

General Journal for 'V' Batches

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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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General Journal for 'V' Batches

General Journal for 'V' Batches Overview

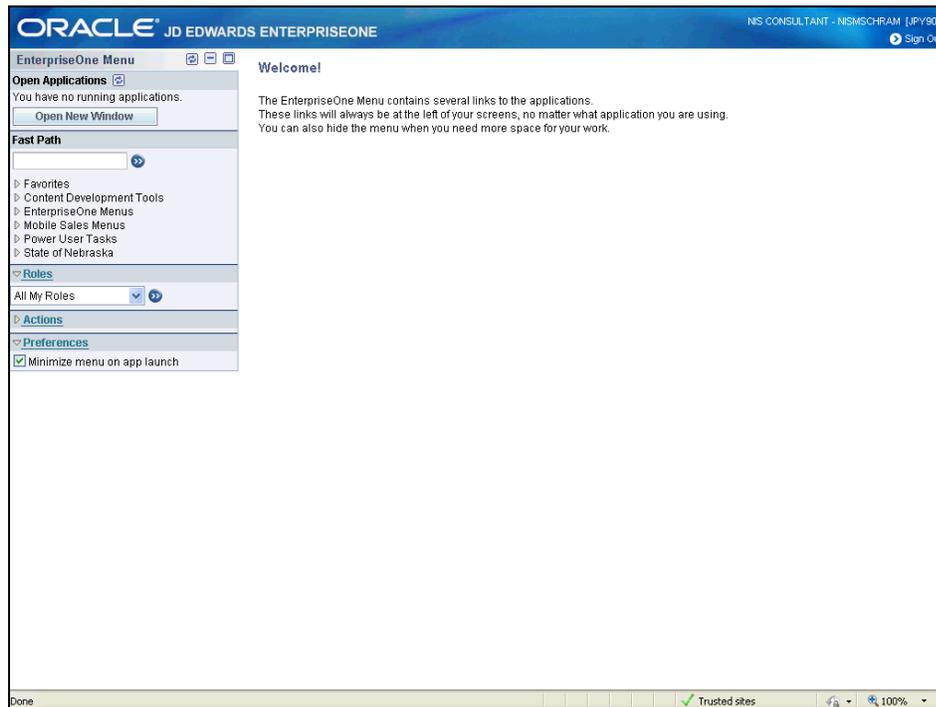
Run this report to obtain complete information pertaining to the vouchers for purchase orders. Report output includes, but is not limited to, the Fund number, the Supplier #, Supplier Search Type, the Purchase Order #, the Purchase Order Document Type, the Purchase Order Line #, the Receiver's User ID, the Batch Post ID, plus all other Batch Posting information included on the normal 'V' Batch Posting Report. This can be run before or after the 'V' Batch has been posted, in lieu of printing the posting report. It contains most of the necessary information for pre-auditing. This information can be used for the two or three-way match, but does not work for the Voucher Entry without PO.

Note: If the Purchase Order has a T line type, the message will print above Batch totals on the printed report.

General Journal for 'V' Batches Lesson

Procedure

In this lesson you will learn how to run the General Journal for 'V' Batches Report.



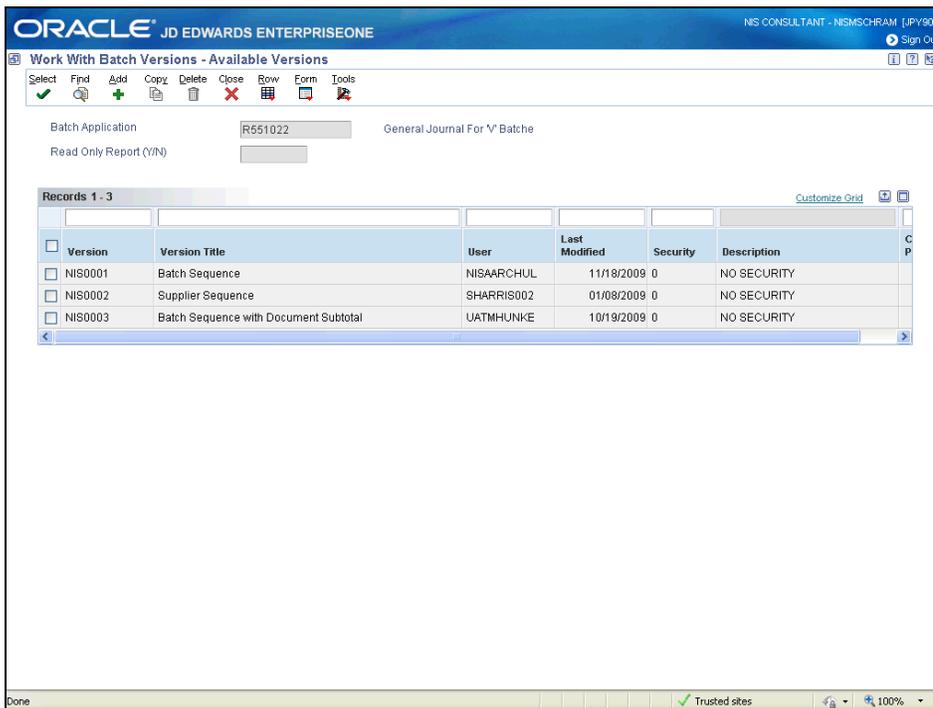
Step	Action
1.	Click the State of Nebraska link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">State of Nebraska</div>

