Budget Status by Ag/Prog
Created on Tuesday, September 29, 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/.

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Budget Status by Ag/Prog

Budget Status by Ag/Prog Overview

View this report to manage spending budgeted dollars. Report includes a summary of revenues and expenditures by fund type.

Budget Status by Ag/Prog Lesson

Procedure

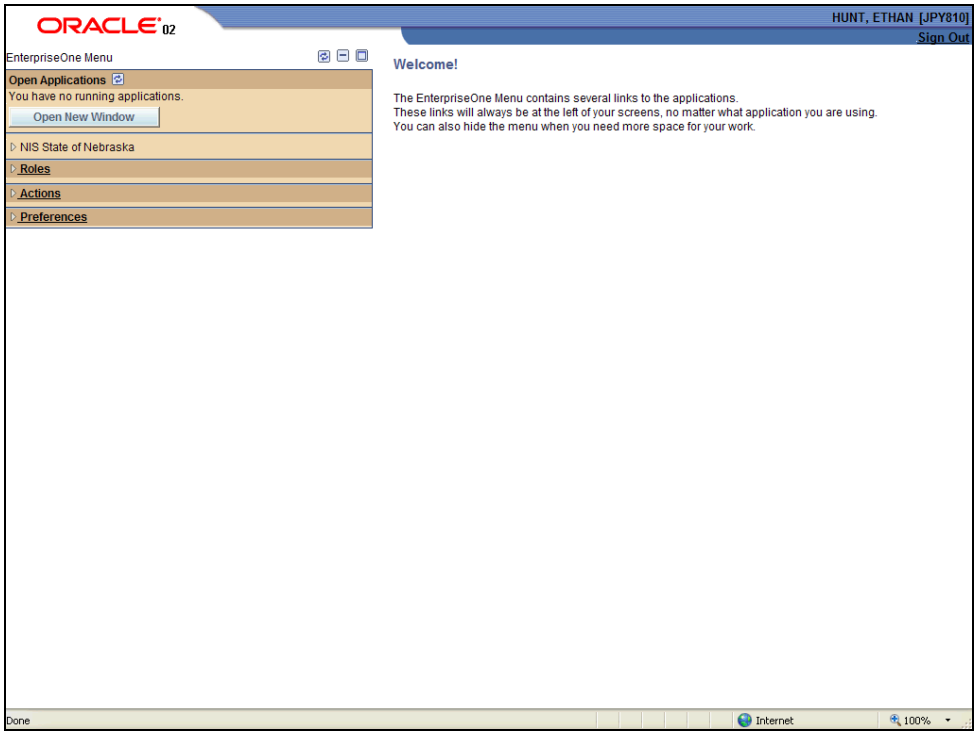
In this lesson you will learn how to run the Budget Status by Ag/Prog Report.

Navigation: There are two menu paths for this report. This lesson uses the Accounting - Agencies menu path.

