

Received/Vouchered Status Report

Overview

The Received/Vouchered Status Report provides detailed information about purchase orders. The report output is sorted by agency/division, business unit, and supplier or purchase order number (depending on which version of the report is run). This report can be run for a specific business unit, fund, or entire agency. The following columns are displayed on the report:

- Supplier Number and Name
- Order Number and Type
- Order Fund
- Order Line Number
- Receipt Date
- Quantity and Amount Received
- Quantity and Amount Vouchered
- Quantity and Amount Open

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

Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Received/Vouchered Status Order Total –OR- Received/Vouchered Status Supplier Total

OR

Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Received/Vouchered Status Order Total –OR- Received/Vouchered Status Supplier Total

Steps

Start this instruction from the Version Prompting window.

PeopleSoft. Sign Out

Version Prompting Help | ? | X

Cancel Submit Form Tools

Prompt For

Data Selection Data Sequencing

1. Choose Data Selection, click **Submit**. The Data Selection window appears.

PeopleSoft. Sign Out

Data Selection OK | Cancel | Delete | Up | Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Order Type (F4311) (DCTO) [BC]	is equal to	*06,09,0C,0H,0P,0U,X3,X8,X7,Y4,Y5,Z4
<input type="checkbox"/>	And Status Code - Last (F4311) (LTTR) [BC]	is not equal to	"999"
<input type="checkbox"/>	And Line Type (F4311) (LNTY) [BC]	is equal to	"J"
<input type="checkbox"/>	And Type - Match Record Type (F43121) (MATC) [BC]	is equal to	"1"
<input type="checkbox"/>	And Agency Number (F0006) (RP01) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

Add Row
Advanced

2. On the fifth row (Agency), complete the following information:

- Right Operand – enter the 3-digit agency number

To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

Do not change the first four rows of data selection.

To run this report for a specific **business unit**, complete the following information in the next blank row:

- Operator - And
- Left Operand - Business Unit (F0006)(MCU)[BC]
- Comparison - is equal to
- Right Operand - enter the business unit

To run this report for a specific **fund**, complete the following information in the next blank row:

- Operator - And
- Left Operand - Fund (F43121)(CO)[BC]
- Comparison - is equal to
- Right Operand - enter the fund

3. Click **OK**. The Processing Options window appears.

PeopleSoft

Processing Options

15743960

Include completed purchases?

Yes or No Entry

If Yes (Y), give beginning of date range close.

Purchases whose last receipt date was from beginning of date range through present date will be included.

Date - Received: 10/31/2006

4. Indicate whether or not to include completed Purchase Orders on the report.
5. Click **OK**. The Printer Selection window appears.

PeopleSoft

Printer Selection

Printer Selection | Print Property | Document Setup | Advanced

Printer Name: GOPL/ONEWORLD_A

Printer Location: HERE

Printer Model: LASER

Number of Copies: 1 Range: 1 - 9999

6. Click **OK**. The Work with Batch Version – Available Versions window appears.
7. Click **Close**.
-  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. Choose the Job Details to view (R5743960 _...) once the Description is "Done".
-  Please see examples of the two reports below.

Date - 11/06/06
 Time - 10:22:38
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STATE OF NEBRASKA
 Received/Vouchered Status Report
 Order Totals

