

Printing Pre-Audit Verification Report
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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Printing Pre-Audit Verification Report

Printing Pre-Audit Verification Report Overview

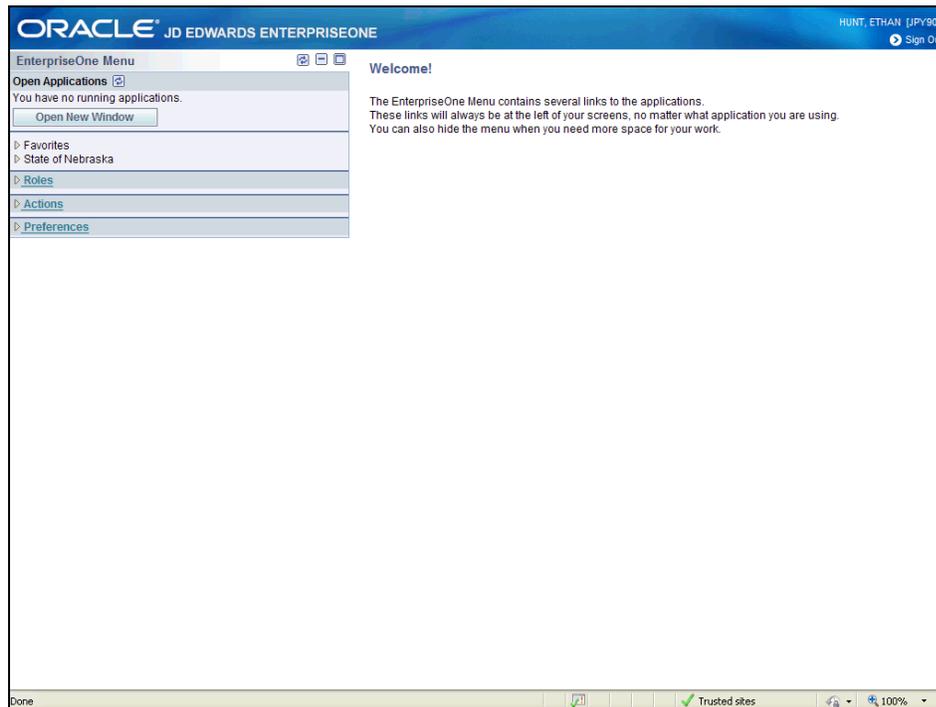
Agencies should generate this report to facilitate the pre-audit process. It not only shows specific voucher data including alternate payee and handling code, but will also print warnings of possible problems with the individual vouchers.

The Payables, Voucher Processing, Pre-audit Verification Report menu option enables users to choose the vouchers they want to print.

Printing Pre-Audit Verification Report Lesson

Procedure

In this lesson we will learn how to run the Printing Pre-Audit Verification Report.

