

Received Not Vouchered Report
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Received Not Vouchered Report

Received Not Vouchered Report Overview

The Received Not Vouchered report is good for analyzing Purchase Order activity. You can run the report for a particular fund, purchase order, and/or a designated period of time.

There are 2 available versions of this report. One version shows purchase orders with non-zero totals only and the second versions displays purchase orders with zero and non-zero totals.

This work instruction shows how to run the Received Not Vouchered report.

Received Not Vouchered Report Lesson

Procedure

In this lesson you will learn the steps for running the Received Not Vouchered Report.

Navigation:

We have listed two ways to navigate to the Received Not Vouchered Report process. This lesson will be using the Accounting Agencies navigational steps.

Accounting - Agencies > Inquiries & Reports > Accounting Reports > Received - Vouchered Reports > Received Not Vouchered Report

or

Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Received Not Vouchered Report

or

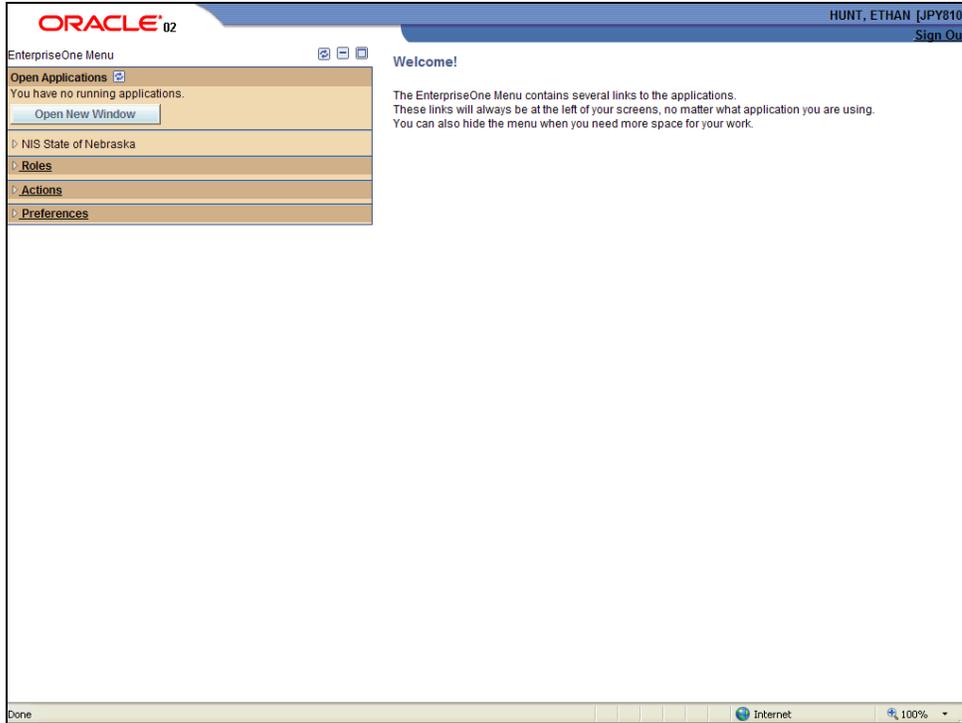
Budget - Agencies > Inquiries & Reports > General Accounting Reports > Received - Vouchered Reports > Received Not Vouchered Report

