

Open PO Detail by Branch/Plant (R43632)

Overview

This work instruction describes how to generate a report that will list open lines on Purchase Orders for a specific Business Unit at a given time. Use this report to identify open Purchase Orders for a Business Unit.

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.

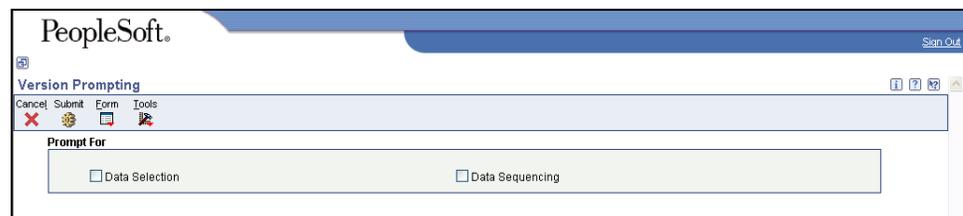
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Inquiries & Reports > Purchasing Reports > Procurement Reports > Open PO Detail by Branch/Plant

Steps

Run the Open PO Detail by Branch/Plant Report

Start this instruction from the Version Prompting window.



PeopleSoft. Sign out

Version Prompting [Help] [Refresh] [Close]

Cancel Submit Form Tools

Prompt For

Data Selection Data Sequencing

1. Choose Data Selection.

2. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Order Type (F4311) (DCTO) [BC]	is equal to	Blank
<input type="checkbox"/> And	Status Code - Next (F4311) (NTR) [BC]	is less than	"999"
<input type="checkbox"/> And	Business Unit (F4311) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/> And			

3. In the first row (Order Type) change the Right Operand to the Order Type(s) for which to run the report

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.

4. Leave the second row (Status Code) as is.

5. In the third row (Business Unit), change the Right Operand to the Business Unit for which to run the report.

This field pulls from the Business Unit field on the order detail.

6. To narrow the report by a specific Purchase Order number, enter the following information in the next blank line:

- Left Operand: "Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]"
- Comparison: "is equal to"
- Right Operand: "literal." Enter Purchase Order Number

7. To narrow the report by a specific vendor, enter the following information on the next blank line:

- Left Operand: "Address Number (F4311) (AN8) [BC]"

This field pulls from the order detail lines.

- Comparison: "is equal to"
- Right Operand: "literal." Enter Vendor address book number

8. Click **OK**. The Printer Selection window appears.

To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited).

9. Click **OK**. You will return to the main menu.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R43632...) once the Description is "Done".



For more information on viewing reports in CSV, refer to the [Running/Viewing Reports in CSV](#) work instructions in the System Basics manual.