

General Journal for 'O' Batches
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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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General Journal for 'O' Batches

General Journal for 'O' Batches Overview

Run this report to obtain complete information pertaining to the receipts against purchase orders. Report output includes, but is not limited to, the Fund number, the Supplier #, Supplier Search Type, the Purchase Order #, the Purchase Order Document Type, the Purchase Order Line #, the Receiver's User ID, the Batch Post ID, plus all other Batch Posting information included on the normal 'O' Batch Posting Report. This can be run before or after the 'O' Batch has been posted, in lieu of printing the posting report. It contains most of the necessary information for pre-auditing and all information necessary to proceed with the 3-way match process.

Note: If the Purchase Order has a T line type, the message will print above Batch totals on the printed report.

General Journal for 'O' Batches Lesson

Procedure

In this lesson you will learn how to run the General Journal for 'O' Batches Report.

There are two menu paths for the General Journal for 'O' Batches Report. This lesson shows the Accounting-Agencies menu path.

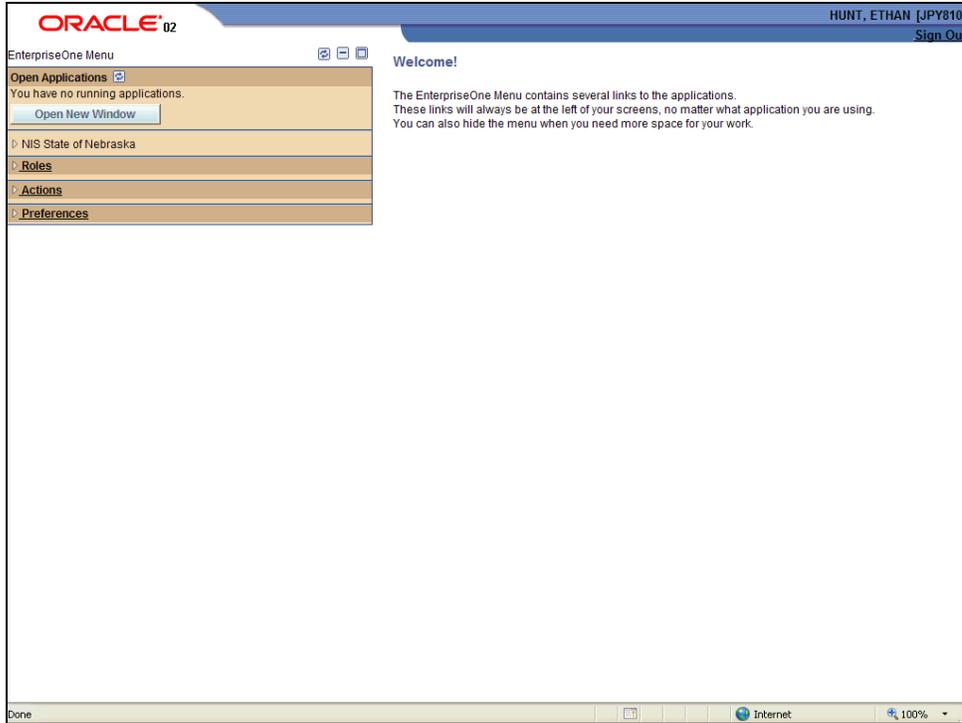
Accounting - Agencies > Manage Journal Entry > JE Review/Approve/Post > General Journal for 'O' Batches

