Job Status Inquiry - User Defined Column

Overview

This inquiry is used to provide summary information by object code for a Business Unit or Fund for a specified period. The user then has the ability to drill down into the detailed transactions. This can include posted and unposted transactions.

This inquiry is a valuable tool and is available to export information from the system as it allows you to focus your data. You are encouraged to become familiar with all aspects of this inquiry.

This work instruction includes:

Perform a Job Status Inquiry

See Detail Transactions for an Account

Examine Procurement Activity for an Account

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, Projects (Job Status Inquiry can also be found in the Grants, Accounting, Purchasing, and Budget Roles)

(Citrix users – right click on the menu, choose View by Role, choose Grants, Projects, Accounting, or Budget, or Purchasing.)

Grants & Projects > Inquiries & Reports > Grants & Projects Inquiries > Accounting Inquiries > Job Status Inquiries > Job Status Inquiry - Grants/Projects

OR

Accounting - Agencies > Inquiries & Reports > Accounting Inquiries > Job Status Inquiries > Job Status Inquiry - Grants/Projects

OR

Budget - Agencies > Agency Budget Management > Inquiries & Reports > Accounting Inquiries > Job Status Inquiries > Job Status Inquiry - Grants/Projects

OR

Budget - Budget Division > Inquiries & Reports > Accounting Inquiries > Job Status Inquiries > Job Status Inquiry - Grants/Projects

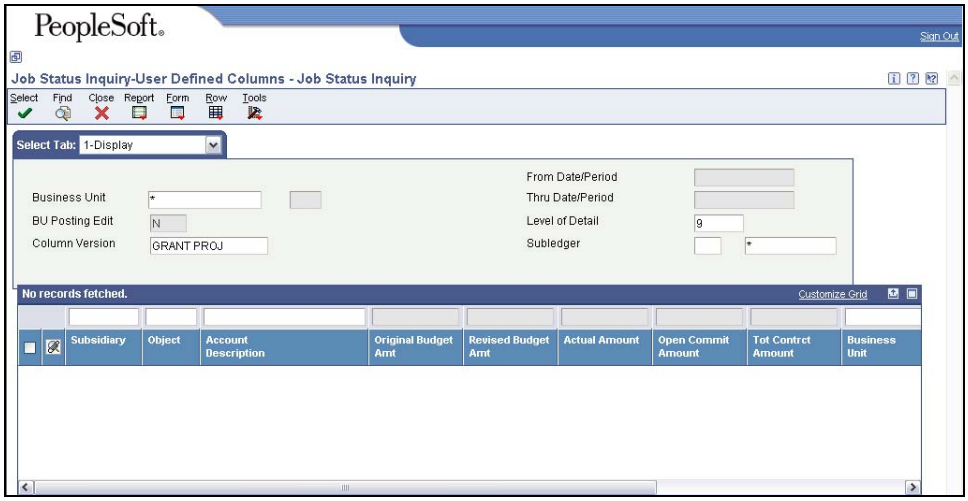
OR

Purchasing - Agencies > Inquiries & Reports > Accounting Inquiries > Job Status Inquiries > Job Status Inquiry - Grants/Projects

Steps

Job Status Inquiry

Start this instruction in the Job Status Inquiry – User Defined Column – Job Status Inquiry window.



1. On the **Display** tab, enter the following information:

   - Business Unit - enter Business Unit

     The Posting Edit field automatically populates with the value associated with the selected business unit after one is entered and is not a changeable or enterable field.

   - Column Version – Enter the appropriate column version.

     The Column Version field determines the columns that appear on the screen for this inquiry. Three acceptable values have been established for this field: AGENBUDGET, GRANT PROJ, and JOB COST. The default value on this screen is GRANT PROJ.

