

General Journal for 'V' Batches
Created on Monday, September 28, 2009

COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

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/>.

Table of Contents

General Journal for 'V' Batches	1
General Journal for 'V' Batches Overview	1
General Journal for 'V' Batches Lesson	1

General Journal for 'V' Batches

General Journal for 'V' Batches Overview

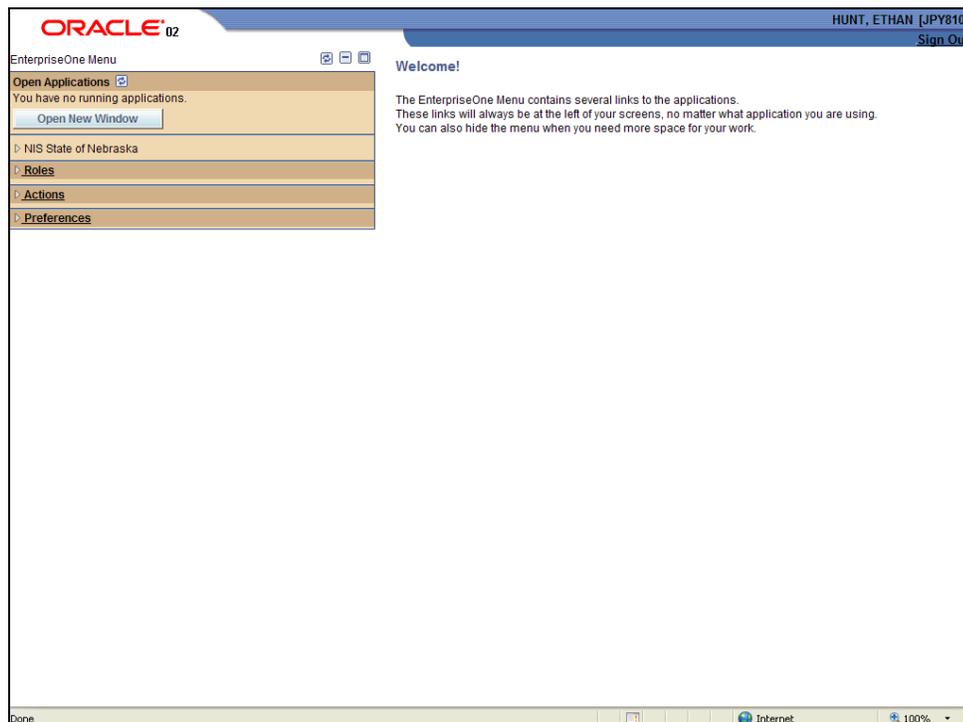
Run this report to obtain complete information pertaining to the vouchers for purchase orders. Report output includes, but is not limited to, the Fund number, the Supplier #, Supplier Search Type, the Purchase Order #, the Purchase Order Document Type, the Purchase Order Line #, the Receiver's User ID, the Batch Post ID, plus all other Batch Posting information included on the normal 'V' Batch Posting Report. This can be run before or after the 'V' Batch has been posted, in lieu of printing the posting report. It contains most of the necessary information for pre-auditing. This information can be used for the two or three-way match, but does not work for the Voucher Entry without PO.

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

General Journal for 'V' Batches Lesson

Procedure

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



Training Guide

General Journal for 'V' 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/Pos
5.	Click the General Journal for 'V' Batches link. General Journal for 'V' Batches

ORACLE[®] 02 HUNT, ETHAN [JPY810] Sign Out

Work With Batch Versions - Available Versions

Batch Application: R551022 General Journal For V Batche

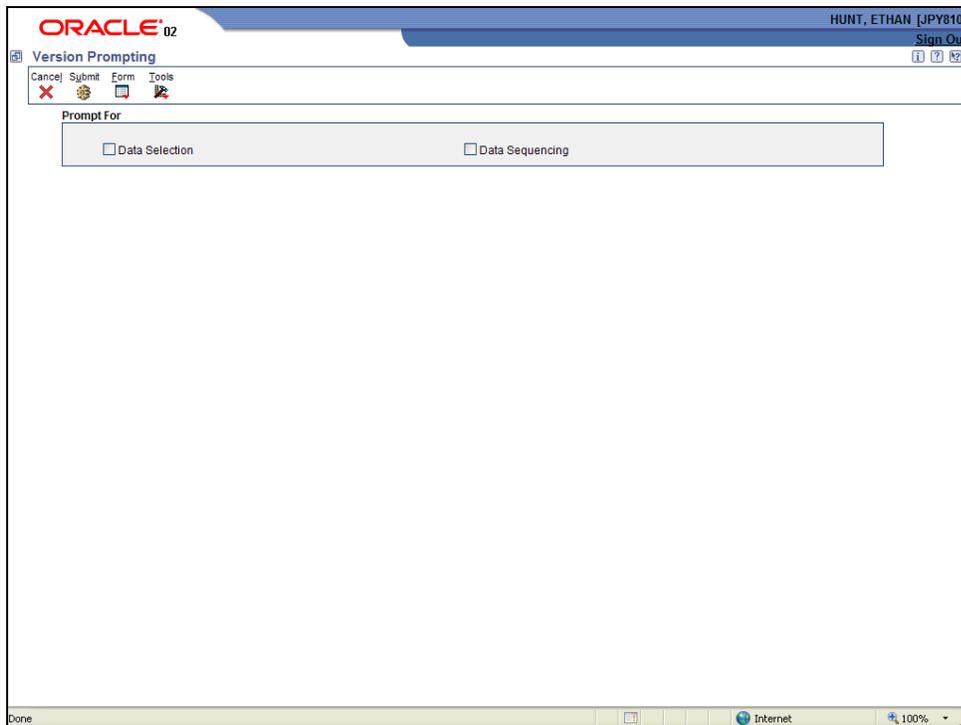
Read Only Report (Y/N):

