Budget Status by Agency
Created on Friday, September 18, 2009

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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/.

Table of Contents

Budget Status by Agency 1
Budget Status by Agency Overview 1
Budget Status by Agency Lesson 1

Budget Status by Agency

Budget Status by Agency Overview

View this report to manage spending budgeted dollars. Report includes totals and subtotals by account type and fund type.

Budget Status by Agency Lesson

Procedure

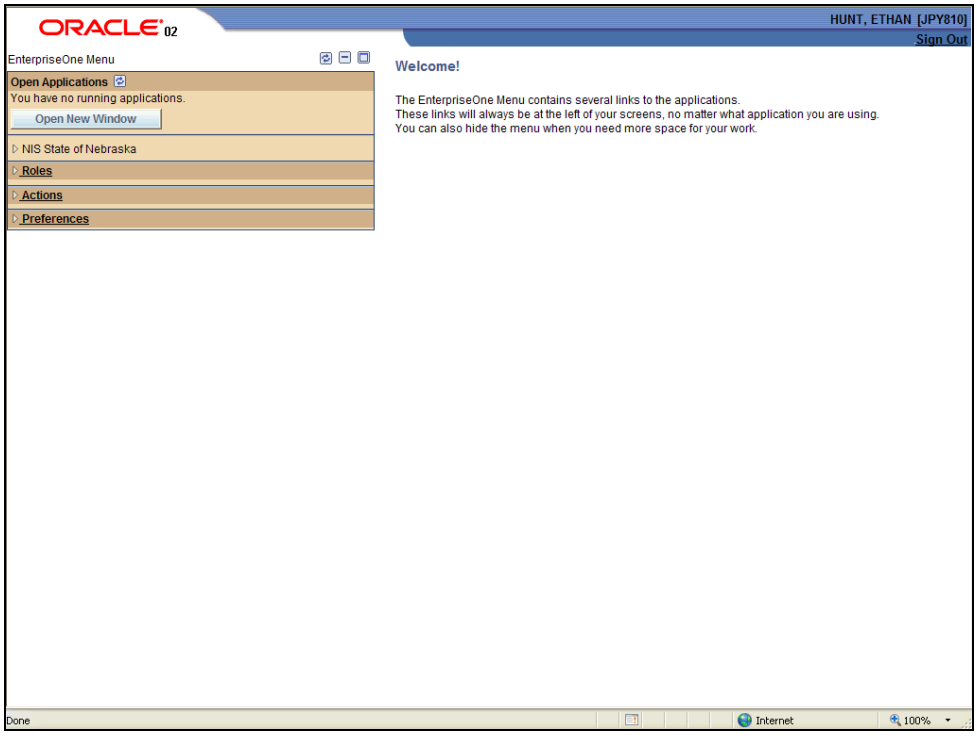
In this lesson you will learn how to run the Budget Status by Agency Report.

Navigation:
We have listed two ways to navigate to the Budget Status by Agency Report process. This lesson will be using the Accounting Agencies navigational steps.

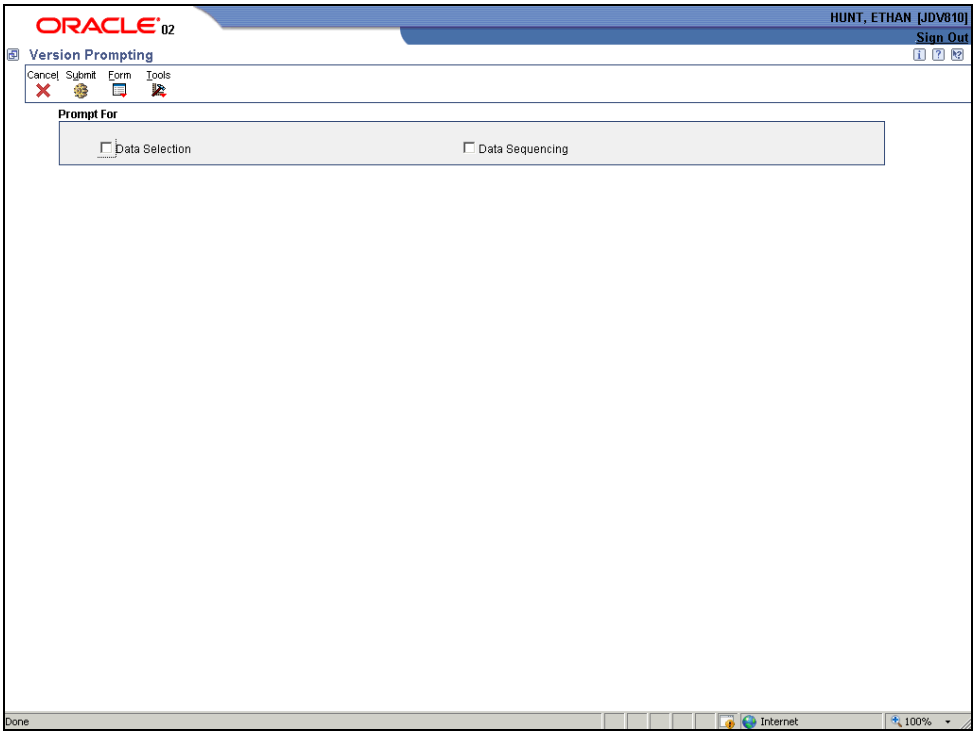
Accounting - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Agency

