

G/L Account Detail Reports
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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/>.

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G/L Account Detail Reports

G/L Account Detail Reports Overview

This report shows the activity (all documents) for selected object account(s), fund(s), program(s), division(s), and/or business unit(s) for a given time period.

G/L Account Detail - Monthly Report Lesson

Procedure

In this lesson you will the steps for running the G/L Account Detail - Monthly Report.

Navigation: There are multiple menu paths for this report. This lesson uses the Accounting Agencies menu path.

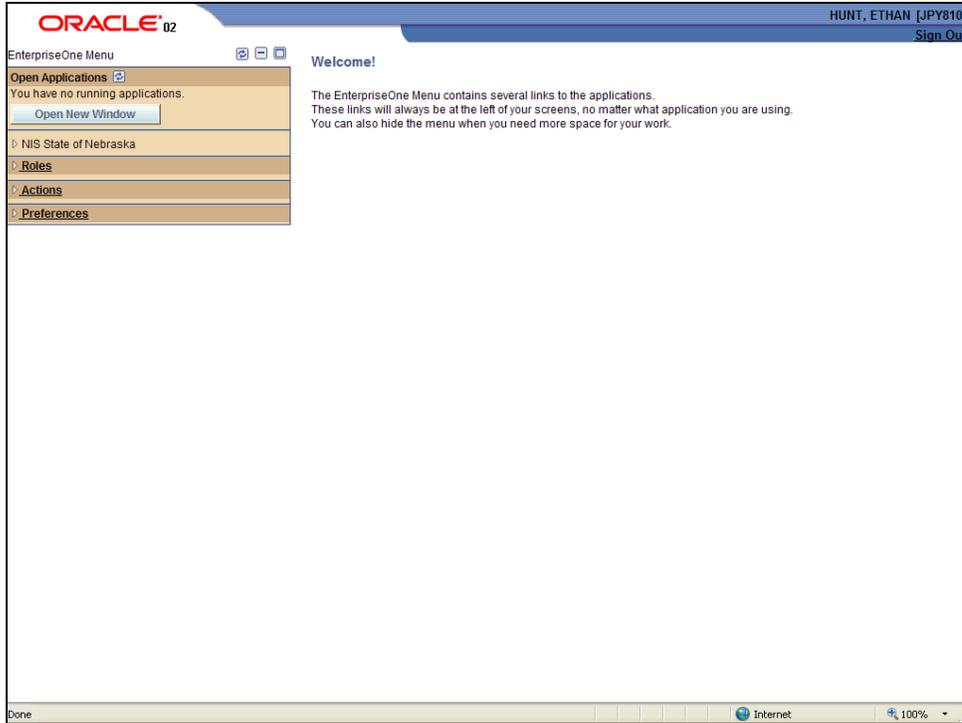
NIS State of Nebraska > Accounting Agencies > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail – Monthly

or

NIS State of Nebraska > Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Account Detail – Monthly

Training Guide

G/L Account Detail Reports

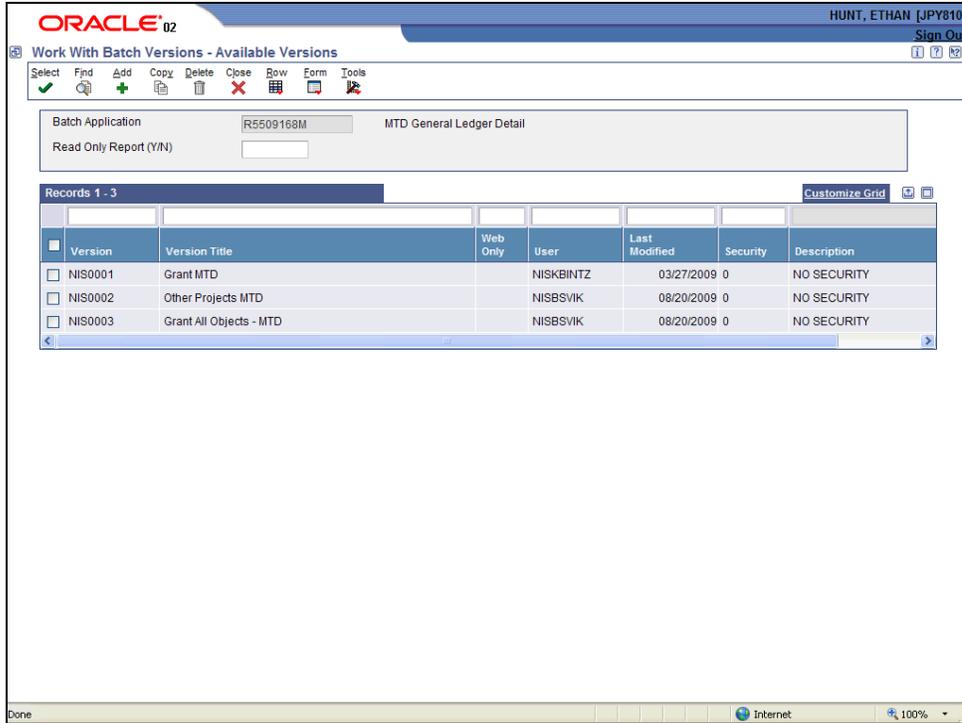


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports
5.	Click the General Ledger Reports link. General Ledger Reports
6.	Click the G/L Account Detail - Monthly link. G/L Account Detail - Monthly

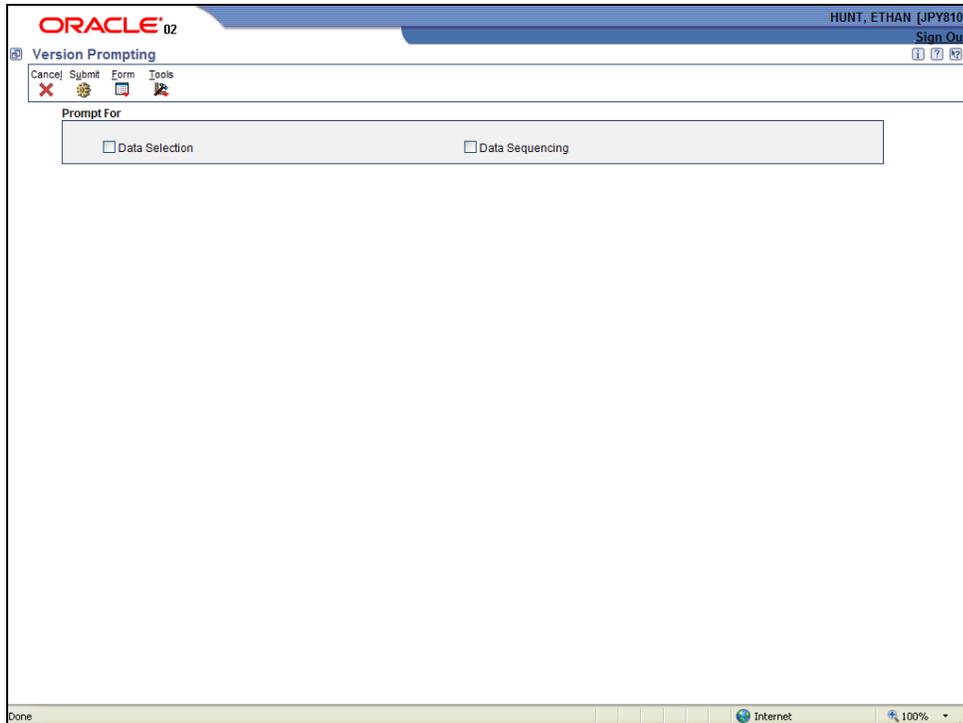
Step	Action
7.	<p>There are three versions of this report.</p> <p>Version NIS0001 - In the data selection of this version the Object Accounts are preset with "486500-961000", and Business Unit Type is preset with GB, GO, GP, GS, GX, MT, OT, and UN.</p>
8.	<p>Version NIS0002 - In the data selection of 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 4 • NIS0002 Go to step 26 on page 8 • NIS0003 Go to step 40 on page 12

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Step	Action
12.	Click the NIS0001 option. <input type="checkbox"/>
13.	Click the Select button. <input checked="" type="checkbox"/>



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

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ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/> And	Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/> And	Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/> And	Period Number - General Ledger (F0911) (PN) [BC]	is equal to	mnPeriodNoGeneralLedge [PO]
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	BU Type (F0006) (STYL) [BC]	is equal to	"GB,GO,GP,GS,GX,GY,MT,OT,UN"
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

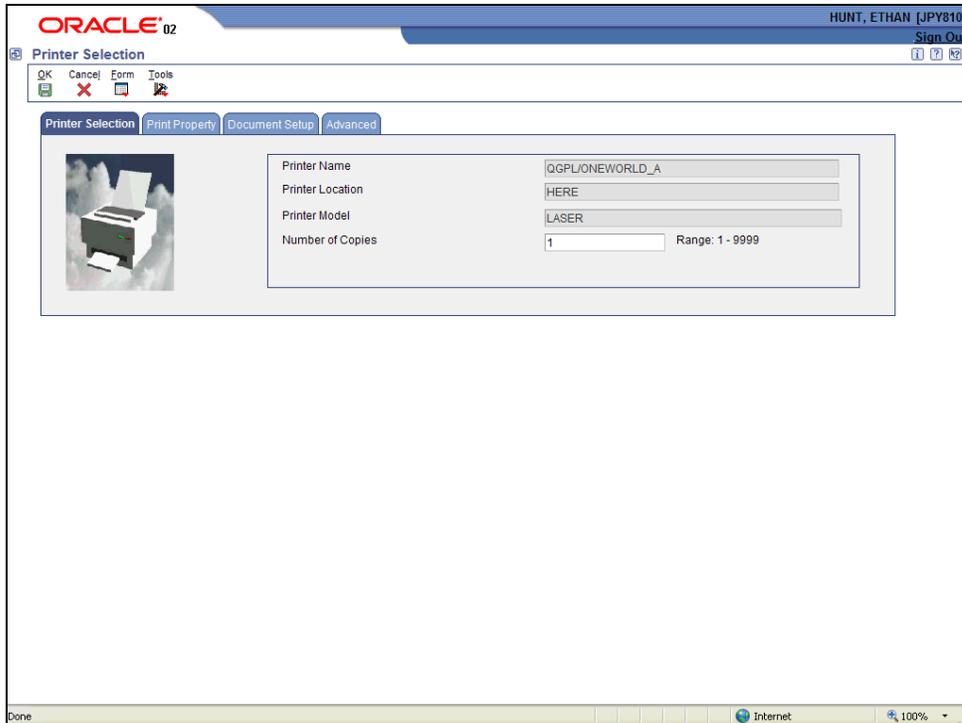
Done Internet 100%

Step	Action
17.	Click the OK button. <input checked="" type="checkbox"/>

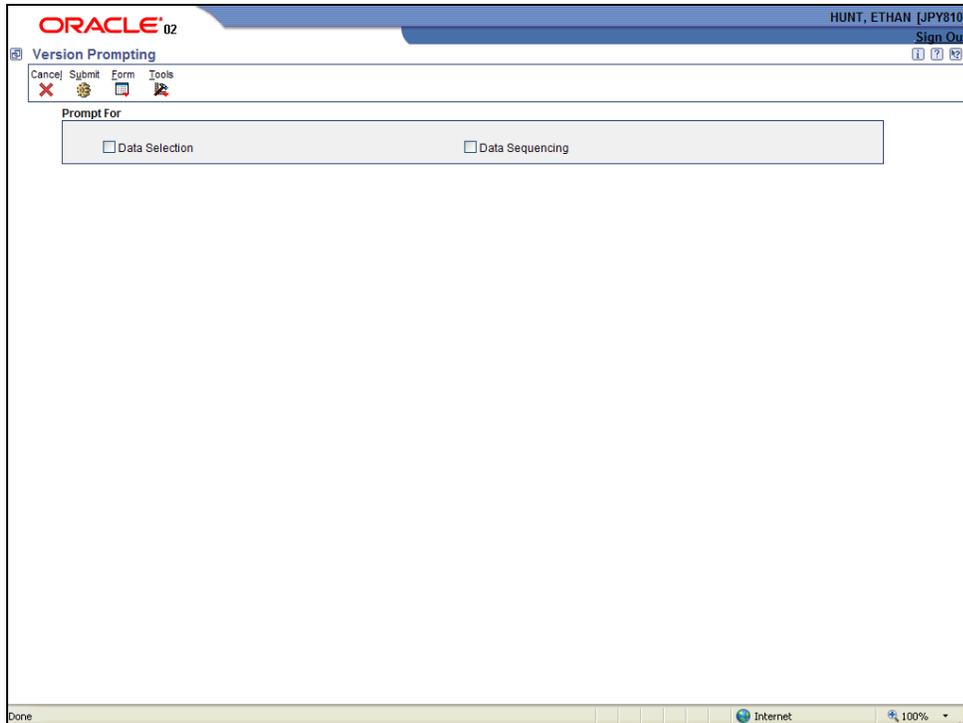
Step	Action
18.	Enter the fiscal year in the Fiscal Year field for which you want to run the report.
19.	Enter the period number in the Period Number - General Ledger field for which you want to run the report.
20.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
21.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
22.	Click the OK button. 

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Step	Action
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. 



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

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ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/> And	Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/> And	Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/> And	Period Number - General Ledger (F0911) (PN) [BC]	is equal to	mnPeriodNoGeneralLedge [PO]
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	BU Type (F0006) (STYL) [BC]	is equal to	"CA,CD,DD,IS,PA,PD,PE,PF,PR"
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

Done Internet 100%

Step	Action
31.	Click the OK button.

