Purchase Card Journal Report
Created on 1/20/2010 3:24:00 PM

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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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Purchase Card Journal Report

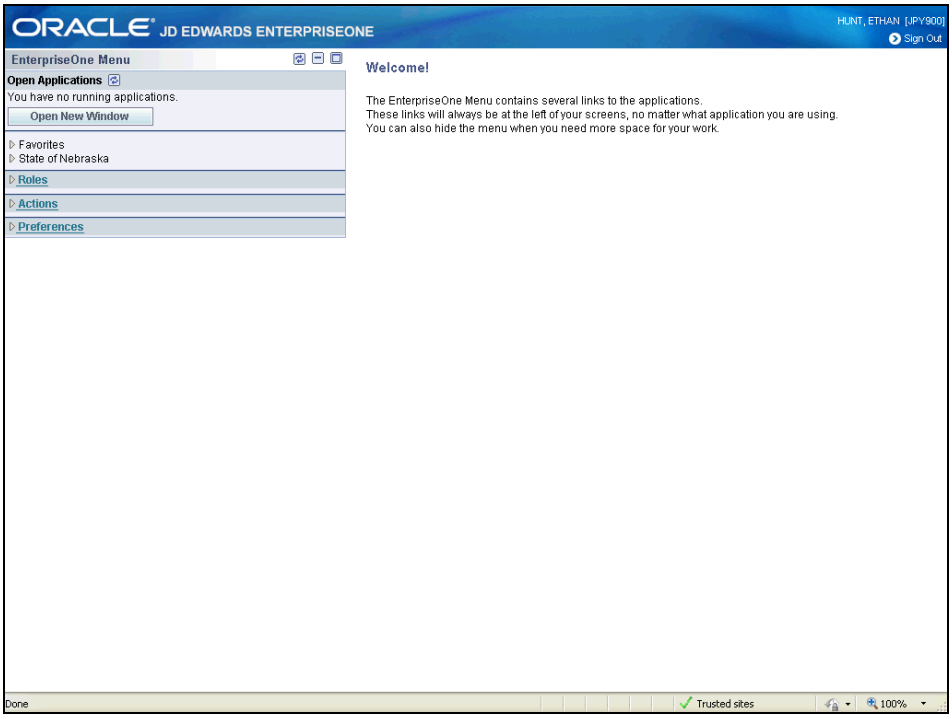
Purchase Card Journal Report Overview

Run this report to review purchases that have been made with the purchasing card. Purchases will appear on the report until a journal entry is posted to move costs from the clearing account.

