

G/L by Tag Number

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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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G/L by Tag Number

G/L by Tag Number Overview

Run this report to review a list of fixed asset transactions (transactions which directly debit or credit a fixed asset expenditure object account - 58xx00 account (where xx = item code) - including optional accounts) for a specific time period, tag number, business unit, and/or fund.

G/L by Tag Number Lesson

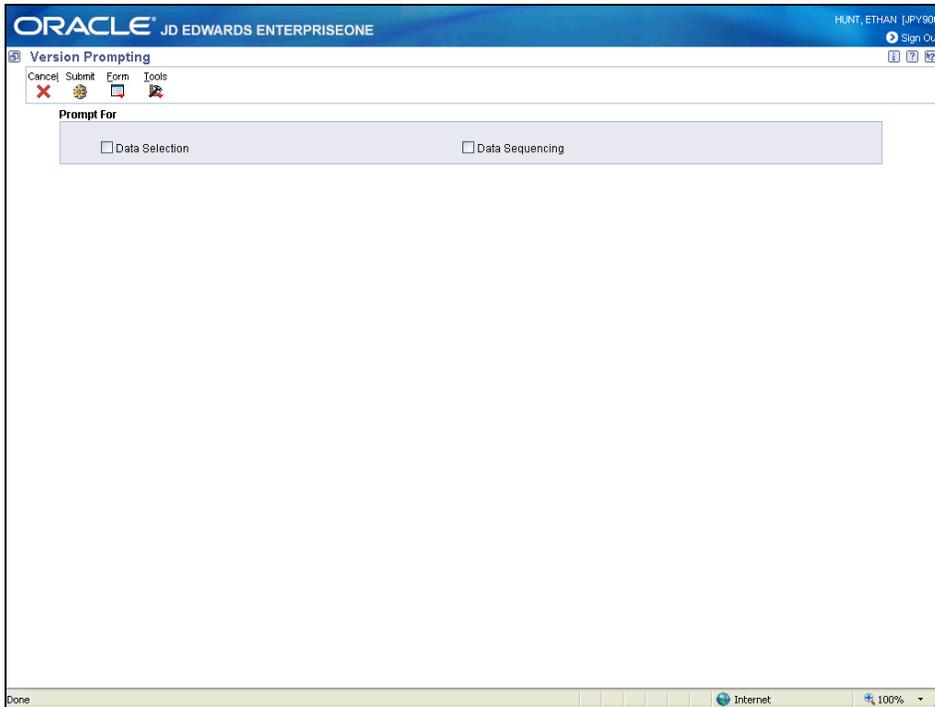
Procedure

In this lesson you will learn how to run the G/L by Tag Number Report.

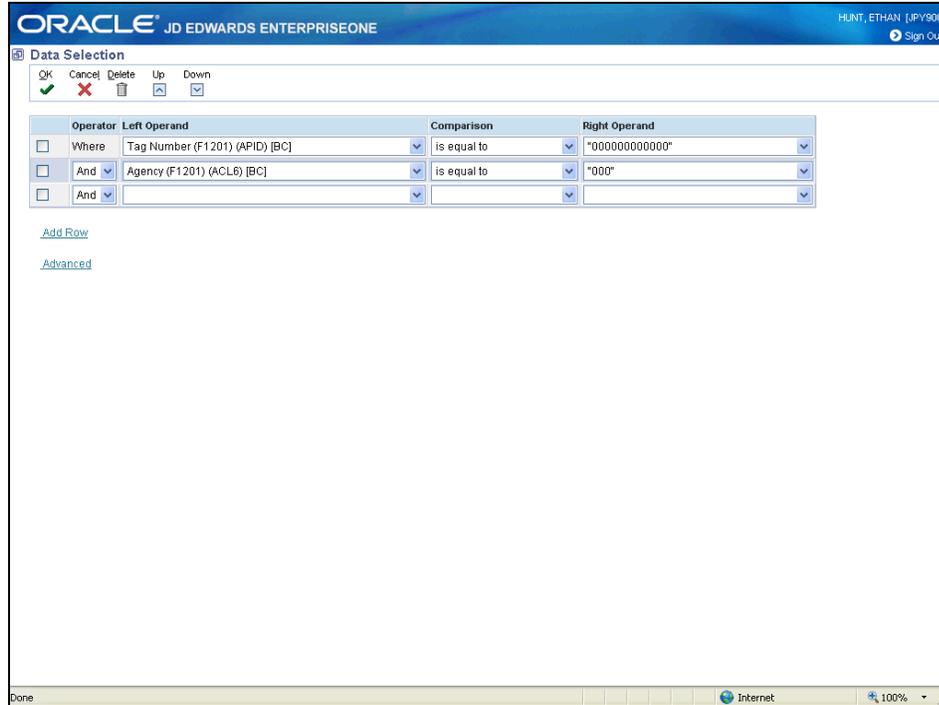
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the F/A Reports link. F/A Reports
5.	Click the G/L by Tag Number link. G/L by Tag Number

