

GL by Business Unit Report (R09420)

Overview

Run this report to view detailed transactions for selected parameters.

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 > General Ledger Reports > G/L by Business Unit

OR

Budget - Agencies > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L by Business Unit

Steps

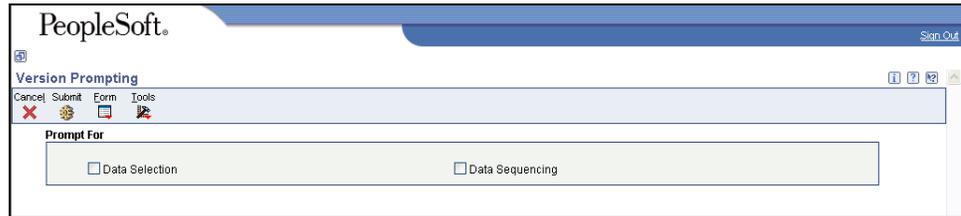
Start this instruction from the Available Versions window.



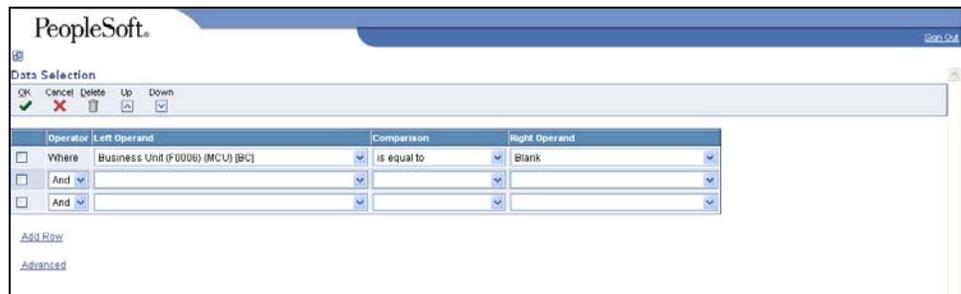
Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NE065001	GL by Business Unit (AGYPRG/SUB PRO)		KMORRIS	04/27/2005	0	NO SECURITY	
<input type="checkbox"/> NE065002	GL by Object & BU (AGYPRG/SUB PRO)		RBARNIC	04/21/2005	0	NO SECURITY	
<input type="checkbox"/> NIS0001	GL by Business Unit		UATRIN4	10/13/2006	0	NO SECURITY	
<input type="checkbox"/> RIS0001	General Ledger by Business Unit		NISKBINZ	08/10/2006	0	NO SECURITY	
<input type="checkbox"/> XJDE0001	GL by BUYTDIALL Companies		PSFT	10/07/1999	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE0002	GL by Business Unit - Monthly - Comp 1		PSFT	10/07/1999	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE0003	GL by BU with Units, Company 50		PSFT	10/07/1999	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE0004	GL by BU - Inception - to - Date		PSFT	10/07/1999	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE0005	Departmental Cust Center		PSFT	10/07/1999	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE0006	Budget Changes by Job And Cost Center		PSFT	04/24/2000	1	MEDIUM SECURITY	

1. Choose the version NIS0001, click **Select**. The Version Prompting window appears.
 - Choose version NE065001 or NE065002 to run report by [Vendor] Address Number, Program Number and Agency Subprogram. This report will include all payments to a certain vendor with coding (the same

information can be found in AP). NE065001 can be run by business unit and NE065001 can be run by both business unit and object.



