

**Received/Vouchered Status Report**  
**Created on Thursday, September 17, 2009**

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## Received/Vouchered Status Report

### Received Voucher Status Report Overview

The Received/Vouchered Status Report provides detailed information about purchase orders. The report output is sorted by agency/division, business unit, and supplier or purchase order number (depending on which version of the report is run). This report can be run for a specific business unit, fund, or entire agency. The following columns are displayed on the report:

- Supplier Number and Name
- Order Number and Type
- Order Fund
- Order Line Number
- Receipt Date
- Quantity and Amount Received
- Quantity and Amount Vouchered
- Quantity and Amount Open

### Received Voucher Status Report Lesson

#### Procedure

In this lesson you will learn how to run the Received Voucher Status Report.

#### Navigation:

We have listed two ways to navigate to the Received/Vouchered Status Report process. This lesson will be using the Accounts Payable menu path.

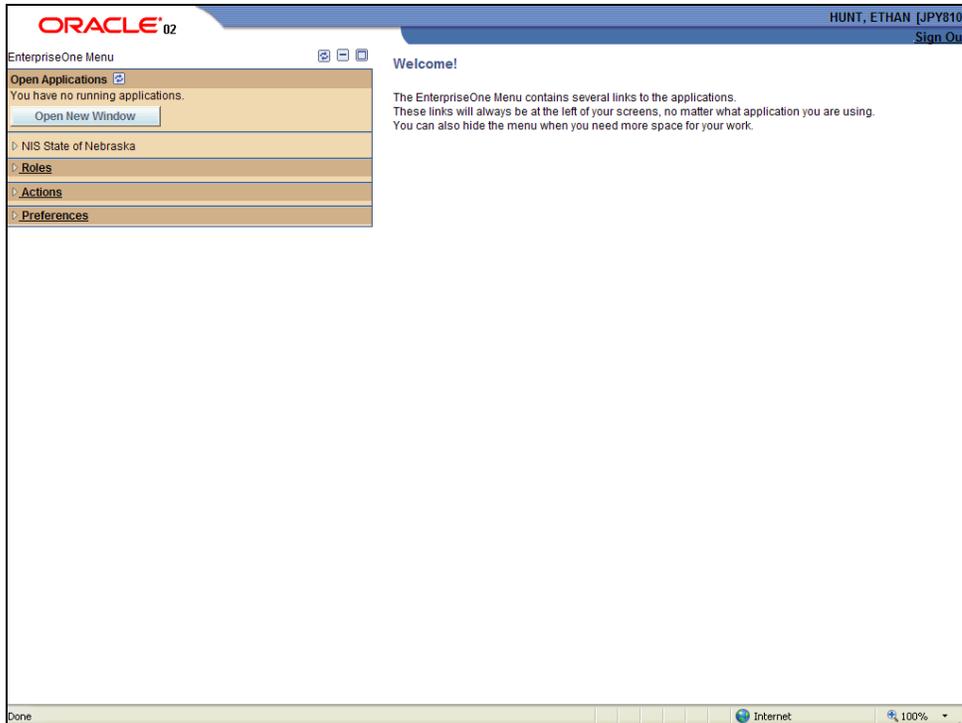
Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Received/Vouchered Status Order Total –OR- Received/Vouchered Status Supplier Total