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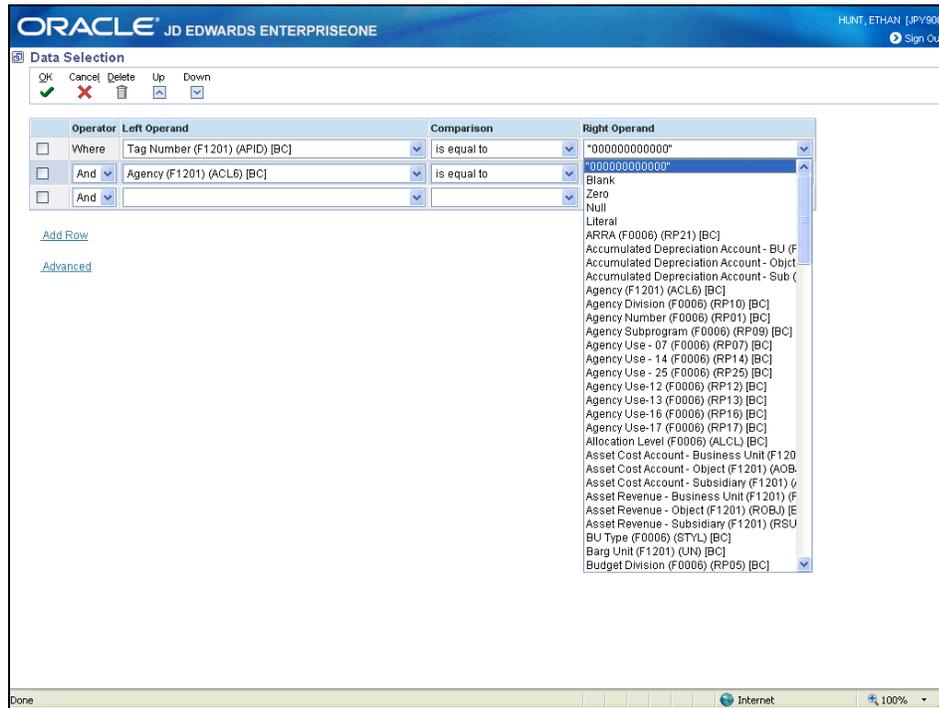
G/L by Tag Number



Step	Action
6.	Click the Data Selection option. 
7.	Click the Submit button. 



