

## **G/L Account Detail Reports**

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## G/L Account Detail Reports

### G/L Account Detail Reports Overview

This report shows the activity (all documents) for selected object account(s), fund(s), program(s), division(s), and/or business unit(s) for a given time period.

### G/L Account Detail - Monthly Report Lesson

#### Procedure

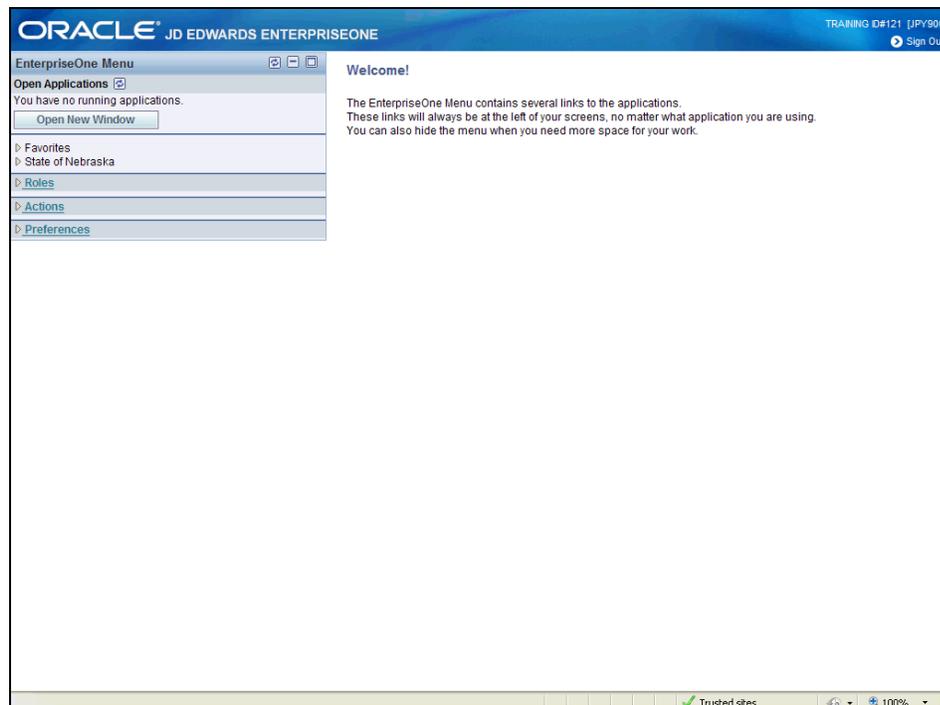
In this lesson you will the steps for running the G/L Account Detail - Monthly Report.

**Navigation:** There are multiple menu paths for this report. This lesson uses the Accounting menu path.

State of Nebraska > Accounting > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail – Monthly

or

State of Nebraska > Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Account Detail – Monthly

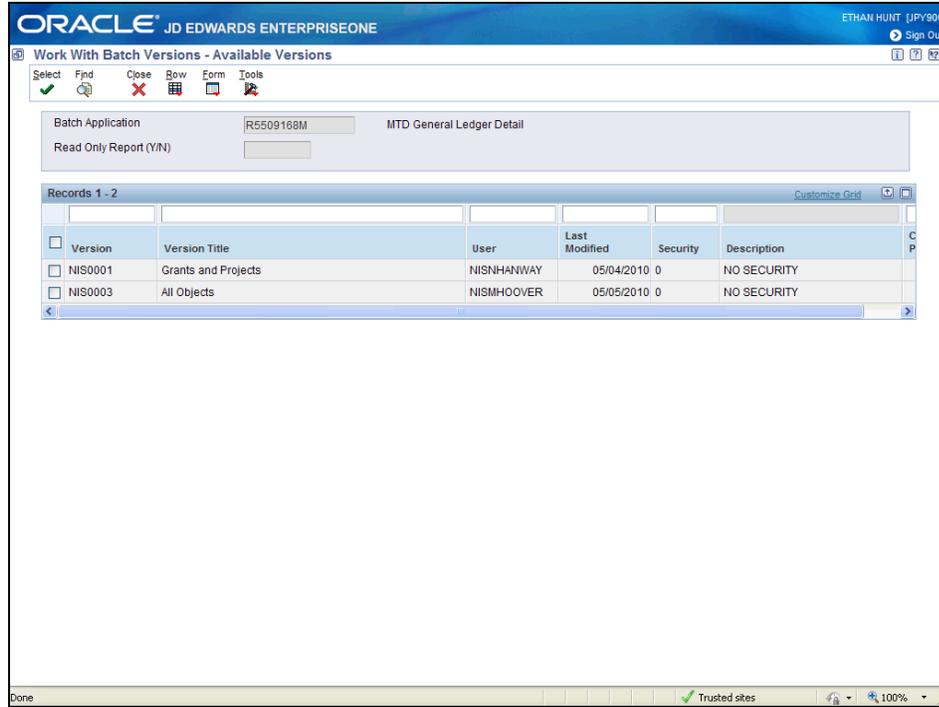


# Training Guide

## G/L Account Detail Reports



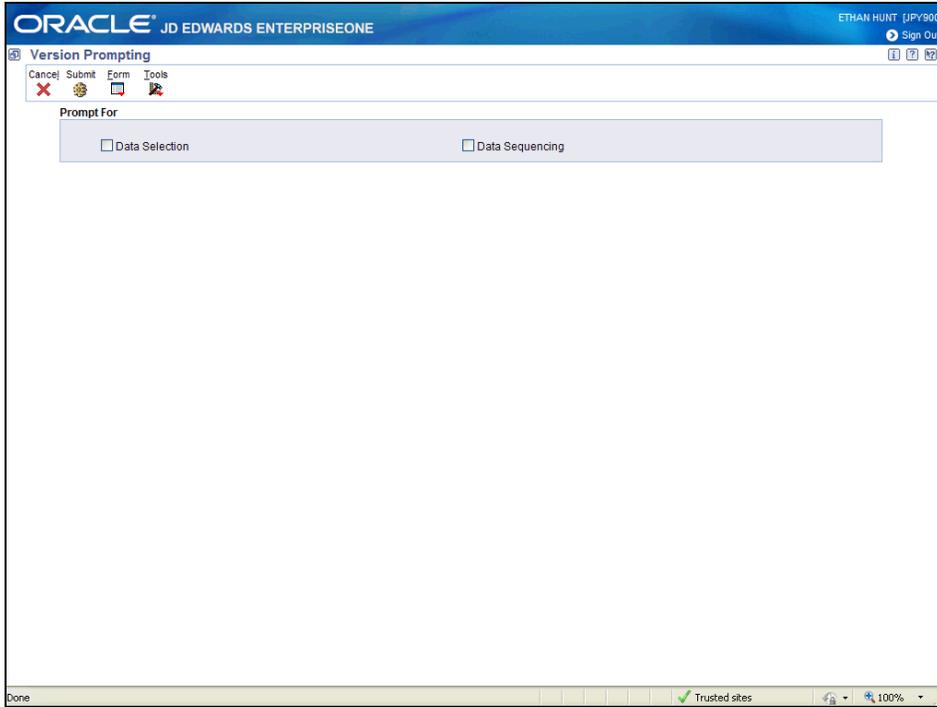
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounting</b> link. <a href="#">Accounting</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounting Reports</b> link. <a href="#">Accounting Reports</a>
5.	Click the <b>General Ledger Reports</b> link. <a href="#">General Ledger Reports</a>
6.	Click the <b>G/L Account Detail - Monthly</b> link. <a href="#">G/L Account Detail - Monthly</a>
7.	There are two versions of this report.  <b>Version NIS0001 -</b> In the data selection of this version the <b>Object Accounts</b> are preset with " <b>486500-961000</b> ", and the <b>Business Unit</b> preset is blank.
8.	<b>Version NIS0003 -</b> In the data selection of this version the <b>Object Accounts</b> and <b>Business Unit</b> fields are preset to " <b>Blank</b> ".  Use this version for more flexibility if you are not doing data selection related to Grants or Construction type projects.
9.	<b>Decision:</b> Which Version would you like to run?  <ul style="list-style-type: none"> <li>• NIS0001 Go to step 10 on page 3</li> <li>• NIS0003 Go to step 29 on page 9</li> </ul>



Step	Action
10.	Click the <b>NIS0001 Version</b> option. <input type="checkbox"/>
11.	Click the <b>Select</b> button. <input checked="" type="checkbox"/>

# Training Guide

## G/L Account Detail Reports



Step	Action
12.	Click the <b>Data Selection</b> option. 
13.	Click the <b>Submit</b> button. 

ORACLE JD EDWARDS ENTERPRISEONE

ETHAN HUNT [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/>	And Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/>	And Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/>	And Period Number - General Ledger (F0911) (PN) [BC]	is equal to	mnPeriodNoGeneralLedge [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0006) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

Add Row

Advanced

Done Trusted sites 100%

Step	Action
14.	To enter a specific Business Unit click the <b>Right Operand</b> list of the last row (Business Unit).

Blank

ORACLE JD EDWARDS ENTERPRISEONE

ETHAN HUNT [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/>	And Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/>	And Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/>	And Period Number - General Ledger (F0911) (PN) [BC]	is equal to	mnPeriodNoGeneralLedge [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0006) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

Add Row

Advanced

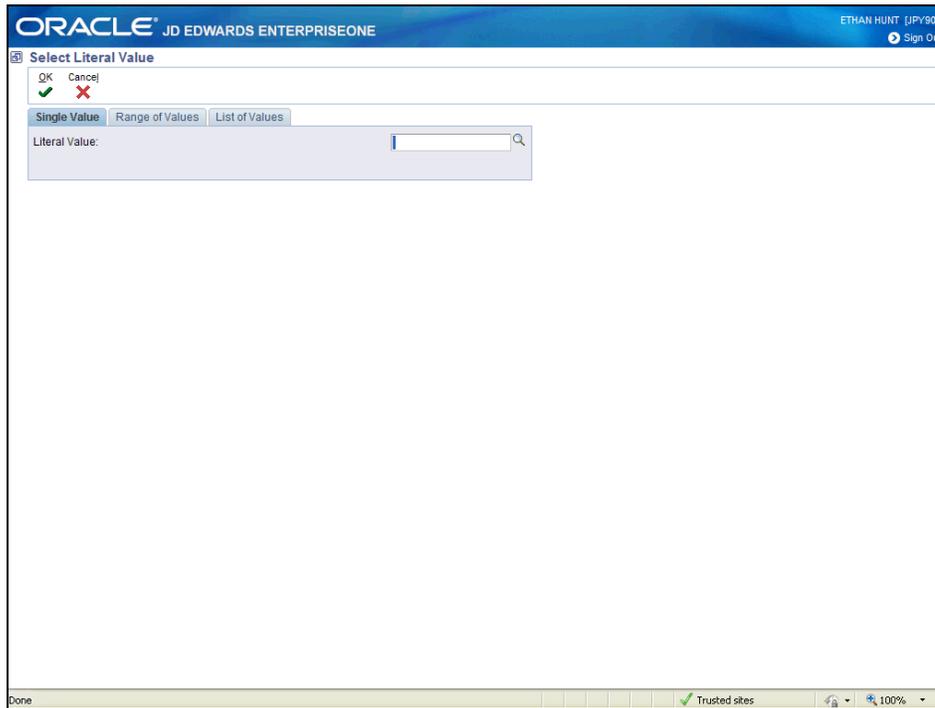
Done Trusted sites 100%

- Blank
- Zero
- Null
- Literal
- ARRA (F0006) (RP21) [BC]
- Account ID (F0911) (AID) [BC]
- Agency Division (F0006) (RP10) [BC]
- Agency Number (F0006) (RP01) [BC]
- Agency Subprogram (F0006) (RP09) [BC]
- Agency Use - 07 (F0006) (RP07) [BC]
- Agency Use - 14 (F0006) (RP14) [BC]
- Agency Use - 25 (F0006) (RP25) [BC]
- Agency Use-12 (F0006) (RP12) [BC]
- Agency Use-13 (F0006) (RP13) [BC]
- Agency Use-16 (F0006) (RP16) [BC]
- Agency Use-17 (F0006) (RP17) [BC]
- Agency Use-18 (F0006) (RP18) [BC]
- BU Type (F0006) (STYL) [BC]
- Batch Type (F0911) (ICUT) [BC]
- Budget Division (F0006) (RP05) [BC]
- Budget Division (F0006) (RP22) [BC]
- Budget-FT (F0006) (RP15) [BC]
- Business Unit (F0006) (MCU) [BC]
- Business Unit (F0911) (MCU) [BC]
- CAFR Function (F0006) (RP02) [BC]
- CAFR Fund (F0006) (RP03) [BC]
- CFDA (F0006) (RP24) [BC]
- Category Code - Business Unit 19 (F0006)
- Category Code - Business Unit 20 (F0006)
- Category Code - Business Unit 28 (F0006)

# Training Guide

## G/L Account Detail Reports

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



Step	Action
16.	Enter the Business Unit you want to run the report for in the <b>Literal Value:</b> field.
17.	Click the <b>OK</b> button. 
18.	Click the <b>OK</b> button. 

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ETHAN HUNT [JPY900] Sign Out

Processing Options

OK Cancel

Selection

Century

Fiscal Year

Period Number - General Ledger

Show Grant totals  
Y = Yes (Default)  
N = No

Include Unposted  
N = No (Default)  
Y = Yes

Show Invoice Number or Batch  
I = Invoice (Default)  
B = Batch

Done Trusted sites 100%

Step	Action
19.	Enter the fiscal year in the <b>Fiscal Year</b> field for which you want to run the report.
20.	Enter the period number in the <b>Period Number - General Ledger</b> field for which you want to run the report.

