

Manual Encumbrance Report
Created on Tuesday, October 13, 2009

COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

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/>.

Table of Contents

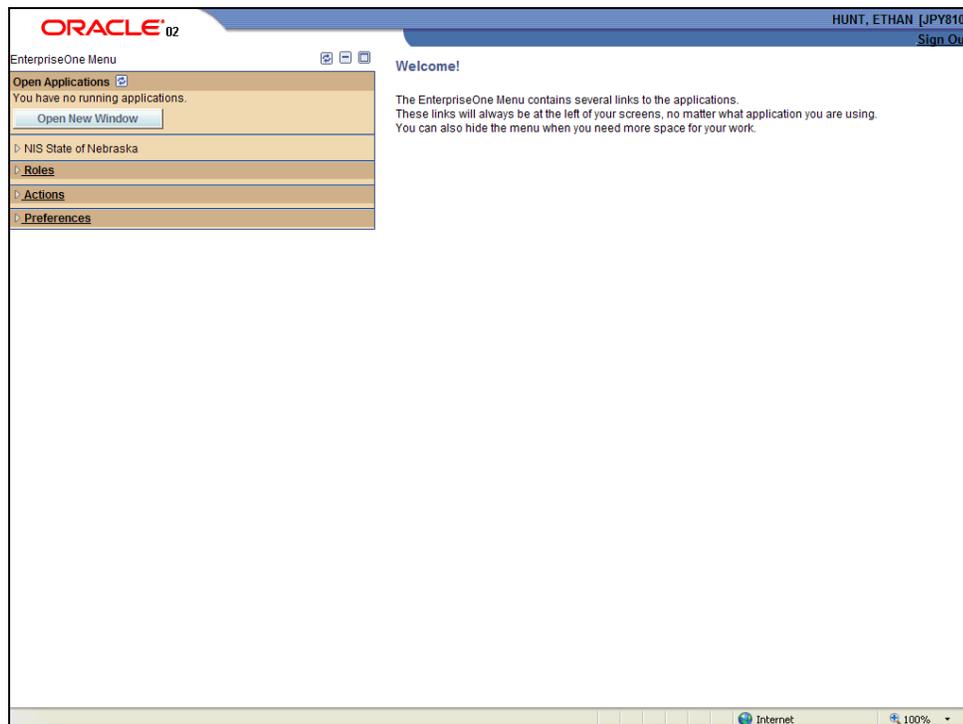
Manual Encumbrance Report	1
Manual Encumbrance Report Lesson.....	1

Manual Encumbrance Report

Manual Encumbrance Report Lesson

Procedure

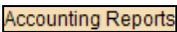
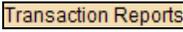
In this lesson you will learn how to run the Manual Encumbrance Report.