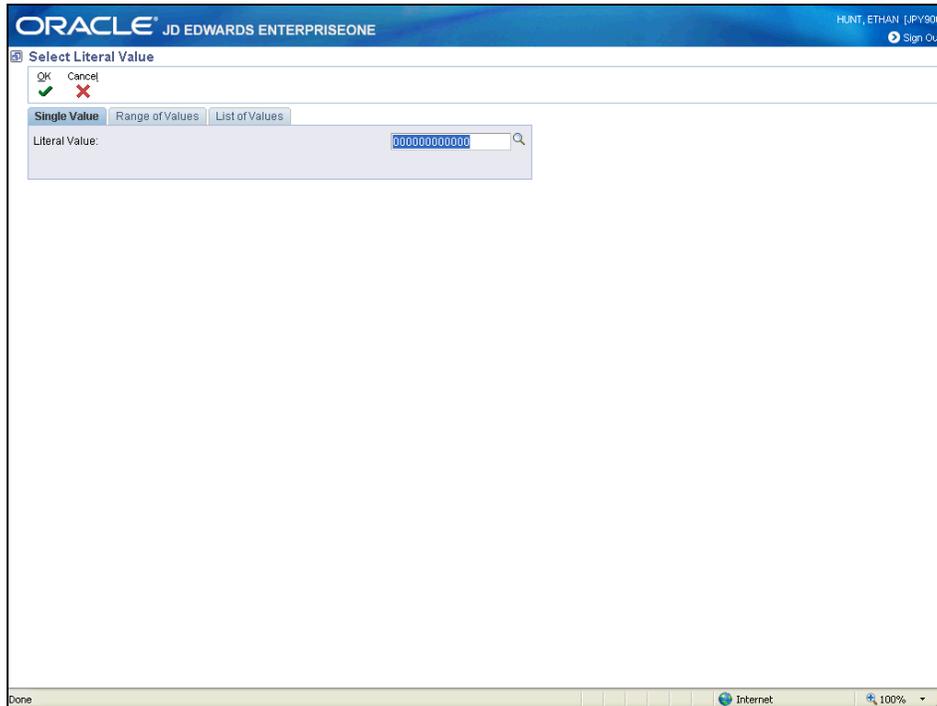
Step	Action
8.	Click the drop down list of the Right Operand column for the Tag Number row. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> "000000000000" </div>



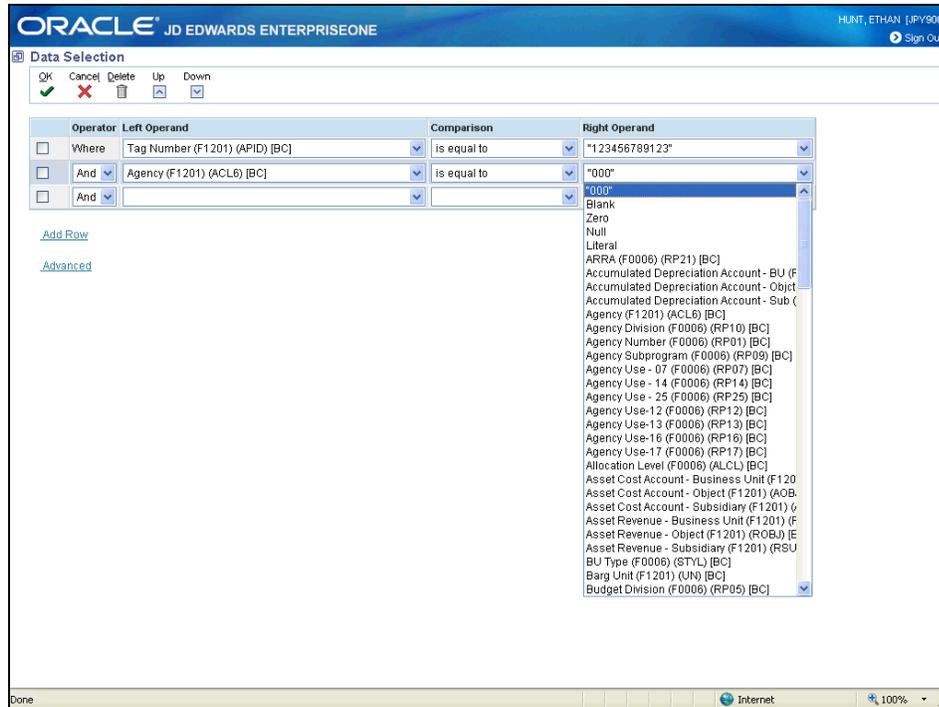
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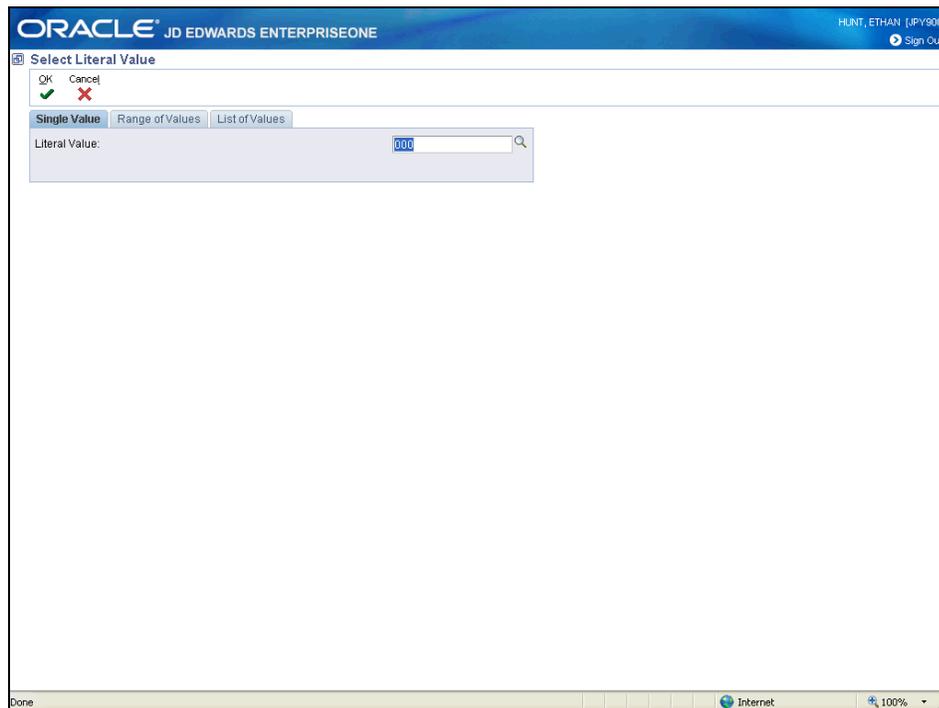
Step	Action
9.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



