

PSL Encumbrance Detail Report

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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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PSL Encumbrance Detail Report

PSL Encumbrance Detail Overview

Agencies may run this report to see all detail transactions for amounts that appear on the Mid-Biennial PSL Carryover Report (R5509690) that is posted on the State Accounting website during PSL encumbrance processing in the first two months of the second year of a biennium. Only PSL items will appear on the report as all available appropriations are automatically re-appropriated.

PSL Encumbrance Detail Lesson

Procedure

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

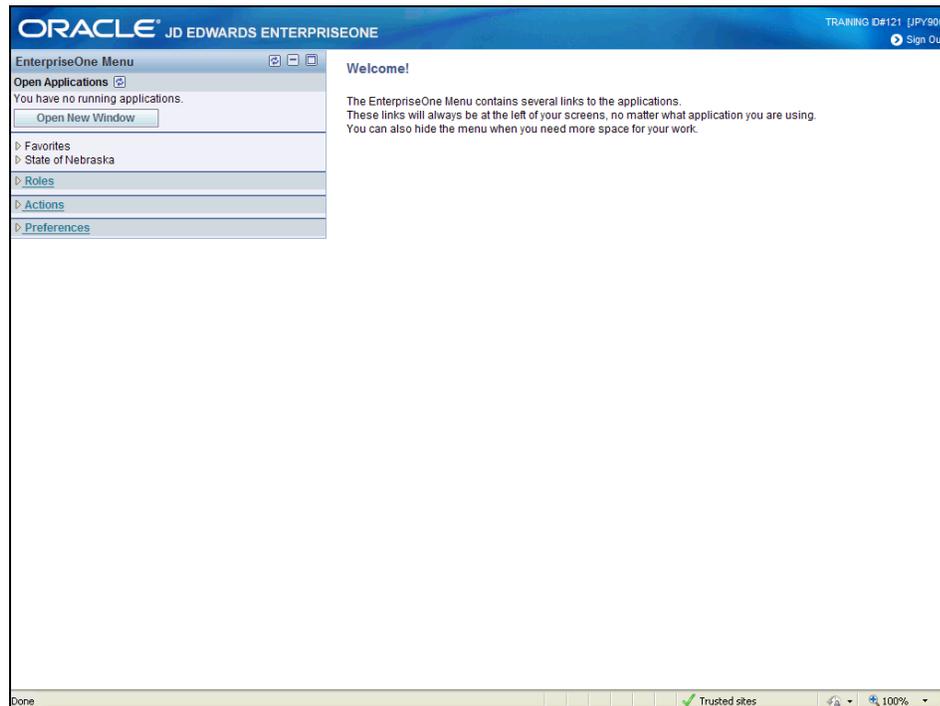
Navigation:

We have listed two ways to navigate to the PSL Encumbrance Detail Report process. This lesson will be using the Accounting navigational steps.

Accounting > Inquiries & Reports > Budget Reports > Other Budget Reports > PSL Encumbrance Detail Report

or

Budget > Inquiries & Reports > Budget Reports > Other Budget Reports > PSL Encumbrance Detail Report



Training Guide

PSL Encumbrance Detail Report



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounting link. Accounting
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Budget Reports link. Budget Reports
5.	Click the Other Budget Reports link. Other Budget Reports
6.	Click the PSL Encumbrance Detail Report link. PSL Encumbrance Detail Report
7.	<p>Complete the following information:</p> <p>Century</p> <p>Ending Fiscal Year – enter the prior fiscal year for which to run report (ex. enter 06 to run report for FY ending June 30, 2007)</p> <p>Last Transaction date – date through which transactions will be included on the report (ex. enter 7/31/07 to include all FY06 encumbrance transactions processed by that date)</p> <p>Agency Number -enter 3-digit agency number</p>

ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 [JPY900] Sign Out

Processing Options ? | X

OK Cancel

SELECTION

Century

Ending Fiscal Year

Last transaction date
This is the last date for detail from this year's ledger for last year's obligations.

Optional Processing Option.
If agency is left blank all agencies will be reported.

Agency Number

Done Trusted sites | 100%

Step	Action
8.	Click the OK button. 

ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 [JPY900] Sign Out

Printer Selection ? | X | Tools

OK Cancel Tools

Printer Selection | Print Property | Document Setup | Advanced



Printer Name

Printer Location

Printer Model

Number of Copies Range: 1 - 9999

Done Trusted sites | 100%

Training Guide

PSL Encumbrance Detail Report



Step	Action
9.	Click the OK button. 
10.	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_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. End of Procedure.