

PO Summary by Supplier
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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 Summary by Supplier

PO Summary by Supplier Overview

The PO Summary by Supplier report prints purchase order information for a specific supplier. You can review individual amounts for each purchase order, including the amount received against the PO and the amount open. You can also review the total amount for all purchase orders.

This report may be used to view Purchase Order stacking and potential contracts.

PO Summary by Supplier Lesson

Procedure

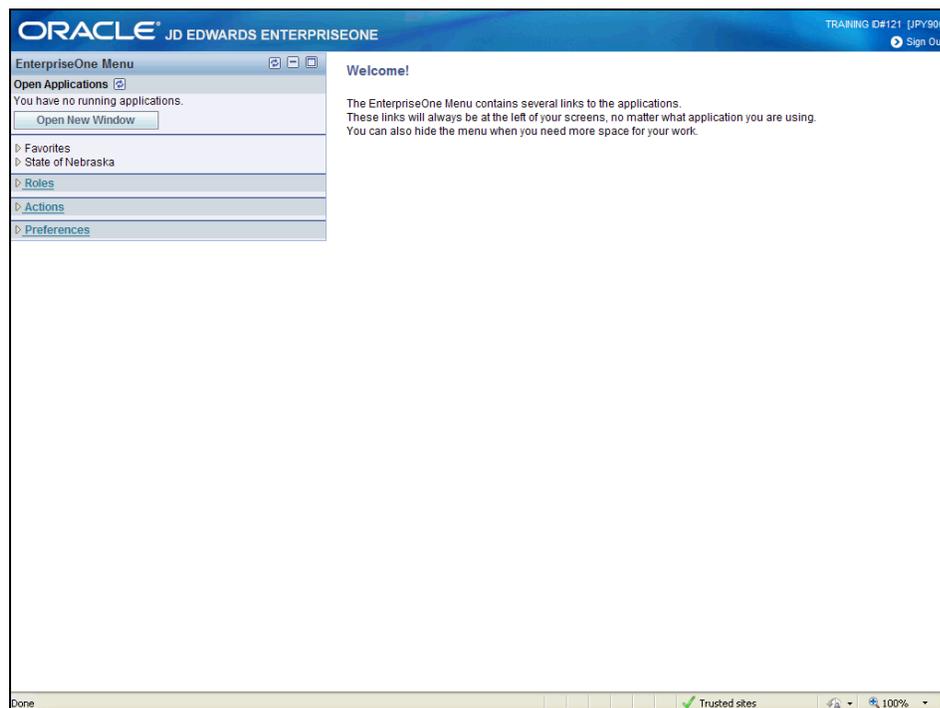
In this lesson you will learn how to run the PO Summary by Summary Report.

Navigation: There are multiple menu paths for this report. This lesson uses the Purchasing menu path.

State of Nebraska > Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > PO Summary by Summary

