Voucher History without a Purchase Order

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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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Voucher History without a Purchase Order Lesson 1

Voucher History without a Purchase Order

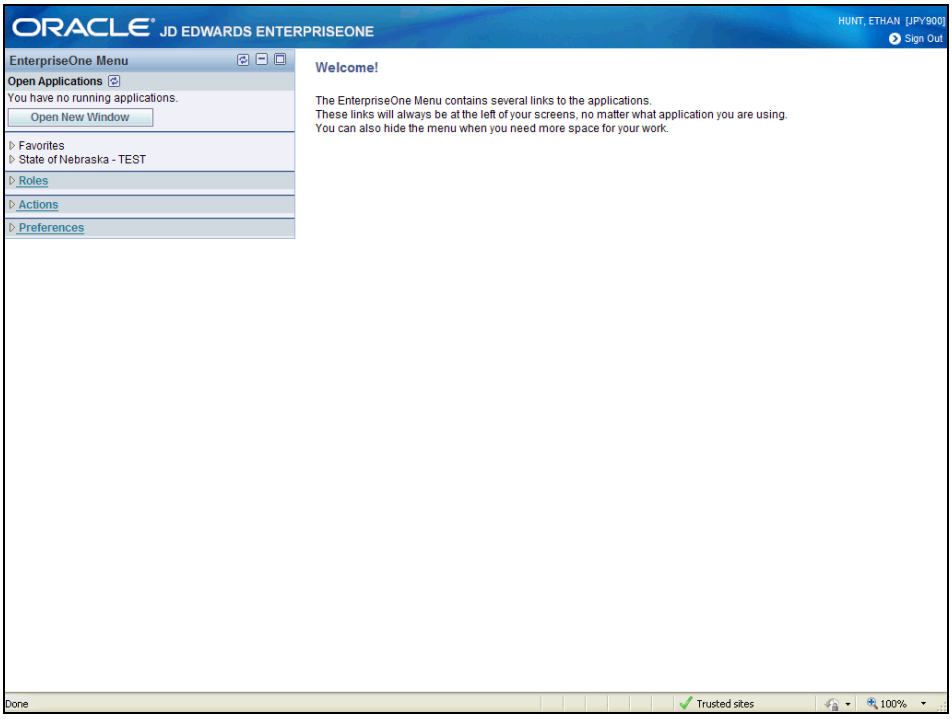
Voucher History without a Purchase Order Overview

Run this report for a history of payments to vendors without purchase orders. This report shows vendor, amount, description, fund type, and agency.