ORACLE JD EDWARDS ENTERPRISEONE

ETHAN HUNT [JPY900] Sign Out

Processing Options

OK Cancel

Selection

Century

Fiscal Year

Period Number - General Ledger

Show Grant totals  
Y = Yes (Default)  
N = No

Include Unposted  
N = No (Default)  
Y = Yes

Show Invoice Number or Batch  
I = Invoice (Default)  
B = Batch

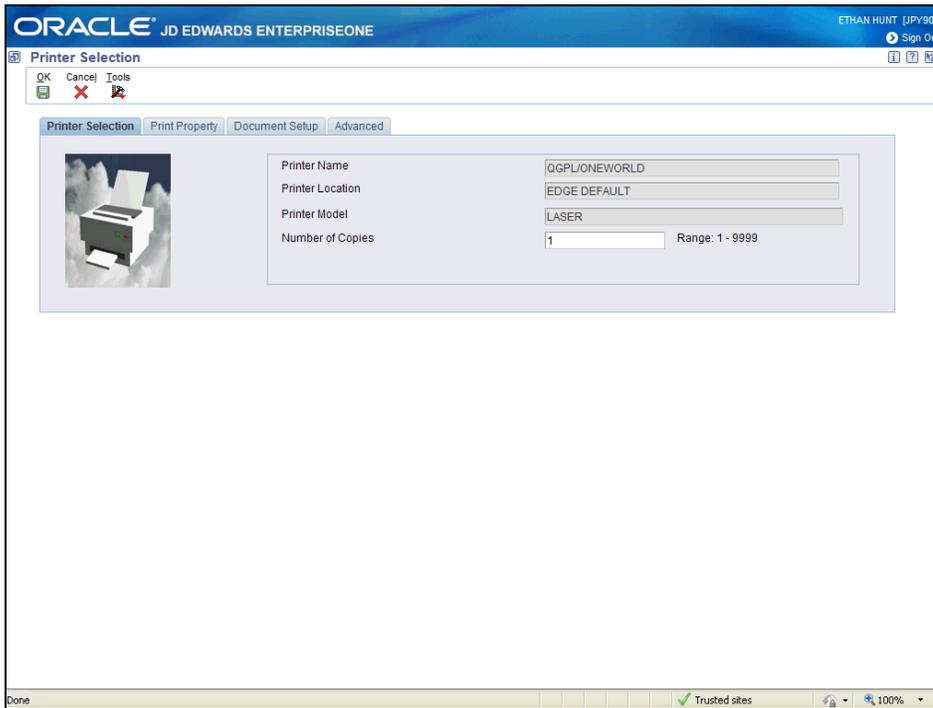
Done Trusted sites 100%

# Training Guide

## G/L Account Detail Reports

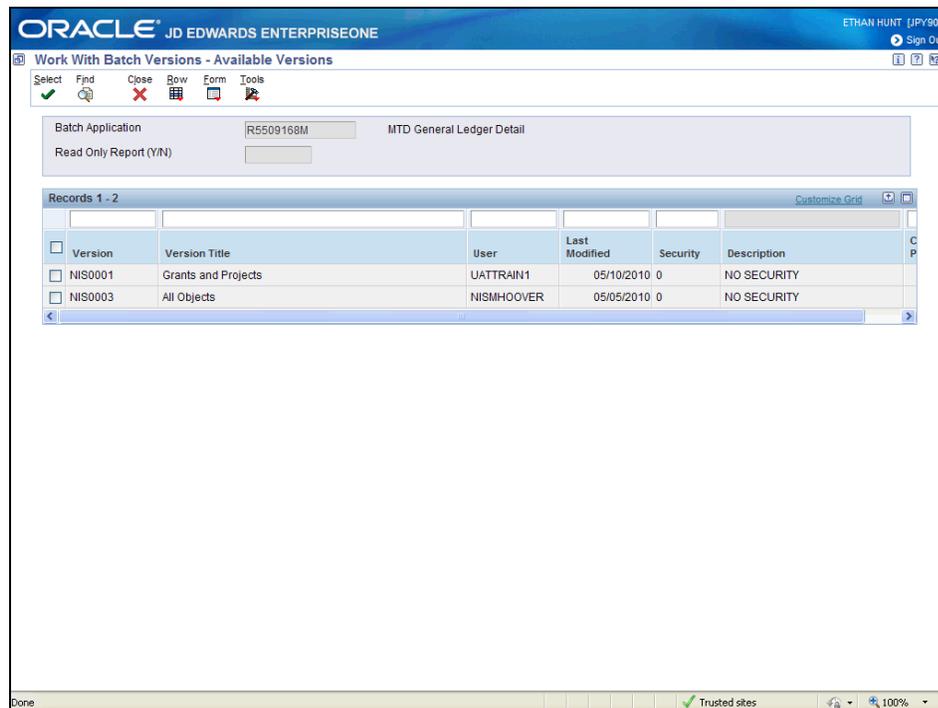


Step	Action
21.	In the <b>Show Grant totals</b> field enter " <b>Y</b> " to show grant totals or " <b>N</b> " not to show grant totals.
22.	In the <b>Include Unposted</b> field enter " <b>Y</b> " to include unposted or " <b>N</b> " not to include unposted.
23.	Press <b>[Tab]</b> .
24.	In the <b>Show Invoice Number or Batch</b> field enter " <b>I</b> " to show Invoice Number on the report or " <b>B</b> " to show the Batch on the report.  <b>Note:</b> If left blank the Invoice Number will default.
25.	Click the <b>OK</b> button. 



Step	Action
26.	Click the <b>OK</b> button. 
27.	Click the <b>Close</b> button. 

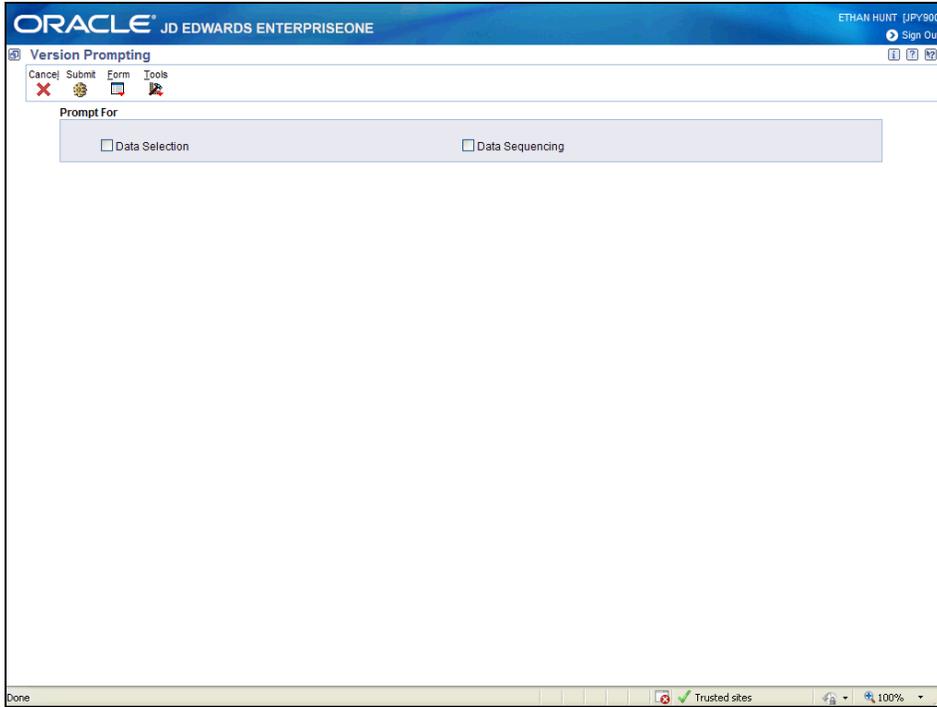
Step	Action
28.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics (<a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a>) Training Guides.</p> <p>You have successfully completed this lesson. <b>End of Procedure.</b> Remaining steps apply to other paths.</p>



Step	Action
29.	<p>Click the <b>NIS0003 Version</b> option.</p> <input type="checkbox"/>
30.	<p>Click the <b>Select</b> button.</p> <input checked="" type="checkbox"/>

# Training Guide

## G/L Account Detail Reports



Step	Action
31.	Click the <b>Data Selection</b> option. 
32.	Click the <b>Submit</b> button. 

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/> And	Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/> And	Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/> And	Period Number - General Ledger (F0911) (PN) [BC]	is equal to	mnPeriodNoGeneralLedge [PO]
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/> And			

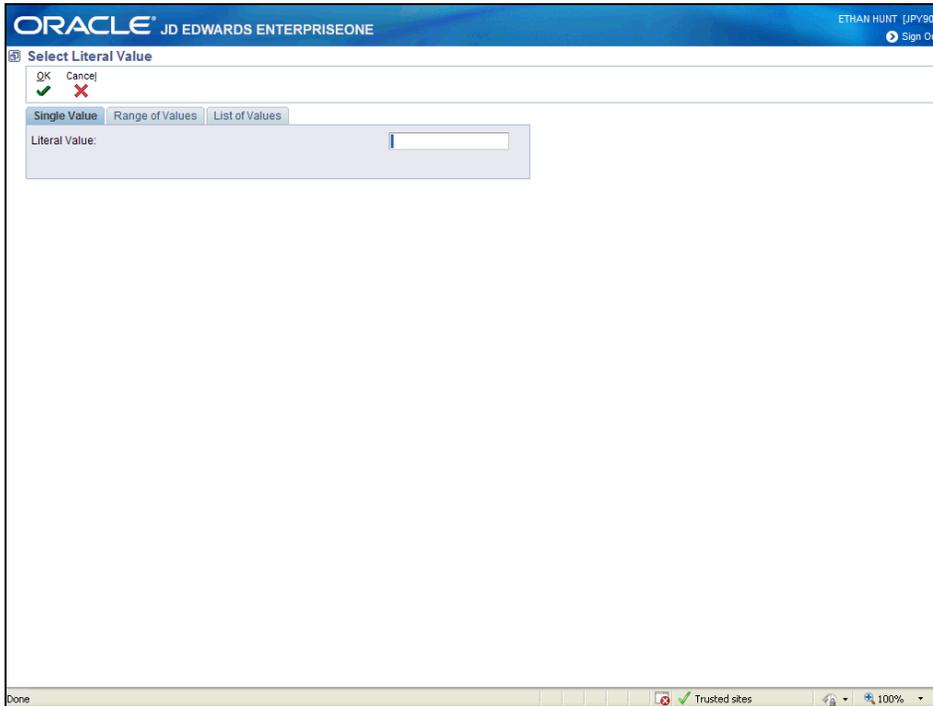
Step	Action
33.	To enter an object code click the <b>dropdown</b> list of the <b>Right Operand</b> column of the first row.

# Training Guide

## G/L Account Detail Reports



Step	Action
34.	Click the <b>Literal</b> list item. <input type="text" value="Literal"/>
35.	You can enter a single object code, a range of object codes, or a list of object codes.



Step	Action
36.	If you want to enter a range or list click on the <b>Range of Values</b> or <b>List of Values</b> tab. To enter a single object code type the code in the <b>Literal Value</b> field on the <b>Single Value</b> tab.
37.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
38.	To enter a specific Business Unit click the <b>Right Operand</b> list of the last row (Business Unit). <input type="text" value="Blank"/>

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	"472200"
<input type="checkbox"/>	And Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/>	And Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/>	And Period Number - General Ledger (F0911) (PN) [BC]	is equal to	mnPeriodNoGeneralLedge [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank

Done Trusted sites 100%

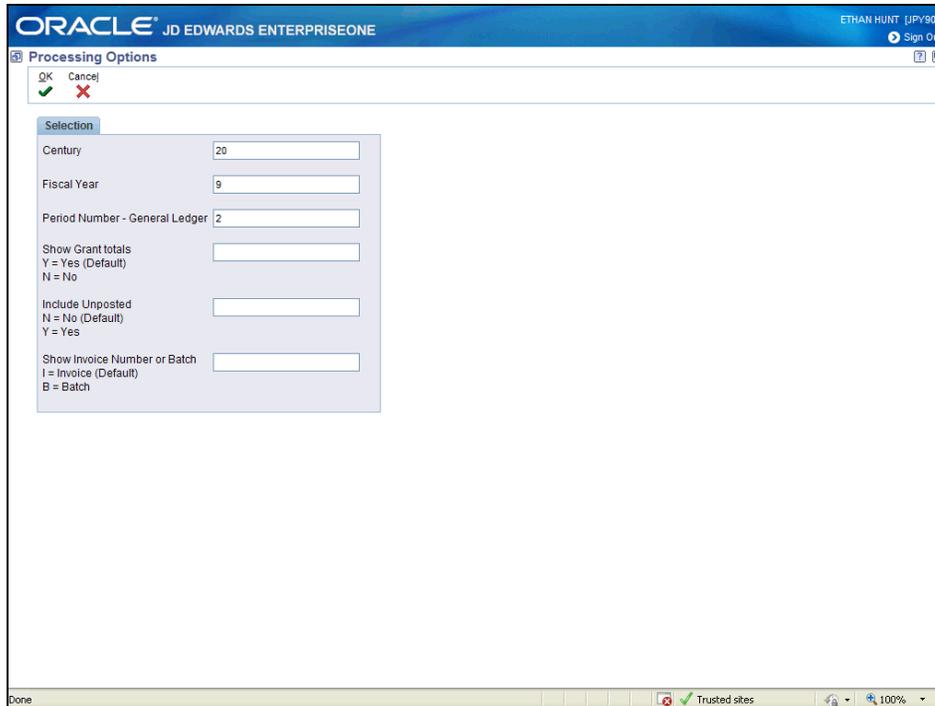
Step	Action
39.	Click the <b>Literal</b> list item. <input type="text" value="Literal"/>

Done Trusted sites 100%

# Training Guide

## G/L Account Detail Reports

Step	Action
40.	Enter the Business Unit you want to run the report for in the <b>Literal Value:</b> field.
41.	Click the <b>OK</b> button. 
42.	Click the <b>OK</b> button. 

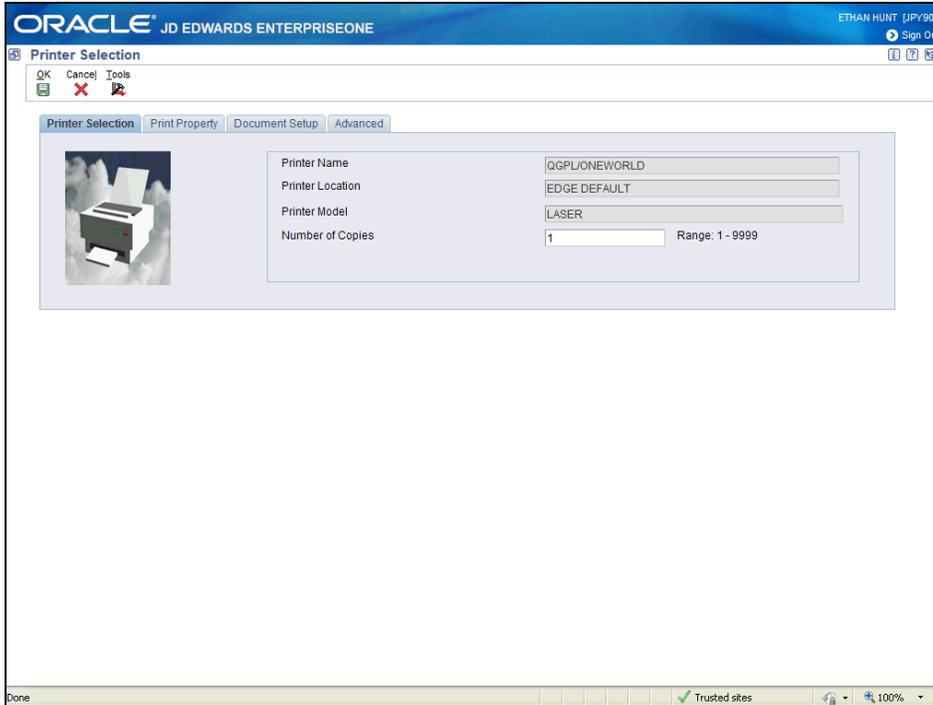


Step	Action
43.	Enter the fiscal year in the <b>Fiscal Year</b> field for which you want to run the report.
44.	Enter the period number in the <b>Period Number - General Ledger</b> field for which you want to run the report.

Step	Action
45.	In the <b>Show Grant totals</b> field enter " <b>Y</b> " to show grant totals or " <b>N</b> " not to show grant totals.
46.	In the <b>Include Unposted</b> field enter " <b>Y</b> " to include unposted or " <b>N</b> " not to include unposted.
47.	Press <b>[Tab]</b> .
48.	In the <b>Show Invoice Number or Batch</b> field enter " <b>I</b> " to show Invoice Number on the report or " <b>B</b> " to show the Batch on the report.  <b>Note:</b> If left blank the Invoice Number will default.
49.	Click the <b>OK</b> button. 

# Training Guide

## G/L Account Detail Reports



Step	Action
50.	Click the <b>OK</b> button. 
51.	Click the <b>Close</b> button. 
52.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) Training Guides.  You have successfully completed this lesson. <b>End of Procedure.</b>

## G/L Account Detail - Yearly Report Lesson

### Procedure

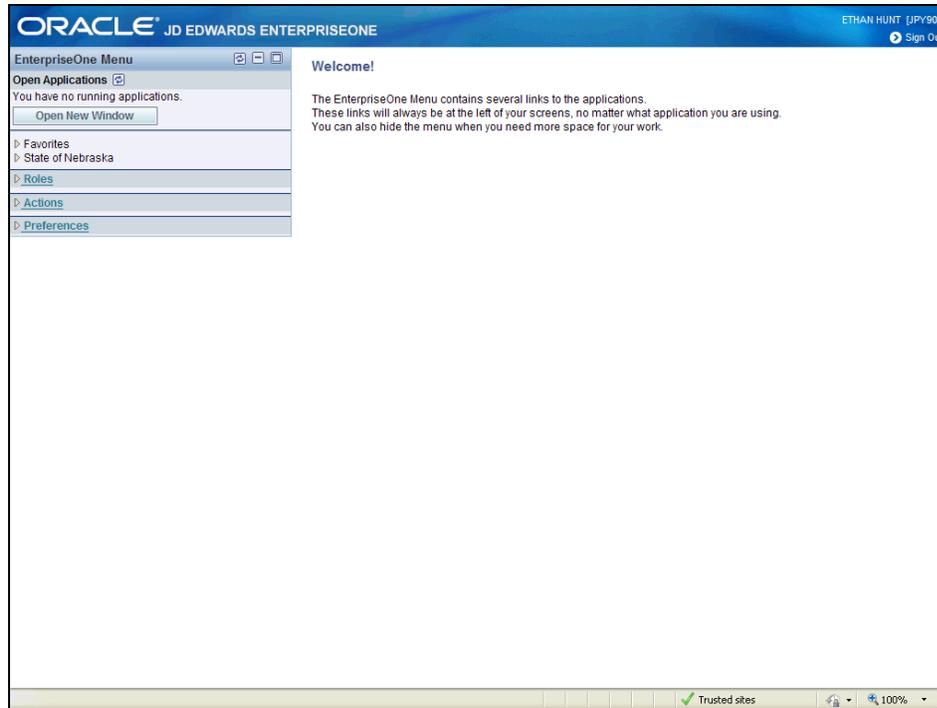
In this lesson you will the steps for running the G/L Account Detail - Yearly Report.