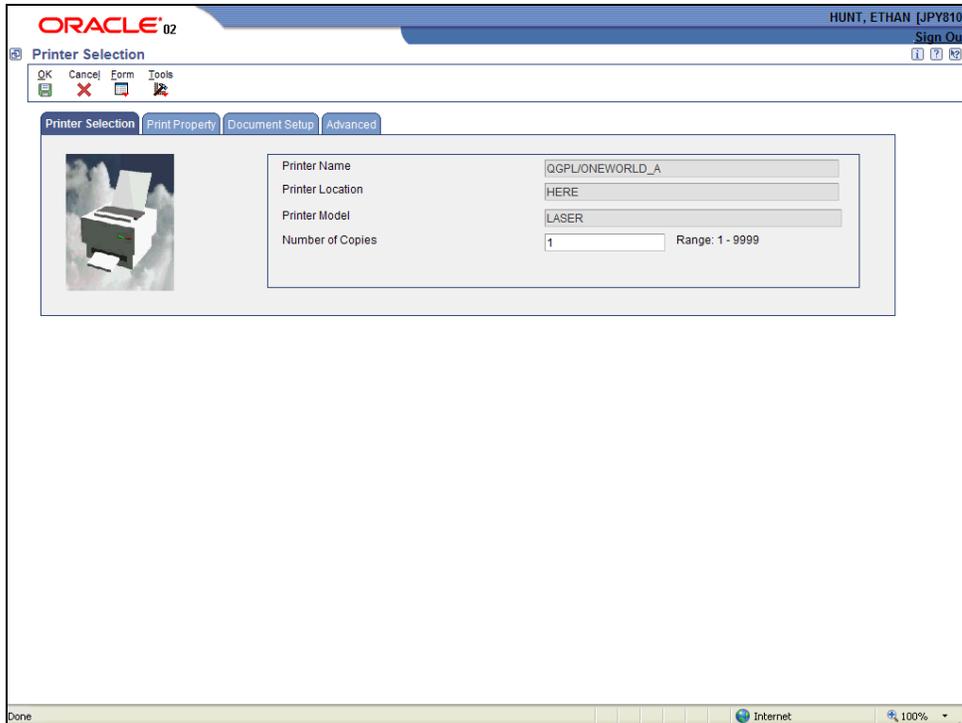
The screenshot shows a web-based dialog box titled "ORACLE 02" with a user name "HUNT, ETHAN [JPY810]" and a "Sign Out" link. The dialog box has "OK" and "Cancel" buttons at the top left. The main content area is titled "Selection" and contains the following fields:

- Century: 20
- Fiscal Year: 8
- Period Number - General Ledger: 7
- Show Grant totals: Y (Legend: Y = Yes (Default), N = No)
- Include Unposted: Y (Legend: N = No (Default), Y = Yes)

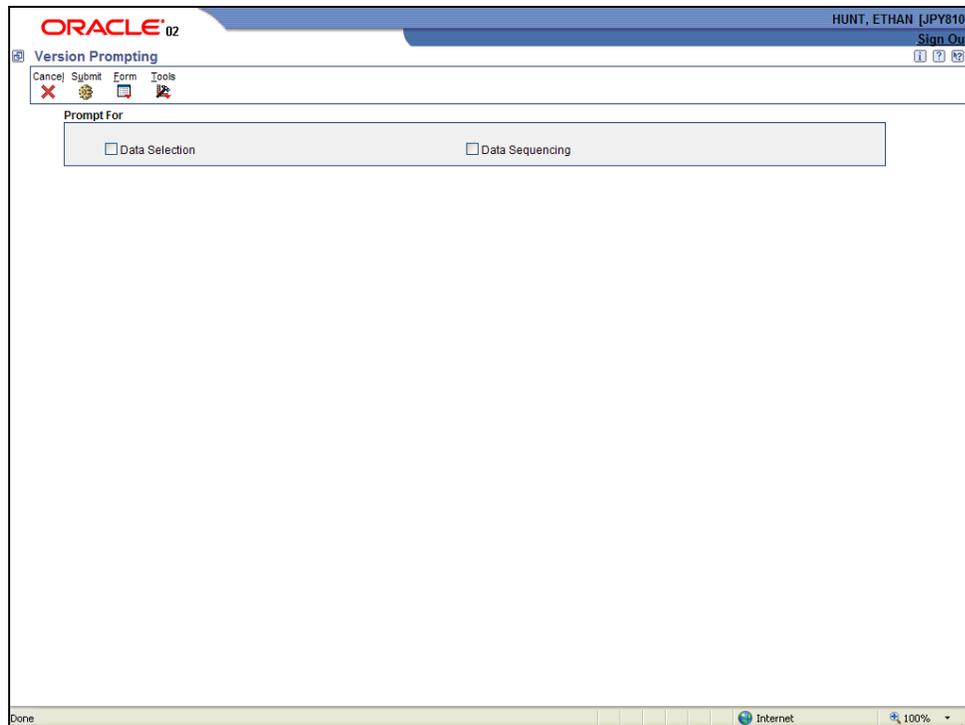
Step	Action
32.	Enter the fiscal year in the Fiscal Year field for which you want to run the report.
33.	Enter the period number in the Period Number - General Ledger field for which you want to run the report.
34.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
35.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
36.	Click the OK button. 

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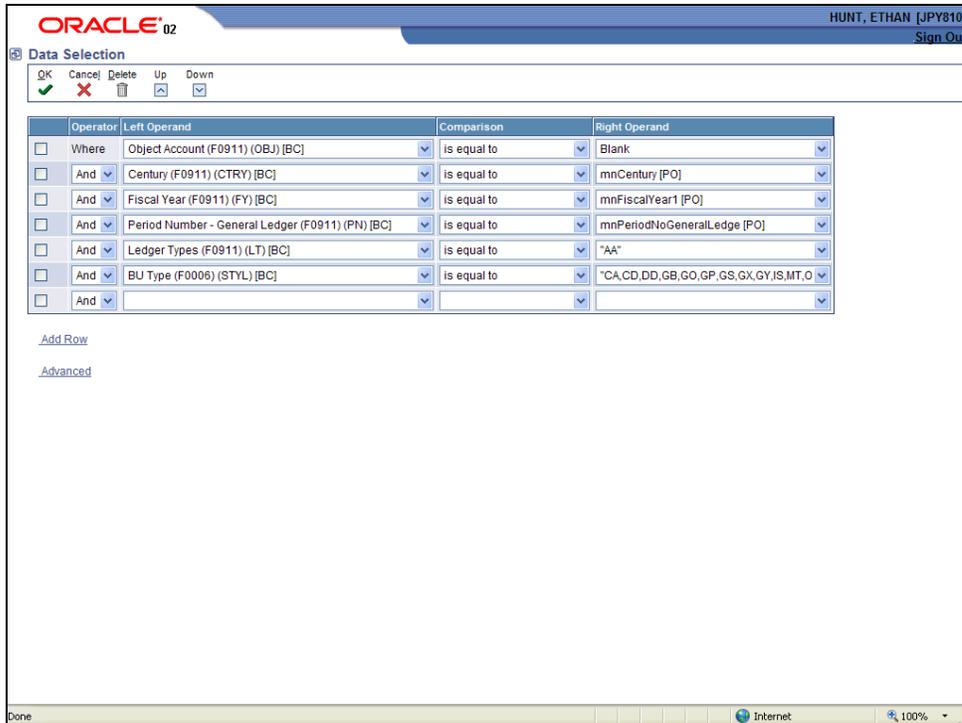
Step	Action
37.	Click the OK button. 
38.	Click the Close button. 
39.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.
40.	Click the NIS0003 Version option. 
41.	Click the Select button. 



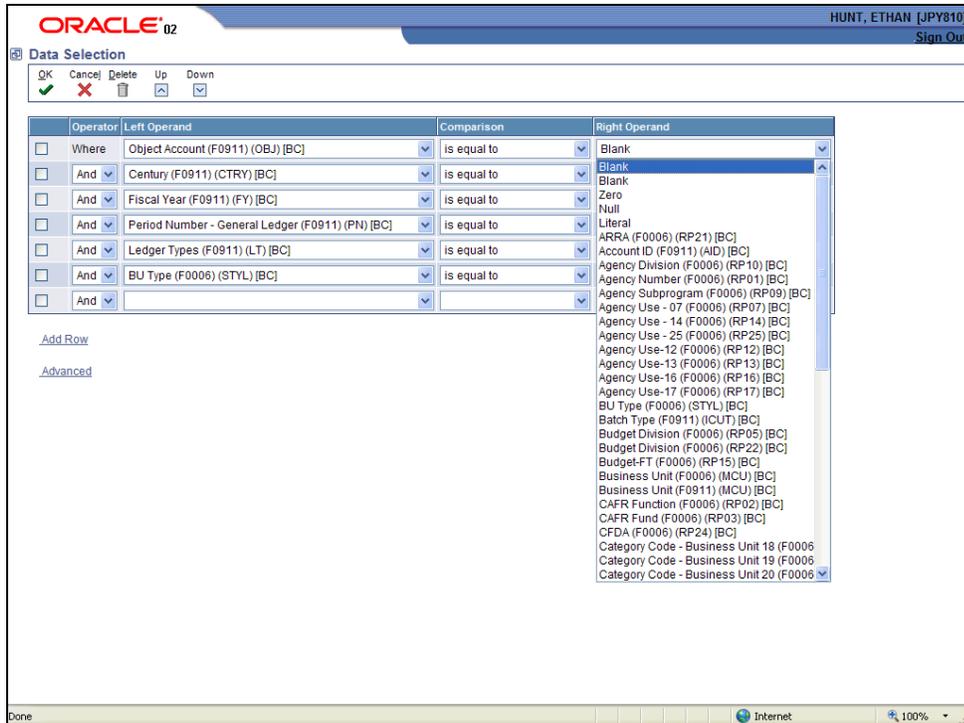
Step	Action
42.	Click the Data Selection option. <input data-bbox="462 1129 500 1165" type="checkbox"/>
43.	Click the Submit button. 

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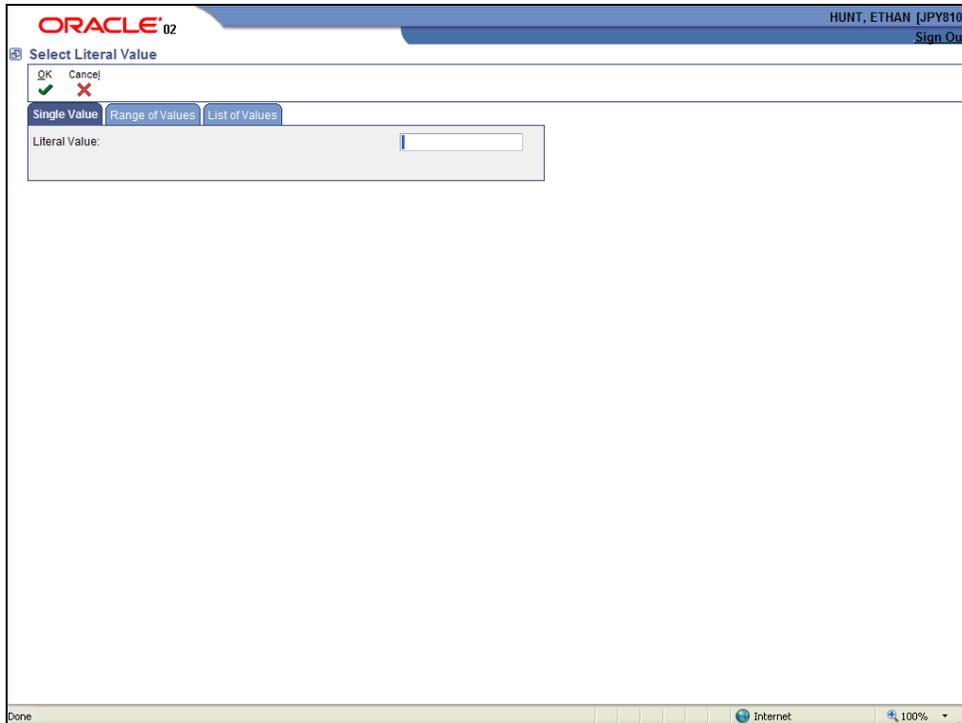
G/L Account Detail Reports



Step	Action
44.	To enter an object code click the dropdown list of the Right Operand column of the first row. <input type="text" value="Blank"/>



Step	Action
45.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>
46.	You can enter a single object code, a range of object codes, or a list of object codes.



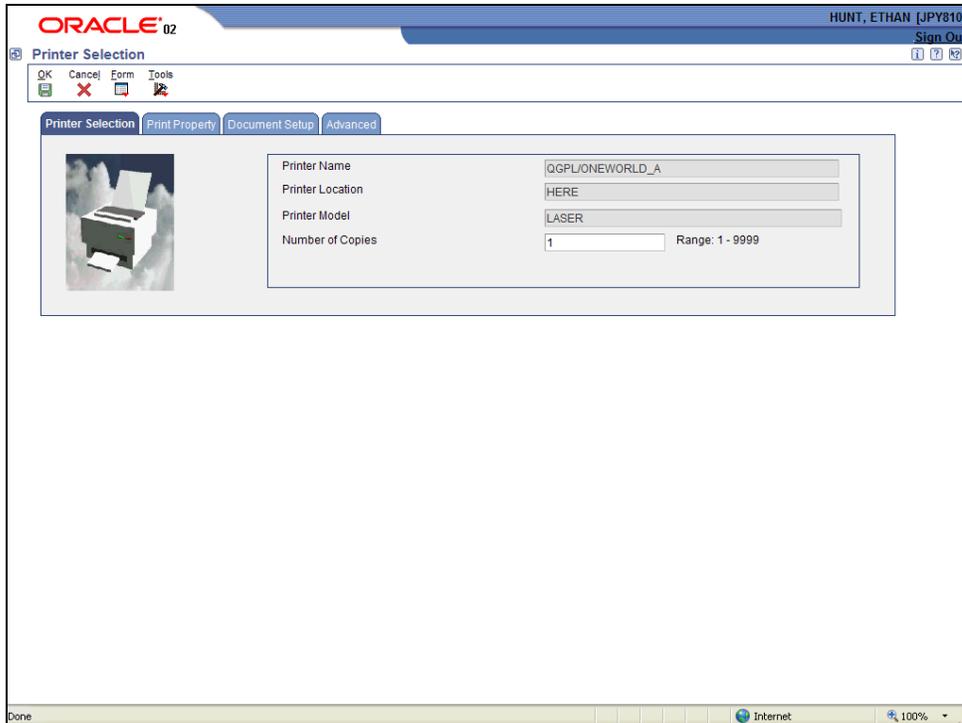
Step	Action
47.	If you want to enter a range or list click on the Range of Values or List of Values tab. To enter a single object code type the code in the Literal Value field on the Single Value tab.
48.	Click the OK button. <input checked="" type="checkbox"/>
49.	You can run the report with the preset Business Unit Types 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.
50.	Click the OK button. <input checked="" type="checkbox"/>

The screenshot shows the Oracle G/L Account Detail Reports selection screen. The dialog box is titled 'Selection' and contains the following fields and options:

- Century: 20
- Fiscal Year: 8
- Period Number - General Ledger: 7
- Show Grant totals: Y = Yes (Default), N = No
- Include Unposted: N = No (Default), Y = Yes

The dialog box has 'OK' and 'Cancel' buttons at the top left. The Oracle logo and version '02' are visible in the top left corner of the window. The user's name 'HUNT, ETHAN [JPY810]' and 'Sign Out' link are in the top right corner. The bottom of the window shows a taskbar with 'Done', 'Internet', and '100%' zoom level.

Step	Action
51.	Enter the fiscal year in the Fiscal Year field for which you want to run the report.
52.	Enter the period number in the Period Number - General Ledger field for which you want to run the report.
53.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
54.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
55.	Click the OK button. 



Step	Action
56.	Click the OK button. 
57.	Click the Close button. 
58.	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.

G/L Account Detail - Yearly Report Lesson

Procedure

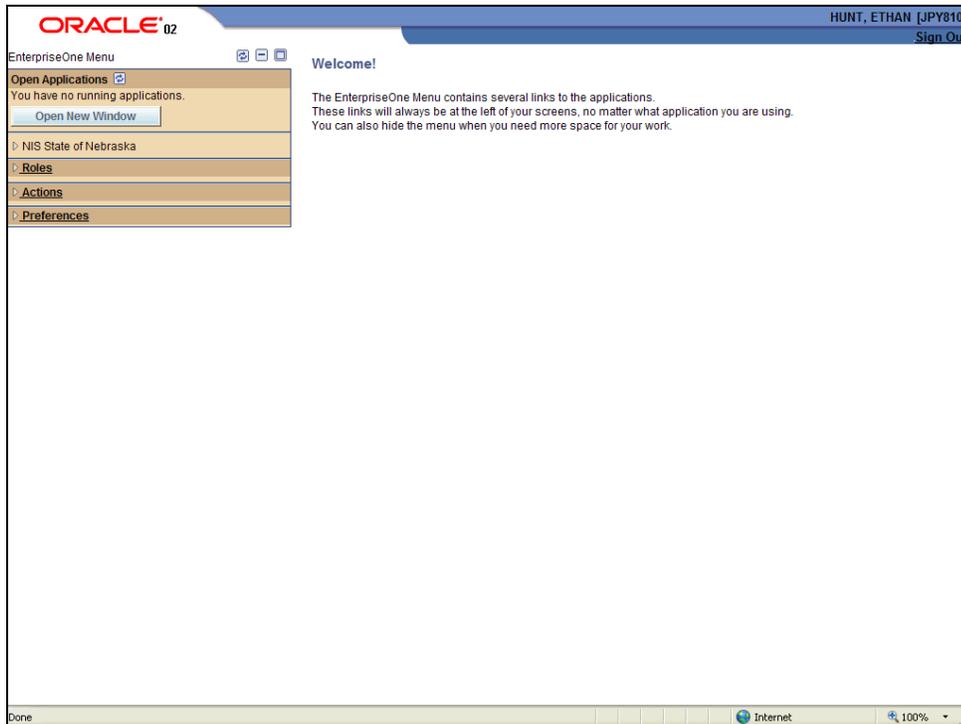
In this lesson you will the steps for running the G/L Account Detail - Yearly Report.

