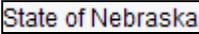
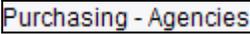
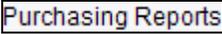
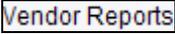
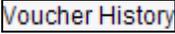
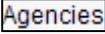


Voucher History without a Purchase Order Lesson

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 without PO link. 
9.	Click the Data Selection option. 
10.	Click the Submit button. 
11.	To narrow the report by a specific vendor, complete the following information in the next blank line: Left Operand - Address Number (F0911) (AN8) [BC] Comparison - is equal to Right Operand – Click Literal and then enter the supplier address book number In this lesson we are not going to narrow the report.
12.	Click the OK button. 
13.	Enter the date range for which to run the report.
14.	Click the OK button. 

Step	Action
15.	<p>Click the OK button.</p> <p>Note: This report runs in both PDF and CSV formats, but is best reviewed in CSV format.</p> 
16.	<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 Training Guides (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html).</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>