

Stacking Purchase Orders
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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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Stacking Purchase Orders

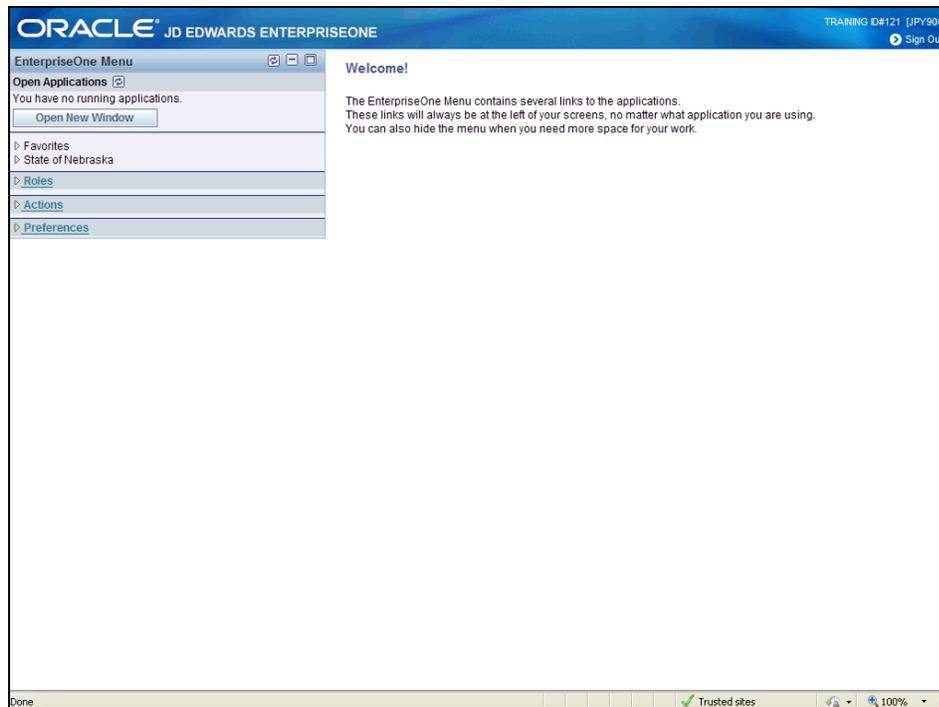
Stacking Purchase Orders Overview

Run this report to find potential stacked purchases. Review Vendor name and address book number, NIGP code, Description, PO number and type, PO date, PO amount, receipt date, and receipt amount. Shows all lines to a PO, but does not page break between each PO.

Stacking Purchase Orders Lesson

Procedure

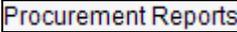
In this lesson you will learn how to run the Stacking Purchase Orders Report.