Navigation: There are multiple menu paths for this report. This lesson uses the Accounting Agencies menu path.

NIS State of Nebraska > Accounting Agencies > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail – Yearly

or

NIS State of Nebraska > Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Account Detail – Yearly



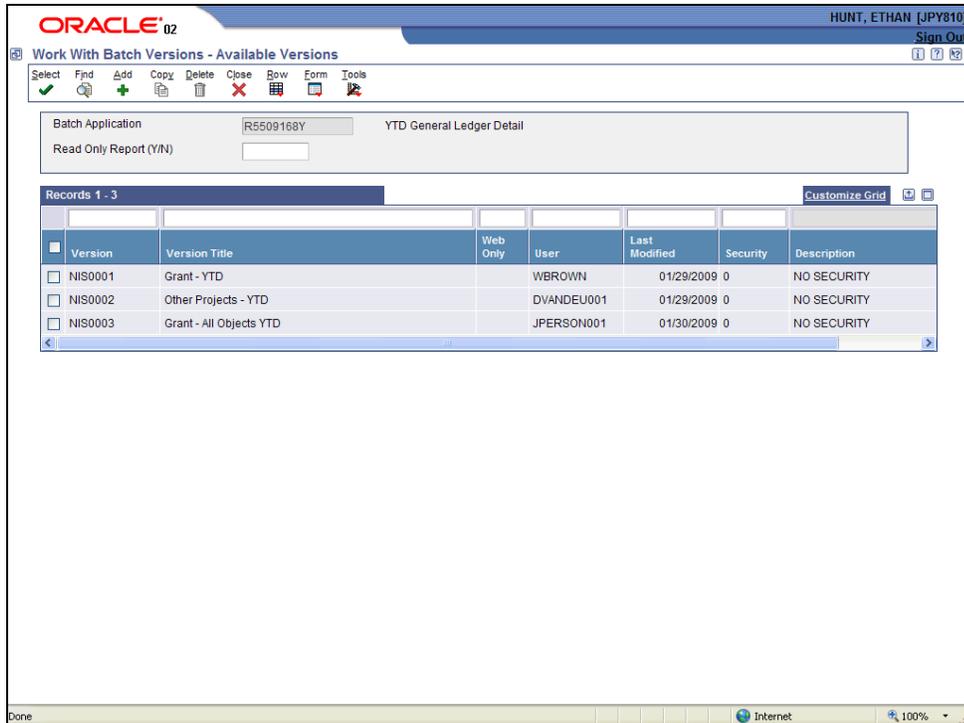
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports

Training Guide

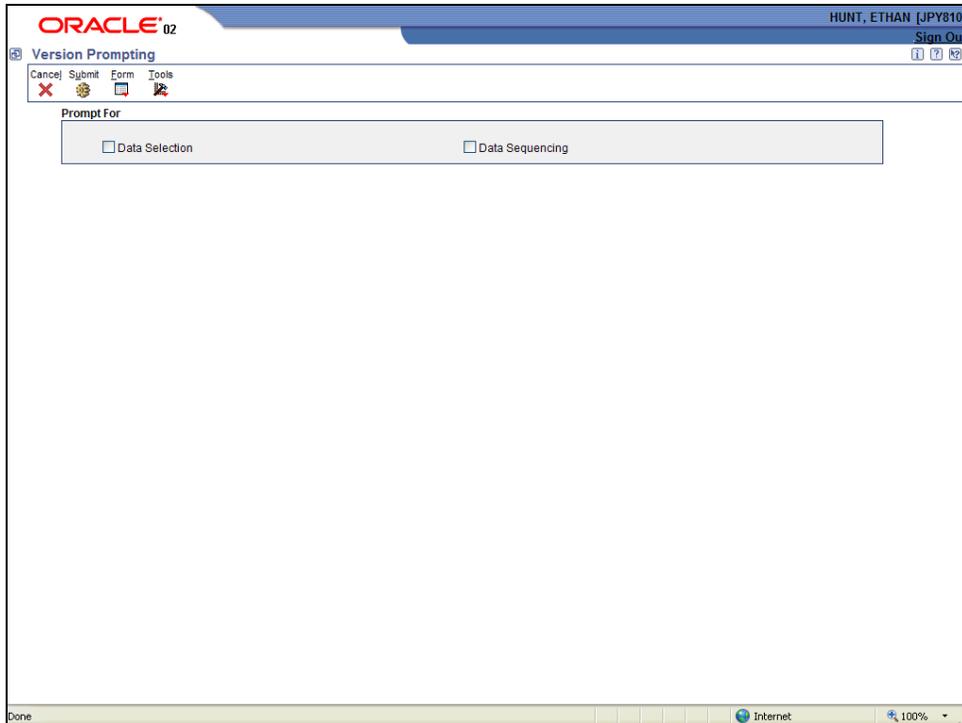
G/L Account Detail Reports



Step	Action
5.	Click the General Ledger Reports link. General Ledger Reports
6.	Click the G/L Account Detail - Yearly link. G/L Account Detail - Yearly
7.	There are three versions of this report. 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 .
8.	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 .
9.	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 . Use this version for more flexibility if you are not doing data selection related to Grants or Construction type projects.
10.	You can also run these reports for 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.
11.	Decision: Which Version would you like to run? <ul style="list-style-type: none"> • NIS0001 Go to step 12 on page 21 • NIS0002 Go to step 25 on page 25 • NIS0003 Go to step 38 on page 29



Step	Action
12.	Click the NIS0001 option. <input type="checkbox"/>
13.	Click the Select button. <input checked="" type="checkbox"/>



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

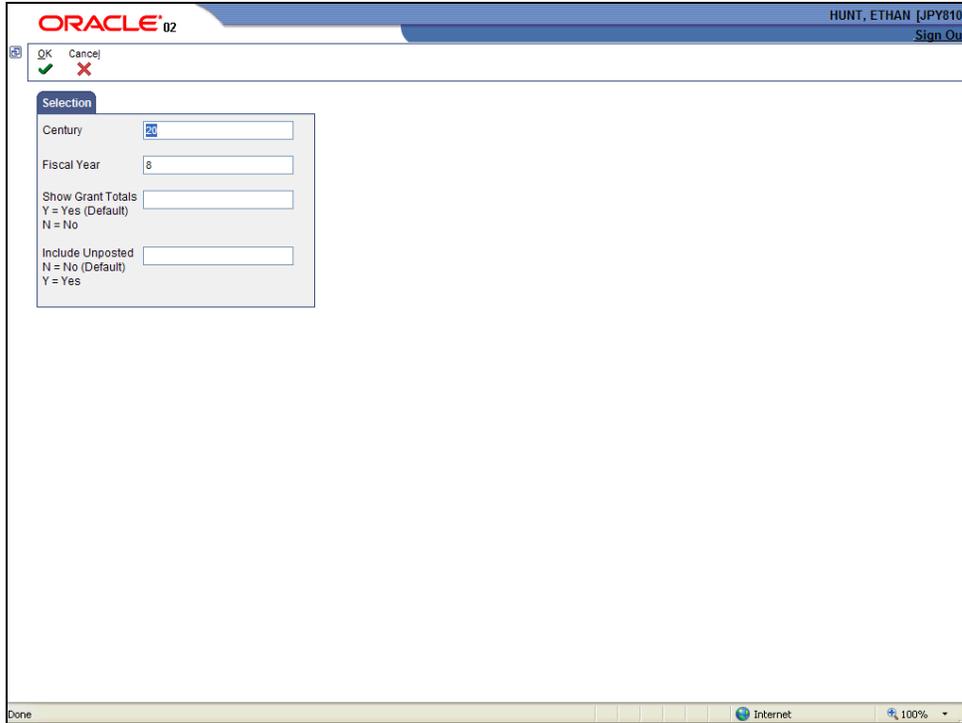
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/> And	Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/> And	Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	BU Type (F0006) (STYL) [BC]	is equal to	"GB,GO,GP,GS,GX,GY,MT,OT,UN"
<input type="checkbox"/> And			

[Add Row](#)
[Advanced](#)

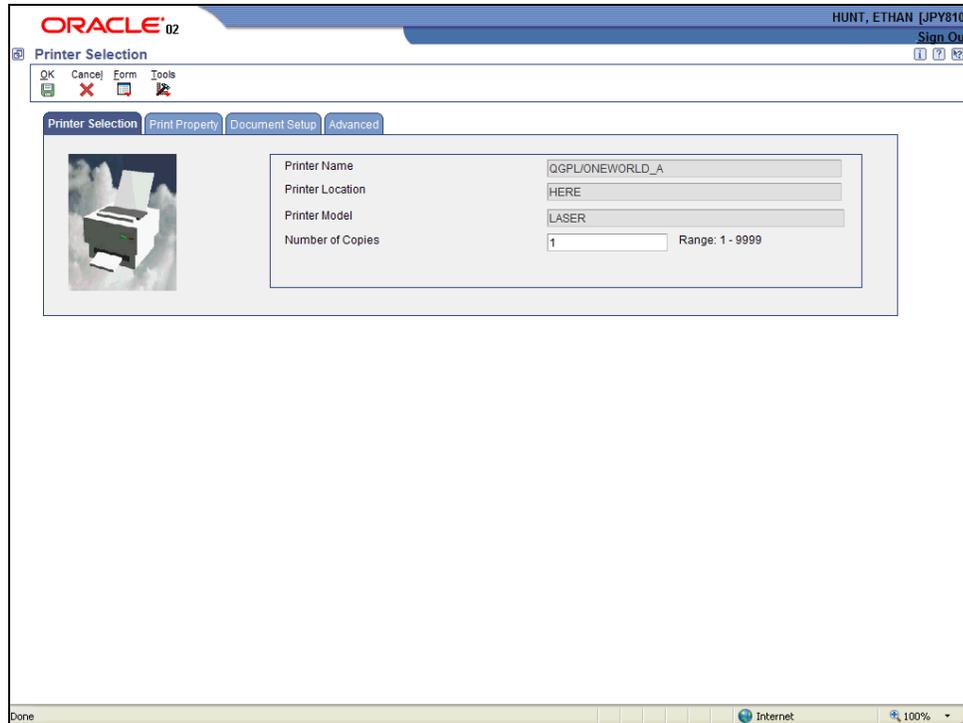
Step	Action
17.	Click the OK button. <input checked="" type="checkbox"/>

Training Guide

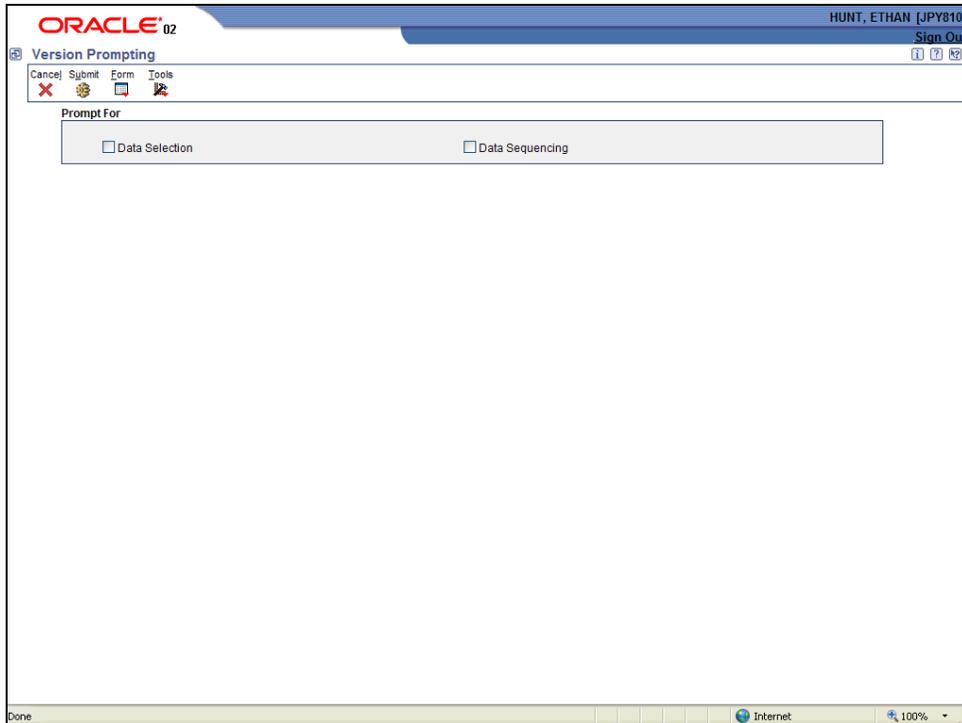
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Step	Action
18.	Enter the fiscal year in the Fiscal Year field for which you want to run the report.
19.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
20.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
21.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
22.	Click the OK button. 
23.	Click the Close button. 
24.	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.
25.	Click the NIS0002 option. 
26.	Click the Select button. 



