

**Quick
Reference**

| Report ID/Name | Data Selection/ Processing Options | Expected Outcome | Navigation | Cover Sheet (Y/N) | Comments |
|-----------------------------|---|---|---|-------------------|---|
| R57APROUTE - Approval Route | Utilize one or more of these Data Selections to narrow report results: 1. Code - Approval Routing = Employee Address Book Number | This report will show the approval route for all document types for employees in the agency. 1. Lists approval routes set up for that individual | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > Approval Route | N | If user is a matrix code of PT31 or greater, this same information can be found via Approval Level Revisions (1) and Approval Level Delegations (2). This report was presented at the April 12, 2006 SPUG meeting. |
| | 2. Person Responsible = Approver's employee Address Book Number | 2. Lists names of individuals one approves and at what dollar level for the particular Order Type | | | |
| | 3. Order Type | 3. Lists all agency employees with approval routes for that specific order type(s) | | | |
| | 4. Limit = enter dollar amount | 4. Lists everyone who can enter purchasing documents at that dollar limit and persons responsible for approving at that dollar limit. | | | |
| | Processing Options = enter agency number | View all approval routes for employees in your agency | | | |

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| R43631 - Open PO Detail by Branch/Plant | <p>Data Selection: complete the default fields or use the options below to narrow report results.</p> <p>Data Selection Defaults:</p> <p>Order type = enter the Purchase Order types to appear on report (i.e. OP, OG, etc.)</p> <p>Status Code = Leave as is</p> <p>Business Unit = enter business unit for which to run report.</p> | View all open lines on Purchase Orders for a specific Business Unit at a given time. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > Open PO Detail by Branch/Plant | N | <p>This report was presented at the July 5, 2006 SPUG meeting.</p> <p>In data sequencing, if report is sequenced by Order Number first, the Business Unit/OC will be out of order.</p> <p>This report does not run in CSV.</p> |
| | 1. Document = enter PO number | 1. View open lines on a specific Purchase Order for a specific business unit. | | | |
| | 2. Address Number = Supplier Address Book Number | 2. View open lines on Purchase Orders for a specific vendor (supplier) and specific Business Unit. | | | |

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| R43525 - Open PO Detail by Supplier | <p>Data Selection: complete the default fields</p> <p>Order type = enter the Purchase Order types to appear on report (i.e. OP, OG, etc.)</p> <p>Status Code = Leave as is</p> <p>Address Number = enter supplier address book number for which to run report</p> | <p>Indicates all open Purchase Orders to a vendor at a given time. This report includes the supplier's Ship To Address and phone number. Use this report to determine if lines need to be cancelled on a Purchase Order.</p> | <p>Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > Open PO Detail by Supplier</p> | N | <p>This report was presented at the July 5, 2006 SPUG meeting.</p> |
| R43500 - Open Requisitions | <p>Data Selection: complete the default fields or use the options below to narrow report results.</p> <p>Order Type = Leave as is to run on all Requisition types, or change to specific type (ex. ON)</p> <p>Status Code = Leave as is</p> <p>Buyer Number = enter the buyer's address book number</p> <p>Document = leave as is</p> | <p>Find all requisitions open for a specific Buyer.</p> <p>A Procurement manager can use this report as a tool to determine the work load of the buyers at any given time.</p> | <p>Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > Open Requisitions</p> | N | <p>Document Number (in Data Selection) is the order number.</p> |
| | <p>1. Address Number = enter supplier's address book number</p> | <p>1. Find all requisitions open for a specific Buyer and specific Supplier.</p> | | | |

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| | 2. Date - Order Transaction (4311 - Detail, 4301 Header) | 2. Find all requisitions open for a specific date or date range. | | | |
| R5743542 - PO Recap | Defaults: - Order Type = Leave as is to run on all Purchase Order types, or change to specific type (ex. OG) - Dates are entered in Processing Options. | Shows the number of purchase orders for an agency and the total dollar amount for a specific date range. Fields on report include: agency number, agency name, # of purchases and order gross amount. The header includes dates for which report was run. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > PO Recap | N | The date in Processing options is From /To Contract date –this the order date on the Header (F4301). Report does not list detail information. |
| | 1. Agency Number = enter 3-digit Agency Number | 1. Number of purchases and gross amount for particular agency (SPB use) | | | |
| | 2. Address Number = enter supplier's address book number | 2. Find number of purchases and gross amount for a specific vendor. | | | |
| | 3. Buyer Number = enter buyer's address book number | 3. To find number of purchases and gross amount the Buyer has done. | | | |

