

Purchase Card Journal Report
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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/>.

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Purchase Card Journal Report

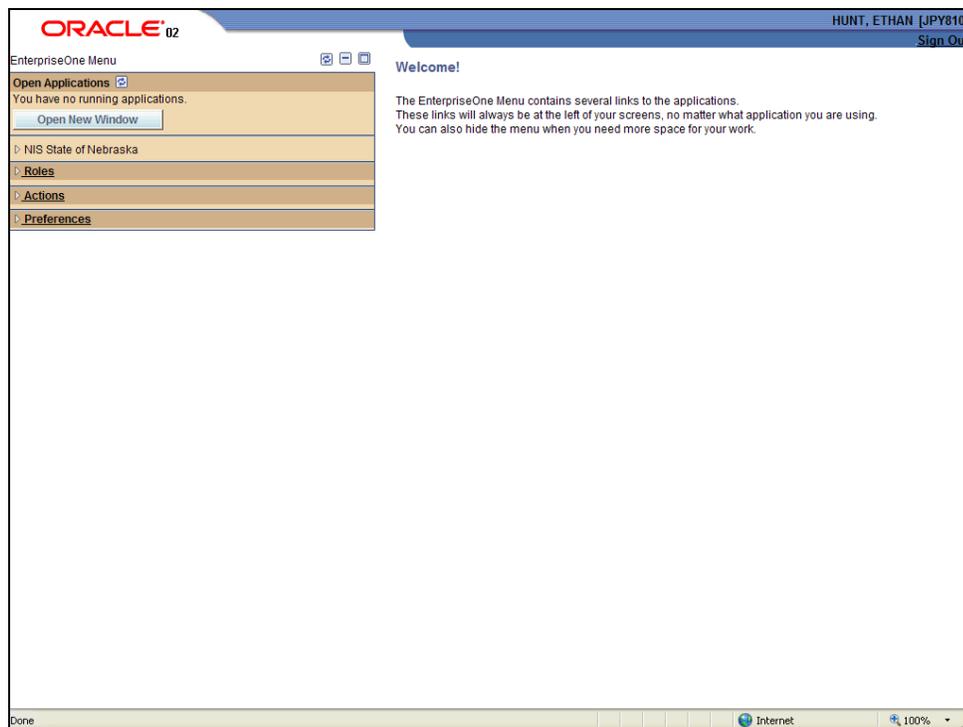
Purchase Card Journal Report Overview

Run this report to review purchases that have been made with the purchasing card. Purchases will appear on the report until a journal entry is posted to move costs from the clearing account.

Purchase Card Journal Report Lesson

Procedure

In this lesson you will learn how to run the Purchase Card Journal Report.

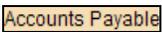
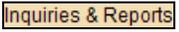
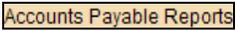