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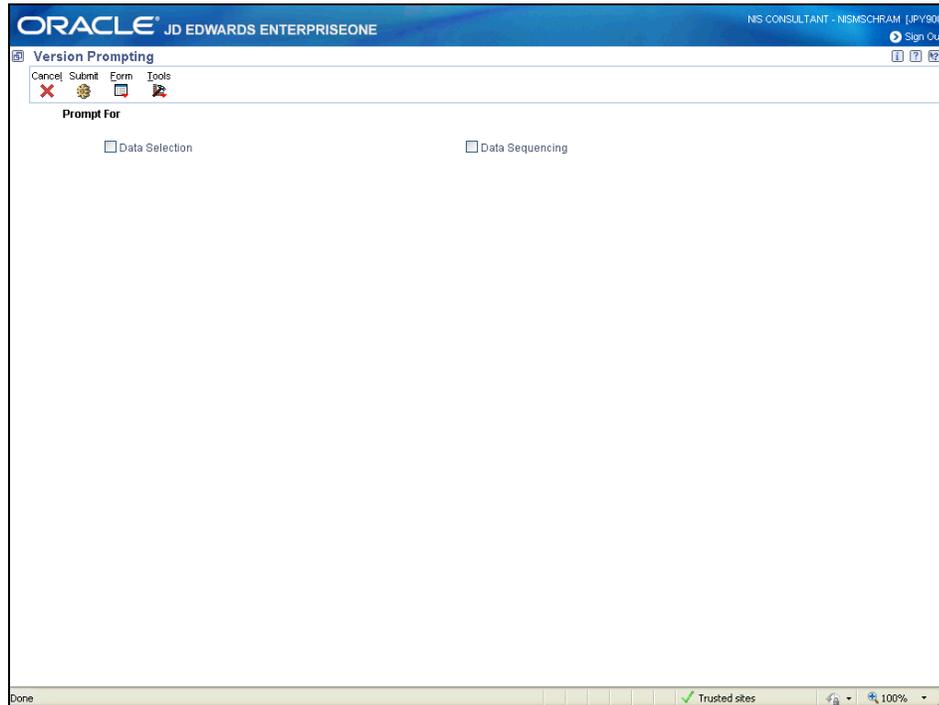
General Journal for 'V' Batches



Step	Action
2.	Click the Accounting link.
3.	Click the Manage Journal Entry link.
4.	Click the JE Review/Approve/Post link.
5.	Click the General Journal for 'V' Batches link.



