

Monthly Budget Spreadsheet
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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

Monthly Budget Spreadsheet.....	1
Monthly Budget Spreadsheet Overview.....	1
Monthly Budget Spreadsheet Lesson	1

Monthly Budget Spreadsheet

Monthly Budget Spreadsheet Overview

The Monthly Budget Spreadsheet provides detailed information about expenditure spending by object code for each month. The report output includes budgeted amounts, monthly detailed expenditures, percent spent year-to-date, open encumbrances, and budget variances. There are various versions of the report which determines the data sort.

Monthly Budget Spreadsheet Lesson

Procedure

In this lesson you will learn how to run the Monthly Budget Spreadsheet Report.

Navigation:

We have listed two ways to navigate to the Monthly Budget Spreadsheet process. This lesson will be using the Accounting Agencies navigational steps.

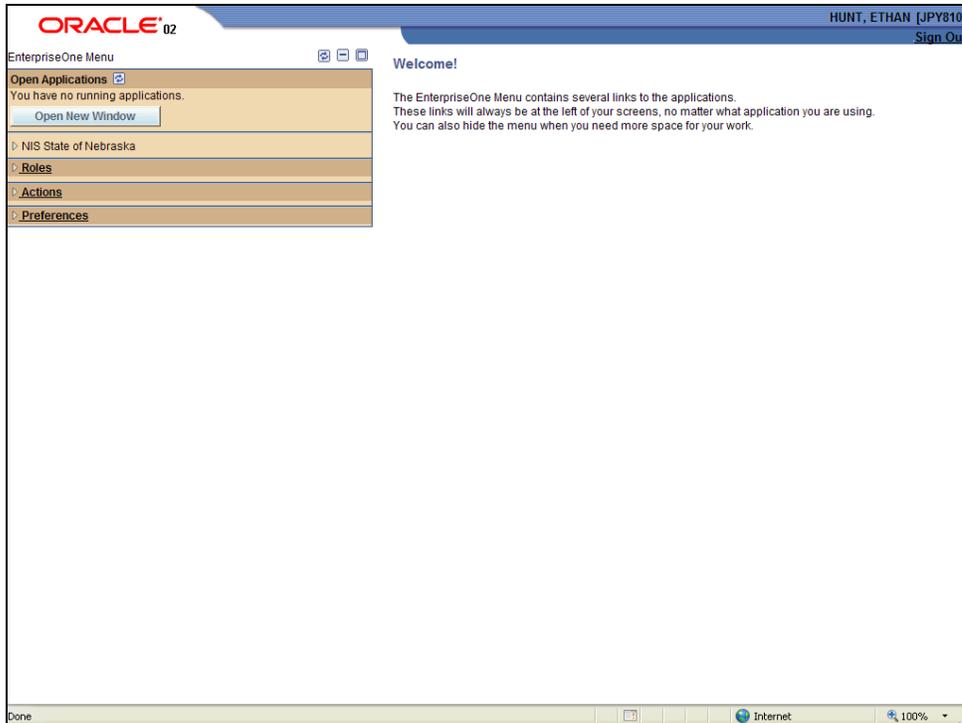
Accounting - Agencies > Inquiries & Reports > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet

