

## Print Sales Quote

### Overview

### 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 Department of Administrative Services website: <http://www.das.state.ne.us/>.

### Navigation

NIS State of Nebraska > Sales Order Mgmt > CSI > Sale Order Entry > CSI Sales Quote > Print Sales Quote to Engineer, or Print Sales Quote to Customer

### Steps

Start this instruction from the Version Prompting window.



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



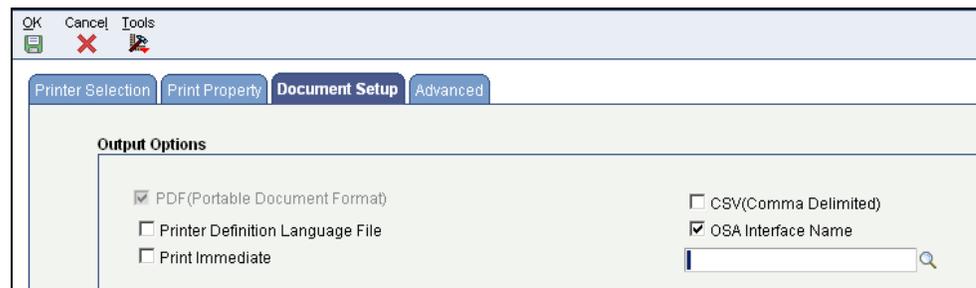
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document (Order No. Invoice, etc.) (F4211) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And	Order Type (F4211) (DCTO) [BC]	is equal to	"SQ"
<input type="checkbox"/> And			

3. In the first row (Document), complete the following field:
  - Right Operand – enter the Sales Quote number

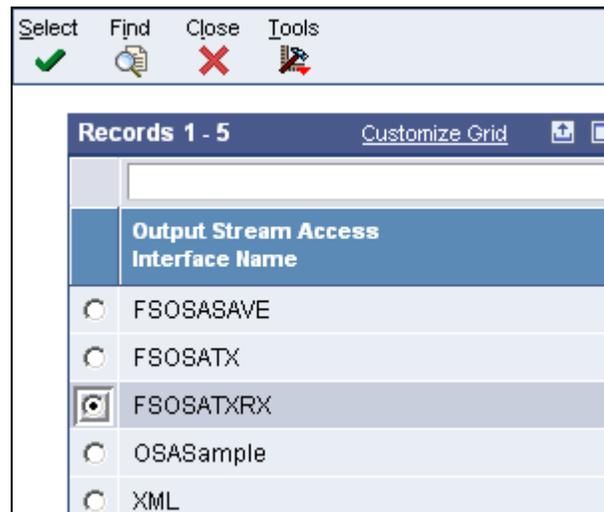
 To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.
4. Click **OK**. The Printer Selection window appears.



5. Click the Document Setup tab.
6. Checkmark OSA Interface Name.



7. Click the visual assist (magnifying glass) in the field that appears.



8. Choose **FSOSATXRX** and click **Select** to return to the Printer Selection window.
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 (R42565\_...) once the Description is "Done".