

Purchase Card Journal Report (R55434)

Overview

Run this report to review purchases that have been made with the purchasing card. Purchases will appear on the report until a journal entry is posted to move costs from the clearing account.

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 Apply Roles, choose Accounts Payable.)

Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Purchase Card Journal

Steps

Run the Purchase Card Journal Report

Start this instruction from the Available Versions window.



The screenshot shows the PeopleSoft interface for the 'Available Versions' window. The title bar reads 'PeopleSoft' and 'Work With Batch Versions - Available Versions'. Below the title bar is a menu bar with options: Select, Find, Add, Copy, Delete, Close, Row, Form, Tools. The main area contains a 'Batch Application' field with the value 'R55434' and a 'Read Only Report (Y/N)' field. Below this is a table with columns: Version, Version Title, Web Only, User, Last Modified, Security, Description, and Client Platform. The table lists several versions of the report, each with a checkbox in the 'Version' column.

Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/>	NIS0001 - Purchase Card Journal Report		NISSHARTE	02/28/2003	0	NO SECURITY	
<input type="checkbox"/>	NIS016 - AGY 016 - Corp Acct 4246-0445-5558-1580		NISSHARTE	04/09/2003	0	NO SECURITY	
<input type="checkbox"/>	NIS017 - AGY 017 - Corp Acct 4246-0445-5558-7439		NISSHARTE	04/09/2003	0	NO SECURITY	
<input type="checkbox"/>	NIS023 - AGY 023 - Corp Acct 4246-0445-5558-8981		NISSHARTE	04/09/2003	0	NO SECURITY	
<input type="checkbox"/>	NIS024 - AGY 024 - Corp Acct 4246-0445-5558-7777		NISSHARTE	04/09/2003	0	NO SECURITY	
<input type="checkbox"/>	NIS025 - AGY 025 - Corp Acct 4246-0445-5558-1582		NISSHARTE	04/09/2003	0	NO SECURITY	
<input type="checkbox"/>	NIS021 - AGY 021 - Corp Acct 4246-0445-5560-0315		NISSMERRIT	04/18/2006	0	NO SECURITY	
<input type="checkbox"/>	NIS033 - AGY 033 - Corp Acct 4246-0445-5558-1574		NISSHARTE	02/28/2003	0	NO SECURITY	
<input type="checkbox"/>	NIS034 - AGY 034 - Corp Acct 4246-0445-5558-1624		NISSHARTE	04/09/2003	0	NO SECURITY	
<input type="checkbox"/>	NIS039 - AGY 039 - Corp Acct 4246-0445-5558-7462		NISSHARTE	04/09/2003	0	NO SECURITY	

1. Choose the appropriate version for your agency by placing a checkmark to the left of the row.
2. Click **Select**. The Version Prompting window appears.

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

Operator	Left Operand	Comparison	Right Operand	
<input type="checkbox"/>	Where	Supplier Invoice Number (F0911) (VINV) [BC]	is equal to	*424604455600315*
<input type="checkbox"/>	And	GL Period Code (F0911) (POST) [BC]	is equal to	Blank
<input type="checkbox"/>	And	Document Type (F0911) (DCT) [BC]	is equal to	*J1*
<input type="checkbox"/>	And			

4. To run this report by **GL Date**, complete the following information on the first blank row:

- Left Operand - Date - for G/L (and Voucher) (F0911)(DGJ)[BC]
- Comparison - is equal to
- Right Operand - enter the GL date for which to run the report

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.

To run this report by **User ID**, complete the following information on the next blank row:

- Left Operand - User ID (F0911)(USER)[BC]
- Comparison - is equal to
- Right Operand - enter an employee's user ID

To run this report by **Vendor**, complete the following information on the next blank row:

- Left Operand - Address Number (F0911)(AN8)[BC]
- Comparison - is equal to
- Right Operand - enter the vendor's address book number

To run this report by **Business Unit**, complete the following information on the next blank row:

- Left Operand - Business Unit (F0911)(MCU)[BC]
- Comparison - is equal to
- Right Operand - enter the business unit

5. Click **OK**. The Printer Selection window will appear.



PeopleSoft.

Printer Selection

OK Cancel Print Tools

Printer Selection Print Property Document Setup Advanced

Printer Name: GGPUONEWORLD_A

Printer Location: HERE

Printer Model: LABER

Number of Copies: 1 Range: 1 - 9999

6. Click **OK** to run the report and return to 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. Choose the Job Details to view (R55434 _....) once the Description is "Done".