or

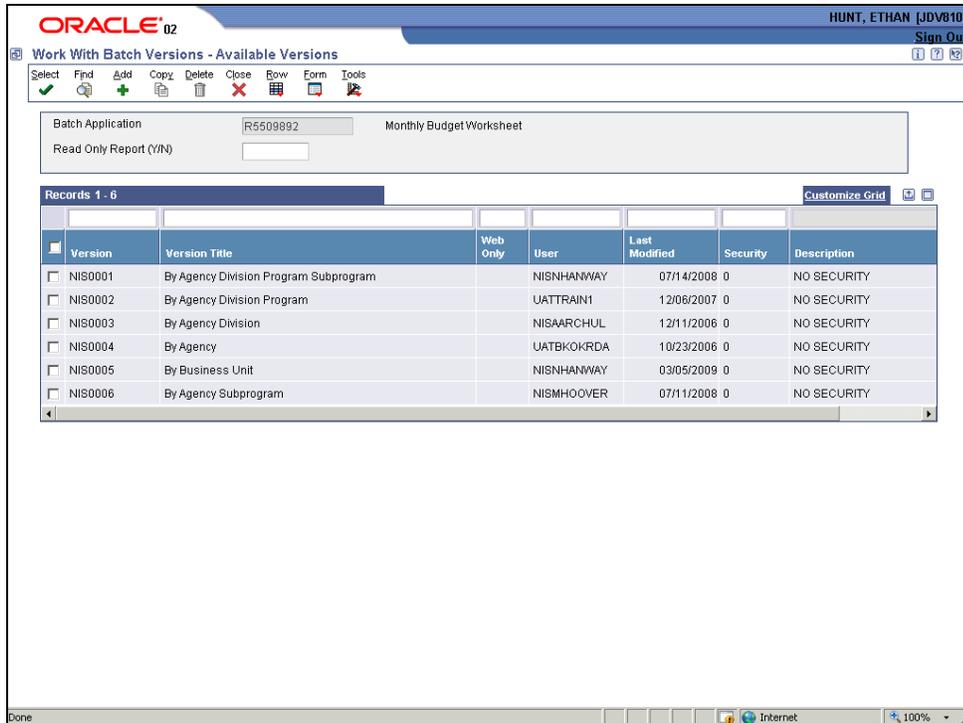
Budget - Agencies > Inquiries & Reports > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet

Training Guide

Monthly Budget Spreadsheet



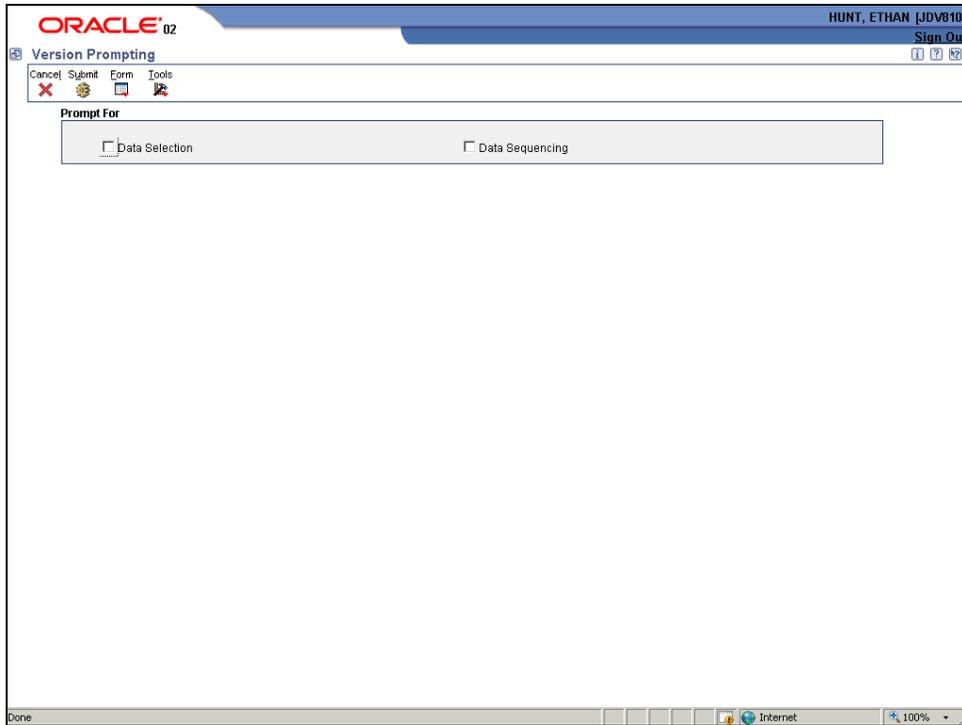
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Budget Reports link. Budget Reports
5.	Click the Monthly Budget Spreadsheets link. Monthly Budget Spreadsheets
6.	Click the Monthly Budget Spreadsheet link. Monthly Budget Spreadsheet



