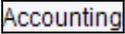
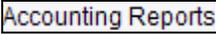
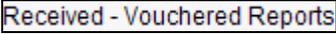
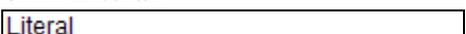
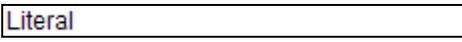


Received Not Vouchered Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounting Reports link. 
5.	Click the Received - Vouchered Reports link. 
6.	Click the Received Not Vouchered Report link. 
7.	Select the version by clicking the check box next to it. 
8.	Click the Select button. 
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.
12.	Click the drop down list in the Right Operand column for the "Agency Number" row. 
13.	Click Literal . 
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. 
17.	Click Literal . 

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. 
21.	Click Literal . 
22.	Enter the desired information into the Literal Value field.
23.	Click the OK button. 
24.	Click the OK button. 
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. 
27.	Click the OK button. 
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_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. End of Procedure.