

G/L Account Detail Report (R5509168)

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.

 To run this report by agency, please do not follow these instructions. Please refer to the instructions for Running the General Ledger Detail Report by Agency (R55168).

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 or Grants & Projects
(Citrix users – right click on the menu, choose Apply Roles, choose Accounting or Budget or Grants & Projects.)

Accounting - Agencies > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail

OR

Accounting - Agencies > Inquiries & Reports > Grants Reports > G/L Account Detail

OR

Budget - Agencies > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L Account Detail

OR

Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Account Detail

OR

Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Project Reports > G/L Account Detail

Steps

Run the General Ledger Detail Report

Start this instruction from the Available Versions window.



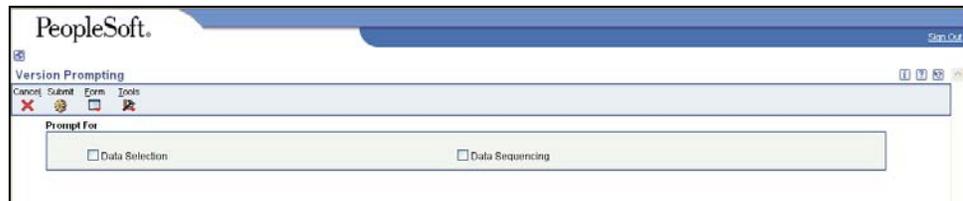
1. Choose desired Version:

- Version NIS001 Grant – Will generate the expenditures (Object Account 486500-961000) for the Grant business unit types (GB, GO, GP, GS, GX, GY, MT, OT, UN)
- Version NIS002 Other Projects – Will generate the expenditures (Object Account 486500-961000) for the Project business unit types (CA, CD, DD, IS, PA, PD, PE, PF, PR)
- Version NIS003 Grant-All Objects – Will generate information for any object account (selection set at blank for object) for all grant, project and other business unit types (CA, CD, DD, GB, GO, GP, GS, GX, GY, IS, MT, OT, PA, PD, PE, PF, PR, UN).

2. Click **Select**. The Version Prompting window appears.



The following instructions will lead you through using Version NIS0003 to obtain all activity for an agency for a given time period.



3. Choose **Data Selection**, click **Submit**. The Data Selection window appears.



4. To run the report by **Month**, complete the following steps:

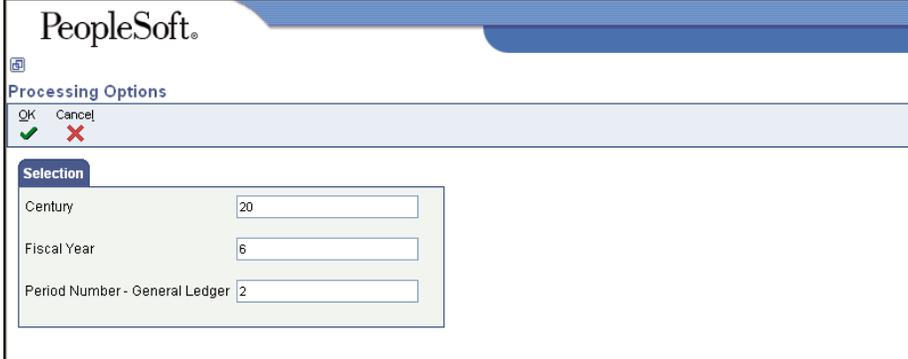
4a. In the first row (Object Account), complete the following information:

- Right Operand – enter the object account or range of object accounts
-  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.

4b. In the first blank row, complete the following information:

- Left Operand – Business Unit (F0006)[BC]
- Comparison – is equal to
- Right Operand – enter a business unit or range of business units

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



PeopleSoft

Processing Options

OK Cancel

Selection

Century 20

Fiscal Year 6

Period Number - General Ledger 2

4d. Complete the following fields:

- Fiscal Year – (fiscal year beginning July 1, 2005 is Fiscal Year 5)
- Period Number (July is Period 1, November is Period 4, etc.)

4e. Skip to step 7.

5. To run the report by **Fiscal Year to Date**, complete the following steps:

5a. In the first row (Object Account), complete the following information:

- Right Operand – enter the object account or range of object accounts
-  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.

5b. Place a checkmark in the fifth row (Period) and click **Delete**.

5c. In the first blank row, complete the following information:

- Left Operand – Business Unit (F0006)[BC]
- Comparison – is equal to
- Right Operand – enter a business unit or range of business units

5d. Click **OK**. The Processing Options window appears.

5e. Complete the following fields:

- Fiscal Year – (fiscal year beginning July 1, 2005 is Fiscal Year 5)
- Period Number – leave blank

5f. Skip to step 7.