Voucher History without a Purchase Order Lesson

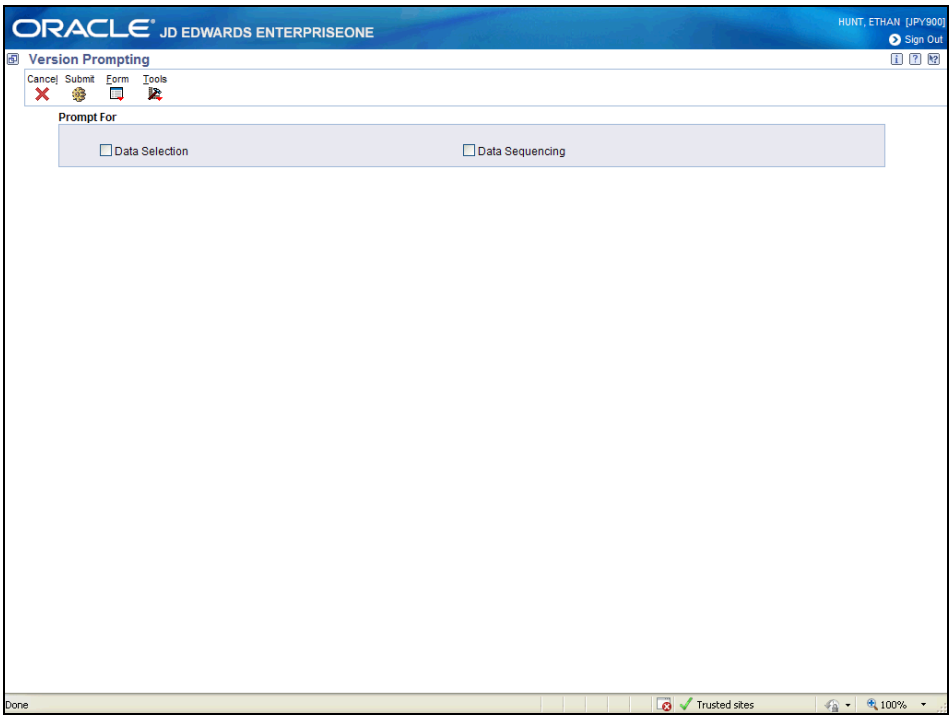
Procedure

In this lesson you will learn how to run the Voucher History without a Purchase Order Report.

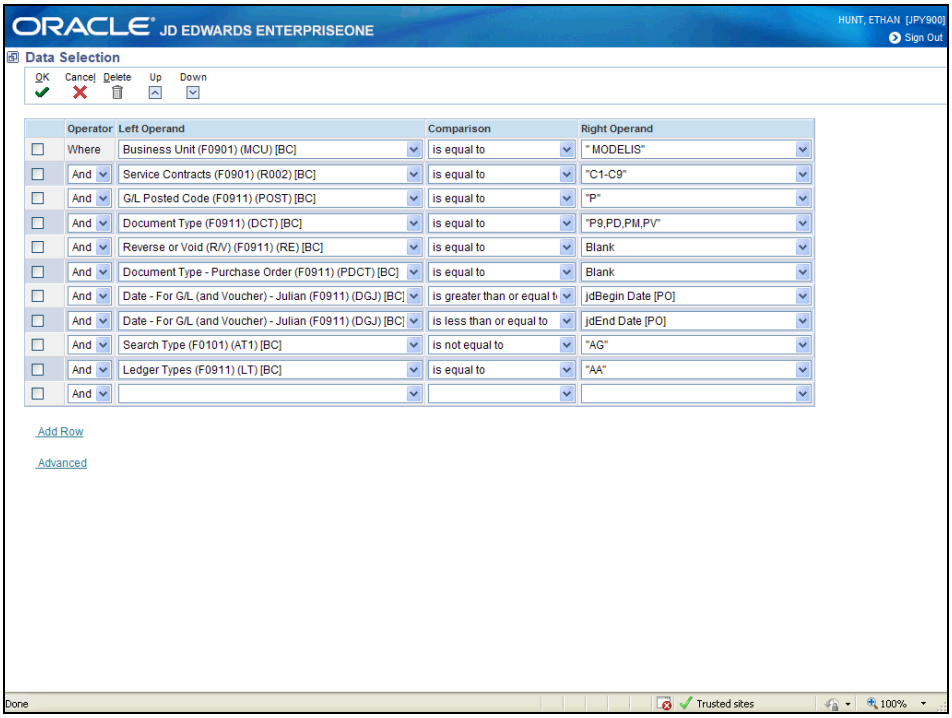


Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Purchasing - Agencies** link. Purchasing - Agencies
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **Purchasing Reports** link. Purchasing Reports
5.	Click the **Vendor Reports** link. Vendor Reports