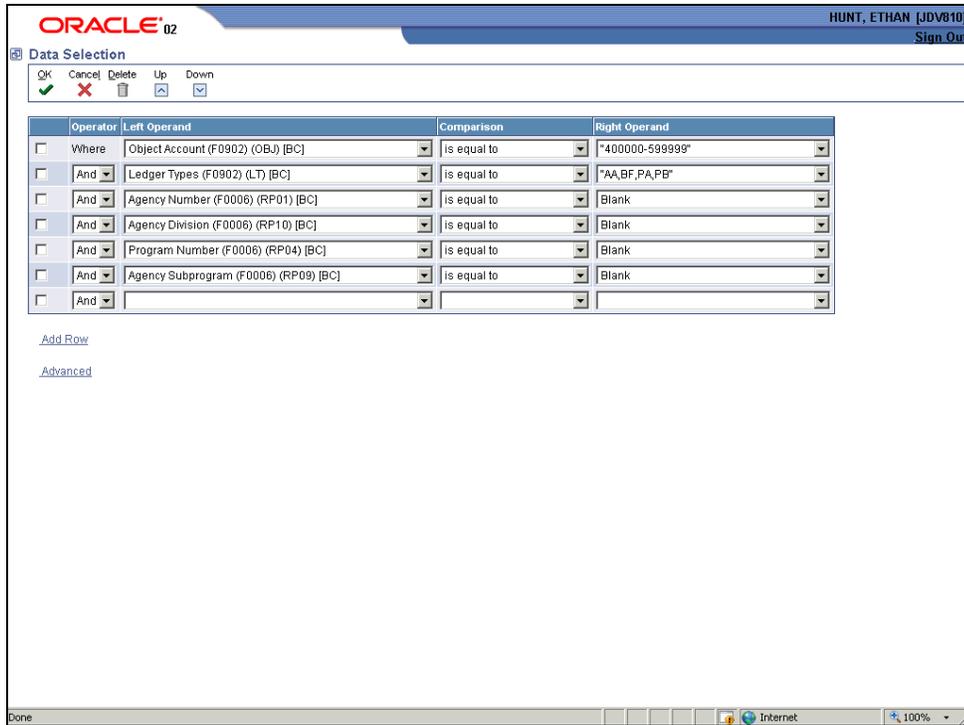
Step	Action
7.	Choose the appropriate version by clicking the check box next to the version. <input type="checkbox"/>
8.	Click the Select button. <input checked="" type="checkbox"/>

Training Guide

Monthly Budget Spreadsheet



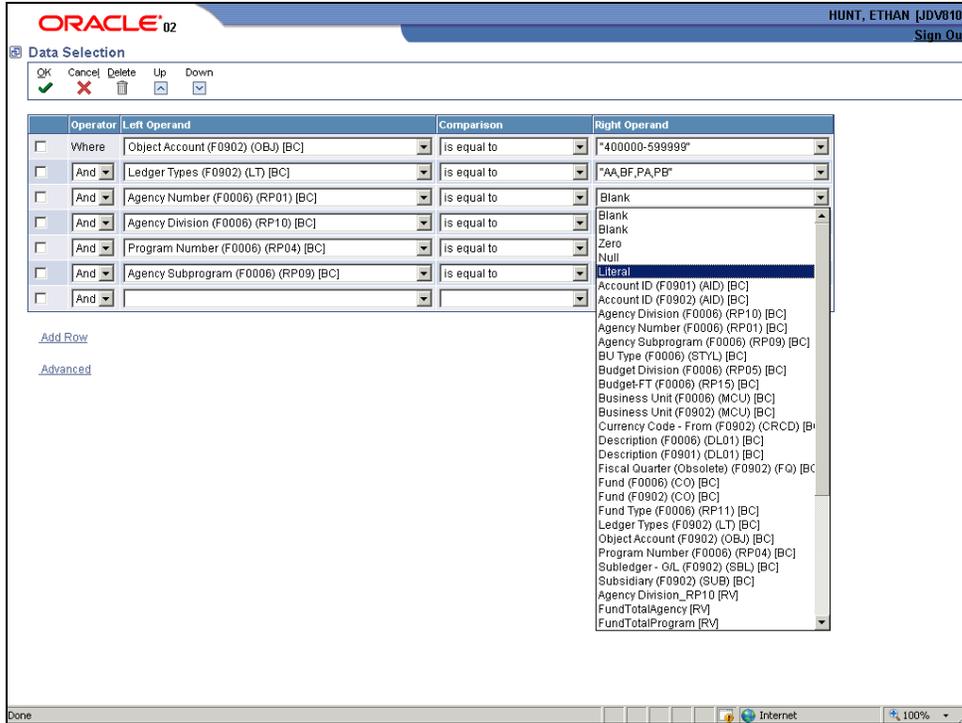
Step	Action
9.	Click the Data Selection option. <input data-bbox="365 1129 402 1161" type="checkbox"/>
10.	Click the Submit button. 
11.	Warning: Do not change the Left Operand field on any existing data selection lines.