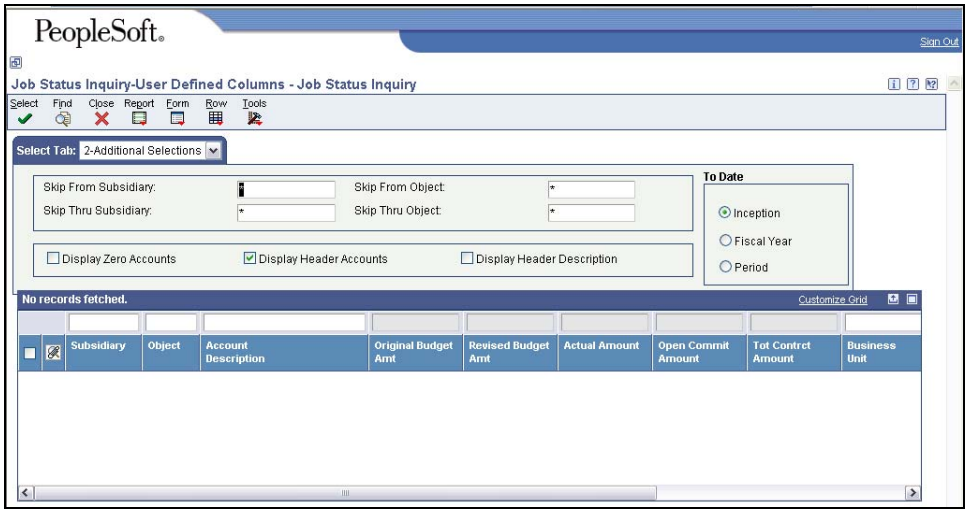
   - Thru Date/Period – defaults to end of the current month

     The *From Date/Period* and *Thru Date/Period* fields are greyed-out until a value is entered in the BU field and you tab out of that field. *The Thru Date/Period* field will default to the last day of the current month if left blank. If the *From Date/Period* field is left blank, summary data will be generated back to the inception of the NIS system data, 7/1/2002. However, if you drill into a specific account, the initial default will be for data for the current fiscal year only. If data is needed for a specific period, enter appropriate dates in the *From Date/Period* and *Thru Date/Period* fields. You can also enter period numbers into these fields and the system will default in dates corresponding to those periods. The periods will always assume the

current fiscal year. Remember that July is period 1, December is period 6, and June is period 12 etc.

- Account Level of Detail – defaults to 9 meaning all object/subsidiary accounts will be displayed. This query can be restricted to only higher level accounts by reducing this value. Generally, this field would be left at the default value.
- Subledger - allows the query to be limited to a specified subledger value for agencies that utilize subledgers (most agencies do not). There are two fields in this section. The first is for a Subledger Value and the second is for a Subledger Type. Both fields are required to limit a query.

2. Click the down arrow to the right of the Select tab and choose **Additional Selections**.



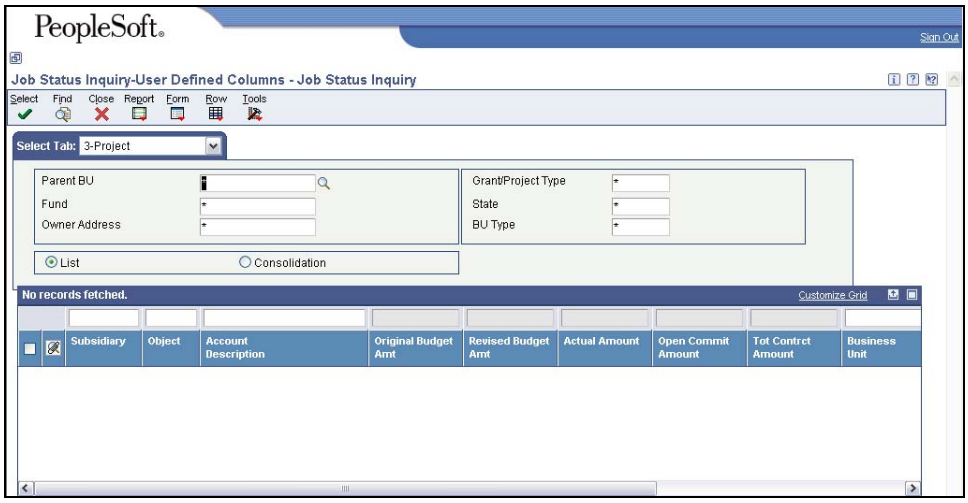
3. Enter the following information:

- **From/Thru Subsidiary** and **From/Thru Object** - enter appropriate data in these fields to narrow the query to a range of accounts and/or subsidiaries
- **To Date** - select Inception, Cumulative, or Period.
  - Period - restricts query to the current month.
  - Cumulative - restricts query to the current fiscal year.
  - Inception - will provide data since the inception of the NIS system data, 7/1/2002.

  Entering dates in the *From Date* and *Thru Date* fields on the Display tab will override any of these specifications and this section will not be displayed.
- **Display Zero Accounts** - if checked, query will provide a line of data for each object account attached to the business unit. The default option of not checking this box will display only those objects which have amounts associated with them. Leaving the default option is recommended.
- **Display Header Accounts** - if checked, query will provide subtotals by major object code. (this field is checked by default)

- **Display Header Description**- if checked, column is added to the query showing the description of the subtotals and totals in addition to the object accounts.