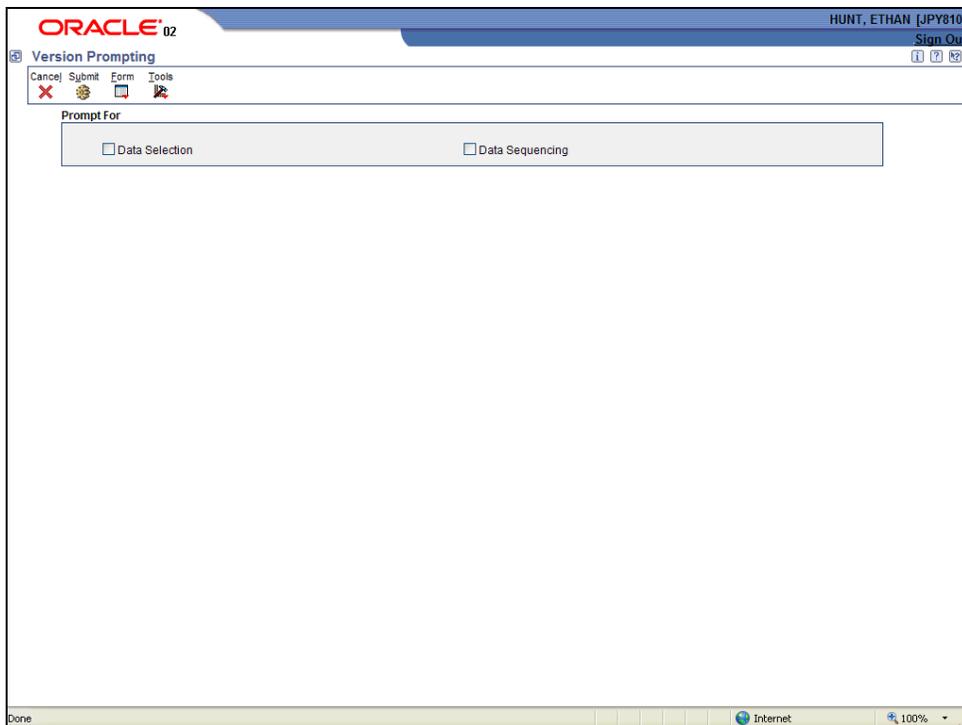


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Budget - Agencies link. Budget - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports

Training Guide

Manual Encumbrance Report

Step	Action
4.	Click the Accounting Reports link. 
5.	Click the Transaction Reports link. 
6.	Click the Transaction Journal link. 



Step	Action
7.	Click the Data Selection option. <input type="checkbox"/>
8.	Click the Submit button. 

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	GL Posted Code (F0911) (POST) [BC]	is equal to	"P"
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	Document Type (F0911) (DCT) [BC]	is not equal to	"AE,PN,PO"
<input type="checkbox"/> And	Batch Type (F0911) (ICUT) [BC]	is equal to	"1,B,V,W"
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

Done Internet 100%

Step	Action
9.	Click the drop down list of the Right Operand column for the Ledger Types row. 

Training Guide

Manual Encumbrance Report



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	GL Posted Code (F0911) (POST) [BC]	is equal to	"P"
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	Document Type (F0911) (DCT) [BC]	is not equal to	Blank
<input type="checkbox"/> And	Batch Type (F0911) (ICUT) [BC]	is equal to	Zero
<input type="checkbox"/> And			Null
			Literal

