# Budget Status by Ag/Div
## Created on Tuesday, September 29, 2009

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# Table of Contents

**Budget Status by Ag/Div** ..... 1
**Budget Status by Ag/Div Overview** ..... 1
**Budget Status by Ag/Div Lesson** ..... 1

# Budget Status by Ag/Div

## Budget Status by Ag/Div Overview

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

## Budget Status by Ag/Div Lesson

**Procedure**

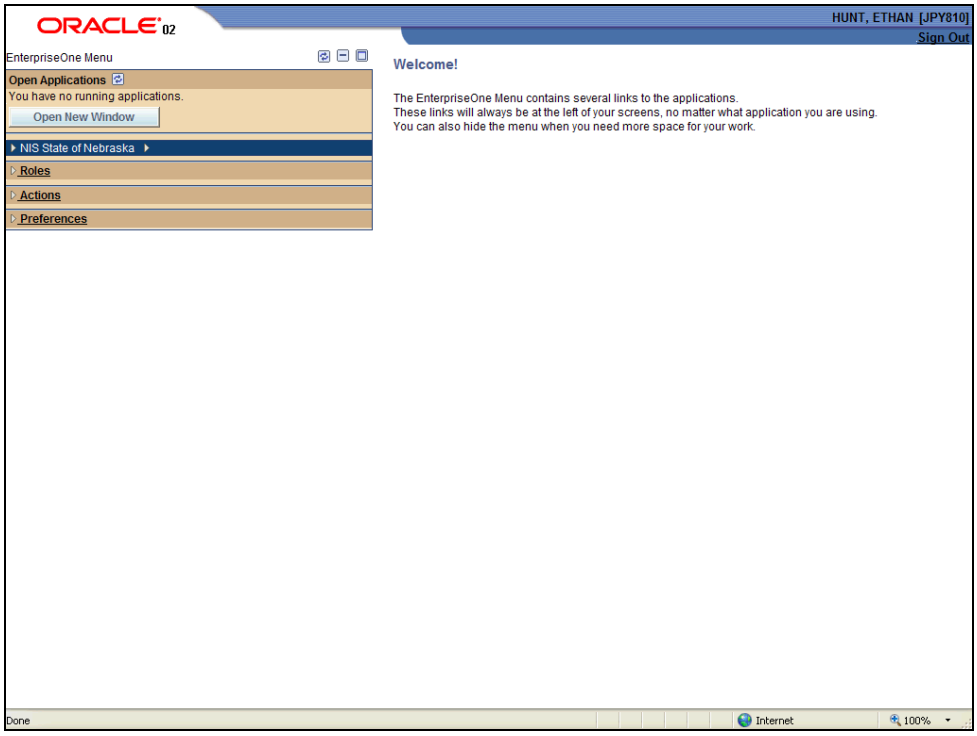
In this lesson you will learn how to run the Budget Status by Ag/Div Report.

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

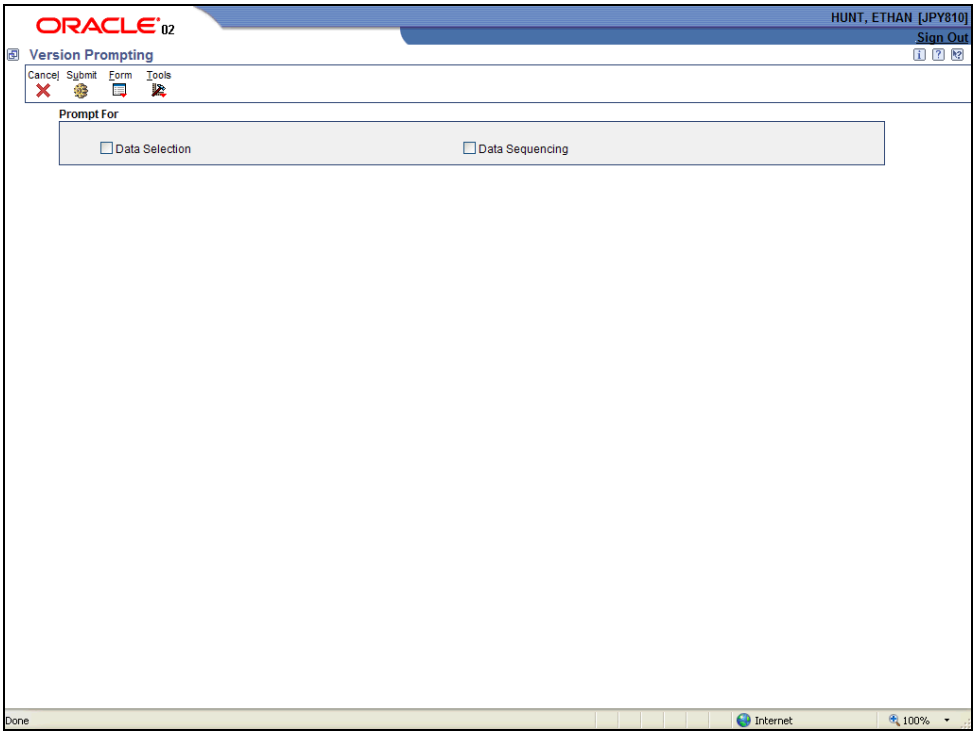
Accounting - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Ag/Div

