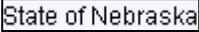
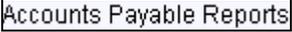


Purchase Card Journal Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounts Payable Reports link. 
5.	Click the Purchase Card Journal link. 
6.	Choose the appropriate version for your agency by clicking the checkbox next to the row. 
7.	Click the Select button. 
8.	Click the Data Selection option. 
9.	Click the Submit button. 
10.	To run this report by GL Date, complete the following information on the first blank row: Left Operand - Date - for G/L (and Voucher) (F0911)(DGJ)[BC] Comparison - is equal to Right Operand - enter the GL date for which to run the report
11.	To run this report by User ID, complete the following information on the next blank row: Left Operand - User ID (F0911)(USER)[BC] Comparison - is equal to Right Operand - enter an employee's user ID
12.	To run this report by Vendor, complete the following information on the next blank row: Left Operand - Address Number (F0911)(AN8)[BC] Comparison - is equal to Right Operand - enter the vendor's address book number

Step	Action
13.	<p>To run this report by Business Unit, complete the following information on the next blank row:</p> <p>Left Operand - Business Unit (F0911)(MCU)[BC] Comparison - is equal to Right Operand - enter the business unit</p>
14.	<p>Click the OK button.</p> 
15.	<p>Click the OK button.</p> 
16.	<p>Click the Close button.</p> 
17.	<p>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.</p> <p>You have successfully completed this lesson. End of Procedure.</p>