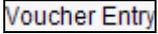


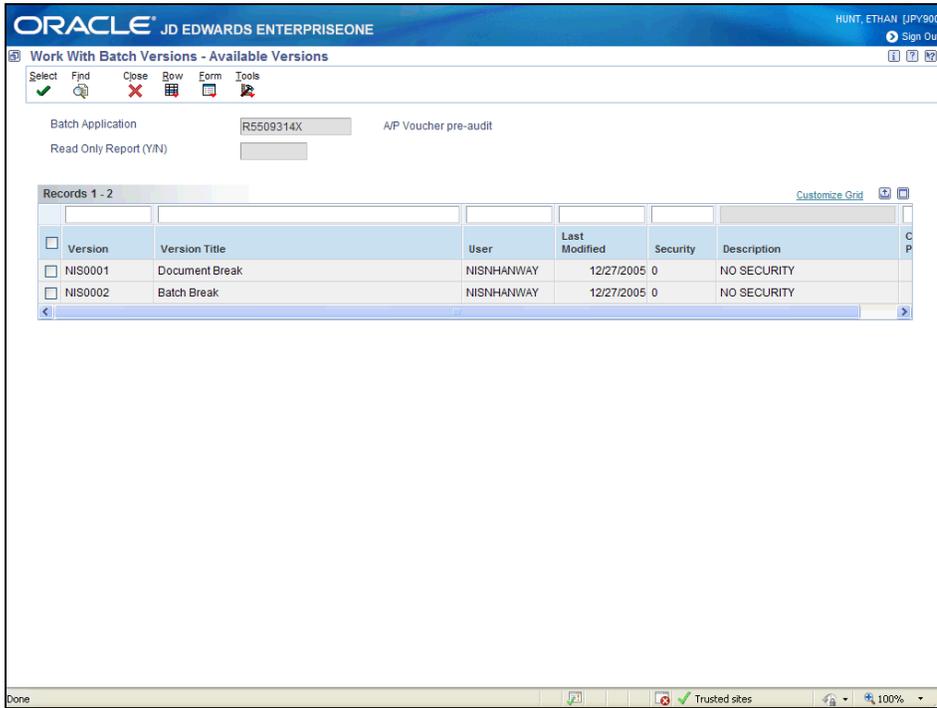
Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>
2.	Click the Accounts Payable link. <u>Accounts Payable</u>
3.	Click the Voucher Processing link. <u>Voucher Processing</u>

Training Guide

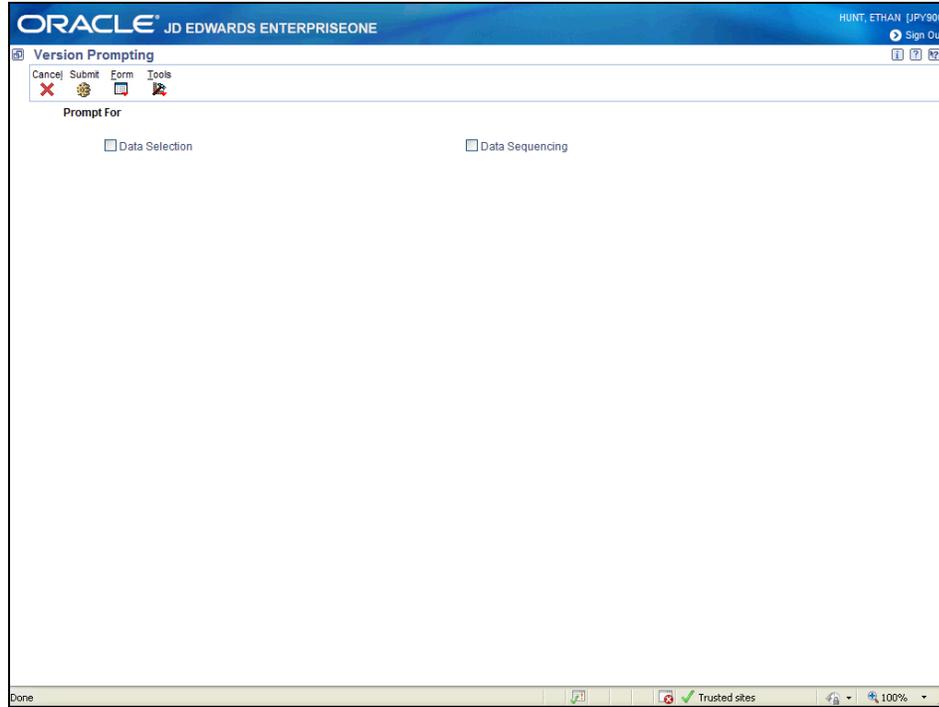
Printing Pre-Audit Verification Report



Step	Action
4.	Click the Voucher Entry link. 
5.	Click the Voucher Pre-Audit Report link. 