**Navigation:** There are multiple menu paths for this report. This lesson uses the Accounting menu path.

State of Nebraska > Accounting > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail – Yearly

or

State of Nebraska > Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Account Detail – Yearly



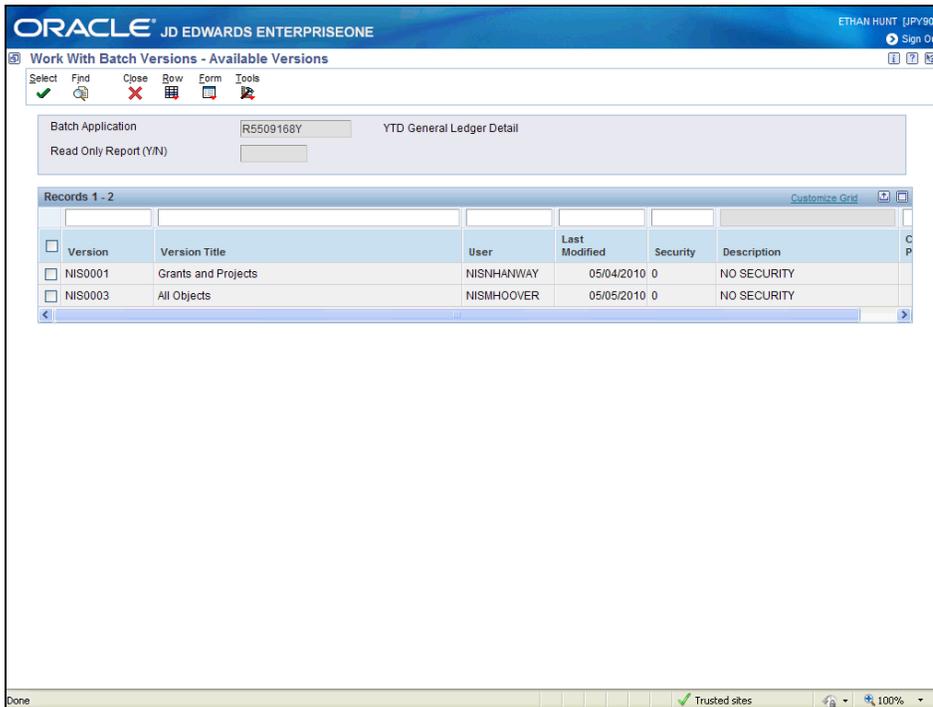
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounting</b> link. <a href="#">Accounting</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounting Reports</b> link. <a href="#">Accounting Reports</a>
5.	Click the <b>General Ledger Reports</b> link. <a href="#">General Ledger Reports</a>
6.	Click the <b>G/L Account Detail - Yearly</b> link. <a href="#">G/L Account Detail - Yearly</a>
7.	There are two versions of this report.  <b>Version NIS0001 -</b> In the data selection of this version the <b>Object Accounts</b> are preset with " <b>486500-961000</b> ", and the <b>Business Unit</b> preset is blank.

# Training Guide

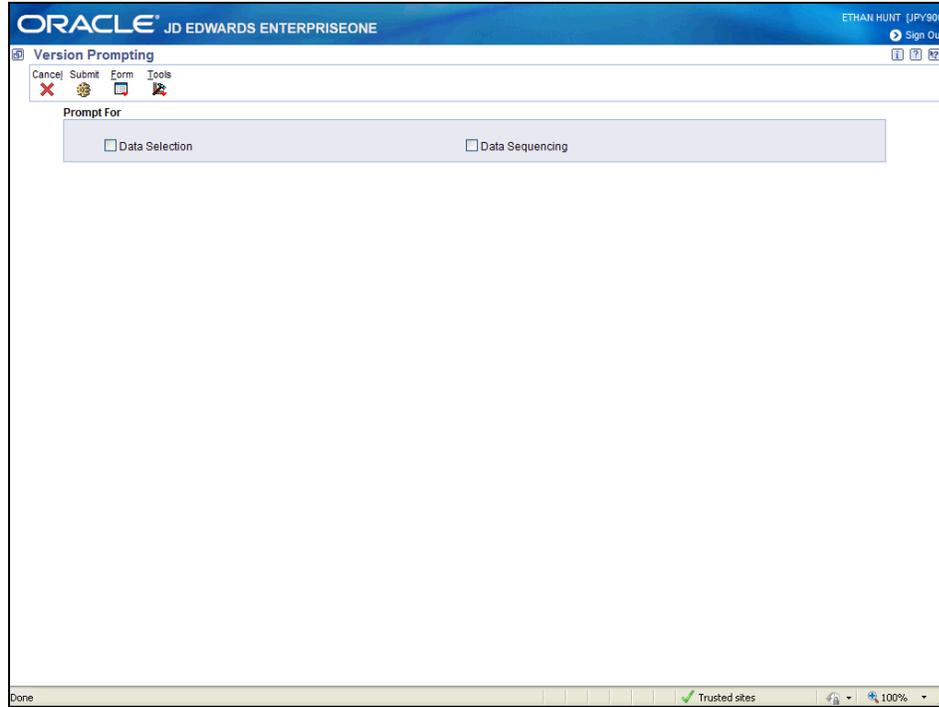
## G/L Account Detail Reports



Step	Action
8.	<p><b>Version NIS0003 -</b> In the data selection of this version the <b>Object Accounts</b> and <b>Business Unit</b> fields are preset to "<b>Blank</b>".</p> <p>Use this version for more flexibility if you are not doing data selection related to Grants or Construction type projects.</p>
9.	<p><b>Decision:</b> Which Version would you like to run?</p> <ul style="list-style-type: none"> <li>• NIS0001 Go to step 10 on page 18</li> <li>• NIS0003 Go to step 28 on page 24</li> </ul>



Step	Action
10.	<p>Click the <b>NIS0001</b> option.</p> <input type="checkbox"/>
11.	<p>Click the <b>Select</b> button.</p> <input checked="" type="checkbox"/>



Step	Action
12.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
13.	Click the <b>Submit</b> button. 

# Training Guide

## G/L Account Detail Reports



ORACLE JD EDWARDS ENTERPRISEONE ETHAN HUNT [JPY900] Sign Out

Data Selection

OK  Cancel  Delete  Up  Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/>	And Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/>	And Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

Step	Action
14.	To enter a specific Business Unit click the <b>Right Operand</b> list of the last row (Business Unit).

Blank

ORACLE JD EDWARDS ENTERPRISEONE ETHAN HUNT [JPY900] Sign Out

Data Selection

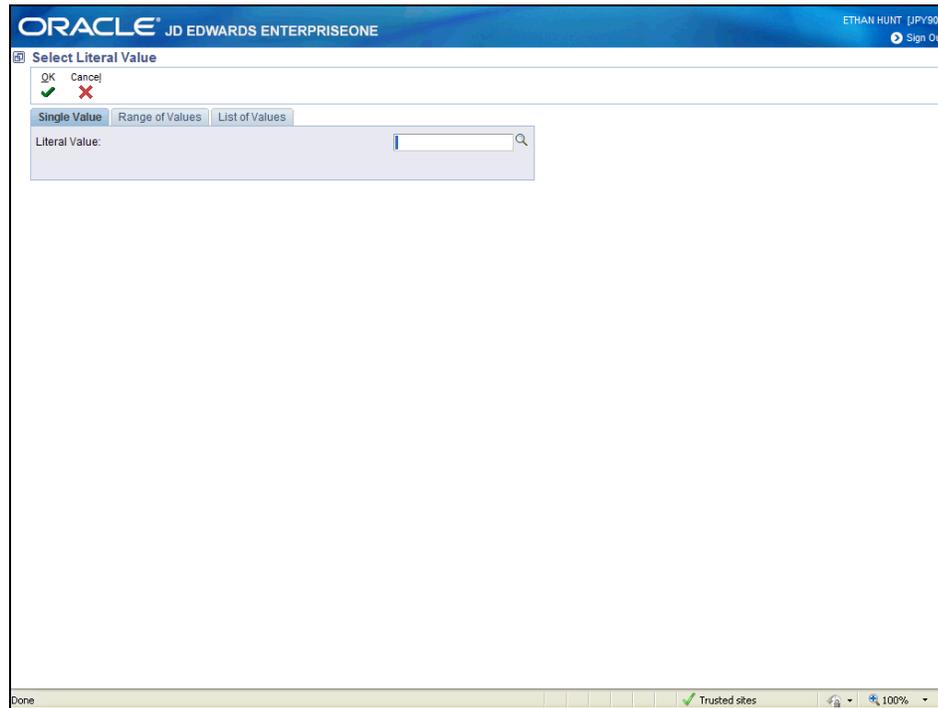
OK  Cancel  Delete  Up  Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/>	And Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/>	And Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		Blank Zero Null Literal ARRA (F0006) (RP21) [BC] Account ID (F0911) (AID) [BC] Agency Division (F0006) (RP10) [BC] Agency Number (F0006) (RP01) [BC] Agency Subprogram (F0006) (RP09) [BC] Agency Use - 07 (F0006) (RP07) [BC] Agency Use - 14 (F0006) (RP14) [BC] Agency Use - 25 (F0006) (RP25) [BC] Agency Use-12 (F0006) (RP12) [BC] Agency Use-13 (F0006) (RP13) [BC] Agency Use-16 (F0006) (RP16) [BC] Agency Use-17 (F0006) (RP17) [BC] Agency Use-18 (F0006) (RP18) [BC] BU Type (F0006) (STYL) [BC] Batch Type (F0911) (ICUT) [BC] Budget Division (F0006) (RP05) [BC] Budget Division (F0006) (RP22) [BC] Budget-FT (F0006) (RP15) [BC] Business Unit (F0006) (MCU) [BC] Business Unit (F0911) (MCU) [BC] CAFR Function (F0006) (RP02) [BC] CAFR Fund (F0006) (RP03) [BC] CFDA (F0006) (RP24) [BC] Category Code - Business Unit 19 (F0006) Category Code - Business Unit 20 (F0006) Category Code - Business Unit 28 (F0006)

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

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



Step	Action
16.	Enter the Business Unit you want to run the report for in the <b>Literal Value:</b> field.
17.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
18.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>

# Training Guide

## G/L Account Detail Reports



ORACLE JD EDWARDS ENTERPRISEONE

Processing Options

OK Cancel

Selection

Century

Fiscal Year

Show Grant Totals  
Y = Yes (Default)  
N = No

Include Unposted  
N = No (Default)  
Y = Yes

Show Invoice Number or Batch  
I = Invoice (Default)  
B = Batch

Done Trusted sites 100%

Step	Action
19.	Enter the fiscal year in the <b>Fiscal Year</b> field for which you want to run the report.

ORACLE JD EDWARDS ENTERPRISEONE

Processing Options

OK Cancel

Selection

Century

Fiscal Year

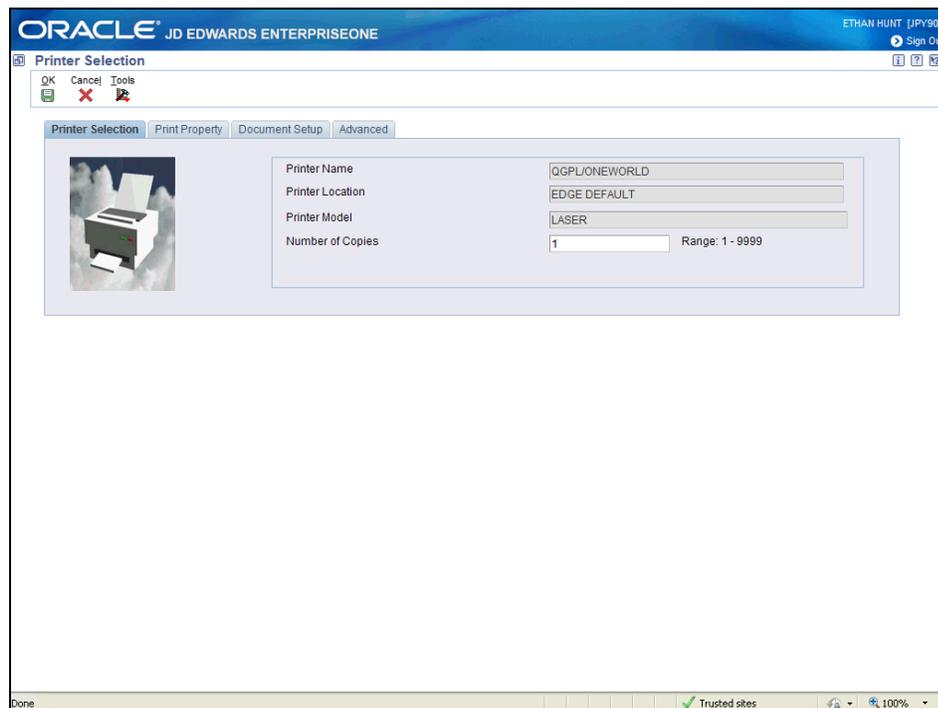
Show Grant Totals  
Y = Yes (Default)  
N = No

Include Unposted  
N = No (Default)  
Y = Yes

Show Invoice Number or Batch  
I = Invoice (Default)  
B = Batch

Done Trusted sites 100%

Step	Action
20.	In the <b>Show Grant totals</b> field enter " <b>Y</b> " to show grant totals or " <b>N</b> " not to show grant totals.
21.	In the <b>Include Unposted</b> field enter " <b>Y</b> " to include unposted or " <b>N</b> " not to include unposted.
22.	Press <b>[Tab]</b> .
23.	In the <b>Show Invoice Number or Batch</b> field enter " <b>I</b> " to show Invoice Number on the report or " <b>B</b> " to show the Batch on the report.  <b>Note:</b> If left blank the Invoice Number will default.
24.	Click the <b>OK</b> button. 



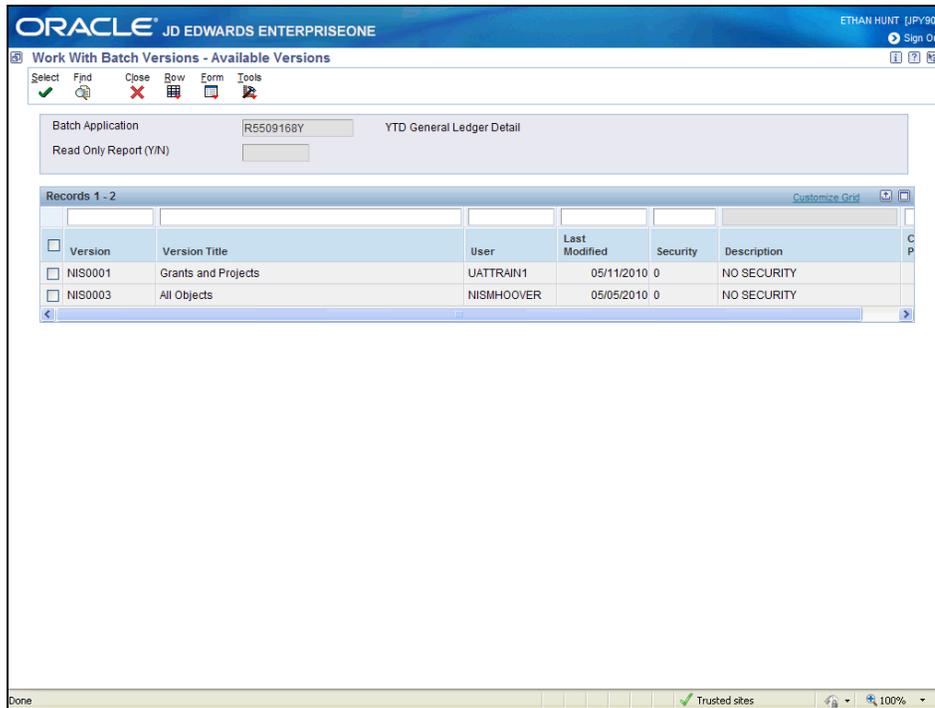
Step	Action
25.	Click the <b>OK</b> button. 
26.	Click the <b>Close</b> button. 