6. To run the report from **Inception to Date**, complete the following steps:

6a. In the first row (Object Account), complete the following information:

- Right Operand – enter the object account or range of object accounts

 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.

6b. Place a checkmark in the fourth and fifth rows (Fiscal Year and Period) and click **Delete**.

6c. In the first blank row, complete the following information:

- Left Operand – Business Unit (F0006)[BC]
- Comparison – is equal to
- Right Operand – enter a business unit or range of business units

6d. Click **OK**. The Processing Options window appears.

6e. Ensure the Fiscal Year and Period Number fields are blank.

7. Click **OK**. The Printer Selection window will appear.

-  This Report can be run in PDF and CSV. To run the report in CSV format, click on the **Document Setup** tab. Choose **CSV (Comma Delimited)**. This allows you to view the report in Microsoft Excel.
- 8. Click **OK** to run the report and 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 (R5509168 _...) once the Description is "Done".
-  For more information on viewing reports in CSV, refer to the [Running/Viewing Reports in CSV](#) work instructions in the System Basics manual.

STATE OF NEBRASKA
General Ledger Detail
Grant - All Objects
As of 06/30/05

R5509168
NIS0003
Agency 061 NE DAIRY IND DEV BOARD
Division 001 AGENCY DEFINED DIVISION
Grant

Business Unit Type	Fund	Program	Sub-Program	Account Number	Doc Number	Tran Date	Tran Type	Payee/Explanation	Current Month
IS	26100	114	002	61114001.454600.	854690	07/06/04	RC	BATCH 10-MAY	474.94-
IS	26100	114	002	61114001.454600.	859765	07/20/04	RC	BATCH 2 JUN	20,472.53-
IS	26100	114	002	61114001.454600.	860047	07/26/04	RC	BATCH 3 JUN	4,835.48-
IS	26100	114	002	61114001.454600.	860527	07/28/04	RC	BATCH 4 JUNE	45,639.31-
IS	26100	114	002	61114001.454600.	861877	07/30/04	RC	BATCH 5 JUNE	1,602.61-
IS	26100	114	002	61114001.454600.	865763	08/04/04	RC	BATCH 6 JUNE	12,048.48-
IS	26100	114	002	61114001.454600.	866882	08/05/04	RC	BATCH 7 JUN	435.24-
IS	26100	114	002	61114001.454600.	870651	08/18/04	RC	BATCH 8 JULY	20,298.45-
IS	26100	114	002	61114001.454600.	871615	08/23/04	RC	BATCH 9 JULY	4,826.98-
IS	26100	114	002	61114001.454600.	872563	08/26/04	RC	BATCH 10 JUL	1,578.54-
IS	26100	114	002	61114001.454600.	874202	09/01/04	RC	BATCH 11 - JUL	56,511.73-
IS	26100	114	002	61114001.454600.	875236	09/07/04	RC	BATCH 12 JULY	417.98-
IS	26100	114	002	61114001.454600.	880002	09/22/04	RC	BATCH 13 AUG	27,254.22-
IS	26100	114	002	61114001.454600.	881671	09/29/04	RC	BATCH 14 AUG	44,911.35-
IS	26100	114	002	61114001.454600.	882559	10/04/04	RC	BATCH 16-AUGUST	418.50-
IS	26100	114	002	61114001.454600.	883720	10/08/04	RC	BATCH 17 AUG	11,891.51-
IS	26100	114	002	61114001.454600.	885867	10/18/04	RC	BATCH 18 SEP	19,615.02-
IS	26100	114	002	61114001.454600.	887469	10/22/04	RC	BATCH 19 SEP	6,504.65-
IS	26100	114	002	61114001.454600.	890562	11/02/04	RC	BATCH 20 - SEP	55,299.90-
IS	26100	114	002	61114001.454600.	923162	11/22/04	RC	BATCH 22 OCT	1,737.88-
IS	26100	114	002	61114001.454600.	923911	11/29/04	RC	BATCH 23 OCT	4,872.12-
IS	26100	114	002	61114001.454600.	924265	11/30/04	RC	BATCH 24 OCT	11,674.47-
IS	26100	114	002	61114001.454600.	930920	11/17/04	RC	BATCH 21 OCT	20,493.37-
IS	26100	114	002	61114001.454600.	939254	12/03/04	RC	BATCH 25 SEP	390.07-
IS	26100	114	002	61114001.454600.	939254	12/03/04	RC	BATCH 27 OCT	46,656.45-
IS	26100	114	002	61114001.454600.	942214	12/16/04	RC	BATCH 28-NOV 04	369.05-
IS	26100	114	002	61114001.454600.	943249	12/20/04	RC	BATCH 29 - NOV 2004	20,441.60-
IS	26100	114	002	61114001.454600.	943929	12/22/04	RC	BATCH 30 NOV	6,521.75-