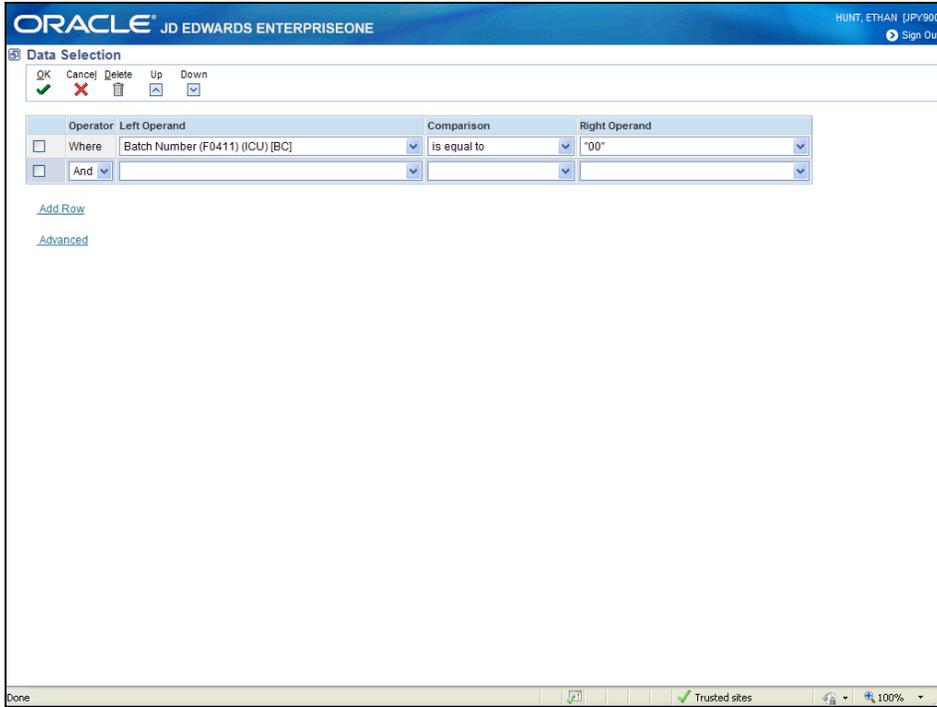
Step	Action
6.	Click the NIS0001 option. 
7.	Click the Select button. 



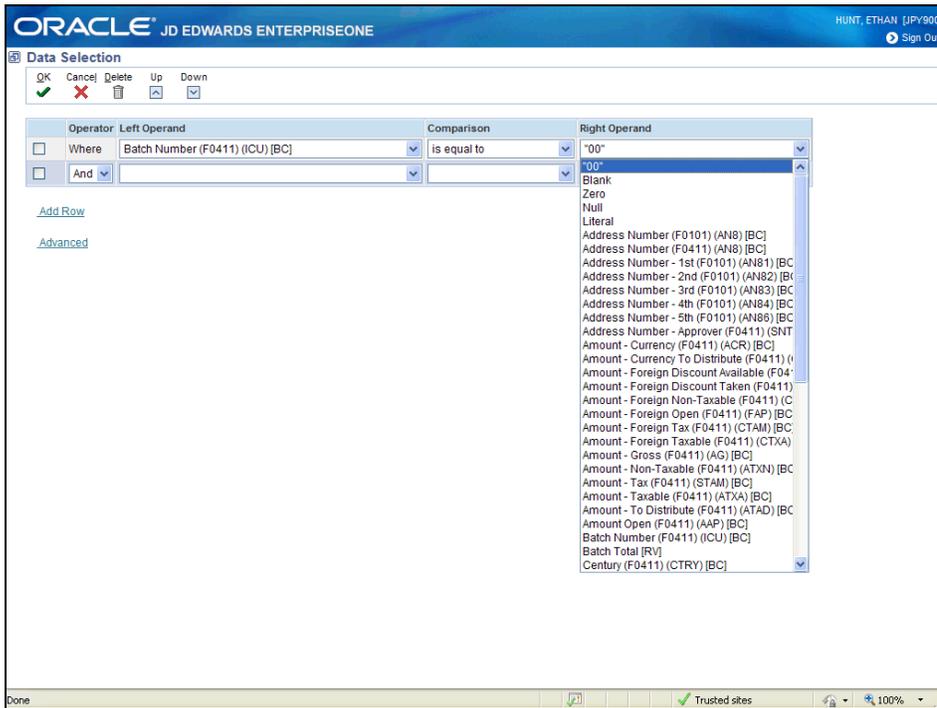
Step	Action
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 