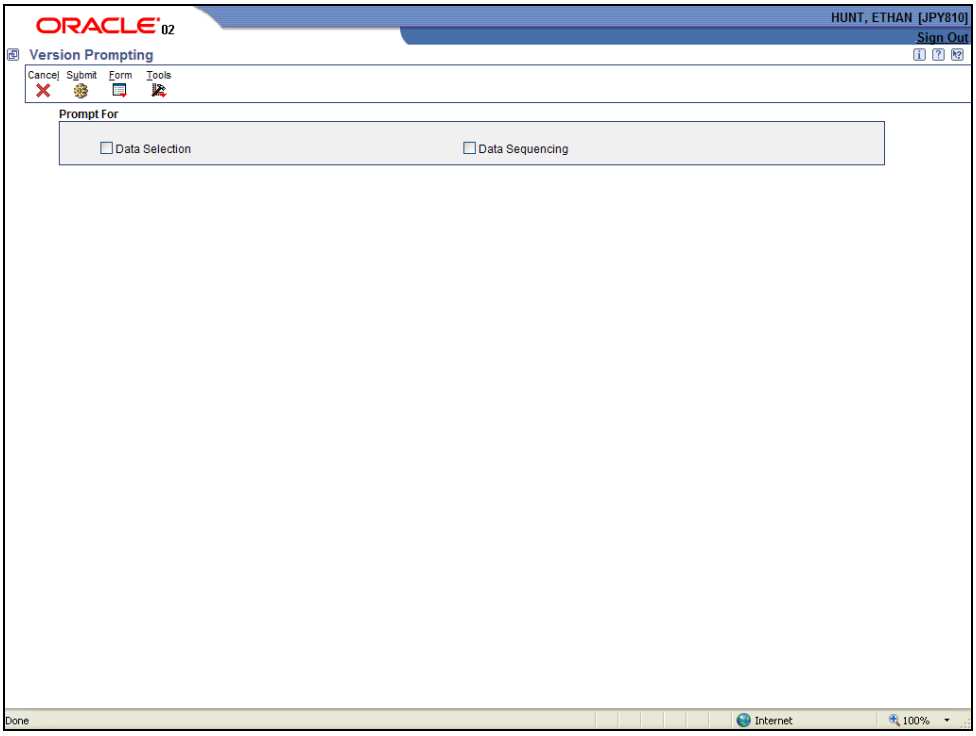
Accounting - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Ag/Prog

or

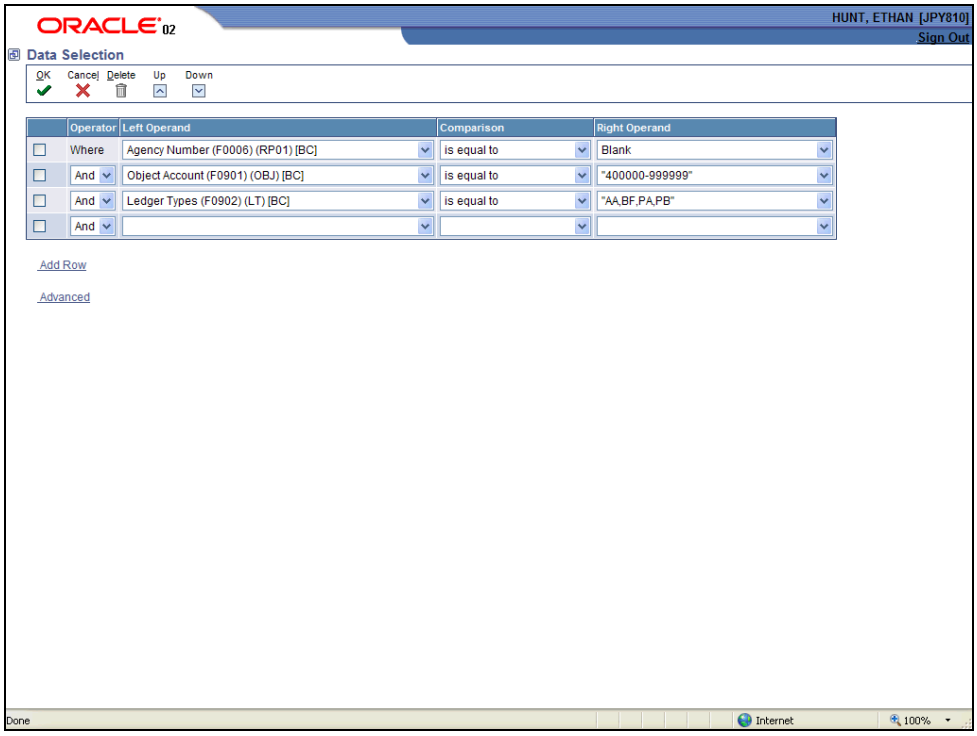
Budget - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Ag/Prog