Step	Action
27.	Click the Data Selection option. <input type="checkbox"/>
28.	Click the Submit button.
29.	<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>

ORACLE 02 HUNT, ETHAN [JPY810]
Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/> And	Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/> And	Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	BU Type (F0006) (STYL) [BC]	is equal to	"CA,CD,DD,IS,PA,PD,PE,PF,PR"
<input type="checkbox"/> And			

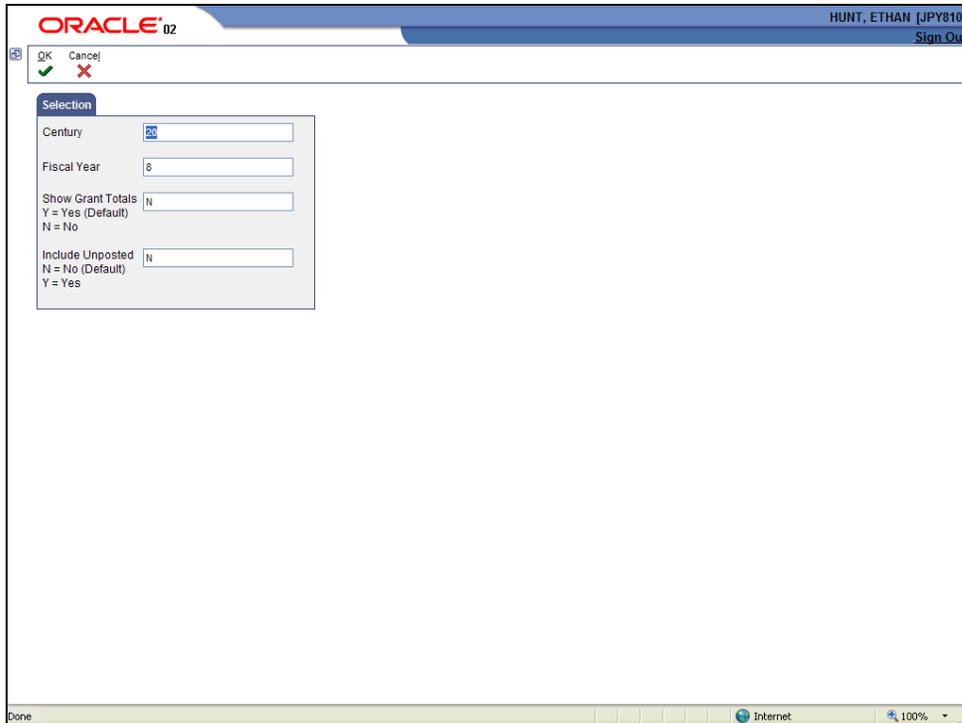
[Add Row](#)
[Advanced](#)

Done Internet 100%

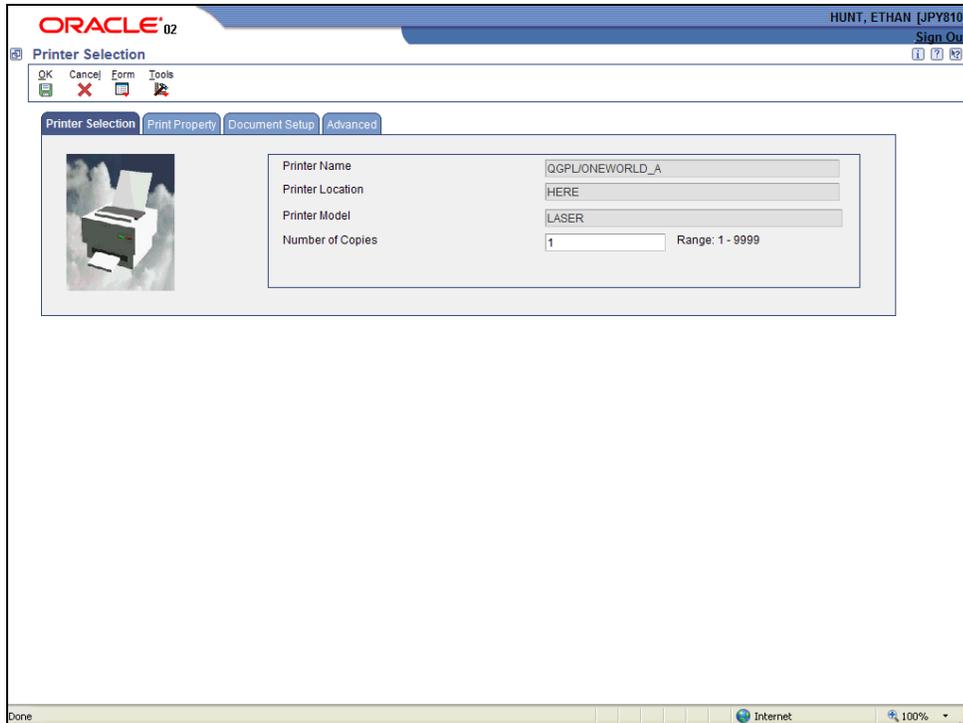
Step	Action
30.	Click the OK button. <input checked="" type="checkbox"/>

Training Guide

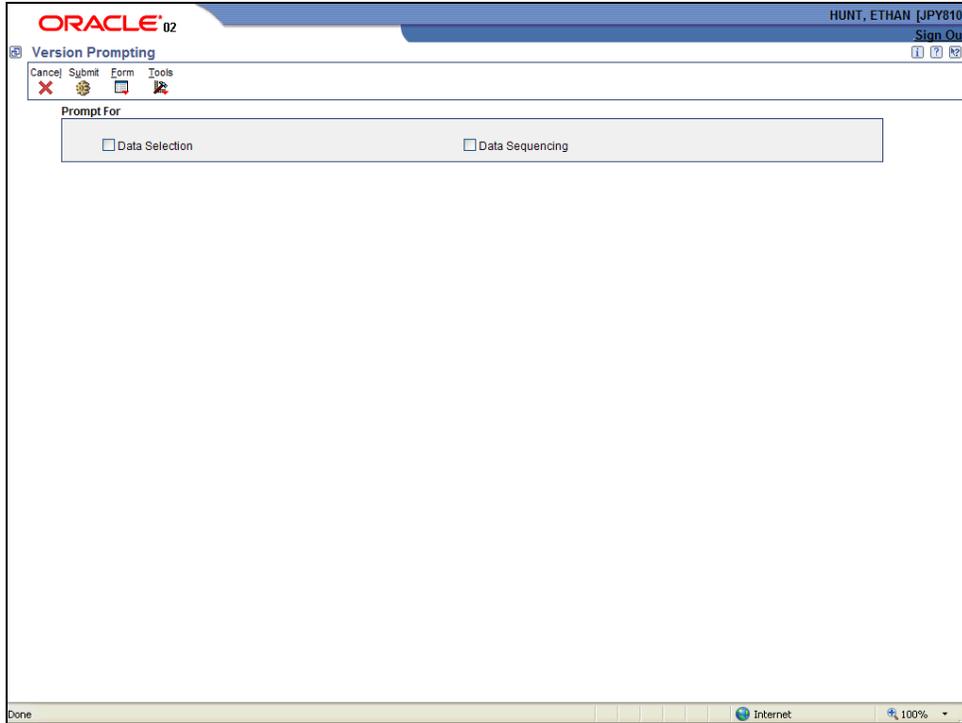
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Step	Action
31.	Enter the fiscal year in the Fiscal Year field for which you want to run the report.
32.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
33.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
34.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
35.	Click the OK button. 
36.	Click the Close button. 
37.	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.
38.	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. Select the version you would like to run by clicking the check box next to it. <input type="checkbox"/>
39.	Click the Select button. 



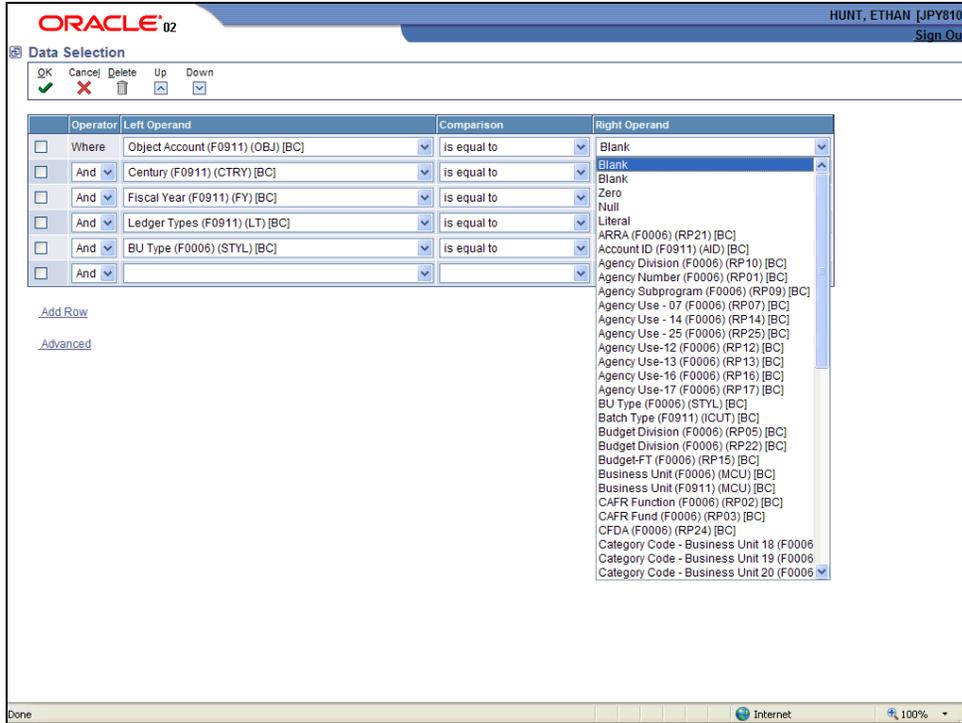
Step	Action
40.	Click the Data Selection option. <input data-bbox="370 1129 402 1171" type="checkbox"/>
41.	Click the Submit button. <input data-bbox="370 1245 402 1287" type="button" value="Submit"/>

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/> And	Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/> And	Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	BU Type (F0006) (STYL) [BC]	is equal to	"CA,CD,DD,GB,GO,GP,GS,GX,GY,IS,MT,0"
<input type="checkbox"/> And			

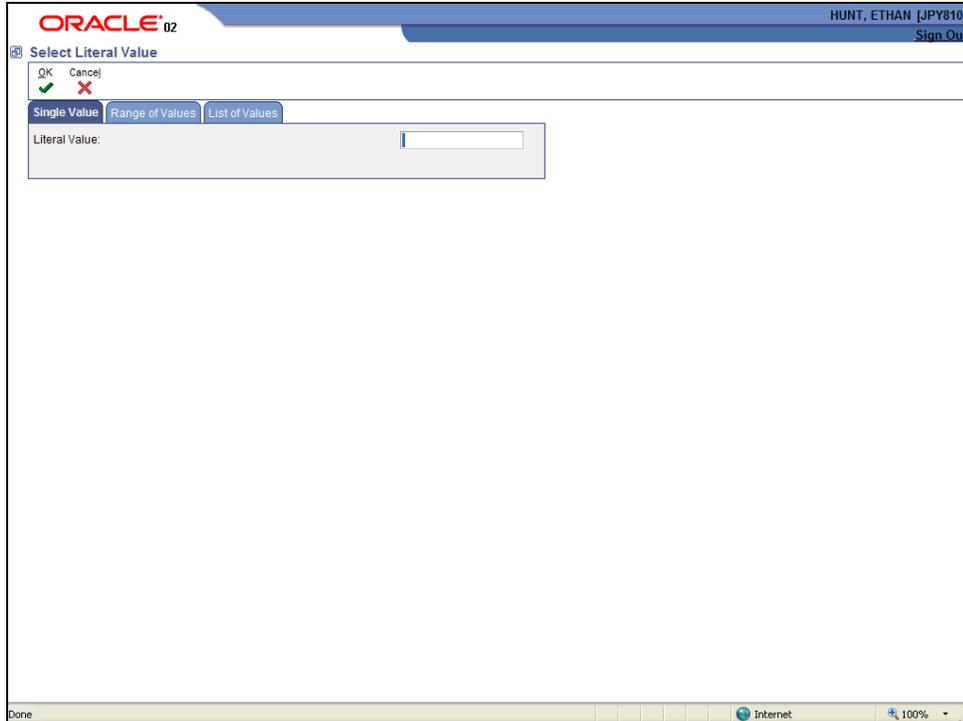
Step	Action
42.	To enter an object code click the dropdown list of the Right Operand column of the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank ▼</div>

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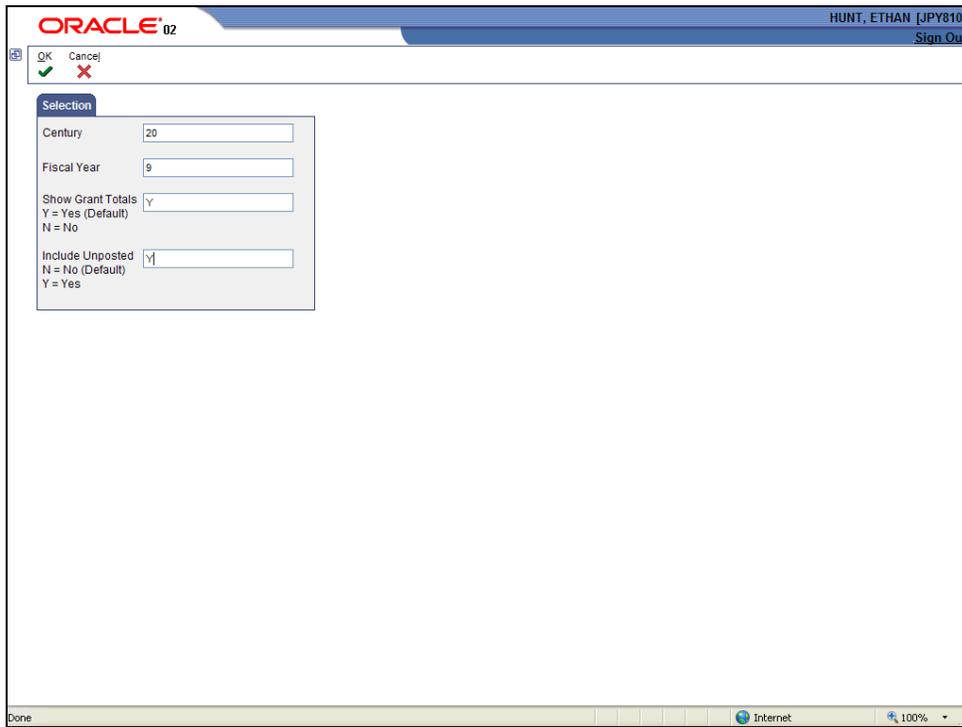
Step	Action
43.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>
44.	You can enter a single object code, a range of object codes, or a list of object codes.



Step	Action
45.	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.
46.	Click the OK button. <input checked="" type="checkbox"/>
47.	You can run the report with the preset Business Unit Types 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.
48.	Click the OK button. <input checked="" type="checkbox"/>
49.	Enter the fiscal year in the Fiscal Year field for which you want to run the report.
50.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.

Training Guide

G/L Account Detail Reports



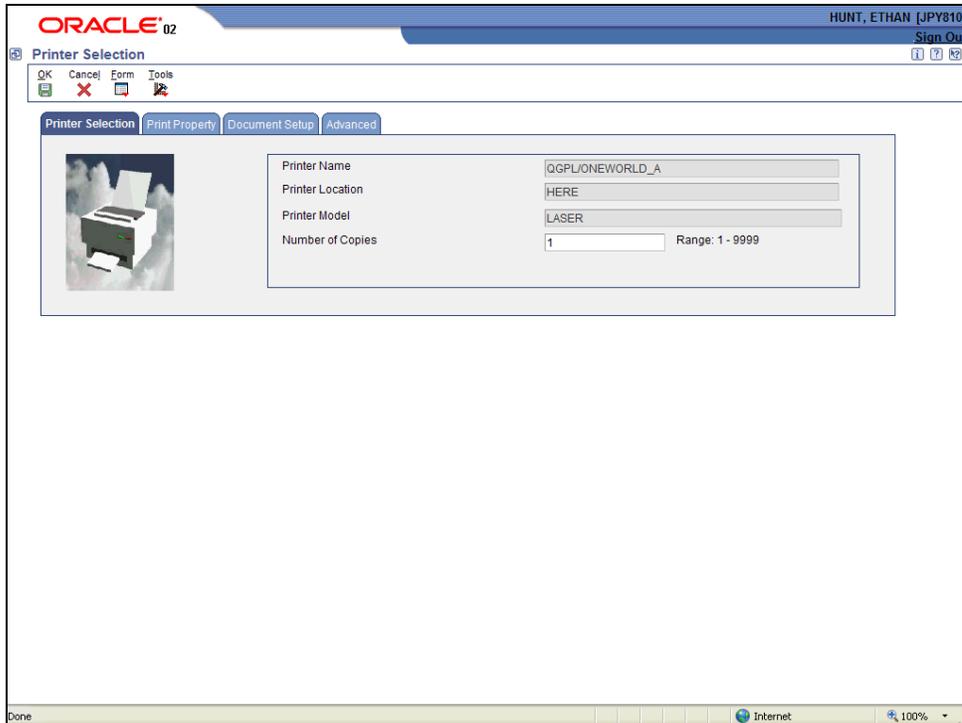
Step	Action
51.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.