or

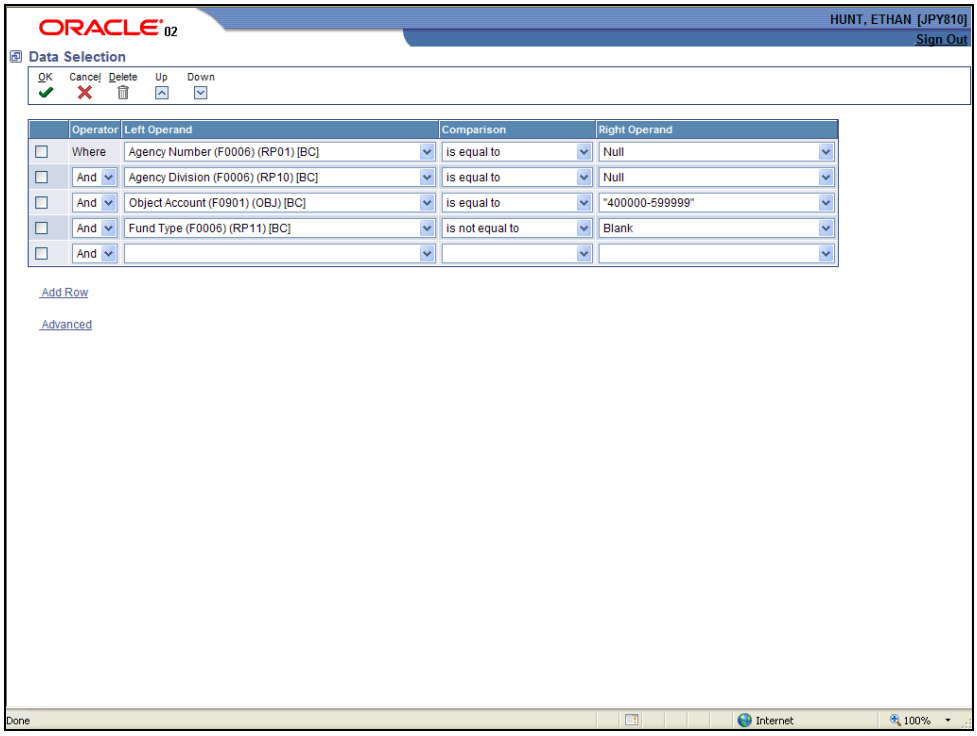
Budget - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Agency