or

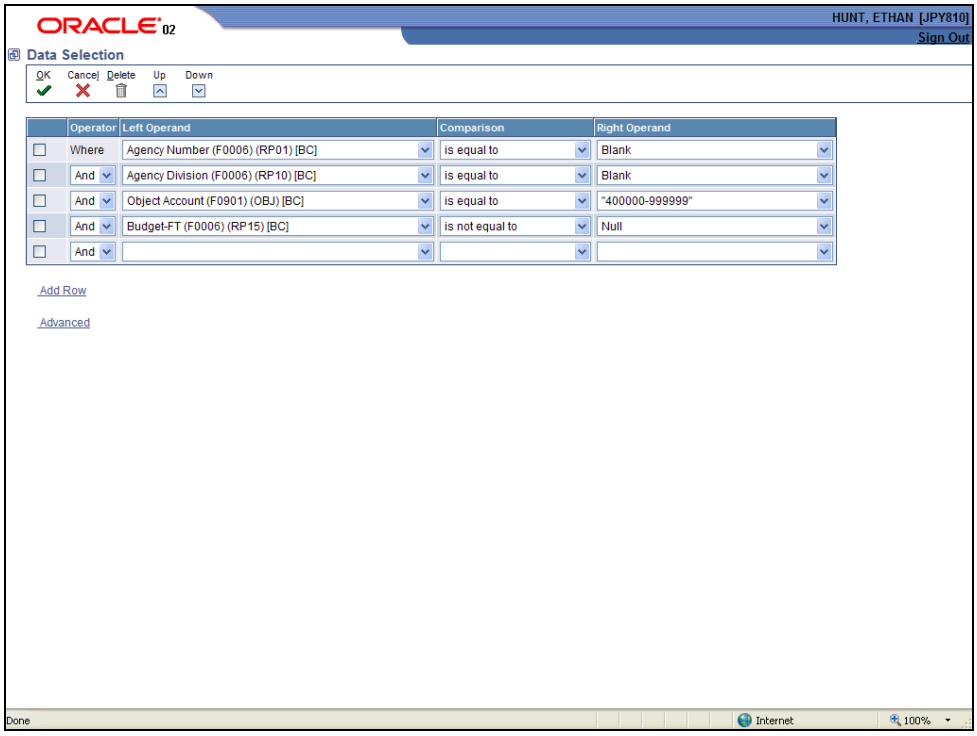
Budget - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Ag/Div

