

## G/L Account Detail - Date Ranges Report Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> <p><b>NIS State of Nebraska</b></p>
2.	<p>Click the <b>Accounting - Agencies</b> link.</p> <p><b>Accounting - Agencies</b></p>
3.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> <p><b>Inquiries &amp; Reports</b></p>
4.	<p>Click the <b>Accounting Reports</b> link.</p> <p><b>Accounting Reports</b></p>
5.	<p>Click the <b>General Ledger Reports</b> link.</p> <p><b>General Ledger Reports</b></p>
6.	<p>Click the <b>G/L Account Detail - Date Ranges</b> link.</p> <p><b>G/L Account Detail - Date Ranges</b></p>
7.	<p>There are three versions of this report.</p> <p><b>Version NIS0001 -</b>            In the data selection of this version the <b>Object Accounts</b> are preset with "<b>486500-961000</b>", and <b>Business Unit Type</b> is preset with <b>GB, GO, GP, GS, GX, MT, OT</b>, and <b>UN</b>.</p>
8.	<p><b>Version NIS0002 -</b>            In the data selection of this version the <b>Object Accounts</b> are preset with "<b>486500-961000</b>", and <b>Business Unit Type</b> is preset with <b>CA, CD, DD, IS, PA, PD, PE, PF</b>, and <b>PR</b>.</p>
9.	<p><b>Version NIS0003 -</b>            In the data selection of this version the <b>Object Accounts</b> are preset to "<b>Blank</b>", and <b>Business Unit Type</b> is preset with <b>CA, CD, DD, GB, GO, GP, GS, GX, GY, IS, MT, OT, PA, PD, PE, PF, PR</b>, and <b>UN</b>.</p> <p>Use this version for more flexibility if you are not doing data selection related to Grants or Construction type projects.</p>

10.	<p>You can also run these reports for a specific Business Unit.</p> <p>To run by a specific Business Unit follow these steps:</p> <p>Delete the "<b>BU Type</b>" row.          Add a row with "<b>Business Unit (F0006)</b>" in the <b>Left Operand</b> column.          Select "<b>is equal to</b>" in the <b>Comparison</b> column.          Select "<b>Literal</b>" in the <b>Right Operand</b> column and enter your Business Unit.</p>
11.	<p><b>Decision:</b> Which Version would you like to run?</p> <ul style="list-style-type: none"> <li>• NIS0001 Go to step 12 on page 2</li> <li>• NIS0002 Go to step 26 on page 3</li> <li>• NIS0003 Go to step 41 on page 4</li> </ul>
12.	<p>Click the <b>NIS0001</b> option.</p> <input data-bbox="378 835 415 871" type="checkbox"/>
13.	<p>Click the <b>Select</b> button.</p> <input checked="" data-bbox="378 951 415 987" type="checkbox"/>
14.	<p>Click the <b>Data Selection</b> option.</p> <input data-bbox="378 1066 415 1102" type="checkbox"/>
15.	<p>Click the <b>Submit</b> button.</p> 
16.	<p>You can run the report with the preset Data Selection or you can run by a specific Business Unit.</p> <p>To run by a specific Business Unit follow these steps:</p> <p>Delete the "<b>BU Type</b>" row.          Add a row with "<b>Business Unit (F0006)</b>" in the <b>Left Operand</b> column.          Select "<b>is equal to</b>" in the <b>Comparison</b> column.          Select "<b>Literal</b>" in the <b>Right Operand</b> column and enter your Business Unit.</p>
17.	<p>Click the <b>OK</b> button.</p> <input checked="" data-bbox="378 1612 415 1648" type="checkbox"/>
18.	<p>Enter the beginning date of the date range in the <b>Date - Report Begins</b> field and the end date of the range in the <b>Date - Report Ends</b> field.</p>
19.	<p>In the <b>Show Grant totals</b> field enter "<b>Y</b>" to show grant totals or "<b>N</b>" not to show grant totals.</p>