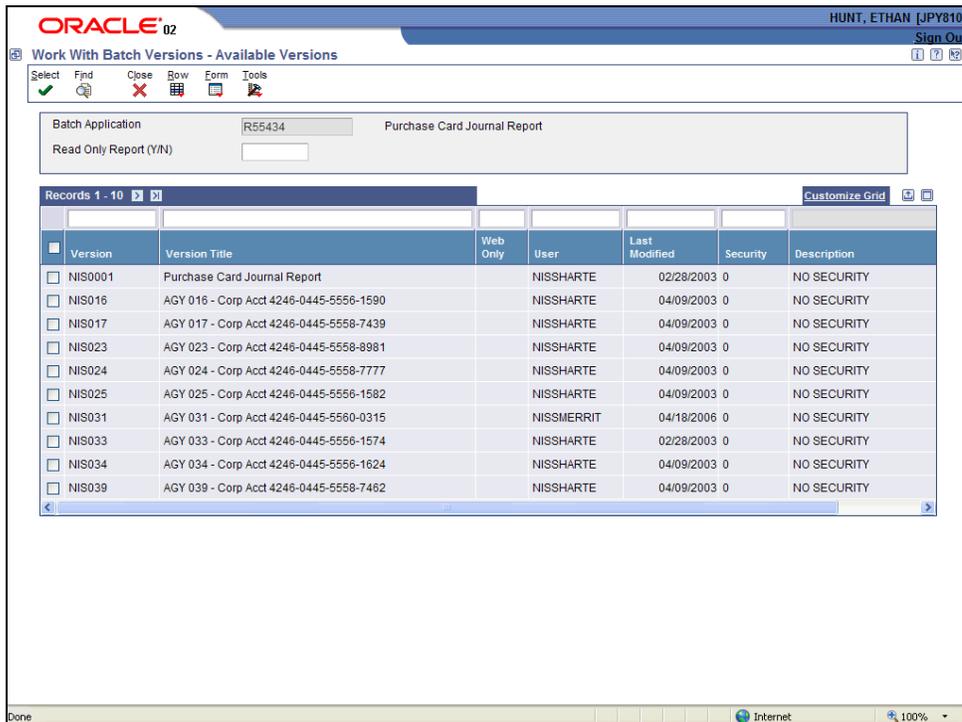
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

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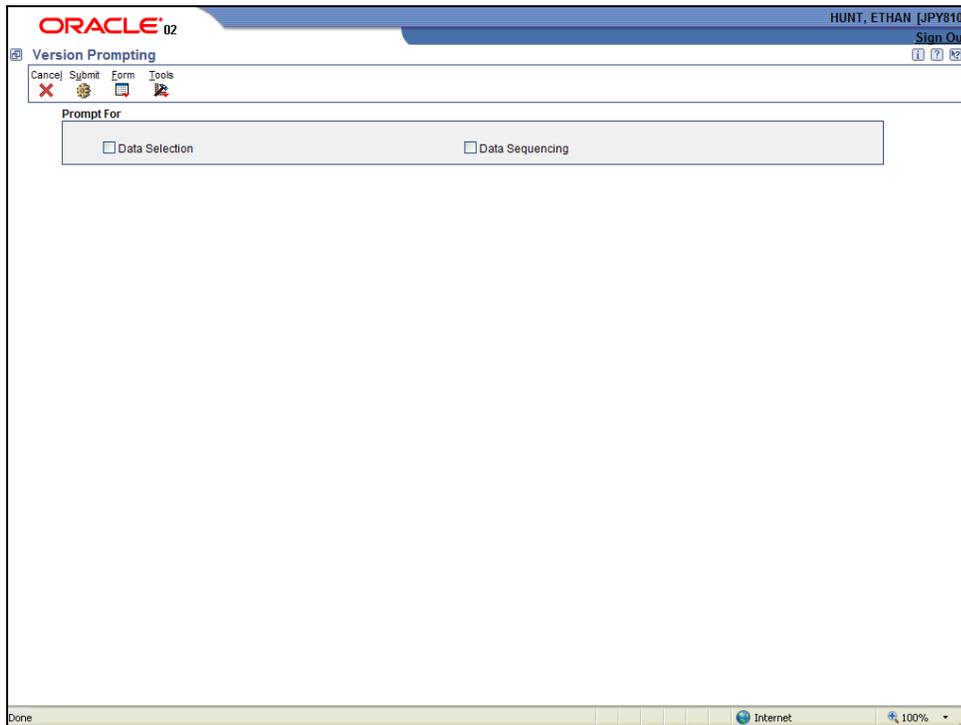
Purchase Card Journal Report



Step	Action
2.	Click the Accounts Payable link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounts Payable Reports link. 
5.	Click the Purchase Card Journal link. 



Step	Action
6.	Choose the appropriate version for your agency by clicking the checkbox next to the row. 
7.	Click the Select button. 