or

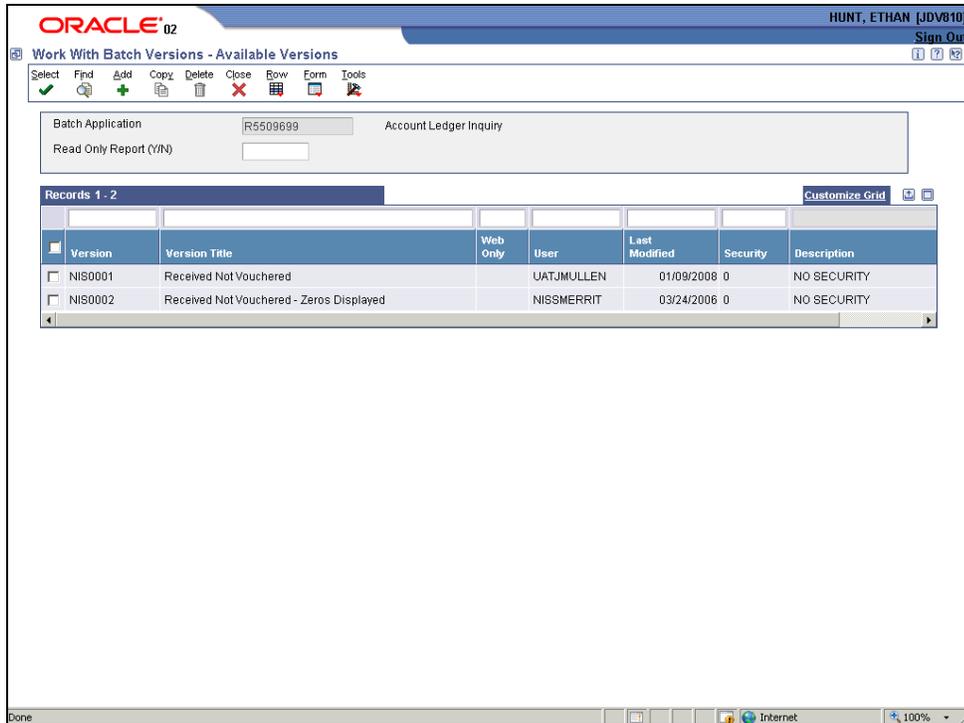
Purchasing - Agencies > Inquiries & Reports > Accounts Payable Reports > Received Not Vouchered Report

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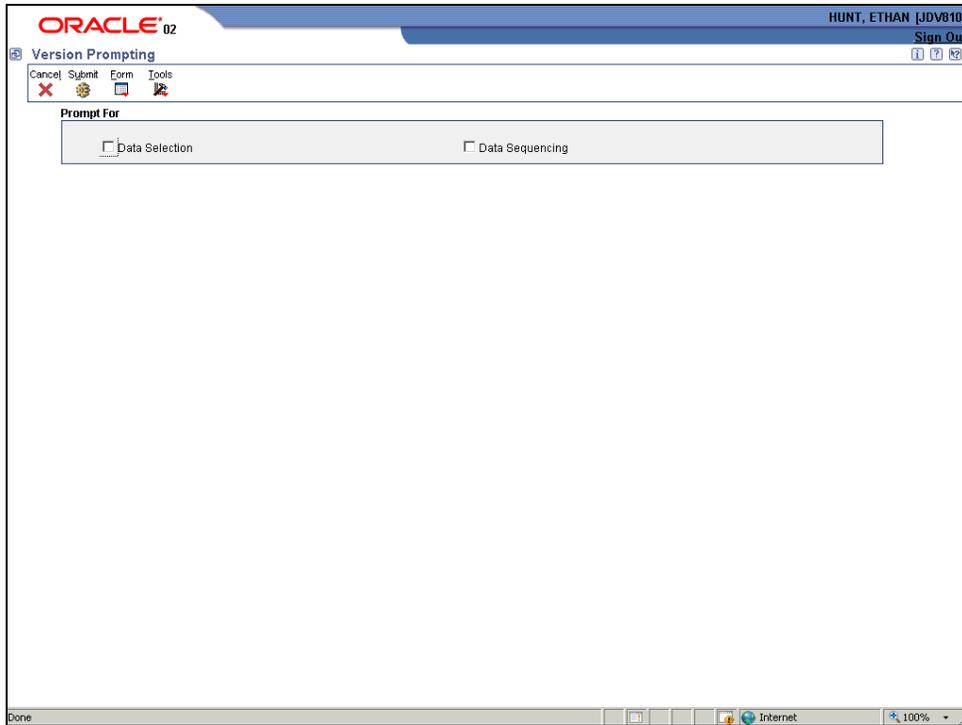
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports
5.	Click the Received - Vouchered Reports link. Received - Vouchered Reports
6.	Click the Received Not Vouchered Report link. Received Not Vouchered Report



Step	Action
7.	Select the version by clicking the check box next to it. <input type="checkbox"/>
8.	Click the Select button. <input checked="" type="checkbox"/>

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Step	Action
9.	Click the Data Selection option. 
10.	Click the Submit button. 
11.	Do not change Data Selection other than agency, fund, or purchase order. Changing rows other than these listed above will cause erroneous results.