or

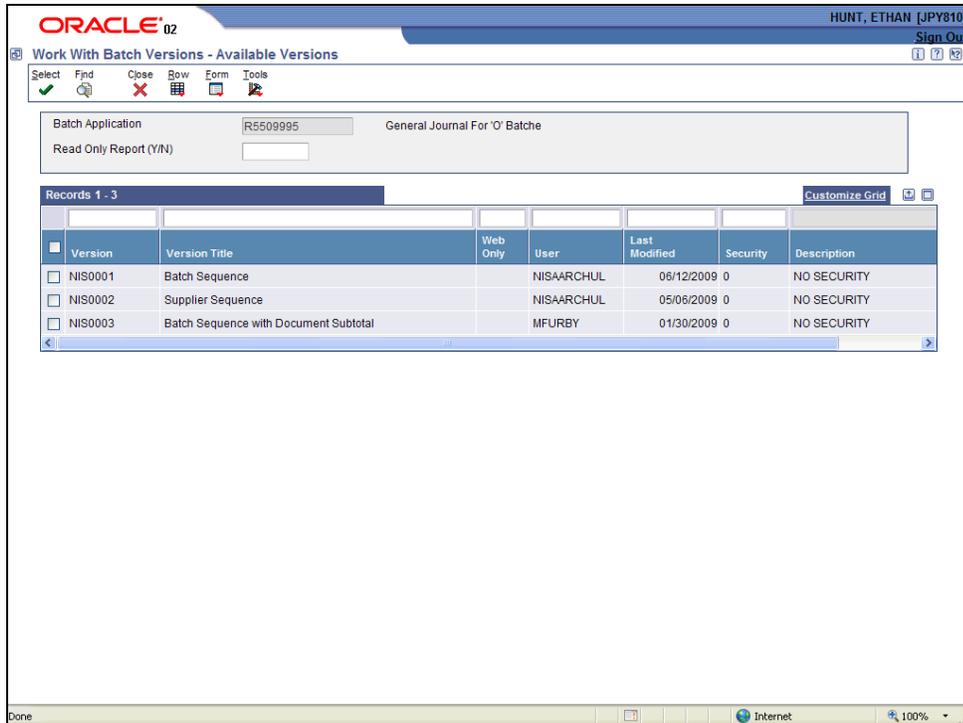
Purchasing - Agencies > Batch Processing > Receipt Processing > General Journal for 'O' Batches

Training Guide

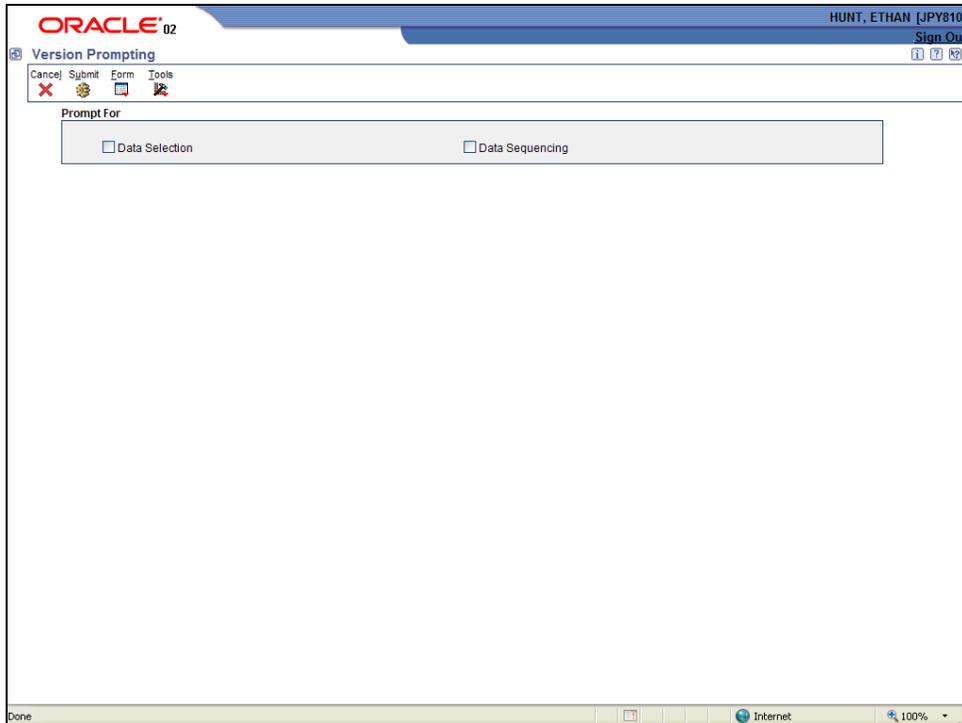
General Journal for 'O' Batches



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 Manage Journal Entry link. Manage Journal Entry
4.	Click the JE Review/Approve/Post link. JE Review/Approve/Post
5.	Click the General Journal for 'O' Batches link. General Journal for 'O' Batches



