

Manual Encumbrance Report
Created on 1/20/2010 3:24:00 PM

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

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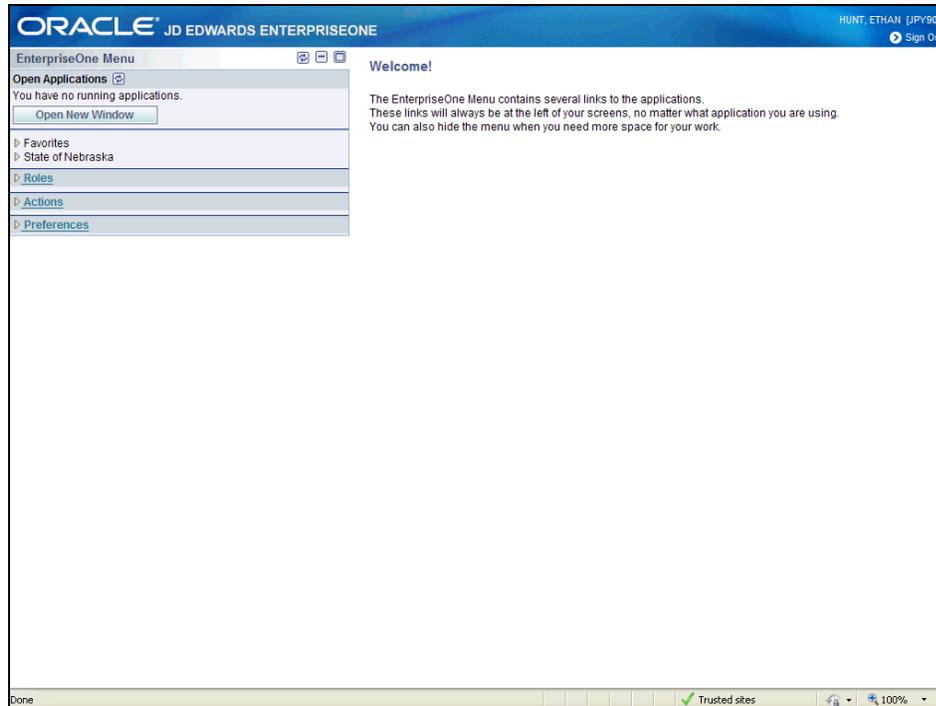
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Manual Encumbrance Report

Manual Encumbrance Report Lesson

Procedure

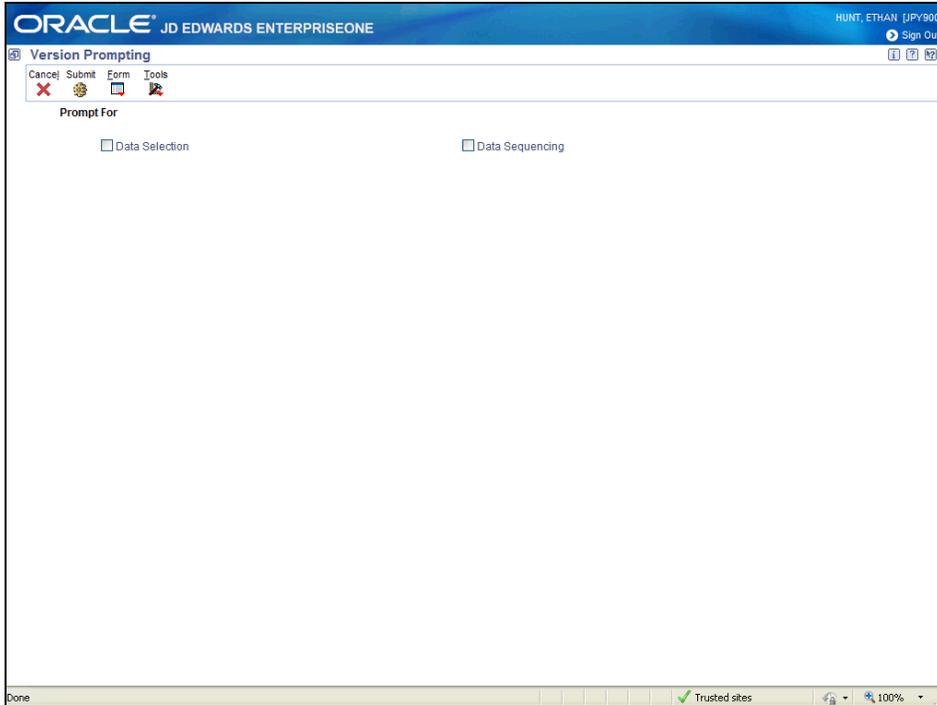
In this lesson you will learn how to run the Manual Encumbrance Report.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Budget link. Budget
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports
5.	Click the Transaction Reports link. Transaction Reports
6.	Click the Transaction Journal link. Transaction Journal