4. Click the down arrow to the right of the Select tab and choose **Project**.



This tab allows queries to be run based on a parent business unit or fund rather than just a single business unit. If a business unit is entered on the Display tab, all these fields will be grayed-out and are not changeable.

5. Enter the following information, if desired:

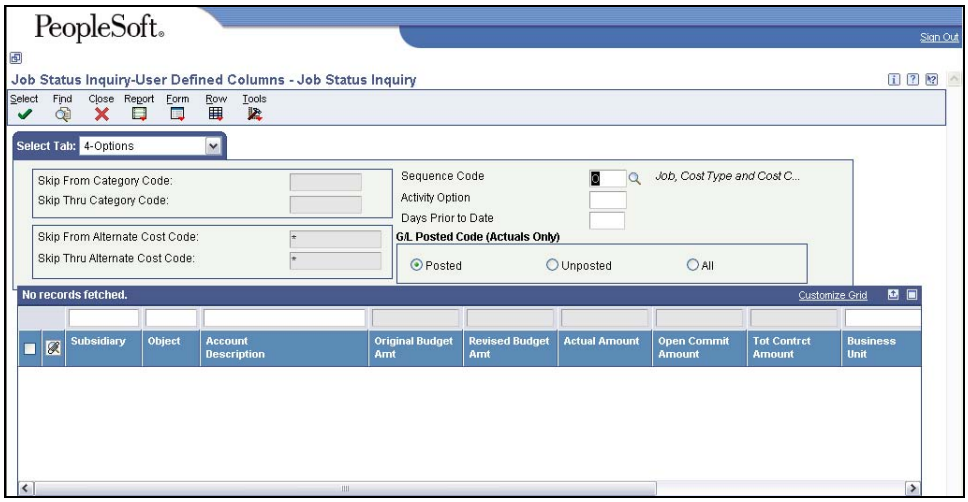
   - Parent BU - enter a parent business unit
   - Fund

6. Choose Consolidation or List.

   - Consolidation is chosen by default. This will display data summarized for all business units assigned to the Parent BU or Fund.
   - List - choose to display data separately for each business unit.

Use the other fields on this tab as necessary to further refine your query.

7. Click the down arrow to the right of the Select Tab and choose **Options.**

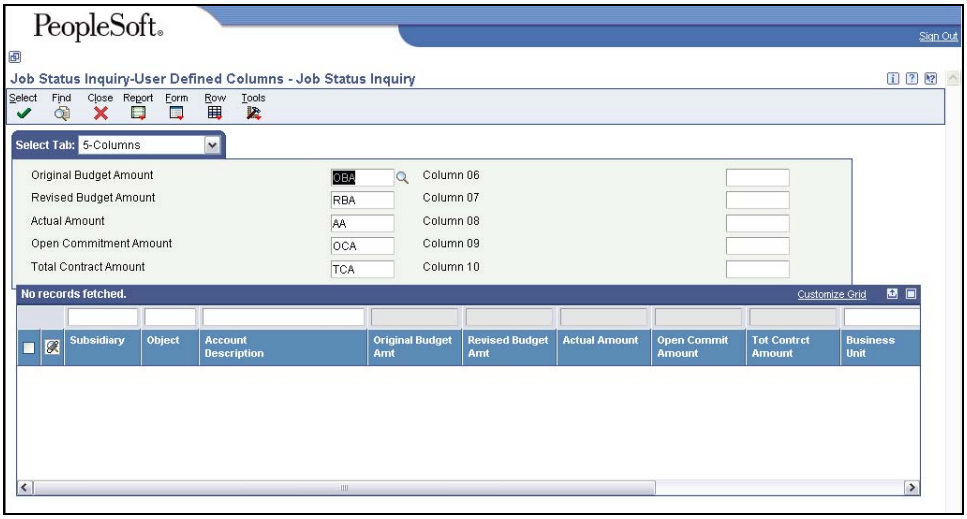

PeopleSoft
Sign Out
Job Status Inquiry-User Defined Columns - Job Status Inquiry
Select
Find
Close
Report
Form
Row
Tools
Select Tab: 4-Options
Skip From Category Code:
Skip Thru Category Code:
Skip From Alternate Cost Code:
Skip Thru Alternate Cost Code:
Sequence Code
Job, Cost Type and Cost C...
Activity Option
Days Prior to Date
G/L Posted Code (Actuals Only)
Posted
Unposted
All
No records fetched.
Customize Grid
Subsidiary
Object
Account Description
Original Budget Amt
Revised Budget Amt
Actual Amount
Open Commit Amount
Tot Contrct Amount
Business Unit

