

# **General Ledger Detail Report by Agency (R55168)**

## **Overview**

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

 If you do not wish to run the report by agency, please do not follow these instructions. Please refer to the instructions for Running the General Ledger Detail Report (R5509168).

## **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 Detail by Agency

OR

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

OR

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

OR

Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Grants Reports > G/L Detail by Agency

OR

Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Project Reports > G/L Detail by Agency

## **Steps**

### **Run the General Ledger Detail Report by Agency**

Start this instruction from the Available Versions window.

Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NIS0001	Grant		NISRHANWAY	01/04/2007 0		NO SECURITY	
<input type="checkbox"/> NIS0002	Other Projects		NISRHANWAY	01/04/2007 0		NO SECURITY	
<input type="checkbox"/> NIS0003	Grant - All Objects		NISRHANWAY	01/04/2007 0		NO SECURITY	

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.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0911) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/>	And Gil. Posted Code (F0911) (POST) [BC]	is equal to	"P"
<input type="checkbox"/>	And Century (F0911) (CTRY) [BC]	is equal to	minCentury [PO]
<input type="checkbox"/>	And Fiscal Year (F0911) (FY) [BC]	is equal to	minFiscalYear1 [PO]
<input type="checkbox"/>	And Period Number - General Ledger (F0911) (PM) [BC]	is equal to	minPeriodNoGeneralLedger [PO]
<input type="checkbox"/>	And Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And BU Type (F0006) (STYL) [BC]	is equal to	*CA,CD,DD,GB,GO,GP,GS,GX,GY,IS,MT,0



Do not enter Agency in Data Selection. The Agency will be identified in Processing Options.

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.



- 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.

PeopleSoft  
Processing Options  
OK Cancel  
15509168A  
Century 5  
Fiscal Year 6  
Period Number - General Ledger 2  
Agency Number 001  
Leave blank to get all agencies or Enter Agency to be reported.

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.

PeopleSoft  
Processing Options  
OK Cancel  
15509168A  
Century 5  
Fiscal Year 6  
Period Number - General Ledger 2  
Agency Number 001  
Leave blank to get all agencies or Enter Agency to be reported.

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 (R55168 ...) 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.