

G/L Account Detail - Monthly Report Lesson

1.	<p>Click the NIS State of Nebraska link.</p> <p>NIS State of Nebraska</p>
2.	<p>Click the Accounting - Agencies link.</p> <p>Accounting - Agencies</p>
3.	<p>Click the Inquiries & Reports link.</p> <p>Inquiries & Reports</p>
4.	<p>Click the Accounting Reports link.</p> <p>Accounting Reports</p>
5.	<p>Click the General Ledger Reports link.</p> <p>General Ledger Reports</p>
6.	<p>Click the G/L Account Detail - Monthly link.</p> <p>G/L Account Detail - Monthly</p>
7.	<p>There are three versions of this report.</p> <p>Version NIS0001 - In the data selection of this version the Object Accounts are preset with "486500-961000", and Business Unit Type is preset with GB, GO, GP, GS, GX, MT, OT, and UN.</p>
8.	<p>Version NIS0002 - In the data selection of this version the Object Accounts are preset with "486500-961000", and Business Unit Type is preset with CA, CD, DD, IS, PA, PD, PE, PF, and PR.</p>
9.	<p>Version NIS0003 - In the data selection of this version the Object Accounts are preset to "Blank", and Business Unit Type is preset with CA, CD, DD, GB, GO, GP, GS, GX, GY, IS, MT, OT, PA, PD, PE, PF, PR, and UN.</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 "BU Type" row. Add a row with "Business Unit (F0006)" in the Left Operand column. Select "is equal to" in the Comparison column. Select "Literal" in the Right Operand column and enter your Business Unit.</p>
11.	<p>Decision: Which Version would you like to run?</p> <ul style="list-style-type: none"> • NIS0001 Go to step 12 on page 2 • NIS0002 Go to step 26 on page 3 • NIS0003 Go to step 40 on page 4
12.	<p>Click the NIS0001 option.</p> <input type="checkbox"/>
13.	<p>Click the Select button.</p> <input checked="" type="checkbox"/>
14.	<p>Click the Data Selection option.</p> <input type="checkbox"/>
15.	<p>Click the Submit 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 "BU Type" row. Add a row with "Business Unit (F0006)" in the Left Operand column. Select "is equal to" in the Comparison column. Select "Literal" in the Right Operand column and enter your Business Unit.</p>
17.	<p>Click the OK button.</p> <input checked="" type="checkbox"/>
18.	<p>Enter the fiscal year in the Fiscal Year field for which you want to run the report.</p>
19.	<p>Enter the period number in the Period Number - General Ledger field for which you want to run the report.</p>
20.	<p>In the Show Grant totals field enter "Y" to show grant totals or "N" not to show grant totals.</p>

21.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
22.	Click the OK button. 
23.	Click the OK button. 
24.	Click the Close button. 
25.	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 work instructions. You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.
26.	Click the NIS0002 option. 
27.	Click the Select button. 
28.	Click the Data Selection option. 
29.	Click the Submit button. 
30.	You can run the report with the preset Data Selection or you can run by a specific Business Unit. To run by a specific Business Unit follow these steps: Delete the " BU Type " row. Add a row with " Business Unit (F0006) " in the Left Operand column. Select " is equal to " in the Comparison column. Select " Literal " in the Right Operand column and enter your Business Unit.
31.	Click the OK button. 
32.	Enter the fiscal year in the Fiscal Year field for which you want to run the report.
33.	Enter the period number in the Period Number - General Ledger field for which you want to run the report.

34.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
35.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
36.	Click the OK button.
37.	Click the OK button.
38.	Click the Close button.
39.	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 work instructions. You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.
40.	Click the NIS003 Version option. <input type="checkbox"/>
41.	Click the Select button.
42.	Click the Data Selection option. <input type="checkbox"/>
43.	Click the Submit button.
44.	To enter an object code click the dropdown list of the Right Operand column of the first row. <input type="text" value="Blank"/>
45.	Click the Literal list item. <input type="text" value="Literal"/>
46.	You can enter a single object code, a range of object codes, or a list of object codes.
47.	If you want to enter a range or list click on the Range of Values or List of Values tab. To enter a single object code type the code in the Literal Value field on the Single Value tab.
48.	Click the OK button.

49.	<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 "BU Type" row. Add a row with "Business Unit (F0006)" in the Left Operand column. Select "is equal to" in the Comparison column. Select "Literal" in the Right Operand column and enter your Business Unit.</p>
50.	<p>Click the OK button.</p> 
51.	<p>Enter the fiscal year in the Fiscal Year field for which you want to run the report.</p>
52.	<p>Enter the period number in the Period Number - General Ledger field for which you want to run the report.</p>
53.	<p>In the Show Grant totals field enter "Y" to show grant totals or "N" not to show grant totals.</p>
54.	<p>In the Include Unposted field enter "Y" to include unposted or "N" not to include unposted.</p>
55.	<p>Click the OK button.</p> 
56.	<p>Click the OK button.</p> 
57.	<p>Click the Close button.</p> 
58.	<p>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 work instructions.</p> <p>You have successfully completed this lesson. End of Procedure.</p>