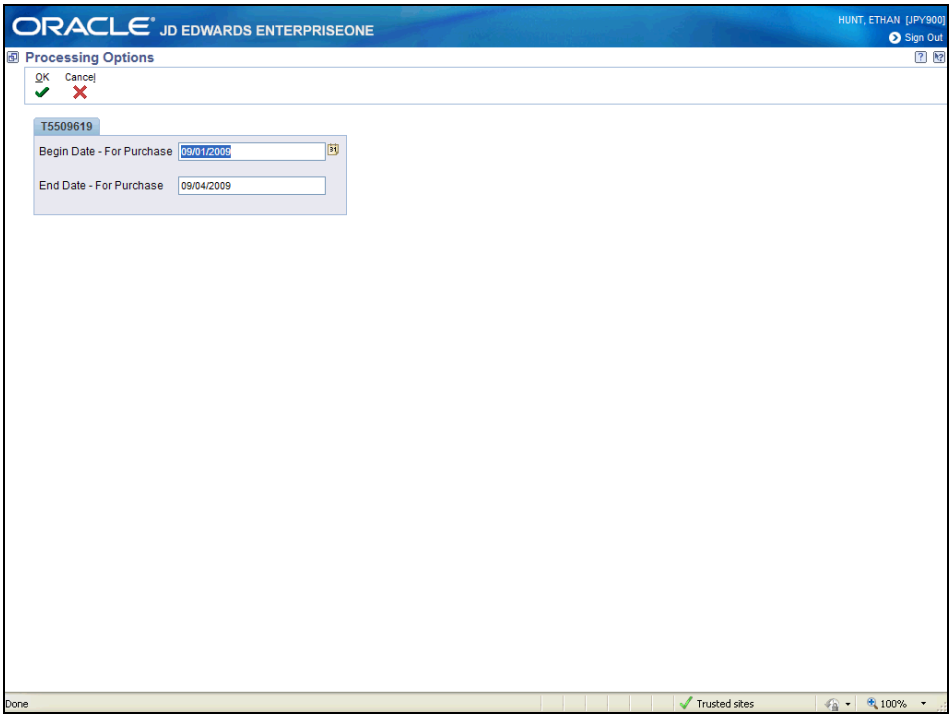
Step	Action
6.	Click the **Voucher History** link. Voucher History
7.	Click the **Agencies** link. Agencies
8.	Click the **Voucher History without PO** link. Voucher History without PO



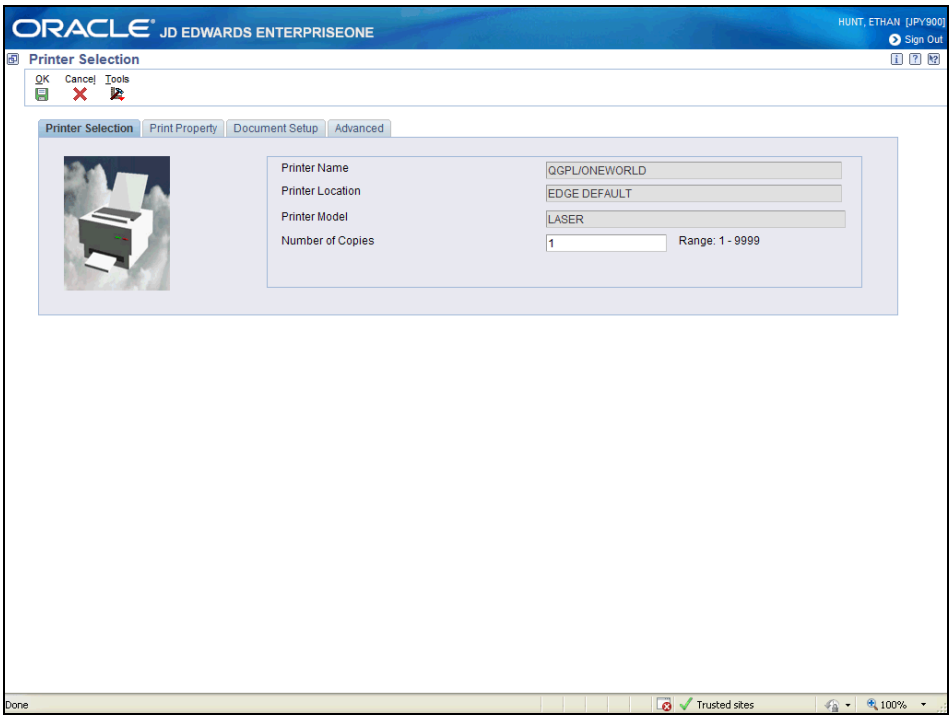
Step	Action
9.	Click the **Data Selection** option. ☐
10.	Click the **Submit** button.
11.	To narrow the report by a specific vendor, complete the following information in the next blank line: **Left Operand** - Address Number (F0911) (AN8) [BC] **Comparison** - is equal to **Right Operand** – Click Literal and then enter the supplier address book number In this lesson we are not going to narrow the report.



Step	Action
12.	Click the **OK** button.
13.	Enter the date range for which to run the report.



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



Step	Action
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.**