ORACLE 02 HUNT, ETHAN [JDV810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
And	Document Type (F0911) (DCT) [BC]	is equal to	"OV"
And	Agency Number (F0006) (RP01) [BC]	is equal to	Blank
And	Fund (F0911) (CO) [BC]	is equal to	Blank
And	Object Account (F0911) (OBJ) [BC]	is equal to	"500000-599999"
And	Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is greater than or equal to	jdDateRangeBegin_DGJ [PO]
And	Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdDateRangeEnd_DGJ [PO]
And	Purchase Order (F0911) (PO) [BC]	is not equal to	Blank
And			

Add Row

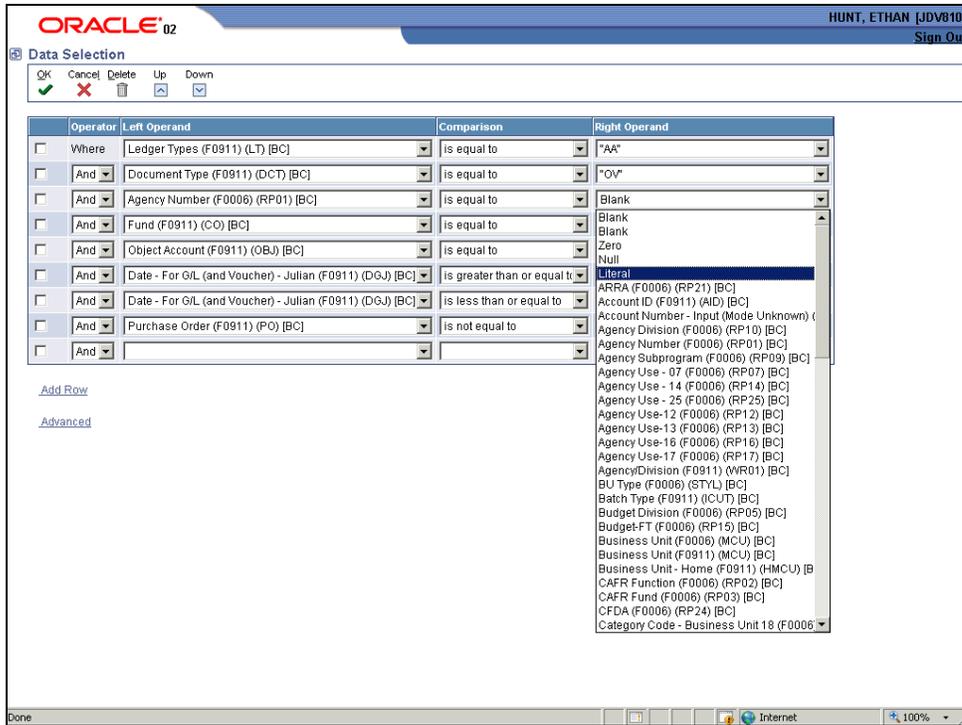
Advanced

Done

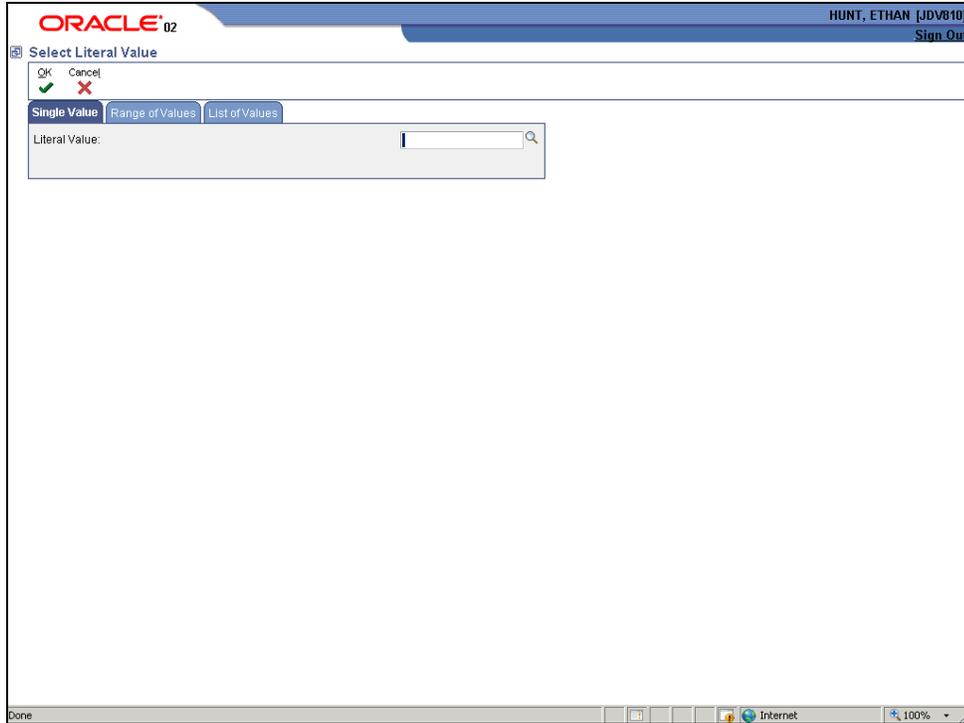
Step	Action
12.	Click the drop down list in the Right Operand column for the "Agency Number" row.

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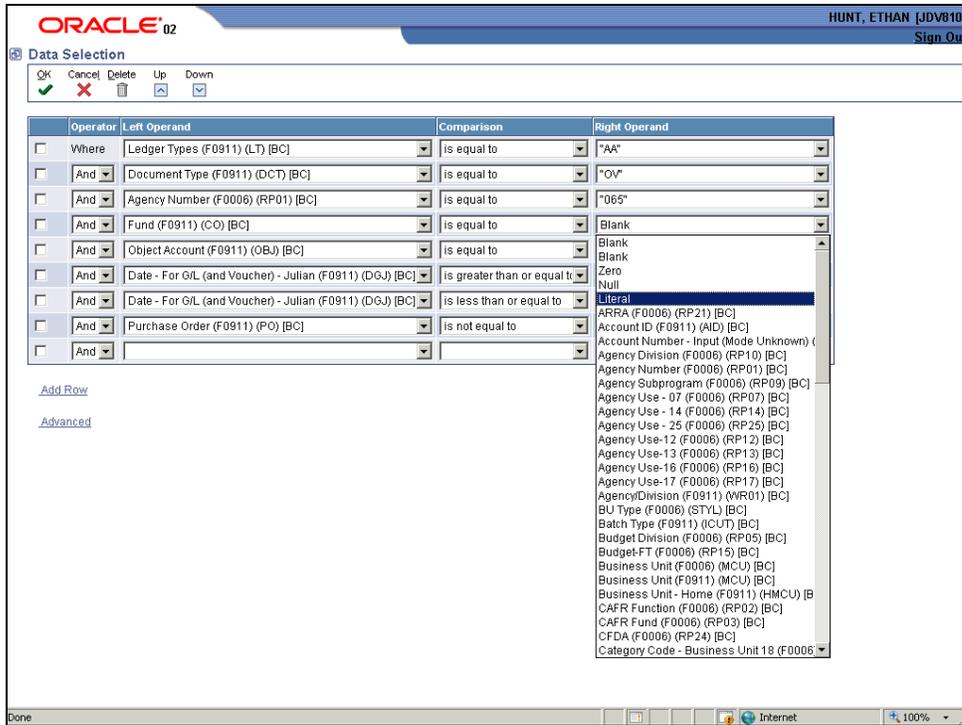
Step	Action
13.	Click the Literal list item. <div style="border: 1px solid black; background-color: #000080; color: white; padding: 2px; display: inline-block;">Literal</div>