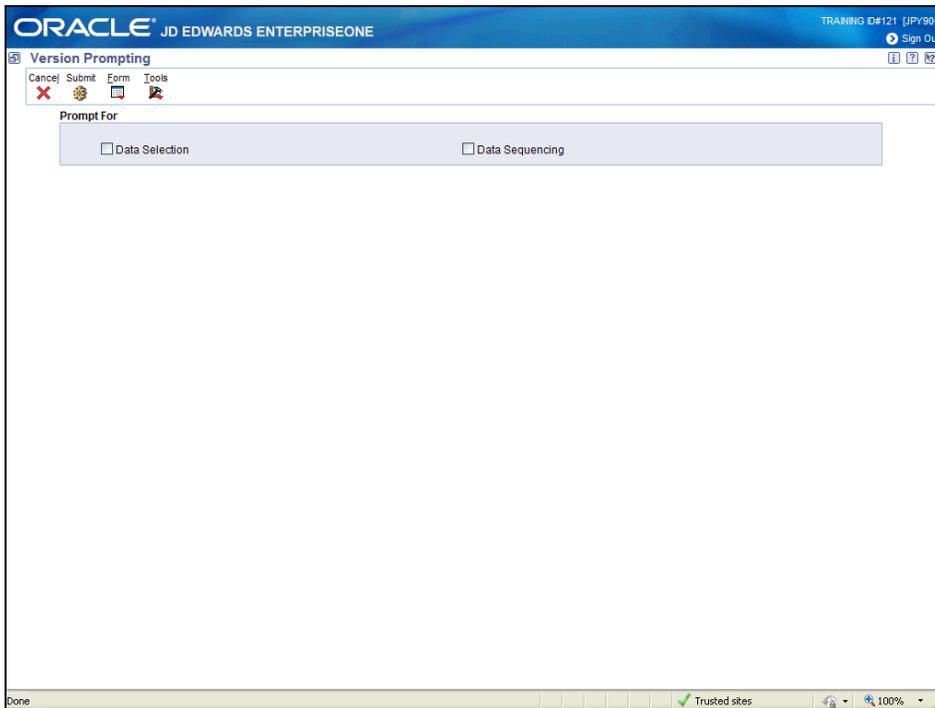


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Purchasing Reports link. Purchasing Reports

Training Guide

Stacking Purchase Orders

Step	Action
5.	Click the Procurement Reports link. 
6.	Click the Stacking Purchase Orders link. 



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

ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RP01) [BC]	is equal to	Null
And	Address Number (F4301) (AN8) [BC]	is equal to	Null
And	Order Type (F4301) (DCTO) [BC]	is equal to	*06,09,0G,0P,0U,Z8,ZG,ZO,ZP*
And	Original Order Type (F4311) (OCTO) [BC]	is not equal to	*04,0C,ZC*
And			

[Add Row](#)
[Advanced](#)

Done Trusted sites 100%

Step	Action
9.	Click the Right Operand list of the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null</div>

ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RP01) [BC]	is equal to	Null
And	Address Number (F4301) (AN8) [BC]	is equal to	Null
And	Order Type (F4301) (DCTO) [BC]	is equal to	Null
And	Original Order Type (F4311) (OCTO) [BC]	is not equal to	Null
And			

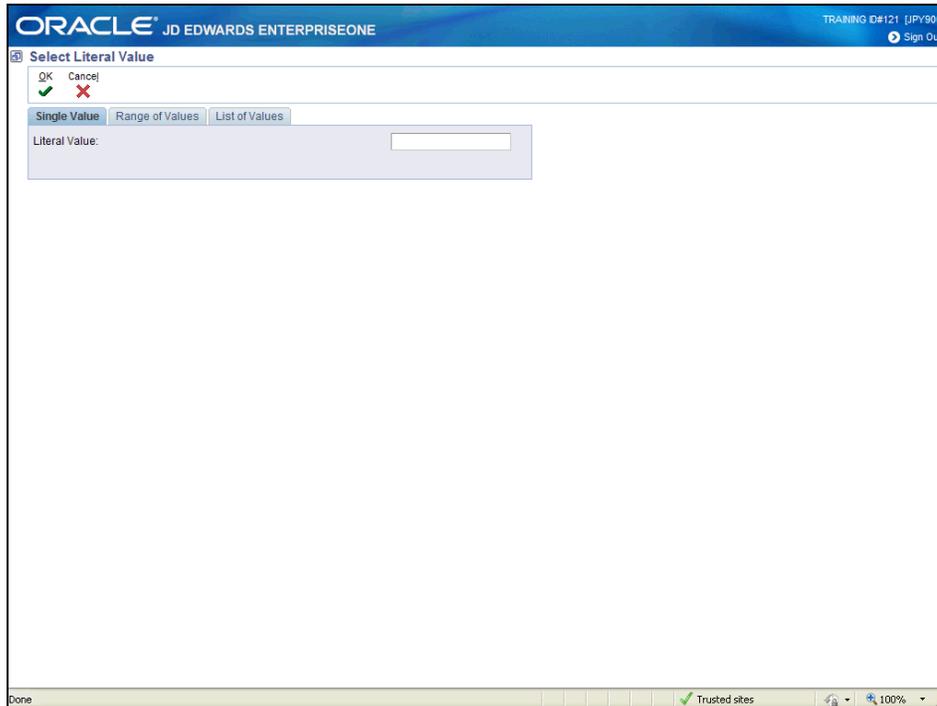
[Add Row](#)
[Advanced](#)

