

Budget Status by Ag/Div/Prog
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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/Div/Prog

Budget Status by Ag/Div/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/Div/Prog Lesson

Procedure

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

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

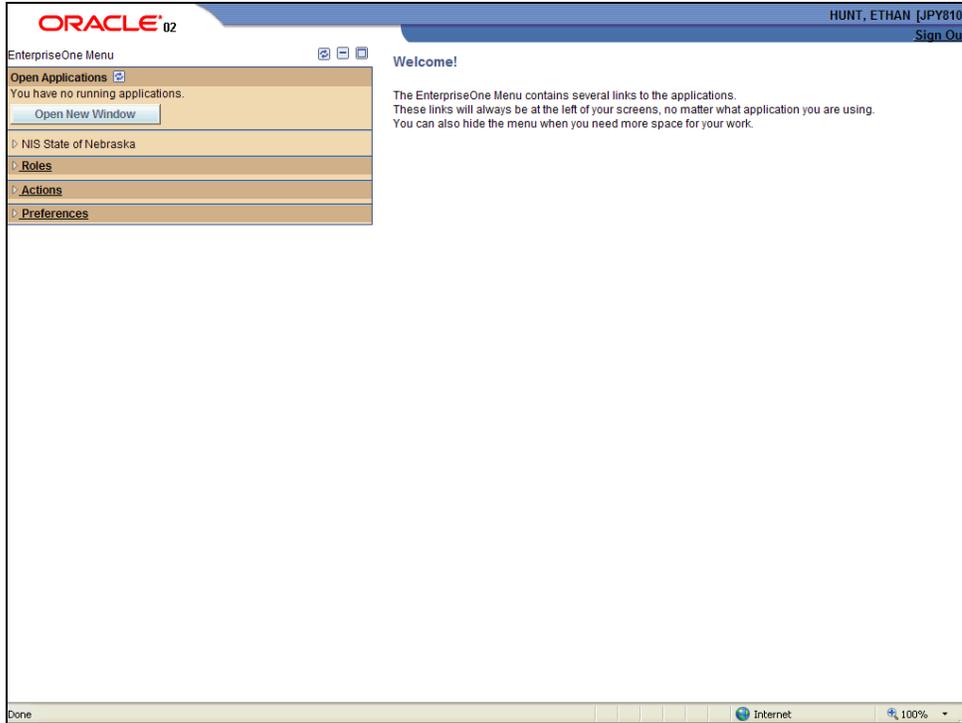
Accounting - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Ag/Div/Prog

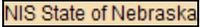
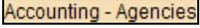
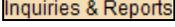
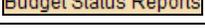
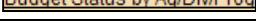
or

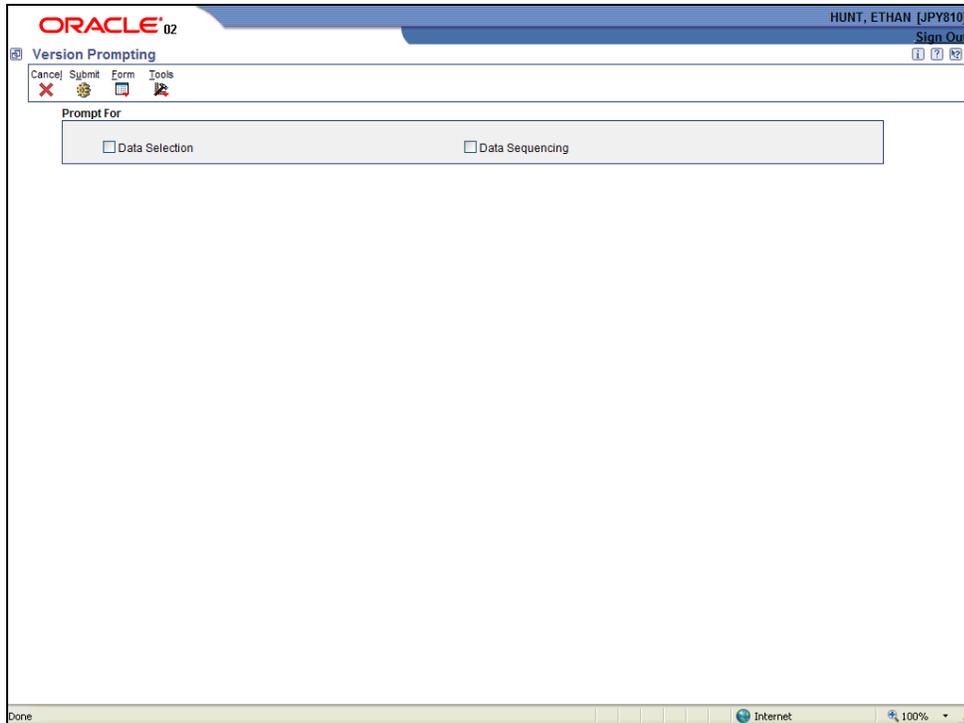
Budget - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Ag/Div/Prog