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| R43415A - PO Summary by Business Unit | <p>No processing options screen.</p> <p>Data Selection: complete the default fields or use the options below to narrow report results. Order type – OP and ZO automatically appear</p> <p>Date – Requested = enter beginning date for report</p> <p>Date – Requested = enter end date for report to run</p> <p>Amount-extended price – less than 10,000 automatically populates</p> <p>Amount-extended price – greater than \$2000 automatically populates</p> | <p>Review purchase orders generated in a specified dollar range in a specified time frame for a business unit. Report shows order number, order type, request date, scheduled pick (promised delivery), ordered amount, received amount, open amount. (With a total for each BU). Sorted by BU (Called Branch/Plant on the report.) Grand total at bottom of report.</p> <p>This report may be used by agency to submit direct purchases between \$2,000.00 and \$10,000.00 to DAS State Purchasing Bureau.</p> | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > PO Summary by Business Unit | Y | <p>This report was presented at the July 5, 2006 SPUG meeting.</p> <p>A vendor will not appear on the report. Run the PO Summary by Supplier report if you wish to see a Vendor.</p> <p>Date Range for which report was run does not appear on report. The cover sheet will include this information and the Purchase Order requested date does appear on the report.</p> |
| | 1. Add Business Unit | | | | |
| | 2. Address Number = enter supplier's address book number | 2. Run by Address Number to find POs with a specific vendor. Give summary of open and received amounts. (Summary of what would be on Open PO Detail.) | | | |

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| R43415 - PO Summary by Supplier | <p>No processing options screen.</p> <p>Data Selection: complete the default fields or use the options below to narrow report results. Order type – OP and ZO automatically appear</p> <p>Date – Requested = enter beginning date for report</p> <p>Date – Requested = enter end date for report to run</p> <p>Amount-extended price – less than 10,000 automatically populates</p> <p>Amount-extended price – greater than \$2000 automatically populates</p> | <p>This report is used by DAS Materiel –State Purchasing Bureau; replaced Direct Purchase report. Report will automatically run with all suppliers, but can be narrowed down by supplier address book number.</p> <p>This report many be used to view Purchase Order stacking and Potential Contacts.</p> | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > PO Summary by Supplier | N | This report was presented at the July 5, 2006 SPUG meeting. |
| | <p>1. Address Number = enter supplier's address book number</p> | | | | |

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| R43535 - Revisions History | Defaults: 1. Document = enter the Order Number 2. Order Type = enter the order type | Review history on the following information for a specific purchasing document: who revised the document, the date revised, promised delivery date, requested date, unit of measure, revision number, line number, quantity, cost, and account number. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > Revisions History | N | |
| | 1. Address Number – enter supplier address book number | 1. Review specified purchasing documents for identified supplier. Page breaks for each different order number/type. | | | |
| | 2. Address Number - Ship To - enter the ship to address book number | 2. Review specified purchasing documents for identified ship to address. Page breaks for each different order number/type. May want to run by specific order type to limit report output. | | | |

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| R5743552 - Stacking Purchase Orders | Defaults: 1. Agency Number = enter 3-digit agency number 2. Address Number = enter the supplier address book number 3. Order type = all purchase order types automatically default in 4. Original order type - all contract types automatically default in | Indicates potential stacked purchases Review Vendor name and address book number, NIGP code, Description, PO number and type, PO date, PO amount, receipt date, receipt amt. Shows all lines to a PO. Does not page break between PO's | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > Stacking Purchase Orders | N | |
| R5743452 - Statute Report | Defaults: 1. Dates = will be entered in Processing Options 2. Reporting Code 4 = enter the desired report code to review 3. Order Type = enter the order type | Used by State Purchasing Bureau to identify purchases: DPA, Sole Source, EMR, FUR, U15 (Report code 4) Sequenced by agency, review agency number, original order number and type, original order date, PO number and type, order date, vendor name and number, 3 digit NIGP and 2 digit NIGP, description, quantity, cost, extended cost, and report code 4. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > Statute Report | N | This report runs in both PDF and CSV formats. |