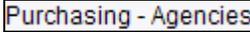
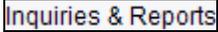
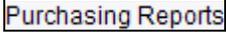
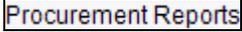
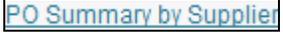
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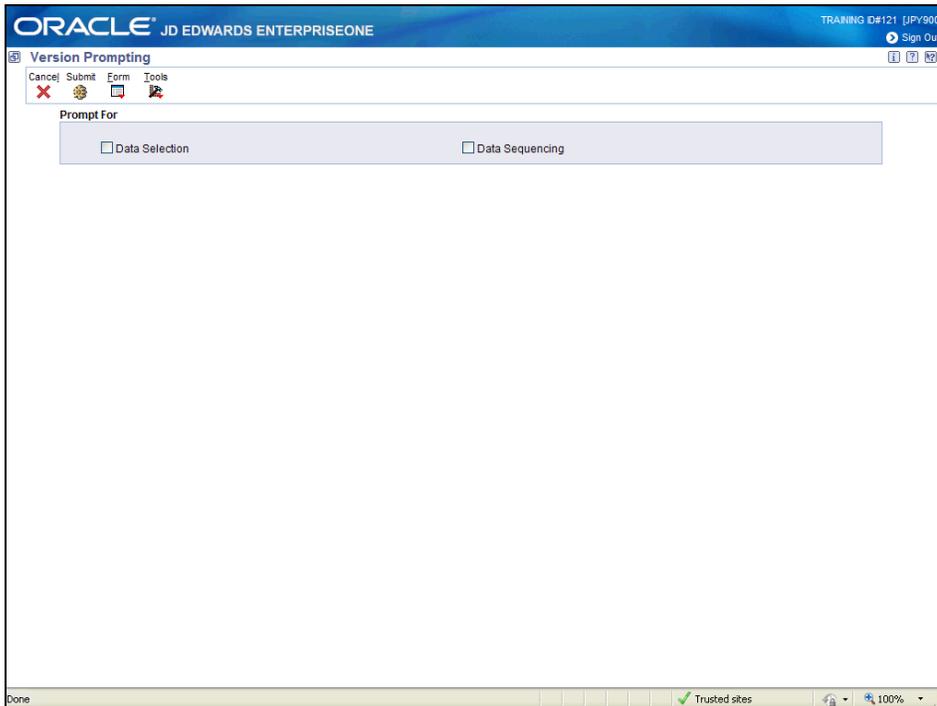
State of Nebraska > Inventory > Inquiries & Reports > Purchasing Reports > Procurement Reports > PO Summary by Summary



Training Guide

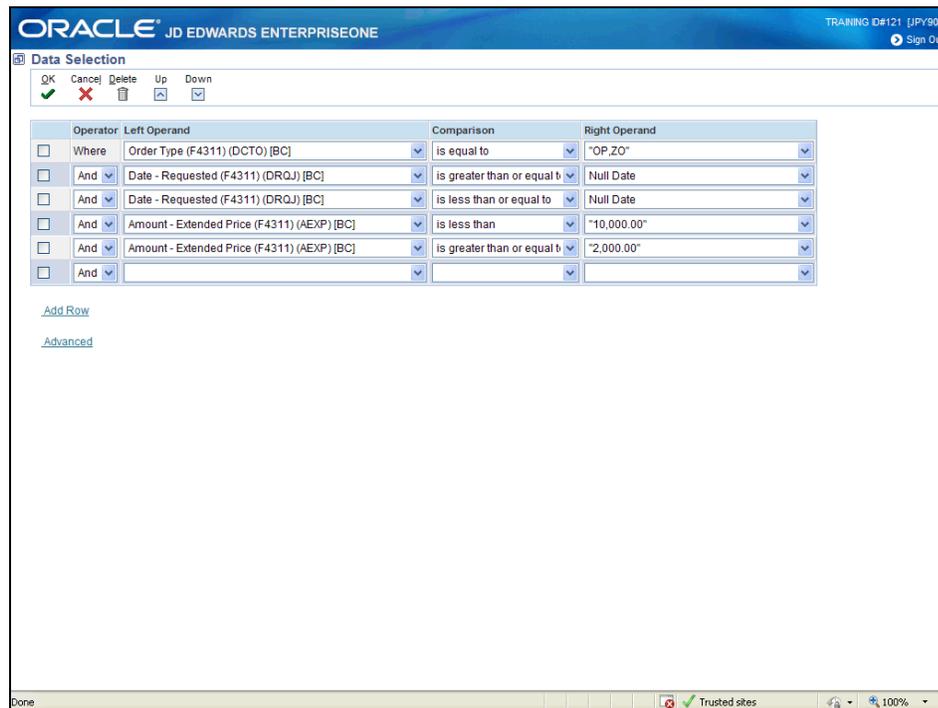
PO Summary by Supplier

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 Summary by Supplier link. 



Step	Action
7.	Click the Data Selection option. 
8.	Click the Submit button. 