Done Trusted sites 100%

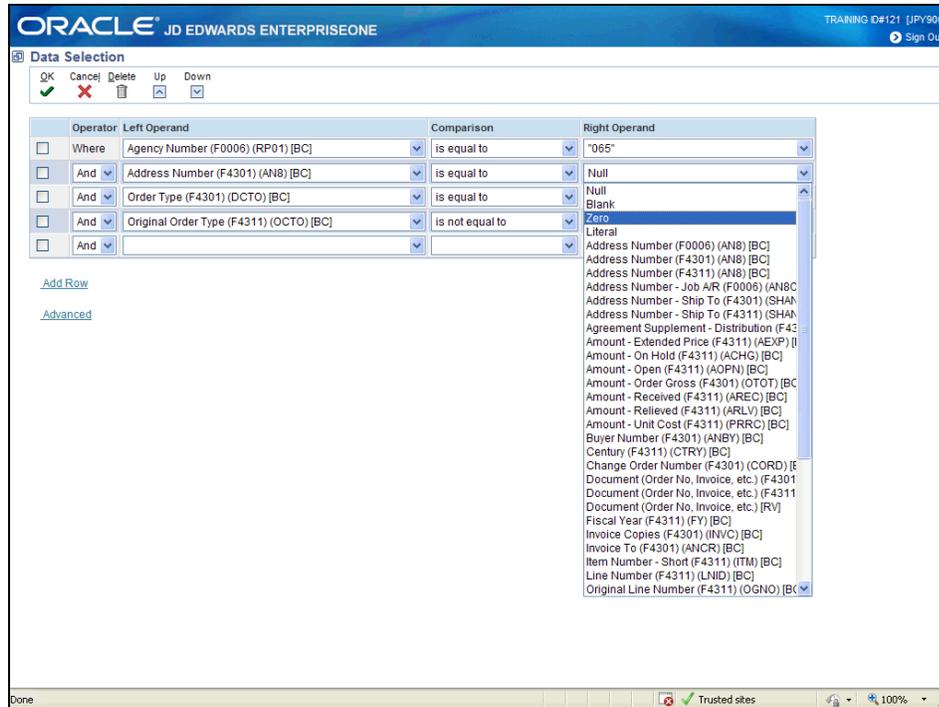
Training Guide

Stacking Purchase Orders

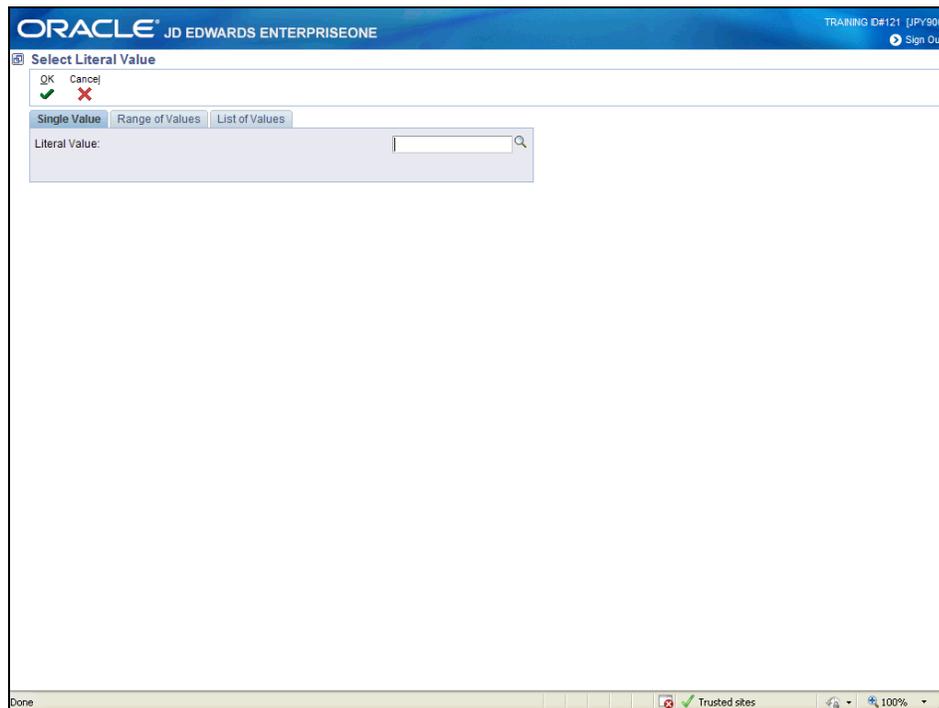
Step	Action
10.	Click the Literal list item. <input type="text" value="Literal"/>



