

📄 Printing Pre-audit Verification Report

Overview

Agencies should generate this report to facilitate the pre-audit process. It not only shows specific voucher data including alternate payee and handling code, but will also print warnings of possible problems with the individual vouchers.

The Payables, Voucher Processing, Pre-audit Verification Report menu option enables users to choose the vouchers they want to print.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

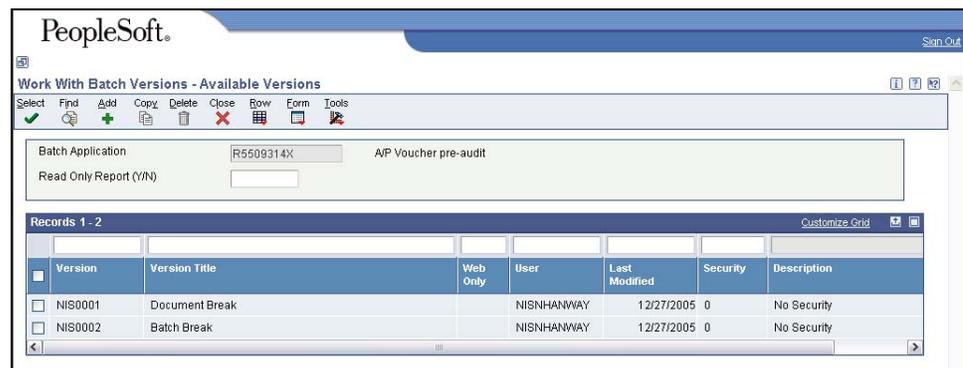
Navigation

Click Roles, Accounts Payable.
(Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

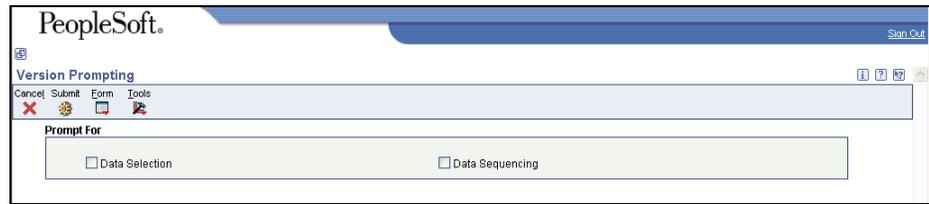
Accounts Payable > Voucher Processing > Voucher Entry > Voucher Pre-Audit Report

Steps

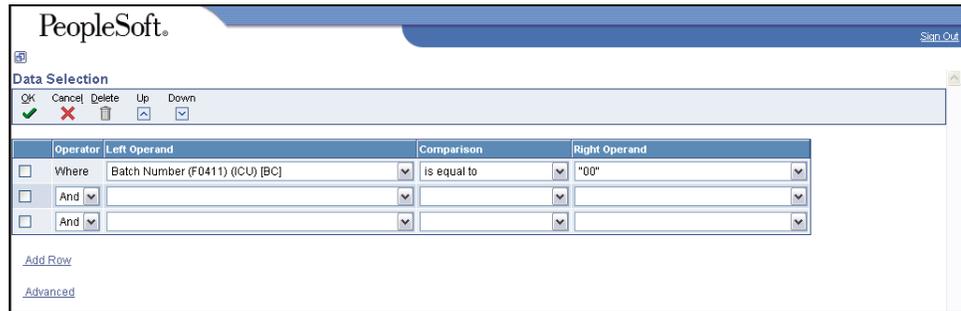
Start this instruction from the Work with Batch Versions – Available Versions window.



1. Choose version NIS0001.
2. Click **Select**. The Version Prompting window appears.



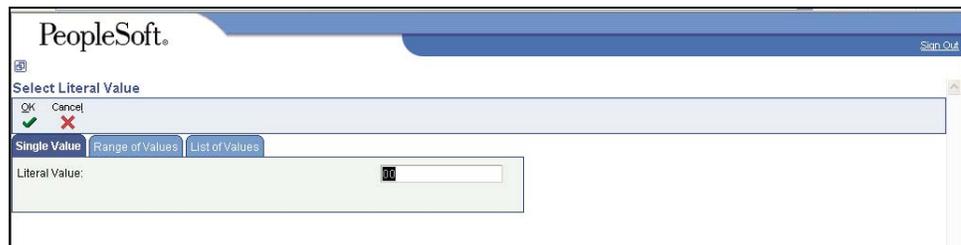
3. Choose the **Data Selection** option.
4. Click **Submit** to display the Data Selection window.



5. Complete or change the following to identify the voucher(s) to print:

- Operator – Where.
- Left Operand – Batch Number.
- Comparison – is equal to.
- Right Operand – Choose **Literal**.

 Selecting Literal for the Right Operand automatically opens the Select Literal Value window.



6. Enter the batch number to be printed.
7. Click **OK** to return to the Data Selection window.
8. Click **OK** to accept the data selections and display the Printer Selection window.



PeopleSoft®

Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced

Printer Name: GOPLONEWORLD_A

Printer Location: HERE

Printer Model: LASER

Number of Copies: 1 Range: 1 - 9999

9. Verify the printer data.
 10. Click **OK**.
 11. Click **Close** to return the menu.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions in the System Basics Training Manual. Choose the Job Details to view (R5509314X_...) once the Description is "Done".