Training Guide

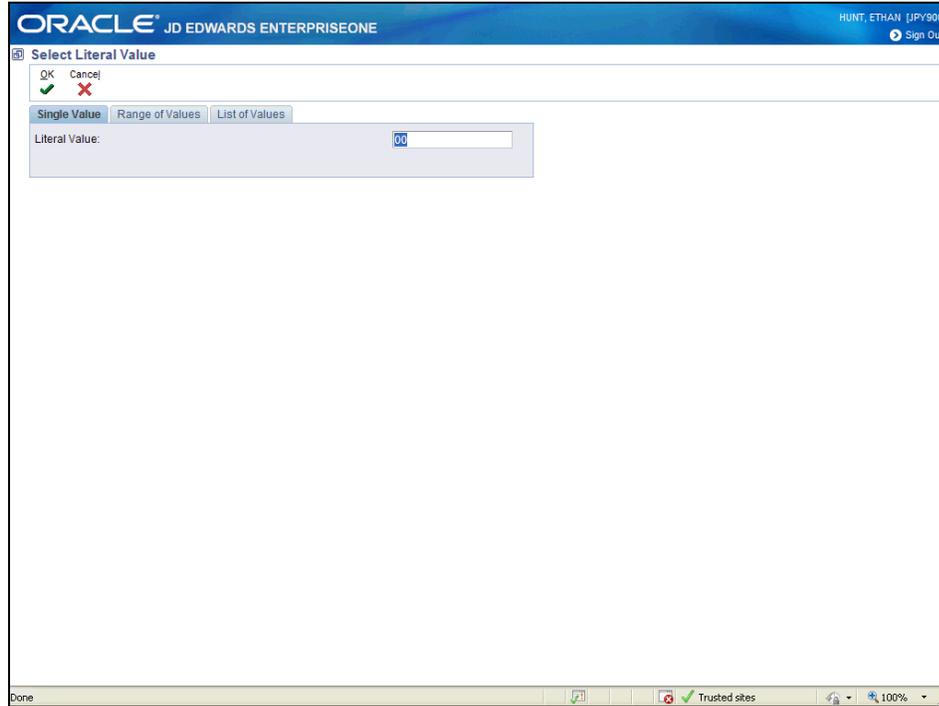
Printing Pre-Audit Verification Report



Step	Action
10.	Click the Right Operand drop down list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> "00" </div>