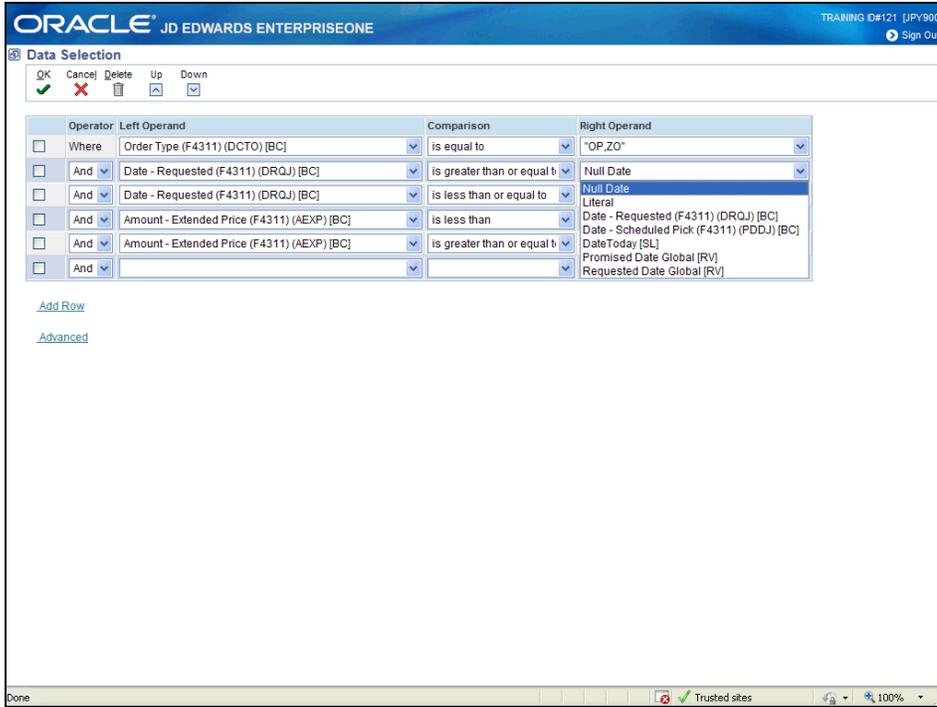
Step	Action
9.	<p>Leave the first row (Order Type) as is. Report is setup to run on all Commodity Purchase Orders and all Direct Purchase Authority Orders.</p> <p>Note: Agencies with stock supply Inventory must add ZP to the first row (on the List of Values Tab after clicking Literal).</p> <p>Note: To 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.</p>



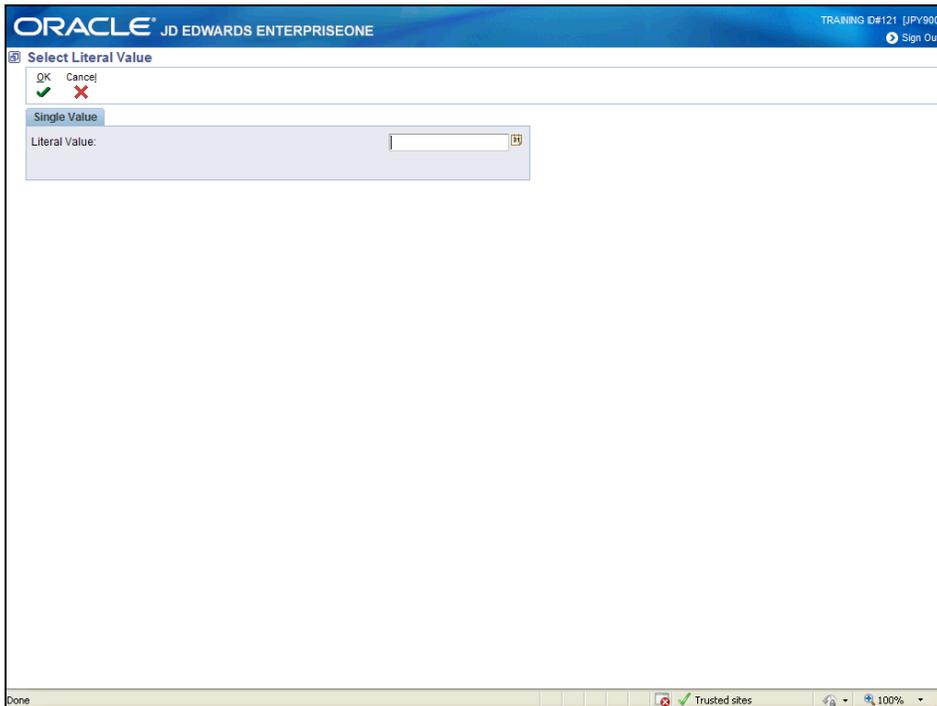
Step	Action
10.	<p>Click the Right Operand list of the second row.</p> <p>Null Date</p>