Step	Action
6.	<p>Select the version you would like to run.</p> <p>NIS0001 – Batch Sequence - primary sequence is by Batch Number, followed by Batch Date</p> <p>NIS0002 – Supplier Sequence - Primary Sequence is by Address Number, followed by Batch Number</p> <p>NIS0003 – Batch Sequence with Document Subtotal - Primary Sequence is by Batch Number, followed by Batch Date</p> <input type="checkbox"/>
7.	<p>Click the Select button.</p> <input checked="" type="checkbox"/>



Step	Action
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	Note: Do not make any changes to the first row.

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Batch Type (F0911) (ICUT) [BC]	is equal to	"
<input type="checkbox"/> And	Batch Number (F0911) (ICU) [BC]	is equal to	Blank
<input type="checkbox"/> And			

[Add Row](#)

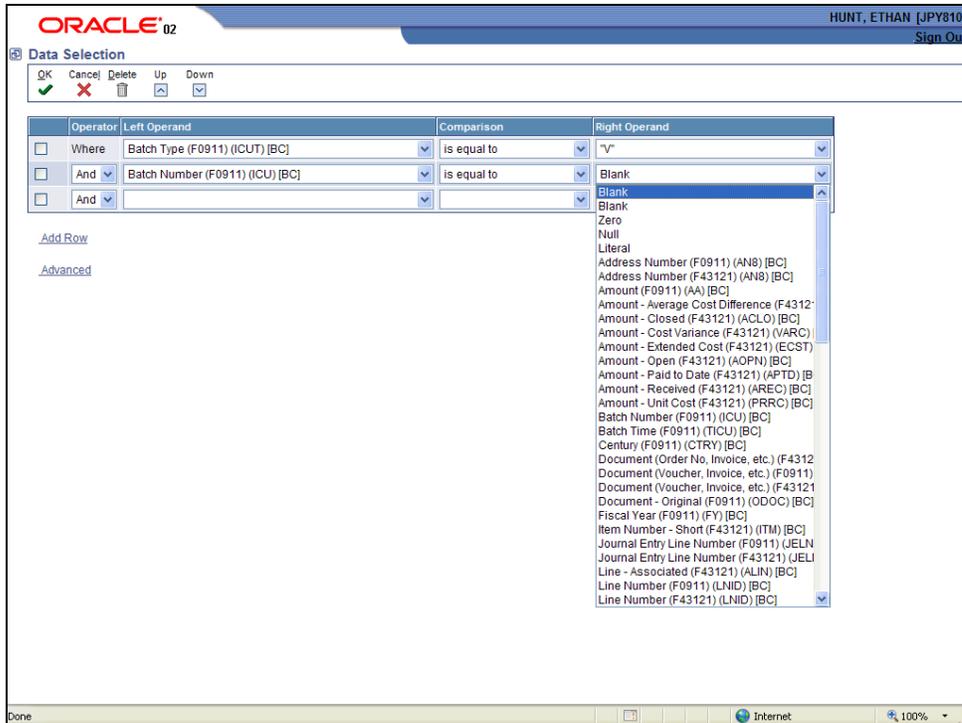
[Advanced](#)