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

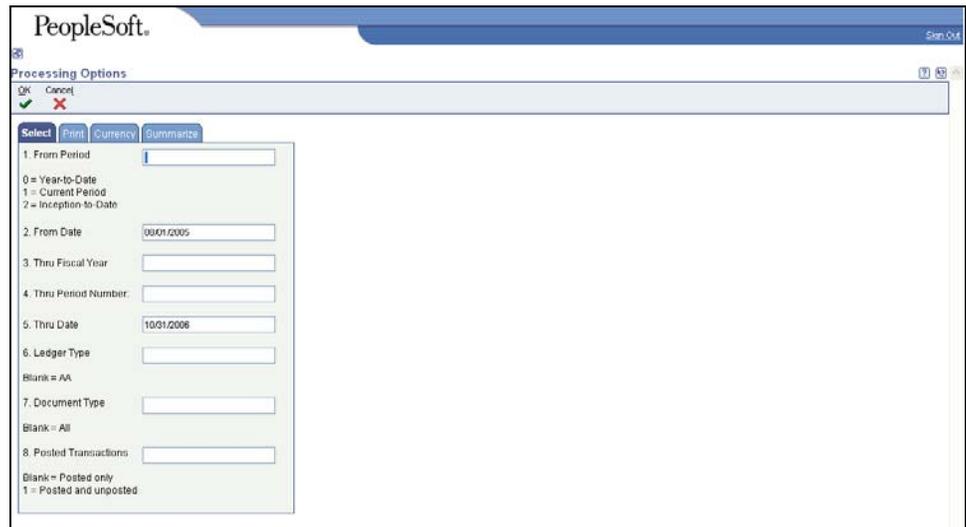


3. In the first row (Business Unit), complete the following information:

- Right Operand - enter a business unit

 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.

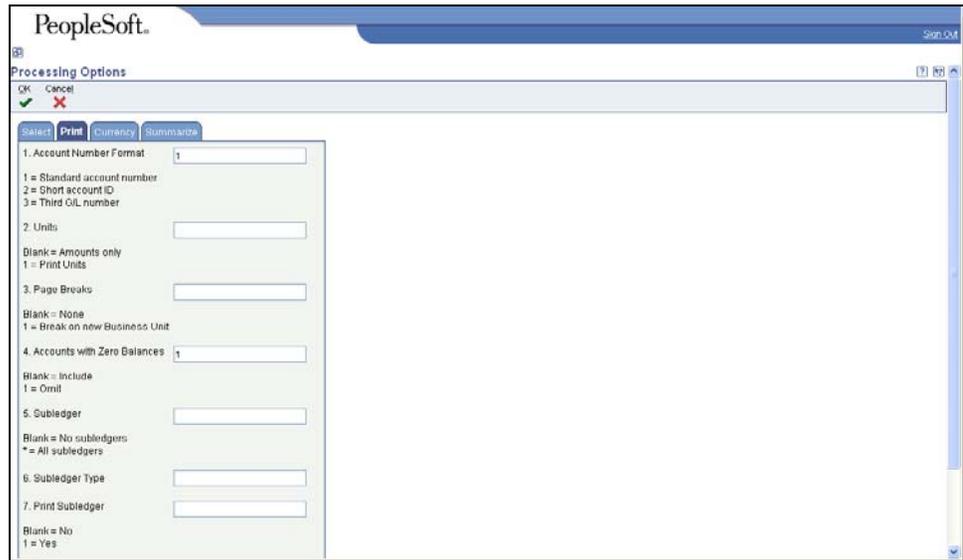
4. Click **OK**. The Processing Options window appears.



5. Complete the following fields:

- From Period
- Ledger Type - leave blank to run on AA Ledger, otherwise enter the Ledger for which to run report.

- Posted Transactions - enter 1 to see both posted and unposted documents, leave blank to see posted documents only.
 - ✎ To run report for a specific time period, complete the following fields:
 - From Date
 - Thru Date
 - ✎ To run report by Fiscal Year or Period, complete the following fields:
 - Thru Fiscal Year
 - Thru Period Number
6. Click the Print tab.



7. Complete any necessary information.
- Account Number Format - if running report for a balance sheet business unit including object 111100 (Cash), subledgers are required and an asterisk (*) must be entered in this field.
 - Subledger - enter an asterisk (*) if your agency uses subledgers, otherwise, leave blank
 - Print Subledger - enter 1 to print subledgers if your agency uses subledgers
8. Click **OK**. The Printer Selection window appears.



9. Click **OK** to return to the Main 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 (R09420_...) once the Description is "Done".