

**Print Voucher Journal**  
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## **Print Voucher Journal**

### **Print Voucher Journal Overview**

Run this report to review vouchers before posting the voucher batches.

### **Print Voucher Journal Lesson**

#### **Procedure**

In this lesson you will learn how to run the Print Voucher Journal Report.

**Navigation:** There are multiple menu paths for this report. This lesson uses the Inquiries and Reports menu path.

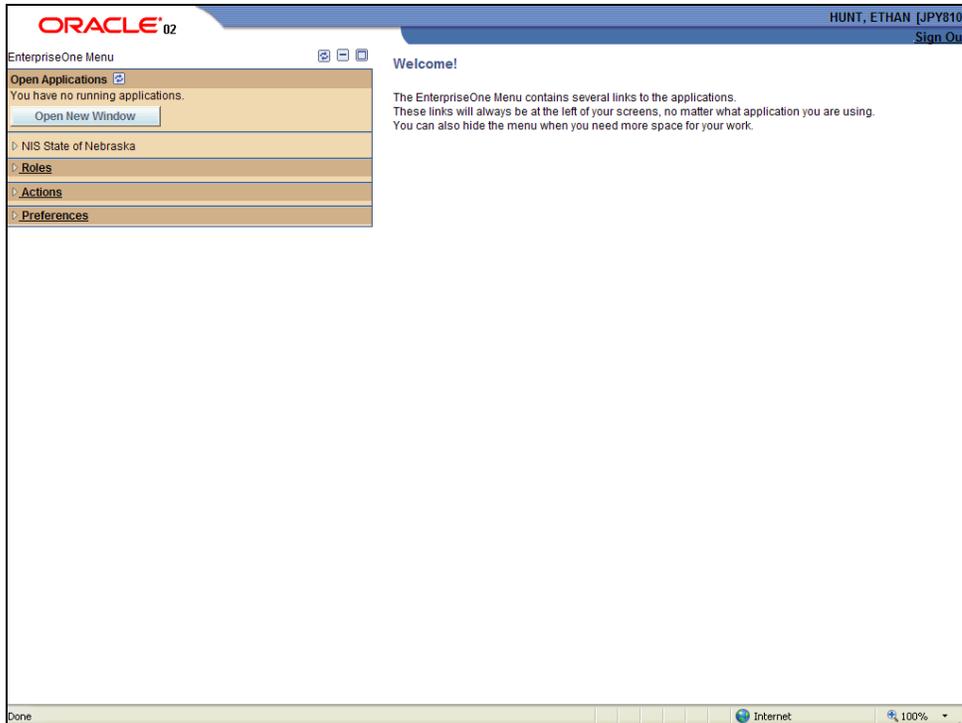
Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Voucher Journal

or

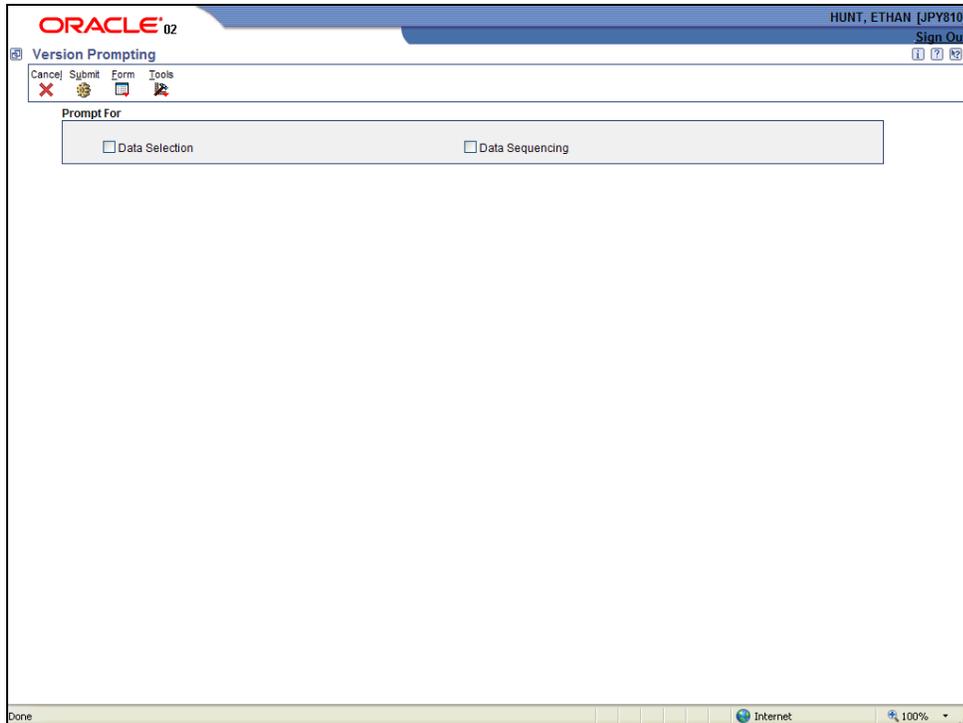
Accounts Payable > Voucher Processing > Voucher Journal