or

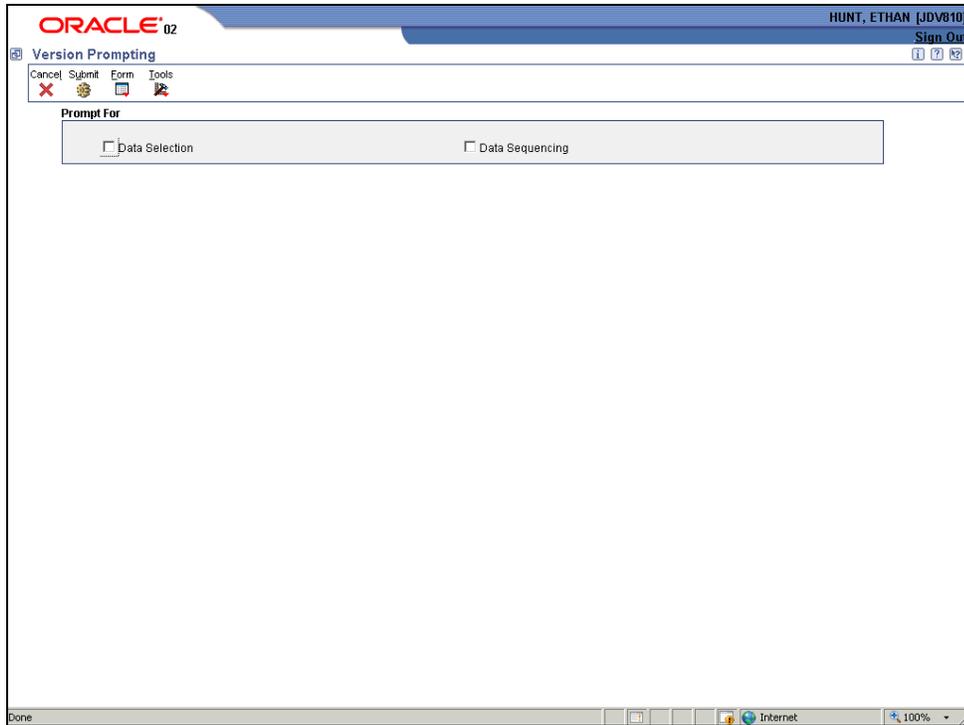
Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Received/Vouchered Status Order Total –OR- Received/Vouchered Status Supplier Total

# Training Guide

## Received/Vouchered Status Report



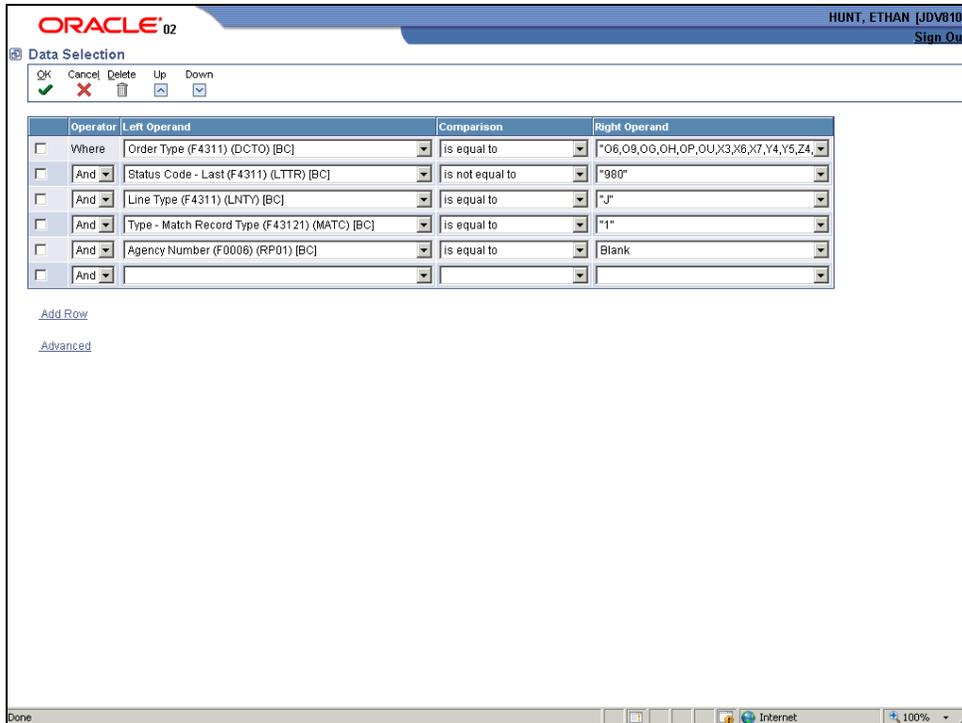
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Accounts Payable</b> link. <a href="#">Accounts Payable</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounts Payable Reports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



Step	Action
6.	Click the <b>Data Selection</b> option. <input data-bbox="462 1129 500 1165" type="checkbox"/>
7.	Click the <b>Submit</b> button. 

