

# Voucher Lines Added at 3-way Match Report

## Overview

Run this report to obtain information about lines added to Purchase Orders during the 3-way Match process. The report includes the Line Type added during the 3-way Match, Description 1 and 2, Quantity Received/Quantity Open, Receipt Date, and G/L Date. This report could be used to review freight added to Inventory purchases or invoices for less than the quoted Purchase Order price.

## 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

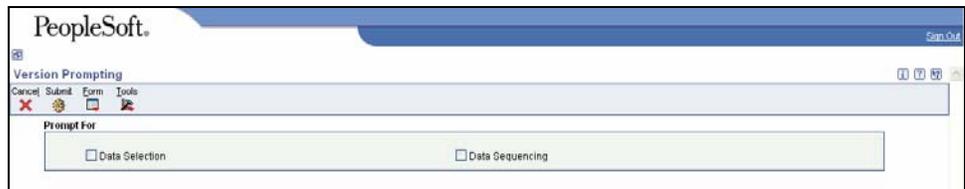
Click Roles, Procurement.

(Citrix users – right click on the menu, choose Apply Roles, choose General Ledger or Procurement.)

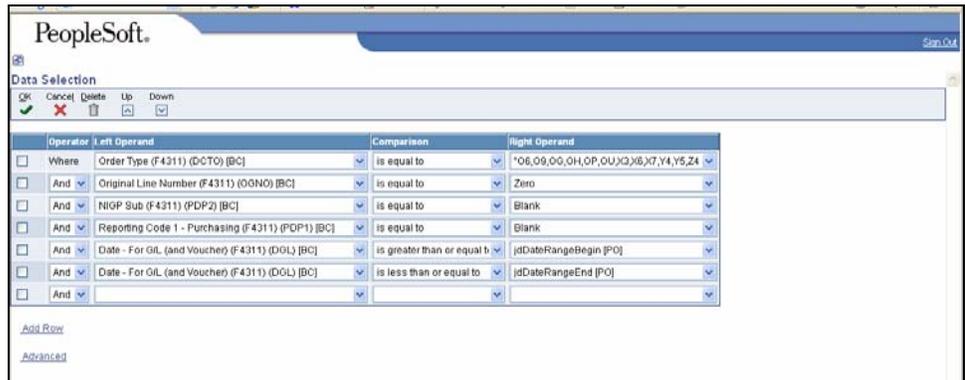
Purchasing – Agencies > Receiving > Voucher Lines Added at 3 Way Match

## Steps

Start this instruction from the Version Prompting window.



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



Operator	Left Operand	Comparison	Right Operand	
<input type="checkbox"/>	Where	Order Type (F4311) (DCTO) [BC]	is equal to	*06,09,00,0H,0P,0U,XJ,X6,X7,Y4,Y5,Z4
<input type="checkbox"/>	And	Original Line Number (F4311) (OONO) [BC]	is equal to	Zero
<input type="checkbox"/>	And	NIGP Sub (F4311) (PDP2) [BC]	is equal to	Blank
<input type="checkbox"/>	And	Reporting Code 1 - Purchasing (F4311) (PDP1) [BC]	is equal to	Blank
<input type="checkbox"/>	And	Date - For G/L (and Voucher) (F4311) (DGL) [BC]	is greater than or equal to	jdDateRangeBegin [PO]
<input type="checkbox"/>	And	Date - For G/L (and Voucher) (F4311) (DGL) [BC]	is less than or equal to	jdDateRangeEnd [PO]
<input type="checkbox"/>	And			

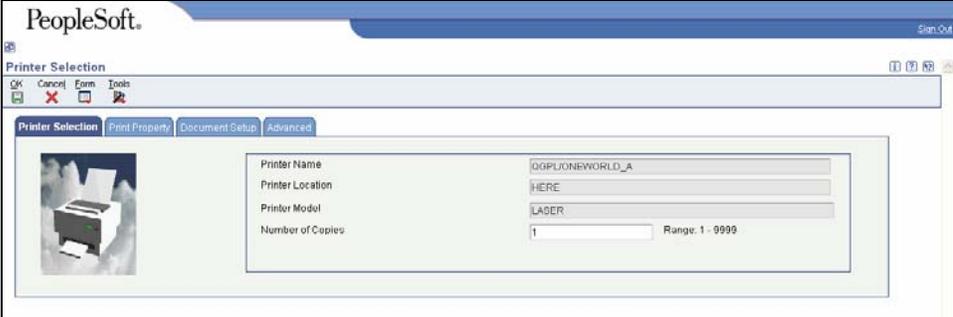
2. Leave Data Selection as is.

 To narrow report by **Document Number**, complete the following fields on the next blank row:

- Left Operand – Document (Order No, Invoice, etc.)(F4311)(DOCO)[BC]
- Comparison – is equal to
- Right Operand – enter the purchase order number to which lines have been added during the 3-way match process.

 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.

3. Click **OK**. The Printer Selection window appears.



4. Click **OK**. You will 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 (R571029 \_...) once the Description is "Done".

RS71029		STATE OF NEBRASKA		03/20/07		15:02:12				
NIS0001		Voucher Lines Added to 3 Way Match		01/01/07 thru 03/01/07		Page - 1 of 1				
Order Number	Cr Ty	Line Number	Supplier Number	Supplier Name	Description	Extended Price	Order Date	G/L Date		
112655	ZP	3.000	999999	BEST SOURCE	FREIGHT ON INVENTORY	3.00	02/23/07	02/27/07		
Received Lines		Line #	Line Type	Descriptions		Qty Ordered	Amount	Qty Rcvd	OV Receipt Date	PV G/L Date
		1.000	S	BIRCH PLYWOOD 1/4 A-2	(54000)	100.00	50.00	100.00	02/26/07	02/26/07
		2.000	T	est freight 2.00		1.00		1.00		02/26/07
112667	ZP	3.000	500060	MODERN CLEANING SERVICES	testing adding freight	5.00	02/27/07	02/27/07		
Received Lines		Line #	Line Type	Descriptions		Qty Ordered	Amount	Qty Rcvd	OV Receipt Date	PV G/L Date
		1.000	S	HANGING FILE LETTER SIZE	(61543)	50.00	288.00	50.00	02/27/07	02/27/07
		2.000	T	freight 5.00		1.00		1.00		02/27/07