Records 1 - 3 Customize Grid

Version	Version Title	Web Only	User	Last Modified	Security	Description
<input type="checkbox"/> NIS0001	Batch Sequence		EVARNEY	01/30/2009 0		NO SECURITY
<input type="checkbox"/> NIS0002	Supplier Sequence		SHARRIS002	01/08/2009 0		NO SECURITY
<input type="checkbox"/> NIS0003	Batch Sequence with Document Subtotal		JALDERM	01/27/2009 0		NO SECURITY

Done Internet 100%

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> <p style="text-align: center;"><input type="checkbox"/></p>
7.	<p>Click the Select button.</p> <p style="text-align: center;"><input checked="" type="checkbox"/></p>

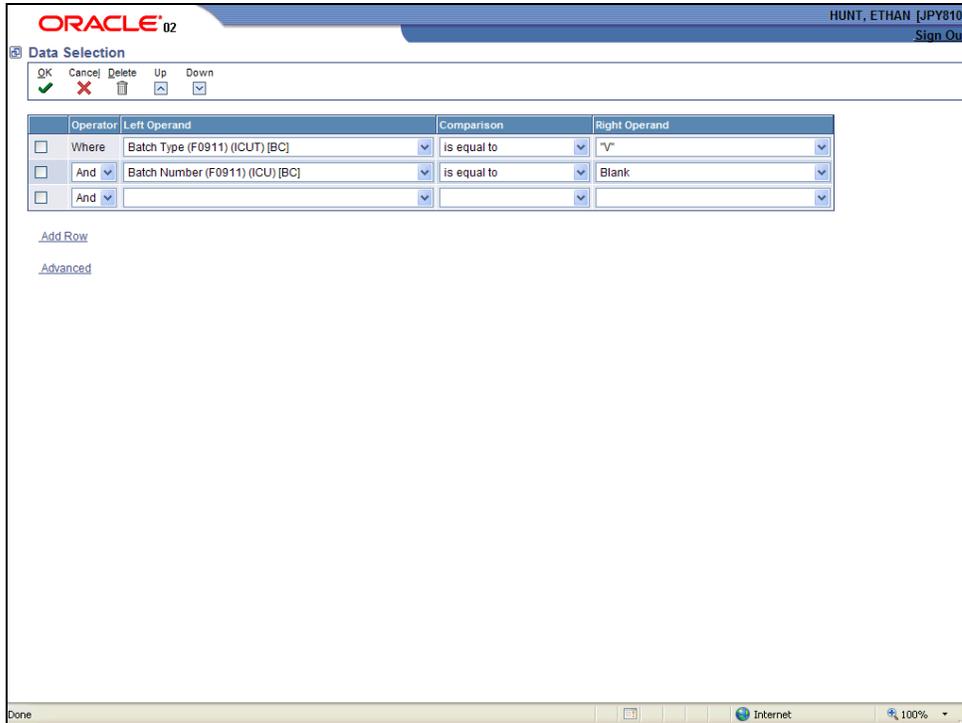


Step	Action
8.	<p>Click the Data Selection option.</p> <p style="text-align: center;"><input type="checkbox"/></p>