# Training Guide

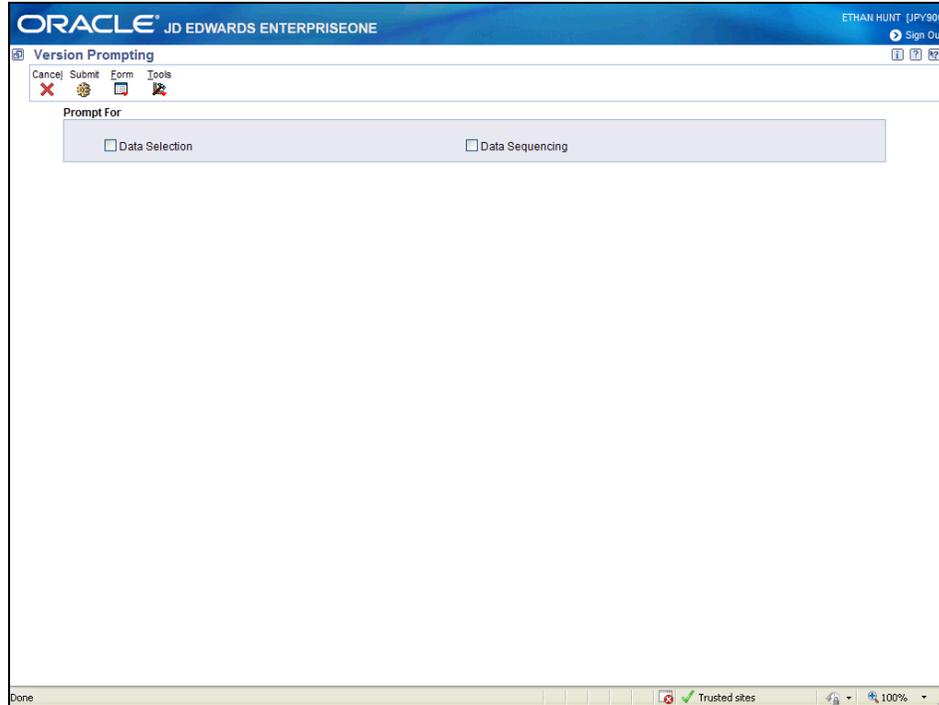
## G/L Account Detail Reports



Step	Action
27.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics (<a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a>) Training Guides.</p> <p>You have successfully completed this lesson.  <b>End of Procedure.</b> Remaining steps apply to other paths.</p>



Step	Action
28.	<p>Click the <b>NIS0003</b> option.</p> <input type="checkbox"/>
29.	<p>Click the <b>Select</b> button.</p> <input checked="" type="checkbox"/>



Step	Action
30.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
31.	Click the <b>Submit</b> button. 

# Training Guide

## G/L Account Detail Reports



ORACLE JD EDWARDS ENTERPRISEONE

ETHAN HUNT [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/>	And Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/>	And Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

Add Row

Advanced

Done Trusted sites 100%

Step	Action
32.	To enter an object code click the <b>dropdown</b> list of the <b>Right Operand</b> column of the first row.

Blank

ORACLE JD EDWARDS ENTERPRISEONE

ETHAN HUNT [JPY900] Sign Out

Data Selection

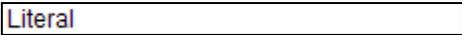
OK Cancel Delete Up Down

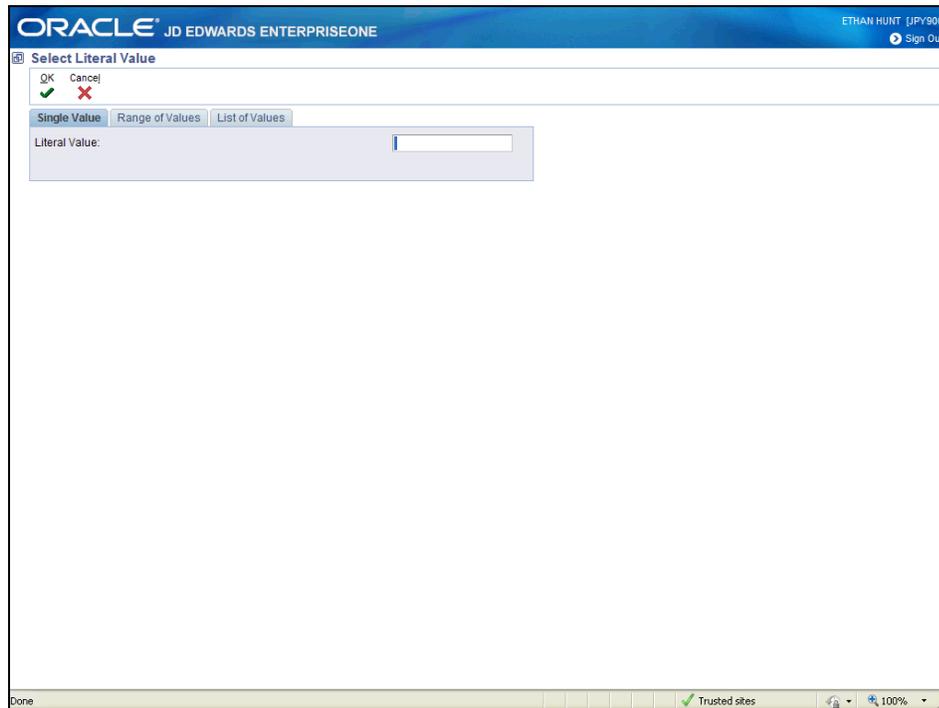
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/>	And Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/>	And Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

Add Row

Advanced

Done Trusted sites 100%

Step	Action
33.	Click the <b>Literal</b> list item. 
34.	You can enter a single object code, a range of object codes, or a list of object codes.



Step	Action
35.	If you want to enter a range or list click on the <b>Range of Values</b> or <b>List of Values</b> tab. To enter a single object code type the code in the <b>Literal Value</b> field on the <b>Single Value</b> tab.
36.	Click the <b>OK</b> button. 
37.	To enter a specific Business Unit click the <b>Right Operand</b> list of the last row (Business Unit). 

# Training Guide

## G/L Account Detail Reports



ORACLE JD EDWARDS ENTERPRISEONE

ETHAN HUNT [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	"472200"
<input type="checkbox"/>	And Century (F0911) (CTRY) [BC]	is equal to	mnCentury [PO]
<input type="checkbox"/>	And Fiscal Year (F0911) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		Blank
			Zero
			Null
			Literal
			ARRA (F0006) (RP21) [BC]
			Account ID (F0911) (AID) [BC]
			Agency Division (F0006) (RP10) [BC]
			Agency Number (F0006) (RP01) [BC]
			Agency Subprogram (F0006) (RP09) [BC]
			Agency Use - 07 (F0006) (RP07) [BC]
			Agency Use - 14 (F0006) (RP14) [BC]
			Agency Use - 25 (F0006) (RP25) [BC]
			Agency Use-12 (F0006) (RP12) [BC]
			Agency Use-13 (F0006) (RP13) [BC]
			Agency Use-16 (F0006) (RP16) [BC]
			Agency Use-17 (F0006) (RP17) [BC]
			Agency Use-18 (F0006) (RP18) [BC]
			BU Type (F0006) (STYL) [BC]
			Batch Type (F0911) (ICUT) [BC]
			Budget Division (F0006) (RP05) [BC]
			Budget Division (F0006) (RP22) [BC]
			Budget-FT (F0006) (RP15) [BC]
			Business Unit (F0006) (MCU) [BC]
			Business Unit (F0911) (MCU) [BC]
			CAFR Function (F0006) (RP02) [BC]
			CAFR Fund (F0006) (RP03) [BC]
			CFDA (F0006) (RP24) [BC]
			Category Code - Business Unit 19 (F0006)
			Category Code - Business Unit 20 (F0006)
			Category Code - Business Unit 28 (F0006)

Add Row

Advanced

Done Trusted sites 100%

Step	Action
38.	Click the <b>Literal</b> list item.

Literal

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ETHAN HUNT [JPY900] Sign Out

Select Literal Value

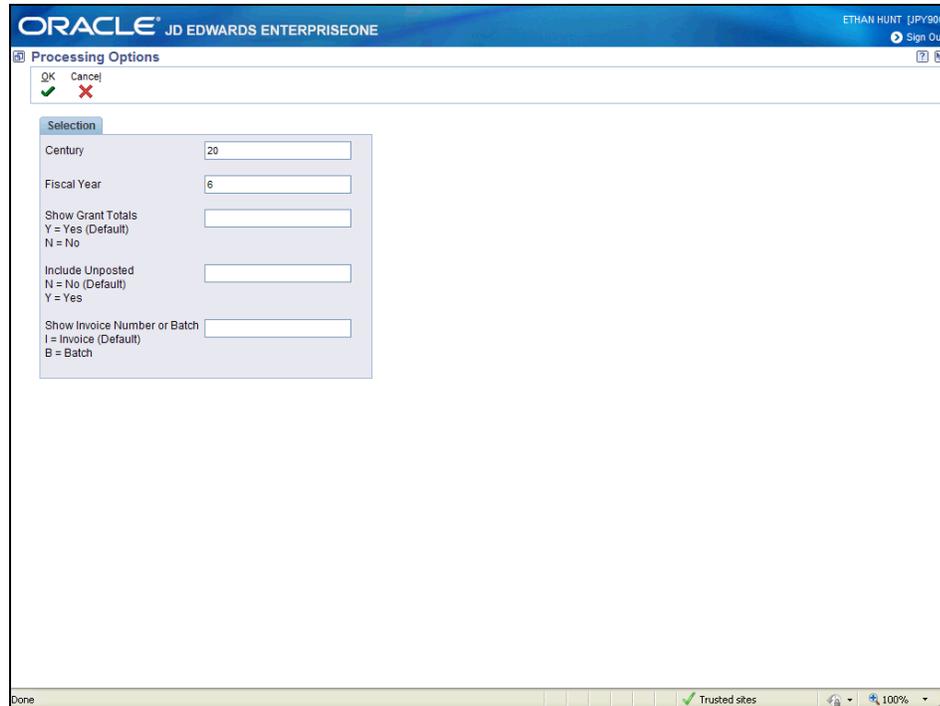
OK Cancel

Single Value Range of Values List of Values

Literal Value:

Done Trusted sites 100%

Step	Action
39.	Enter the Business Unit you want to run the report for in the <b>Literal Value:</b> field.
40.	Click the <b>OK</b> button. 
41.	Click the <b>OK</b> button. 



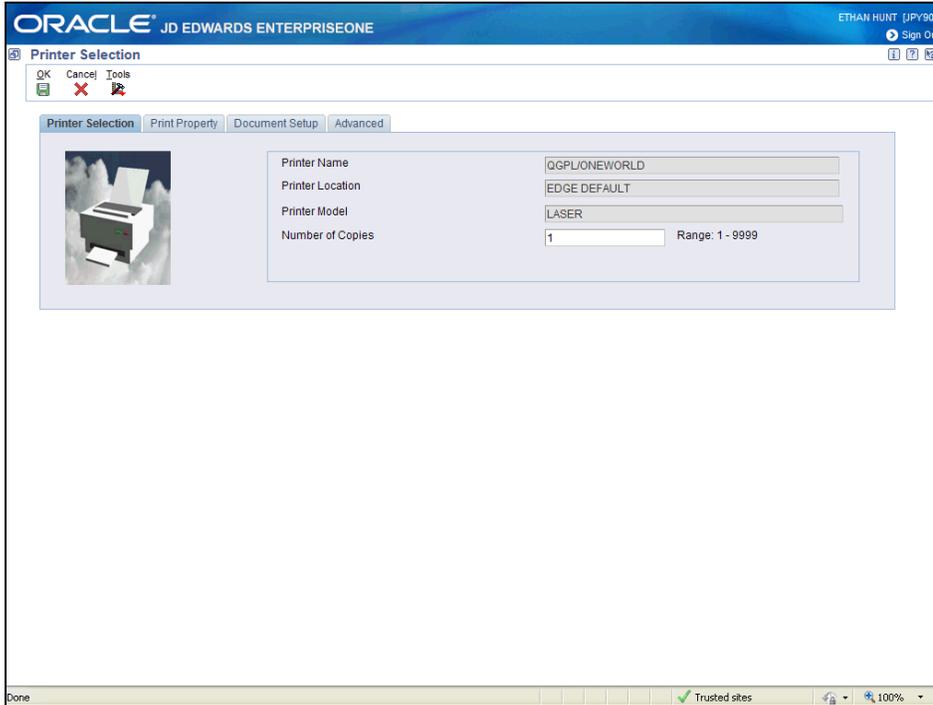
Step	Action
42.	<input type="text" value="6"/>
43.	Enter the fiscal year in the <b>Fiscal Year</b> field for which you want to run the report.
44.	In the <b>Show Grant totals</b> field enter " <b>Y</b> " to show grant totals or " <b>N</b> " not to show grant totals.
45.	In the <b>Include Unposted</b> field enter " <b>Y</b> " to include unposted or " <b>N</b> " not to include unposted.
46.	Press <b>[Tab]</b> .
47.	In the <b>Show Invoice Number or Batch</b> field enter " <b>I</b> " to show Invoice Number on the report or " <b>B</b> " to show the Batch on the report.  <b>Note:</b> If left blank the Invoice Number will default.

# Training Guide

## G/L Account Detail Reports



Step	Action
48.	Click the <b>OK</b> button. 



Step	Action
49.	Click the <b>OK</b> button. 
50.	Click the <b>Close</b> button. 
51.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) Training Guides.  You have successfully completed this lesson. <b>End of Procedure.</b>

## G/L Account Detail - Since Inception Report Lesson

### Procedure

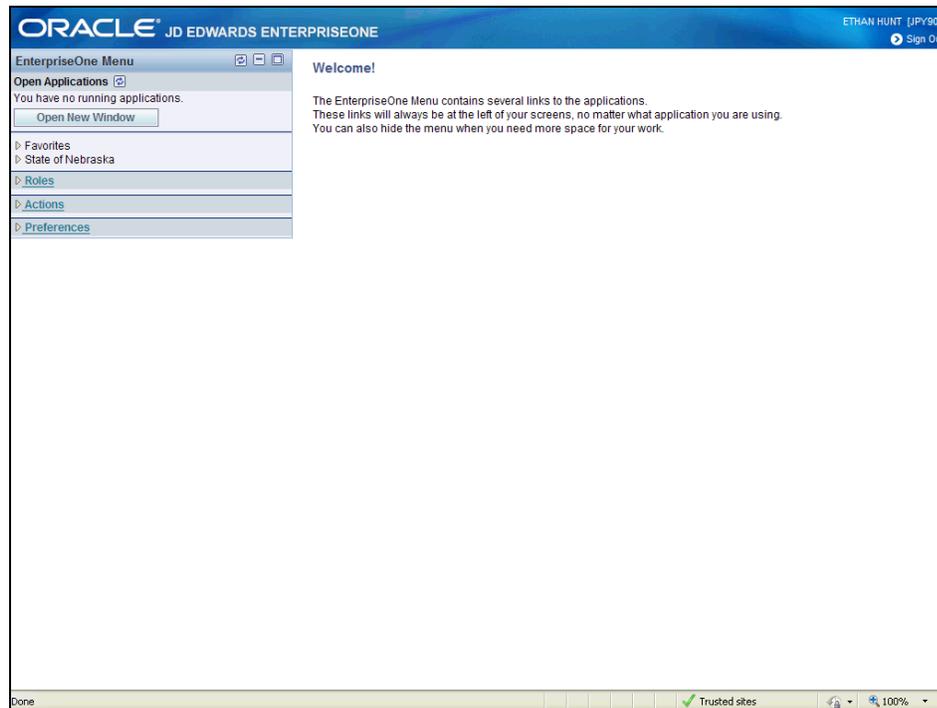
In this lesson you will the steps for running the G/L Account Detail - Since Inception Report.

