

Viewing Open Receipts by Supplier (Accounting)

Overview

NIS allows you to view orders received and not voucher/matched against. When an order is received, the first accounting transactions are created and made available to be posted to the general ledger. A typical entry for a receipt will be a debit to the account being charged (for inventory this is an inventory account) and a credit to an account reserved for "Received not Vouchered". Purchase price variances are also tracked as a credit.

This work instruction shows how to [View Open Receipts by Supplier](#).

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, Inventory.

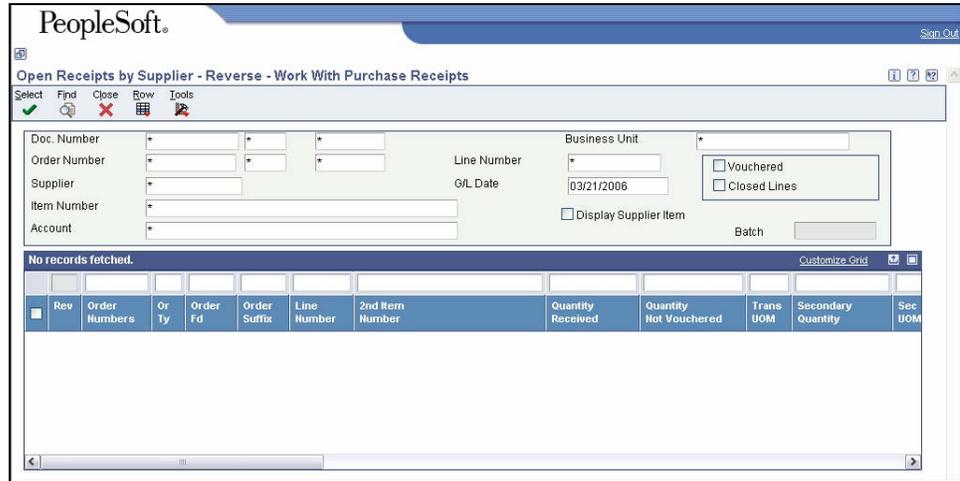
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Purchasing – Statewide > Receive Stock Purchase > Open Receipts by Supplier -Reverse

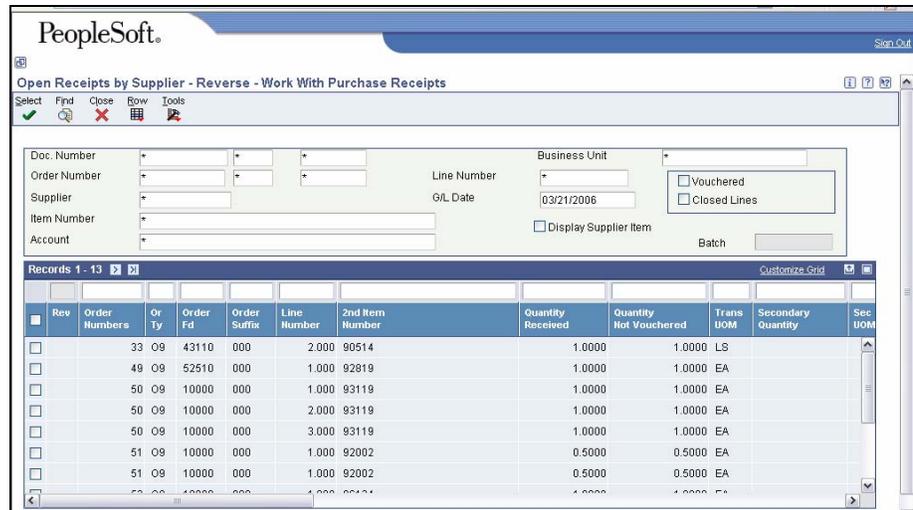
Steps

View Open Receipts by Supplier

Start this instruction from the Open Receipts by Supplier – Reversal – Work with Purchase Receipts window.



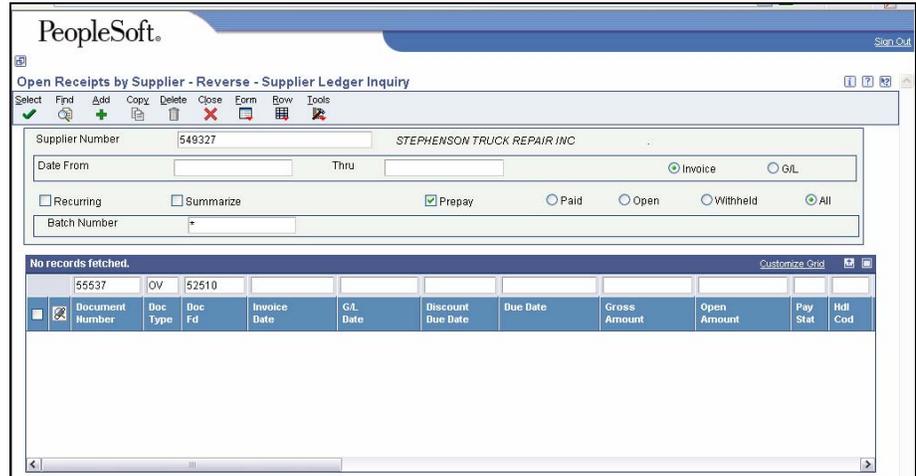
1. Enter the following information:
 - Doc. Number – receiving number assigned by the system.
 - Document type (second field in the Doc. Number line) – OV
 - Other optional fields as required by your agency
2. Click **Find**.



3. Choose the Order Numbers/Line Number(s) you want to reverse.
4. Click **Row, Journal Entries**.



5. View the journal entries.
6. Click **Cancel**.
7. Click **Row, A/P Ledger**. The Open Receipts by Supplier – Reverse – Supplier Ledger Inquiry window appears.



8. Review the information.
 - If there has not been any payment activity, you will not see any records.
 - In the event a reversal is necessary, the user can identify the voucher to be backed out.
 - You can track the payment voucher activity on an order.
9. Click **Close**.
10. Click **Close**.