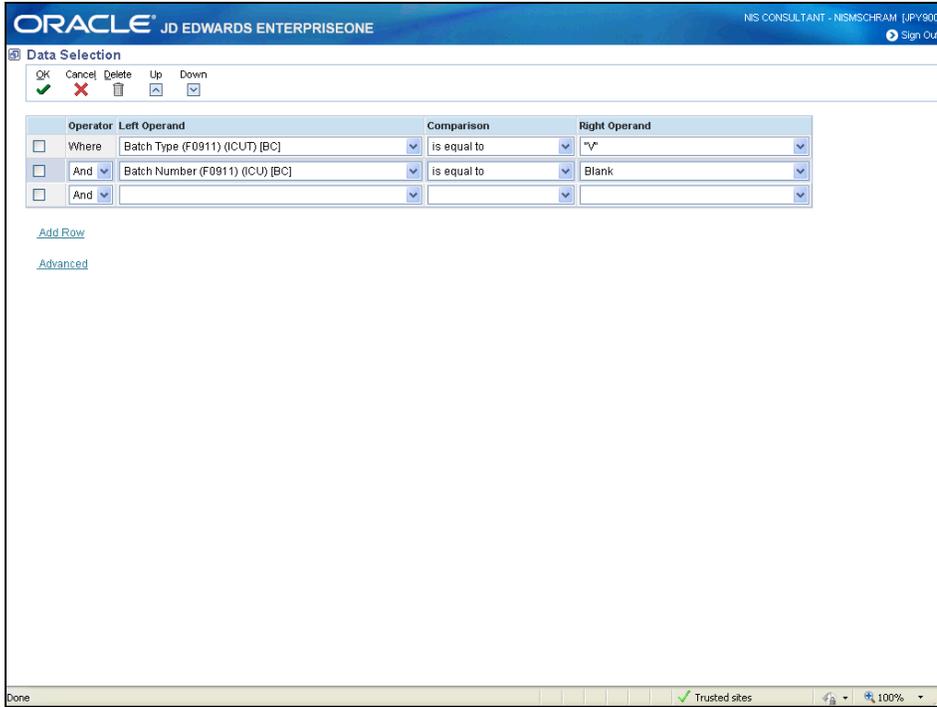
Step	Action
6.	Select the version you would like to run. NIS0001 – Batch Sequence - primary sequence is by Batch Number, followed by Batch Date NIS0002 – Supplier Sequence - Primary Sequence is by Address Number, followed by Batch Number NIS0003 – Batch Sequence with Document Subtotal - Primary Sequence is by Batch Number, followed by Batch Date <input type="checkbox"/>
7.	Click the Select button.



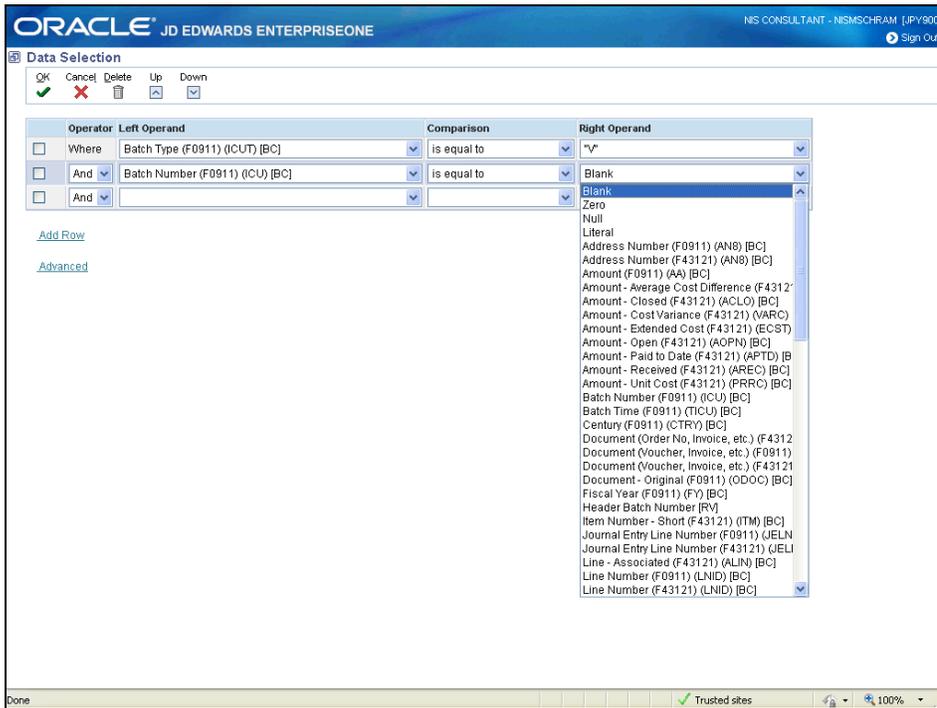
Step	Action
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	Note: Do not make any changes to the first row.