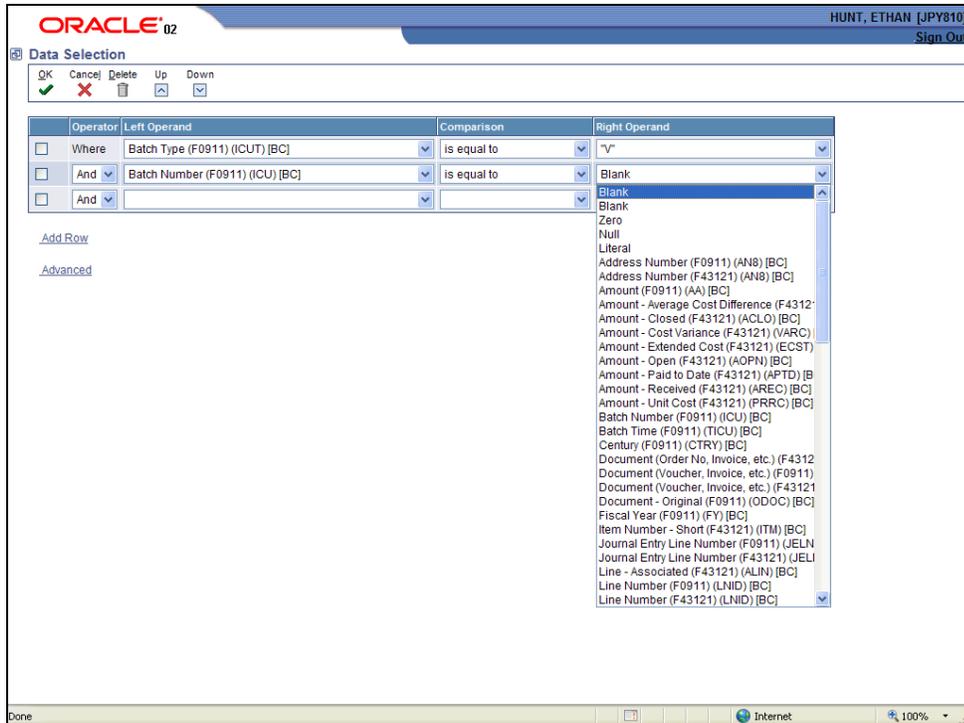
Training Guide

General Journal for 'V' Batches

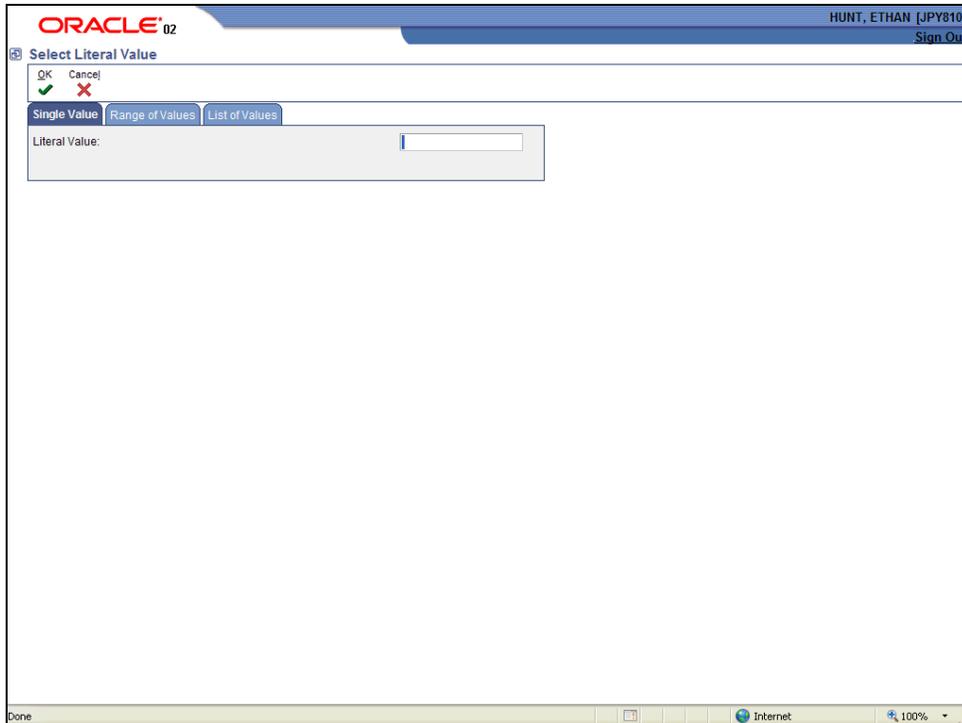
Step	Action
9.	Click the Submit button. 
10.	Note: Do not make any changes to the first row.