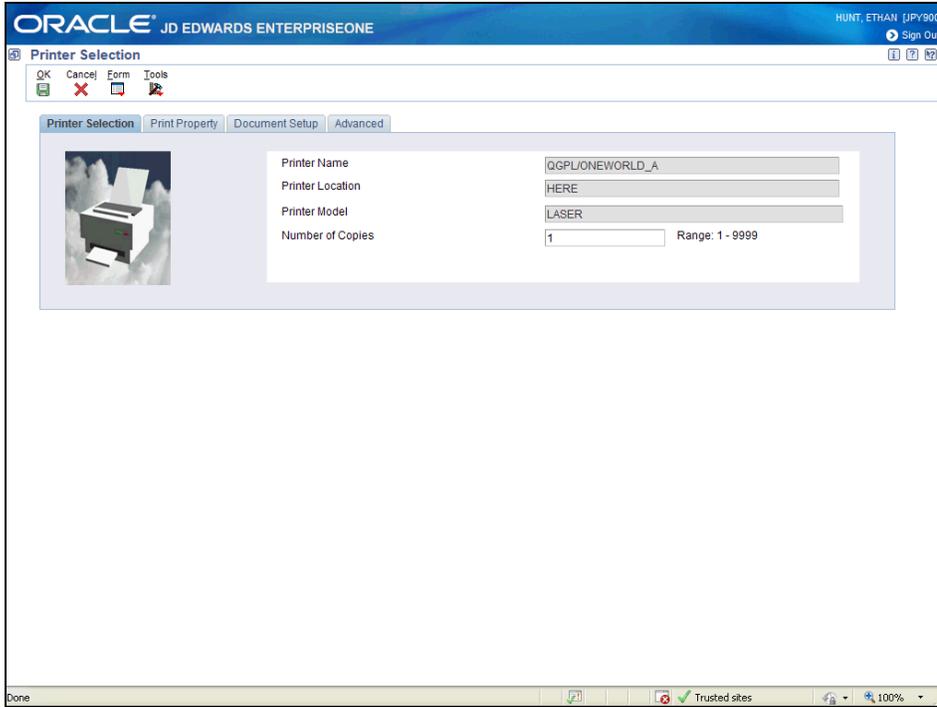
Step	Action
11.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



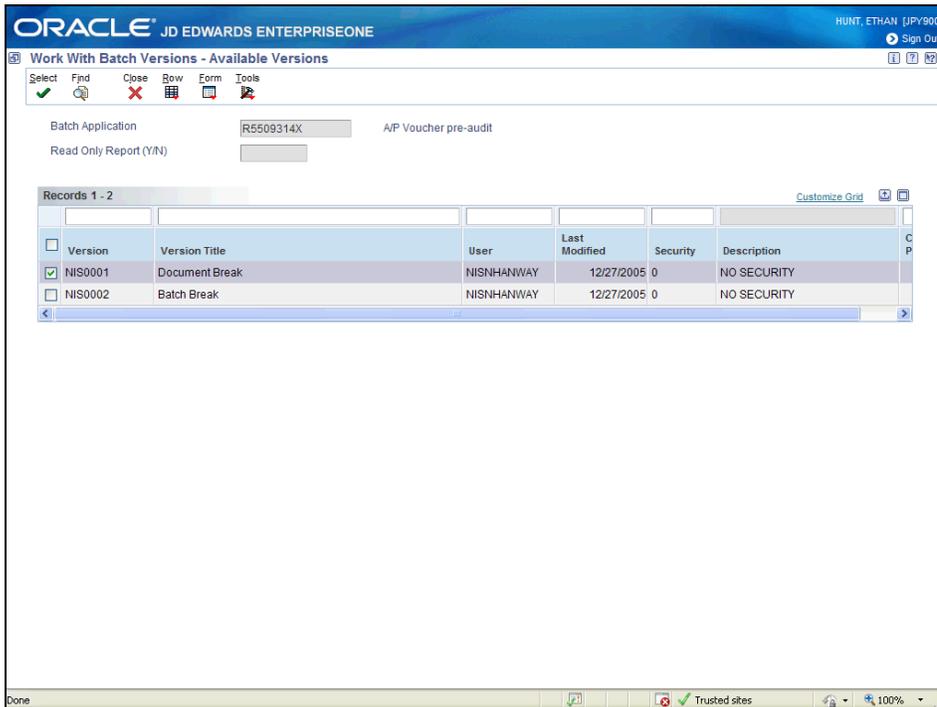
Step	Action
12.	Enter the batch number to be printed.
13.	Click the OK button. <input checked="" type="checkbox"/>
14.	Click the OK button. <input checked="" type="checkbox"/>

Training Guide

Printing Pre-Audit Verification Report



Step	Action
15.	Click the OK button. 



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 work instructions. You have successfully completed this lesson. End of Procedure.