Received/Vouchered Status 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.

Table of Contents

Received/Vouchered Status Report

Received Voucher Status Report Overview

The Received/Vouchered Status Report provides detailed information about purchase orders. The report output is sorted by agency/division, business unit, and supplier or purchase order number (depending on which version of the report is run). This report can be run for a specific business unit, fund, or entire agency. The following columns are displayed on the report:

• Supplier Number and Name

• Order Number and Type

• Order Fund

• Order Line Number

• Receipt Date

• Quantity and Amount Received

• Quantity and Amount Vouchered

• Quantity and Amount Open

Navigation:

We have listed two ways to navigate to the Received/Vouchered Status Report process. This lesson will be using the Accounting Agencies navigational steps.

Click Roles, Accounts Payable or Procurement. (Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Received/Vouchered Status Order Total –OR- Received/Vouchered Status Supplier Total

OR

Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Received/Vouchered Status Order Total –OR- Received/Vouchered Status Supplier Total

Received Voucher Status Report Lesson

Procedure

In this lesson you will learn how to run the Received Voucher Status Report.

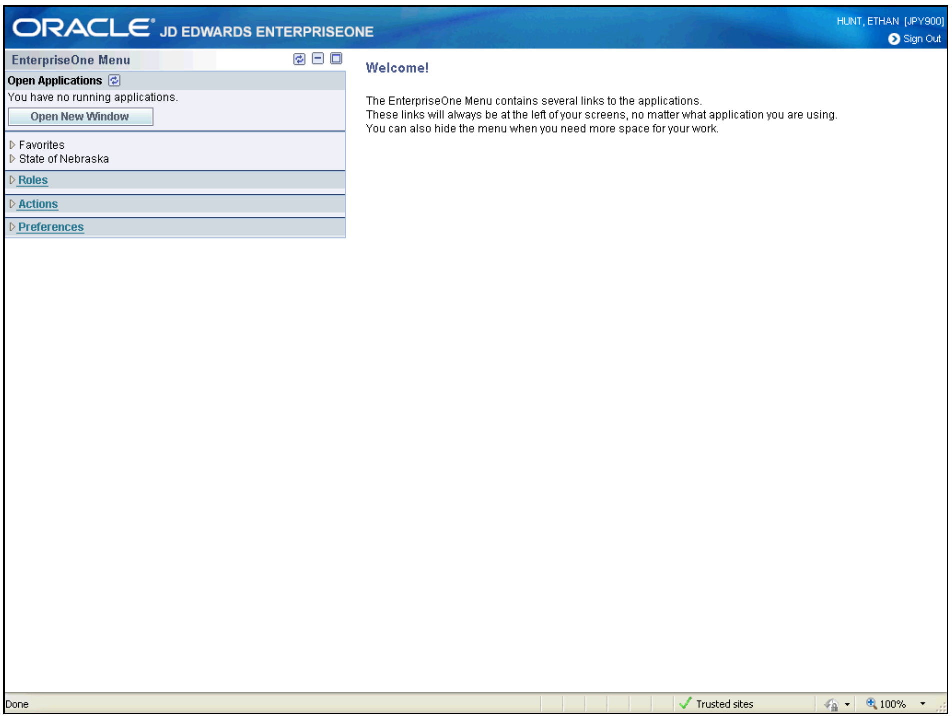
Navigation:

We have listed two ways to navigate to the Received/Vouchered Status Report process. This lesson will be using the Accounts Payable menu path.

