

## General Journal for V Batch Report

### Overview

Run this report to obtain complete information pertaining to the vouchers for 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 'V' Batch Posting Report. This can be run before or after the 'V' Batch has been posted, in lieu of printing the posting report. It contains most of the necessary information for pre-auditing. This information can be used for the two or three-way match, but does not work for the Voucher Entry without PO.

 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.

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

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

### Steps

Start this instruction from the Available Versions window.



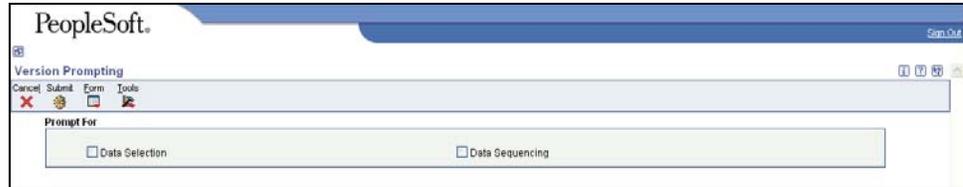
Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NIS0001	Batch Sequence		NISLMILLER	04/11/2007	0	NO SECURITY	
<input type="checkbox"/> NIS0002	Supplier Sequence		NISKBINTZ	03/09/2007	0	NO SECURITY	
<input type="checkbox"/> NIS0003	Batch Sequence with Document Subtotal		NISKBINTZ	03/08/2007	0	NO SECURITY	

1. Choose the report version to run:

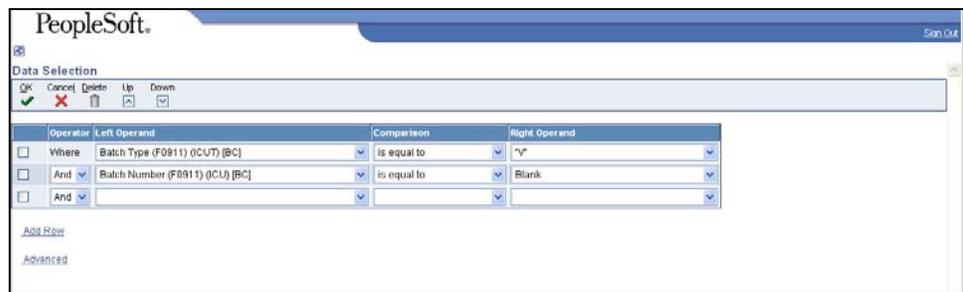
- NIS0001 – Batch Sequence - primary sequence is by Batch Number, followed by Batch Date

- 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.



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(s)



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.

PeopleSoft. Sign Out

Processing Options

OK Cancel

15509995

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.

PeopleSoft. Sign Out

Printer Selection

OK Cancel Print Tools

Printer Selection Print Property Document Setup Advanced

Printer Name: DQPLUONEWORLD\_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 (R551022 ...) once the Description is "Done".

STATE OF NEBRASKA																
General Journal For V Batches																
Batch Sequence																
R551022																
NIS0001																
04/11/07 9:46:17																
Page - 1																
Batch Number	Doc Number	Document	Fund	GL Date	Batch Date	Batch Post User ID	Account Number	Explanation	SBL	Account Description	Debit Amount	Credit Amount	LT	P	R	Tag Number
Batch Type	V	Batch Number	990285	Batch Date	02/01/07	Batch Post User ID	UATTRAIN10	Receiver User ID	UATTRAIN10							
990285	PV	8875535	43260	02/01/07	31110074.580600					IMPROVEMENTS TO LAND	10.00					AA
Line No	1.0	SAMPSON CONSTRUCTION CO INC-PU														
AB#	546036	-	V	PO#	112363	Z8	Line #	1.000	Line Type	J	Description	Gove Mansion Lanscape				
											Document Total		10.00		AA Total	
											Batch Total		Posted		AA Total	
											Unposted		10.00			