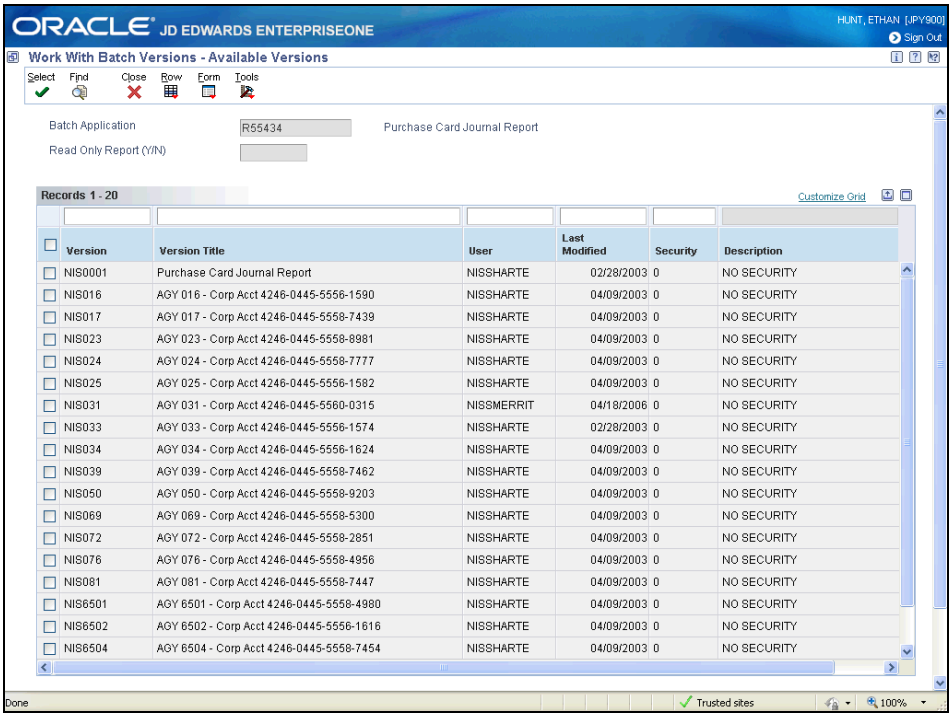
Purchase Card Journal Report Lesson

Procedure

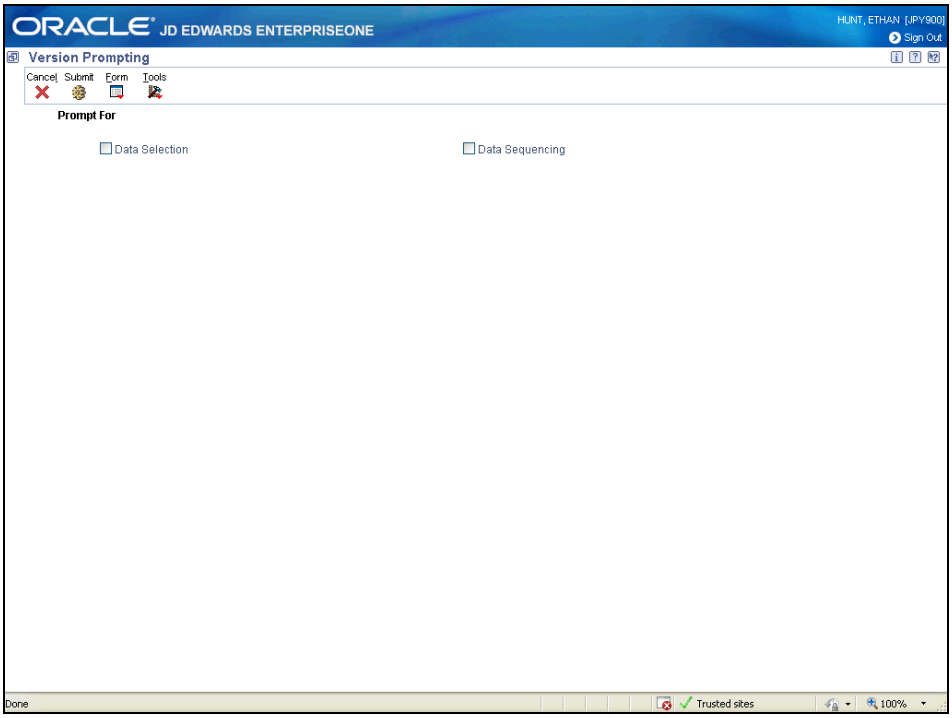
In this lesson you will learn how to run the Purchase Card Journal Report.



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 **Purchase Card Journal** link. Purchase Card Journal

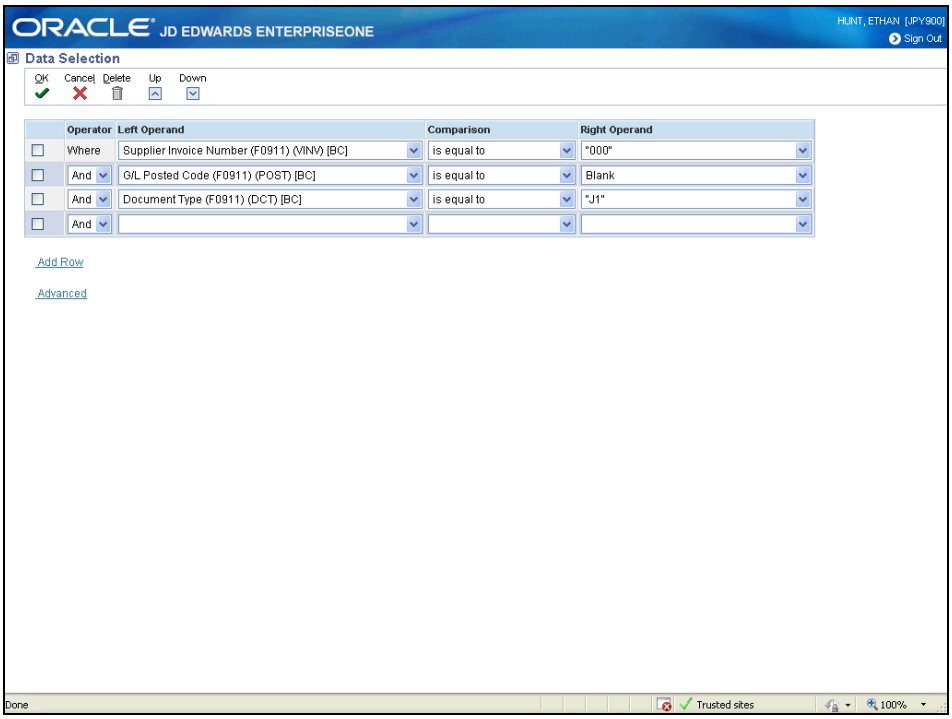


Step	Action
6.	Choose the appropriate version for your agency by clicking the checkbox next to the row.
7.	Click the **Select** button.

