

Accounting Inquiries

Overview

You can access the most current general ledger information available using the online inquiries in the General Accounting system.

This work instruction shows how:

[Account Balance by Month](#)

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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 Inquiries,

OR

Budget-Budget Division > Inquiries and Report > Budget Inquiries,

OR

Agency Budget Menu > Agency Budget Management > Inquiries and Reports > Accounting Inquiries

Account Balance Inquiries:

> Account Balance by Month

> Account Balance by Subledger

Account Ledger Inquiries:

> Account Ledger Inquiry

> Account Ledger by Object Account

Trial Balance Inquiries:

- > T/B by Fund
- > T/B by Object Account
- > T/B / Ledger Comparison
- > T/B by Subledger

Steps

Account Balance by Month

Navigation: General Accounting - Agencies > Inquiries & Reports > Accounting Inquiries > Account Balance Inquiries > Account Balance by Month

Start this instruction from the Account Balance by Month – Account Balances window

1. Enter in the following information:
 - Account Number – enter the business unit number and object separated by a period (i.e., 10000.211200).
 - Fiscal Year – last two digits of the desired year
2. Click **Find**.
3. Determine the Period Amounts (monthly) and the Cumulative Amounts.
4. Click **Close**.

Account Balance by Subledger

Navigation: General Accounting - Agencies > Inquiries & Reports > Accounting Inquiries > Account Balance Inquiries > Account Balance by Subledger

Start this instruction from the Account Balance by Subledger – Account Balance by Subledger window.

PeopleSoft®

Account Balance by Subledger - Account Balance by Subledger

Select Find Close Row Tools

Account Number * Thru Ending Date Period

Ledger Type AA General Ledger

No records fetched. Customize Grid

Sbl Type	Sub-ledger	Subledger Description	Balance Forward	Net Posting Thru Date	Net Posting for Period	Cumulative Actual
No records fetched.						

1. Enter in the following information in the header:
 - Account Number – enter the business unit number and object separated by a period (i.e., 10000.211200).
 - Thru Ending Date – last day of the period desired.
2. Click **Find**.
3. Determine the cumulative actual amount for the subledger.
4. Click **Close**.

 A suggested use – when a problem with an object, such as overtime, needs to be researched this gives the you the ability to drill down to locate the errant data.

Account Ledger Inquiry

Navigation: General Accounting - Agencies > Inquiries & Reports > Accounting Inquiries > Account Ledger Inquiries > Account Ledger Inquiry

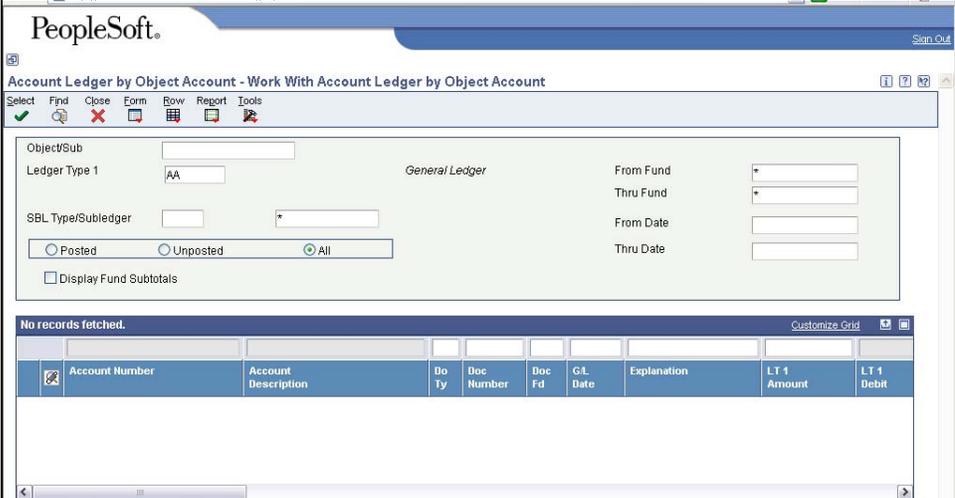
Start this instruction from the Account Ledger Inquiry – Work with Account Ledger window.

1. Enter the following information in the header:
 - Account – enter the business unit number and object separated by a period (i.e., 10000.211200).
 - From Date – first date of the period desired
 - Thru Date – last date of the period desired
2. Click **Find**.
3. Determine the totals of the transactions for the account number and period selected.
4. Click **Close**.

Account Ledger by Object Account

Navigation: General Accounting - Agencies > Inquiries & Reports > Accounting Inquiries > Account Ledger Inquiries > Account Ledger by Object Account

Start this instruction from the Account Ledger by Object Account – Work with Account Ledger by Object window.



PeopleSoft

Account Ledger by Object Account - Work With Account Ledger by Object Account

Object/Sub: []

Ledger Type 1: AA General Ledger

From Fund: []

Thru Fund: []

SBL Type/Subledger: []

From Date: []

Thru Date: []

Posted Unposted All

Display Fund Subtotals

No records fetched.

Account Number	Account Description	Do Ty	Doc Number	Doc Fd	G.L. Date	Explanation	LT 1 Amount	LT 1 Debit
No records fetched.								