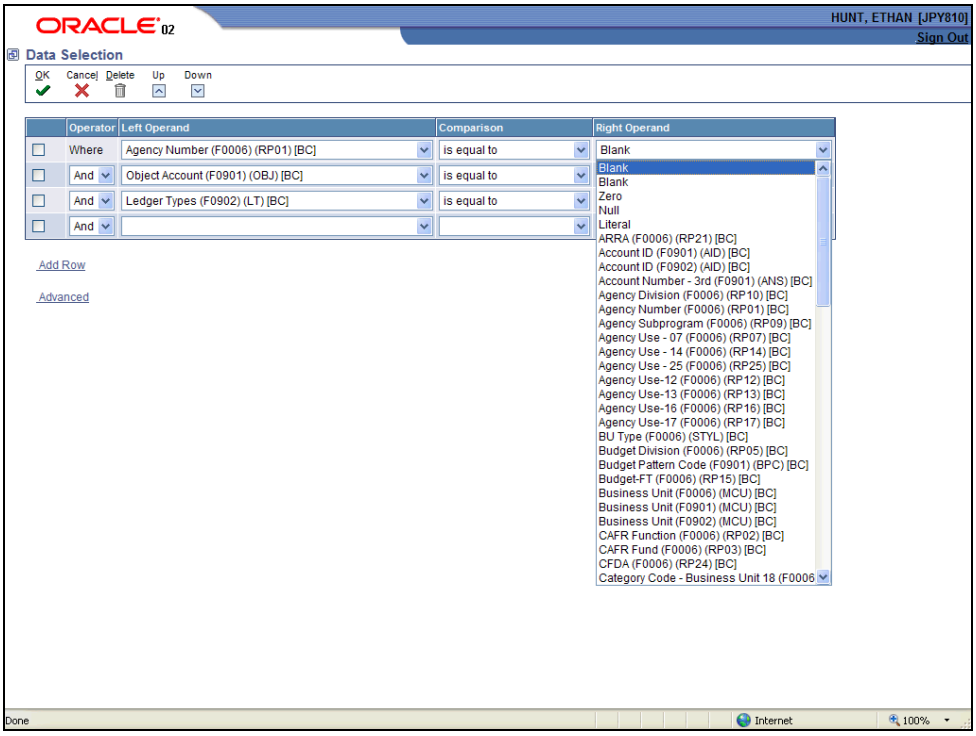
Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Accounting - Agencies** link. Accounting - Agencies
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **Budget Reports** link. Budget Reports
5.	Click the **Budget Status Reports**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



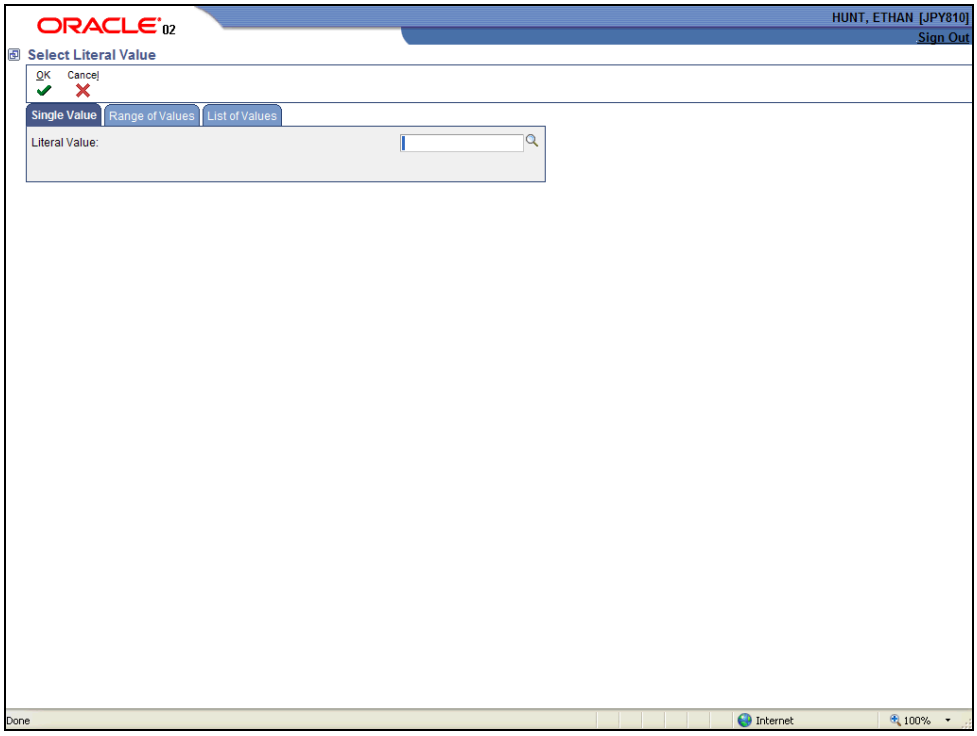
Step	Action
7.	Click the **Data Selection** option.
8.	Click the **Submit** button.