8. Complete the following information:
   - Sequence Code - determines the order in which the accounts appear.
     - 'C' - sorts by Subsidiary, Object, Business Unit
     - 'blank' sorts by Business Unit, Subsidiary, Object
     - 'O' sorts by Business Unit, Object, Subsidiary
     - 'T' sorts by Object, Subsidiary, Business Unit
   - Activity Option - specifies the object accounts that will display.
     - The default value is 'blank' which will display all accounts.
     - Enter 'A' to restrict your query to only accounts with actual amount activity. This will reduce the number of times needed to click the Records 1-xx down arrows to get to the bottom of the grid after the inquiry is displayed.

       This is the same effect as the Hide All Zero Accounts button on the Additional Selection Tab if inquiring on a Business Unit with only actual amounts. If budgets are attached to some accounts and/or outstanding commitments, these will not show if 'A' is entered in the Activity Option.
   - Days Prior To Date - used to display information for an irregular period of time, such as a five-day workweek that occurs in the middle of a financial period. Enter the number of days prior to the date contained in the Thru Date/Period field (on the Display tab).

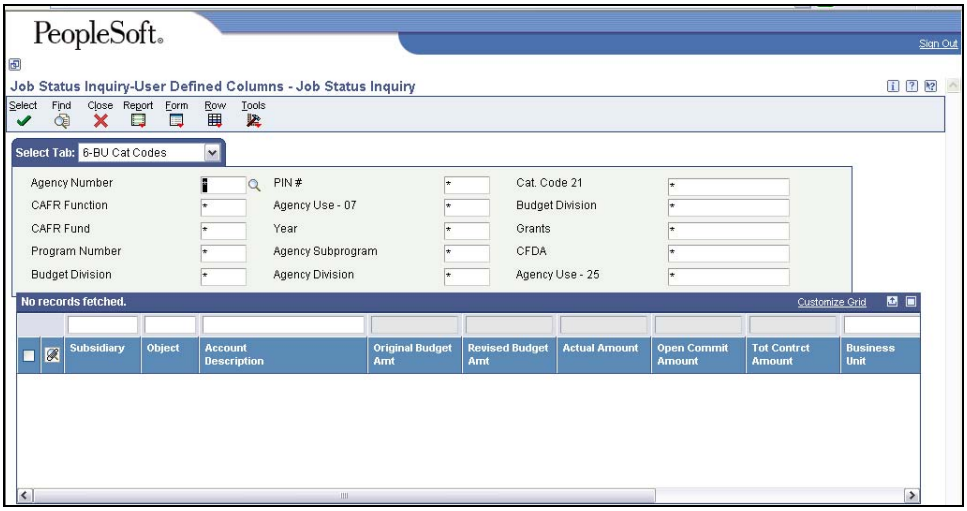
     This can also be accomplished by using From Date/Period and Thru Date/Period fields on the Display tab.
   - G/L Posted Code section can be used to restrict the data presented.
     - The default Posted radio button displays only posted transactions.
     - Click Unposted radio button to display only transactions in progress.
     - Click the All radio button to display both posted and unposted transactions.
9. If desired, narrow the search further by entering information on the other tabs. (See below.)

Columns Tab:



This tab defines the optional columns that can be displayed for this inquiry. Standard columns have been included for each of the values available for the Column Versions field on the Display tab. The other available columns can be examined by using the visual assist in any of these fields. Some of the fields available involve functionality not currently utilized by the State of Nebraska. Any non-standard fields added would only remain active while the session of Job Status Inquiry-User Defined Columns is open. Once the session is closed, the screen will revert back to default values. If a user desires to have a new Column Version defined for this inquiry with other displayed fields, they would need to contact State Accounting.