**Navigation:** There are multiple menu paths for this report. This lesson uses the Accounting menu path.

State of Nebraska > Accounting > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail – Since Inception

or

State of Nebraska > Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Account Detail – Since Inception



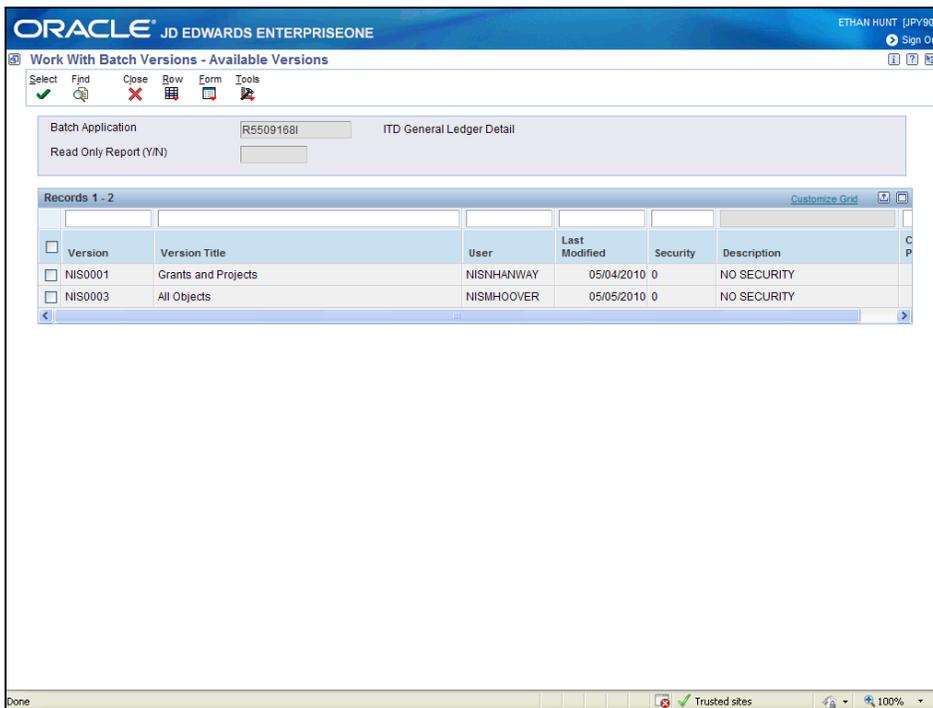
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounting</b> link. <a href="#">Accounting</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounting Reports</b> link. <a href="#">Accounting Reports</a>
5.	Click the <b>General Ledger Reports</b> link. <a href="#">General Ledger Reports</a>
6.	Click the <b>G/L Account Detail - Since Inception</b> link. <a href="#">G/L Account Detail - Since Inception</a>

# Training Guide

## G/L Account Detail Reports

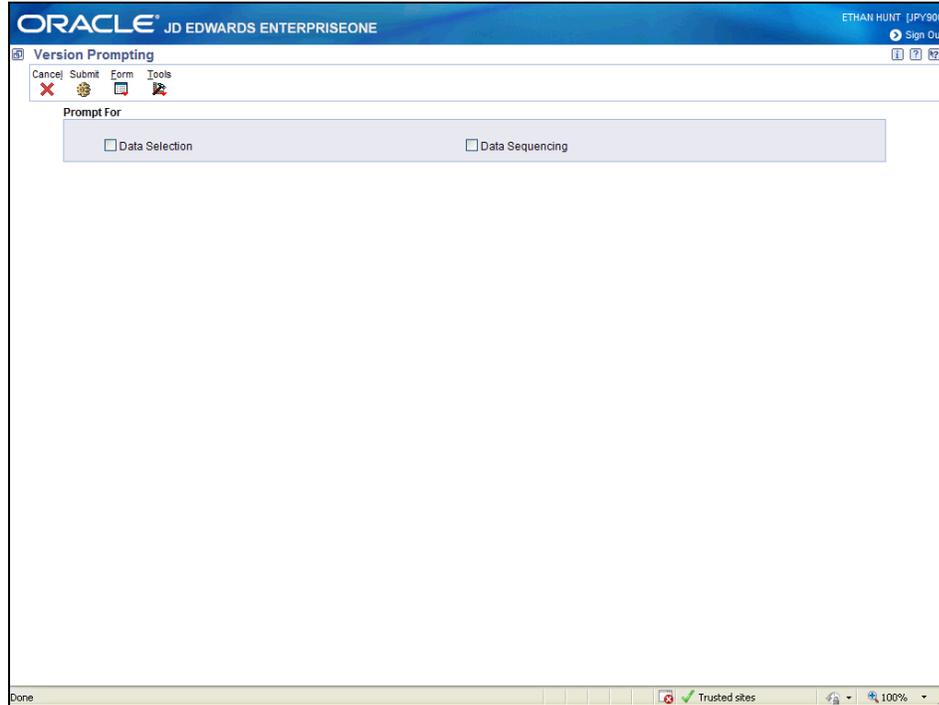


Step	Action
7.	<p>There are two versions of this report.</p> <p><b>Version NIS0001 -</b> In the data selection of this version the <b>Object Accounts</b> are preset with "<b>486500-961000</b>", and the <b>Business Unit</b> preset is blank.</p>
8.	<p><b>Version NIS0003 -</b> In the data selection of this version the <b>Object Accounts</b> and <b>Business Unit</b> fields are preset to "<b>Blank</b>".</p> <p>Use this version for more flexibility if you are not doing data selection related to Grants or Construction type projects.</p>
9.	<p><b>Decision:</b> Which Version would you like to run?</p> <ul style="list-style-type: none"> <li>• NIS0001 Go to step 10 on page 32</li> <li>• NIS0003 Go to step 27 on page 38</li> </ul>



Step	Action
10.	<p>Click the <b>NIS0001</b> option.</p> <input type="checkbox"/>

Step	Action
11.	Click the <b>Select</b> button. 



Step	Action
12.	Click the <b>Data Selection</b> option. 
13.	Click the <b>Submit</b> button. 

# Training Guide

## G/L Account Detail Reports



ORACLE JD EDWARDS ENTERPRISEONE ETHAN HUNT [JPY900] Sign Out

Data Selection

OK  Cancel  Delete  Up  Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/> And			

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

Step	Action
14.	To enter a specific Business Unit click the <b>Right Operand</b> list of the last row (Business Unit).

Blank

ORACLE JD EDWARDS ENTERPRISEONE ETHAN HUNT [JPY900] Sign Out

Data Selection

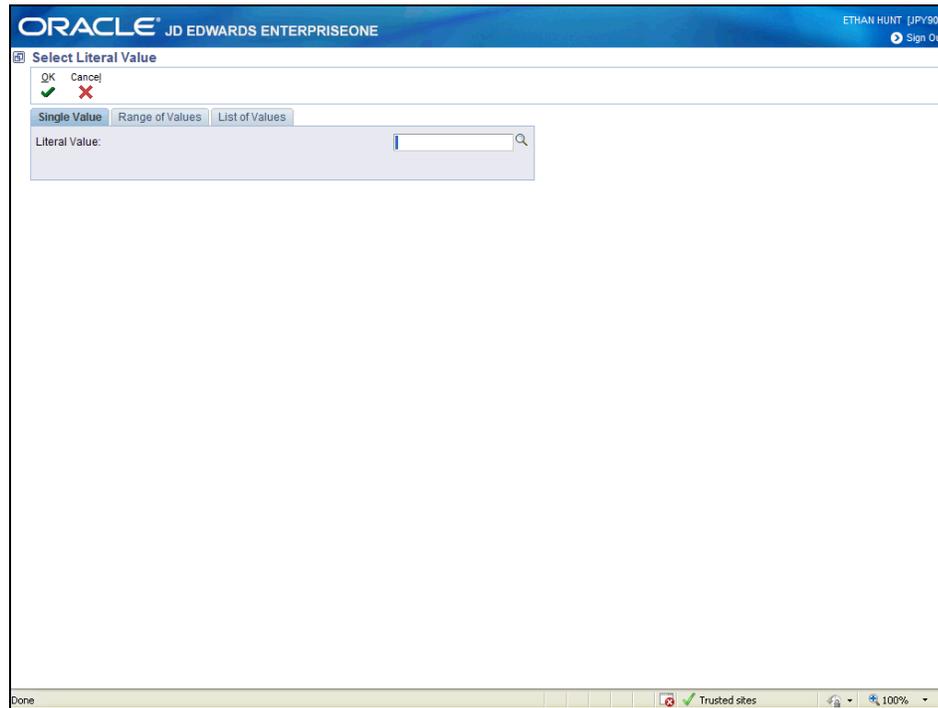
OK  Cancel  Delete  Up  Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/> And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/> And			Blank Zero Null Literal ARRA (F0006) (RP21) [BC] Account ID (F0911) (AID) [BC] Agency Division (F0006) (RP10) [BC] Agency Number (F0006) (RP01) [BC] Agency Subprogram (F0006) (RP09) [BC] Agency Use - 07 (F0006) (RP07) [BC] Agency Use - 14 (F0006) (RP14) [BC] Agency Use - 25 (F0006) (RP25) [BC] Agency Use-12 (F0006) (RP12) [BC] Agency Use-13 (F0006) (RP13) [BC] Agency Use-16 (F0006) (RP16) [BC] Agency Use-17 (F0006) (RP17) [BC] Agency Use-18 (F0006) (RP18) [BC] BU Type (F0006) (STYL) [BC] Batch Type (F0911) (ICUT) [BC] Budget Division (F0006) (RP05) [BC] Budget Division (F0006) (RP22) [BC] Budget-FT (F0006) (RP15) [BC] Business Unit (F0006) (MCU) [BC] Business Unit (F0911) (MCU) [BC] CAFR Function (F0006) (RP02) [BC] CAFR Fund (F0006) (RP03) [BC] CFDA (F0006) (RP24) [BC] Category Code - Business Unit 19 (F0006) Category Code - Business Unit 20 (F0006) Category Code - Business Unit 28 (F0006)

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

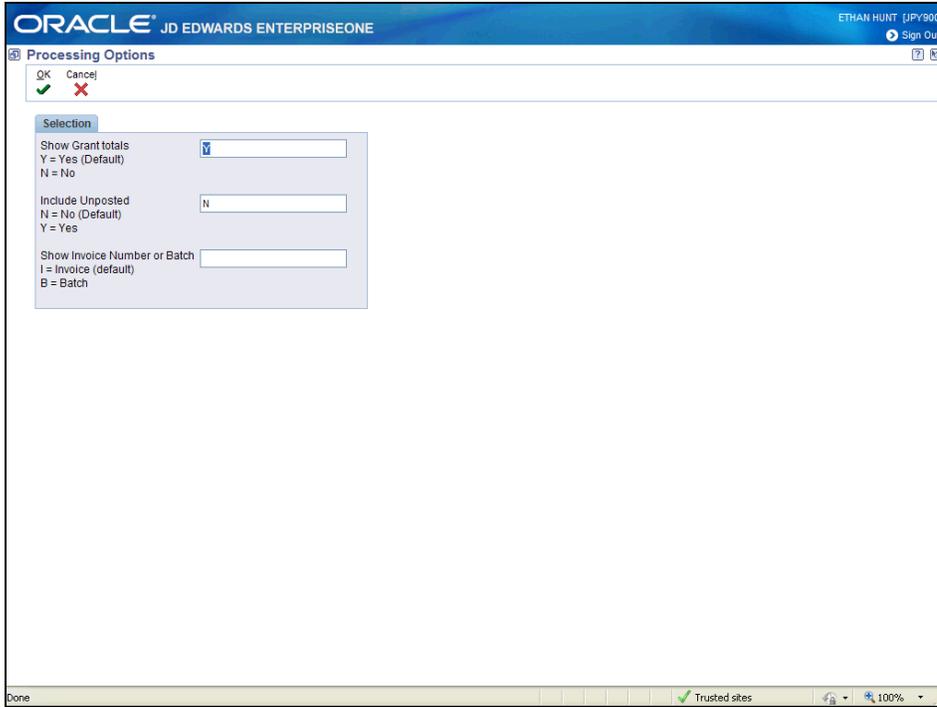
Step	Action
15.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



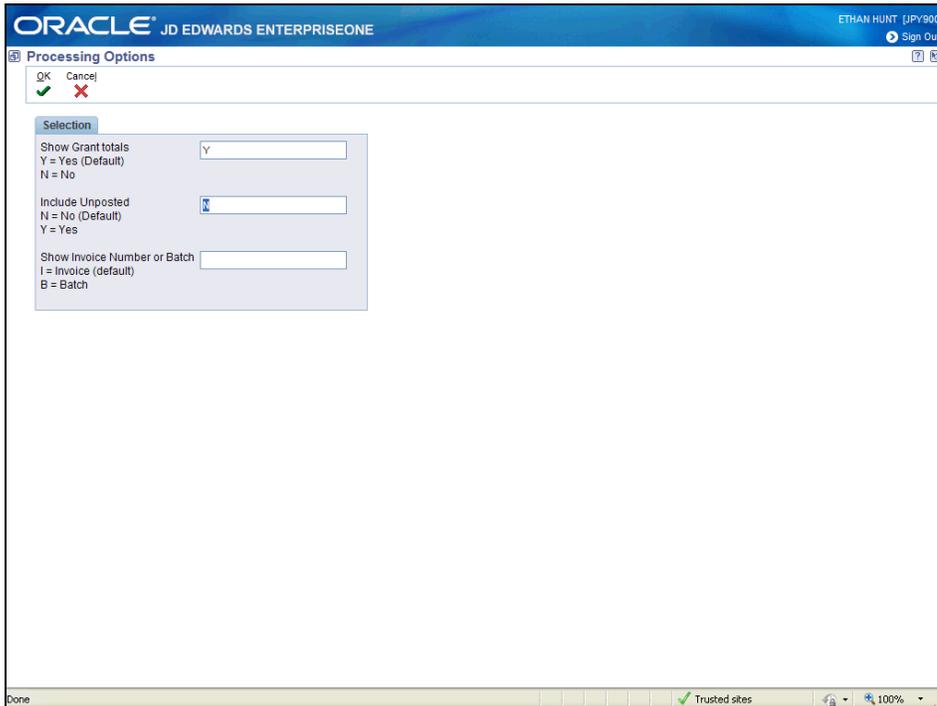
Step	Action
16.	Enter the Business Unit you want to run the report for in the <b>Literal Value:</b> field.
17.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
18.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>

# Training Guide

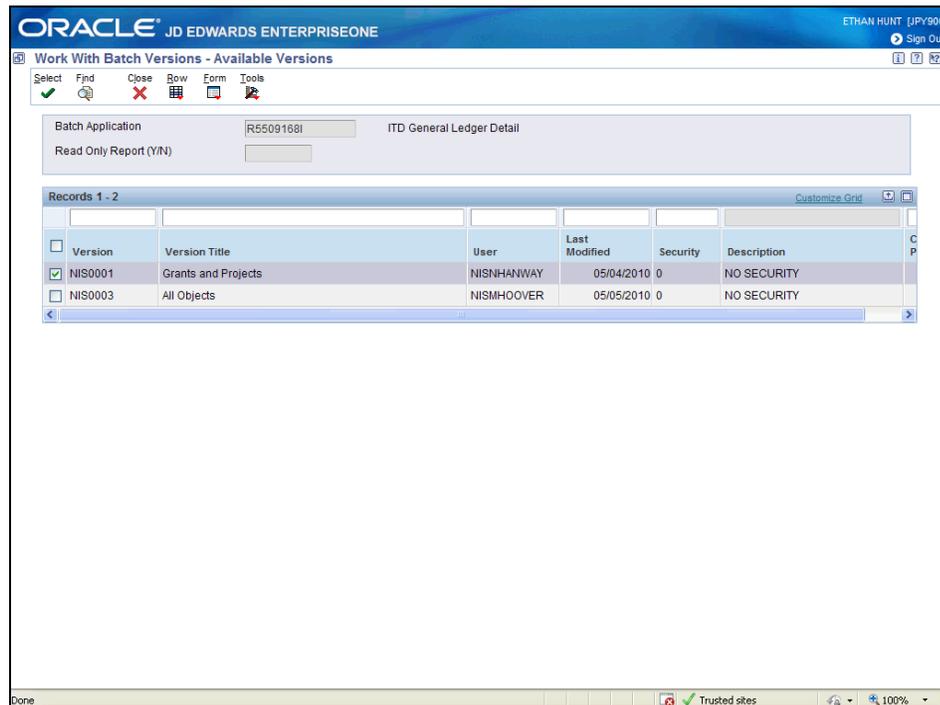
## G/L Account Detail Reports



Step	Action
19.	In the <b>Show Grant totals</b> field enter "Y" to show grant totals or "N" not to show grant totals.



Step	Action
20.	In the <b>Include Unposted</b> field enter " <b>Y</b> " to include unposted or " <b>N</b> " not to include unposted.
21.	Press <b>[Tab]</b> .
22.	In the <b>Show Invoice Number or Batch</b> field enter " <b>I</b> " to show Invoice Number on the report or " <b>B</b> " to show the Batch on the report.  <b>Note:</b> If left blank the Invoice Number will default.
23.	Click the <b>OK</b> button. 
24.	Click the <b>OK</b> button. 