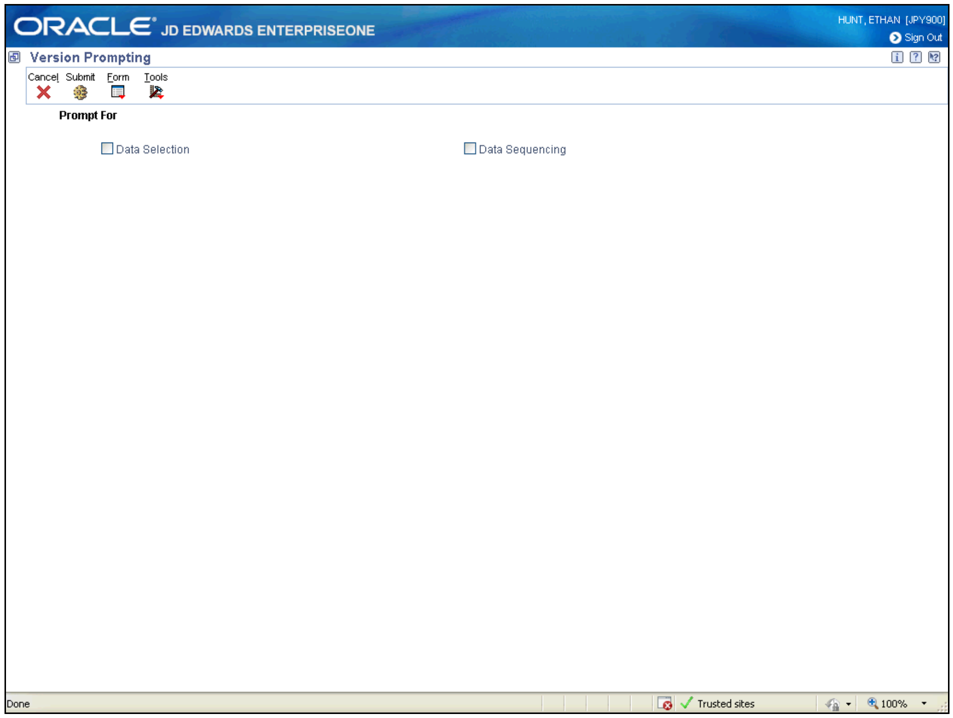
Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Received/Vouchered Status Order Total –OR- Received/Vouchered Status Supplier Total

or

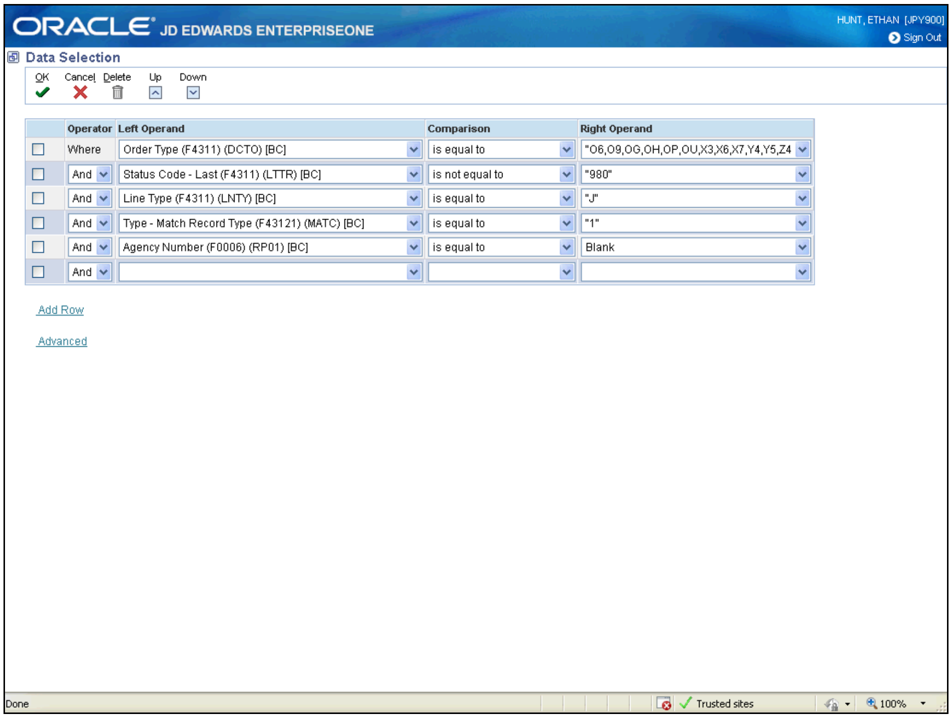
Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Received/Vouchered Status Order Total –OR- Received/Vouchered Status Supplier Total