1. Enter the following information in the header:
 - Object/Sub – enter the object number
 - From Date (optional)
 - Thru Date (optional)
 - Complete any other header fields as necessary (i.e. From or Thru Fund, SBL Type, or Subledger.
2. Click **Find**.
3. Determine the total of all Actual Amount transactions for the object for the desired period.
4. Click **Close**.

T/B by Funds

Navigation: General Accounting - Agencies > Inquiries & Reports > Accounting Inquiries > Trial Bal. Inquiries > TB by Fund

Start this instruction from the T/B by Fund – Trial Balance by Company window.

1. Enter the following information in the header:

 The notes below were used to illustrate the Cash Balance Inquiry. Do not limit yourself to only that use.

- Fund – the Company number
- Object/Subsidiary – enter the object number
- Select/Skip To
- Ledger Type – usually use **AA**, the default value
- Thru Date – ending date of your inquiry. If left blank, the end of the current monthly period will default in.

2. Click **Find**.

 If an object account or object account/subsidiary was not entered in the Object/Subsidiary field, a "No Obj/Subsidiary account entered" warning may appear. This is only a warning; click **Find** again.

3. Determine the G/L Period Balance for the selected object.

4. Click **Close**.

T/B by Object Account

Navigation: General Accounting - Agencies > Inquiries & Reports > Accounting Inquiries Trial Balance Inquiries > T/B by Object Account

Start this instruction from the T/B by Object Account – Trial Balance by Object window.

PeopleSoft

T/B by Object Account - Trial Balance by Object

Select Find Close Row Tools

Object/Subsidiary Select / Skip To Period / Date

Fund Thru Date

Ledger Type 1 AA General Ledger Type/Subledger *

Ledger Type 2 BA Agency Adjustment Budget

No records fetched. Customize Grid

<input type="checkbox"/>	Account Number	Account Description	Ledger 1 Period Balance	Ledger 2 Period Balance	Variance Period Balance	Ledger 1 YTD Balance
No records fetched.						

1. Enter the following information in the header:
 - Object/Subsidiary – object number
 - Fund – company number
 - Thru Date – last day of period desired
2. Click **Find**.
3. Determine the G/L Period Balance for the selected object number.
4. Click **Close**.

T/B / Ledger Comparison

Navigation: General Accounting - Agencies > Inquiries & Reports > Accounting Inquiries > Trial Bal. Inquiries > T/B Ledger Comparison

Start this instruction from the T/B Ledger Comparison – Trial Balance / Ledger Comparison window.

The screenshot shows the PeopleSoft interface for 'T/B / Ledger Comparison - Trial Balance / Ledger Comparison'. The header section includes the following fields and options:

- Skip to Account ***: A text input field.
- Ledger Type 1**: A dropdown menu with 'AA' selected, labeled 'General Ledger'.
- Ledger Type 2**: A dropdown menu with 'BA' selected, labeled 'Agency Adjustment Budget'.
- Type/Subledger**: A dropdown menu.
- Level of Detail**: A dropdown menu with '9' selected.
- LT 1 Thru Date**: A date input field.
- LT 2 Thru Date**: A date input field.
- Select / Skip To**: A checked checkbox.
- Period / Date**: An unchecked checkbox.

Below the header, a table is displayed with the following columns:

Account Description	Ledger 1 Period Balance	Ledger 2 Period Balance	Variance Period Balance	Period % Variance	Ledger 1 Balance	Ledger 2 Balance
No records fetched.						

- Enter the following information in the header:
 - Skip to Account – enter the business unit number and object separated by a period (i.e., 10000.211200)
 - Ledger Type 1 – defaults to AA, change if desired
 - Ledger Type 2 – defaults to BA, change if desired
 -  Agency Adjustment Budget is used in training for demonstration. The ledger is reserved for Budget Preparation and is not currently functional in production.
 - Thru Date 1 – leave blank for end of current monthly period or specify desired date
 - Thru Date 2 – leave blank for end of current monthly period or specify desired date
- Click **Find**.
- Determine the G/L Period Balance for the selected account.
- Click **Close**.

T/B by Subledger

Navigation: General Accounting - Agencies > Inquiries & Reports > Accounting Inquiries > Trial Balance Inquiries > T/B by Subledger

Start this instruction from the T/B by Subledger – Trial Balance by Subledger window.

The screenshot shows the PeopleSoft interface for the 'T/B by Subledger - Trial Balance by Subledger' window. The window title is 'T/B by Subledger - Trial Balance by Subledger'. The interface includes a header with the PeopleSoft logo and a 'Sign Out' link. Below the header is a toolbar with icons for 'Select', 'Find', 'Close', 'Row', and 'Tools'. The main area contains a form with fields for 'SBL Type/Subledger', 'Fund', 'Business Unit', 'Object Account', 'Ledger Type', and 'Thru Date'. There is also a checkbox for 'Period / Date'. Below the form, a message states 'No records fetched.' and a table with columns: 'Account Number', 'Account Description', 'Period Balance', 'YTD Balance', 'Subledger', and 'Subledger Type'. The table is currently empty.

1. Enter in the following information in the header:
 - Fund – company number
 - Object Account – object number
 - Thru Date – last day of period desired
2. Click **Find**.
3. Determine the G/L YTD Balance for the subledger of the object selected.
4. Click **Close**.