

GL by Object Account Report (R09421)

Overview

Run this report to view what comes in and out of accounts including expenditures, warrants, EFT, deposits. Also see Journal Entries that touch accounts.

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.)

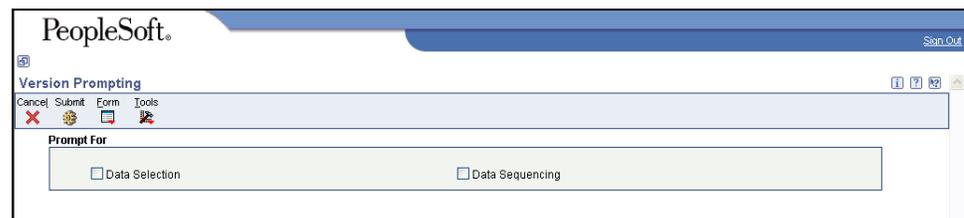
Accounting - Agencies > Inquiries & Reports > Accounting Reports > General Ledger Reports > G/L by Object Account

OR

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

Steps

Start this instruction from the Version Prompting window.

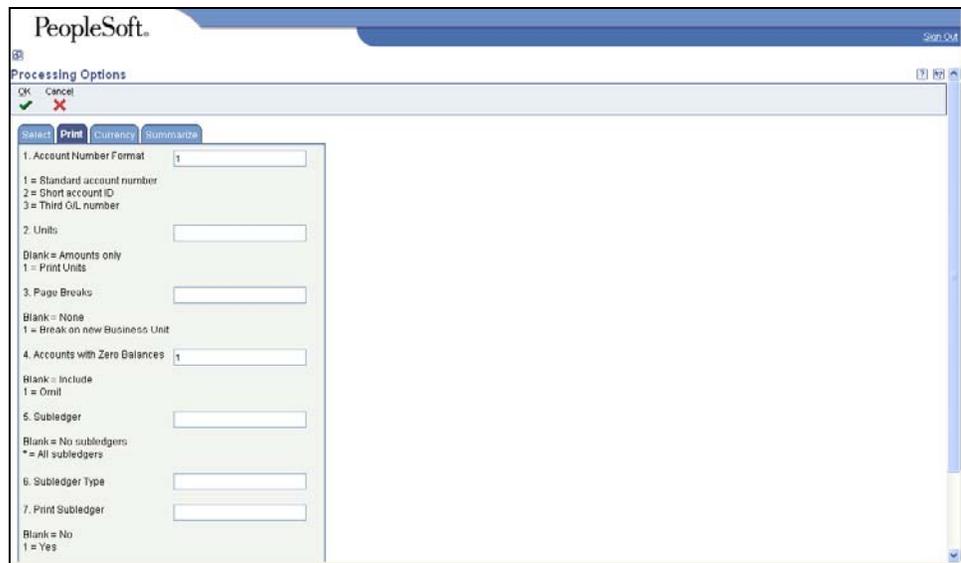


1. Choose **Data Selection**.
2. Click **Submit**. The Data Selection window appears.

3. In the first row (Object Account), complete the following information:
 - Right Operand - enter an Object Account
 -  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.
 -  To narrow report by **Agency**, complete the following information in the next blank row:
 - Left Operand - Agency Number (F0006)(RP01)[BC]
 - Comparison - is equal to
 - Right Operand – enter the 3-digit agency number
 -  To narrow report by **Fund**, complete the following information in the next blank row:
 - Left Operand - Fund (F0006)(CO)[BC]
 - Comparison - is equal to
 - Right Operand – enter the fund
4. Click **OK**. The Processing Options window appears.

5. Complete the following fields:
 - 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 for a period of a past Fiscal Year, complete the following fields:
 - Thru Fiscal Year - complete only this field to see activity of an entire past fiscal year
 - Period Number
 -  To run the report thru the current day, complete the From Period field with one of the following:
 - Enter "0" to see Fiscal Year to Date
 - Enter "1" to see current month only
 - Enter "2" to see Inception to Date
6. Click the Print tab.



7. Complete any necessary information.
- Subledger - enter an asterisk (*) if your agency uses subledgers, otherwise, leave blank
 -  An asterisk (*) is needed to see all activity for object 111100.
 - Print Subledger - enter 1 to print subledgers if your agency uses subledgers
8. Click the Summarize tab.

The screenshot shows the 'Processing Options' dialog box in PeopleSoft. It has a title bar with 'PeopleSoft' and 'Sign Out'. Below the title bar are 'OK' and 'Cancel' buttons. The main area contains a 'Select' button and three tabs: 'Print', 'Currency', and 'Summarize'. The 'Print' tab is active, showing three numbered options: '1. Business Unit Types' with a text input field, '2. Beginning Range Object Account Summarization' with a text input field, and '3. Ending Range Object Account Summarization' with a text input field. A legend below the first option defines 'Blank' as 'Blank type only' and '+' as 'All types including blank'.

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

The screenshot shows the 'Printer Selection' dialog box in PeopleSoft. It has a title bar with 'PeopleSoft' and 'Sign Out'. Below the title bar are 'OK', 'Cancel', 'Form', and 'Tools' buttons. The main area has four tabs: 'Printer Selection', 'Print Property', 'Document Setup', and 'Advanced'. The 'Printer Selection' tab is active, showing a printer icon on the left and a form on the right. The form contains the following fields: 'Printer Name' (G0FL/ONEWORLD_A), 'Printer Location' (HERE), 'Printer Model' (LASER), and 'Number of Copies' (1) with a 'Range: 1 - 9999' label.

10. 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 (R09421_...) once the Description is "Done".