

Voucher History with Purchase Order Report (R5509617)

Overview

Run this report for a history of payments to vendors with purchase orders via the 3-way match process. This report shows all purchase orders, including vendor, amount, description, fund type, and agency.

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 Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Procurement.

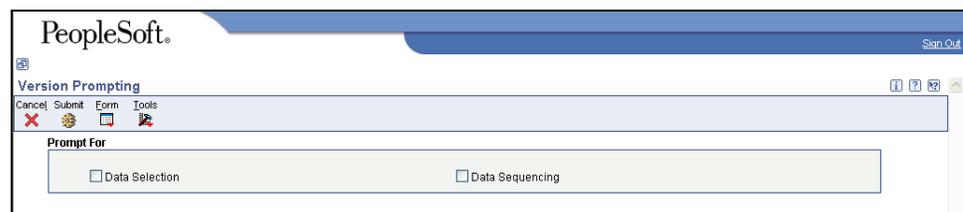
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Voucher History with PO

Steps

Run the Voucher History with PO Report

Start this instruction from the Version Prompting window.



1. Choose Data Selection.
2. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
Where	Document Type - Purchase Order (F0911) (PDCT) [BC]	is equal to	"06,09,0G,0H,0P,0U,Z7,Z8,Z9,ZH,ZO,ZI"
And	GL Posted Code (F0911) (POST) [BC]	is equal to	"P"
And	Document Type (F0911) (DCT) [BC]	is equal to	"P9,PD,PM,PV"
And	Reverse or Void (RM) (F0911) (RE) [BC]	is equal to	Blank
And	Date - For GL (and Voucher) - Julian (F0911) (DGJ) [BC]	is greater than or equal to	jdDate Begin [PO]
And	Date - For GL (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	End Date [PO]
And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
And			

3. Leave all data selection as is. The Dates will be entered on the Processing Options window. Report is automatically set to run on all Purchase Order Types.
4. To narrow the report to review history and payments made on specific Purchase Order document type(s), complete the following information on the first row (Document Type - Purchase Order):
 - Right Operand - enter the purchase order type(s) 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.
5. To narrow the report by a specific vendor, complete the following information in the next blank line:
 - Left Operand - Address Number (F0911) (AN8) [BC]
 -  This field pulls from the Supplier field in the Account Ledger which pulls from the Purchase order header Supplier field.
 - Comparison - is equal to
 - Right Operand - enter the supplier address book number
6. Click **OK**. The Processing Options window appears.

7. Enter the date range for which to run the report.
 -  This field pulls from the Receipt date field on the receipt window.
8. Click **OK**. The Printer Selection window appears.
 -  This report runs in both PDF and CSV formats, but is best reviewed in CSV format.

9. Click **OK**. You will return to the main 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 (R5509617 _...) once the Description is "Done".
 -  For more information on viewing reports in CSV, refer to the [Running/Viewing Reports in CSV](#) work instructions in the System Basics manual.