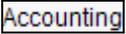
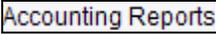
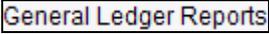
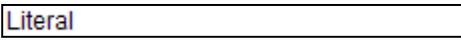
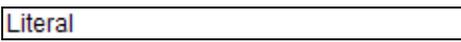


G/L Account Detail - Monthly Report Lesson

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 - Monthly 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 29 on page 2
10.	Click the NIS0001 Version 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 fiscal year in the Fiscal Year field for which you want to run the report.
20.	Enter the period number in the Period Number - General Ledger field for which you want to run the report.
21.	In the Show Grant totals field enter "Y" to show grant totals or "N" not to show grant totals.
22.	In the Include Unposted field enter "Y" to include unposted or "N" not to include unposted.
23.	Press [Tab] .
24.	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.
25.	Click the OK button. 
26.	Click the OK button. 
27.	Click the Close button. 
28.	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.
29.	Click the NIS0003 Version option. 

Step	Action
30.	Click the Select button. 
31.	Click the Data Selection option. 
32.	Click the Submit button. 
33.	To enter an object code click the dropdown list of the Right Operand column of the first row. 
34.	Click the Literal list item. 
35.	You can enter a single object code, a range of object codes, or a list of object codes.
36.	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.
37.	Click the OK button. 
38.	To enter a specific Business Unit click the Right Operand list of the last row (Business Unit). 
39.	Click the Literal list item. 
40.	Enter the Business Unit you want to run the report for in the Literal Value: field.
41.	Click the OK button. 
42.	Click the OK button. 
43.	Enter the fiscal year in the Fiscal Year field for which you want to run the report.
44.	Enter the period number in the Period Number - General Ledger field for which you want to run the report.
45.	In the Show Grant totals field enter " Y " to show grant totals or " N " not to show grant totals.
46.	In the Include Unposted field enter " Y " to include unposted or " N " not to include unposted.
47.	Press [Tab] .
48.	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.

Step	Action
49.	Click the OK button. 
50.	Click the OK button. 
51.	Click the Close button. 
52.	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.