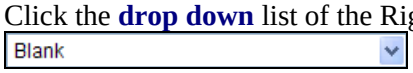


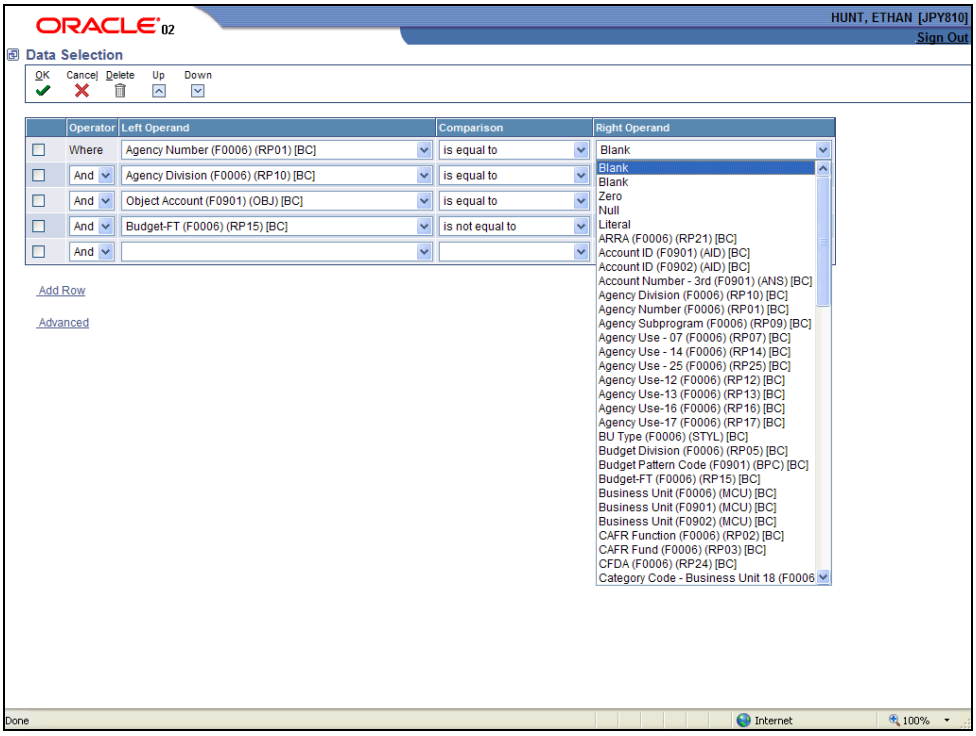

| Step | Action |
|---|---|
| 1. | Click the **NIS State of Nebraska** link.<br>NIS State of Nebraska |
| 2. | Click the **Accounting - Agencies** link.<br>Accounting - Agencies |
| 3. | Click the **Inquiries & Reports** link.<br>Inquiries & Reports |
| 4. | Click the **Budget Reports** link.<br>Budget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



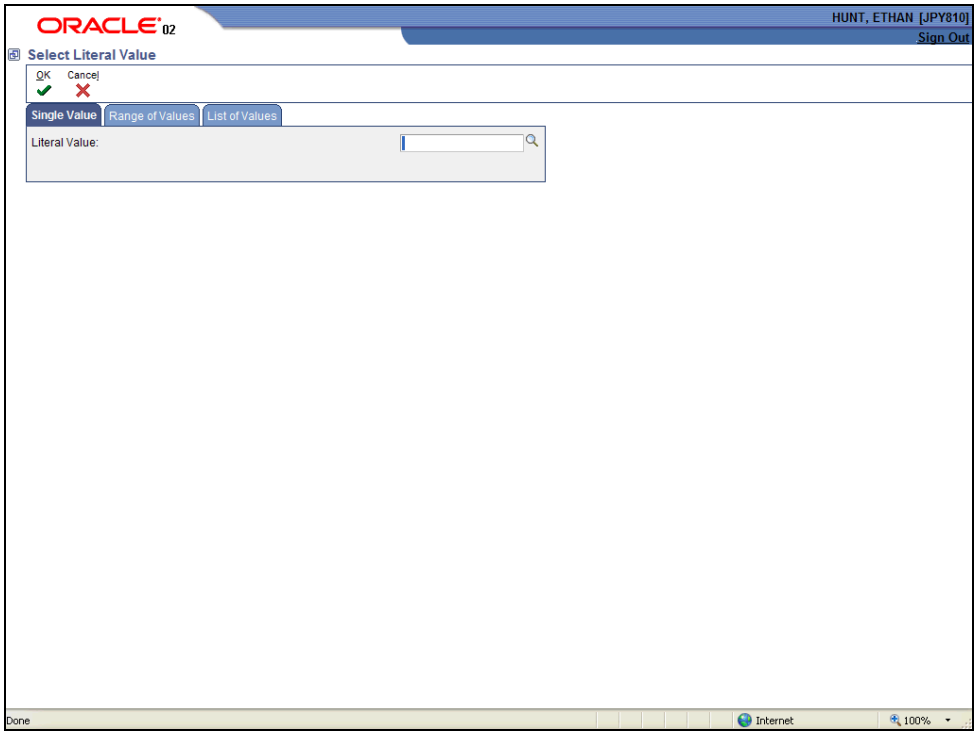

| Step | Action |
|---|---|
| 7. | Click the **Data Selection** option. |
| 8. | Click the **Submit** button. |