Training Guide

Manual Encumbrance Report



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

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	GL Posted Code (F0911) (POST) [BC]	is equal to	"P"
And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
And	Document Type (F0911) (DCT) [BC]	is not equal to	"AE,PN,PO"
And	Batch Type (F0911) (ICUT) [BC]	is equal to	"1,IB,V,W"
And			

Add Row
Advanced

Done Trusted sites 100%

Step	Action
9.	Click the drop down list of the Right Operand column for the Ledger Types row. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	GL Posted Code (F0911) (POST) [BC]	is equal to	"P"
And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
And	Document Type (F0911) (DCT) [BC]	is not equal to	Blank
And	Batch Type (F0911) (ICUT) [BC]	is equal to	Zero
And			Null
And			Literal

Add Row
Advanced

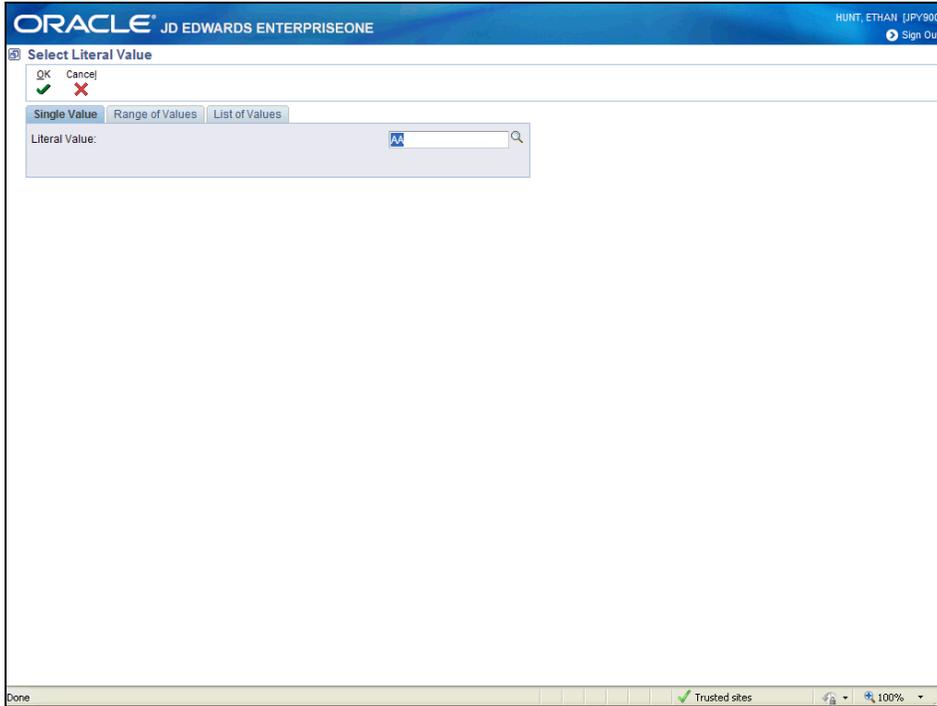
Done Trusted sites 100%

- Account ID (F0911) (AID) [BC]
- Batch Type (F0911) (ICUT) [BC]
- Business Unit (F0911) (MCU) [BC]
- Document Fund (F0911) (KCO) [BC]
- Document Type (F0911) (DCT) [BC]
- Fund (F0911) (CO) [BC]
- Ledger Types (F0911) (LT) [BC]
- Line Extension Code (F0911) (EXTL) [BC]
- Name - Remark Explanation (F0911) (EXR) [E]
- Object Account (F0911) (OBJ) [BC]
- Reference 3 - Account Reconciliation (F0911)
- SaveBatchType-GLOBAL [RV]
- SaveCompany-GLOBAL [RV]
- SaveDocCompany-GLOBAL [RV]
- SaveDocType-Global [RV]
- Subsidiary (F0911) (SUB) [BC]
- szCategoryCode [FO]

