

Trial Balance by Object
Created on Monday, September 28, 2009

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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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Trial Balance by Object

Trial Balance by Object Overview

This report provides summary totals by object account for a specific fund.

Trial Balance by Object Lesson

Procedure

In this lesson you will learn how to run the Trial Balance by Object Report.

Navigation:

We have listed two ways to navigate to the Trial Balance by Object Report process. This lesson will be using the Accounting Agencies navigational steps.

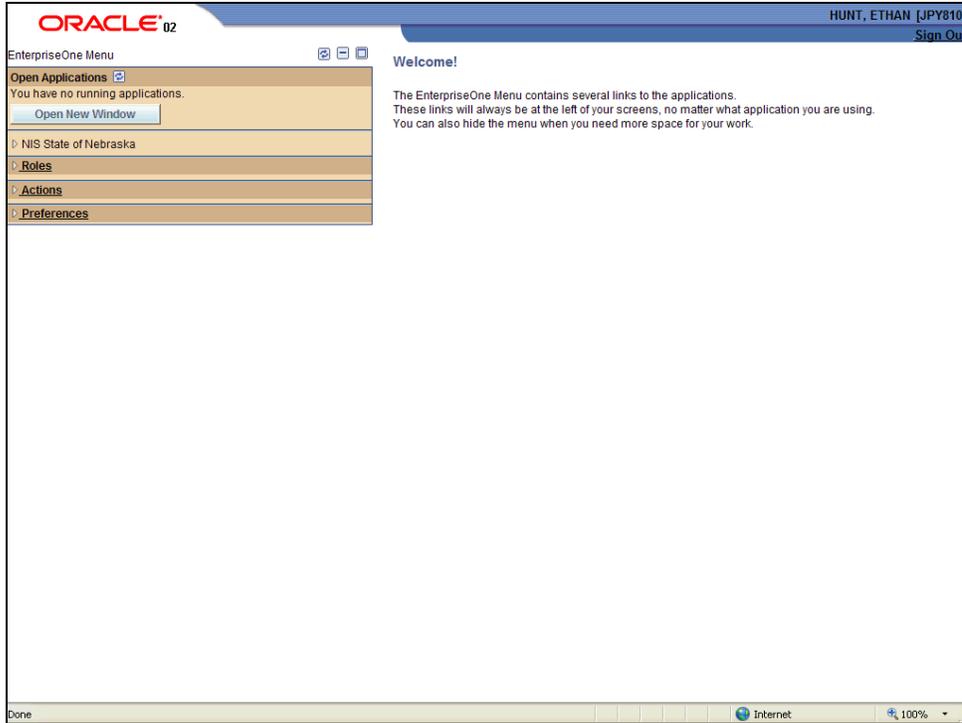
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Object

or

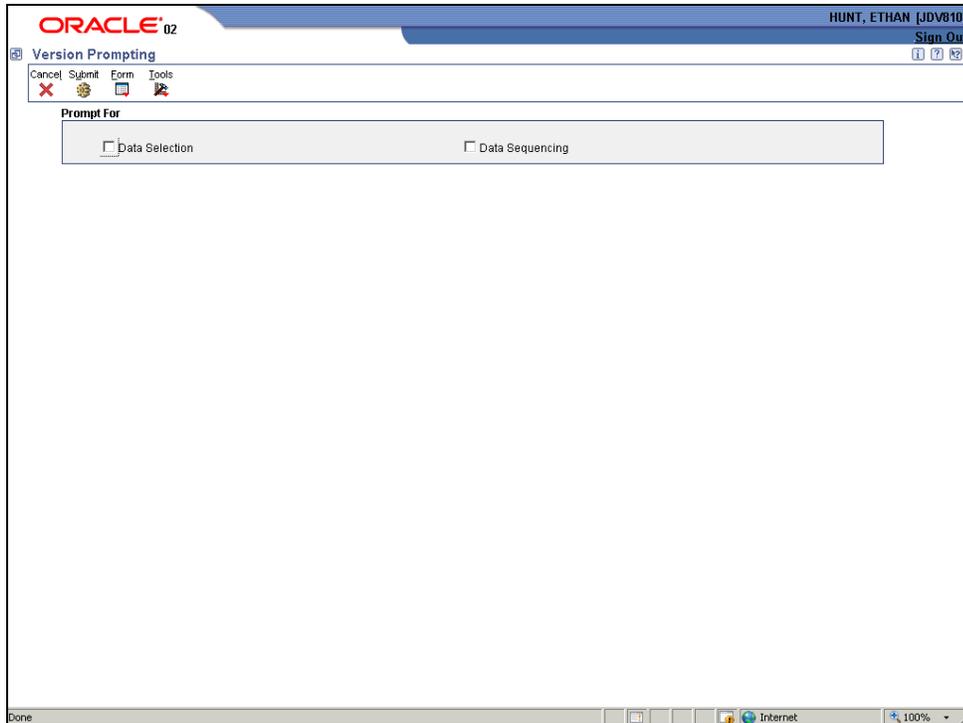
Budget - Agencies > Agency Budget Management > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Object