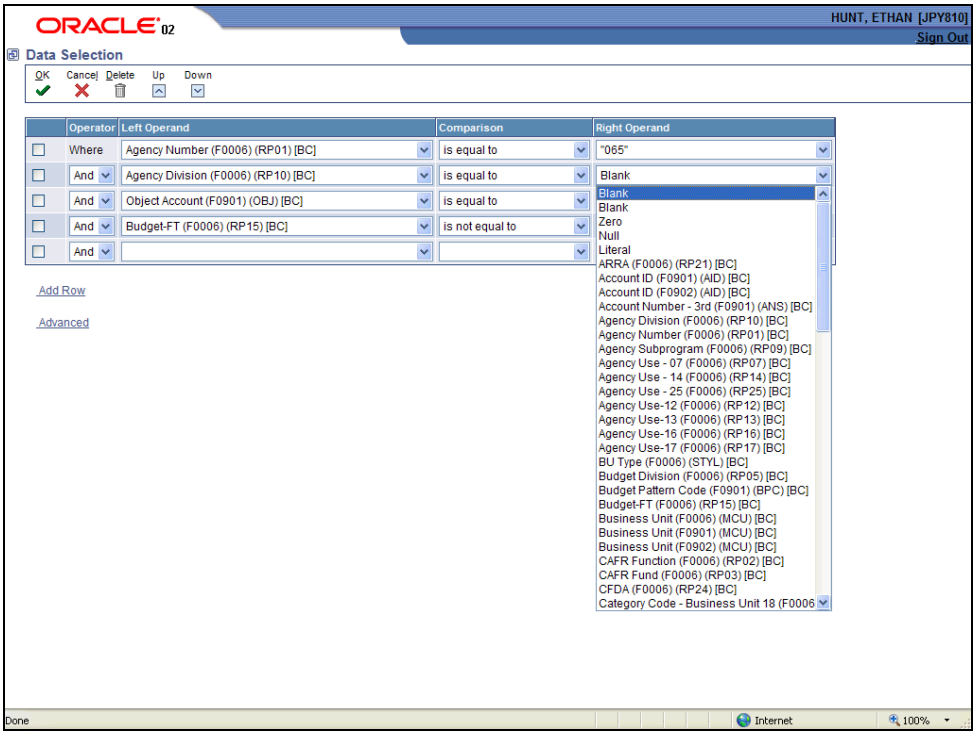

| Step | Action |
|---|---|
| 9. | Click the **drop down** list of the Right Operand for the Agency Number row.   |



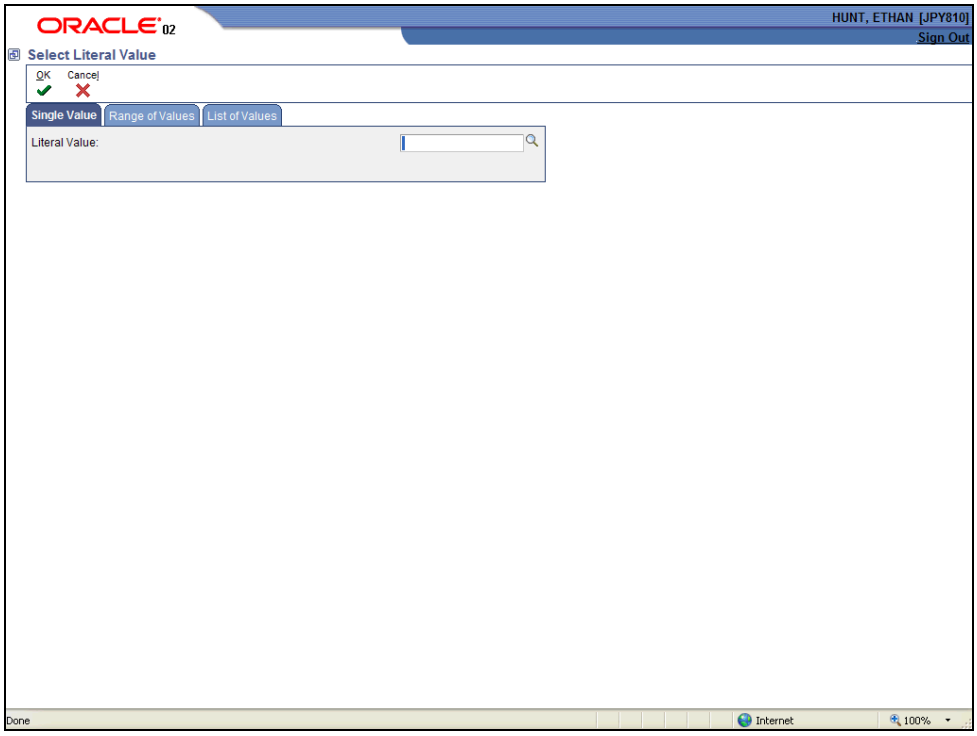

| Step | Action |
|---|---|
| 10. | Click the **Literal** list item.<br>Literal |




| 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 the Agency Division row. Blank |

