

Inquiring on Procurement Documents

Overview

NIS provides an audit trail for procurement documents within the Procurement and Inventory modules. It is possible to track a document forwards or backwards to view generated or original information.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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 Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, Procurement or Inventory.
(Citrix users – right click on the menu, choose View by Role, choose Procurement or Inventory.)

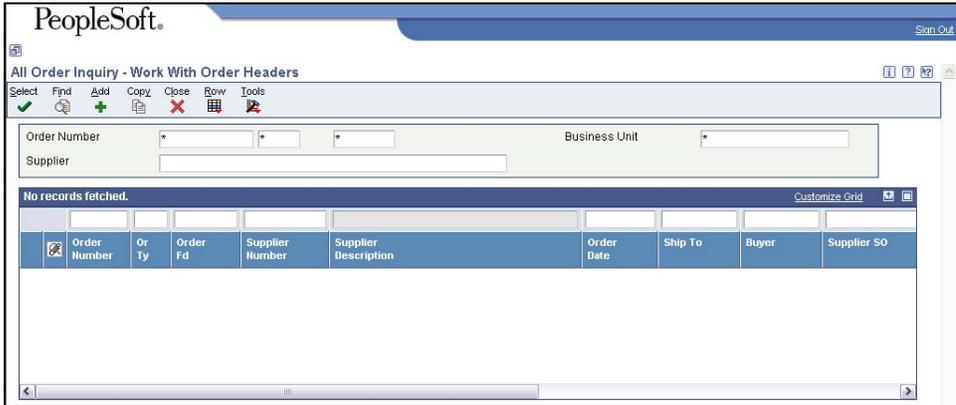
Purchasing – Agencies > Inquiries & Reports > Purchase Inquiries > All Order Inquiry, or

Inventory > Inquiries & Reports > Purchasing Inquiries > All Order Inquiry

Steps

Inquire on Procurement Documents

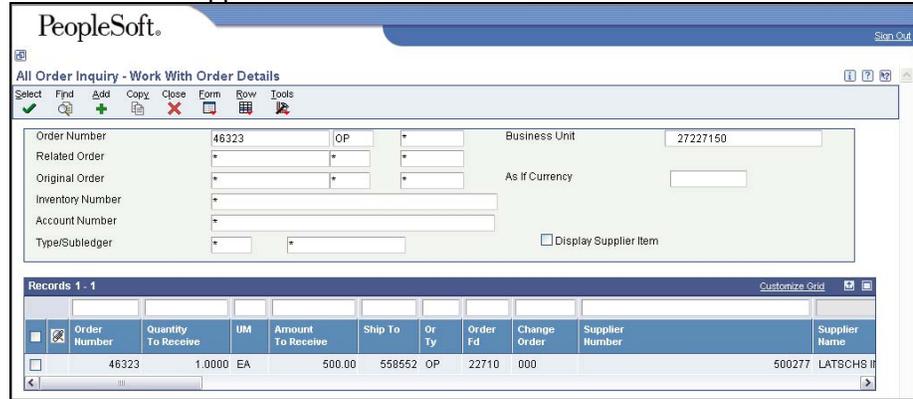
Start this instruction from the All Order Inquiry – Work with Order Headers window.



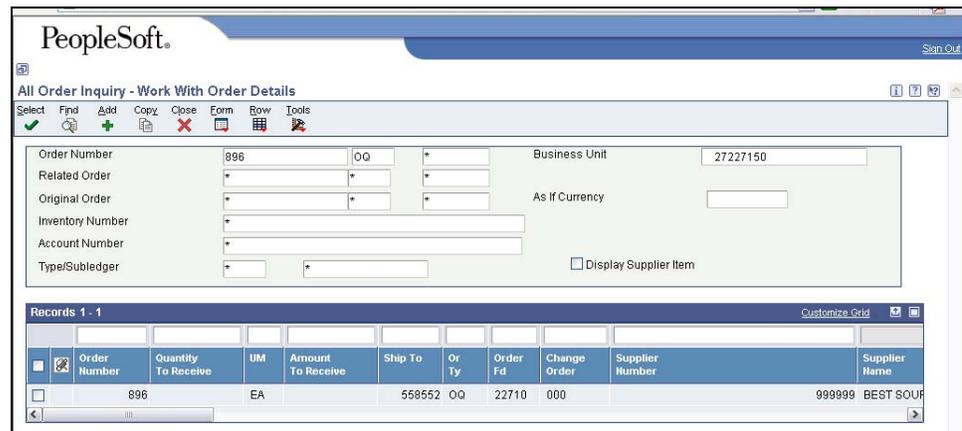
Order Number	Or Ty	Order Id	Supplier Number	Supplier Description	Order Date	Ship To	Buyer	Supplier SO
No records fetched.								

1. Enter the **order number** in the Order Number field.
2. Enter the **order type** in the Order Type field.
 This is the field immediately following the Order Number field.

3. Click **Find**.
4. Select the order you wish to review.
5. Click **Row > Open Order Inquiry**. The All Order Inquiry – Work With Order Details window appears.



6. Clear all information in the Header fields (Order Number, Order Type, Branch/Plant)
7. Record the **order number** from the Original Order No field on the grid.
8. Record the **order type** from the Orig Type field on the grid.
9. In the Header, enter the **order number** in the Order Number field.
10. In the Header, enter the **order type** in the Order Type field.
 This is the field immediately following the Order Number field.
11. Click **Find**. The All Order Inquiry – Work With Order Details window reappears.