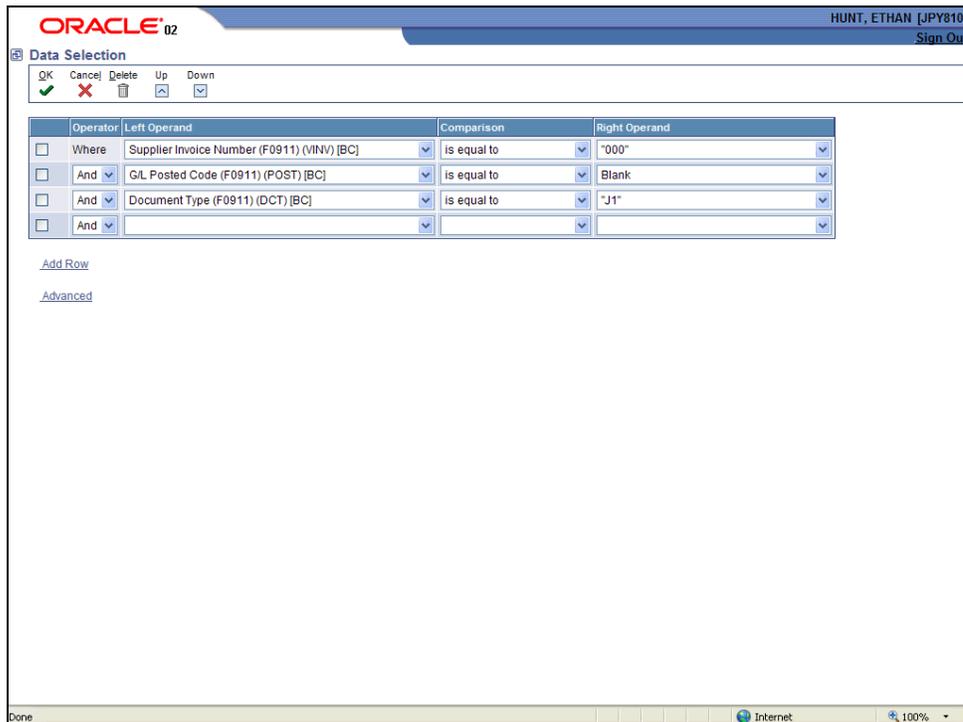


Step	Action
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	To run this report by GL Date, complete the following information on the first blank row: Left Operand - Date - for G/L (and Voucher) (F0911)(DGJ)[BC] Comparison - is equal to Right Operand - enter the GL date for which to run the report
11.	To run this report by User ID, complete the following information on the next blank row: Left Operand - User ID (F0911)(USER)[BC] Comparison - is equal to Right Operand - enter an employee's user ID

