Running the Print Order Revision History Report

Overview

In NIS you can run the Order Revisions History report to view the revisions that have been made to a single procurement document or as many as you desire.

This work instruction shows how to Run the Print Order Revision History Report.

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

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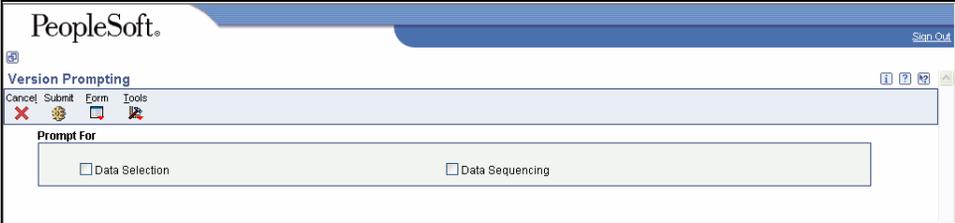(Citrix users – right click on the menu, choose Apply Roles, choose Procurement or Inventory.)

Purchasing – Agencies > Inquiries & Reports > Purchasing Reports > Revisions History Report, or

Inventory > Inquiries & Reports > Purchasing Reports > Revisions History

Steps

Run the Print Order Revision History Report

Start this instruction from the Version Prompting window.

1. Choose Data Selection.

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

3.   In the first row, verify:

   - Left Operand is "Document (Order No, Invoice, etc.) (F4301)[BC]"

   - Comparison is "is equal to"

4.   Click **Right Operand**, **Literal**. The Select Literal Value window appears.

5.   Enter the **order number** in the Literal Value: field.

   If you have multiple documents to view, select "List of Values" tab and enter all the document numbers.

6.   Click **OK**.

7.   On the second row, verify:

   - Left Operand is "Order Type (F4301)[BC]""

   - Comparison is "is equal to"

8.   Click **Right Operand**, **Literal**. The Select Literal Value window appears.

9.   Enter the **order type** in the Literal Value: field.

10. Click **OK**.

11. Click **OK**. The Printer Selection Window appears.

12. Click **OK**. You will returns 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 (R43545_…) once the Description is "Done".

Columns on the Order Revisions History Report

Column	Description of Data
Line Number	The line number on the order that has been revised.
Item/Account Number	The business unit and object account tied to the detail line.
Rev No	Order Revisions
Next Stat	Represents the status of the detail line – is it awaiting approval? Is it closed – 999?
Date Updated	The date when the revision occurred
User ID	The end user that made the revision to the detail line
Promised Delivery Date	Date when Vendor has committed delivery
Request Date	Date the Agency requires item(s)
Quantity Ordered	Quantity Ordered
UM	Unit of Measure
Unit Cost	Cost per Unit
Extended Cost	Quantity Ordered x Unit Cost