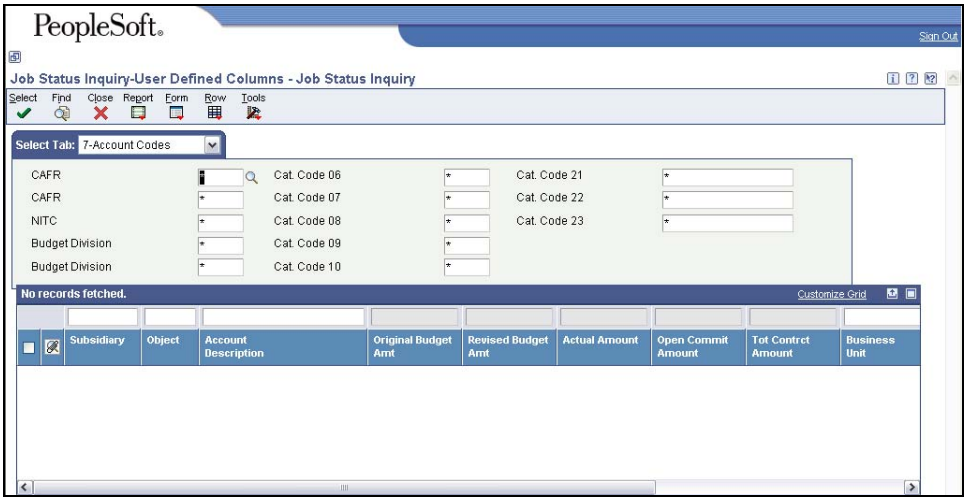
BU Cat Codes Tab:



The fields in this tab represent some of the category codes associated with a business unit. The first two columns are category codes 1 through 10 and the third column is category codes 21 through 25. All these category codes have been defined in NIS and have that value as the field title. The allowable values for each field can be determined using the visual assist. You can refine any inquiry to any combination of values for these fields only if you are doing a query by Parent BU or Fund on the Projects tab. If you have

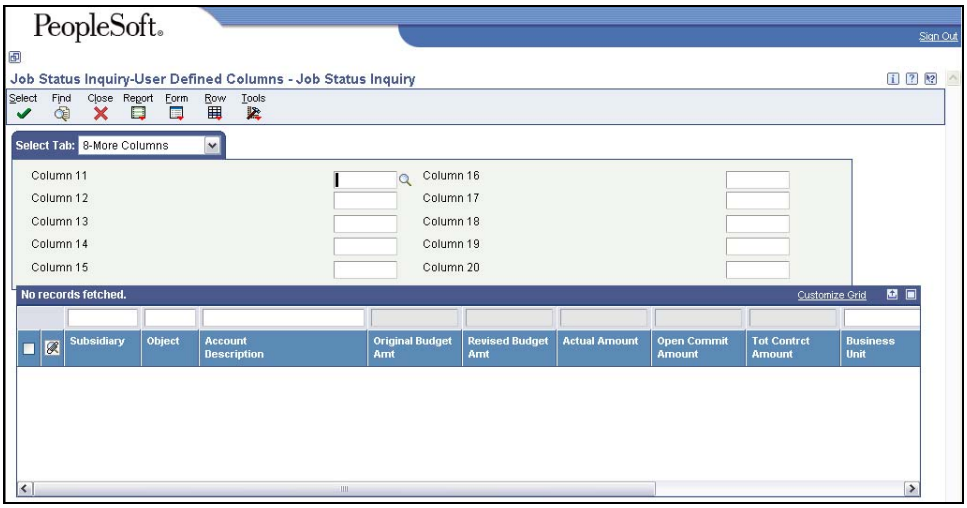
included a value in the Business Unit field on the Display tab, all the fields on this tab are greyed-out and not available.

Account Codes Tab:



The fields in this tab represent some of the category codes associated with an object code. The first two columns are category codes 1 through 10 and the third column is category codes 21 through 23. Some of these category codes have been defined in NIS and have that value as the field title. The allowable values for each field can be determined using the visual assist. You can refine any inquiry to any combination of values for these fields.