The screenshot shows an Oracle web application window. At the top left is the Oracle logo and '02'. At the top right, it says 'HUNT, ETHAN [JPY810]' and 'Sign Out'. Below the header is a dialog box with a title bar containing 'OK' and 'Cancel' buttons. The dialog box has a 'Selection' tab and contains the following fields:

- Century: 20
- Fiscal Year: 9
- Show Grant Totals: Y (Y = Yes (Default), N = No)
- Include Unposted: Y (N = No (Default), Y = Yes)

The window title bar at the bottom shows 'Done' and 'Internet' with a zoom level of 100%.

Step	Action
52.	Click the OK button. 



Step	Action
53.	Click the OK button. 
54.	Click the Close button. 
55.	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.

G/L Account Detail - Since Inception Report Lesson

Procedure

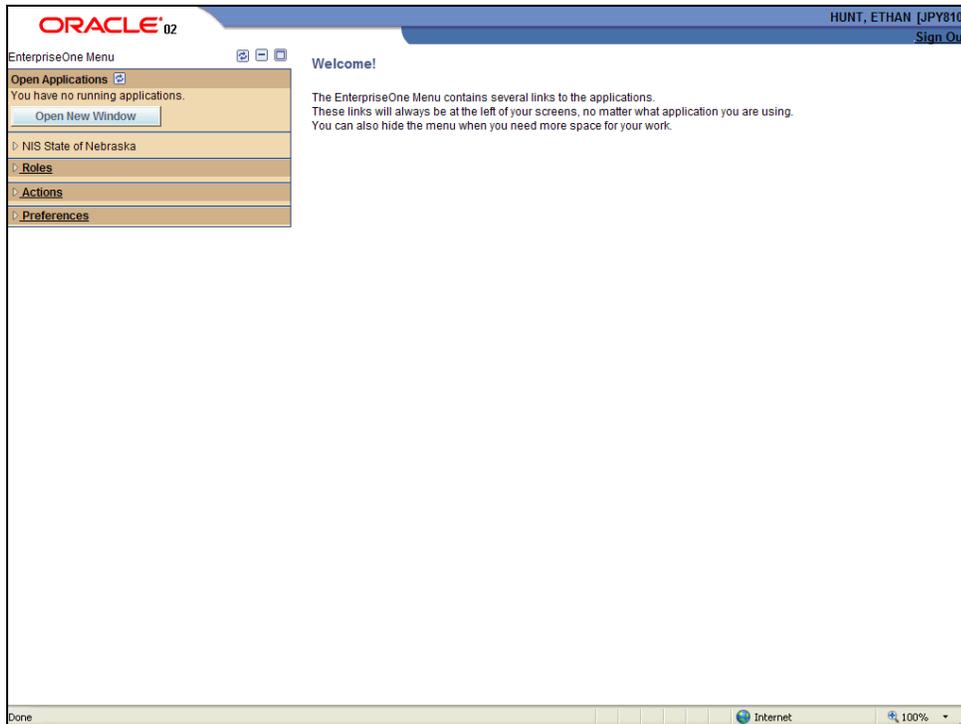
In this lesson you will the steps for running the G/L Account Detail - Since Inception Report.

Navigation: There are multiple menu paths for this report. This lesson uses the Accounting Agencies menu path.

NIS State of Nebraska > Accounting Agencies > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail – Since Inception

or

NIS State of Nebraska > Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Account Detail – Since Inception



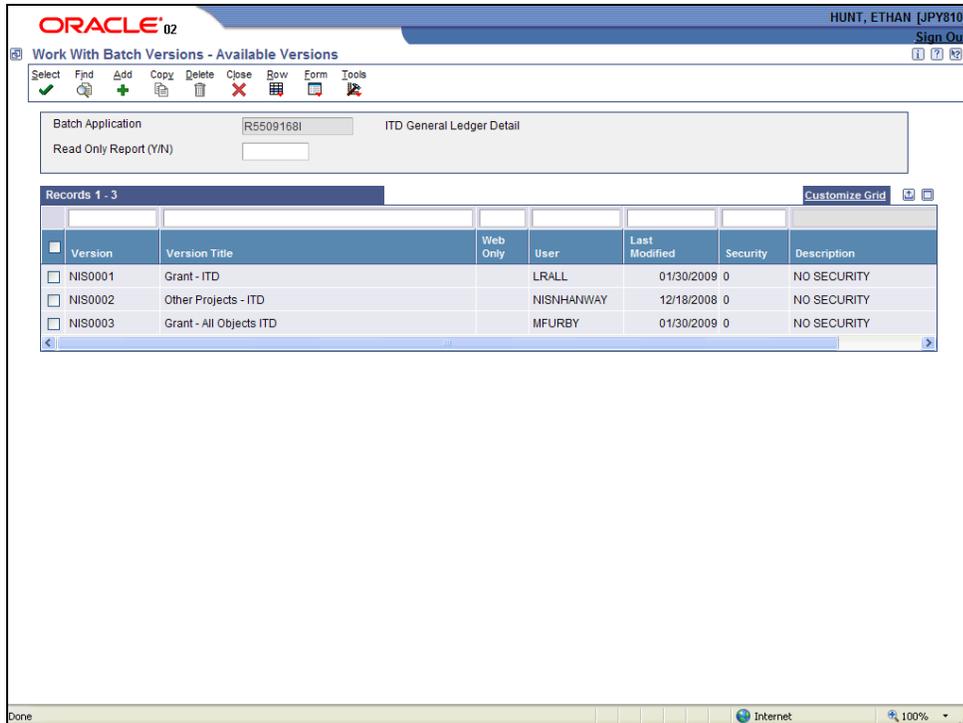
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports

Training Guide

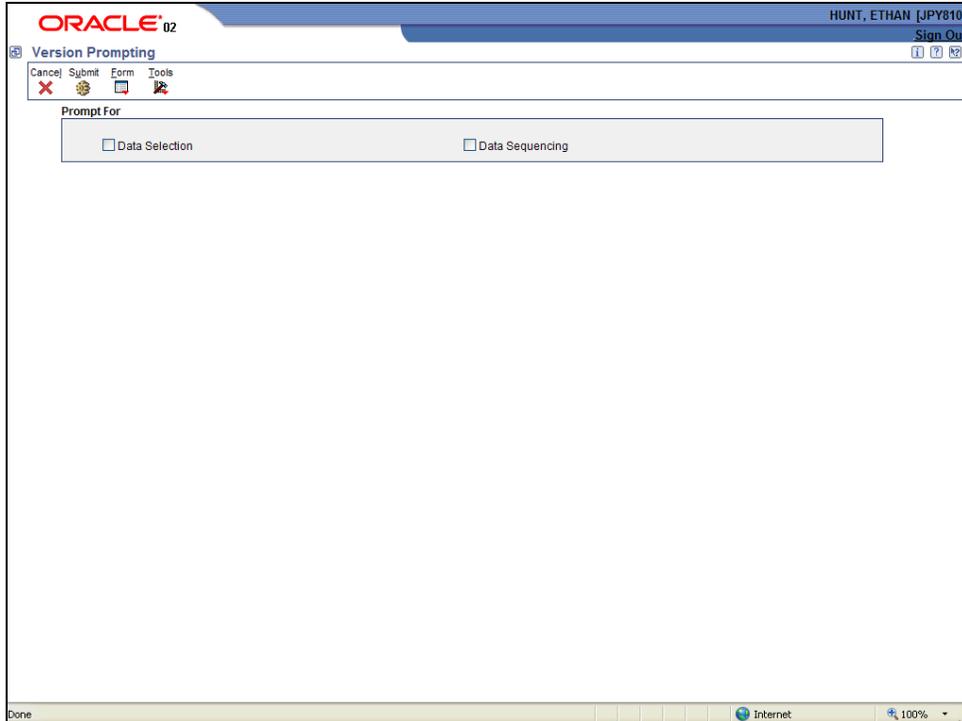
G/L Account Detail Reports



Step	Action
5.	Click the General Ledger Reports link. General Ledger Reports
6.	Click the G/L Account Detail - Since Inception link. G/L Account Detail - Since Inception
7.	There are three versions of this report. 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 .
8.	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 .
9.	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 . Use this version for more flexibility if you are not doing data selection related to Grants or Construction type projects.
10.	You can also run these reports for 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.
11.	Decision: Which Version would you like to run? <ul style="list-style-type: none"> • NIS0001 Go to step 12 on page 39 • NIS0002 Go to step 23 on page 43 • NIS0003 Go to step 35 on page 47



Step	Action
12.	Click the NIS0001 option. <input type="checkbox"/>
13.	Click the Select button. <input checked="" type="checkbox"/>



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

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Data Selection

OK Cancel Delete Up Down

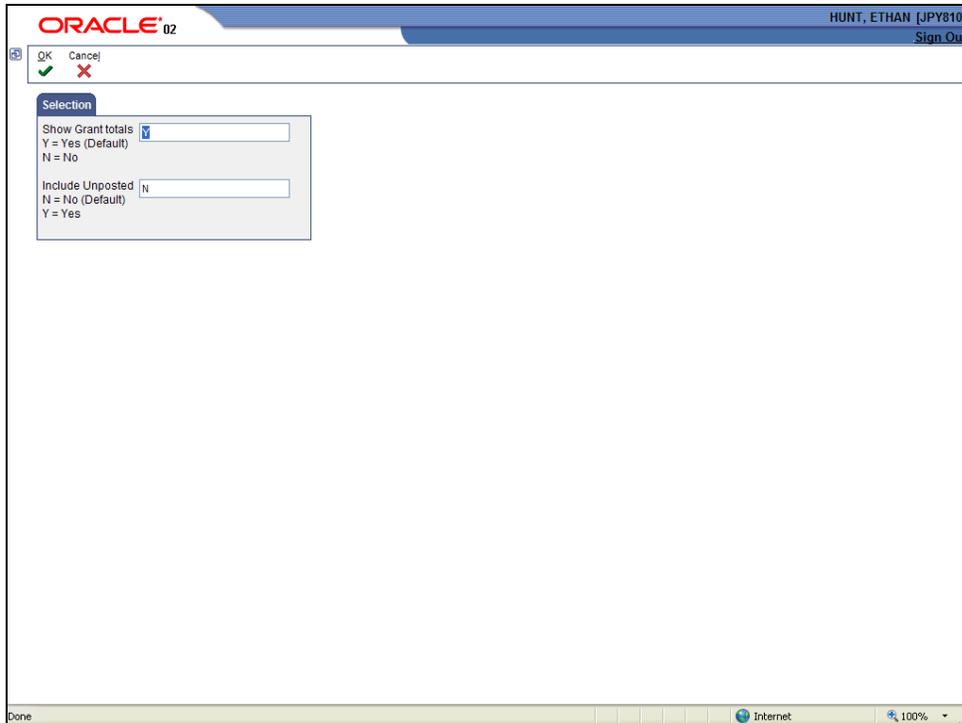
Operator	Left Operand	Comparison	Right Operand
Where	Object Account (F0911) (OBJ) [BC]	is equal to	*486500-961000*
And	Ledger Types (F0911) (LT) [BC]	is equal to	*AA*
And	BU Type (F0006) (STYL) [BC]	is equal to	*GB,GO,GP,GS,GX,GY,MT,OT,UN*
And			

Add Row

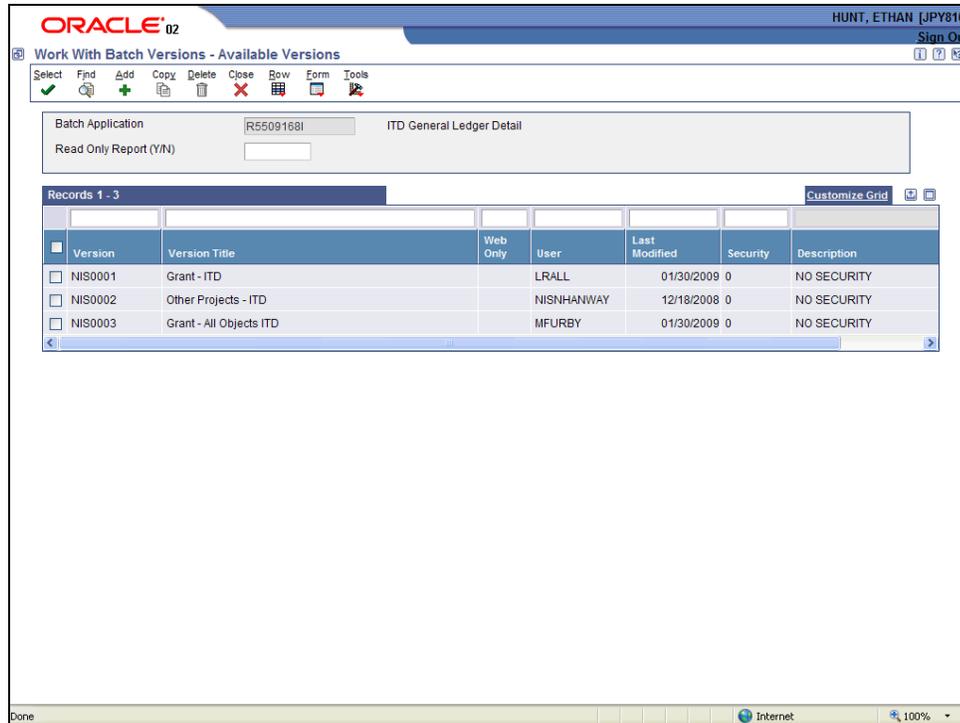
Advanced

Done Internet 100%

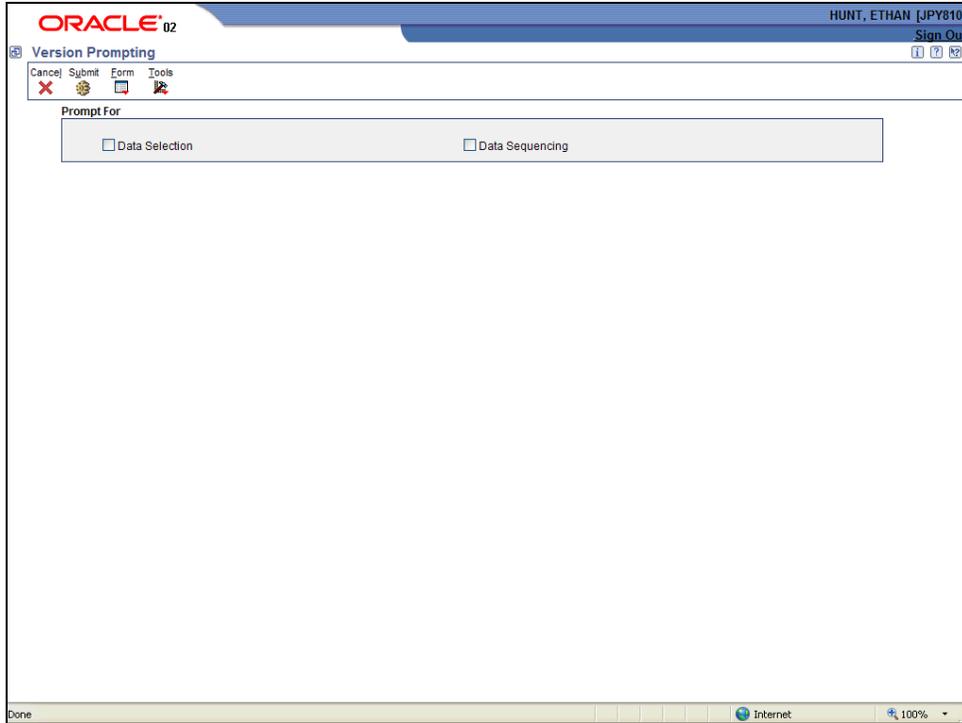
Step	Action
17.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
18.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
19.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
20.	Click the OK button. 
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 work instructions. You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.



