

Trial Balance by Fund

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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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Trial Balance by Fund

Trial Balance by Fund Overview

This report provides summary totals by account number for a specific fund or range of funds. If running for fund 10000 or 40000, add business unit, or range of business until to see information for your agency only (and to avoid excess processing time. On the Subledger tab of Processing Options, there must be an asterisk (*) in the Subledger field to see correct balances.

Trial Balance by Fund Lesson

Procedure

In this lesson you will learn how to run the Trial Balance by Fund Report.

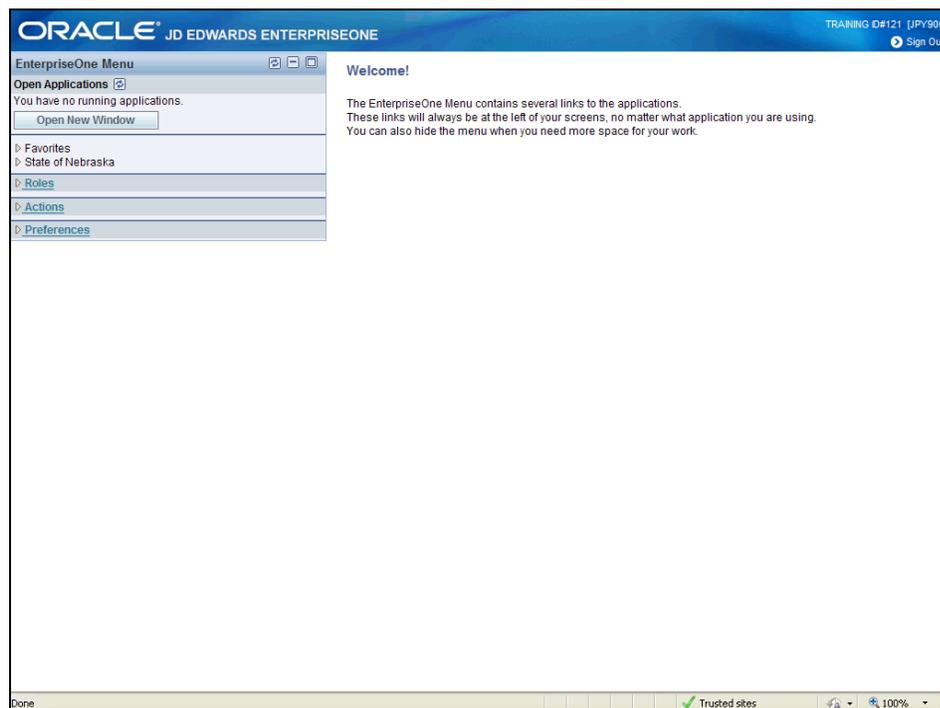
Navigation:

We have listed two ways to navigate to the Trial Balance by Fund Report process. This lesson will be using the Accounting navigational steps.

Accounting > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Fund

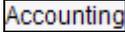
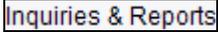
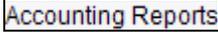
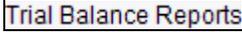
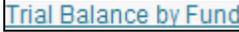
or

