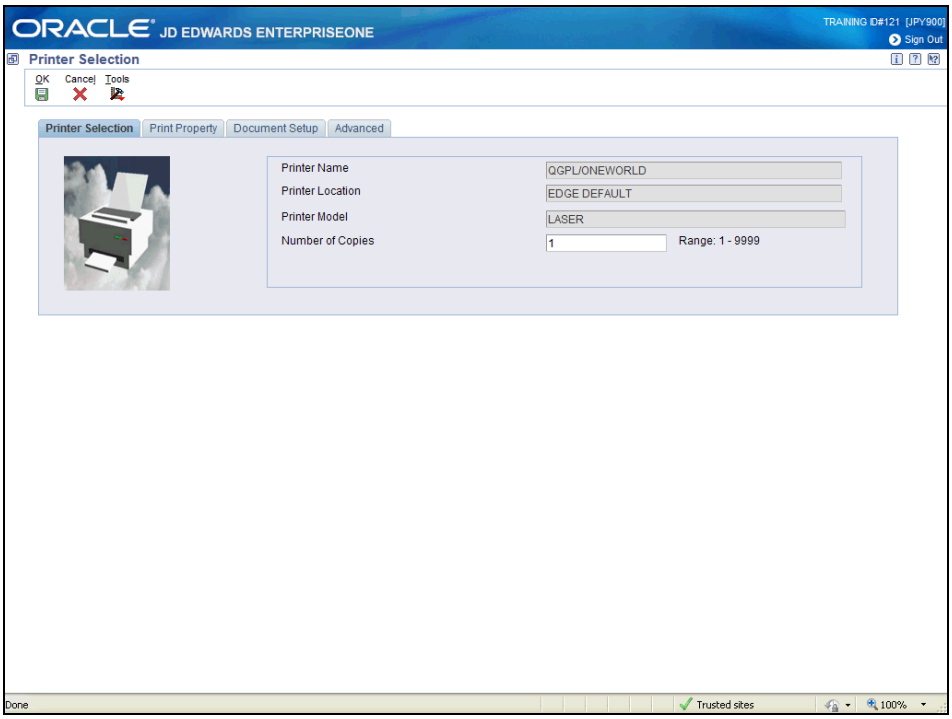
Step	Action
7.	Click the **Data Selection** option.
8.	Click the **Submit** button.
9.	Leave the first and fourth rows (Order Type) as is to run report on all Purchase Order types, or change the Right Operand to the specific Order Type(s) for which to run the report. **Note:** To change the information 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.



Step	Action
11.	Click the **OK** button.
12.	Enter the date range for which to run the report.



Step	Action
13.	Click the **OK** button.



Step	Action
14.	Click the **OK** button.
15.	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.**