Step	Action
23.	Click the NIS0002 option. <input type="checkbox"/>
24.	Click the Select button. <input checked="" type="checkbox"/>



Step	Action
25.	Click the Data Selection option. <input type="checkbox"/>
26.	Click the Submit button.
27.	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.

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Object Account (F0911) (OBJ) [BC]	is equal to	*486500-961000*
And	Ledger Types (F0911) (LT) [BC]	is equal to	*AA*
And	BU Type (F0006) (STYL) [BC]	is equal to	*CA,CD,DD,IS,PA,PD,PE,PF,PR*
And			

[Add Row](#)

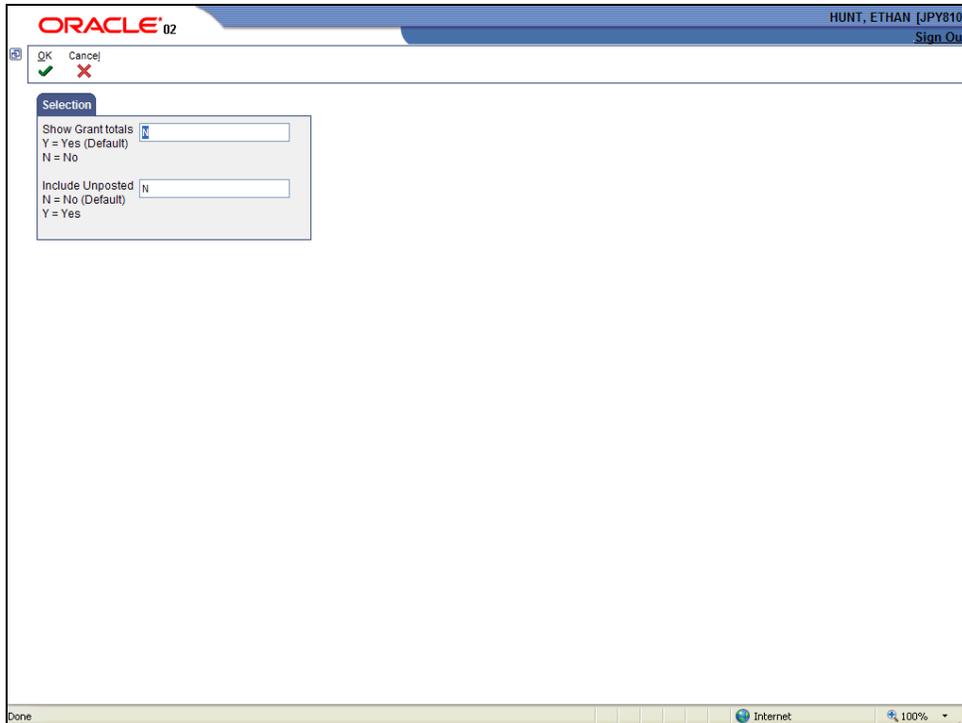
[Advanced](#)

Done Internet 100%

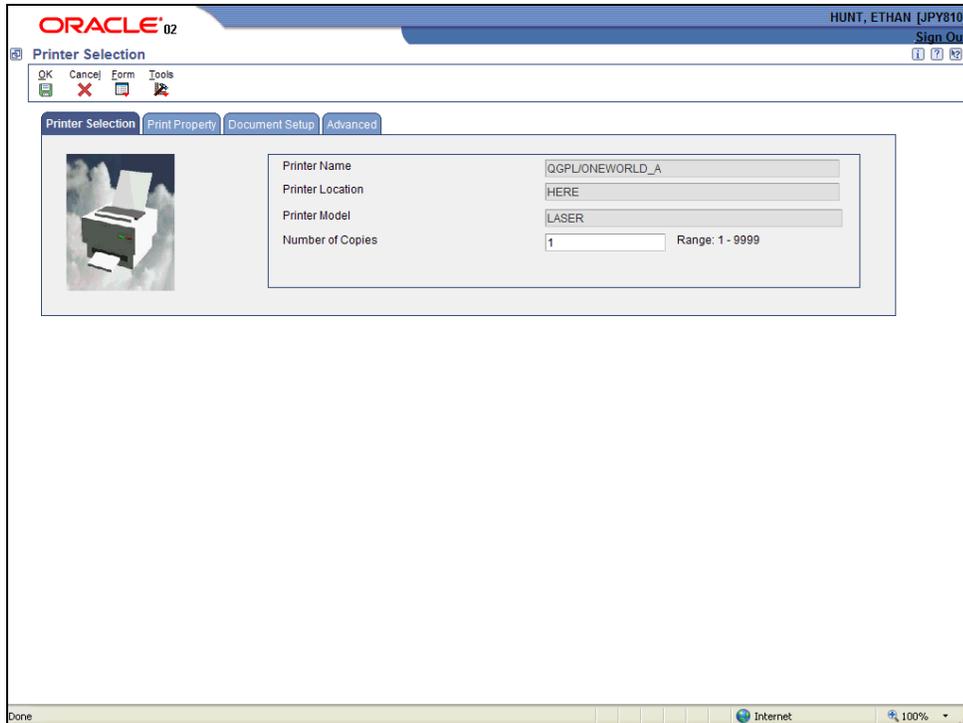
Step	Action
28.	Click the OK button. <input checked="" type="checkbox"/>

Training Guide

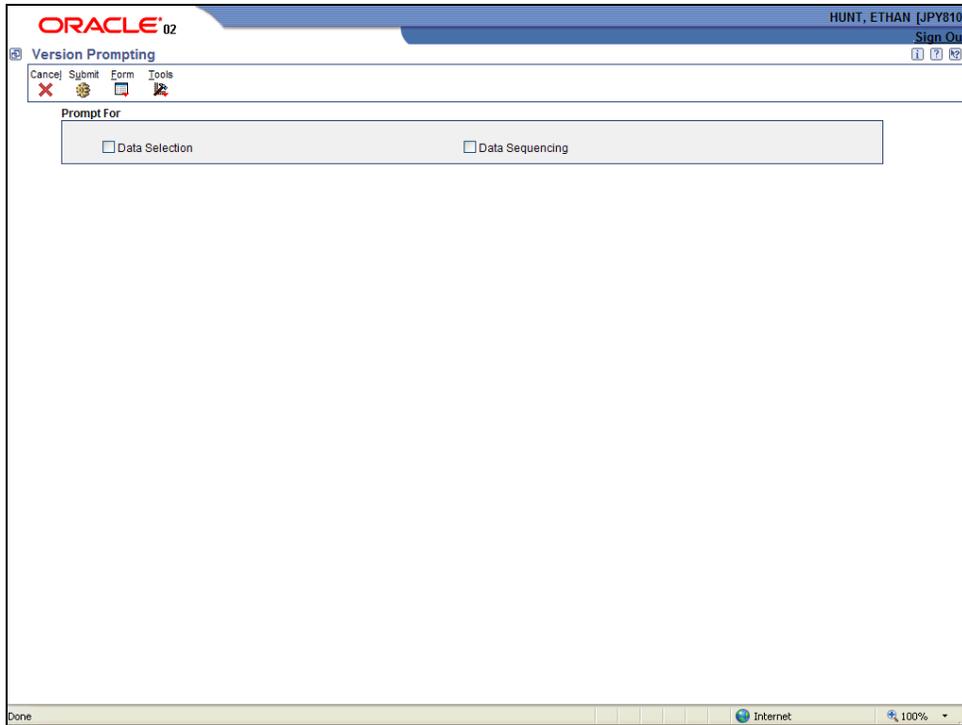
G/L Account Detail Reports



Step	Action
29.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
30.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
31.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
32.	Click the OK button. 
33.	Click the Close button. 
34.	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.
35.	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. Select the version you would like to run by clicking the check box next to it. <input type="checkbox"/>
36.	Click the Select button. 



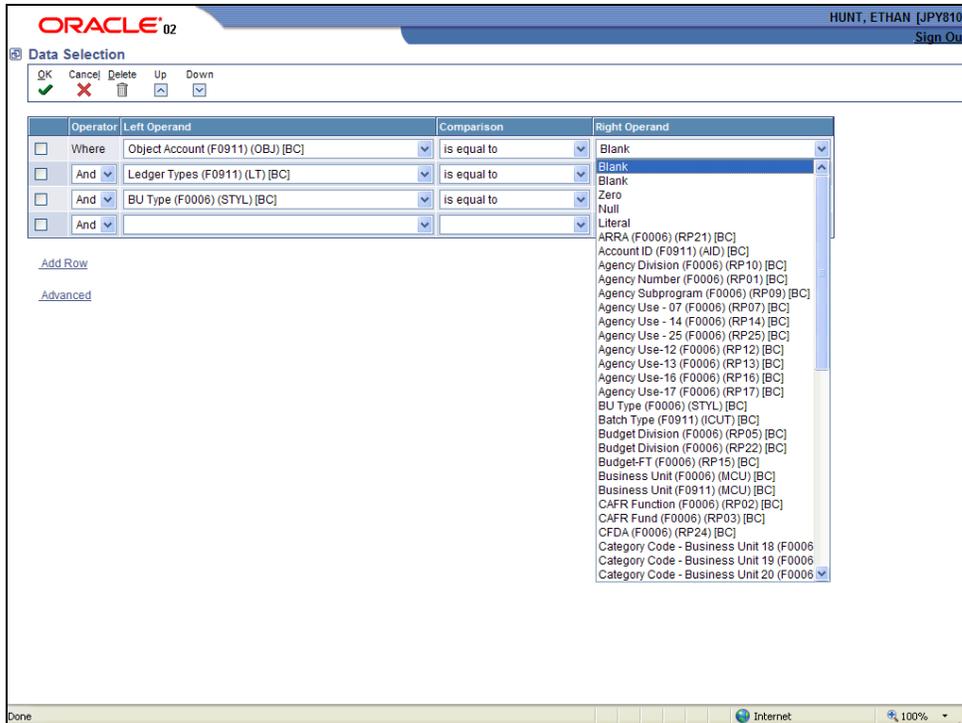
Step	Action
37.	Click the Data Selection option. <input data-bbox="370 1129 402 1171" type="checkbox"/>
38.	Click the Submit button. <input data-bbox="370 1245 402 1283" type="button" value="Submit"/>

Operator	Left Operand	Comparison	Right Operand
Where	Object Account (F0911) (OBJ) [BC]	is equal to	Blank
And	Ledger Types (F0911) (LT) [BC]	is equal to	*AA
And	BU Type (F0006) (STYL) [BC]	is equal to	*CA,CD,DD,GB,GO,GP,GS,GX,GY,IS,MT,0
And			

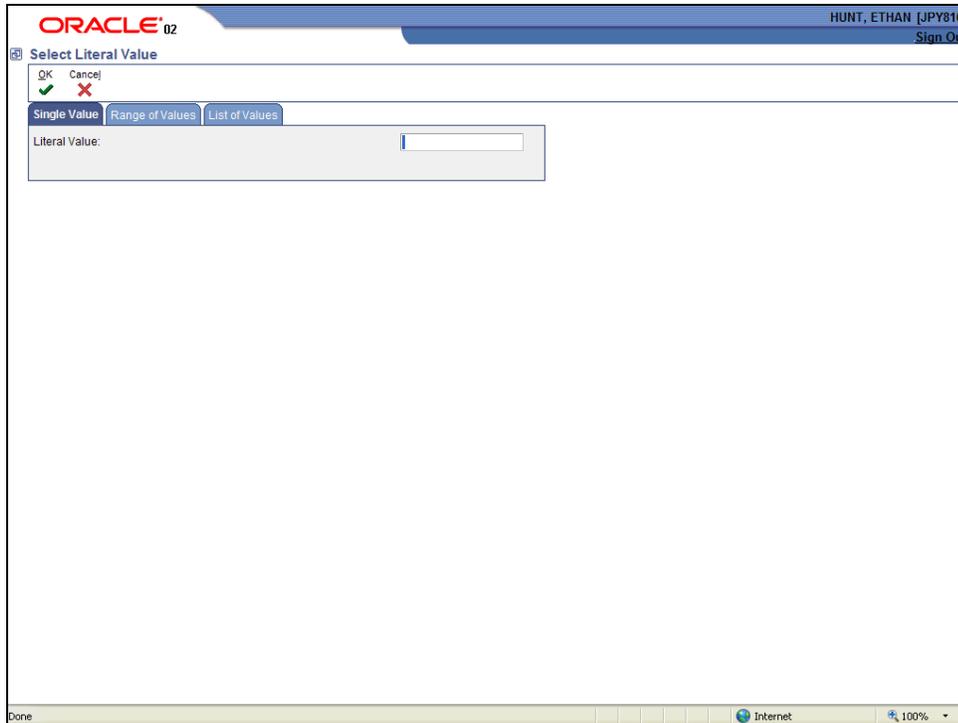
Step	Action
39.	To enter an object code click the dropdown list of the Right Operand column of the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank ▼</div>

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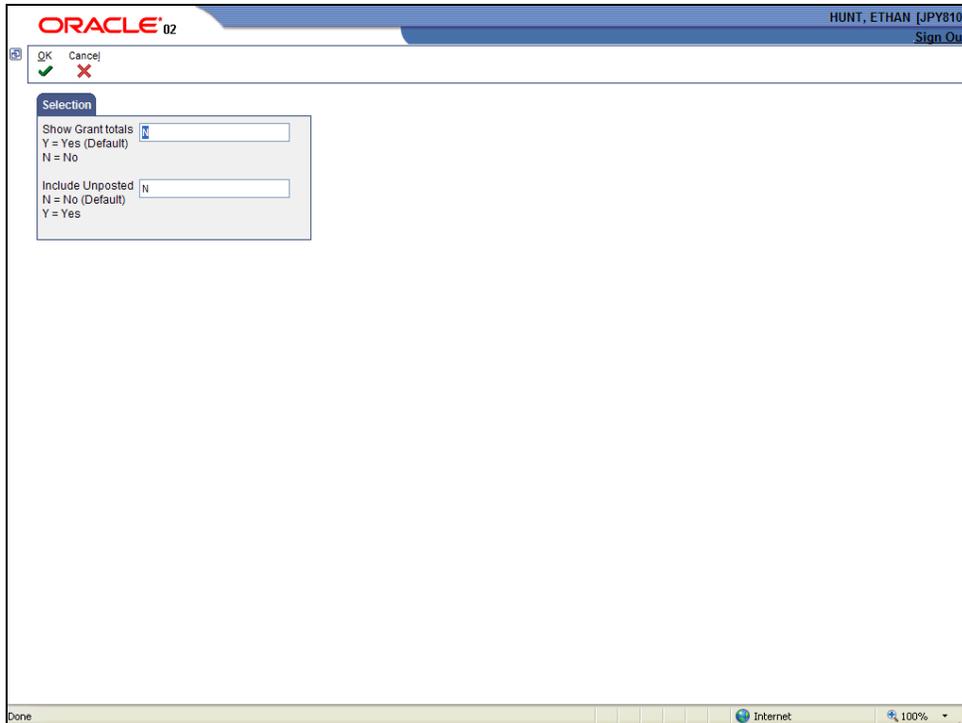
Step	Action
40.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Literal</div>
41.	You can enter a single object code, a range of object codes, or a list of object codes.