Done Internet 100%

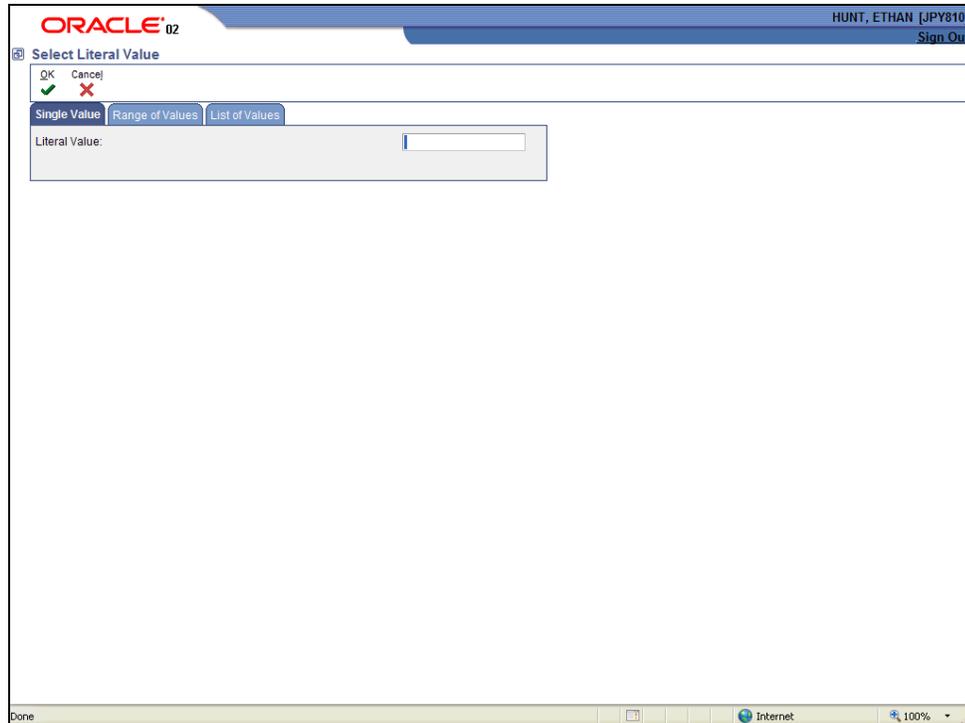
Step	Action
11.	Click the drop down list of the Right Operand column for the Batch Number row. 

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General Journal for 'O' Batches



Step	Action
12.	Click the Literal list item. <input data-bbox="365 1129 737 1161" type="text" value="Literal"/>



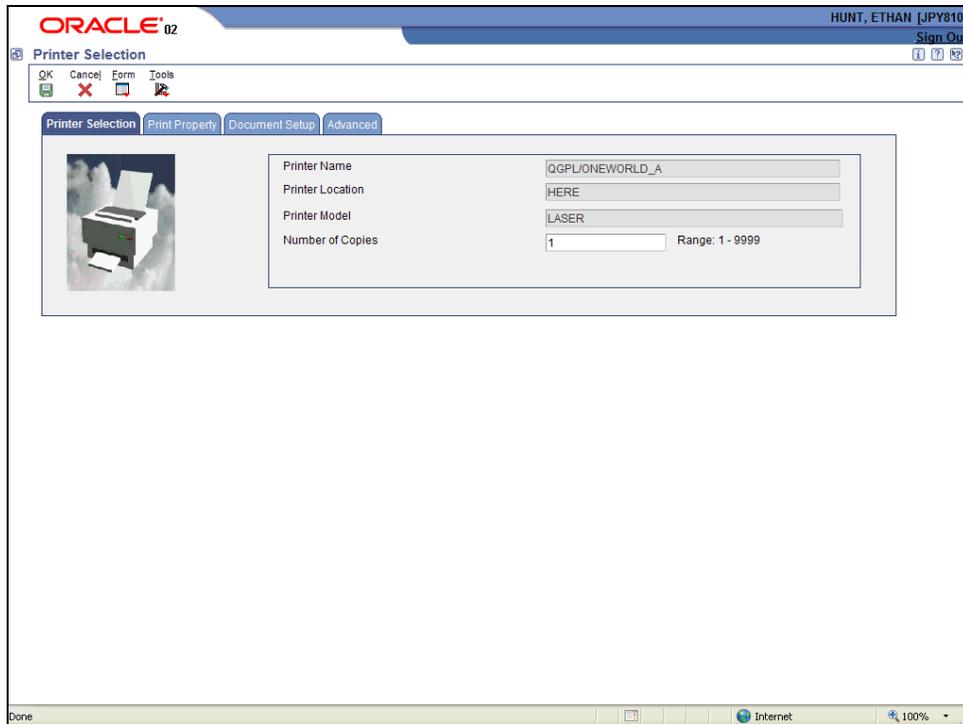
Step	Action
13.	Enter the batch number into the Literal Value field.
14.	Click the OK button. <input checked="" type="checkbox"/>
15.	<p>Note: If running version NIS0002 (Supplier Sequence), complete the following fields on the next blank row to narrow report by specific supplier, if desired:</p> <p>Left Operand – Address Number (F0911)(AN8)[BC] or Address Number (F43121)(AN8)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter Supplier address book number</p>