20.	<p>In the <b>Posted/Unposed</b> field enter:</p> <p><b>B</b> - To show both Posted and Unposted.  <b>P</b> - To show just Posted.  <b>U</b> - To show just Unposted.</p>
21.	<p>In the <b>Beginning Balance</b> field enter:</p> <p><b>F</b> - To include the total fiscal year to date.  <b>I</b> - To include the total inception to date.</p> <p>Leave blank to include the total only in the selected time period.</p>
22.	<p>Click the <b>OK</b> button.</p> 
23.	<p>Click the <b>OK</b> button.</p> 
24.	<p>Click the <b>Close</b> button.</p> 
25.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics work instructions.</p> <p>You have successfully completed this lesson.  <b>End of Procedure.</b> Remaining steps apply to other paths.</p>
26.	<p>Click the <b>NIS0002</b> option.</p> 
27.	<p>Click the <b>Select</b> button.</p> 
28.	<p>Click the <b>Data Selection</b> option.</p> 
29.	<p>Click the <b>Submit</b> button.</p> 
30.	<p>You can run the report with the preset Data Selection or you can run by a specific Business Unit.</p> <p>To run by a specific Business Unit follow these steps:</p> <p>Delete the "<b>BU Type</b>" row.  Add a row with "<b>Business Unit (F0006)</b>" in the <b>Left Operand</b> column.  Select "<b>is equal to</b>" in the <b>Comparison</b> column.  Select "<b>Literal</b>" in the <b>Right Operand</b> column and enter your Business Unit.</p>

31.	<p>Click the <b>OK</b> button.</p> 
32.	<p>Enter the beginning date of the date range in the <b>Date - Report Begins</b> field.</p>
33.	<p>Enter the ending date of the date range in the <b>Date - Report Ends</b> field.</p>
34.	<p>In the <b>Show Grant Totals</b> field enter "<b>Y</b>" to show grant totals or "<b>N</b>" not to show grant totals.</p>
35.	<p>In the <b>Posted/Unposed</b> field enter:</p> <p><b>B</b> - To show both Posted and Unposted.  <b>P</b> - To show just Posted.  <b>U</b> - To show just Unposted.</p>
36.	<p>In the <b>Beginning Balance</b> field enter:</p> <p><b>F</b> - To include the total fiscal year to date.  <b>I</b> - To include the total inception to date.</p> <p>Leave blank to include the total only in the selected time period.</p>
37.	<p>Click the <b>OK</b> button.</p> 
38.	<p>Click the <b>OK</b> button.</p> 
39.	<p>Click the <b>Close</b> button.</p> 
40.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics work instructions.</p> <p>You have successfully completed this lesson.  <b>End of Procedure.</b> Remaining steps apply to other paths.</p>
41.	<p>There are three versions of this report. You will not need to change the Data Selection for Versions NIS0001 and NIS0002. For Version NIS0003 you will need to enter an object code on the Data Selection screen.</p> <p>Select the version you would like to run by clicking the check box next to it.</p> 
42.	<p>Click the <b>Select</b> button.</p> 
43.	<p>Click the <b>Data Selection</b> option.</p> 

44.	<p>Click the <b>Submit</b> button.</p> 
45.	<p>To enter an object code click the <b>dropdown</b> list of the <b>Right Operand</b> column of the first row.</p> 
46.	<p>Click the <b>Literal</b> list item.</p> 
47.	<p>You can enter a single object code, a range of object codes, or a list of object codes.</p>
48.	<p>If you want to enter a range or list click on the <b>Range of Values</b> or <b>List of Values</b> tab. To enter a single object code type the code in the <b>Literal Value</b> field on the <b>Single Value</b> tab.</p>
49.	<p>Click the <b>OK</b> button.</p> 
50.	<p>You can run the report with the preset Business Unit Types or you can run by a specific Business Unit.</p> <p>To run by a specific Business Unit follow these steps:</p> <p>Delete the "<b>BU Type</b>" row.</p> <p>Add a row with "<b>Business Unit (F0006)</b>" in the <b>Left Operand</b> column.</p> <p>Select "<b>is equal to</b>" in the <b>Comparison</b> column.</p> <p>Select "<b>Literal</b>" in the <b>Right Operand</b> column and enter your Business Unit.</p>
51.	<p>Click the <b>OK</b> button.</p> 
52.	<p>Enter the beginning date of the date range in the <b>Date - Report Begins</b> field.</p>
53.	<p>Enter the ending date of the date range in the <b>Date - Report Ends</b> field.</p>
54.	<p>In the <b>Show Grant totals</b> field enter "<b>Y</b>" to show grant totals or "<b>N</b>" not to show grant totals.</p>
55.	<p>In the <b>Posted/Unposed</b> field enter:</p> <p><b>B</b> - To show both Posted and Unposted.</p> <p><b>P</b> - To show just Posted.</p> <p><b>U</b> - To show just Unposted.</p>
56.	<p>In the <b>Beginning Balance</b> field enter:</p> <p><b>F</b> - To include the total fiscal year to date.</p> <p><b>I</b> - To include the total inception to date.</p> <p>Leave blank to include the total only in the selected time period.</p>

57.	Click the <b>OK</b> button. 
58.	Click the <b>OK</b> button. 
59.	Click the <b>Close</b> button. 
60.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>