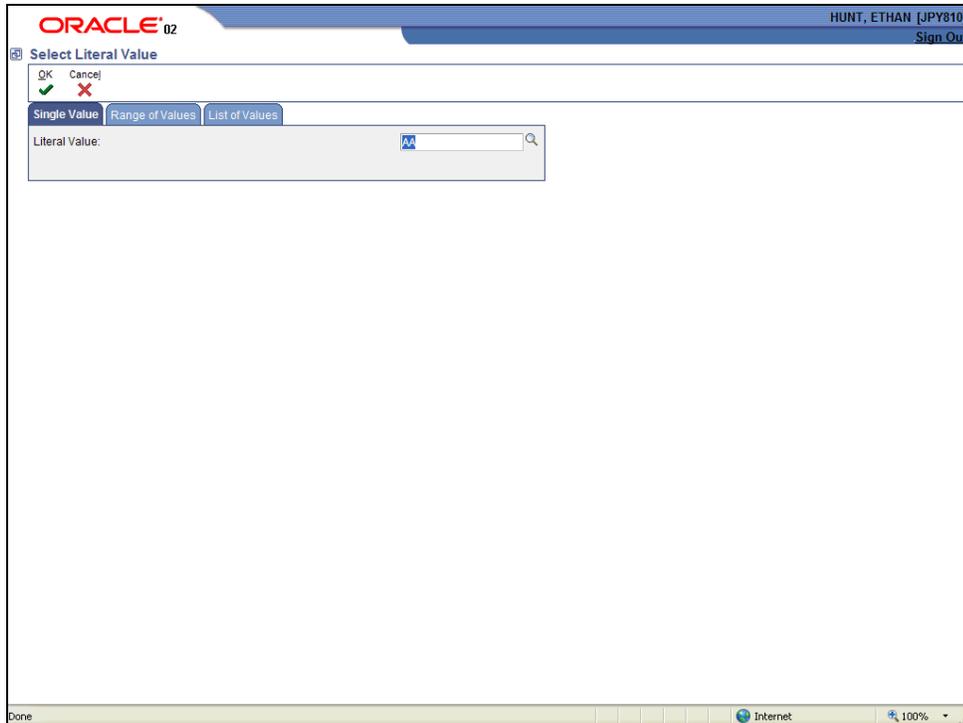
Add Row

Advanced

- Account ID (F0911) (AID) [BC]
- Batch Type (F0911) (ICUT) [BC]
- Business Unit (F0911) (MCU) [BC]
- Document Fund (F0911) (KCO) [BC]
- Document Type (F0911) (DCT) [BC]
- Fund (F0911) (CO) [BC]
- Ledger Types (F0911) (LT) [BC]
- Line Extension Code (F0911) (EXTL) [BC]
- Name - Remark Explanation (F0911) (EXR) [BC]
- Object Account (F0911) (OBJ) [BC]
- Reference 3 - Account Reconciliation (F0911) (REF3) [BC]
- Subsidiary (F0911) (SUB) [BC]
- szCategoryCode [PO]
- SaveBatchType-GLOBAL [RV]
- SaveCompany-GLOBAL [RV]
- SaveDocCompany-GLOBAL [RV]
- SaveDocType-Global [RV]

Done Internet 100%

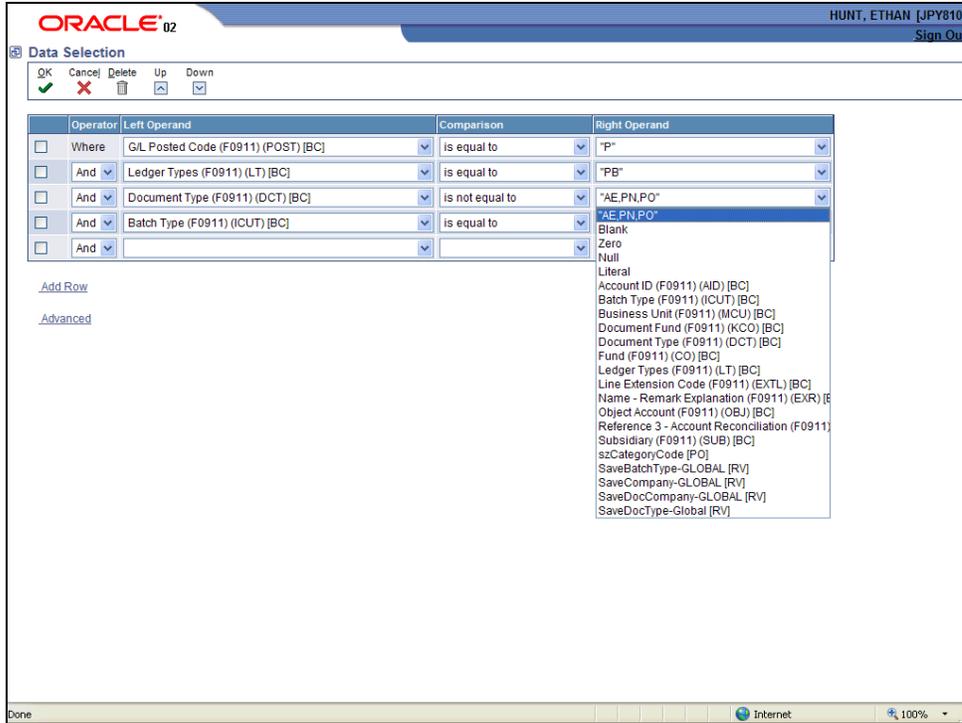
Step	Action
10.	Click the Literal list item. <input type="text" value="Literal"/>