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

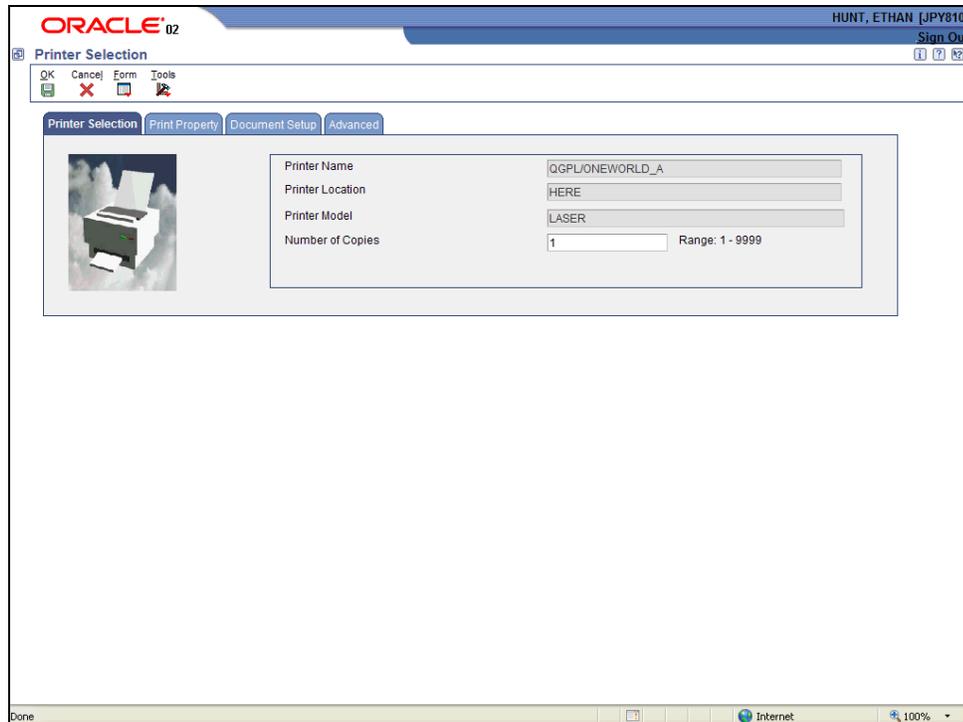


Step	Action
12.	Click the Literal list item. <input data-bbox="461 1131 831 1159" type="text" value="Literal"/>



Step	Action
13.	Enter the batch number into the Literal Value field.
14.	Click the OK button. 
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>

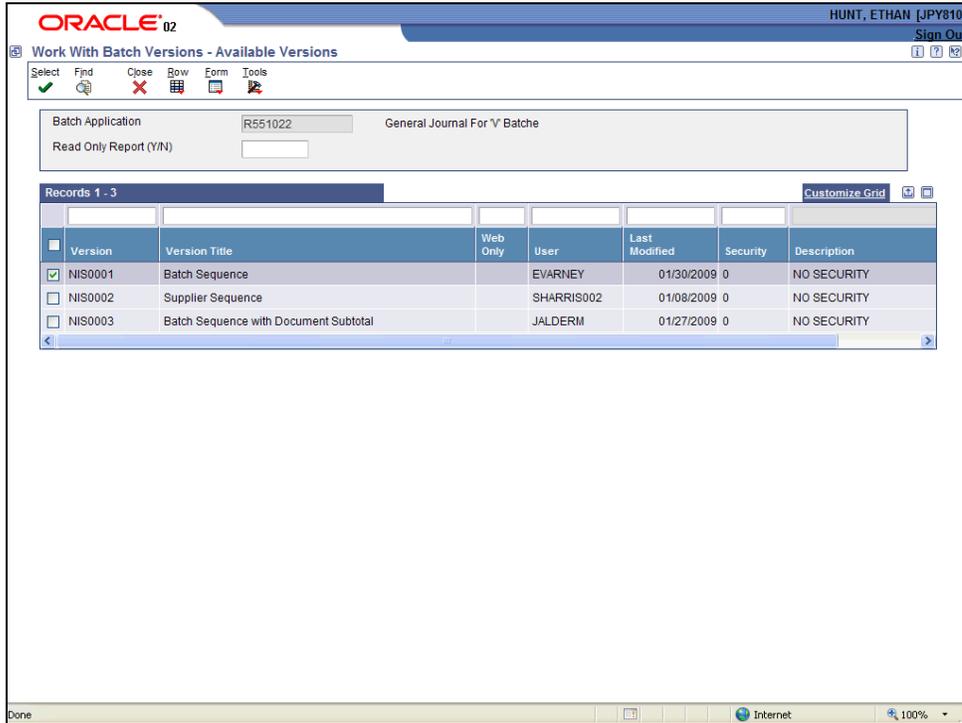
Step	Action
16.	<p>Note: To run report by Business Unit, complete the following fields on the next blank row:</p> <p>Left Operand – Business Unit (F0911)(MCU)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter a business unit, or click on the Range of Values tab and enter a business unit 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>



Training Guide

General Journal for 'V' Batches

Step	Action
20.	Click the OK button. 



Step	Action
21.	Click the Close 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 (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.