Step	Action
11.	Enter the 3-digit agency number for which to run report into the Literal Value: field.
12.	Click the OK button. <input checked="checked" type="checkbox"/>
13.	Click the Right Operand list of the second row. <input type="text" value="Null"/>



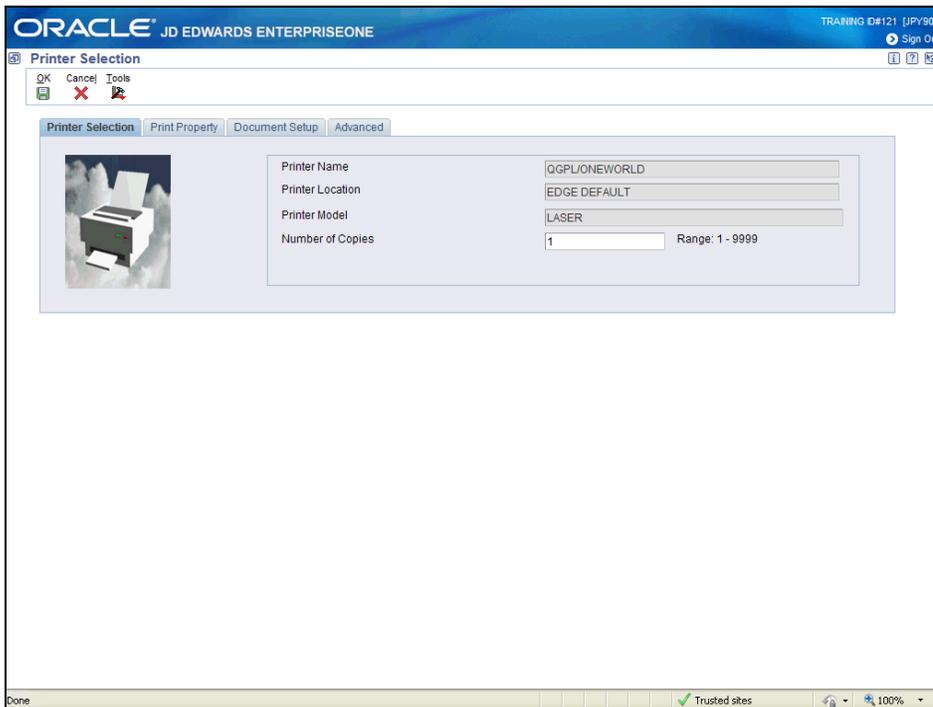
Step	Action
14.	Click the Literal list item. <input type="text" value="Literal"/>

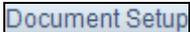


Training Guide

Stacking Purchase Orders

Step	Action
15.	Enter the supplier address book number for which to run report into the Literal Value: field.
16.	Click the OK button. 
17.	Click the OK button. 



Step	Action
18.	To run the report in CSV click the Document Setup tab. 
19.	Then click the CSV(Comma Delimited) option. 
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.