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

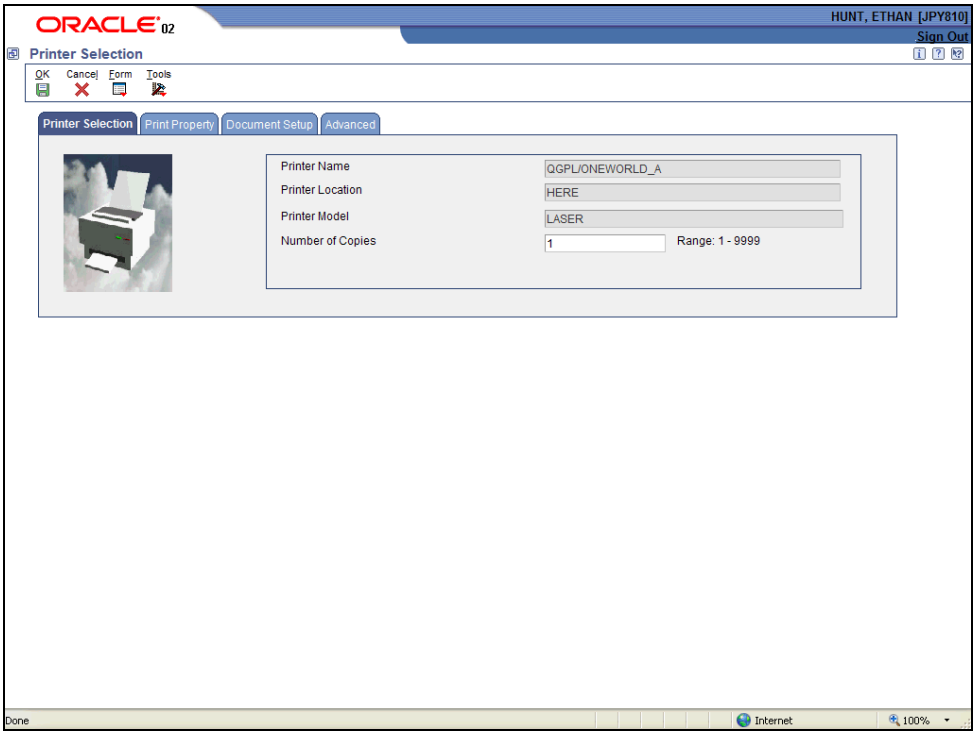


Step	Action
10.	Click the **Literal** list item. Literal



Step	Action
11.	Enter the agency number into the **Literal Value** field.
12.	Click the **OK** button.
13.	**Note**: To narrow the report by fund, complete the following information on the next blank row: **Left Operand** - Fund (F0901)(CO)[BC] **Comparison** - is equal to **Right Operand** - enter the fund number **Note**: To narrow the report by fund type, complete the following information on the next blank row: **Left Operand** - Fund Type(F0006)(RP11)[BC] **Comparison** - is equal to **Right Operand** - enter the code for fund type, use visual assist if needed **Note**: To narrow the report by business unit, complete the following information on the next blank row: **Left Operand** - Business Unit (F0006)(MCU)[BC] **Comparison** - is equal to **Right Operand** - enter the business unit

Step	Action
14.	Click the **OK** button.
15.	Enter the period for which to run report (ex. 12 for June, 11 for May, etc. into the **Period Number** field.
16.	Enter the fiscal year for which to run report (ex. enter 06 for FY beginning July 1, 2006) into the **Fiscal Year** field.
17.	Click the **OK** button.



Step	Action
18.	Click the **OK** button.

Step	Action
19.	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.**