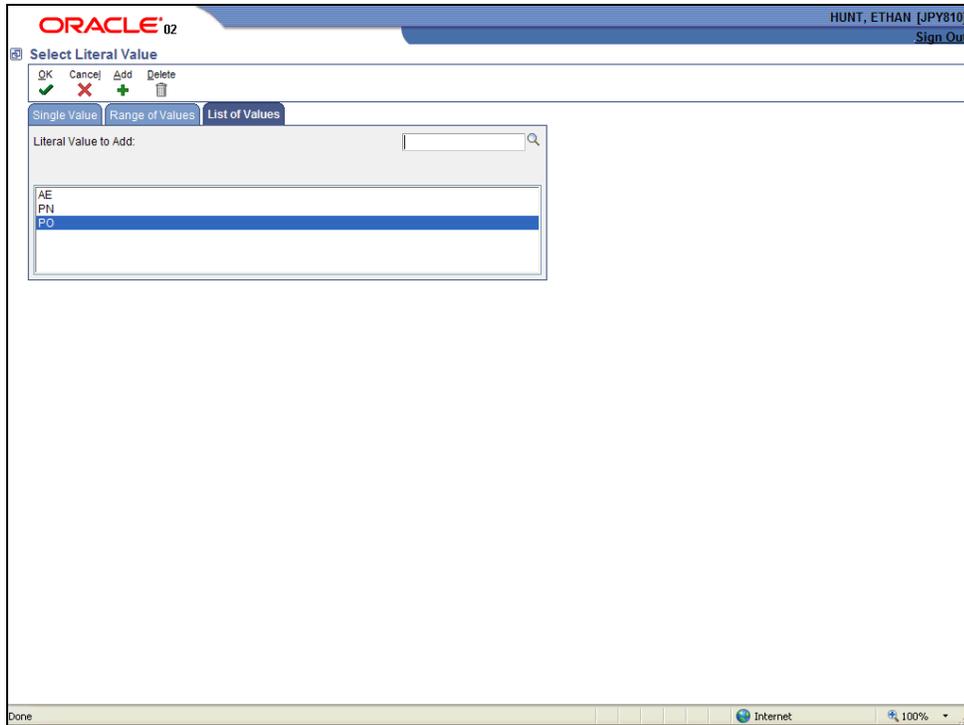
Step	Action
11.	Enter the " PB " into the Literal Value field.
12.	Click the OK button. 
13.	Click the drop down list of the Right Operand column for the Document Type row. 

Training Guide

Manual Encumbrance Report



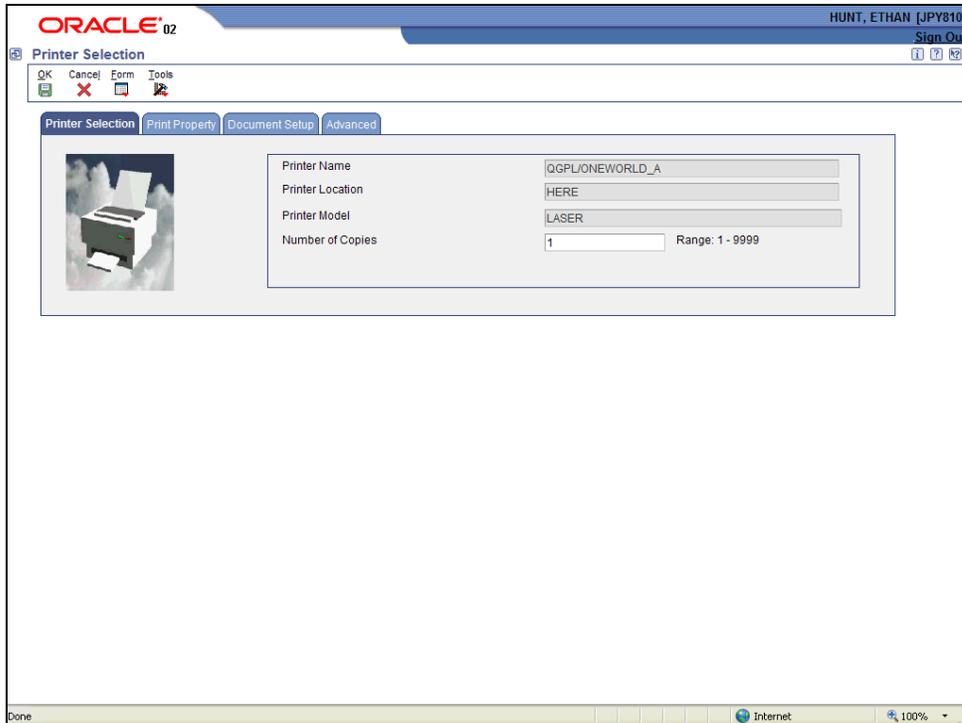
Step	Action
14.	Click the Literal list item. <input data-bbox="365 1129 760 1163" type="text" value="Literal"/>



Step	Action
15.	Click the Single Value tab. 
16.	Enter " J9 " into the Literal Value field.
17.	Click the OK button. 
18.	Click the OK button. 
19.	Enter the date range for which to run the report.
20.	Click the OK button. 

Training Guide

Manual Encumbrance Report



Step	Action
21.	Click the OK button. 
22.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.