Step	Action
10.	Enter the tag number into the Literal Value field.
11.	Click the OK button. <div style="text-align: center;">  </div>
12.	Click the drop down list of the Right Operand column for the Agency row. <div style="border: 1px solid black; padding: 2px; width: fit-content;"> "000" <div style="float: right;">▼</div> </div>



Step	Action
13.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Literal</div>



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Step	Action
14.	Enter the agency number into the Literal Value field.
15.	Click the OK button. 
16.	<p>Note: To narrow the report by business unit, complete the following information in the first blank row:</p> <p>Left Operand - Business Unit (F0006)(MCU)[BC] Comparison - is equal to Right Operand - enter the business unit for which to run report</p> <p>Note: To narrow the report by fund, complete the following information in the first blank row:</p> <p>Left Operand - Fund (F0006)(CO)[BC] Comparison - is equal to Right Operand - enter the fund for which to run report</p>
17.	Click the OK button. 
18.	<p>Complete the following fields:</p> <p>Beginning Date Range and Ending Date Range - enter the date range for which to run report.</p> <p>Beginning OBJ Range and Ending OBJ Range - enter the object account range if you want to restrict the assets that display on report.</p>

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

Processing Options

OK Cancel

Processing NIS0002

Beginning Date Range 31/01/2002

Ending Date Range 06/30/2009

Beginning OBJ Range 580300

Ending OBJ Range 588903

Done Internet 100%

Step	Action
19.	Click the OK button. 

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

Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced



Printer Name QOPLONEWORLD_A

Printer Location HERE

Printer Model LASER

Number of Copies 1 Range: 1 - 9999

Done Internet 100%

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Step	Action
20.	Click the OK button. 
21.	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 Training Guide. You have successfully completed this lesson. End of Procedure.