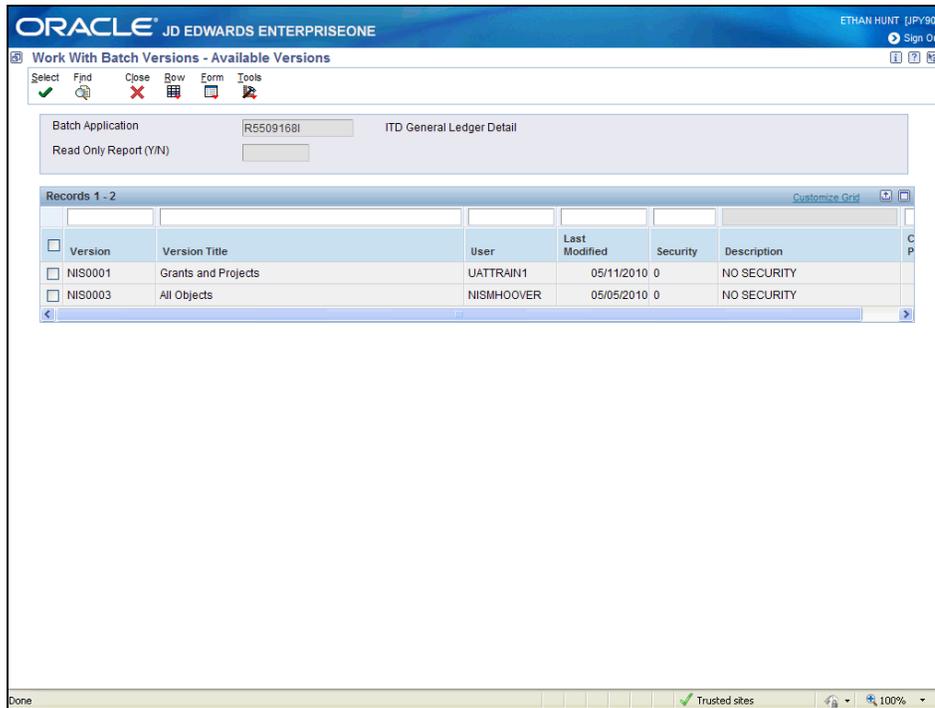
Step	Action
25.	Click the <b>Close</b> button. 

# Training Guide

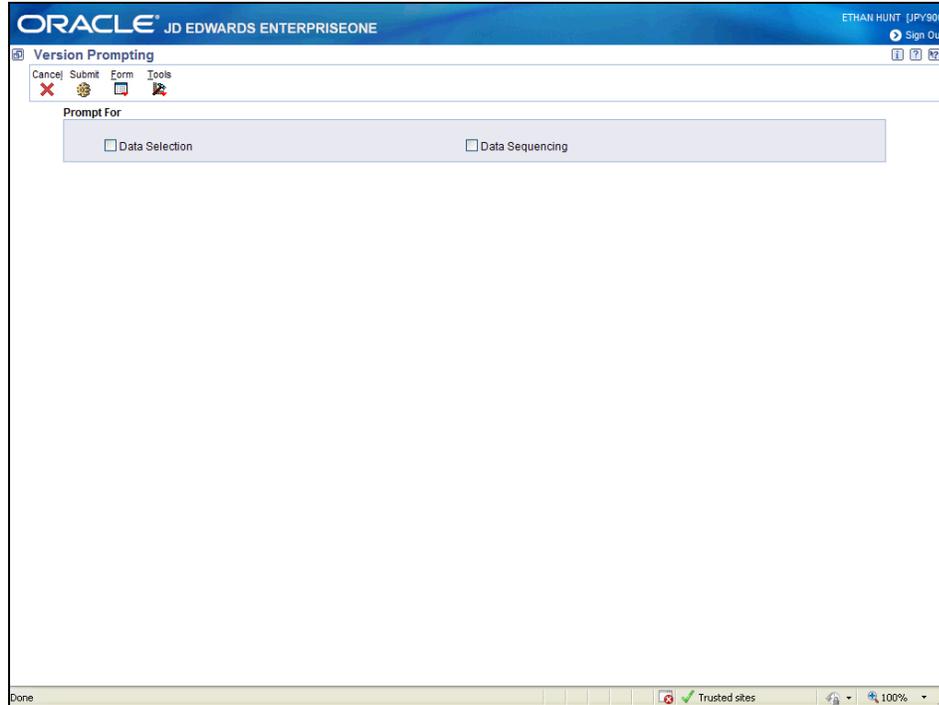
## G/L Account Detail Reports



Step	Action
26.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics (<a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a>) Training Guides.</p> <p>You have successfully completed this lesson.  <b>End of Procedure.</b> Remaining steps apply to other paths.</p>



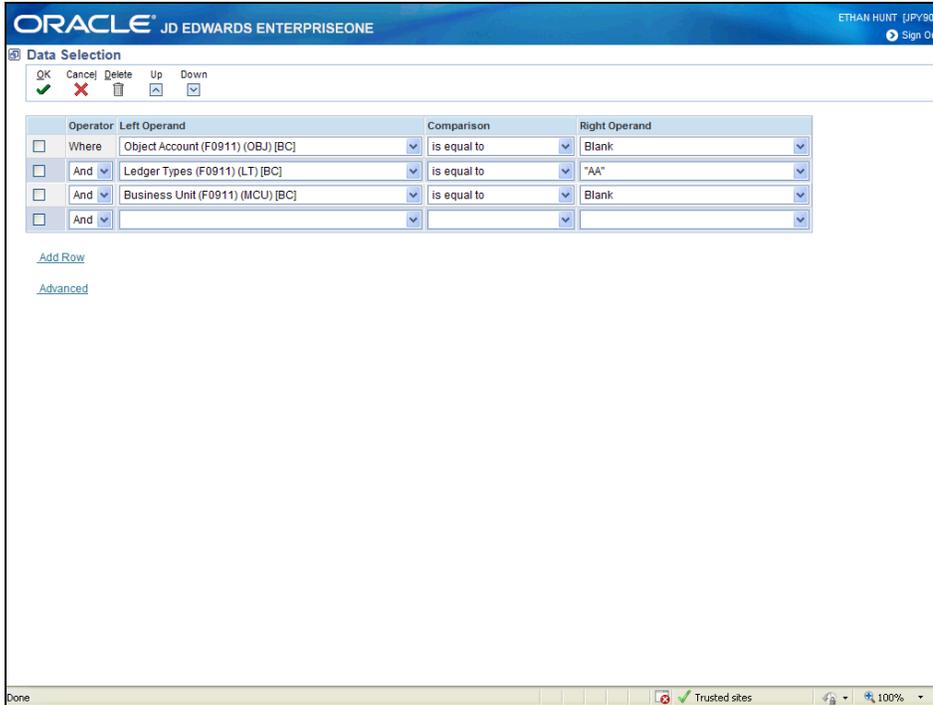
Step	Action
27.	<p>Click the <b>NIS0003</b> option.</p> <input type="checkbox"/>
28.	<p>Click the <b>Select</b> button.</p> <input checked="" type="checkbox"/>



Step	Action
29.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
30.	Click the <b>Submit</b> button. 

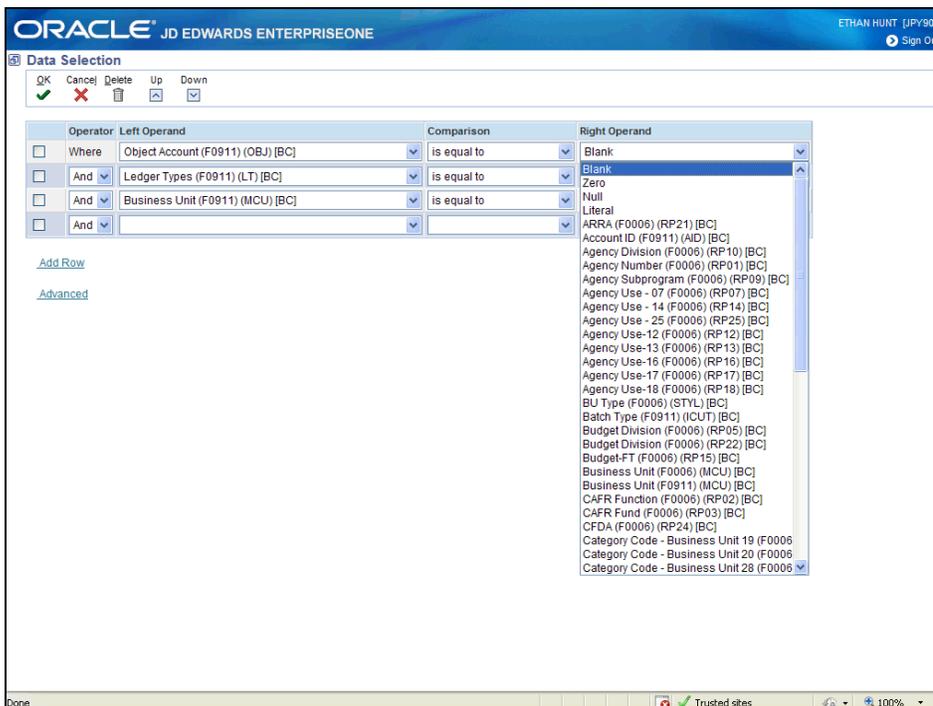
# Training Guide

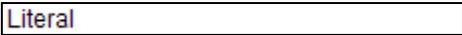
## G/L Account Detail Reports

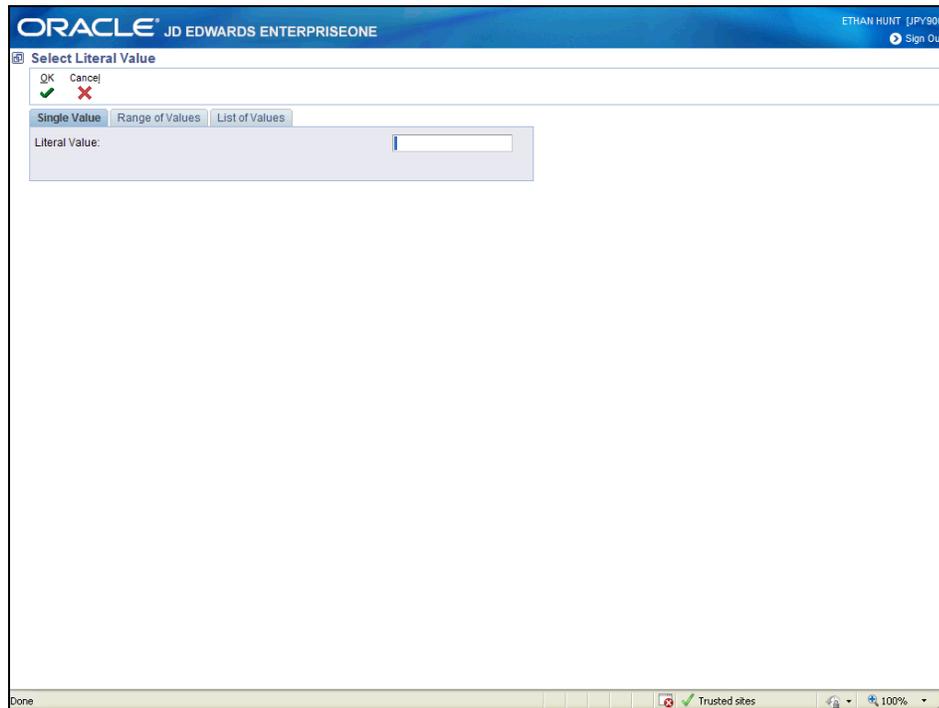


Step	Action
31.	To enter an object code click the <b>dropdown</b> list of the <b>Right Operand</b> column of the first row.

Blank



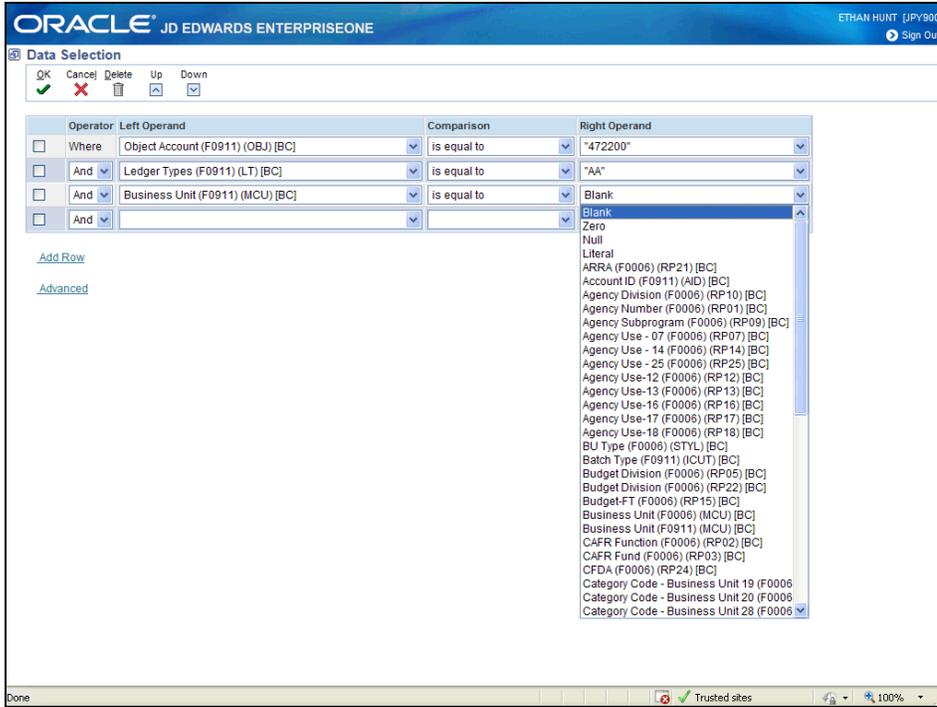
Step	Action
32.	Click the <b>Literal</b> list item. 
33.	You can enter a single object code, a range of object codes, or a list of object codes.



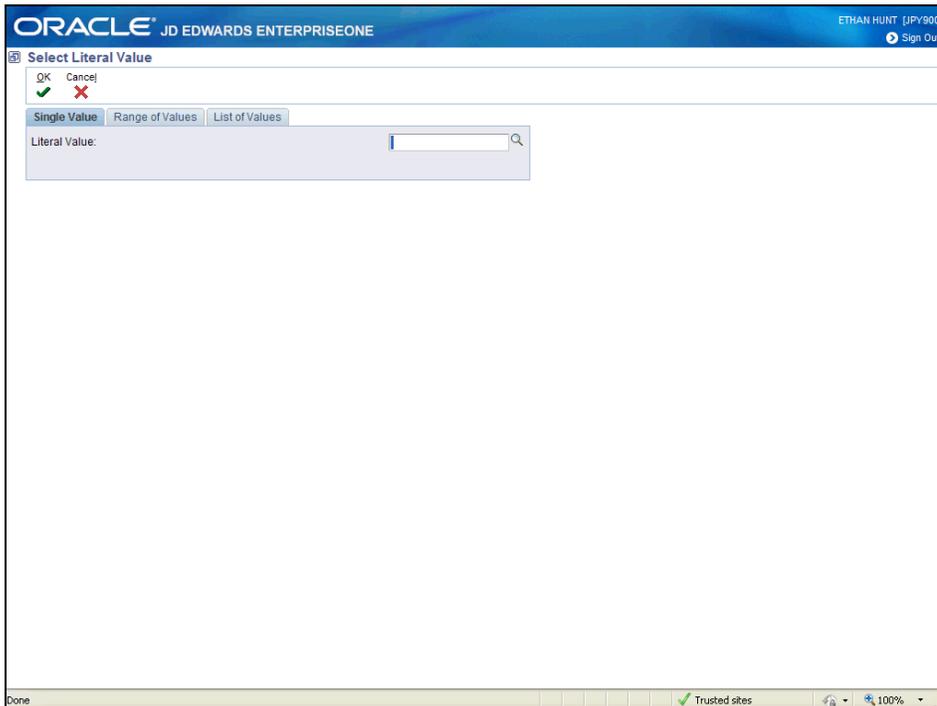
Step	Action
34.	If you want to enter a range or list click on the <b>Range of Values</b> or <b>List of Values</b> tab. To enter a single object code type the code in the <b>Literal Value</b> field on the <b>Single Value</b> tab.
35.	Click the <b>OK</b> button. 
36.	To enter a specific Business Unit click the <b>Right Operand</b> list of the last row (Business Unit). 