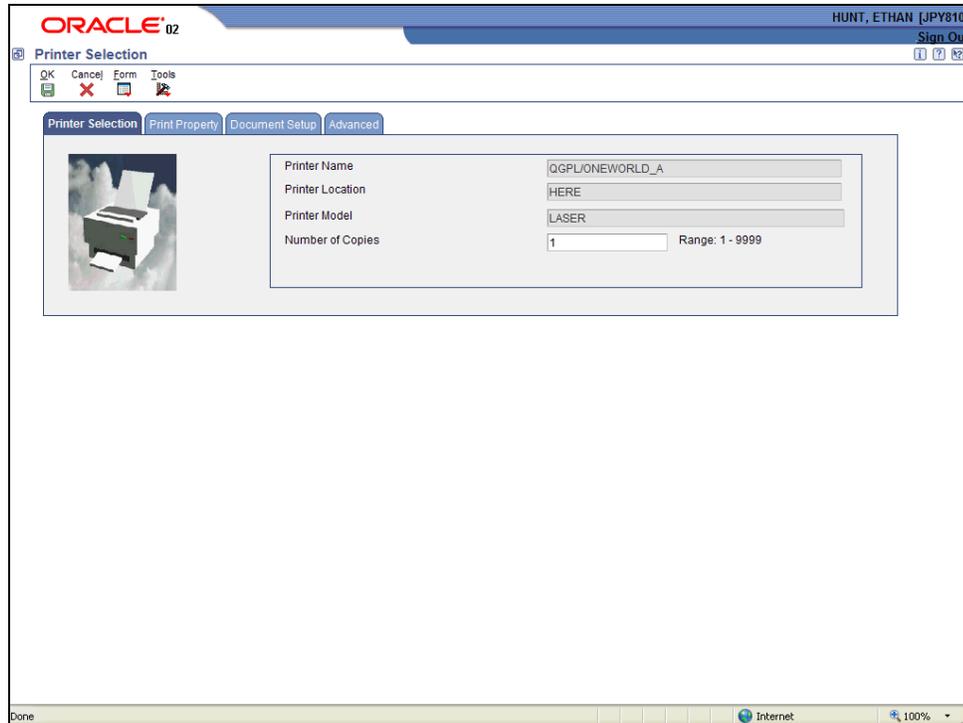
Step	Action
42.	If you want to enter a range or list click on the Range of Values or List of Values tab. To enter a single object code type the code in the Literal Value field on the Single Value tab.
43.	Click the OK button. <input checked="" type="checkbox"/>
44.	You can run the report with the preset Business Unit Types 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.
45.	Click the OK button. <input checked="" type="checkbox"/>

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Step	Action
46.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
47.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
48.	Click the OK button. 



Step	Action
49.	Click the OK button. 
50.	Click the Close button. 
51.	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.

G/L Account Detail - Date Ranges Report Lesson

Procedure

In this lesson you will the steps for running the G/L Account Detail - Date Ranges Report.

Navigation: There are multiple menu paths for this report. This lesson uses the Accounting Agencies menu path.

Training Guide

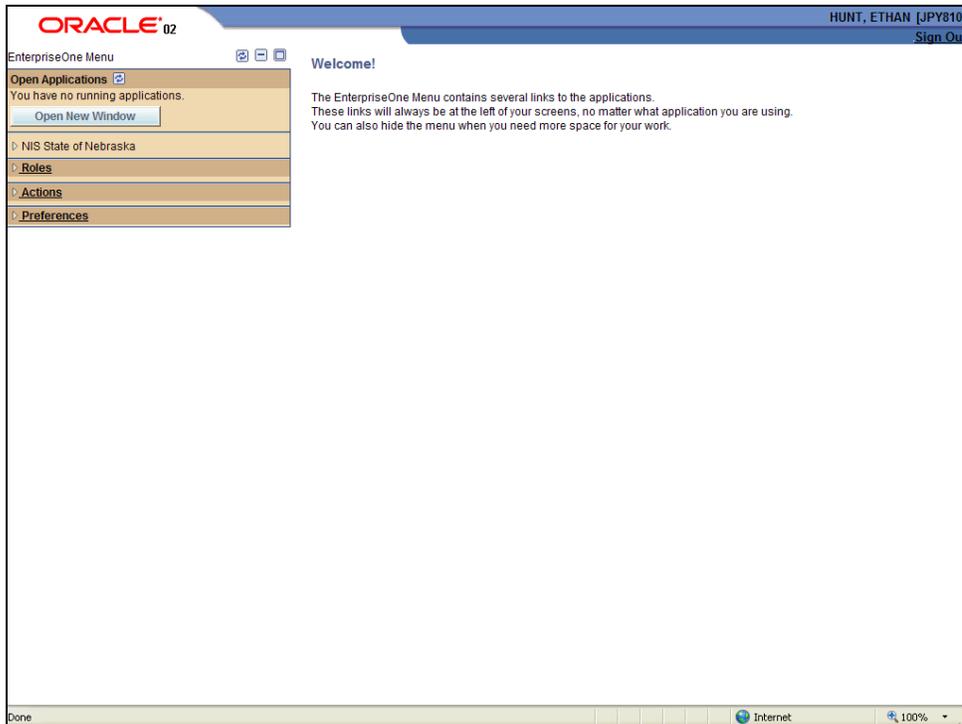
G/L Account Detail Reports



NIS State of Nebraska > Accounting Agencies > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail – Date Ranges

or

NIS State of Nebraska > Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Account Detail – Date Ranges

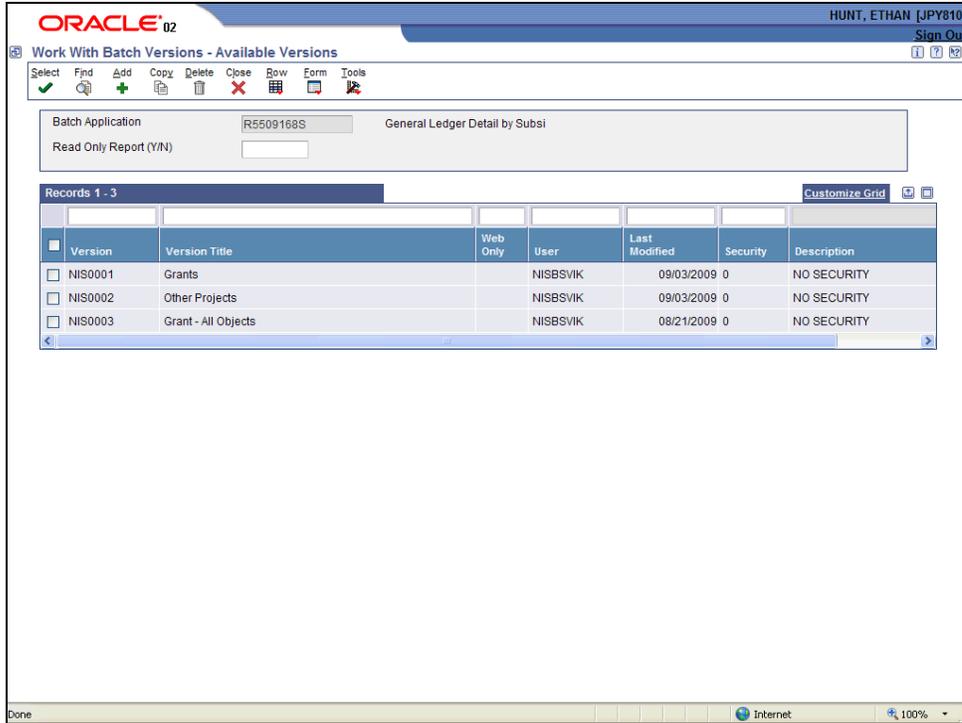


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports

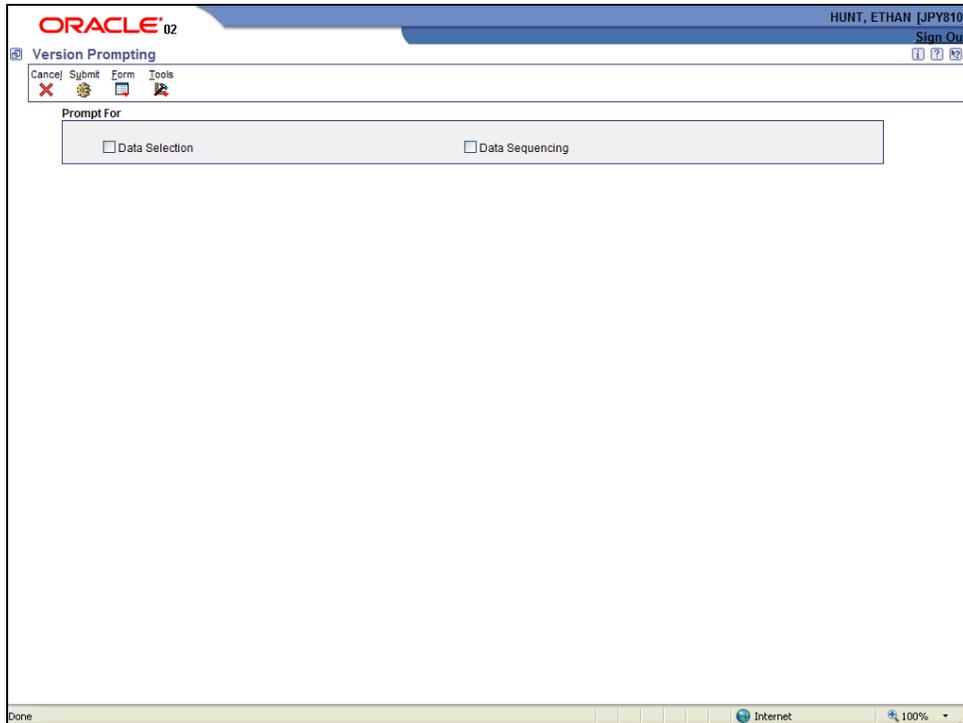
Step	Action
5.	<p>Click the General Ledger Reports link.</p> <p>General Ledger Reports</p>
6.	<p>Click the G/L Account Detail - Date Ranges link.</p> <p>G/L Account Detail - Date Ranges</p>
7.	<p>There are three versions of this report.</p> <p>Version NIS0001 - In the data selection of this version the 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 56 • NIS0002 Go to step 26 on page 60 • NIS0003 Go to step 41 on page 64

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G/L Account Detail Reports



Step	Action
12.	Click the NIS0001 option. <input type="checkbox"/>
13.	Click the Select button. <input checked="" type="checkbox"/>



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

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G/L Account Detail Reports

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/> And	Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdEndDateofReport [PO]
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	BU Type (F0006) (STYL) [BC]	is equal to	"GB,GO,GP,GS,GX,GY,MT,OT,UN"
<input type="checkbox"/> And			

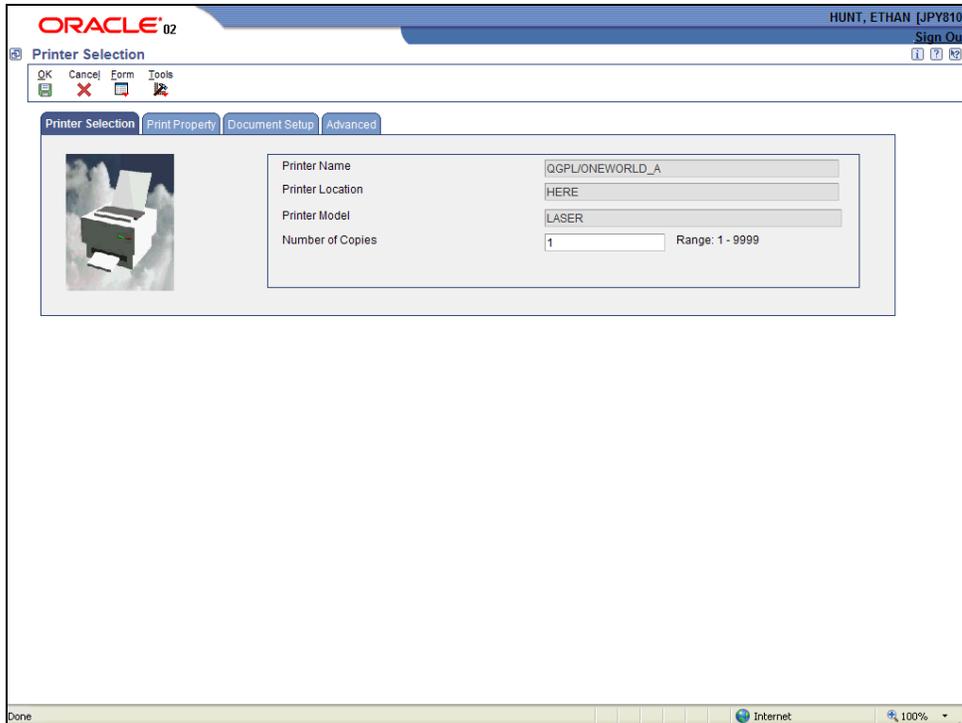
[Add Row](#)

[Advanced](#)

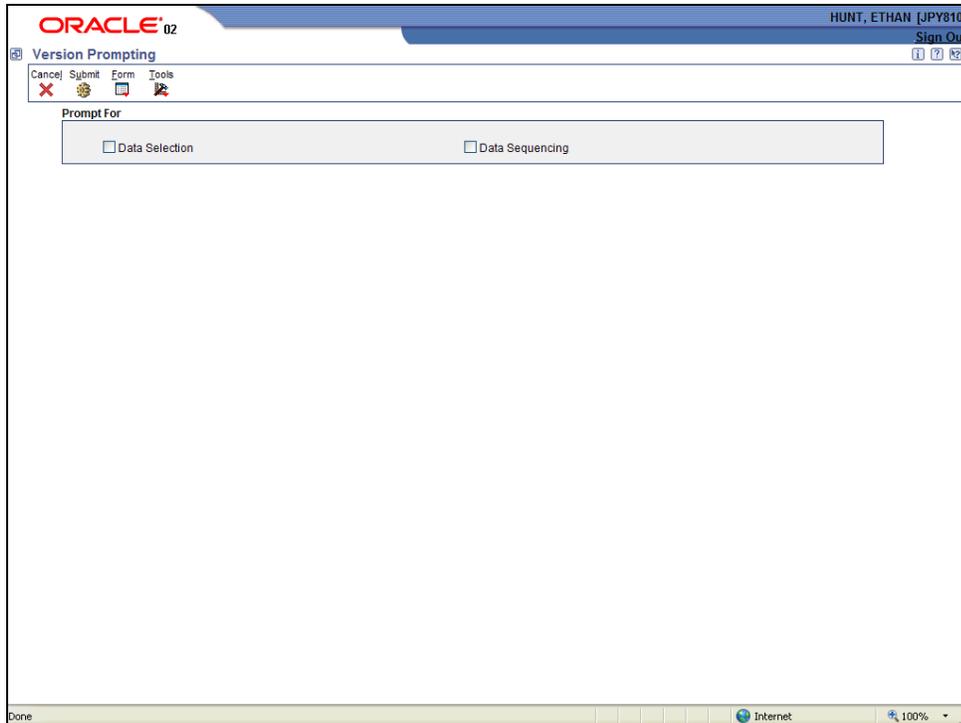
Done Internet 100%

Step	Action
17.	Click the OK button. <input checked="" type="checkbox"/>

Step	Action
18.	Enter the beginning date of the date range in the Date - Report Begins field and the end date of the range in the Date - Report Ends field.
19.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
20.	In the Posted/Unposed field enter: B - To show both Posted and Unposted. P - To show just Posted. U - To show just Unposted.
21.	In the Beginning Balance field enter: F - To include the total fiscal year to date. I - To include the total inception to date. Leave blank to include the total only in the selected time period.
22.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
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. 