Training Guide

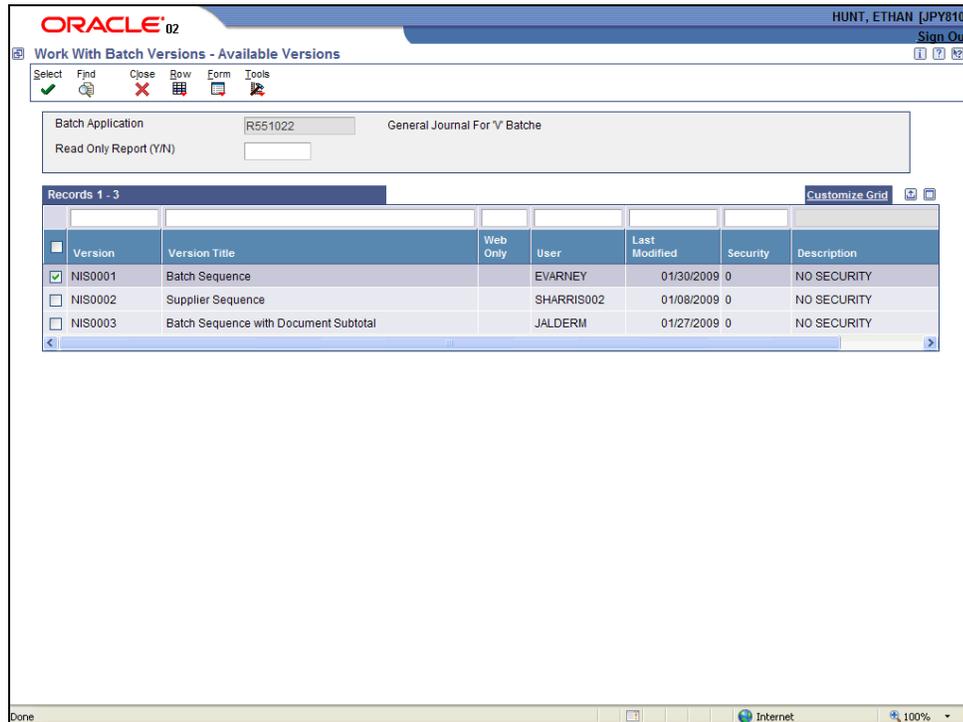
General Journal for 'O' Batches



Step	Action
16.	<p>Note: To run report by Business Unit, complete the following fields on the next blank row:</p> <p>Left Operand – Business Unit (F0911)(MCU)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter a business unit, or click on the Range of Values tab and enter a business unit range</p> <p>Warning: Do not use the Agency/Division data selection option.</p>
17.	<p>Click the OK button.</p> <p><input checked="" type="checkbox"/></p>
18.	<p>In the Document Break (Y/N) field, enter Y to enter a page break at each new document number on the printed report. Enter N to run report without page breaks.</p>
19.	<p>Click the OK button.</p> <p><input checked="" type="checkbox"/></p>



Step	Action
20.	<p>Click the OK button.</p> 



Step	Action
21.	<p>Click the Close button.</p> 
22.	<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 (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions.</p> <p>You have successfully completed this lesson. End of Procedure.</p>