# Training Guide

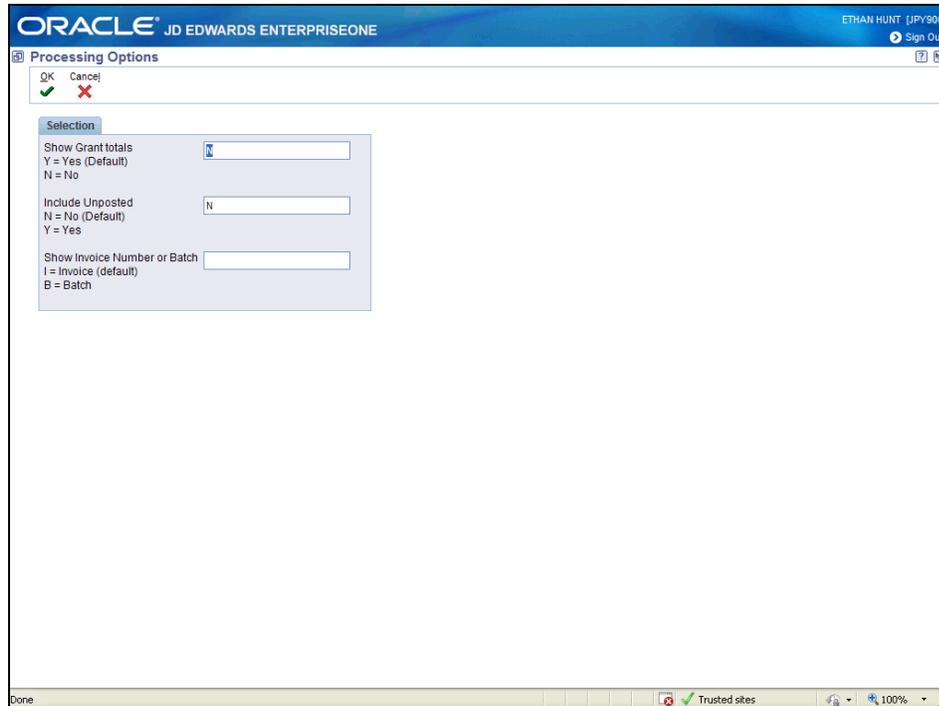
## G/L Account Detail Reports



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



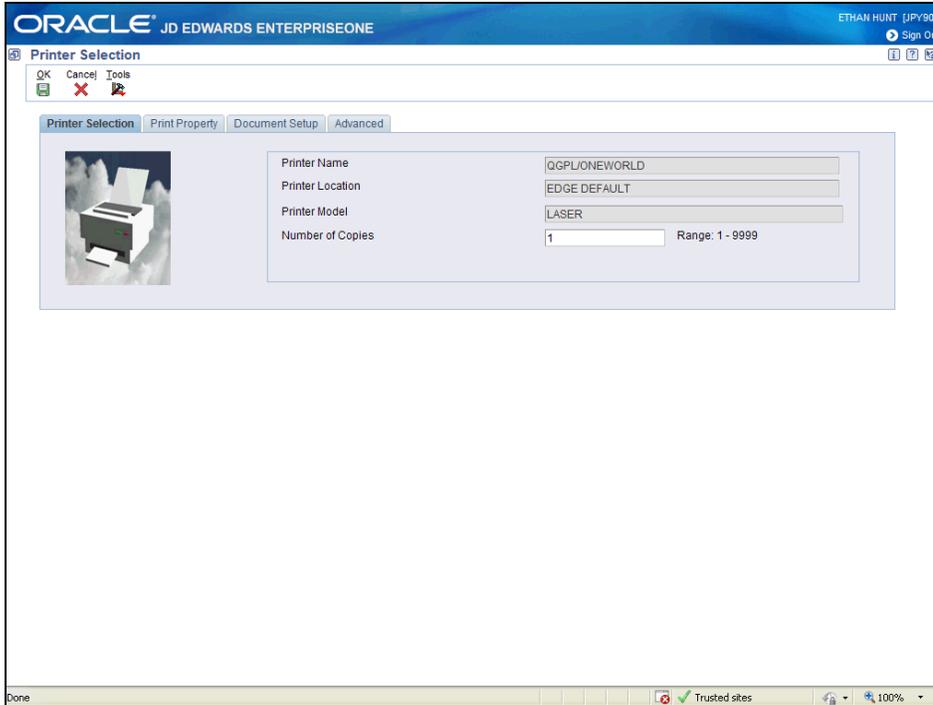
Step	Action
38.	Enter the Business Unit you want to run the report for in the <b>Literal Value:</b> field.
39.	Click the <b>OK</b> button. 
40.	Click the <b>OK</b> button. 



Step	Action
41.	In the <b>Show Grant totals</b> field enter " <b>Y</b> " to show grant totals or " <b>N</b> " not to show grant totals.
42.	In the <b>Include Unposted</b> field enter " <b>Y</b> " to include unposted or " <b>N</b> " not to include unposted.
43.	Press <b>[Tab]</b> .
44.	In the <b>Show Invoice Number or Batch</b> field enter " <b>I</b> " to show Invoice Number on the report or " <b>B</b> " to show the Batch on the report.  <b>Note:</b> If left blank the Invoice Number will default.
45.	Click the <b>OK</b> button. 

# Training Guide

## G/L Account Detail Reports



Step	Action
46.	Click the <b>OK</b> button. 
47.	Click the <b>Close</b> button. 
48.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) Training Guides.  You have successfully completed this lesson. <b>End of Procedure.</b>

## G/L Account Detail - Date Ranges Report Lesson

### Procedure

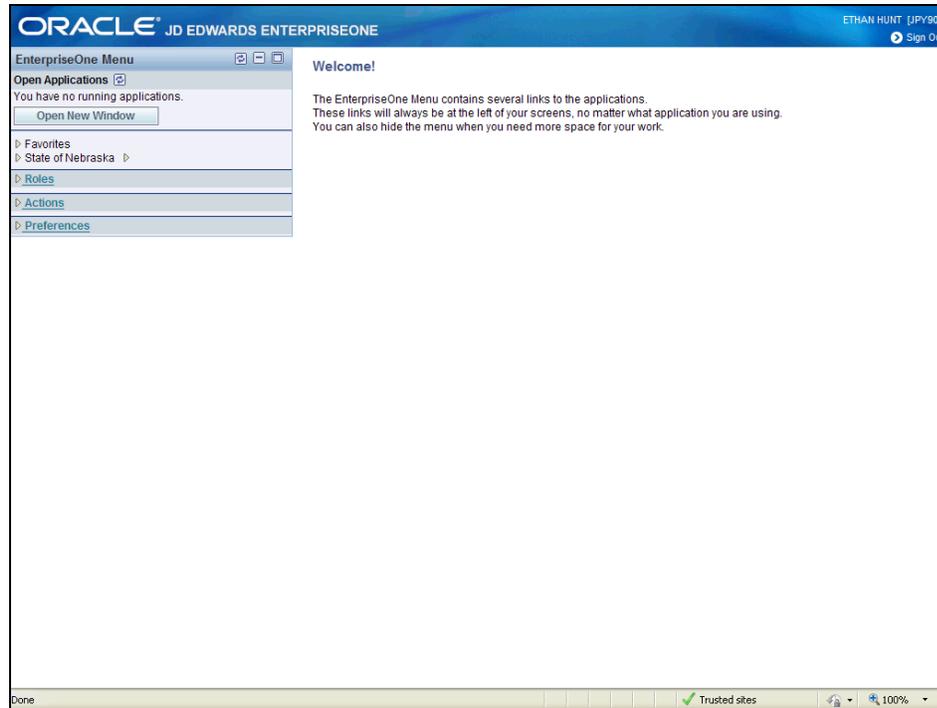
In this lesson you will the steps for running the G/L Account Detail - Date Ranges Report.

**Navigation:** There are multiple menu paths for this report. This lesson uses the Accounting menu path.

State of Nebraska > Accounting > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail – Date Ranges

or

State of Nebraska > Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Account Detail – Date Ranges



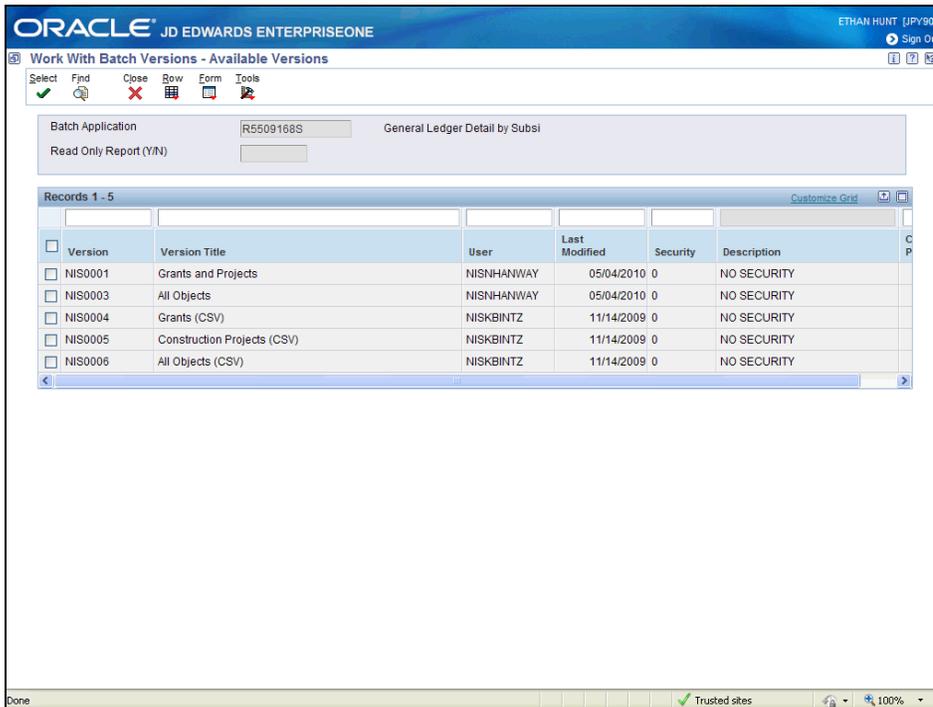
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounting</b> link. <a href="#">Accounting</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounting Reports</b> link. <a href="#">Accounting Reports</a>
5.	Click the <b>General Ledger Reports</b> link. <a href="#">General Ledger Reports</a>
6.	Click the <b>G/L Account Detail - Date Ranges</b> link. <a href="#">G/L Account Detail - Date Ranges</a>
7.	There are two versions of this report.  <b>Version NIS0001 -</b> In the data selection of this version the <b>Object Accounts</b> are preset with " <b>486500-961000</b> ", and the <b>Business Unit</b> preset is blank.

# Training Guide

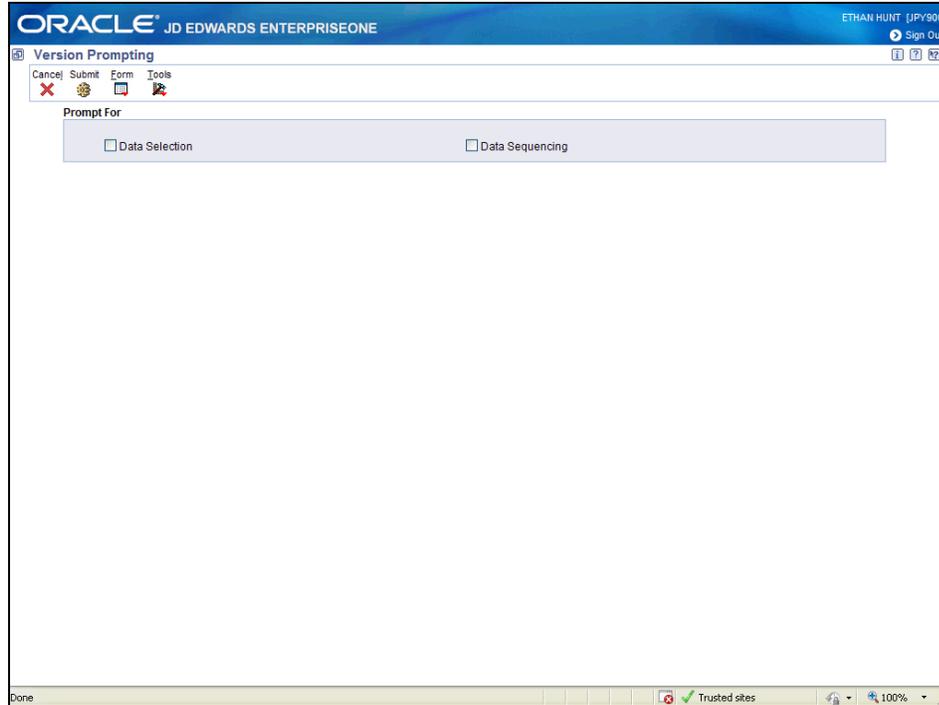
## G/L Account Detail Reports



Step	Action
8.	<p><b>Version NIS0003 -</b> In the data selection of this version the <b>Object Accounts</b> and <b>Business Unit</b> fields are preset to "<b>Blank</b>".</p> <p>Use this version for more flexibility if you are not doing data selection related to Grants or Construction type projects.</p>
9.	<p><b>Decision:</b> Which Version would you like to run?</p> <ul style="list-style-type: none"> <li>• NIS0001 Go to step 10 on page 46</li> <li>• NIS0003 Go to step 28 on page 52</li> </ul>



Step	Action
10.	<p>Click the <b>NIS0001</b> option.</p> <input type="checkbox"/>
11.	<p>Click the <b>Select</b> button.</p> <input checked="" type="checkbox"/>



Step	Action
12.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
13.	Click the <b>Submit</b> button. 

# Training Guide

## G/L Account Detail Reports



ORACLE JD EDWARDS ENTERPRISEONE

ETHAN HUNT [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/>	And Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdEndDateofReport [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

Add Row

Advanced

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Step	Action
14.	To enter a specific Business Unit click the <b>Right Operand</b> list of the last row (Business Unit).

Blank

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Data Selection

OK Cancel Delete Up Down

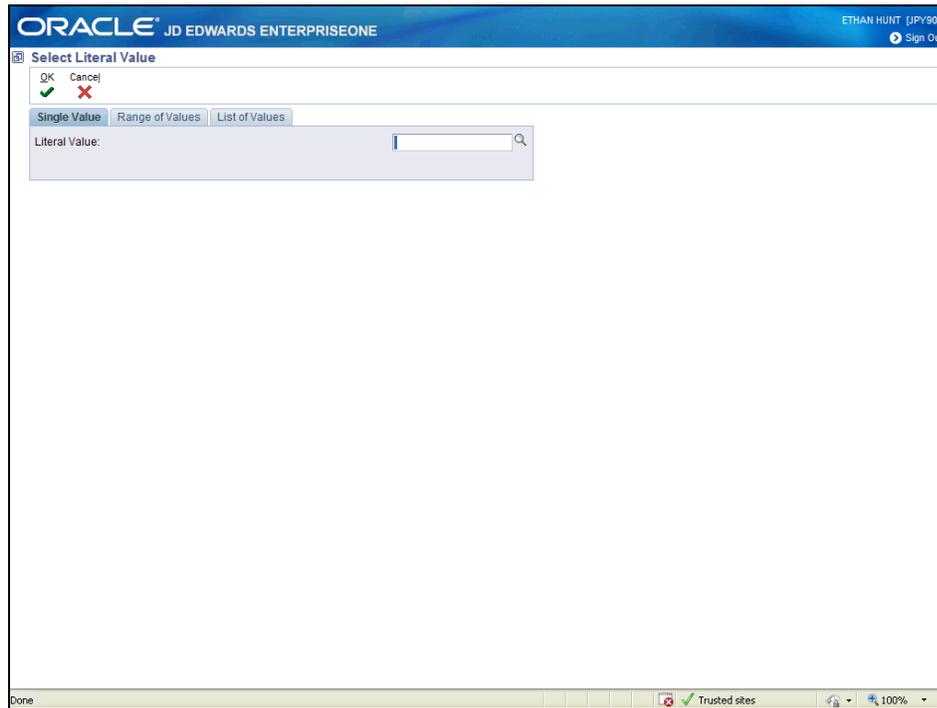
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/>	And Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdEndDateofReport [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		<ul style="list-style-type: none"> <li>Blank</li> <li>Zero</li> <li>Null</li> <li>Literal</li> <li>ARRA (F0006) (RP21) [BC]</li> <li>Account ID (F0911) (AID) [BC]</li> <li>Agency Division (F0006) (RP10) [BC]</li> <li>Agency Number (F0006) (RP01) [BC]</li> <li>Agency Subprogram (F0006) (RP09) [BC]</li> <li>Agency Use - 07 (F0006) (RP07) [BC]</li> <li>Agency Use - 14 (F0006) (RP14) [BC]</li> <li>Agency Use - 25 (F0006) (RP25) [BC]</li> <li>Agency Use-12 (F0006) (RP12) [BC]</li> <li>Agency Use-13 (F0006) (RP13) [BC]</li> <li>Agency Use-16 (F0006) (RP16) [BC]</li> <li>Agency Use-17 (F0006) (RP17) [BC]</li> <li>Agency Use-18 (F0006) (RP18) [BC]</li> <li>BU Type (F0006) (STYL) [BC]</li> <li>Balance Object Account [RV]</li> <li>Batch Type (F0911) (ICUT) [BC]</li> <li>Budget Division (F0006) (RP05) [BC]</li> <li>Budget Division (F0006) (RP22) [BC]</li> <li>Budget-FT (F0006) (RP15) [BC]</li> <li>Business Unit (F0006) (MCU) [BC]</li> <li>Business Unit (F0911) (MCU) [BC]</li> <li>CAFR Function (F0006) (RP02) [BC]</li> <li>CAFR Fund (F0006) (RP03) [BC]</li> <li>CFDA (F0006) (RP24) [BC]</li> <li>Category Code - Business Unit 19 (F0006)</li> <li>Category Code - Business Unit 20 (F0006)</li> </ul>

Add Row

Advanced

Done Trusted sites 100%

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



Step	Action
16.	Enter the Business Unit you want to run the report for in the <b>Literal Value:</b> field.
17.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
18.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>

# Training Guide

## G/L Account Detail Reports



Step	Action
19.	Enter the beginning date of the date range in the <b>Date - Report Begins</b> field and the end date of the range in the <b>Date - Report Ends</b> field.
20.	In the <b>Show Grant totals</b> field enter " <b>Y</b> " to show grant totals or " <b>N</b> " not to show grant totals.
21.	In the <b>Posted/Unposed</b> field enter:  <b>B</b> - To show both Posted and Unposted. <b>P</b> - To show just Posted. <b>U</b> - To show just Unposted.
22.	In the <b>Beginning Balance</b> field enter:  <b>F</b> - To include the total fiscal year to date. <b>I</b> - To include the total inception to date.  Leave blank to include the total only in the selected time period.
23.	In the <b>Show Invoice Number or Batch</b> field enter " <b>I</b> " to show Invoice Number on the report or " <b>B</b> " to show the Batch on the report.  <b>Note:</b> If left blank the Invoice Number will default.