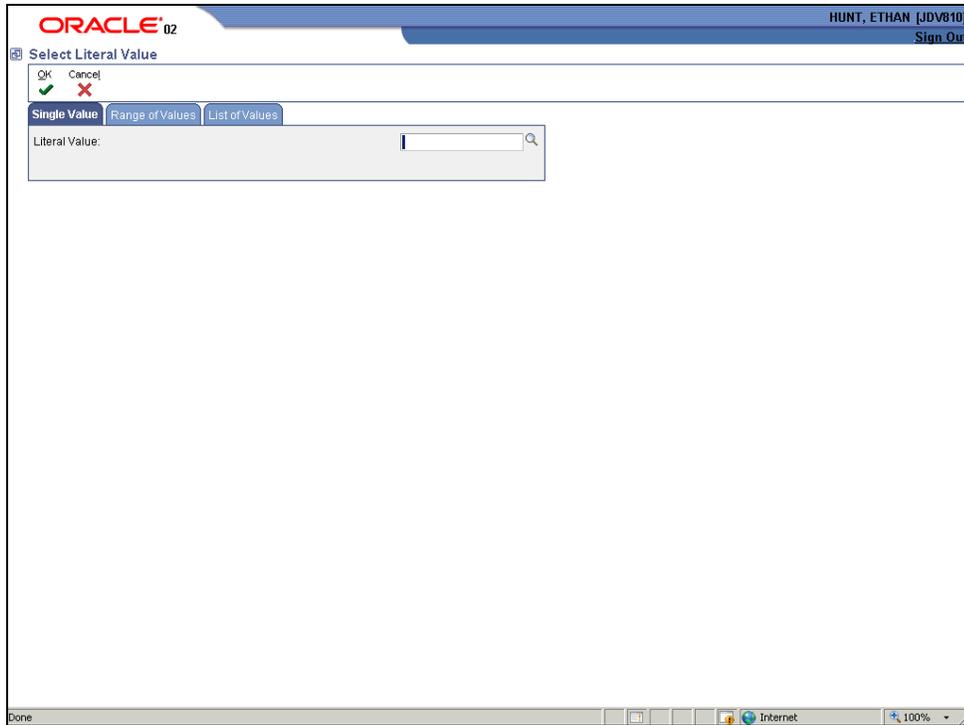
Step	Action
14.	Enter the agency number into the Literal Value field.
15.	Click the OK button. 
16.	Click the drop down list in the Right Operand column for the "Fund" row. 

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Step	Action
17.	Click the Literal list item. 



Step	Action
18.	Enter the desired information into the Literal Value field.
19.	Click the OK button. 
20.	Click the drop down list in the Right Operand column for the "Purchase Order" row. 

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ORACLE 02

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison
<input type="checkbox"/>	Where Ledger Types (F0911) (LT) [BC]	is equal to
<input type="checkbox"/>	And Document Type (F0911) (DCT) [BC]	is equal to
<input type="checkbox"/>	And Agency Number (F0006) (RP01) [BC]	is equal to
<input type="checkbox"/>	And Fund (F0911) (CO) [BC]	is equal to
<input type="checkbox"/>	And Object Account (F0911) (OBJ) [BC]	is equal to
<input type="checkbox"/>	And Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is greater than or equal to
<input type="checkbox"/>	And Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to
<input type="checkbox"/>	And Purchase Order (F0911) (PO) [BC]	is not equal to
<input type="checkbox"/>	And	