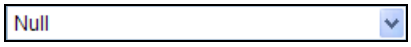


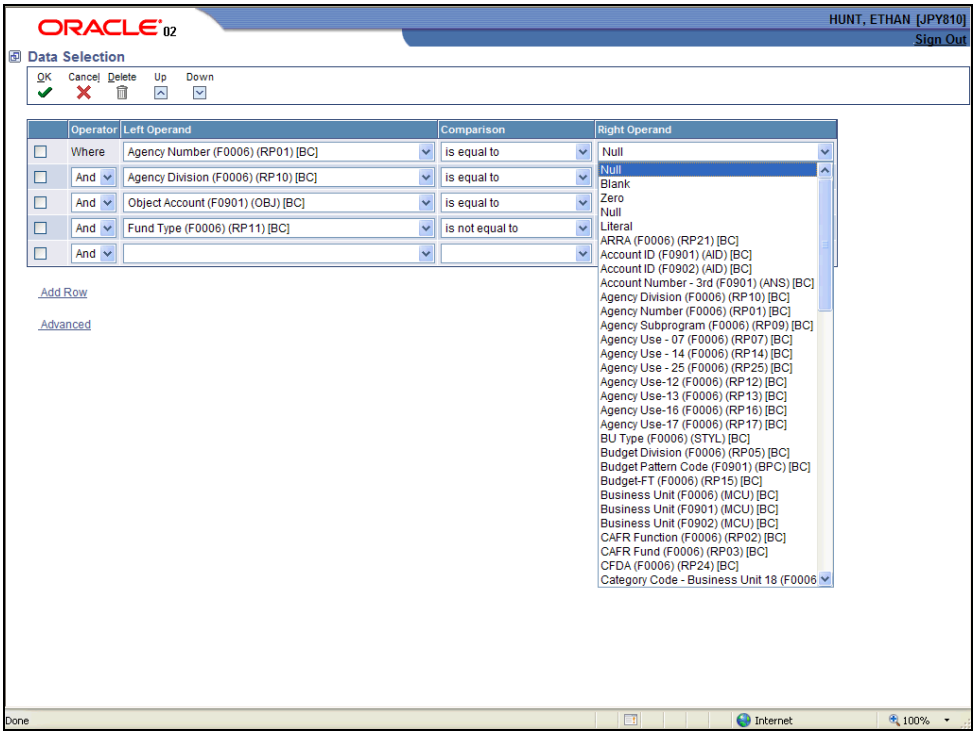
Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Accounting - Agencies** link. Accounting - Agencies
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **Budget Reports** link. Budget Reports
5.	Click the **Budget Status Reports** link. Budget Status Reports
6.	Click the **Budget Status Summary** link. Budget Status Summary



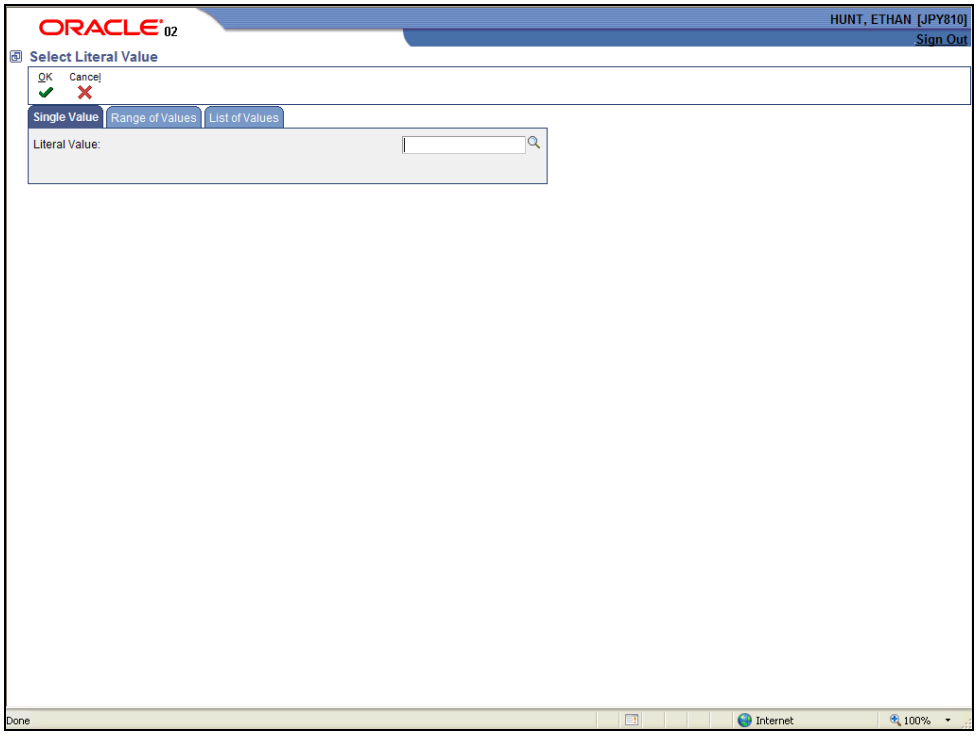
Step	Action
7.	Click the **Data Selection** option.
8.	Click the **Submit** button.