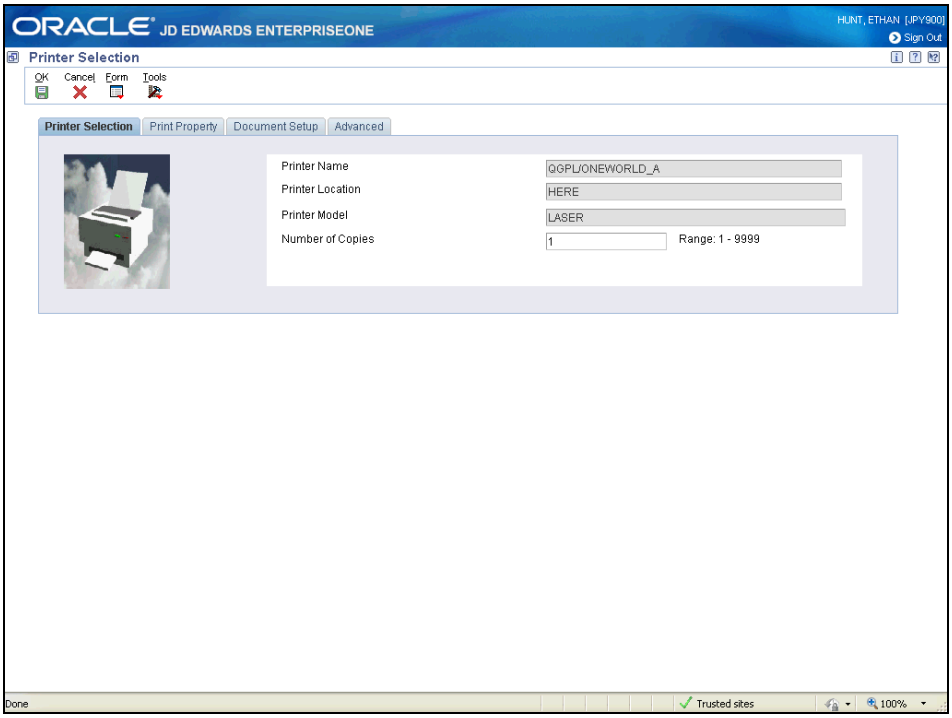


Step	Action
8.	Click the **Data Selection** option.
9.	Click the **Submit** button.
10.	To run this report by GL Date, complete the following information on the first blank row: **Left Operand** - Date - for G/L (and Voucher) (F0911)(DGJ)[BC] **Comparison** - is equal to **Right Operand** - enter the 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

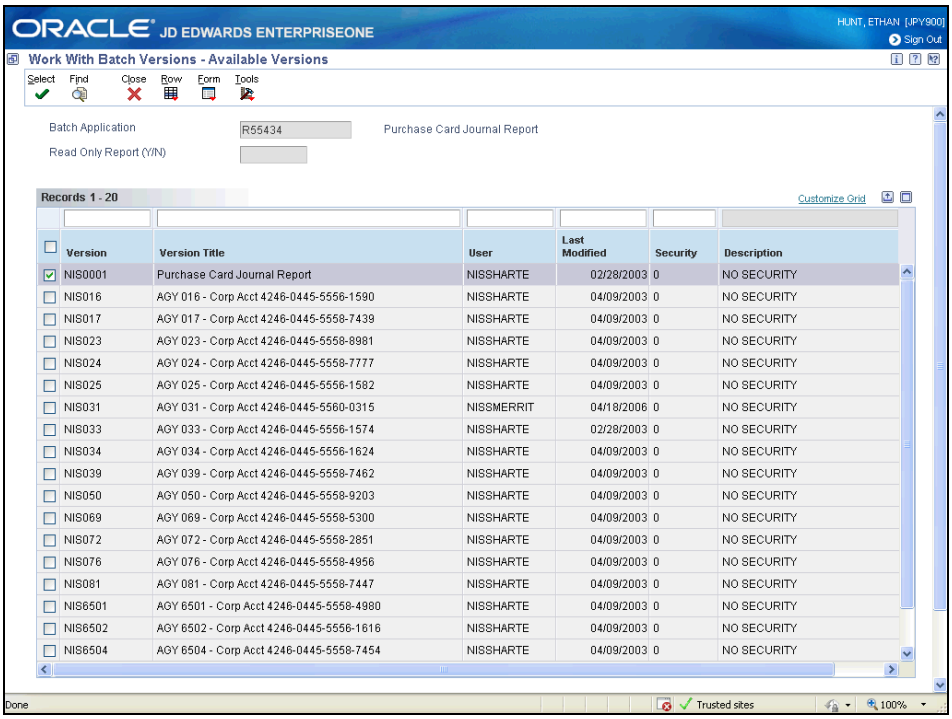
Step	Action
13.	To run this report by Business Unit, complete the following information on the next blank row: **Left Operand** - Business Unit (F0911)(MCU)[BC] **Comparison** - is equal to **Right Operand** - enter the business unit



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



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.**