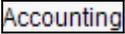
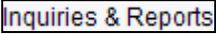
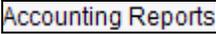
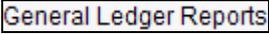
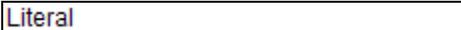


G/L Account Detail - Date Ranges Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounting Reports link. 
5.	Click the General Ledger Reports link. 
6.	Click the G/L Account Detail - Date Ranges link. 
7.	There are two versions of this report. Version NIS0001 - In the data selection of this version the Object Accounts are preset with " 486500-961000 ", and the Business Unit preset is blank.
8.	Version NIS0003 - In the data selection of this version the Object Accounts and Business Unit fields are preset to " Blank ". Use this version for more flexibility if you are not doing data selection related to Grants or Construction type projects.
9.	Decision: Which Version would you like to run? <ul style="list-style-type: none"> • NIS0001 Go to step 10 on page 1 • NIS0003 Go to step 28 on page 3
10.	Click the NIS0001 option. 
11.	Click the Select button. 
12.	Click the Data Selection option. 

Step	Action
13.	Click the Submit button. 
14.	To enter a specific Business Unit click the Right Operand list of the last row (Business Unit). 
15.	Click the Literal list item. 
16.	Enter the Business Unit you want to run the report for in the Literal Value: field.
17.	Click the OK button. 
18.	Click the OK button. 
19.	Enter the beginning date of the date range in the Date - Report Begins field and the end date of the range in the Date - Report Ends field.
20.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
21.	In the Posted/Unposed field enter: B - To show both Posted and Unposted. P - To show just Posted. U - To show just Unposted.
22.	In the Beginning Balance field enter: F - To include the total fiscal year to date. I - To include the total inception to date. Leave blank to include the total only in the selected time period.
23.	In the Show Invoice Number or Batch field enter " I " to show Invoice Number on the report or " B " to show the Batch on the report. Note: If left blank the Invoice Number will default.
24.	Click the OK button. 
25.	Click the OK button. 
26.	Click the Close button. 

Step	Action
27.	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. Remaining steps apply to other paths.
28.	Click the Select button. 
29.	Click the Data Selection option. 
30.	Click the Submit button. 
31.	To enter an object code click the dropdown list of the Right Operand column of the first row. 
32.	Click the Literal list item. 
33.	You can enter a single object code, a range of object codes, or a list of object codes.
34.	If you want to enter a range or list click on the Range of Values or List of Values tab. To enter a single object code type the code in the Literal Value field on the Single Value tab.
35.	Click the OK button. 
36.	Click the Right Operand list. 
37.	Click the Literal list item. 
38.	Enter the Business Unit you want to run the report for in the Literal Value: field.
39.	Click the OK button. 
40.	Click the OK button. 
41.	Enter the beginning date of the date range in the Date - Report Begins field.
42.	Enter the ending date of the date range in the Date - Report Ends field.
43.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.

Step	Action
44.	In the Posted/Unposed field enter: B - To show both Posted and Unposted. P - To show just Posted. U - To show just Unposted.
45.	In the Beginning Balance field enter: F - To include the total fiscal year to date. I - To include the total inception to date. Leave blank to include the total only in the selected time period.
46.	In the Show Invoice Number or Batch field enter " I " to show Invoice Number on the report or " B " to show the Batch on the report. Note: If left blank the Invoice Number will default.
47.	Click the OK button. 
48.	Click the OK button. 
49.	Click the Close button. 
50.	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.