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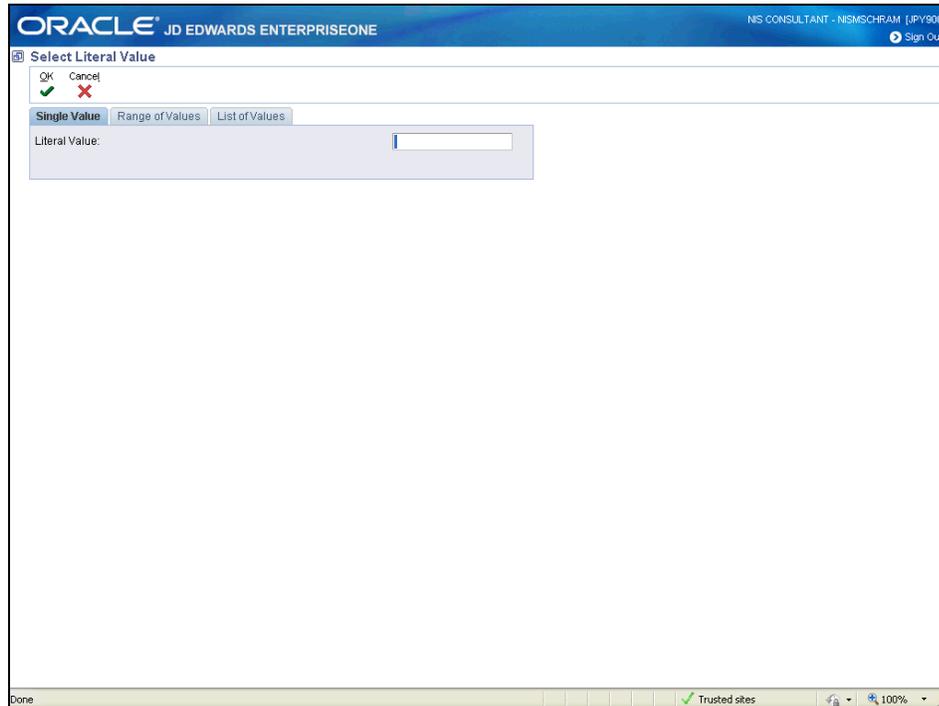
General Journal for 'V' Batches



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



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

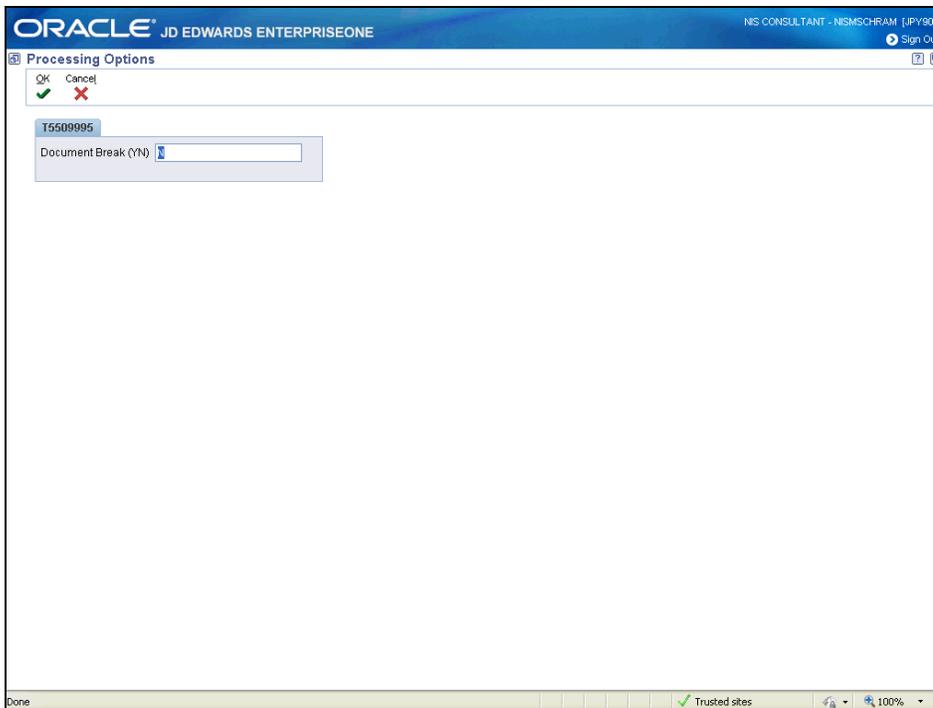


Step	Action
13.	Enter the batch number into the Literal Value field.
14.	Click the OK button. 
15.	<p>Note: If running version NIS0002 (Supplier Sequence), complete the following fields on the next blank row to narrow report by specific supplier, if desired:</p> <p>Left Operand – Address Number (F0911)(AN8)[BC] or Address Number (F43121)(AN8)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter Supplier address book number</p>