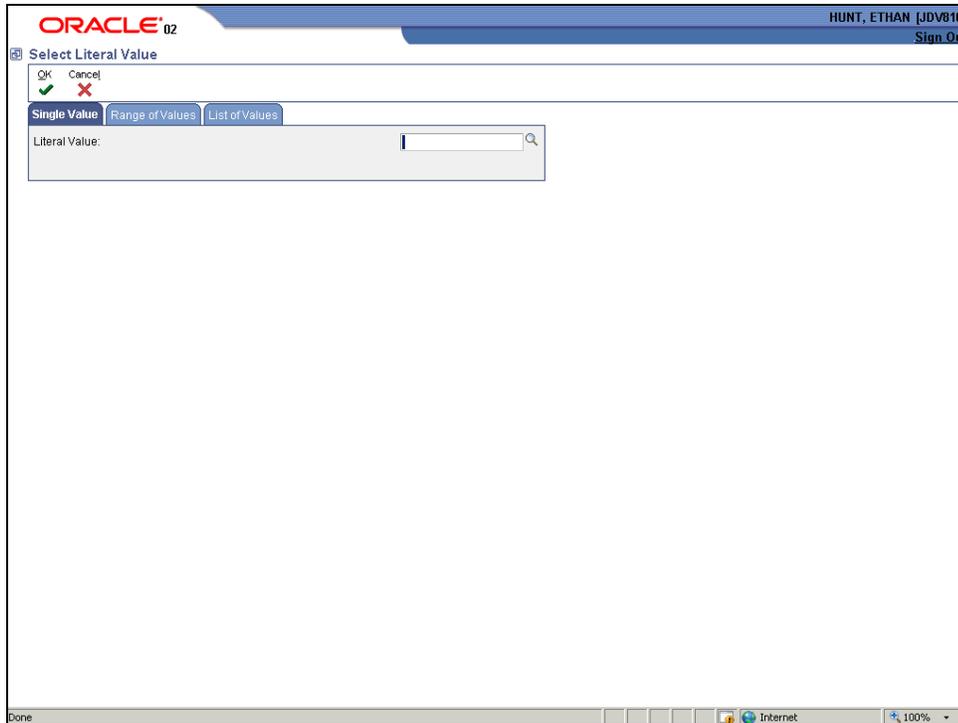
Step	Action
12.	Click the drop down list of the Right Operand column for the Agency Number row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank ▾</div>

Training Guide

Monthly Budget Spreadsheet



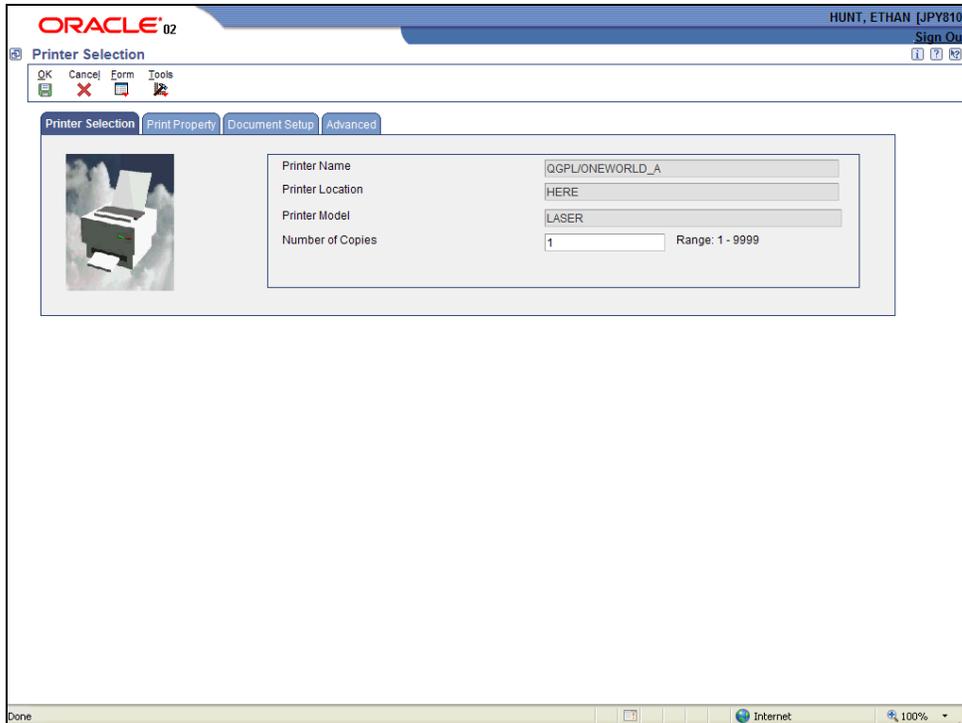
Step	Action
13.	Click the Literal list item. 