Training Guide

Trial Balance by Object



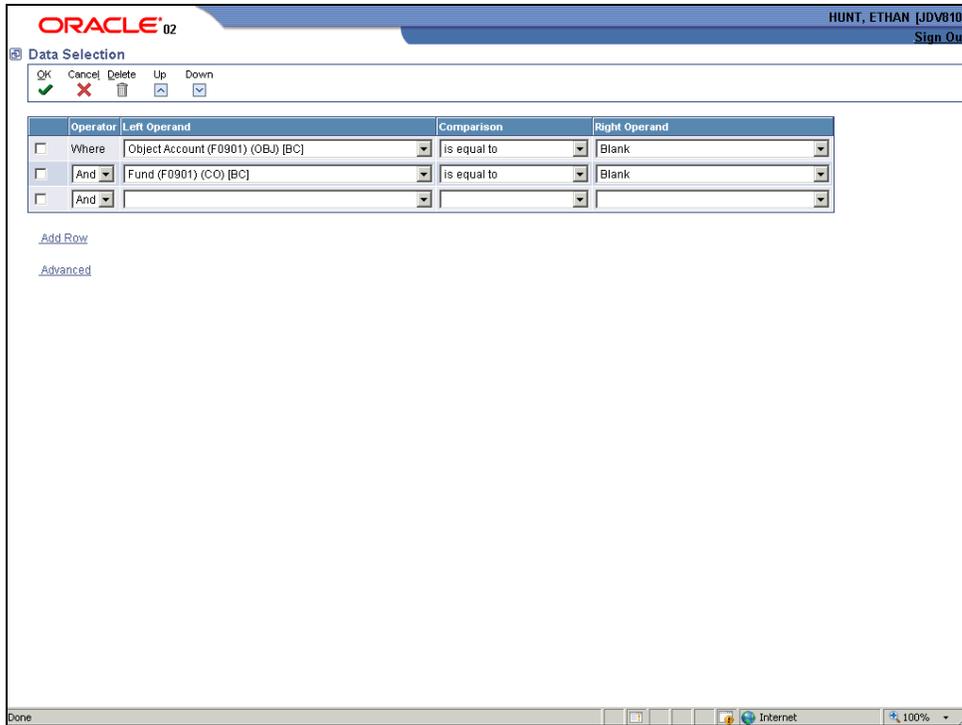
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports
5.	Click the Trial Balance Reports link. Trial Balance Reports
6.	Click the Trial Balance by Object link. Trial Balance by Object