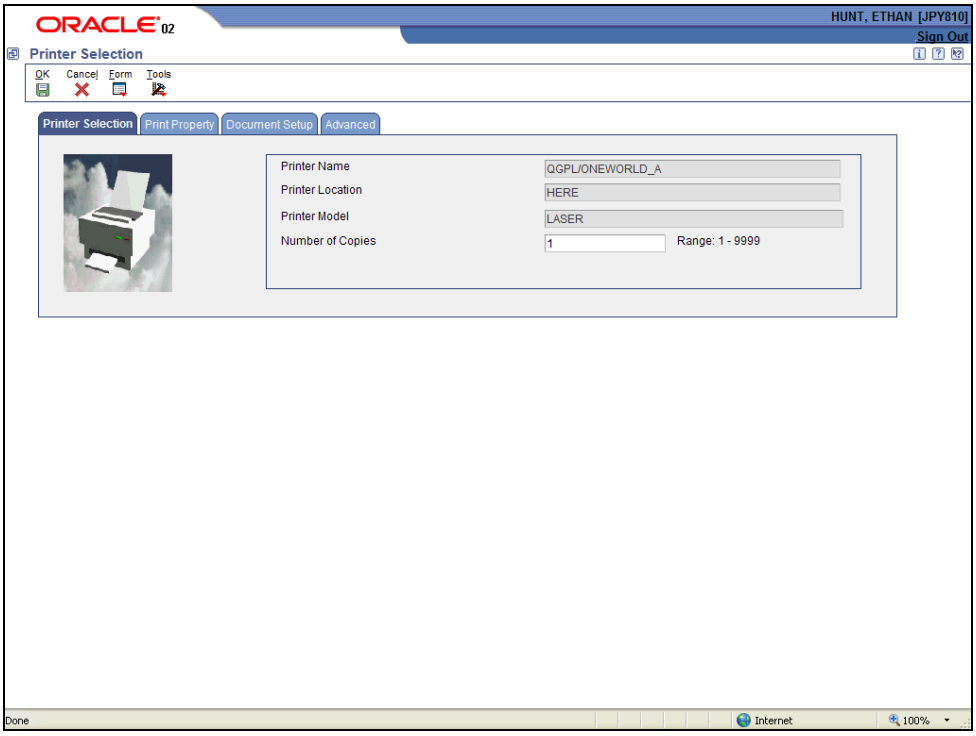



| Step | Action |
|---|---|
| 14. | Click the **Literal** list item.<br>Literal |




| Step | Action |
|---|---|
| 15. | Enter the division number into the **Literal Value** field. |
| 16. | Click the **OK** button. |
| 17. | **Note**: To narrow the report by fund, complete the following information on the next blank row:<br>**Left Operand** - Fund (F0901)(CO)[BC]<br>**Comparison** - is equal to<br>**Right Operand** - enter the fund number<br><br>**Note**: To narrow the report by fund type, complete the following information on the next blank row:<br>**Left Operand** - Fund Type(F0006)(RP11)[BC]<br>**Comparison** - is equal to<br>**Right Operand** - enter the code for fund type, use visual assist if needed<br><br>**Note**: To narrow the report by business unit, complete the following information on the next blank row:<br>**Left Operand** - Business Unit (F0006)(MCU)[BC]<br>**Comparison** - is equal to<br>**Right Operand** - enter the business unit |

| Step | Action |
|---|---|
| 18. | Click the **OK** button. |
| 19. | Enter the period for which to run report (ex. 12 for June, 11 for May, etc. into the **Period Number** field. |
| 20. | Enter the fiscal year for which to run report (ex. enter 06 for FY beginning July 1, 2006) into the **Fiscal Year** field. |
| 21. | Click the **OK** button. |




| Step | Action |
|---|---|
| 22. | Click the **OK** button. |

| Step | Action |
|---|---|
| 23. | 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.<br><br>You have successfully completed this lesson.<br>**End of Procedure.** |