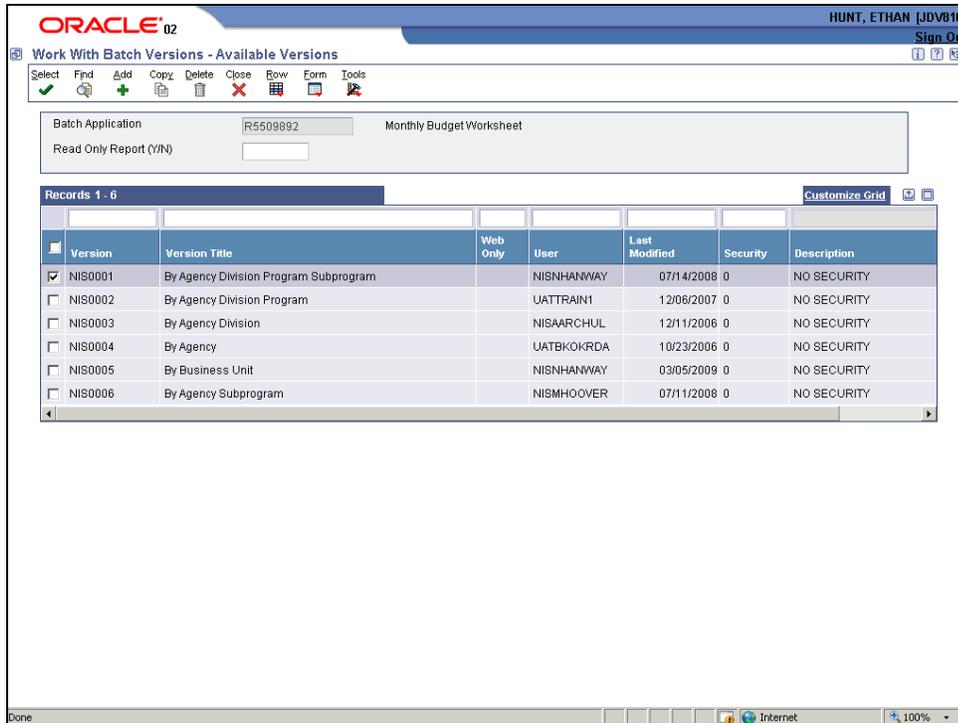
Step	Action
14.	Enter the agency number into the Literal Value field.
15.	Click the OK button. <input checked="" type="checkbox"/>
16.	If applicable you can change the information in the Right Operand of the following rows: <div style="margin-left: 40px;">Agency Division</div> <div style="margin-left: 40px;">Program Number</div> <div style="margin-left: 40px;">Agency Subprogram</div> <p>Note: 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.</p>
17.	Click the OK button. <input checked="" type="checkbox"/>
18.	Warning: Do not make any changes to Processing Options. Click the OK button. <input checked="" type="checkbox"/>

Training Guide

Monthly Budget Spreadsheet



Step	Action
19.	Click the Document Setup tab. 
20.	To run the report in CSV format make sure the CSV (Comma Delimited) box is selected. This should be selected (default).
21.	Click the OK button. 



Step	Action
22.	<p>Click the Close button.</p> 
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>