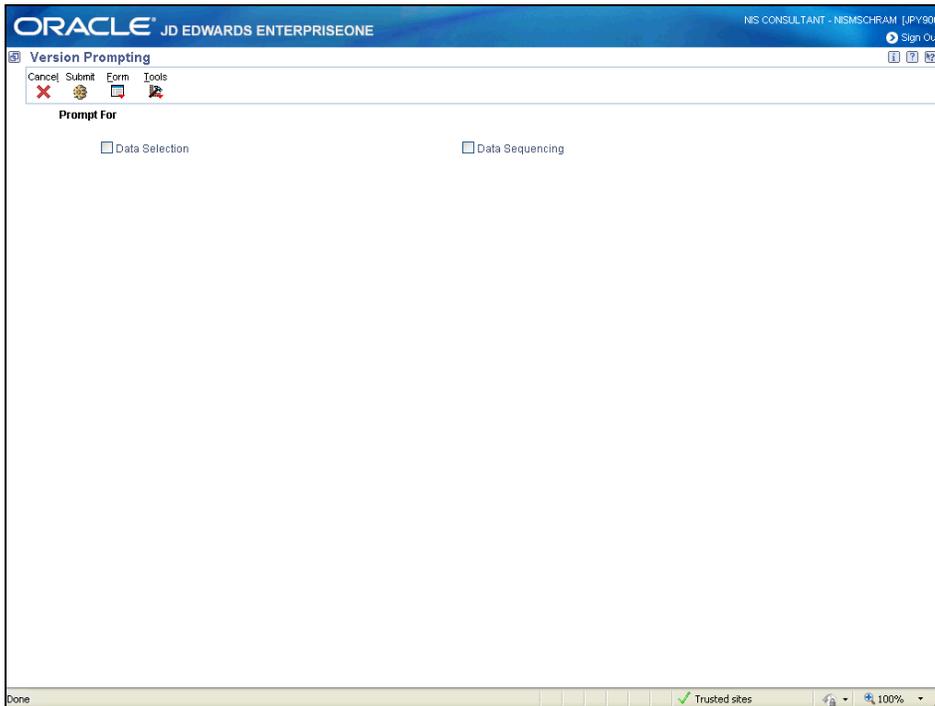
Budget > Agency Budget Management > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Fund



Training Guide

Trial Balance by Fund

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 Trial Balance Reports link. 
6.	Click the Trial Balance by Fund link. 



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

ORACLE JD EDWARDS ENTERPRISEONE NIS CONSULTANT - NISMSCHRAM [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Fund (F0901) (CO) (BC)	is equal to	Blank
<input type="checkbox"/> And			

[Add Row](#)

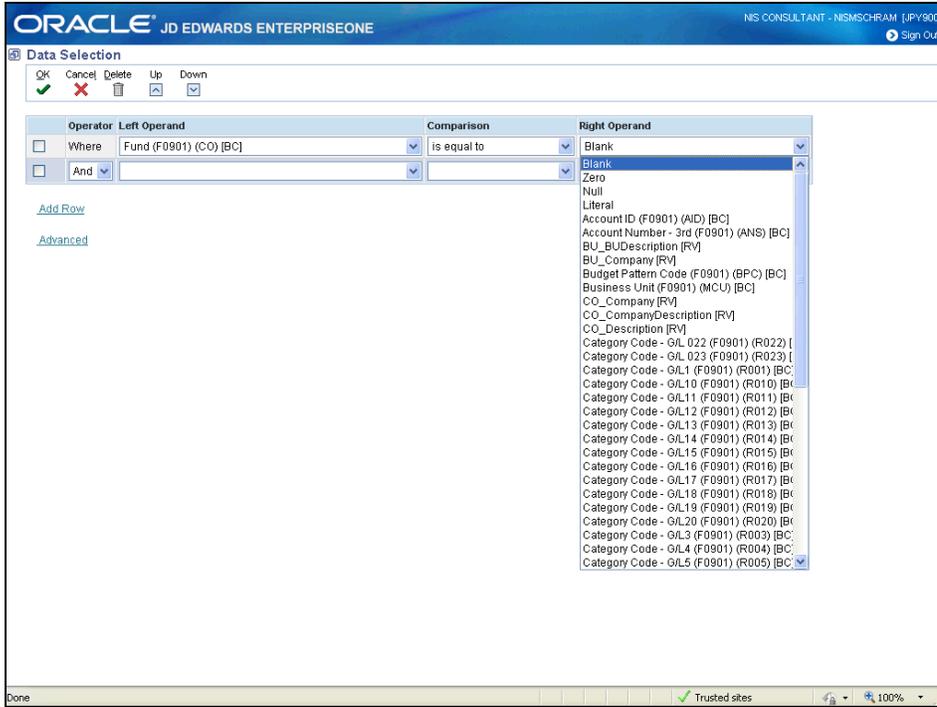
[Advanced](#)