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| Report ID/Name | Data Selection/ Processing Options | Expected Outcome | Navigation | Cover Sheet (Y/N) | Comments |
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| R5709554 - Contract Usage | <p>Data Selection: Leave as is or use the options below to narrow report results. Dates will be entered in Processing Options. Automatically set to run for all orders generated from any contract.</p> | <p>Review total contract usage minus cancelled Purchase Orders. Shows purchase order numbers, vendor, agency, quantity purchased and the dollar amounts against a contract.</p> | <p>Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Contract Usage</p> | <p>N</p> | <p>This report was presented at the April 12, 2006 SPUG meeting. This report is run in both CSV and PDF formats.</p> |
| | <p>Order Type = specify type(s) of order to review. Original Order Type = specify services (O4) or commodities (OC) Original Order Number = enter the contract number using leading zeros (ex. 00012345)</p> | | | | |

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| R5743541 - Contract Performance | Utilize one or more of the Data Selections to narrow report results: 1. Leave first two lines as defaulted; the dates will be entered in processing options. Report is automatically set up to run for Service (O4) and Commodity (OC) contracts. Narrow down to one order type if desired. | Will show all contracts with 9000 Business Unit and all contracts within the agency's business unit range. Report will indicate all purchasing documents generated from commodity and/or service contracts based on end users security. Report shows whether the deliverables of the purchase order are early or late and number of days. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Contract Performance | N | Days Late/Days Early column on report is the promised delivery date compared to receipt (delivery) date. The OC/O4 data selection is not hard coded. The Data Selection can be changed to just run for OC or O4 document types. In addition, end users can enter an OR document type to see a list of Purchase Orders not tied to a contract and the number of days early or late the commodity was in delivery. If run in CSV, the Agency Name does not appear on the report header. |
| | 2. Agency = enter 3-digit agency number. | 1. See all the agency's purchasing documents affiliated with a contract. | | | |
| | 3. Business Unit > 9000 | 2. See agency contracts only. | | | |
| R5709554 Contract Usage by Selected Contract # | Contract number = enter 8-digit contract number (ex. 00012345) | Review total contract usage for the specific contract. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Contract Usage by Selected Contract # | N | This report runs in both PDF and CSV formats. |

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| R5743549 - Contracts Due to Expire | Agency = enter the 3-digit agency number Buyer = enter the Buyer's address book number P.O. = enter number of days out to review contract cancel dates | View contracts that are due to expire within the next desired number of days | Purchasing – Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Contracts Due to Expire | N | |
| R5743540, NIS001 - Number of Contracts in \$ Range | Data Selection: Leave as is or use the options below to narrow report results. Amounts will be entered in Processing Options. Report automatically set up to run for Service (O4) and Commodity (OC) contracts. Narrow down to one order type if desired. | Lists the contract description, vendor, and the estimated contract amount for a specified dollar range. Also includes Buyer number and name. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Number of Contracts in \$ Range | N | Report is based on date only, not status code. The date is pulling from the cancel date on the Header. This report runs in both PDF and CSV formats. |
| | 1. Buyer Number = Buyer employee address book number. | 1. View all contracts that buyer is associated with. | | | |
| | 2. Run by Agency | 2. View all contracts associated by an agency. | | | |

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| R5743540, NIS002 - Number of Contracts in \$ Range – Open | Data Selection: Leave as is or use the options below to narrow report results. Amounts will be entered in Processing Options. Report automatically set up to run for Service (O4) and Commodity (OC) contracts. Narrow down to one order type if desired. | Lists the contract description and vendor and the estimated contract amount for a specified dollar range in open contracts. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Number of Contracts in \$ Range - Open | N | Report is based on date only, not status code. The date is pulling from the cancel date on the Header. This report runs in both PDF and CSV formats. |
| | 1. Buyer = Buyer employee address book number | 1. View all contracts that buyer is associated with. | | | |
| | 2. Run by Agency | 2. View all contracts associated by an agency. | | | |
| R5743540, NIS003 - Number of Contracts in \$ Range - Closed | Leave Data Selection as is. Amounts will be entered in Processing Options. Report automatically set up to run for Service (O4) and Commodity (OC) contracts. Narrow down to one order type if desired. | Lists the contract description and vendor and the estimated contract amount for a specified dollar range in closed contracts. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Number of Contracts in \$ Range - Closed | N | Report is based on date only, not status code. The date is pulling from the cancel date on the Header. This report runs in both PDF and CSV formats. |
| | 1. Buyer = Buyer employee address book number. | 1. View all contracts that buyer is associated with. | | | |