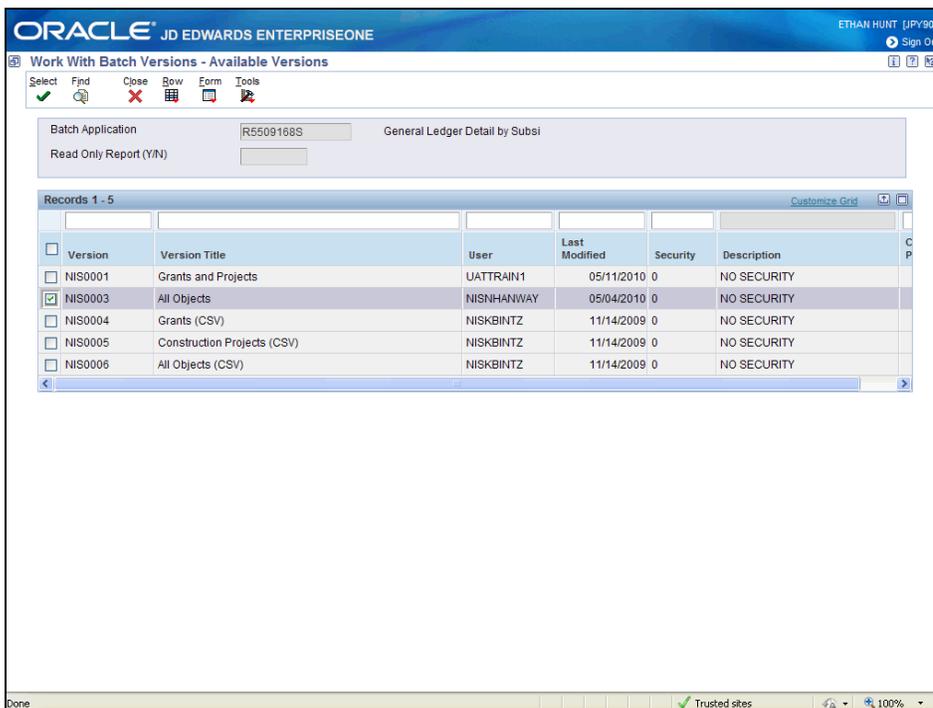
Step	Action
24.	Click the <b>OK</b> button. 

# Training Guide

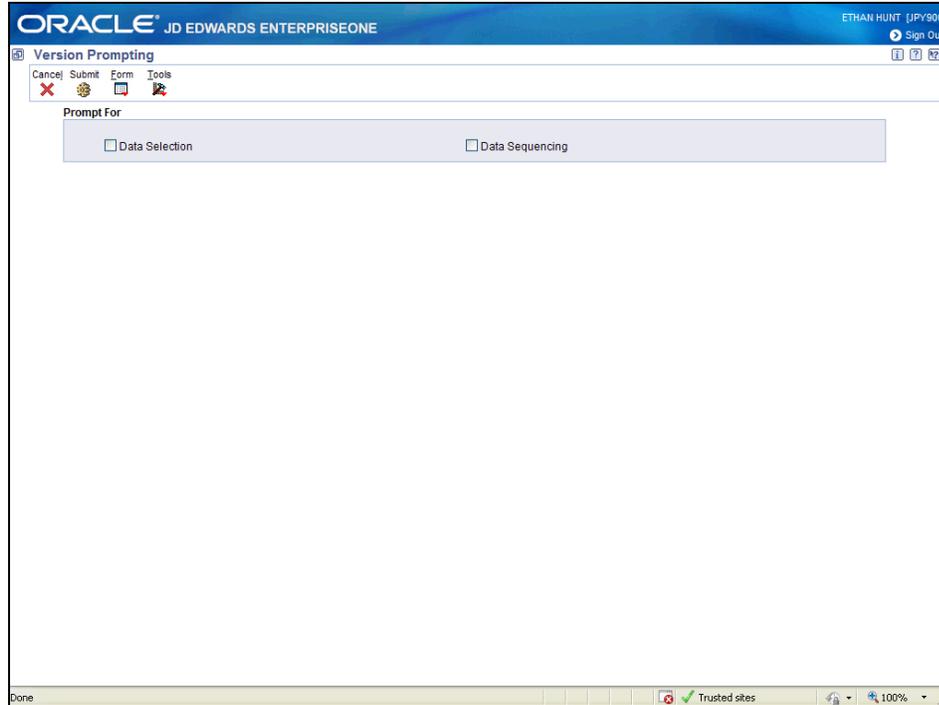
## G/L Account Detail Reports



Step	Action
25.	Click the <b>OK</b> button. 
26.	Click the <b>Close</b> button. 
27.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) Training Guides.  You have successfully completed this lesson. <b>End of Procedure.</b> Remaining steps apply to other paths.



Step	Action
28.	Click the <b>Select</b> button. 



Step	Action
29.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
30.	Click the <b>Submit</b> button. 

# Training Guide

## G/L Account Detail Reports



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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/>	And Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdEndDateofReport [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

Step	Action
31.	To enter an object code click the <b>dropdown</b> list of the <b>Right Operand</b> column of the first row.

Blank ▼

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Data Selection

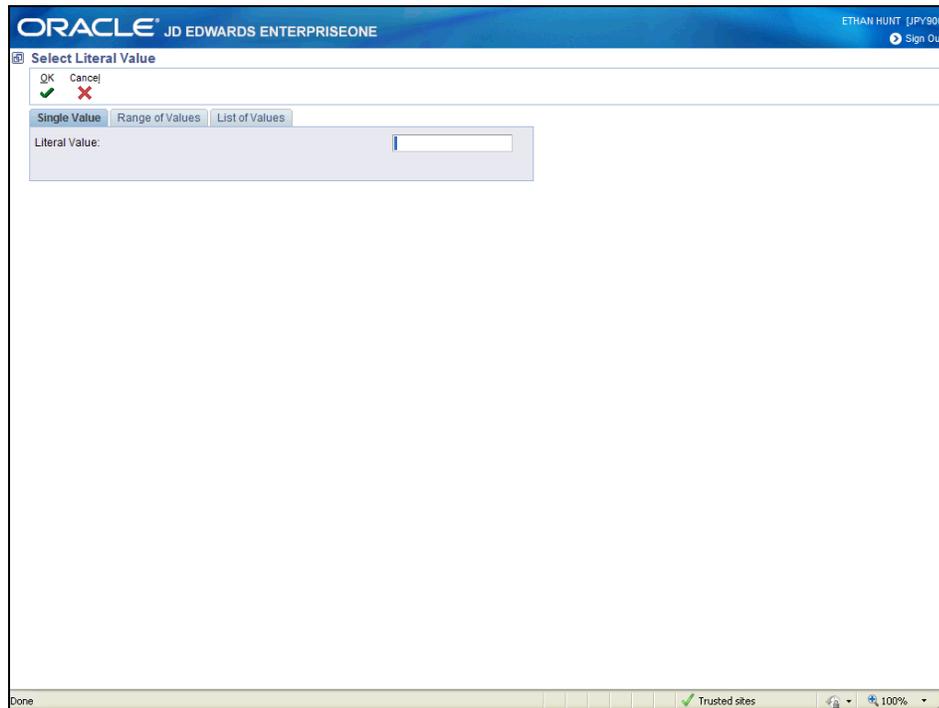
OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/>	And Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdEndDateofReport [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

[Add Row](#)  
[Advanced](#)

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Step	Action
32.	Click the <b>Literal</b> list item. <input type="text" value="Literal"/>
33.	You can enter a single object code, a range of object codes, or a list of object codes.



Step	Action
34.	If you want to enter a range or list click on the <b>Range of Values</b> or <b>List of Values</b> tab. To enter a single object code type the code in the <b>Literal Value</b> field on the <b>Single Value</b> tab.
35.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
36.	Click the <b>Right Operand</b> list. <input type="text" value="Blank"/>

# Training Guide

## G/L Account Detail Reports



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ETHAN HUNT [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	"472200"
<input type="checkbox"/>	And Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdEndDateofReport [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Business Unit (F0911) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		Blank

Add Row

Advanced

- Zero
- Null
- Literal
- ARRA (F0006) (RP21) [BC]
- Account ID (F0911) (AID) [BC]
- Agency Division (F0006) (RP10) [BC]
- Agency Number (F0006) (RP01) [BC]
- Agency Subprogram (F0006) (RP09) [BC]
- Agency Use - 07 (F0006) (RP07) [BC]
- Agency Use - 14 (F0006) (RP14) [BC]
- Agency Use - 25 (F0006) (RP25) [BC]
- Agency Use-12 (F0006) (RP12) [BC]
- Agency Use-13 (F0006) (RP13) [BC]
- Agency Use-16 (F0006) (RP16) [BC]
- Agency Use-17 (F0006) (RP17) [BC]
- Agency Use-18 (F0006) (RP18) [BC]
- BU Type (F0006) (STYL) [BC]
- Balance Object Account [RV]
- Batch Type (F0911) (ICUT) [BC]
- Budget Division (F0006) (RP05) [BC]
- Budget Division (F0006) (RP22) [BC]
- Budget-FT (F0006) (RP15) [BC]
- Business Unit (F0006) (MCU) [BC]
- Business Unit (F0911) (MCU) [BC]
- CAFR Function (F0006) (RP02) [BC]
- CAFR Fund (F0006) (RP03) [BC]
- CFDA (F0006) (RP24) [BC]
- Category Code - Business Unit 19 (F0006)
- Category Code - Business Unit 20 (F0006)

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Step	Action
37.	Click the <b>Literal</b> list item.
	Literal

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Select Literal Value

OK Cancel

Single Value Range of Values List of Values

Literal Value:

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Step	Action
38.	Enter the Business Unit you want to run the report for in the <b>Literal Value:</b> field.
39.	Click the <b>OK</b> button. 
40.	Click the <b>OK</b> button. 

The screenshot shows the 'Processing Options' dialog box in Oracle JD Edwards EnterpriseOne. The dialog has a title bar with 'ORACLE JD EDWARDS ENTERPRISEONE' and a user name 'ETHAN HUNT [JPY900]'. Below the title bar are 'OK' and 'Cancel' buttons. The main area contains several fields and options:

- Date - Report Begins:** 09/01/2009
- Date - Report Ends:** 09/17/2009
- Show Grant Totals:** Y (Yes (Default), N = No)
- Posted/Unposted:** U (Both, P = Posted, U = Unposted)
- Beginning Balance:** Blank (Total only selected time period, F - Total Fiscal Year to Date, I - Total Inception to Date)
- Show Invoice Number or Batch:** Blank (I = Invoice (Default), B = Batch)

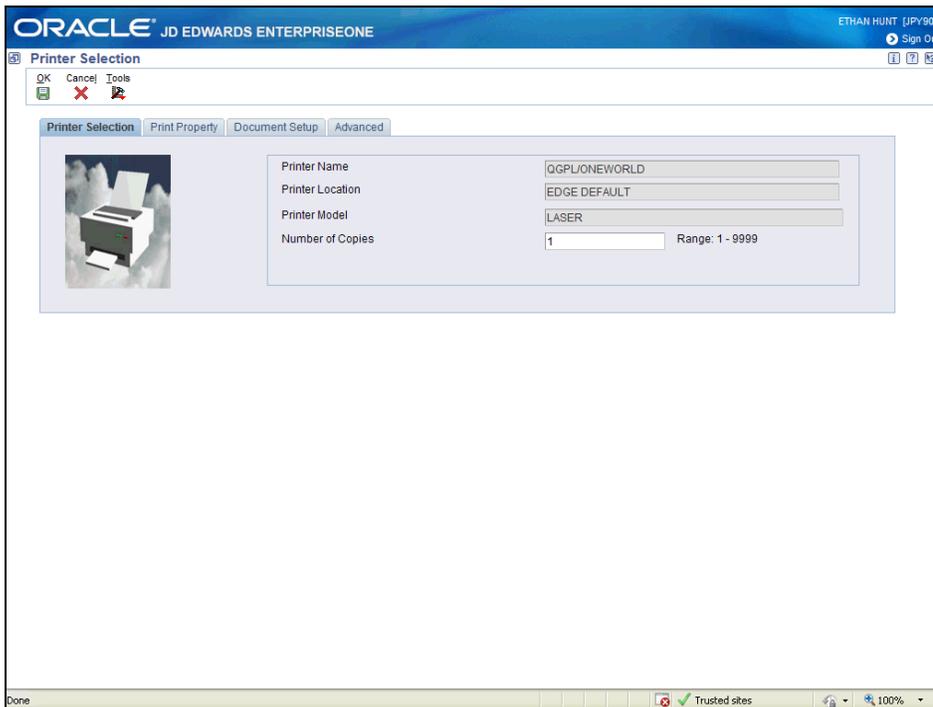
The dialog also has a status bar at the bottom with 'Done', 'Trusted sites', and a zoom level of 100%.

Step	Action
41.	Enter the beginning date of the date range in the <b>Date - Report Begins</b> field.
42.	Enter the ending date of the date range in the <b>Date - Report Ends</b> field.
43.	In the <b>Show Grant totals</b> field enter " <b>Y</b> " to show grant totals or " <b>N</b> " not to show grant totals.
44.	In the <b>Posted/Unposed</b> field enter:  <b>B</b> - To show both Posted and Unposted. <b>P</b> - To show just Posted. <b>U</b> - To show just Unposted.

# Training Guide

## G/L Account Detail Reports

Step	Action
45.	<p>In the <b>Beginning Balance</b> field enter:</p> <p><b>F</b> - To include the total fiscal year to date.  <b>I</b> - To include the total inception to date.</p> <p>Leave blank to include the total only in the selected time period.</p>
46.	<p>In the <b>Show Invoice Number or Batch</b> field enter "<b>I</b>" to show Invoice Number on the report or "<b>B</b>" to show the Batch on the report.</p> <p><b>Note:</b> If left blank the Invoice Number will default.</p>
47.	<p>Click the <b>OK</b> button.</p> 



Step	Action
48.	<p>Click the <b>OK</b> button.</p> 
49.	<p>Click the <b>Close</b> button.</p> 

Step	Action
50.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics (<a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a>) Training Guides.</p> <p>You have successfully completed this lesson. <b>End of Procedure.</b></p>