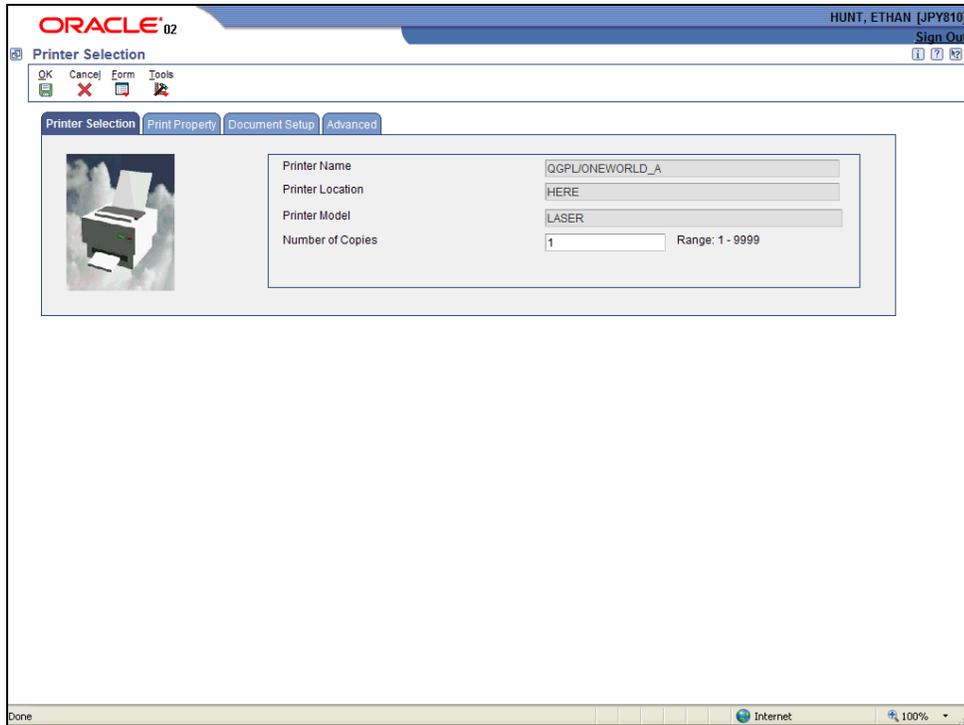
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Step	Action
12.	<p>To run this report by Vendor, complete the following information on the next blank row:</p> <p>Left Operand - Address Number (F0911)(AN8)[BC] Comparison - is equal to Right Operand - enter the vendor's address book number</p>
13.	<p>To run this report by Business Unit, complete the following information on the next blank row:</p> <p>Left Operand - Business Unit (F0911)(MCU)[BC] Comparison - is equal to Right Operand - enter the business unit</p>



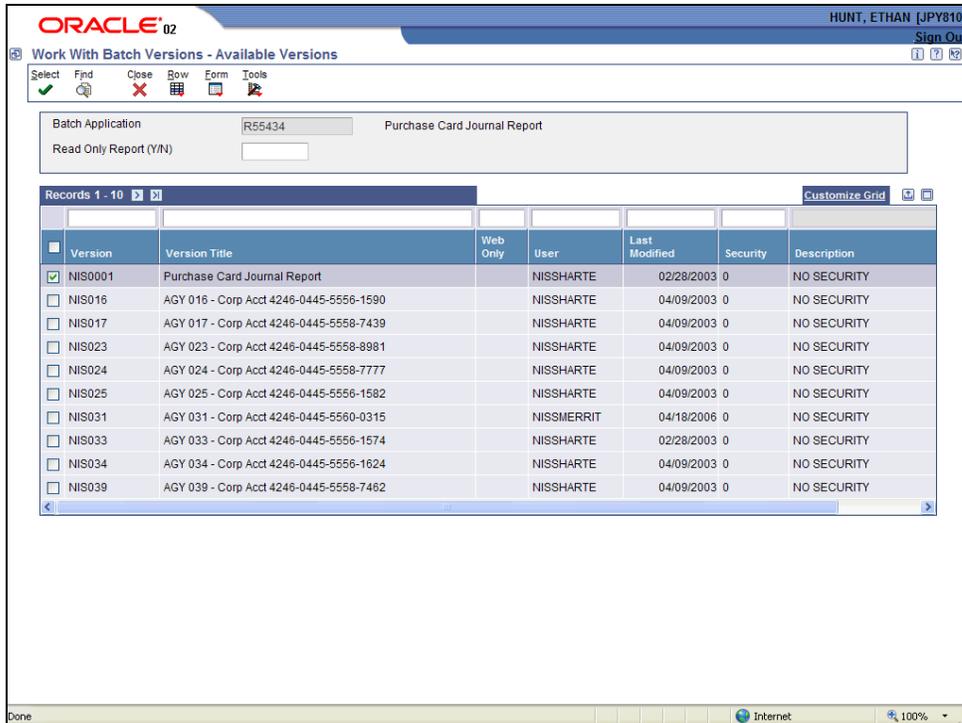
Step	Action
14.	<p>Click the OK button.</p>



Step	Action
15.	Click the OK button. 

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