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| Report ID/Name | Data Selection/ Processing Options | Expected Outcome | Navigation | Cover Sheet (Y/N) | Comments |
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| | 2. Run by Agency | 2. View all contracts associated by an agency. | | | |
| R5743543 - Total Dollars Remaining on Contract | Data Selection: Leave as is. Contract types automatically default for Order Type, Cancel date will be entered in Processing Options. | | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Total Dollars Remaining on Contract | N | This report was presented at the April 12, 2006 SPUG meeting. This report should be opened in CSV only. |
| | 1. Agency Number = enter 3-digit agency number | Shows contract information including total contract amount, purchase order amounts, total dollars received by vendor and the remaining amount left on contract. | | | |
| | 2. Agency Division = enter 3-digit agency division | Used by SPB and larger agencies to narrow report by Agency and/or Division | | | |
| R5743960A Received/Vouchered Status | 1. Enter 3-digit agency number. Leave all other data selection as is. 2. Business unit = enter the business unit 3. Fund = enter a specific fund | Provides detailed information about purchase orders | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Received Vouchered Status | N | |

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| R5509699 - Received Not Vouchered Report | 1. Enter your 3-digit agency number. Enter a Fund number. Leave all other data selection as is. 2. Purchase Order = enter a specific PO number, if desired. A date range will be entered in Processing Options. | View Purchase Orders that have been received, but not yet vouchered. | Purchasing - Agencies > Inquiries & Reports > Accounts Payable Reports | N | |
| R5743878 (NIS0002) – Vendor Performance Detail | 1. Document Number | Report shows all Pos (doc types, OP, OF, O9, O6, OU, ZO) between a date range for specific vendor. Includes: Agency number, vendor number and name, buyer number, description, PO number and type, original document number and type (as long as it is an OC or O4), last receipt date, days early, days late. | Purchasing – Agencies > Inquiries & Reports > Purchasing Reports> Vendor Reports > Vendor Performance Detail | N | |
| R5743878 (NIS0001) – Vendor Performance Summary | | | Purchasing – Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Vendor Performance Summary | N | |

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| R5509617 - Voucher History with a Purchase Order | Leave data selection as is. Date range (G/L date on voucher) is entered in Processing Options (one month timeframe recommended). | Provides history to indicate payments to vendors with purchase orders via the 3 way match. Shows all purchase orders, including vendor, amount, description, fund type, agency. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Voucher History with a Purchase Order | N | Open in CSV for best viewing |
| | 1. Document Type - Purchase Order = enter specific Purchase Order document types | Narrow report to review history and payments made on specific Purchase Order document types. | | | |
| | 2. Address Number = enter supplier address book number | Narrow report to review history and payments made to a specific supplier. * Report will generate information for only the supplier address book number(s) listed. If the supplier has more than one address book number, all must be entered in data selection to review complete information. | | | |
| R5509619 - Voucher History without a Purchase Order | Leave data selection as is. Date range (G/L date on voucher) is entered in Processing Options (one month timeframe recommended). | Open in CSV for best viewing Is used to indicate payments to vendors that were a direct entry into Accounts Payable not using a Purchase Order. Report includes amount, fund type, agency. | Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Voucher History without a Purchase Order | N | |

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| | 1. Document Type - Purchase Order = enter specific Purchase Order document types | Narrow report to review payments made on specific Purchase Order document types. | | | |
| | 2. Address Number = enter supplier address book number | Narrow report to review payments made to a specific supplier. * Report will generate information for only the supplier address book number(s) listed. If the supplier has more than one address book number, all must be entered in data selection to review complete information. | | | |
| R43510 - Purchase Receiver Print | Leave as is. | Used instead of packing list to mark what has been received prior to inserting in NIS. | Purchasing - Agencies > Receiving > Print Purchase Receivers | N | |
| R571029 Voucher Lines Added at 3-way Match | Leave data selection as is, or, 1. Enter Document Number | Run this report to obtain information about lines added to Purchase Orders during the 3-way Match process. The report includes the Line Type added during the 3-way Match, Description 1 and 2, Quantity Received/Quantity Open, Receipt Date, and G/L Date. This report could be used to review freight added to Inventory purchases or invoices for less than the quoted Purchase Order price. | Purchasing – Agencies > Receiving > Voucher Lines Added at 3 Way Match | N | |

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| R05509995 General Journal by O Batch | 1. Batch Number 2. Supplier 3. Business Unit | Run this report to obtain complete information pertaining to the receipts against purchase orders. | Purchasing – Agencies > Batch Processing > Receipt Processing > General Journal for 'O' Batches | N | |

PO in the Right Operand stands for Processing Options. This screen appears after the data selection screen. Please do not enter your info for this on data selection but rather in processing options.

43 = Canned JDE Report

57 = Created by State of NE