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Budget Status by Ag/Div/Prog



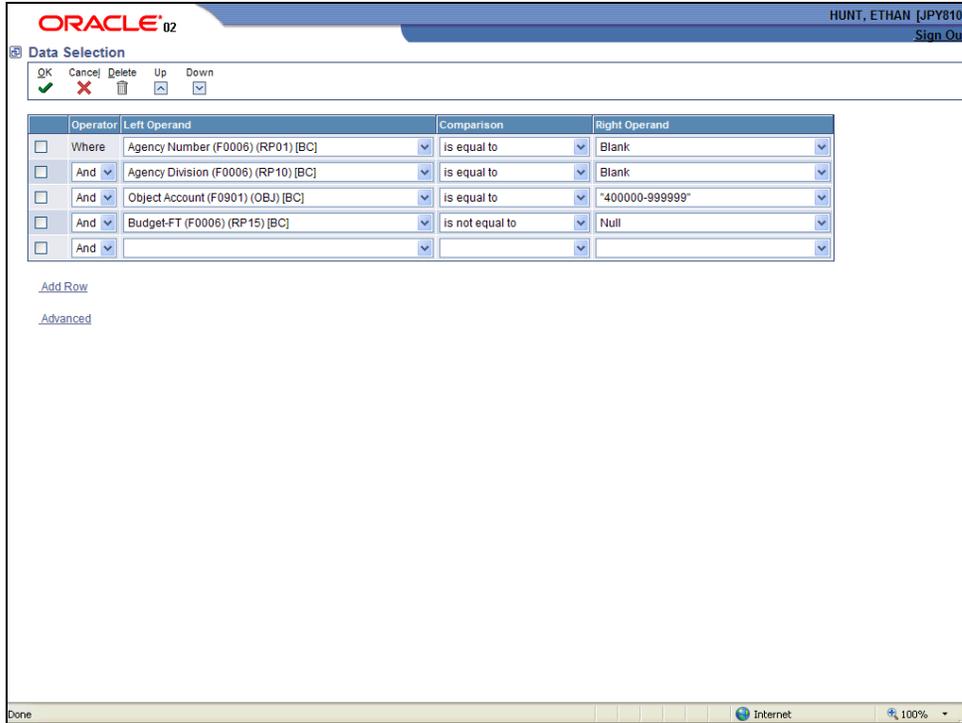
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Accounting - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Budget Reports link. 
5.	Click the Budget Status Reports link. 
6.	Click the Budget Status by Ag/Div/Prog link. 



Step	Action
7.	Click the Data Selection option. <input data-bbox="462 1129 500 1165" type="checkbox"/>
8.	Click the Submit button. 

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Step	Action
9.	Click the drop down list of the Right Operand for the Agency Number row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank ▼</div>

The screenshot shows the Oracle Data Selection dialog box. The table below represents the data entered in the dialog:

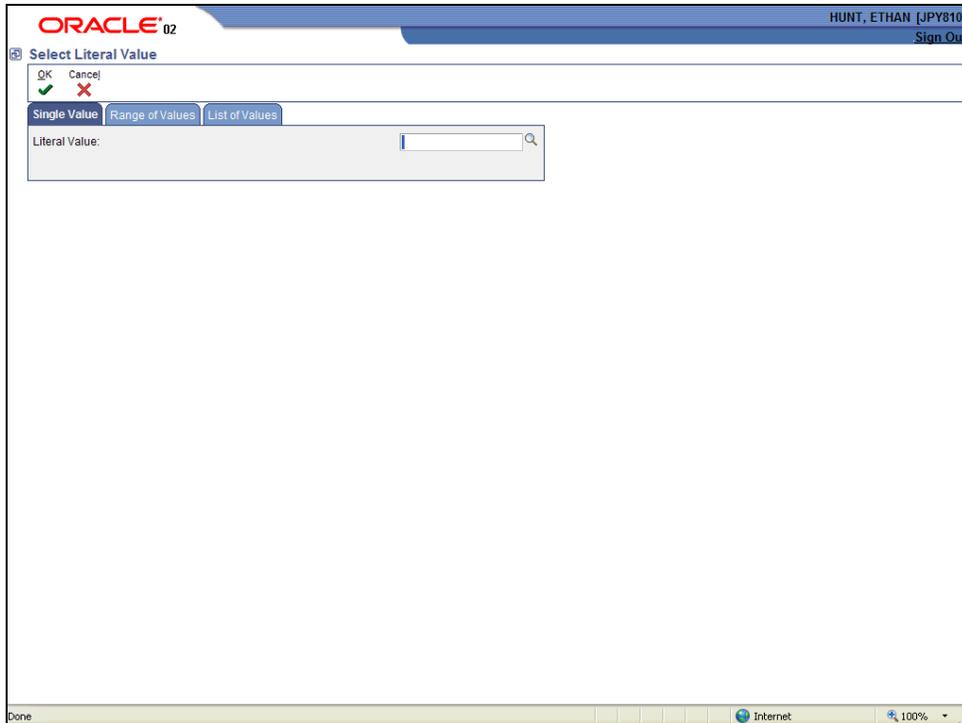
Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RP01) [BC]	is equal to	Blank
And	Agency Division (F0006) (RP10) [BC]	is equal to	Blank
And	Object Account (F0901) (OBJ) [BC]	is equal to	Blank
And	Budget-FT (F0006) (RP15) [BC]	is not equal to	Literal

The Right Operand dropdown menu is open, showing a list of items including 'Literal'.

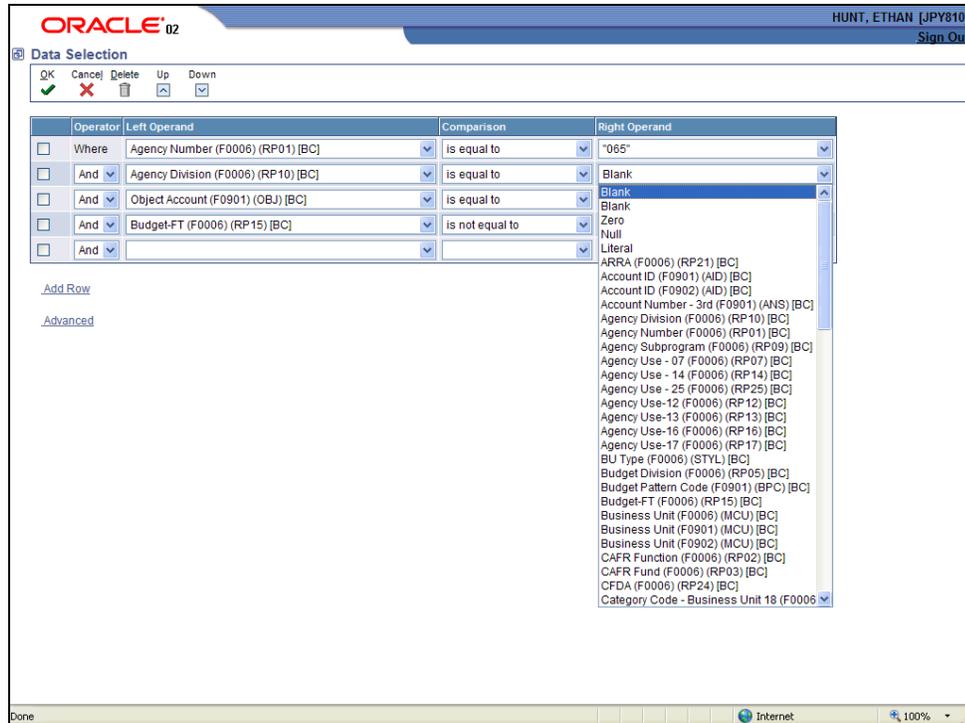
Step	Action
10.	<p>Click the Literal list item.</p> <p><input type="text" value="Literal"/></p>