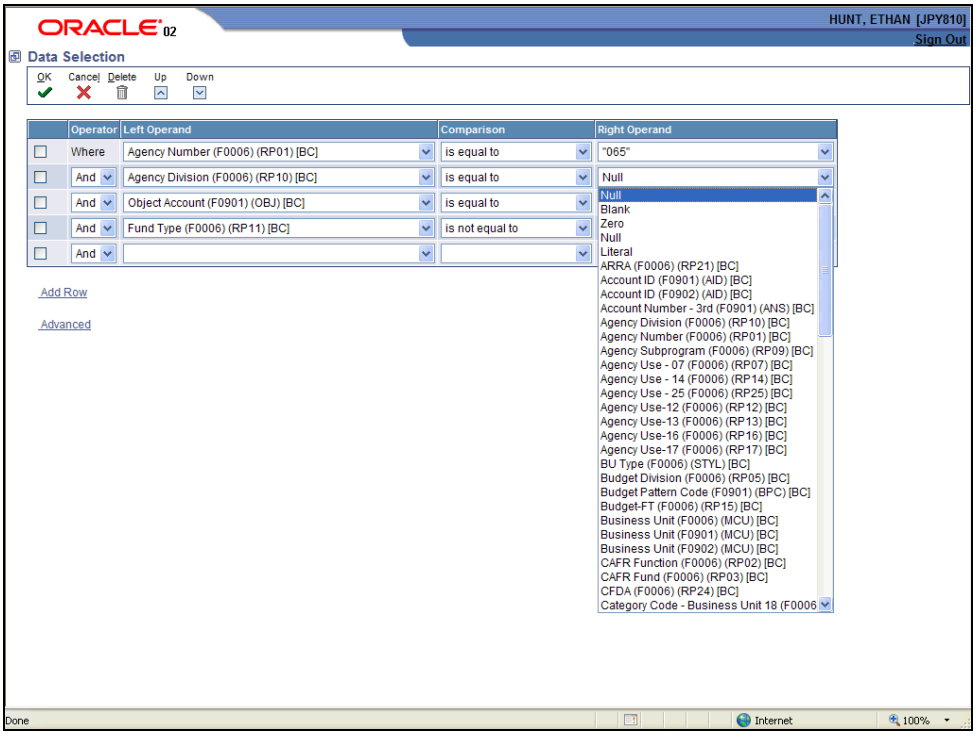
Step	Action
9.	Click the **drop down** list of the Right Operand column for the Agency Number row. 



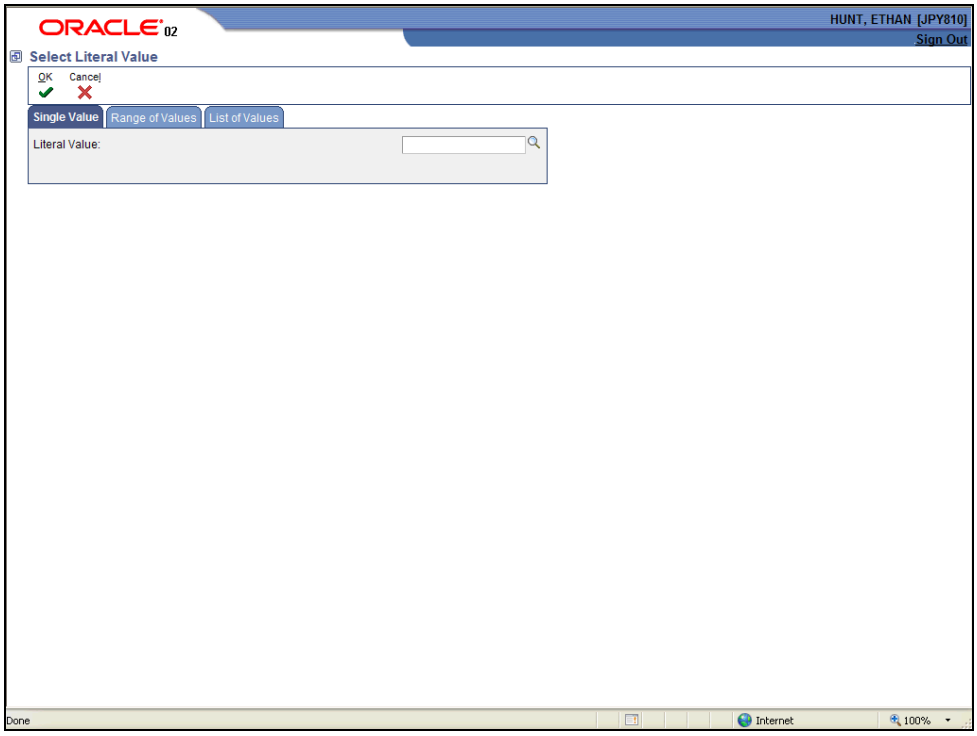
Step	Action
10.	Click the **Literal** list item. Literal



