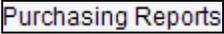
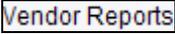
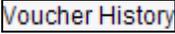
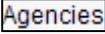


Voucher History with a Purchase Order Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 
5.	Click the Vendor Reports link. 
6.	Click the Voucher History link. 
7.	Click the Agencies link. 
8.	Click the Voucher History with PO link. 
9.	Click the Data Selection option. 
10.	Click the Submit button. 
11.	<p>You can leave the Data Selection as is.</p> <p>To narrow the report to review history and payments made on specific Purchase Order document type(s), complete the following information on the first row (Document Type - Purchase Order):</p> <p>Right Operand - click Literal and then enter the purchase order type(s) for which to run the report.</p> <p>To narrow the report by a specific vendor, complete the following information in the next blank line:</p> <p>Left Operand - Address Number (F0911) (AN8) [BC] Comparison - is equal to Right Operand - click Literal and then enter the supplier address book number.</p>
12.	Click the OK button. 

Step	Action
13.	Enter the date range for which to run the report.
14.	Click the OK button. 
15.	Click the OK button. Note: This report runs in both PDF and CSV formats, but is best reviewed in CSV format. 
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 Training Guides (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html). You have successfully completed this lesson. End of Procedure.