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

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G/L Account Detail Reports

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/> And	Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdEndDateofReport [PO]
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	BU Type (F0006) (STYL) [BC]	is equal to	"CA,CD,DD,IS,PA,PD,PE,PF,PR"
<input type="checkbox"/> And			

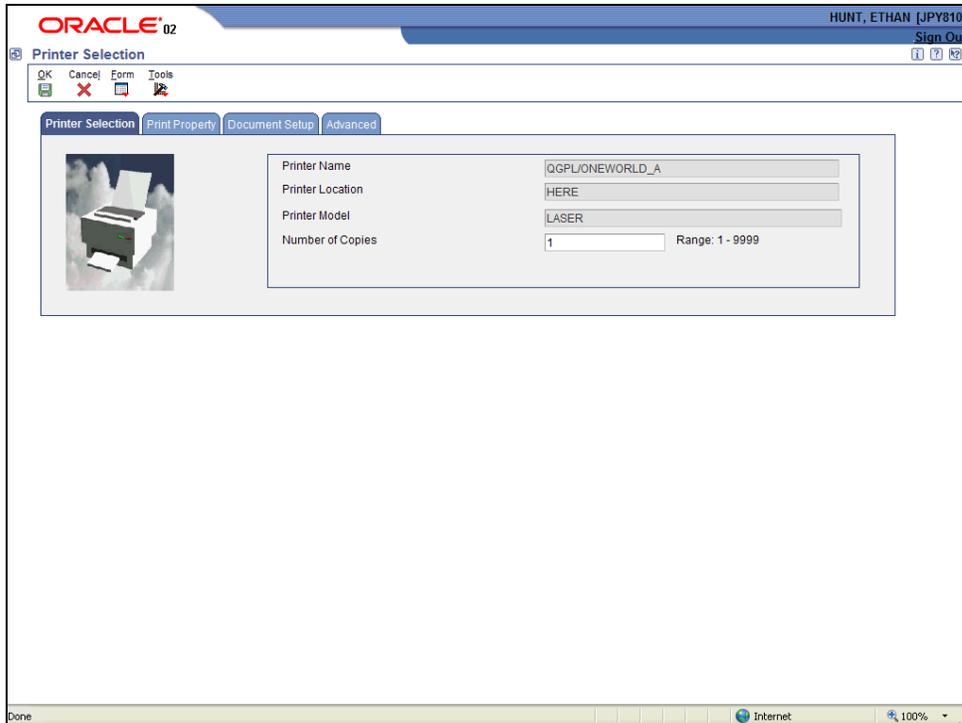
[Add Row](#)

[Advanced](#)

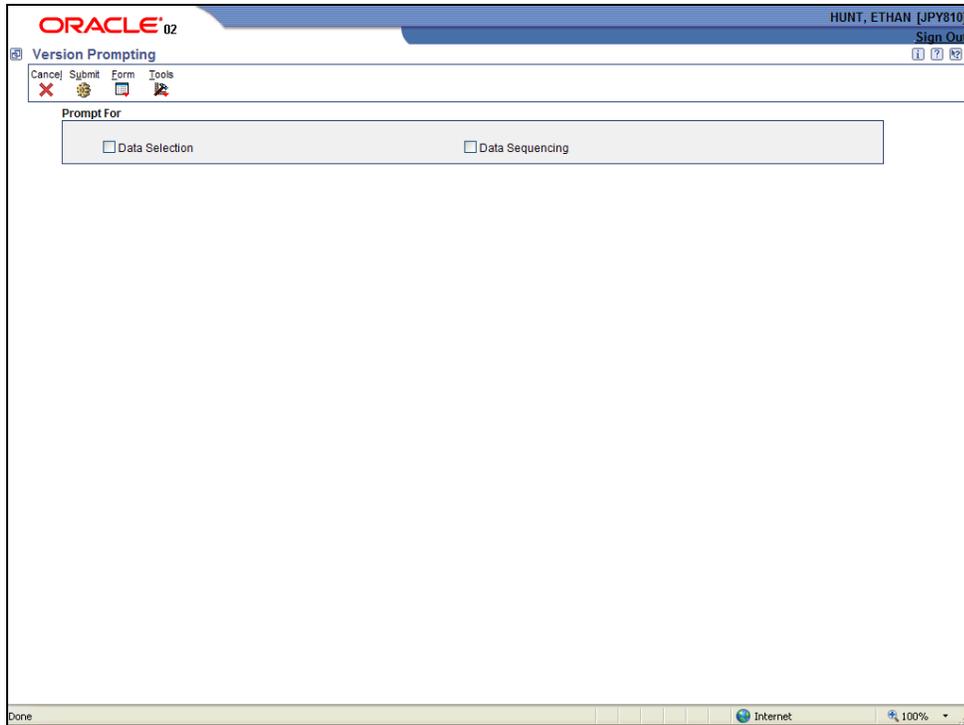
Done Internet 100%

Step	Action
31.	Click the OK button. <input checked="" type="checkbox"/>

Step	Action
32.	Enter the beginning date of the date range in the Date - Report Begins field.
33.	Enter the ending date of the date range in the Date - Report Ends field.
34.	In the Show Grant Totals field enter " Y " to show grant totals or " N " not to show grant totals.
35.	In the Posted/Unposed field enter: B - To show both Posted and Unposted. P - To show just Posted. U - To show just Unposted.
36.	In the Beginning Balance field enter: F - To include the total fiscal year to date. I - To include the total inception to date. Leave blank to include the total only in the selected time period.
37.	Click the OK button. 



Step	Action
38.	Click the OK button. 
39.	Click the Close button. 
40.	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.
41.	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. Select the version you would like to run by clicking the check box next to it. <input type="checkbox"/>
42.	Click the Select button. 



Step	Action
43.	Click the Data Selection option. <input data-bbox="462 1129 500 1165" type="checkbox"/>
44.	Click the Submit button. 

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ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

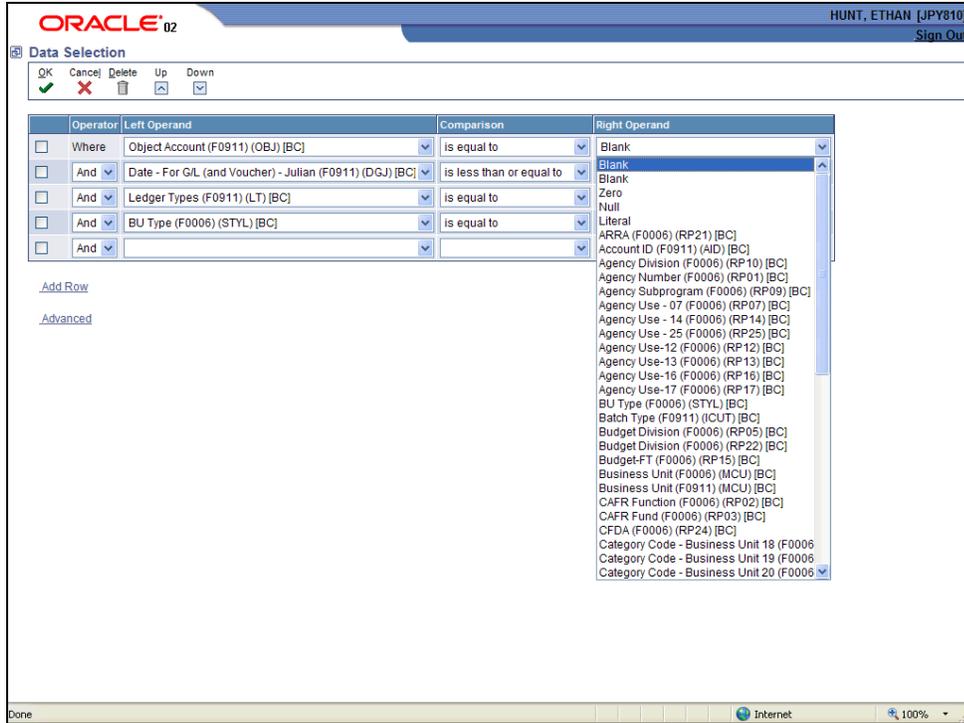
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/> And	Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdEndDateofReport [PO]
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	BU Type (F0006) (STYL) [BC]	is equal to	"CA,CD,DD,GB,GO,GP,GS,GX,GY,IS,MT,O"
<input type="checkbox"/> And			

[Add Row](#)

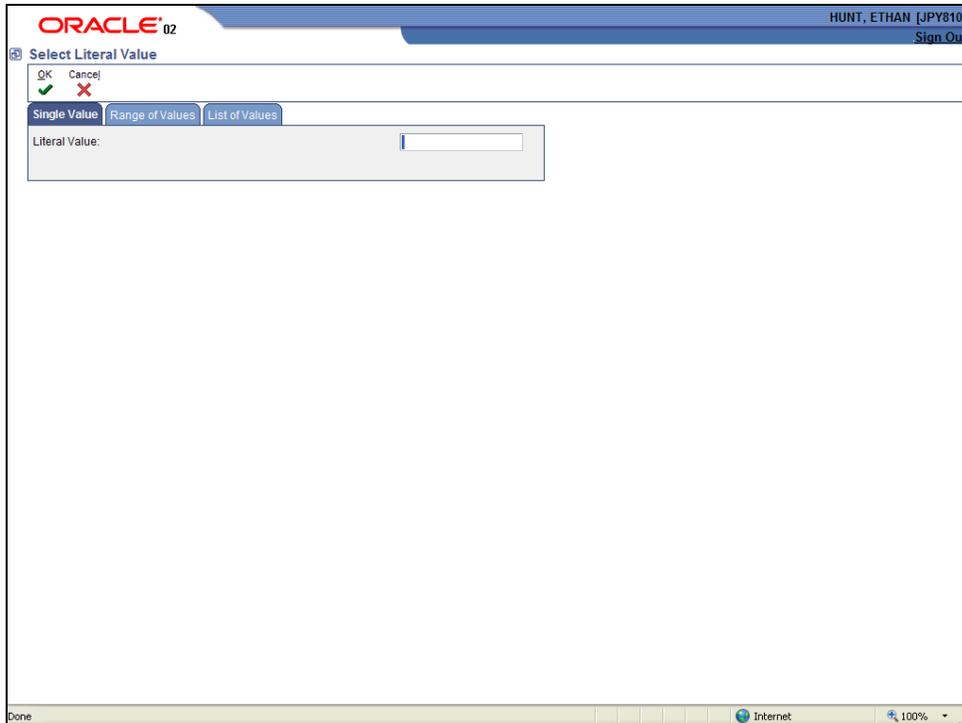
[Advanced](#)

Done Internet 100%

Step	Action
45.	To enter an object code click the dropdown list of the Right Operand column of the first row.



Step	Action
46.	Click the Literal list item. <input type="text" value="Literal"/>
47.	You can enter a single object code, a range of object codes, or a list of object codes.



Step	Action
48.	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.
49.	Click the OK button. <input checked="" type="checkbox"/>
50.	You can run the report with the preset Business Unit Types 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.
51.	Click the OK button. <input checked="" type="checkbox"/>

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

OK Cancel
✓ ✗

T5509168

Date - Report Begins

Date - Report Ends

Show Grant Totals
Y = Yes (Default)
N = No

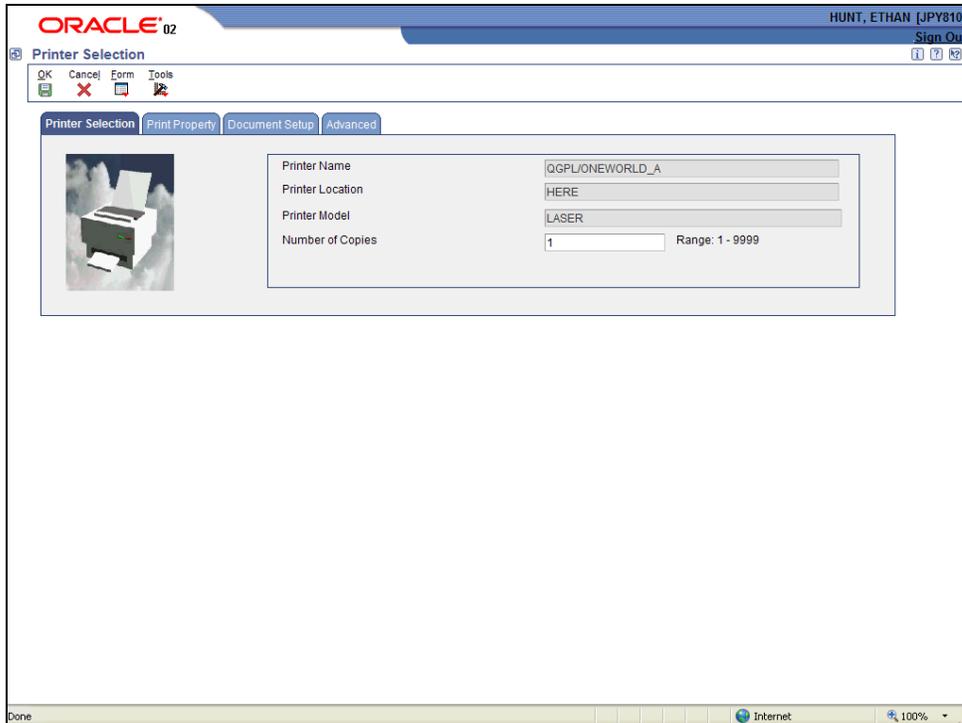
Posted/Unposted
B = Both
P = Posted
U = Unposted

Beginning Balance

Blank - Total only selected time period
F - Total Fiscal Year to Date
I - Total Inception to Date

Done Internet 100%

Step	Action
52.	Enter the beginning date of the date range in the Date - Report Begins field.
53.	Enter the ending date of the date range in the Date - Report Ends field.
54.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
55.	In the Posted/Unposed field enter: B - To show both Posted and Unposted. P - To show just Posted. U - To show just Unposted.
56.	In the Beginning Balance field enter: F - To include the total fiscal year to date. I - To include the total inception to date. Leave blank to include the total only in the selected time period.
57.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
58.	Click the OK button. 
59.	Click the Close button. 
60.	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.