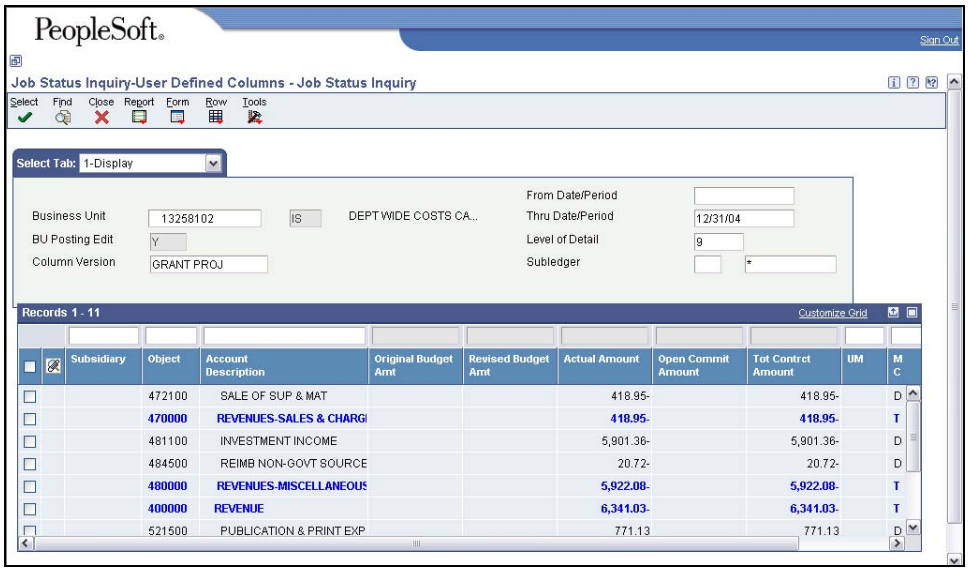
More Columns Tab:



This tab functions the same as the Columns Tab and allows a user to include up to ten additional columns on the screen than would be available using only the Columns Tab.

10. Click **Find**.

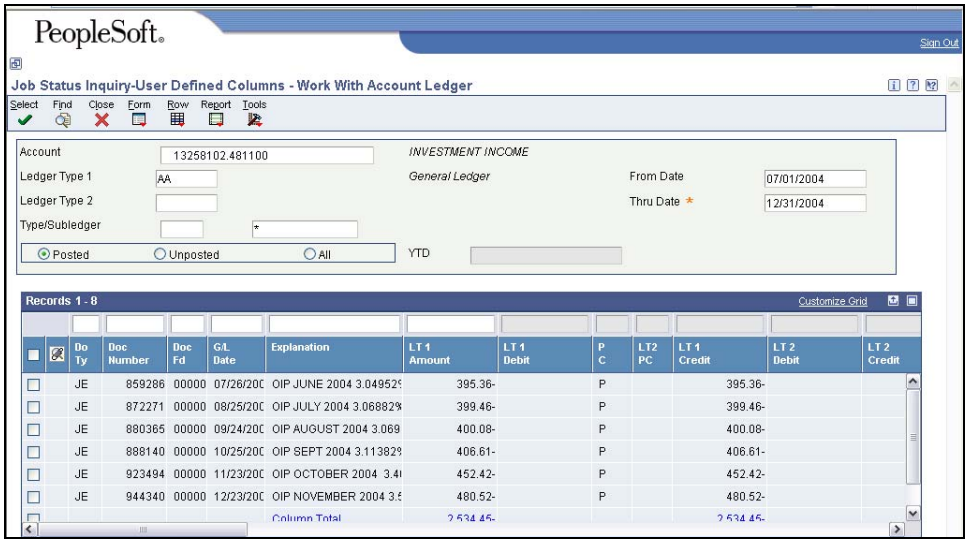
Click on the *Records 1-xx* down arrow(s) to get to the bottom of the grid to see all data.



11. When finished reviewing information, click **Close.**

To see the detail transactions for an account:

1. From the Job Status Inquiry - User Defined Columns - Job Status Inquiry window, place a checkmark in the row for which to see detail transactions, click **Select**. The Job Status Inquiry - User Defined Columns - Work with Account Ledger window appears.



The From Date and Thru Date fields on the Work with Account Ledger window will default to the values from the previous screen. If the From Date field was left blank, the default will be to July 1 of the current fiscal year. To see transactions from previous periods, delete or change the From Date and click **Find**.

2. If the grid exceeds one page and a printout of the data is needed, click **Report > Print Ledger**. The Printer Selection window appears. Click **OK** to submit the print job to the Work with Submitted Jobs processing queue.

   As with any grid screen in NIS, you also have the option of exporting any of the grid data to Excel for manipulation or printing. Please see the Working with Grids work instructions in the NIS System Basics training manual for more information on Exporting/Importing to Excel.

3. When finished reviewing information, click **Close.**

To Examine Procurement Activity for an Account:

1. From the Job Status Inquiry – User Defined Column – Job Status Inquiry window, place a checkmark in the line for which to review Procurement activity and click **Row, Commitment Inquiry**. The Work with Commitment Inquiry window appears.
2. In the Order Type field, replace the OS value with an asterisk (*) and click **Find**.
3. When finished reviewing information, click **Close.**