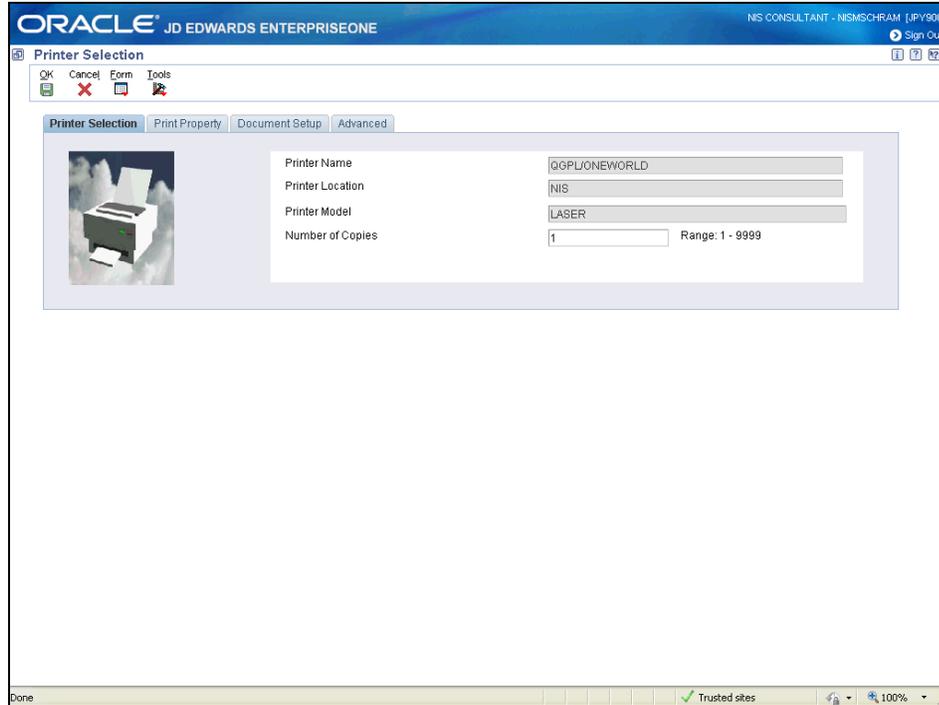
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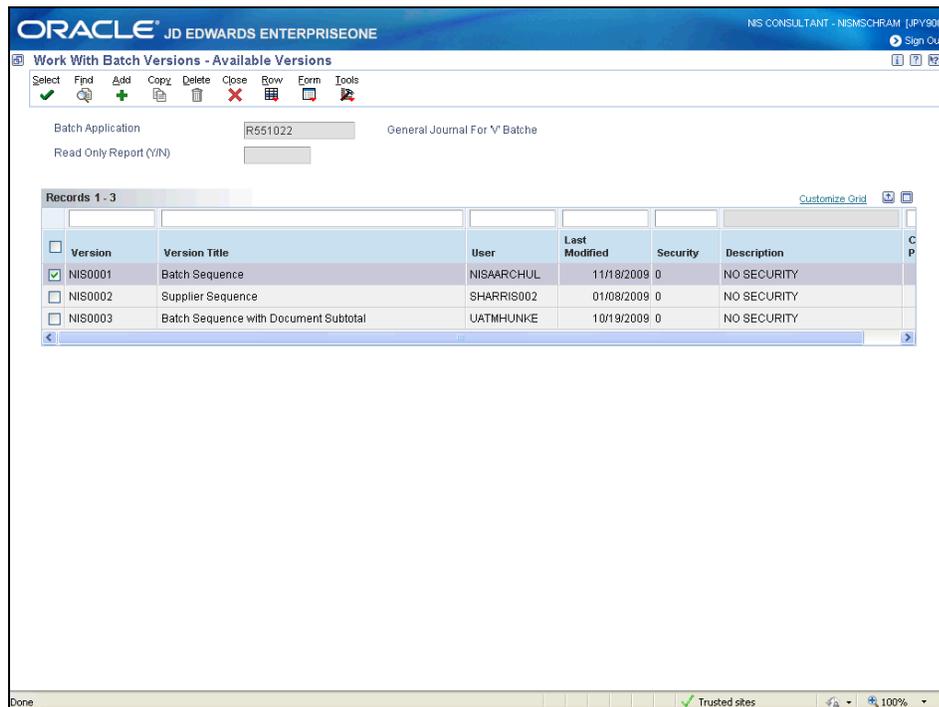
Step	Action
16.	<p>Note: To run report by Business Unit, complete the following fields on the next blank row:</p> <p>Left Operand – Business Unit (F0911)(MCU)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter a business unit, or click on the Range of Values tab and enter a business unit range</p> <p>Warning: Do not use the Agency/Division data selection option.</p>
17.	<p>Click the OK button.</p> 
18.	<p>In the Document Break (Y/N) field, enter Y to enter a page break at each new document number on the printed report. Enter N to run report without page breaks.</p>



Step	Action
19.	<p>Click the OK button.</p> 



Step	Action
20.	Click the OK button. 



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Step	Action
21.	Click the Close button. 
22.	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.