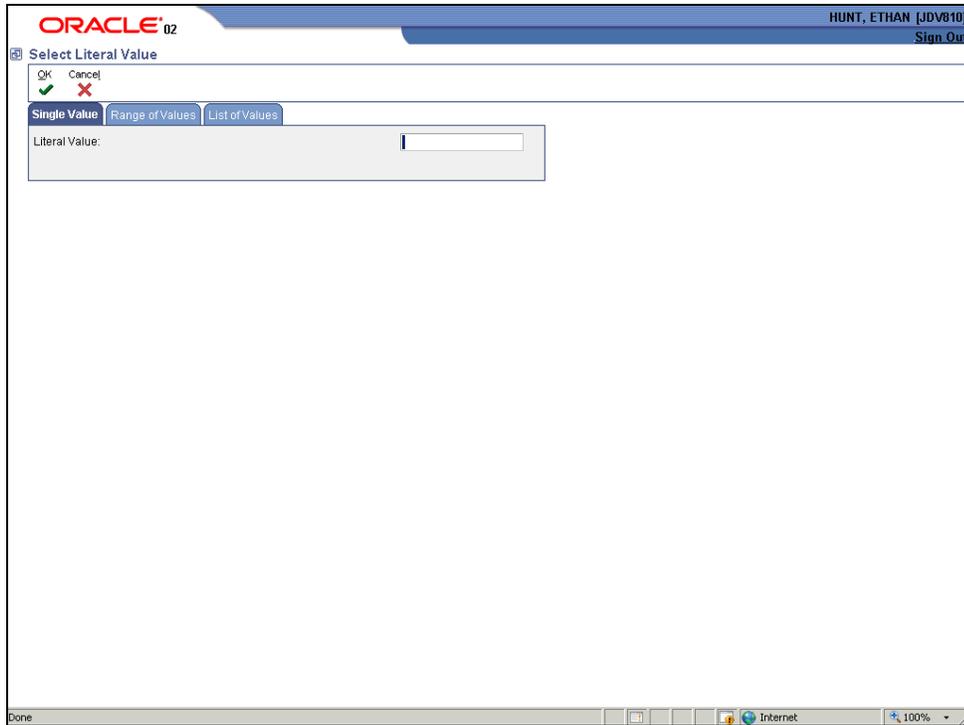
Add Row

Advanced

- Blank
- Blank
- Zero
- Null
- Literal**
- ARRA (F0006) (RP21) [BC]
- Account ID (F0911) (AID) [BC]
- Account Number - Input (Mode Unknown) (
- Agency Division (F0006) (RP10) [BC]
- Agency Number (F0006) (RP01) [BC]
- Agency Subprogram (F0006) (RP09) [BC]
- Agency Use - 07 (F0006) (RP07) [BC]
- Agency Use - 14 (F0006) (RP14) [BC]
- Agency Use - 25 (F0006) (RP25) [BC]
- Agency Use-12 (F0006) (RP12) [BC]
- Agency Use-13 (F0006) (RP13) [BC]
- Agency Use-16 (F0006) (RP16) [BC]
- Agency Use-17 (F0006) (RP17) [BC]
- AgencyDivision (F0911) (WR01) [BC]
- BU Type (F0006) (STYL) [BC]
- Batch Type (F0911) (ICUT) [BC]
- Budget Division (F0006) (RP05) [BC]
- Budget-FT (F0006) (RP15) [BC]
- Business Unit (F0006) (MCU) [BC]
- Business Unit (F0911) (MCU) [BC]
- Business Unit - Home (F0911) (HMCU) [B
- CAFR Function (F0006) (RP02) [BC]
- CAFR Fund (F0006) (RP03) [BC]
- CFDA (F0006) (RP24) [BC]
- Category Code - Business Unit 18 (F0006