Done Trusted sites 100%

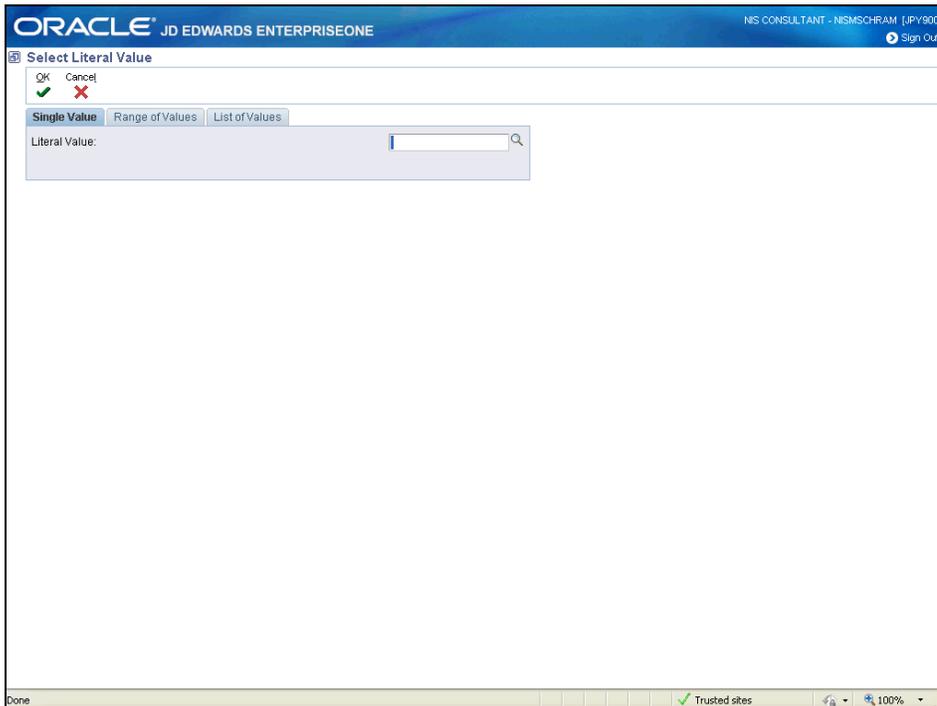
Step	Action
9.	Click the Right Operand list.
	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Blank ▼ </div>