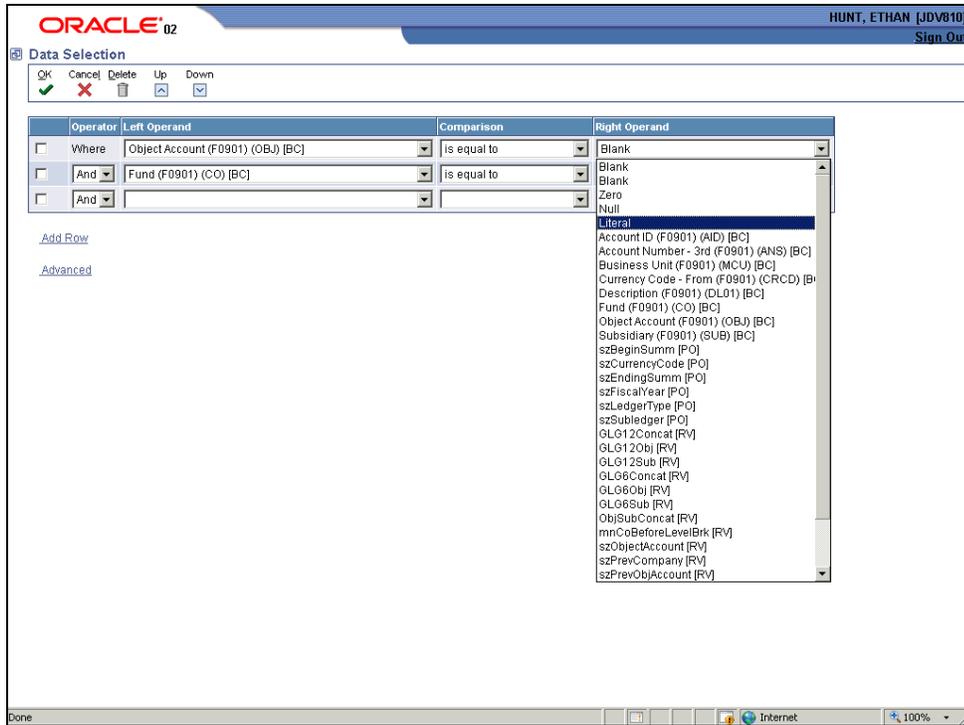
Step	Action
7.	Click the Data Selection option. <input type="checkbox"/>
8.	Click the Submit button. 

Training Guide

Trial Balance by Object



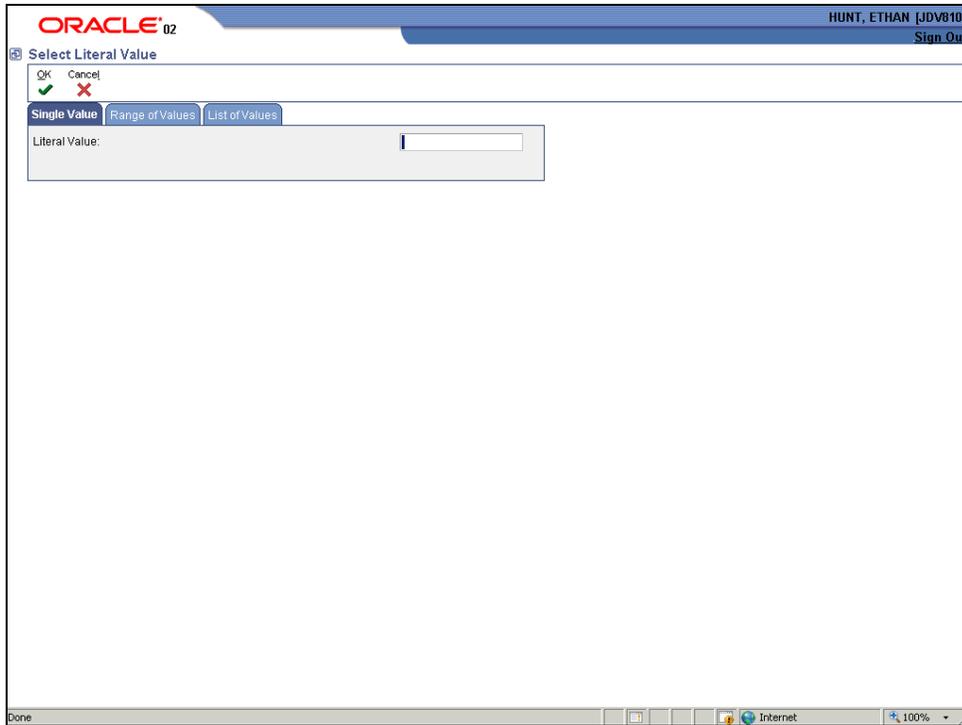
Step	Action
9.	Click the drop down list of the Right Operand column for the Object Account row. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Blank ▼ </div>



