Received Not Vouchered Report (R5509699)

Overview

The Received Not Vouchered report is good for analyzing Purchase Order activity. You can run the report for a particular fund, purchase order, and/or a designated period of time.

There are 2 available versions of this report. One version shows purchase orders with non-zero totals only and the second versions displays purchase orders with zero and non-zero totals.

This work instruction shows how to run the Received Not Vouchered report.

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

Accounting - Agencies > Inquiries & Reports > Accounting Reports > Received - Vouchered Reports > Received Not Vouchered Report

OR

Accounts Payable > Inquiries & Reports > Accounts Payable Reports > Received Not Vouchered Report

OR

Budget - Agencies > Inquiries & Reports > General Accounting Reports > Received - Vouchered Reports > Received Not Vouchered Report

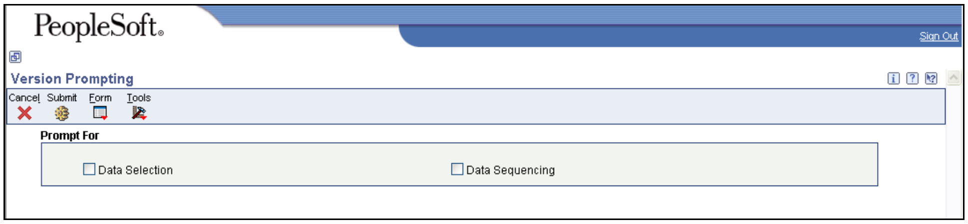
OR

Purchasing - Agencies > Inquiries & Reports > Accounts Payable Reports > Received Not Vouchered Report

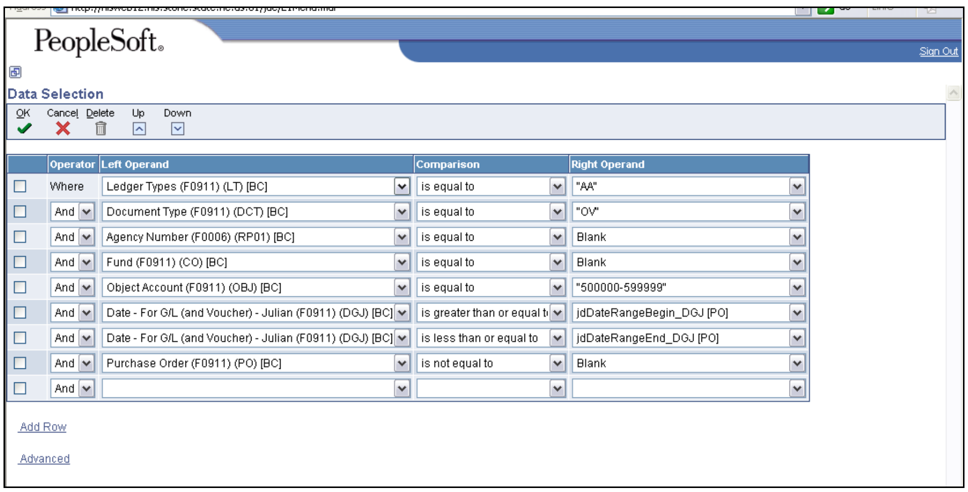
Steps

Run the Received not Vouchered Report

Start this instruction from the Version Prompting window.



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



2. To change the fund and agency, choose **Literal** on the Right Operand pull-down menu in that row. The Enter Literal Value window appears.

   Do not change Data Selection other than agency, fund, or purchase order. Changing rows other than these listed above will cause erroneous results.

3. Enter the appropriate fund and agency and click **OK**.

   A specific purchase order can also be entered to further narrow the scope of the report. Change "Comparison" field to "is equal to" and enter the purchase order number in the "Right Operand" field by choosing Literal on the Right Operand pull-down menu. (i.e. purchase order = 33425, enter 00033425 in the data selection. The purchase order field is 8 digits and must be front filled with zeros)

4. Click **OK** to return to the Data Selection window.

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

6. Enter the date range for which you want to run the report (7/1/04 – 2/15/05, in this example).

Generally, this report should be run from 3/1/2003 to the selected date.

7. Click **OK**. The Printer Selection window appears.
8. Click **OK**. You will return to the menu.

View the report via Submit Job or View Job Status at the top of the screen.