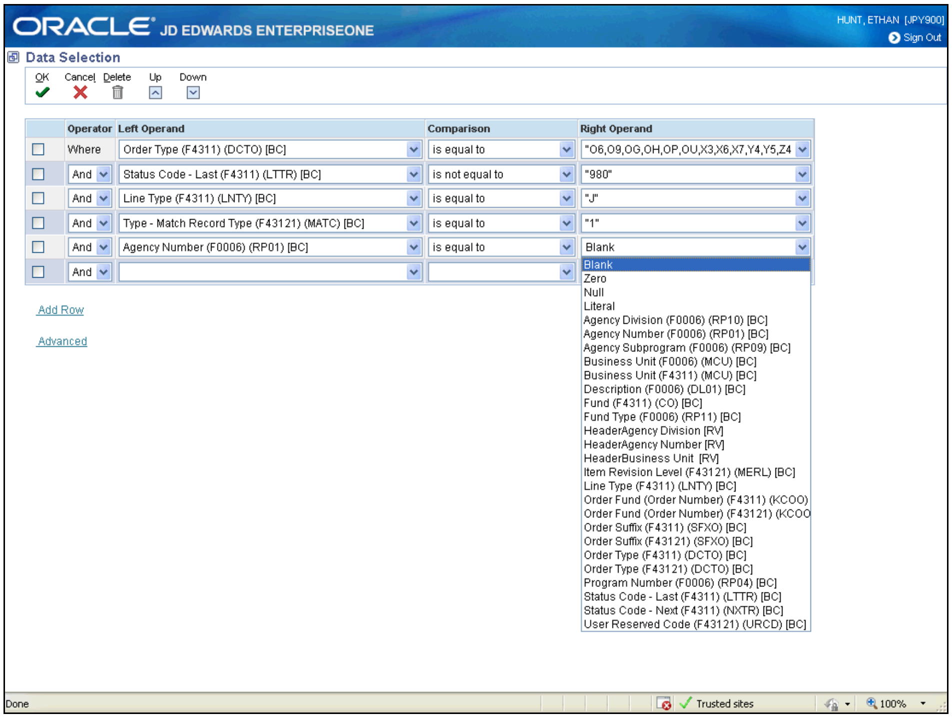
Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Accounts Payable** link. Accounts Payable
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **Accounts Payable Reports** link. Accounts Payable Reports
5.	Click the **Received/Vouchered Status Order Total** link. Received/Vouchered Status Order Total



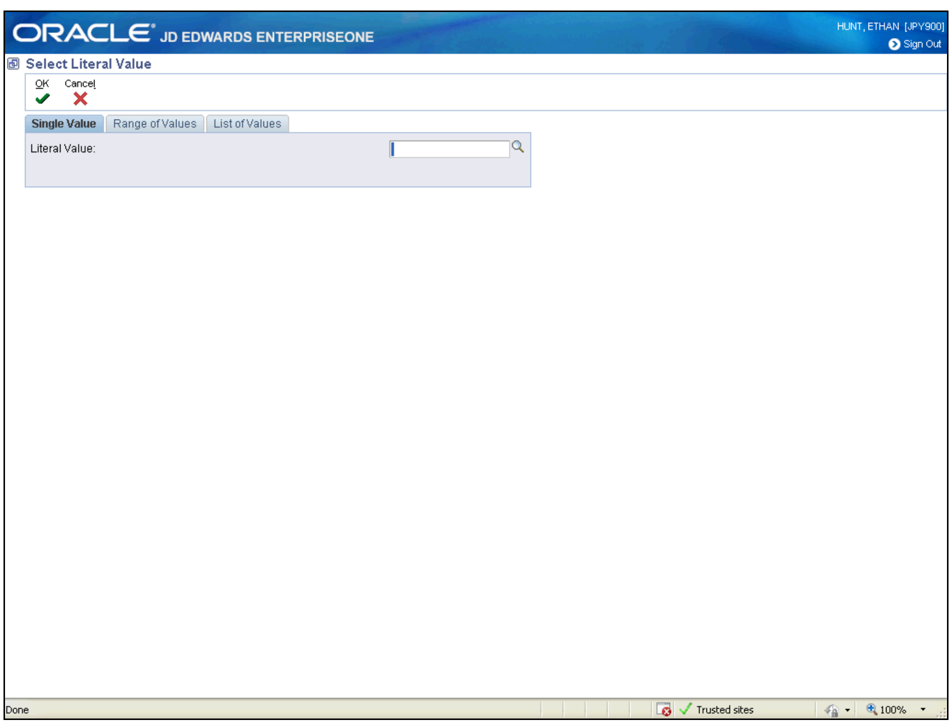
Step	Action
6.	Click the **Data Selection** option. 
7.	Click the **Submit** button. 



