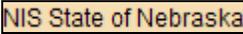
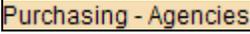
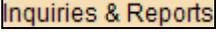
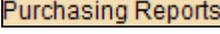
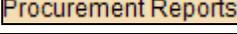
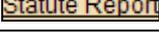


Statute Report Lesson

Step	Action
1.	Click the NIS 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 Statute Report link. 
7.	Choose the version applicable to the requesting information by clicking the check box of the version. 
8.	Click the Select button. 
9.	Click the Data Selection option. 
10.	Click the Submit button. 
11.	There is no need to change Data Selection, unless it is required to include additional Document Types in the Report. Example: You may want to include Service Contracts so by adding Order Type “O4” in the right operand of line four, the report will incorporate Service Contract. OR, you may only want to see Purchase Order OP and O9, by deleting the other Purchase order types in Right Operand, the report will only show those document(s) and types requested. Right Operand – enter the report code for which to run report.
12.	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.
13.	If running this report for U15, OF must be added to the list of document types. Choose Literal from the Right Operand drop down menu. Click the List of Values tab. Enter OF and click Add.

Step	Action
14.	After verifying the Data Selection is correct click the OK button. 
15.	Enter the date range for which to run the report. This field pulls from the Order Date field on the order header.
16.	Click the OK button. 
17.	Click the OK button. Note: Version NIS004 runs in CSV format. 
18.	Click the Close button. 
19.	You have successfully completed this course. To view the report go to View Job Status. Additional instructions for viewing Reports can be found in the System Basics manual. End of Procedure.