 The system provides information regarding documents that are tied to another document one step forward and one step backward.

12. Review the information.
13. Repeat steps 6-12 for each additional order number and type.
14. Click **Close**.
15. Click **Close**.

 To review bid refer to task for Work with Quotes.

-  See next page for detailed descriptions of the fields on the All Order Inquiry – Order Details window.

Fields on the All Order Inquiry – Order Details Window

Field	Description of Data
Inquiry Header Area	
Order Number	Document Number
Or Ty	Order Type: Represented by a 2 character combination Standard Order Types: OR, OD, O3, O5, Z2 = Purchase Requisition OQ, OF, Z1 = Quotation Requests OP, OG, O9 = Purchase Orders OC, O4 = Contracts
Branch/Plant	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.
Related Order	A number that identifies a secondary purchase order, sales order, or work order associated with the original order. This is for information only.
Original Order	The original document number. This can be a voucher, an invoice, unapplied cash, a journal entry number, and so on Matching document numbers are also used to identify related documents in the Accounts Receivable and Accounts Payable systems.
Inventory Number	A number that the system assigns to an item. It can be in short, long, or third item number format.
Account Number	A field that identifies an account in the general ledger.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account.
Inquiry Detail Grid Area	
Order Number	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
Quantity To Receive	Current Quantity available to be generated into a new document or to receive items against If this is by unit; lump sum orders will be empty
UM	Unit of Measure
Amount To Receive	Total Amount left for the detail line that is available or release or receipt.
Ship To	Location where items or services will be received
Or Ty	A user defined code <00/DT> that identifies the type of document. This code also indicates the origin of the transaction.
Order Co	Overall business unit responsible for the procurement document
Change Order	N/A – Change Orders are not used in NIS Procurement. Revisions will be used instead.
Supplier	Vendor address book to whom: Purchase Requisitions = anticipated vendor or generic supplier (999999) Quotation Requests = anticipated vendor or generic supplier

Fields on the All Order Inquiry – Order Details Window

Field	Description of Data
	(999999) Purchase Orders = actual cost Contract = actual cost
Supplier Name	Name of Vendor tied to the Supplier Address Book Number
Line Description	30-character description entered by end user. Comes from the Description 1 field of the Procurement Document
Ln Ty	J – affects general ledger and will be budget checked and encumbered T – text can be used to further describe the Service Contract
2nd Item Number	N/A
Account Number	Business Unit and Object Account tied to the detail line for the procurement document
Subledger	Used by some agencies to further define object accounts
Sub Type	Used by some agencies to further define object accounts
Cost Center	Business Unit for this detail line of the Service Contract
Obj Acct	Object Account tied to this detail line of the Service Contract
Sub	Used by some agencies to further define object accounts
Base Curr	N/A
Foreign Amount To Receive	N/A
Buyer Number	Address Book record of individual responsible for this procurement document
Transaction Originator	User ID of individual who created/generated this procurement document
Curr	N/A
Unit Cost	Cost of the item on the detail line Document Types: Purchase Requisitions = estimated cost Quotation Requests = estimated cost (will not print on a Quotation Request) Purchase Orders = actual cost Contract = actual cost
Foreign Unit Cost	N/A
Order Date	Date that the procurement document was created/generated
Request Date	Date that an item is needed
Original Promise	Date that the procurement document started
Promised Delivery Date	Requested date for this item or service Does not need to be the same as the overall contract period – some Service Contracts span multiple years, etc.
G/L Date	Tied to Financials
Last Status	Based on Status Codes – Provides information about the document status
Next Status	Based on Status Codes – Provides information about the document status
Cancel Date	Date that a Contract will expire
Original Ordered Amount	Total Amount that was ordered (prior to releases or receipts)
Report Code 1	Classification Code for commodity or service

Fields on the All Order Inquiry – Order Details Window

Field	Description of Data
Report Code 2	Additional information regarding Classification Code (Report Code 1)
Report Code 3	Information Regarding Split Lines of Coding
Report Code 4	Restrict Order Information – specific to certain agencies
Original Ordered Foreign Amount	N/A
3rd Item Number	N/A
Short Item Number	N/A
Asset ID	N/A
Cost Rule	N/A
Original Number	If this is for a procurement document is a: Purchase Requisitions = will most likely be empty because the document was created through data entry – not generated from another document Quotation Requests = will most likely be a Purchase Requisition Purchase Orders = will be a Purchase Requisition, a Quotation Request, or a Contract Contract = will most likely be a Requisition
Original Type	If this is for a procurement document is a: Purchase Requisitions = will most likely be empty because the document was created through data entry – not generated from another document Quotation Requests = will most likely be a Purchase Requisition Purchase Orders = will be a Purchase Requisition, a Quotation Request, or a Contract Contract = will most likely be a Requisition
Original Co	Overall business unit that was reflected for the Original Document
Original Line	Line number that was on the Original Document
Related Number	N/A
Related Type	N/A
Related Co	N/A
Related Line	N/A
Line Number	N/A
Tax Y/N	N/A
Tax Expl	N/A
Tax Rate/Area	N/A
Actual Ship Date	N/A
Shipment Number	N/A