R5743960A
 NIS0002
 Agency Number 065 DEPT OF ADM SERVICES
 Agency Division 001

Supplier	Name	Order Number	Order TY	Fund	Line Number	Receipt Date	Quantity Received	Amount Received	Quantity Vouchered	Amount Vouchered	Quantity Open	Amount Open
Business Unit	65010003 ADMIN REVOLVING FUND											
Agency Division Total	065 DEPT OF ADM SERVICES					Agency Division	001					
Business Unit	65023506 NIS PROJECT											
Business Unit	65025000 ADMINISTRATION											
500251	BURKLEY ENVELOPE, WAHOO	83492	OG	56650	1.000						180.0000	2,550.60
		83492	OG									2,550.60
507000	AMERICAN MINORITY BUSINESS FOR	117684	OG	56650	1.000						34.0000	2,550.60
		117684	OG									1,591.20
												1,591.20
	AMERICAN MINORITY BUSINESS FORMS											
Business Unit	65025009 NIS											
500771	HP HEWLETT PACKARD COMPANY	115161	O6	56650	1.000						5.0000	3,220.00
500771	HP HEWLETT PACKARD COMPANY	115161	O6	56650	2.000						1.0000	328.00
500771	HP HEWLETT PACKARD COMPANY	115161	O6	56650	3.000						4.0000	1,312.00
		115161	O6									1,580.00
500771	HP HEWLETT PACKARD COMPANY	121737	O6	56650	1.000						100.0000	6,800.00
		121737	O6									6,800.00
	HP HEWLETT PACKARD COMPANY											
503605	ASAP SOFTWARE EXPRESS INC	107703	O6	56650	1.000						2.0000	8,380.00
		107703	O6									271.92
												271.92
	ASAP SOFTWARE EXPRESS INC											
506223	KALOS GROUP INC	103739	O6	56650	1.000	07/10/06	750.0000	750.00	750.0000	750.00		
506223	KALOS GROUP INC	103739	O6	56650	1.000	08/18/06	812.5000	812.50	812.5000	812.50		
506223	KALOS GROUP INC	103739	O6	56650	1.000	08/21/06	1125.0000	1,125.00	1125.0000	1,125.00		
506223	KALOS GROUP INC	103739	O6	56650	1.000	08/28/06	375.0000	375.00	375.0000	375.00	8187.5000	8,187.50
		103739	O6					3,062.50		3,062.50		8,187.50
								3,062.50		3,062.50		8,187.50
	KALOS GROUP INC											
540555	ORACLE USA INC	77785	O9	56650	1.000	02/15/06	30101.9600	30,101.96	30101.9600	30,101.96		
540555	ORACLE USA INC	77785	O9	56650	1.000	03/07/06	98253.8400	98,253.84	98253.8400	98,253.84		
540555	ORACLE USA INC	77785	O9	56650	1.000	06/08/06	98253.8400	98,253.84	98253.8400	98,253.84		
540555	ORACLE USA INC	77785	O9	56650	1.000	06/14/06	98253.8400	98,253.84	98253.8400	98,253.84	13,136.57	13,136.57

STATE OF NEBRASKA										Date -		
Received/Vouchered Status Report										Time -		
Supplier Totals										Page -		
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Supplier	Name	Order Number	Order Ty	Order Fd	Order Line	Receipt Date	Quantity Received	Amount Received	Quantity Vouchered	Amount Vouchered	Quantity Open	Amount Open
500075	ADVANCED NETWORK TECHNOLOGIES	46148	O9	56650	1.000	08/31/05	20.0000	2,500.00			20.0000	2,500.00
500075	ADVANCED NETWORK TECHNOLOGIES	46148	O9	56650	1.000	07/12/05	60.0000	7,500.00			60.0000	7,500.00
500075	ADVANCED NETWORK TECHNOLOGIES	46162	O9	56650	1.000	10/19/05	2.0000	300.00			2.0000	300.00
500075	ADVANCED NETWORK TECHNOLOGIES	46173	OP	56650	1.000	10/25/05	5.0000	75.00			5.0000	75.00
ADVANCED NETWORK TECHNOLOGIES												
500620	DBJ OFFICE PRODUCTS	46340	OP	56650	1.000	06/25/05	1.0000	25.00			1.0000	25.00
500620	DBJ OFFICE PRODUCTS	46340	OP	56650	2.000	06/25/05	3.0000	150.00			3.0000	150.00
DBJ OFFICE PRODUCTS												
502470	DELL MARKETING - PURCHASE ORDERS	46354	OP	56650	1.000	05/17/05	1.0000	175.00			1.0000	175.00
DELL MARKETING - PURCHASE ORDERS												
506520	PEOPLESOFT USA - PURCHASE ORDERS	46183	O9	56650	1.000	11/01/05	40.0000	4,980.00			40.0000	4,980.00
506520	PEOPLESOFT USA - PURCHASE ORDERS	46279	O9	56650	1.000	12/14/05	20.0000	3,370.00			20.0000	3,370.00
506520	PEOPLESOFT USA - PURCHASE ORDERS	46279	O9	56650	1.000	12/14/05	20.0000	3,370.00			20.0000	3,370.00
506520	PEOPLESOFT USA - PURCHASE ORDERS	46279	O9	56650	1.000	12/14/05	20.0000	3,370.00			20.0000	3,370.00
506520	PEOPLESOFT USA - PURCHASE ORDERS	46279	O9	56650	1.000	12/14/05	2.0000	337.00			2.0000	337.00
PEOPLESOFT USA - PURCHASE ORDERS												
NIS											15,427.00	15,427.00
Agency Division Total 065 DEPT OF ADM SERVICES											28,321.12	28,321.12
Agency Total 065 DEPT OF ADM SERVICES											28,321.12	28,321.12