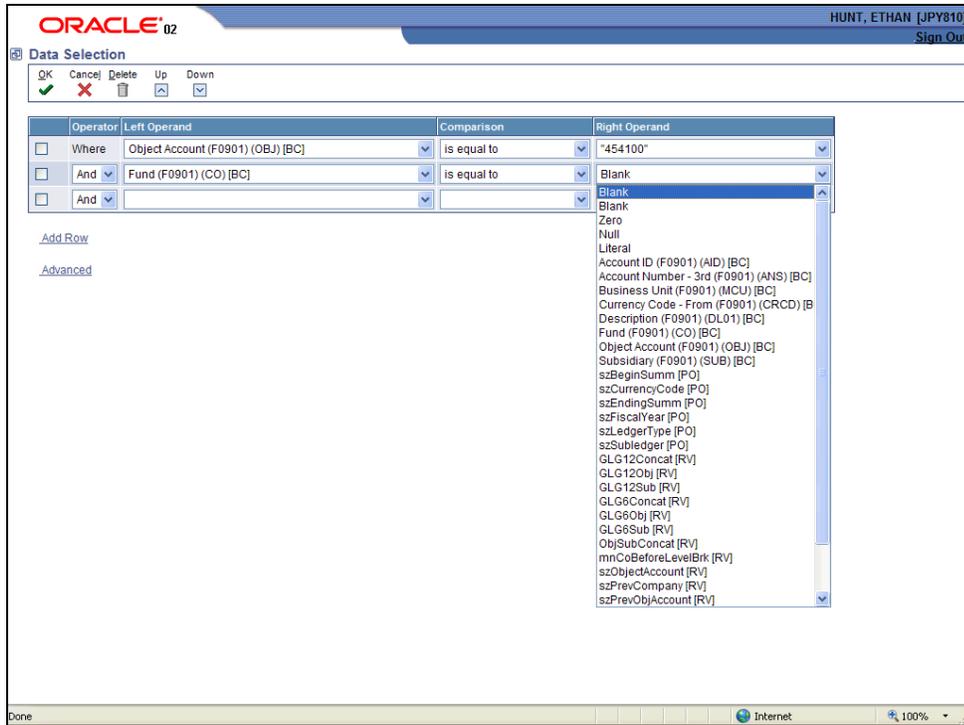
Step	Action
10.	Click the Literal list item. 

Training Guide

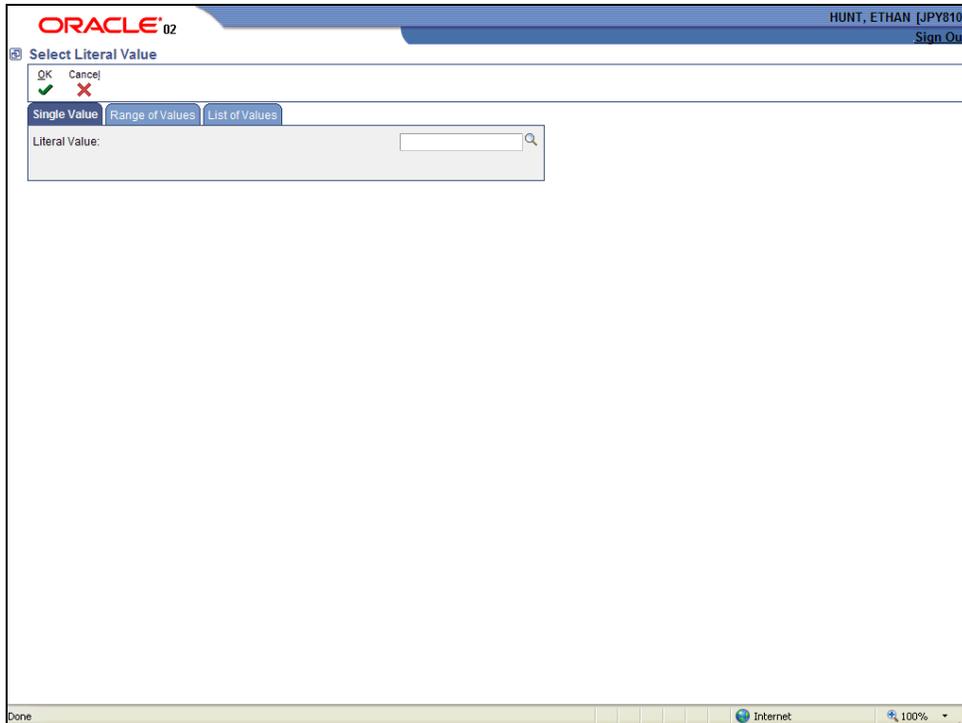
Trial Balance by Object



Step	Action
11.	Enter the Object Account into the Literal Value field.
12.	Click the OK button. 
13.	Click the drop down list of the Right Operand for the Fund row. 

