

Open Requisitions (R43500)

Overview

This report will list all open lines on Purchase Orders for a specific Vendor at a given time. This report includes the supplier's Ship To Address and phone number. Use this report to determine if open requisitions exist in your Agency.

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

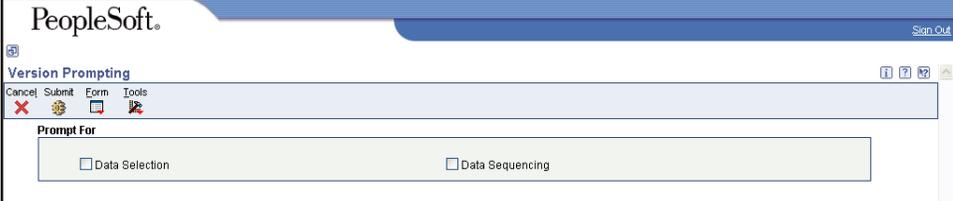
Click Roles, Procurement or Inventory.
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Inquiries & Reports > Purchasing Reports > Procurement Reports > Open Requisitions

Steps

Run the Open Requisitions Report

Start this instruction from the Version Prompting window.



The screenshot shows a 'Version Prompting' dialog box in a PeopleSoft application. The dialog has a title bar with 'PeopleSoft' and 'Version Prompting'. Below the title bar is a menu bar with 'Cancel', 'Submit', 'Form', and 'Tools'. The main area is labeled 'Prompt For' and contains two radio button options: 'Data Selection' (which is selected) and '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 (F4301) (DCTO) [BC]	is equal to	"03,05,01,0N,00,0R,0T,0W,Z6,ZR"
<input type="checkbox"/> And	Status Code - Next (F4311) (N&TR) [BC]	is less than	"980"
<input type="checkbox"/> And	Buyer Number (F4301) (ANBY) [BC]	is equal to	Zero
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is greater than	Blank
<input type="checkbox"/> And			

Add Row
Advanced

3. Leave the first row (Order Type) as is to run report on all Requisition types, change the Right Operand to the specific 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 (Buyer), change the Right Operand to the Buyer's address book number for which to run the report.

This field pulls from the order header.

6. Leave the fourth row (Document) as is.

7. To run the report for 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 supplier's address book number

8. To run the report for a specific date or date range, enter the following information on the next blank line:

- Left Operand: "Order Transaction(F4301) (TRDJ) [BC]"
- Comparison: "is equal to"
- Right Operand: "literal." enter a date or date range.

The dates pull from the Order Date field on the order header.

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

10. 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 (R43500_NE999042...) once the Description is "Done".