

Trial Balance by Object (R094121)

Overview

This report provides summary totals by object account for a specific fund.

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 Apply Roles, choose Accounting or Budget.)

Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Object

OR

Budget - Agencies > Agency Budget Management > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Object

Steps

Run the Trial Balance Report






Start this instruction from the Version Prompting window.

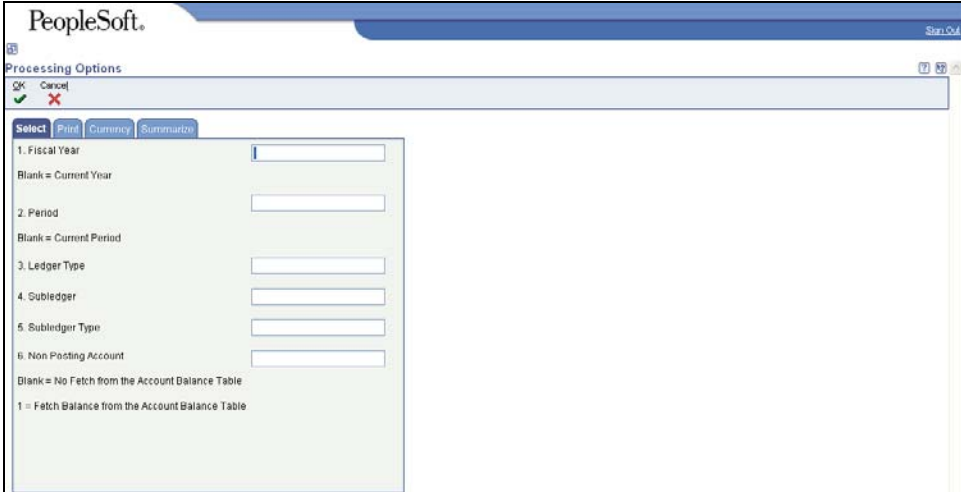


1. Choose **Data Selection**, click **Submit**. The Data Selection window appears.





Operator	Left Operand	Comparison	Right Operand	
<input type="checkbox"/>	Where	Object Account (F0901) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/>	And	Fund (F0901) (CO) [BC]	is equal to	Blank
<input type="checkbox"/>	And			

2. In the first row (Object Account), complete the following field:
 - Right Operand – enter the object account(s) for which to run the report
 -  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 run report for multiple object accounts, click on the Range of Values tab and enter a range of object accounts.
3. In the second row (Fund), complete the following information:
 - Right Operand – enter the fund number
 -  If running for fund 10000 or 40000, also narrow report by a business unit or range of business units to see information for your agency only and to avoid excess processing time.
 -  To narrow the report by **business unit**, complete the following information:
 - Left Operand – Business Unit(F0901)(MCU)[BC]
 - Comparison – is equal to
 - Right Operand – enter the business unit
4. Click **OK**. The Processing Options window appears.
 -  Every tab in Processing Options needs to be reviewed each time report is run.



5. Complete the following fields:
 - Fiscal Year – enter the fiscal year for which to run report (Ex. Enter 6 for Fiscal Year beginning July 1, 2006.)
 - Period – enter the period for which to run report (Ex. Enter 1 for July 1)
 - Ledger Type – enter the ledger for which to run report
 - Run on BF ledger to see what budget amounts were entered. (If running on BF ledger, do not enter an object range on the Summarize tab so you can see BU.object codes)
 - Subledger – enter * to see correct balances

- Subledger Type
6. To see what has been spent on an object for an entire fund, click the Summarize tab and complete the following fields:
 - Beginning Range Object Account Summarization
 - Ending Range Object Account Summarization

 If a range is not entered, you will see balances by BU.object codes.
 7. Click **OK**. The Printer Selection window appears.
 8. Click **OK** to return to the Work with Batch Versions - Available Versions window.
-  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 (R094121_...) once the Description is "Done".