Training Guide

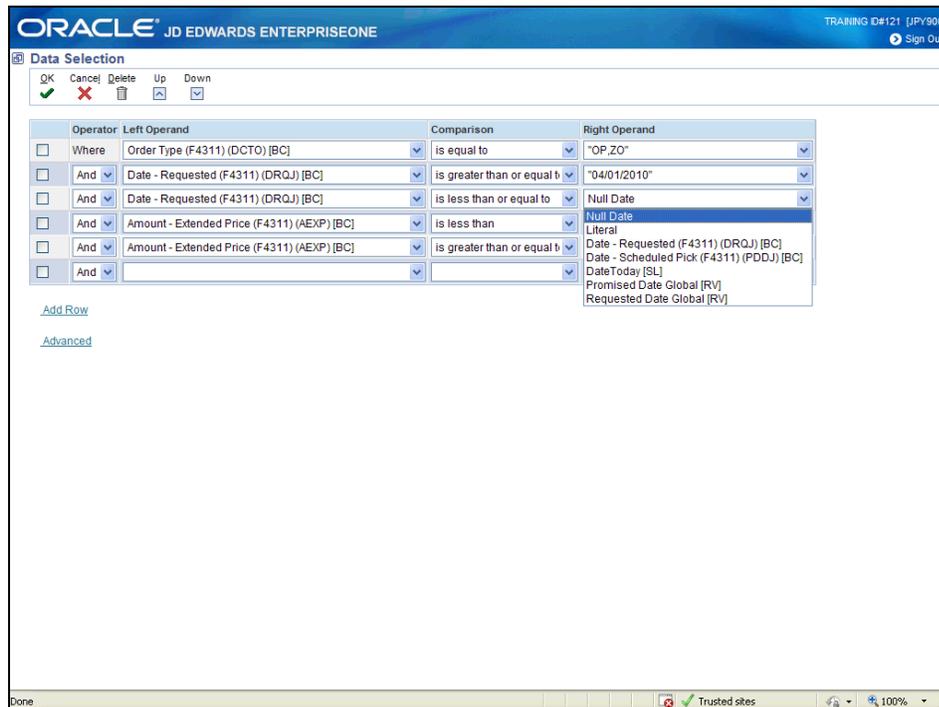
PO Summary by Supplier

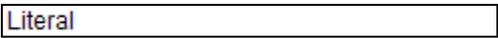


Step	Action
11.	Click the Literal list item.