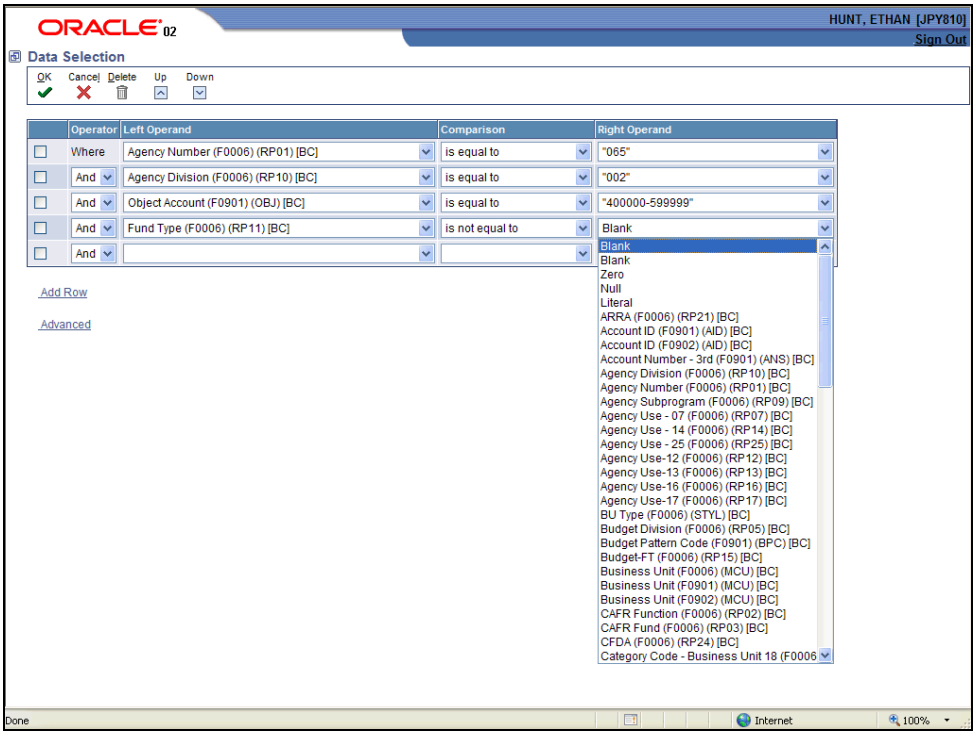
Step	Action
11.	Enter the agency number into the **Literal Value** field.
12.	Click the **OK** button.
13.	Click the **drop down** list of the Right Operand column for teh Agency Division row. Null



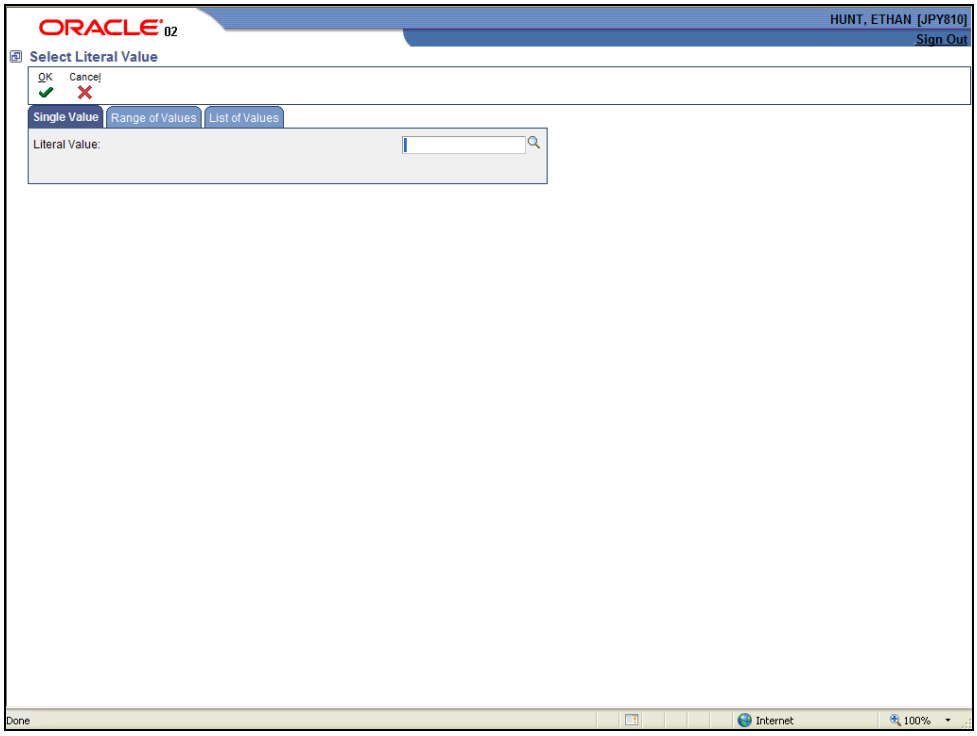
Step	Action
14.	Click the **Literal** list item. Literal



