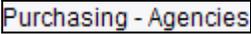
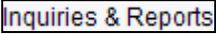
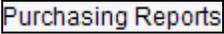
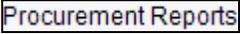
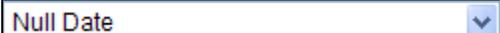


## PO Summary by Business Unit Lesson

| Step | Action  |
|------|---|
| 1.   | Click the <b>State of Nebraska</b> link.<br>   |
| 2.   | Click the <b>Purchasing - Agencies</b> link.<br>   |
| 3.   | Click the <b>Inquiries &amp; Reports</b> link.<br>   |
| 4.   | Click the <b>Purchasing Reports</b> link.<br>  |
| 5.   | Click the <b>Procurement Reports</b> link.<br>   |
| 6.   | Click the <b>PO Summary by Business Unit</b> link.<br>   |
| 7.   | Click the <b>Data Selection</b> option.<br>   |
| 8.   | Click the <b>Submit</b> button.<br>  |
| 9.   | <p>Leave the first row (Order Type) as is. Report is setup to run on all Commodity Purchase Orders and all Direct Purchase Authority Orders.</p> <p><b>Note:</b> Agencies with stock supply Inventory must add ZP to the first row (on the List of Values Tab after clicking Literal).</p> <p><b>Note:</b> 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.</p> |
| 10.  | Click the <b>Right Operand</b> list of the second row.<br>   |
| 11.  | Click the <b>Literal</b> list item.<br>  |
| 12.  | Enter the beginning date of the date range for which to run the report into the <b>Literal Value:</b> field.  |
| 13.  | Click the <b>OK</b> button.<br>  |
| 14.  | Click the <b>Right Operand</b> list third row.<br>   |

| Step | Action   |
|------|--|
| 15.  | Click the <b>Literal</b> list item.<br>   |
| 16.  | Enter the end date of the date range for which to run the report into the <b>Literal Value:</b> field.   |
| 17.  | Click the <b>OK</b> button.<br>   |
| 18.  | Click the <b>Left Operand</b> list of the first blank row.   |
| 19.  | Click the <b>Business Unit (F4311) (MCU) [BC]</b> list item.   |
| 20.  | Click the <b>Comparison</b> list.<br>   |
| 21.  | Click the <b>is equal to</b> list item.<br>   |
| 22.  | Click the <b>Right Operand</b> list.<br>  |
| 23.  | Click the <b>Literal</b> list item.<br>   |
| 24.  | Enter the business unit (branch/plant) for which to run report into the <b>Literal Value:</b> field.   |
| 25.  | Click the <b>OK</b> button.<br>   |
| 26.  | To run report for a specific vendor, complete the following information in the next blank line:<br><br><b>Left Operand</b> – Address Number (F4311) (AN8) [BC] This field pulls from the order detail lines.<br><b>Comparison</b> – is equal to<br><b>Right Operand</b> – enter the supplier's address book number   |
| 27.  | Click the <b>OK</b> button.<br>   |
| 28.  | Click the <b>OK</b> button.<br>   |
| 29.  | 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<br><a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> Training Guides.<br><br>You have successfully completed this lesson.<br><b>End of Procedure.</b> |