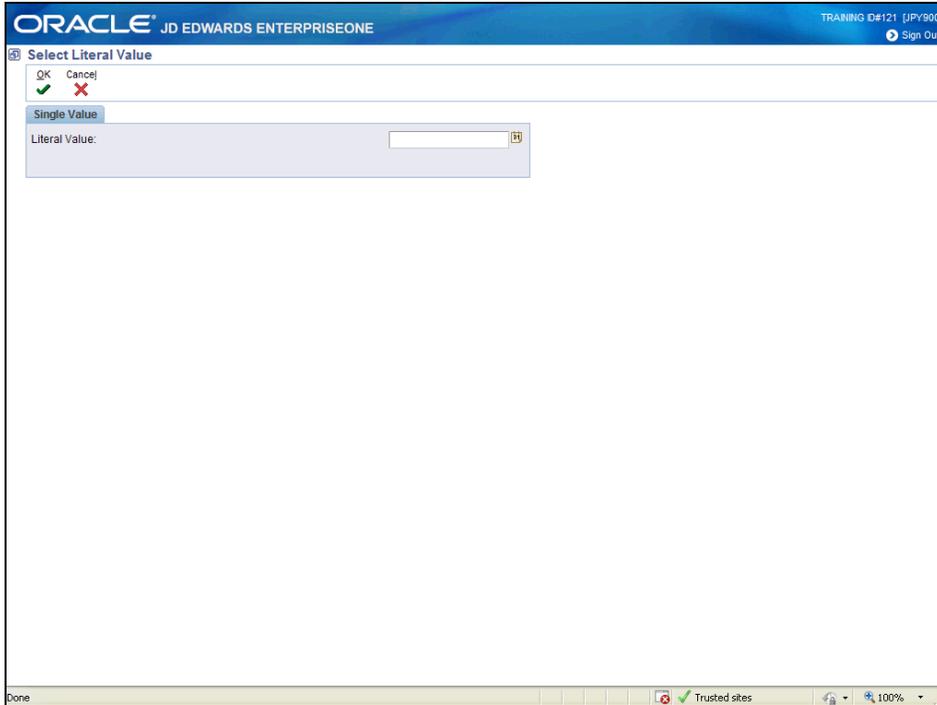
Step	Action
12.	Enter the beginning date of the date range for which to run the report into the Literal Value: field.
13.	Click the OK button. 
14.	Click the Right Operand list of the third row. 



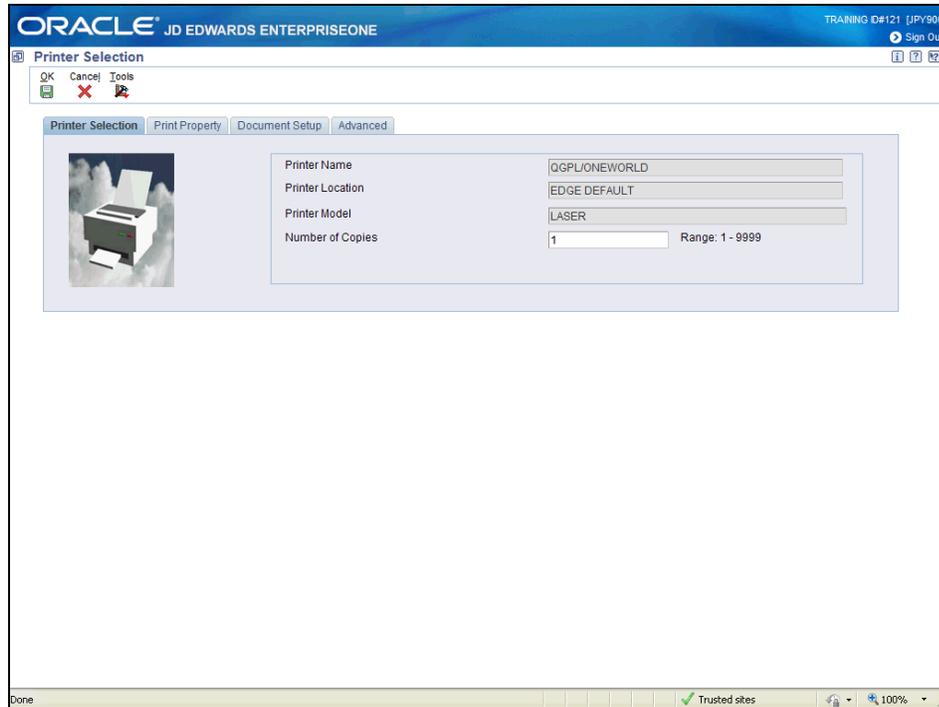
Step	Action
15.	Click the Literal list item. 

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PO Summary by Supplier



Step	Action
16.	Enter the end date of the date range for which to run the report into the Literal Value: field.
17.	Click the OK button. 
18.	To run report for a specific vendor, complete the following information in the next blank line: Left Operand – Address Number (F4311) (AN8) [BC] Comparison – is equal to Right Operand – enter the supplier's address book number
19.	Click the OK button. 



Step	Action
20.	Click the OK button. 
21.	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.