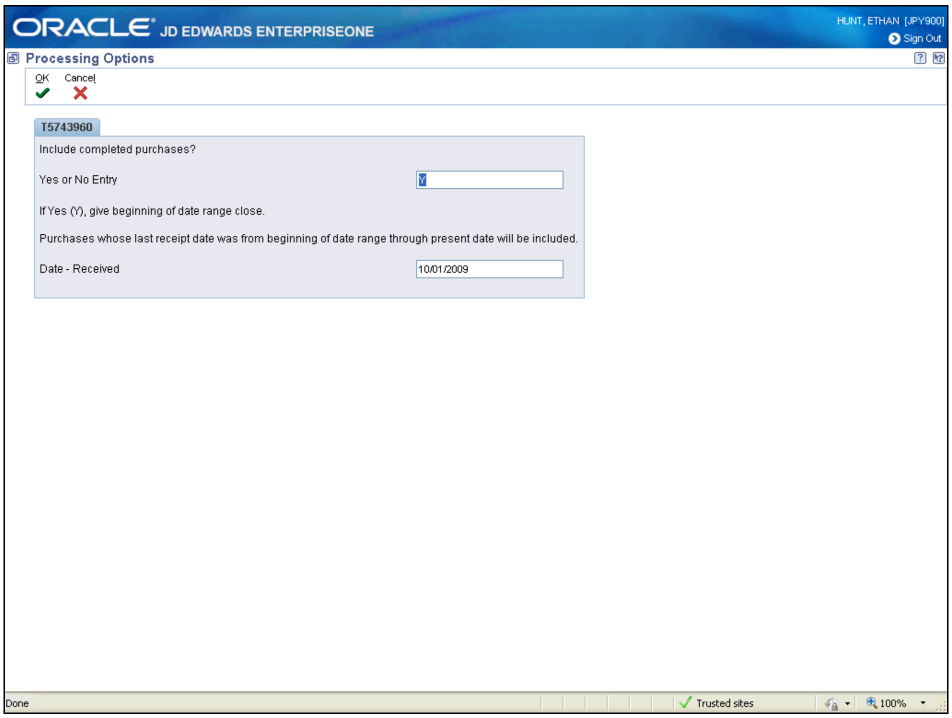
Step	Action
8.	Click the **drop down** list of the Right Operand column for the Agency Number row. 



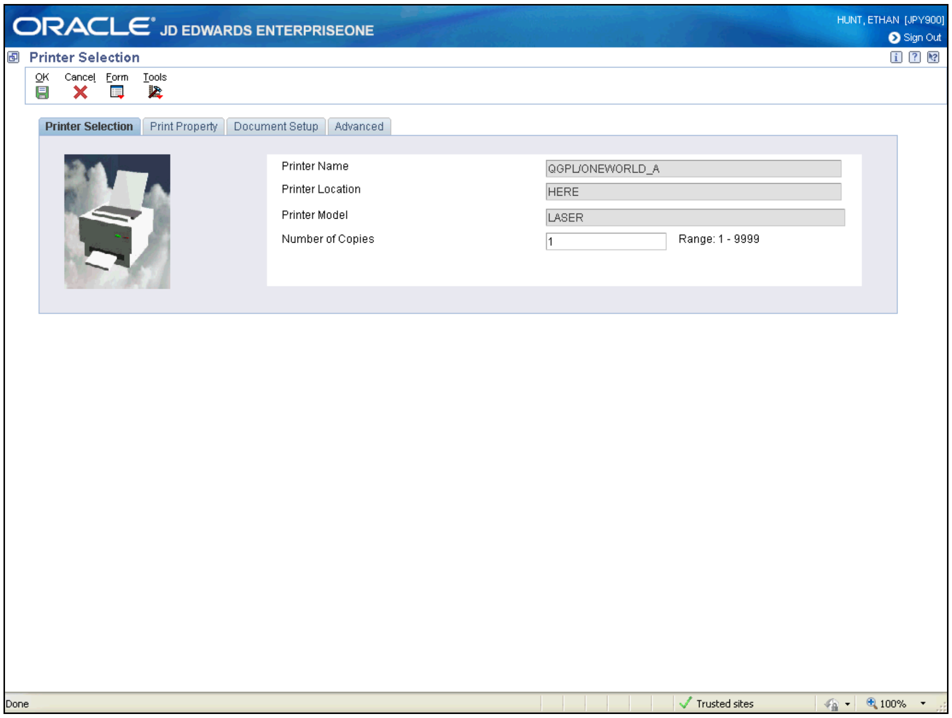
Step	Action
9.	Click the **Literal** list item. Literal



Step	Action
10.	Enter agency number into the **Literal Value** field.
11.	Click the **OK** button.
12.	Click the **OK** button.
13.	Indicate whether or not to include completed Purchase Orders on the report. Enter **Y** for Yes or **N** for No. If yes you will also need to complete the **Date-Received** field



Step	Action
14.	Click the **OK** button.



Step	Action
15.	Click the **OK** button. 
16.	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.**