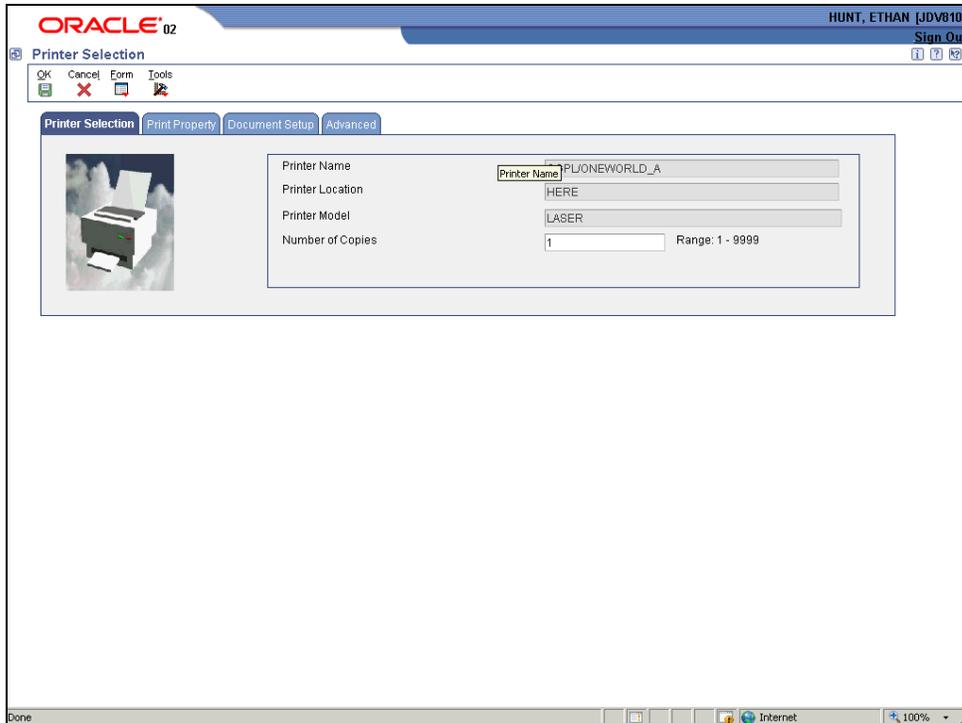


Step	Action
14.	<p>Click the Literal list item.</p> <p><input type="text" value="Literal"/></p>



Step	Action
15.	Enter the fund into the Literal Value field.
16.	Click the OK button. <input checked="" type="checkbox"/>
17.	<p>Note: If running for fund 10000 or 40000, also narrow report by a business unit or range of business units to see information for your agency only and to avoid excess processing time.</p> <p>To narrow the report by business unit, complete the following information:</p> <p>Left Operand – Business Unit(F0901)(MCU)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter the business unit</p>
18.	Click the OK button. <input checked="" type="checkbox"/>

Step	Action
19.	<p>On the Select tab review and complete the following fields as needed:</p> <p>Fiscal Year – enter the fiscal year for which to run report (Ex. Enter 6 for Fiscal Year beginning July 1, 2006.)</p> <p>Period – enter the period for which to run report (Ex. Enter 1 for July 1)</p> <p>Ledger Type – enter the ledger for which to run report</p> <p>Note: Run on BF ledger to see what budget amounts were entered. (If running on BF ledger, do not enter an object range on the Summarize tab so you can see BU.object codes)</p> <p>Subledger – enter * to see correct balances</p> <p>Subledger Type</p>
20.	<p>Click the Print tab.</p> <p><input type="button" value="Print"/></p>
21.	<p>Review the fields on the Print tab.</p>
22.	<p>Click the Currency tab.</p> <p><input type="button" value="Currency"/></p>
23.	<p>Review the field on the Currency tab.</p>
24.	<p>Click the Summarize tab.</p> <p><input type="button" value="Summarize"/></p>
25.	<p>To see what has been spent on an object for an entire fund, click the Summarize tab and complete the following fields:</p> <p>Beginning Range Object Account Summarization</p> <p>Ending Range Object Account Summarization</p> <p>Note: If a range is not entered, you will see balances by BU.object codes.</p>
26.	<p>Click the OK button.</p> <p><input checked="" type="checkbox"/></p>



Step	Action
27.	Click the OK button. 
28.	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.