or

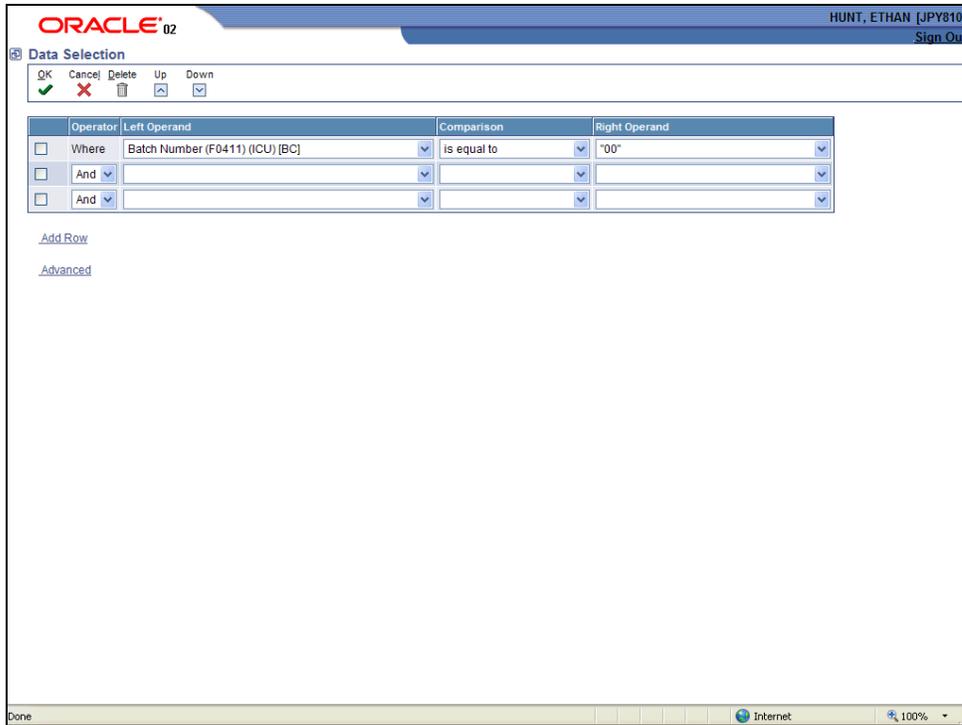
Accounts Payable > Prior Year Voucher Processing > Voucher Journal



Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Accounts Payable</b> link. <a href="#">Accounts Payable</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounts Payable Reports</b> link. <a href="#">Accounts Payable Reports</a>
5.	Click the <b>Voucher Journal</b> link. <a href="#">Voucher Journal</a>