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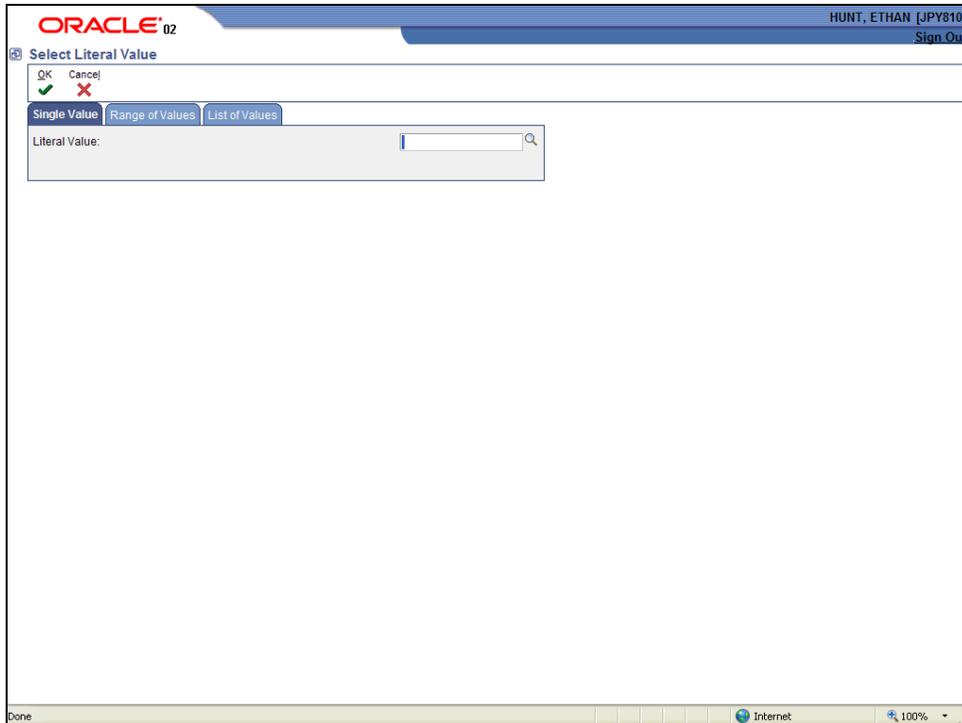
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Step	Action
11.	Enter the agency number into the Literal Value field.
12.	Click the OK button. 
13.	Click the drop down list of the Right Operand column for the Agency Division row. 

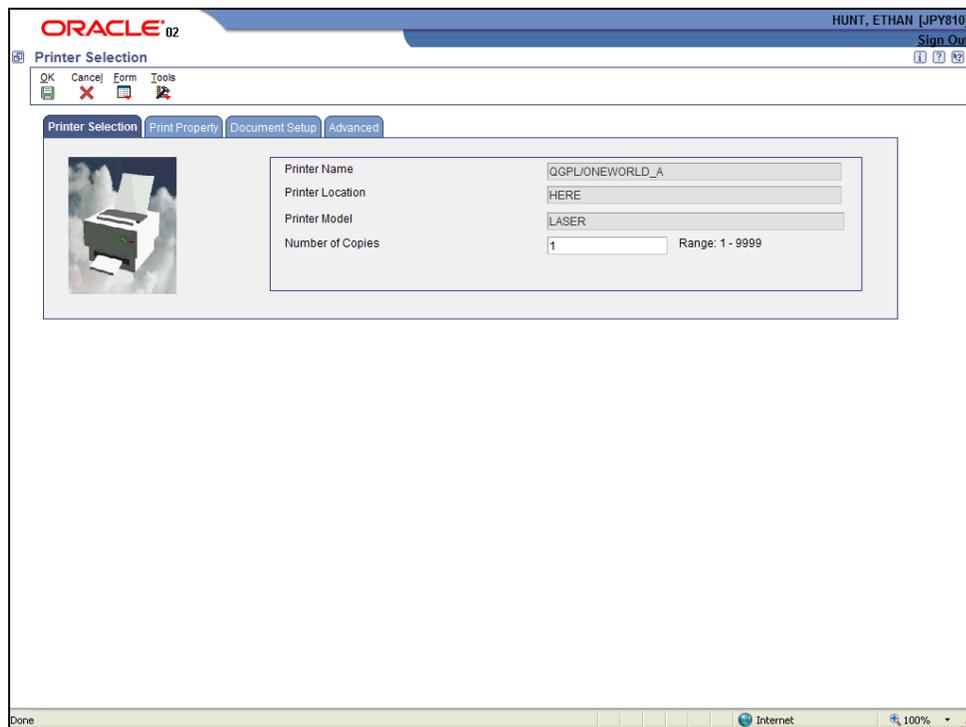


Step	Action
14.	<p>Click the Literal list item.</p> <p><input type="text" value="Literal"/></p>



Step	Action
15.	Enter the division number into the Literal Value field.
16.	Click the OK button. 
17.	<p>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</p> <p>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</p> <p>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</p>

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. 

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Step	Action
23.	<p>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.</p> <p>You have successfully completed this lesson. End of Procedure.</p>