# Training Guide

## Received/Vouchered Status Report



Step	Action
8.	Click the <b>drop down</b> list of the Right Operand column for the Agency Number row. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             Blank             <span style="float: right;">▼</span> </div>

ORACLE 02 HUNT, ETHAN [JDV810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Order Type (F4311) (DCTO) [BC]	is equal to	"06,09,0G,0H,0P,0U,X3,X6,X7,Y4,Y5,Z4"
<input type="checkbox"/> And	Status Code - Last (F4311) (LTTR) [BC]	is not equal to	"980"
<input type="checkbox"/> And	Line Type (F4311) (LNTY) [BC]	is equal to	"J"
<input type="checkbox"/> And	Type - Match Record Type (F43121) (MATC) [BC]	is equal to	"1"
<input type="checkbox"/> And	Agency Number (F0006) (RP01) [BC]	is equal to	Blank
<input type="checkbox"/> And			Blank Blank Zero Null

Add Row

Advanced

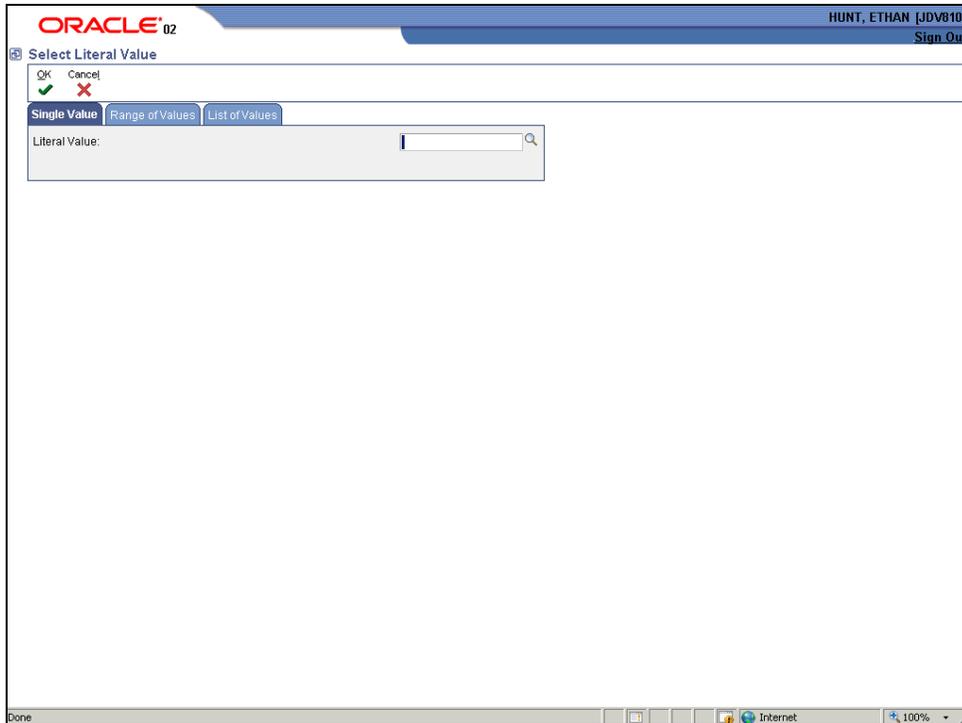
- Literal
- Agency Division (F0006) (RP10) [BC]
- Agency Number (F0006) (RP01) [BC]
- Agency Subprogram (F0006) (RP09) [BC]
- Business Unit (F0006) (MCU) [BC]
- Business Unit (F4311) (MCU) [BC]
- Description (F0006) (DL01) [BC]
- Fund (F4311) (CO) [BC]
- Fund Type (F0006) (RP11) [BC]
- Item Revision Level (F43121) (MERL) [BC]
- Line Type (F4311) (LNTY) [BC]
- Order Fund (Order Number) (F4311) (KCOO)
- Order Fund (Order Number) (F43121) (KCOO)
- Order Suffix (F4311) (SFXO) [BC]
- Order Suffix (F43121) (SFXO) [BC]
- Order Type (F4311) (DCTO) [BC]
- Order Type (F43121) (DCTO) [BC]
- Program Number (F0006) (RP04) [BC]
- Status Code - Last (F4311) (LTTR) [BC]
- Status Code - Next (F4311) (NXTN) [BC]
- User Reserved Code (F43121) (URCD) [BC]
- HeaderAgency Division [RV]
- HeaderAgency Number [RV]
- HeaderBusiness Unit [RV]