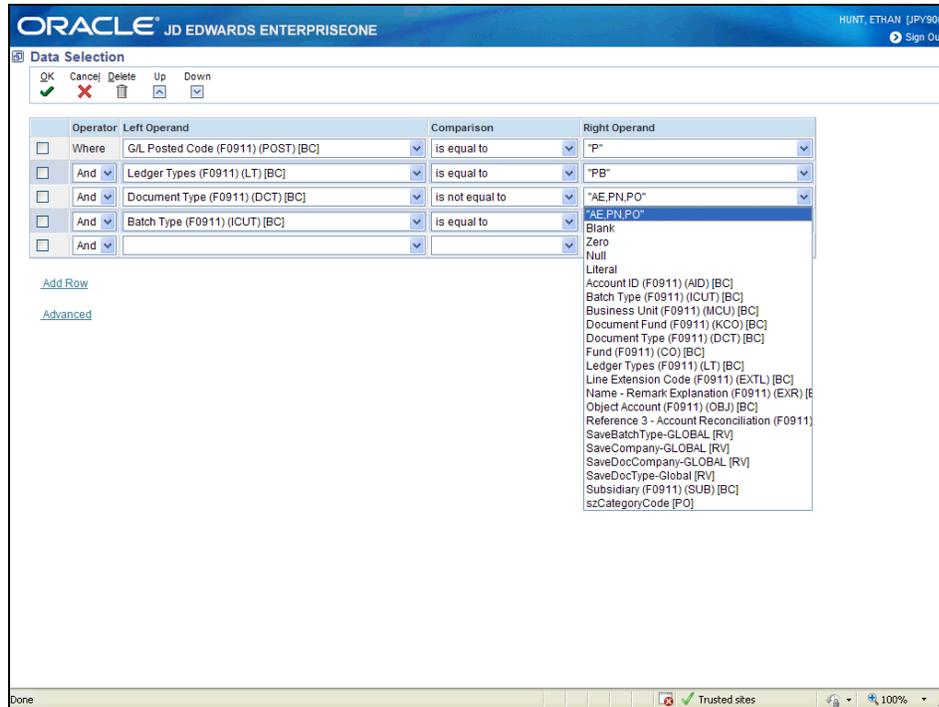
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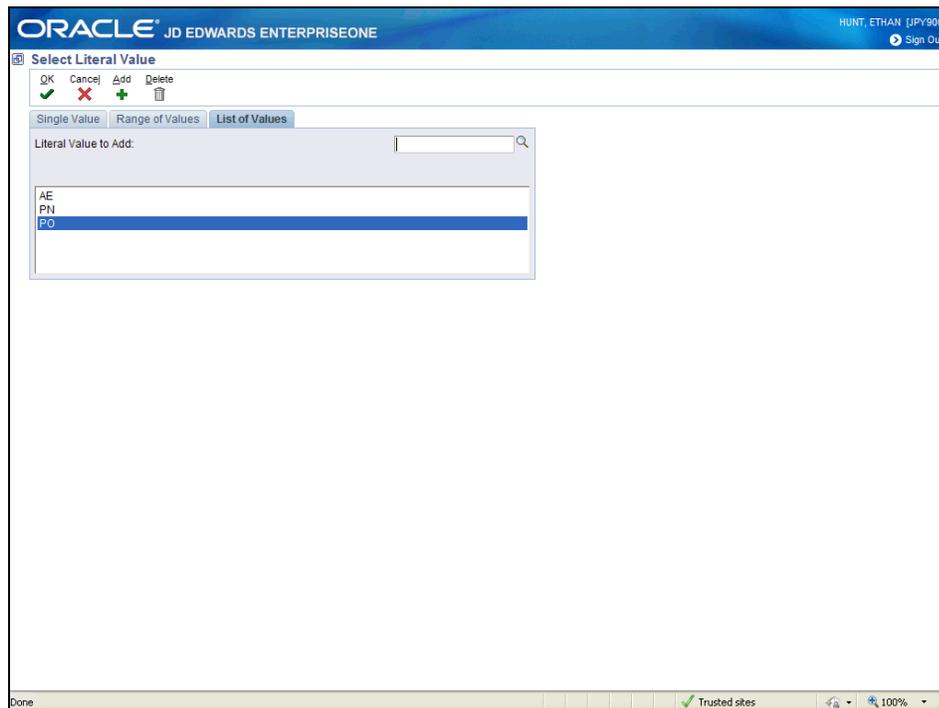
Step	Action
10.	Click the Literal list item. <input type="text" value="Literal"/>



Step	Action
11.	Enter the "PB" into the Literal Value field.
12.	Click the OK button. <input checked="" type="checkbox"/>
13.	Click the drop down list of the Right Operand column for the Document Type row. <input type="text" value="AE,PN,PO"/>