Done

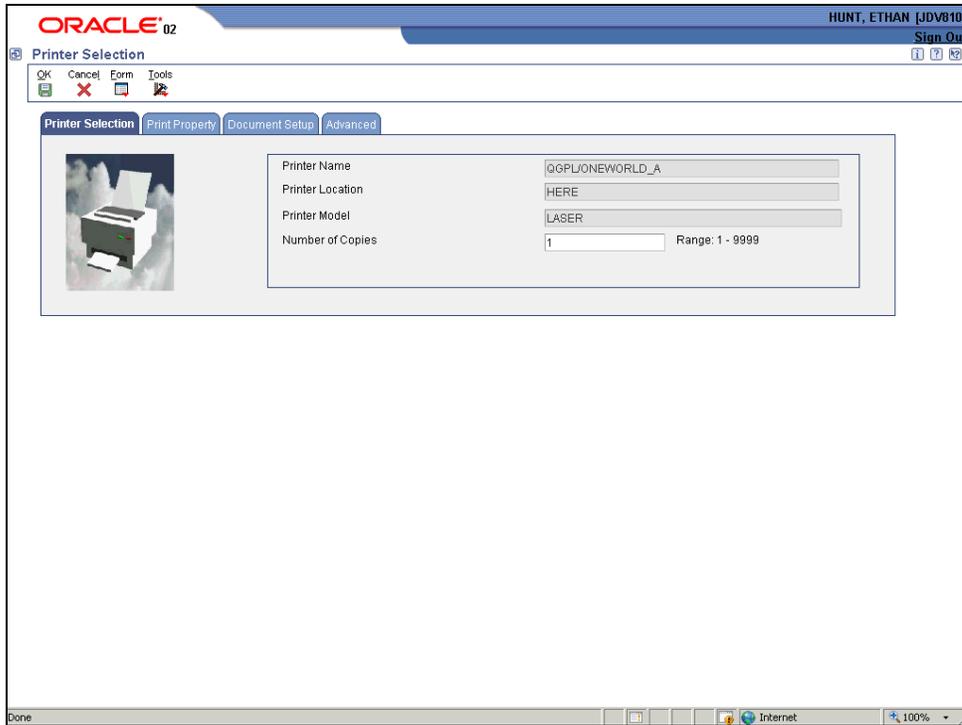
Step	Action
21.	Click the Literal list item.



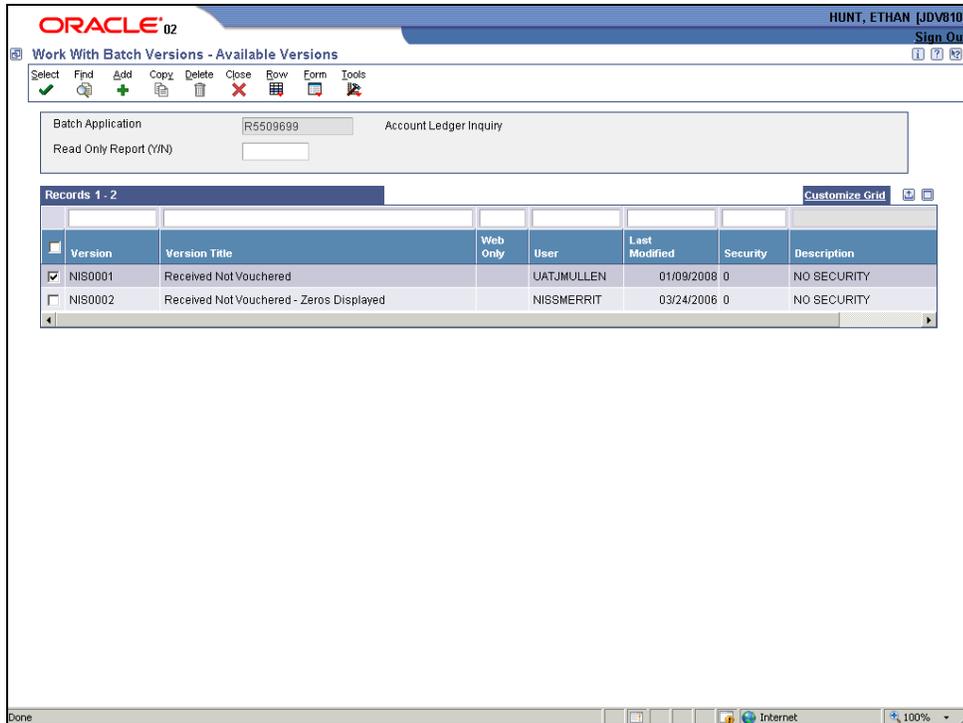
Step	Action
22.	Enter the desired information into the Literal Value field.
23.	Click the OK button. <input checked="" type="checkbox"/>
24.	Click the OK button. <input checked="" type="checkbox"/>
25.	Enter the date range for which you want to run the report. In this lesson we will leave the dates which have defaulted.
26.	Click the OK button. <input checked="" type="checkbox"/>

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Step	Action
27.	Click the OK button. 



Step	Action
28.	Click the Close button. 
29.	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.