Training Guide

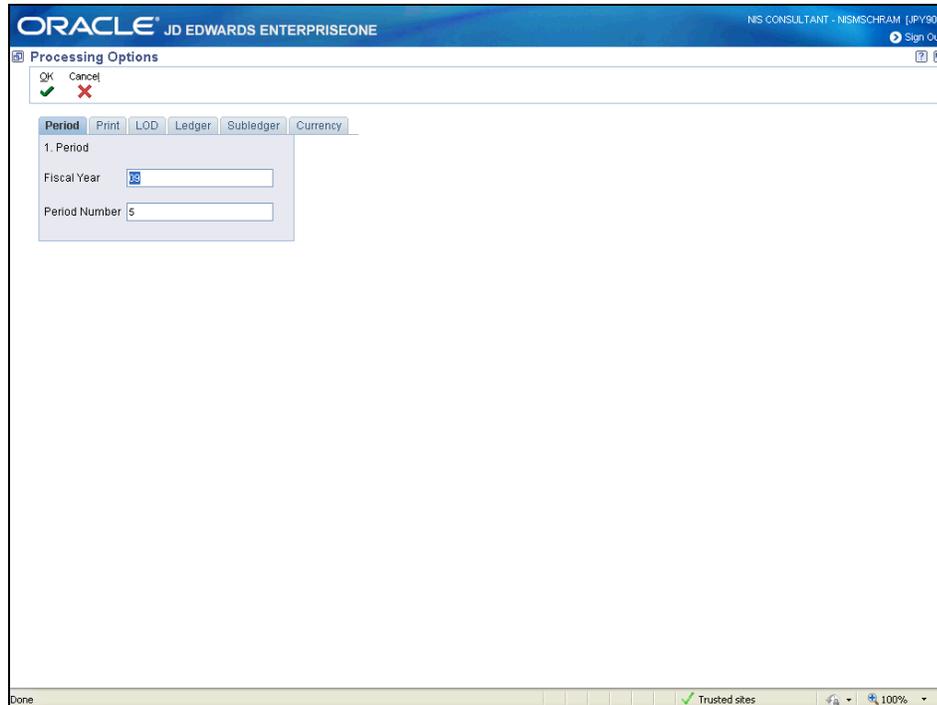
Trial Balance by Fund



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



Step	Action
11.	Enter the desired information into the Literal Value field.
12.	Click the OK button. 
13.	Click the OK button. 
14.	Complete the following fields: Fiscal Year - ex. Enter 6 for fiscal year beginning July 1, 2006. Period Number - ex. Enter 1 for July, 2 for August, etc.

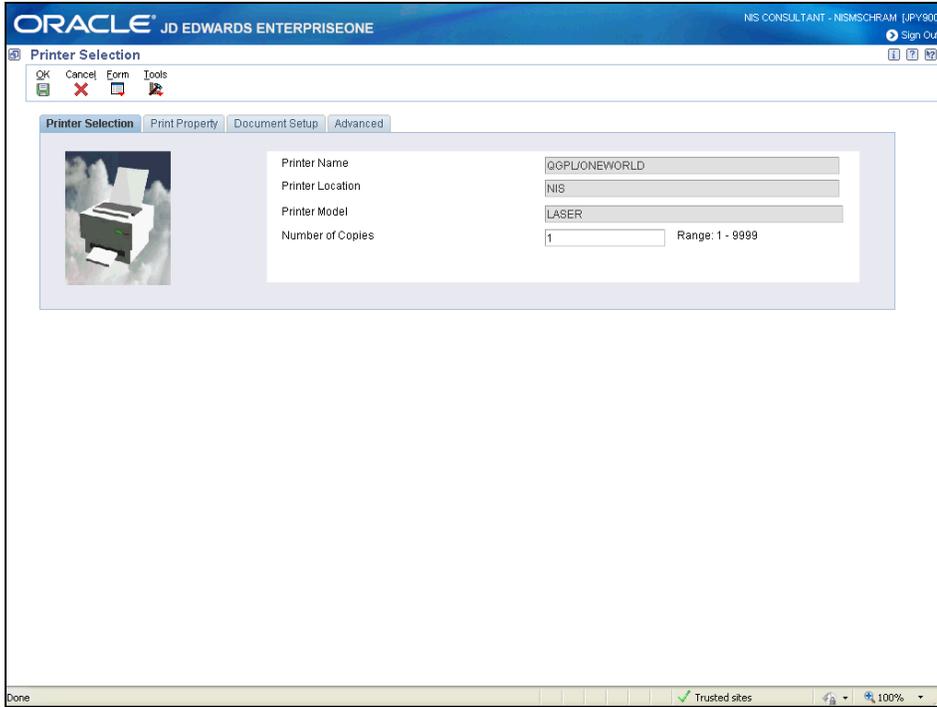


The screenshot shows the 'Processing Options' dialog box in Oracle JD Edwards EnterpriseOne. The title bar includes 'ORACLE JD EDWARDS ENTERPRISEONE' and 'NIS CONSULTANT - NISMSCHRAM [JPV900]'. The dialog has 'OK' and 'Cancel' buttons at the top left. Below them are tabs for 'Period', 'Print', 'LOD', 'Ledger', 'Subledger', and 'Currency'. The 'Period' tab is active, showing '1. Period' selected. There are two input fields: 'Fiscal Year' with the value '06' and 'Period Number' with the value '5'. The bottom of the dialog shows a 'Done' button and a 'Trusted sites' indicator.

Step	Action
15.	Click the OK button. 

Training Guide

Trial Balance by Fund



Step	Action
16.	Click the OK button. 
17.	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.