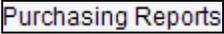
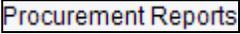
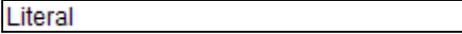


## Stacking Purchase Orders Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Purchasing Reports</b> link. 
5.	Click the <b>Procurement Reports</b> link. 
6.	Click the <b>Stacking Purchase Orders</b> link. 
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 
9.	Click the <b>Right Operand</b> list of the first row. 
10.	Click the <b>Literal</b> list item. 
11.	Enter the 3-digit agency number for which to run report into the <b>Literal Value:</b> field.
12.	Click the <b>OK</b> button. 
13.	Click the <b>Right Operand</b> list of the second row. 
14.	Click the <b>Literal</b> list item. 
15.	Enter the supplier address book number for which to run report into the <b>Literal Value:</b> field.
16.	Click the <b>OK</b> button. 
17.	Click the <b>OK</b> button. 

Step	Action
18.	To run the report in CSV click the <b>Document Setup</b> tab. 
19.	Then click the <b>CSV(Comma Delimited)</b> option. 
20.	Click the <b>OK</b> 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 ( <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.  You have successfully completed this lesson. <b>End of Procedure.</b>