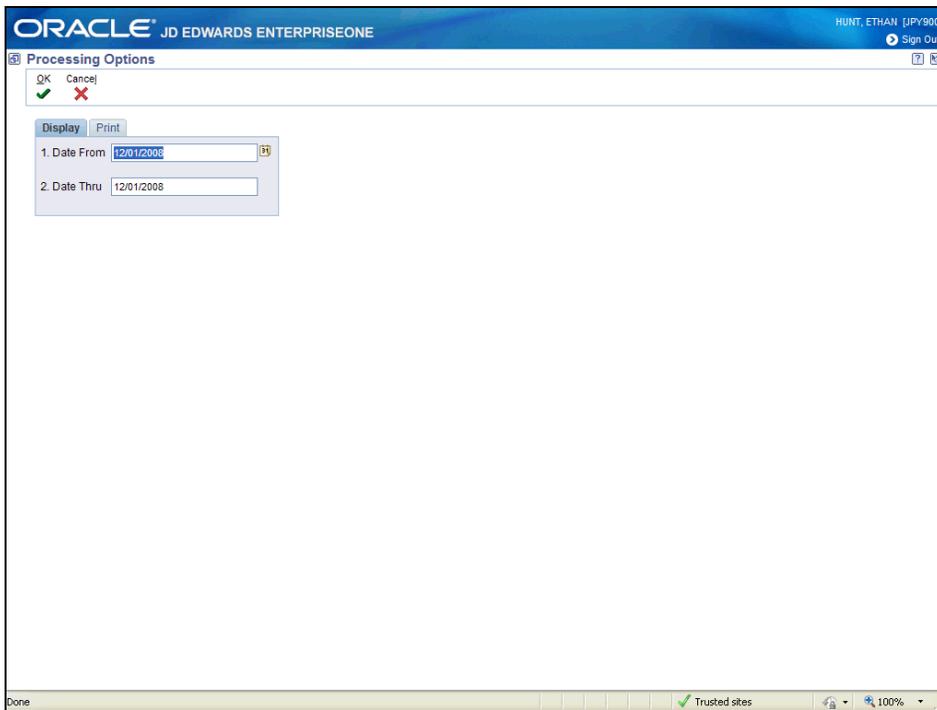
Step	Action
14.	Click the Literal list item.



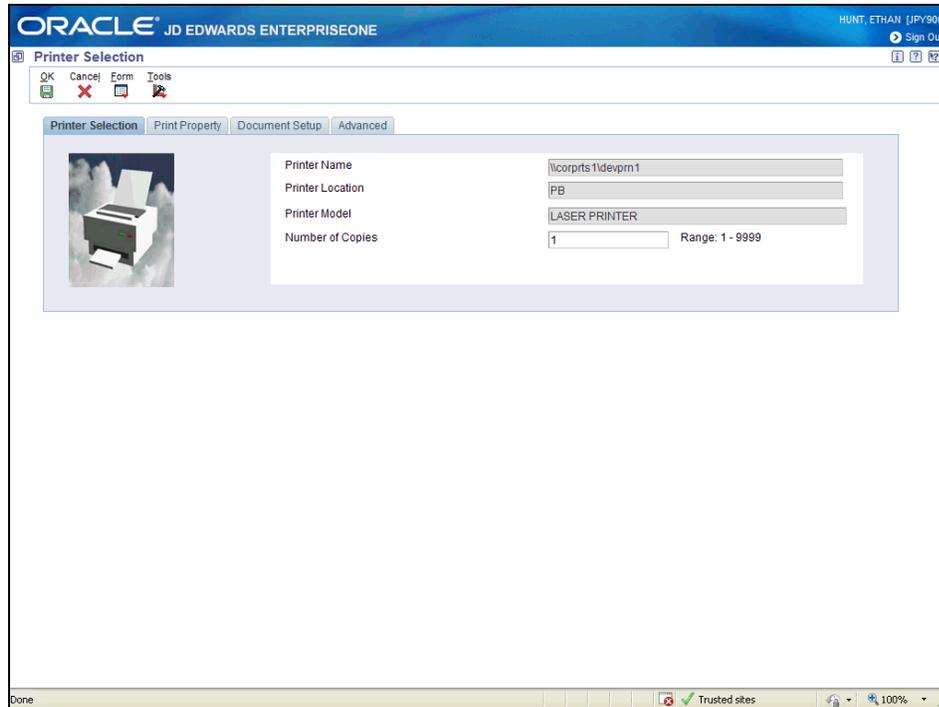
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Step	Action
15.	Click the Single Value tab. 
16.	Enter " J9 " into the Literal Value field.
17.	Click the OK button. 
18.	Click the OK button. 
19.	Enter the date range for which to run the report.



Step	Action
20.	Click the OK button. 



Step	Action
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.