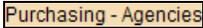
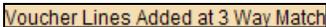


## Voucher Lines Added at 3 Way Match Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Purchasing - Agencies</b> link.</p> 
3.	<p>Click the <b>Receiving</b> link.</p> 
4.	<p>Click the <b>Receipt Reports</b> link.</p> 
5.	<p>Click the <b>Voucher Lines Added at 3 Way Match</b> link.</p> 
6.	<p>Click the <b>Data Selection</b> option.</p> 
7.	<p>Click the <b>Submit</b> button.</p> 
8.	<p>Leave Data Selection as is.</p> <p><b>Note:</b> To narrow report by Document Number, complete the following fields on the next blank row:</p> <p><b>Left Operand</b> – Document (Order No, Invoice, etc.)(F4311)(DOCO)[BC]</p> <p><b>Comparison</b> – is equal to</p> <p><b>Right Operand</b> – enter the purchase order number to which lines have been added during the 3-way match process.</p> <p><b>Note:</b> To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.</p>
9.	<p>Click the <b>OK</b> button.</p> 
10.	<p>Enter the date range in the Beginning and End fields.</p>

11.	Click the <b>OK</b> button. 
12.	Click the <b>OK</b> button. 
13.	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 work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>