

Transaction Journal Report (R09321)

Overview

Run this report to view transactions over a period of time by batch type and document number. This report shows debits and credits.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>

Navigation

Click Roles, Accounting or Budget.
(Citrix users – right click on the menu, choose View by Role, choose Accounting or Budget.)

Accounting - Agencies > Inquiries & Reports > Accounting Reports > Transaction Reports > Transaction Journal

OR

Budget - Agencies > Inquiries & Reports > Accounting Reports > Transaction Reports > Transaction Journal

Steps

Start this instruction from the Version Prompting window.



1. Choose **Data Selection**.
2. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where OIL Posted Code (F0911) (POST) [BC]	is equal to	'P'
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	'AA'
<input type="checkbox"/>	And Document Type (F0911) (DCT) [BC]	is not equal to	'AE,PN,PO'
<input type="checkbox"/>	And Batch Type (F0911) (BCUT) [BC]	is equal to	'LIB,V,W'
<input type="checkbox"/>	And		

3. Leave Data Selection as is.

To include additional batch types, complete the following information in the 4th row (Batch Type):

- Right Operand - choose literal and add additional batch types on the List of Values tab. (Ex. add G to include General Accounting batches and/or O to include PO/Contract batches).

To narrow report by **Batch number**, complete the following information:

- Left Operand - Batch Number (F0911)(ICU)[BC]
- Comparison - is equal to
- Right Operand - enter the batch number

To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

4. Click **OK**. The Processing Options window appears.

5. Complete the following information:

- Date From
- Date Thru

6. Click **OK**. The Printer Selection window appears.

7. Click **OK**. You will return to the menu.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R09321_...) once the Description is "Done".