Done Internet 100%

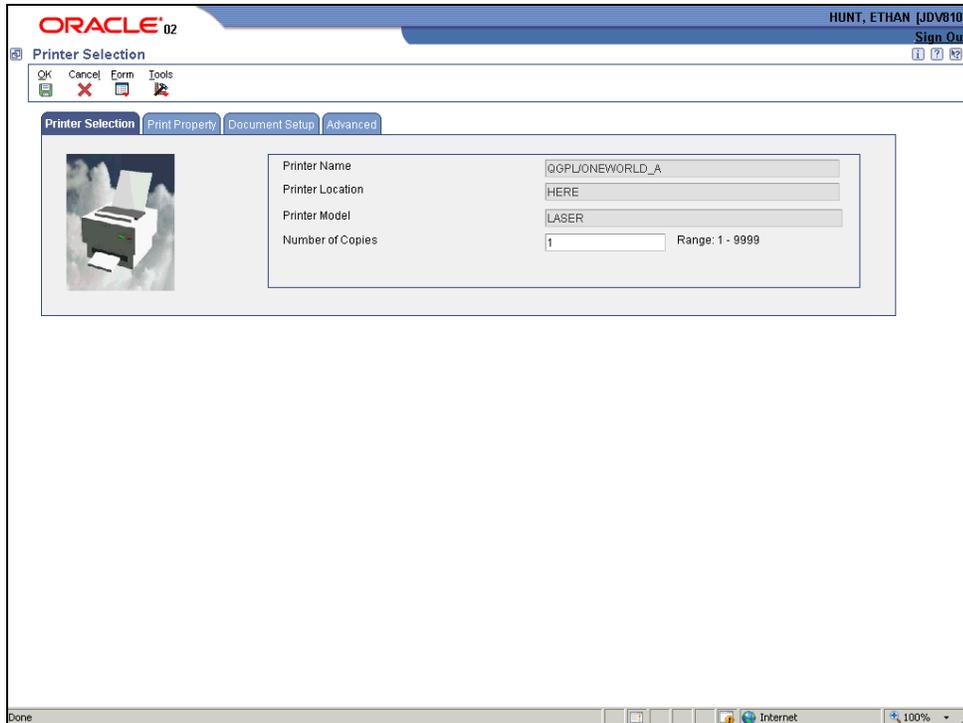
Step	Action
9.	Click the <b>Literal</b> list item. 

# Training Guide

## Received/Vouchered Status Report



Step	Action
10.	Enter the desired information 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"/>
13.	Indicate whether or not to include completed Purchase Orders on the report. Enter <b>Y</b> for Yes or <b>N</b> for No. If yes you will also need to complete the <b>Date-Received</b> field
14.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>



Step	Action
15.	Click the <b>OK</b> button. 
16.	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>