

Stacking Purchase Orders Report (R5743552)

Overview

Run this report to find potential stacked purchases. Review Vendor name and address book number, NIGP code, Description, PO number and type, PO date, PO amount, receipt date, and receipt amount. Shows all lines to a PO, but does not page break between each PO.

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.

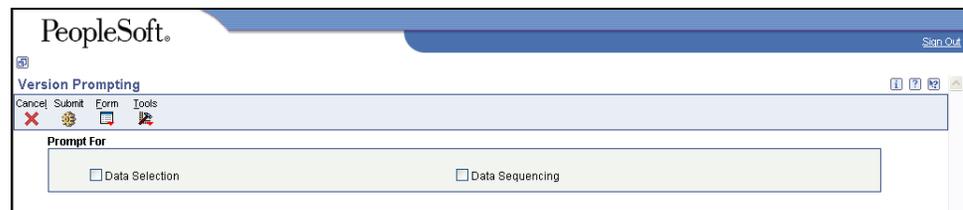
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > Stacking Purchase Orders

Steps

Run the Stacking Purchase Orders Report

Start this instruction from the Version Prompting window.



The screenshot shows a PeopleSoft web interface. At the top, the 'PeopleSoft.' logo is visible on the left, and a 'Sign Out' button is on the right. Below the logo is a 'Version Prompting' section with a toolbar containing 'Cancel', 'Submit', 'Form', and 'Tools' buttons. Underneath is a 'Prompt For' section with two checkboxes: 'Data Selection' and 'Data Sequencing'.

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

Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RP01) [BC]	is equal to	Zero
And	Address Number (F4301) (ANS) [BC]	is equal to	Zero
And	Order Type (F4301) (DCTO) [BC]	is equal to	*06,09,0G,0P,0U,ZG,ZO,ZZ*
And	Original Order Type (F4311) (OCTO) [BC]	is not equal to	*04,0C,0C*
And			

Add Row
Advanced

3. In the first row (Agency Number), complete the following information:

- This field pulls from the Business Unit Master table which ties to the business unit field on the order header.
 - Right Operand – enter the 3-digit agency number for which to run 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. In the second row (Address Number), complete the following information:

- Right Operand – enter the supplier address book number for which to run report.

- This field pulls from the supplier number field on the order header.

5. In the third row (Order Type), leave as is to run report on all Purchase Order Types.

6. In the fourth row (Original Order Type), leave as is to run report on all contract types.

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

- To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited). The Agency Number will print on the report header, but not the Agency Name. The NIGP Code will appear on the report, but not the NIGP Sub Code.

8. 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 (R5743552 _...) 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.