

Voucher History without Purchase Order Report (R5509619)

Overview

Run this report for a history of payments to vendors without purchase orders. This report shows 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.

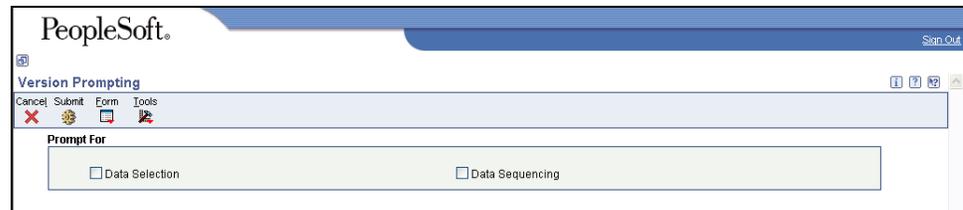
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Voucher History without PO

Steps

Run the Voucher History without 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	Business Unit (F0901) (MCU) [BC]	is equal to	"MODELUS"
And	Service Contracts (F0901) (R002) [BC]	is equal to	"C1-C9"
And	GL Posted Code (F0911) (POST) [BC]	is equal to	"P"
And	Document Type (F0911) (DCT) [BC]	is equal to	"PA,PD,PM,PV"
And	Reverse or Void (RM) (F0911) (RE) [BC]	is equal to	Blank
And	Document Type - Purchase Order (F0911) (PDCT) [BC]	is equal to	Blank
And	Date - For GL (and Voucher) - Julian (F0911) (DOJ) [BC]	is greater than or equal to	jBegin Date [PO]
And	Date - For GL (and Voucher) - Julian (F0911) (DOJ) [BC]	is less than or equal to	jEnd Date [PO]
And	Search Type (F0101) (AT1) [BC]	is not equal to	"AG"
And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
And			

Buttons: Add Row, Advanced

- Leave all data selection as is. The Dates will be entered on the Processing Options window.
- 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
 - Comparison - is equal to
 - Right Operand - enter the supplier address book number
- Click **OK**. The Processing Options window appears.

Processing Options

Buttons: OK, Cancel

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Begin Voucher Date: 02/01/2005

End Voucher Date: 02/15/2005

- Enter the date range for which to run the report.
 - These fields pull from the GL date on the Voucher.
- Click **OK**. The Printer Selection window appears.
 - This report runs in both PDF and CSV formats, but is best reviewed in CSV format.
- 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 (R5509619 ...) 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.