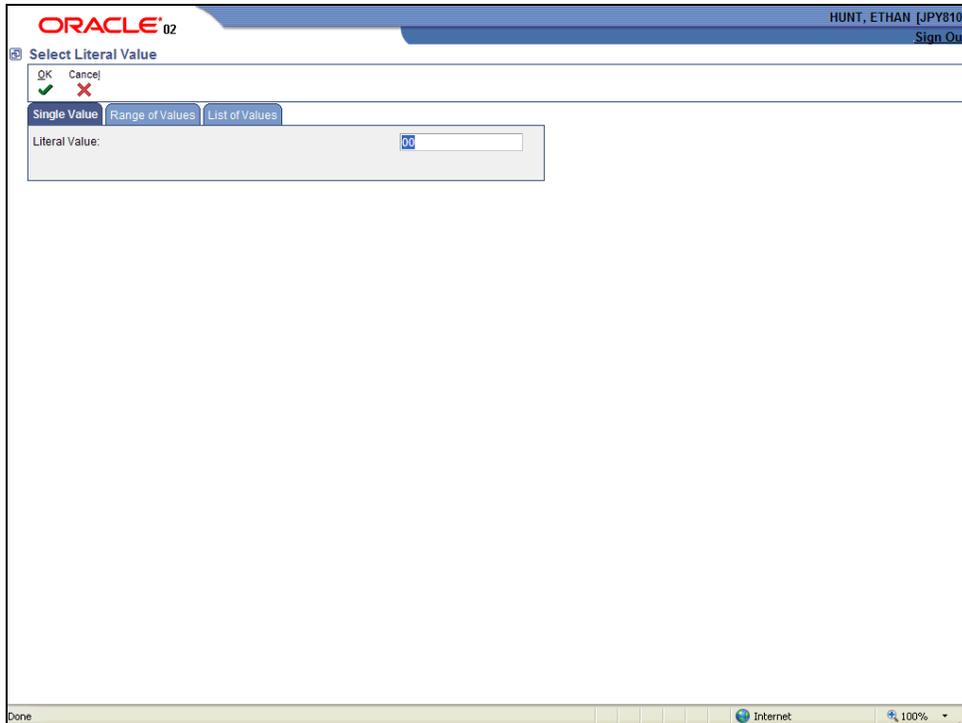


Step	Action
6.	Click the <b>Data Selection</b> option. <input data-bbox="462 1129 495 1161" type="checkbox"/>
7.	Click the <b>Submit</b> button. 

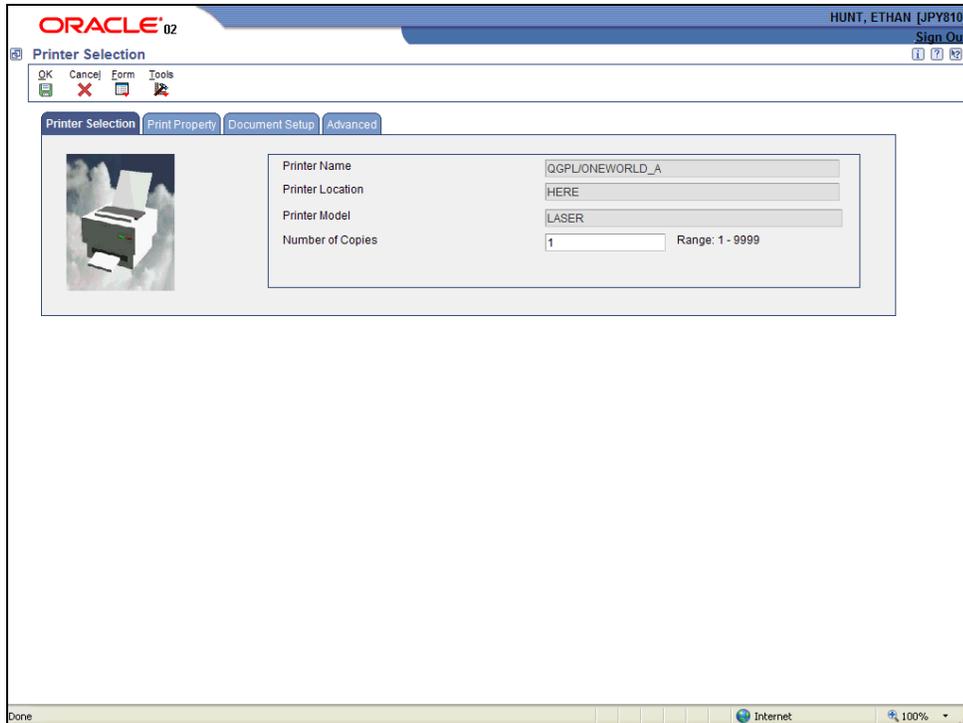


Step	Action
8.	Click the <b>drop down</b> list of the Right Operand column for the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">*00* ▼</div>





Step	Action
10.	Enter the batch number into the <b>Literal Value</b> field.
11.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
12.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>



Step	Action
13.	Click the <b>OK</b> button. 
14.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html</a> ) work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>