

## General Journal for O Batch Report

### Overview

Run this report to obtain complete information pertaining to the receipts against purchase orders. Report output includes, but is not limited to, the Fund number, the Supplier #, Supplier Search Type, the Purchase Order #, the Purchase Order Document Type, the Purchase Order Line #, the Receiver's User ID, the Batch Post ID, plus all other Batch Posting information included on the normal 'O' Batch Posting Report. This can be run before or after the 'O' Batch has been posted, in lieu of printing the posting report. It contains most of the necessary information for pre-auditing and all information necessary to proceed with the 3-way match process.

 If the Purchase Order has a T line type, the message will print above Batch totals on the printed report.

### 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 Procurement.

(Citrix users – right click on the menu, choose Apply Roles, choose Accounting or Procurement.)

Accounting - Agencies > Manage Journal Entry > JE Review/Approve/Post > General Journal for 'O' Batches

OR

Purchasing - Agencies > Batch Processing > Receipt Processing > General Journal for 'O' Batches

### Steps

Start this instruction from the Available Versions window.



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Work With Batch Versions - Available Versions

Batch Application: R5509995      General Journal For 'O' Batches  
Read Only Report (Y/N):

Records 1 - 3

Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NIS0001	Batch Sequence		NISN-HANWAY	11/22/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0002	Supplier Sequence		NISN-HANWAY	11/22/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0003	Batch Sequence with Document Subtotal		NISAARCHUL	12/05/2006	0	NO SECURITY	

1. Choose the report version to run:
  - NIS0001 – Batch Sequence - primary sequence is by Batch Number, followed by Batch Date
  - NIS0002 – Supplier Sequence - Primary Sequence is by Address Number, followed by Batch Number
  - NIS0003 – Batch Sequence with Document Subtotal - Primary Sequence is by Batch Number, followed by Batch Date
2. Click **Select**. The Version Prompting window appears.

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

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Batch Type (F0911) (OCUT) [BC]	is equal to	F0*
<input type="checkbox"/> And	Batch Number (F0911) (OCU) [BC]	is equal to	Blank
<input type="checkbox"/> And			

4. Leave the first row (Batch Type) as is.
5. In the second row (Batch Number), complete the following field:
  - Right Operand – enter the batch number (or enter numbers for your specific O batches, if desired.)
    - 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.
- If running version NIS0002 (Supplier Sequence), complete the following fields on the next blank row to narrow report by specific supplier, if desired:
  - Left Operand – Address Number (F0911)(AN8)[BC] or Address Number (F43121)(AN8)[BC]
  - Comparison – is equal to
  - Right Operand – enter Supplier address book number
- To run report by **Business Unit**, complete the following fields on the next blank row:
  - Left Operand – Business Unit (F0911)(MCU)[BC]
  - Comparison – is equal to
  - Right Operand – enter a business unit, or click on the Range of Values tab and enter a business unit range

-  Do not use the Agency/Division data selection option.
6. Click **OK**. The Processing Options window appears.



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Processing Options

Document Break (Y/N)

7. In the Document Break (Y/N) field, enter Y to enter a page break at each new document number on the printed report. Enter N to run report without page breaks.
8. Click **OK**. The Printer Selection window appears.



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Printer Selection

Printer Name: OGPLUONEWORLD\_A

Printer Location: HERE

Printer Model: LASER

Number of Copies: 1 Range: 1 - 9999

9. 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 (R5509995 \_...) once the Description is "Done".

STATE OF NEBRASKA															12/11/06	9:52:00	
General Journal For 'O' Batches															Page -	1	
Batch Sequence																	
Batch Type	O	Batch Number	832565	Batch Date	02/15/06	Batch Post User ID	VKRESS1	Receiver User ID	NISAARCHUL								
Batch	Do	Document	Fund	G/L	Account	Number	SBL	Sub-	Account	Description	Debit	Credit	LT	P	R	Tag	
Number	Ty	Number	Number	Date	Explanation		Type	ledger			Amount	Amount	AA	C	V	Number	
832565	OV	101026	56650	02/15/06	65025009.555200				SOFTWARE - NEW PURCHASES		30,101.96		AA	P			
Line No		1.0			ORACLE USA INC				RECD - NOT VOUCHERED (\$		30,101.96-		AA	P			
832565	OV	56650	02/15/06	56650.211700	ORACLE USA INC				Units Received	30101.9600	UOM EA	Unit Cost			1.0000		
AB#		540555	- PP	PO#	77785	O9	Line #	1.000	Description 1	Enterprise One							
Batch Total											30,101.96		30,101.96-	AA	Total		
Batch Total											30,101.96		30,101.96-	AA	Total		
Unposted																	
Batch Type	O	Batch Number	848597	Batch Date	03/07/06	Batch Post User ID	VKRESS	Receiver User ID	NISAARCHUL								
848597	OV	104464	56650	03/07/06	65025009.555200				SOFTWARE - NEW PURCHASES		98,253.84		AA	P			
Line No		1.0			ORACLE USA INC				RECD - NOT VOUCHERED (\$		98,253.84-		AA	P			
848597	OV	56650	03/07/06	56650.211700	ORACLE USA INC				Units Received	98253.8400	UOM EA	Unit Cost			1.0000		
Line No		2.0			ORACLE USA INC												
AB#		540555	- PP	PO#	77785	O9	Line #	1.000	Description 1	Enterprise One							
Batch Total											98,253.84		98,253.84-	AA	Total		
Batch Total											98,253.84		98,253.84-	AA	Total		
Unposted																	
Batch Type	O	Batch Number	855494	Batch Date	03/15/06	Batch Post User ID	VKRESS	Receiver User ID	NISAARCHUL								
855494	OV	106003	56650	03/15/06	65025009.555200				SOFTWARE - NEW PURCHASES		15,138.01		AA	P			
Line No		1.0			ORACLE USA INC				RECD - NOT VOUCHERED (\$		15,138.01-		AA	P			
855494	OV	56650	03/15/06	56650.211700	ORACLE USA INC				Units Received	15138.0100	UOM EA	Unit Cost			1.0000		
Line No		2.0			ORACLE USA INC												
AB#		540555	- PP	PO#	77785	O9	Line #	5.000	Description 1	Enterprise One							