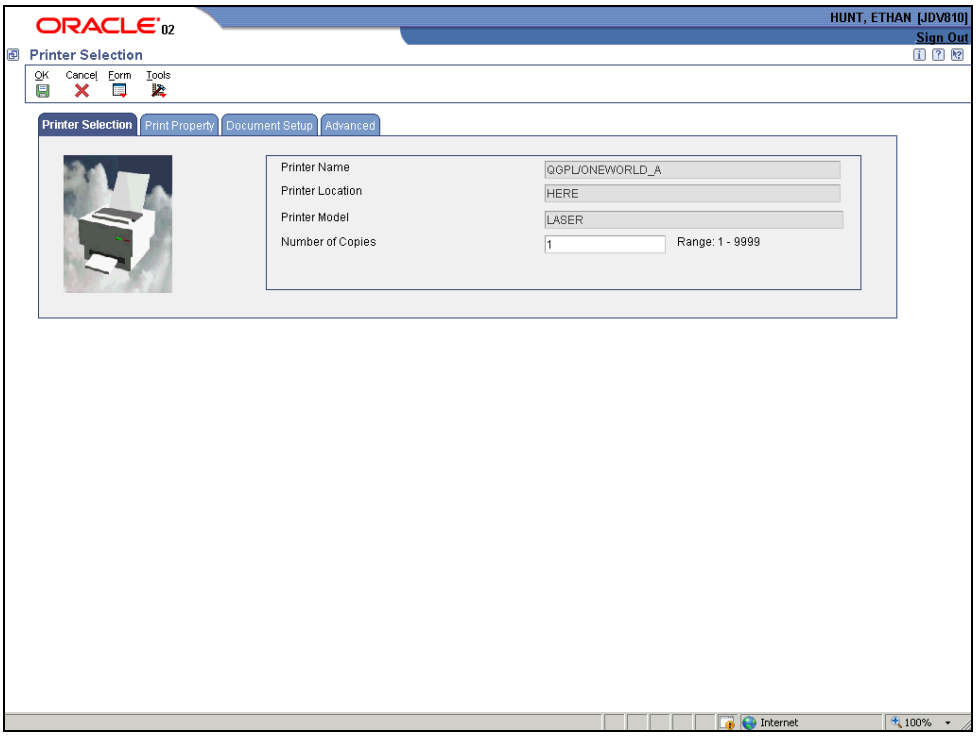
Step	Action
15.	Enter the agency division into the **Literal Value** field.
16.	Click the **OK** button.
17.	Click the **drop down** list of the Right Operand column for the Fund Type row. Blank



Step	Action
18.	Click the **Literal** list item. Literal



Step	Action
19.	Enter the fund type into the **Literal Value** field.
20.	Click the **OK** button.
21.	To narrow the report by fund and/or by business unit you can add these categories in subsequent blank fields. For fund select Fund (F0901)(CO)[BC] from the Left Operand, and for business unit select Business Unit (F0006)(MCU)[BC] from the Left Operand.
22.	Click the **OK** button.
23.	Complete the following information: **Period Number** - enter the period for which to run report (ex. 12 for June, 11 for May, etc. **Fiscal Year** - enter the fiscal year for which to run report (ex. enter 06 for FY beginning July 1, 2006)
24.	Click the **OK** button.



Step	Action
25.	Click the **OK** button.
26.	To view the report you will need to go to **View Job Status**. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_8.1/sys_bs cs/index.html) work instructions. You have successfully completed this lesson. **End of Procedure.**