

**Monthly Budget Spreadsheet with Percents**  
**Created on Monday, September 21, 2009**

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## Monthly Budget Spreadsheet with Percents

### Monthly Budget Spreadsheet with Percents 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 with Percents Lesson

#### Procedure

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

#### Navigation:

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

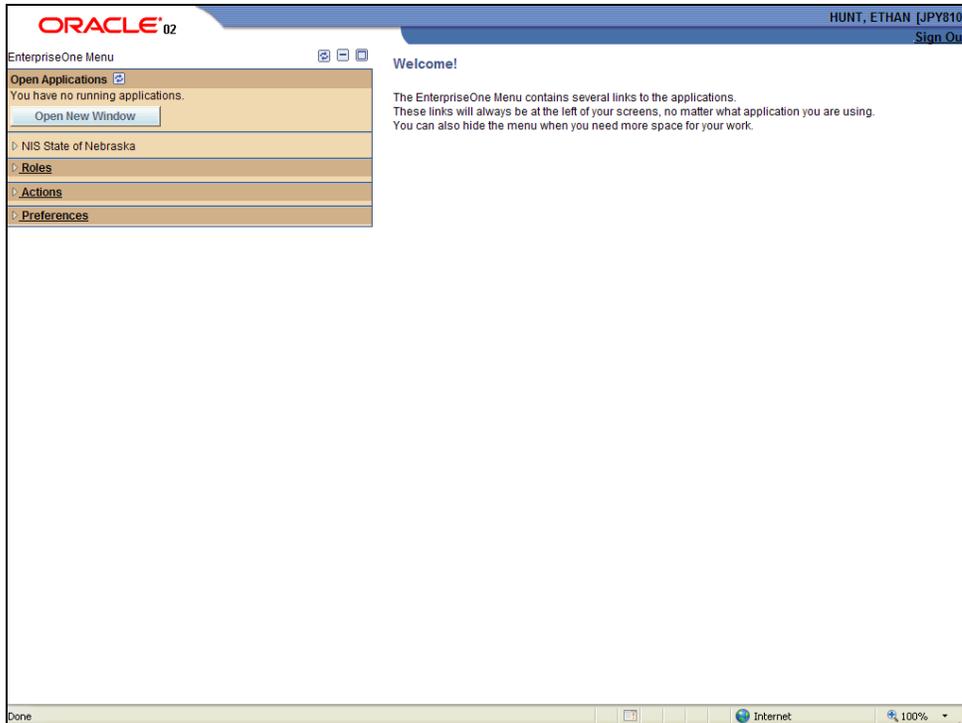
Accounting - Agencies > Inquiries & Reports > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet with Percents

or

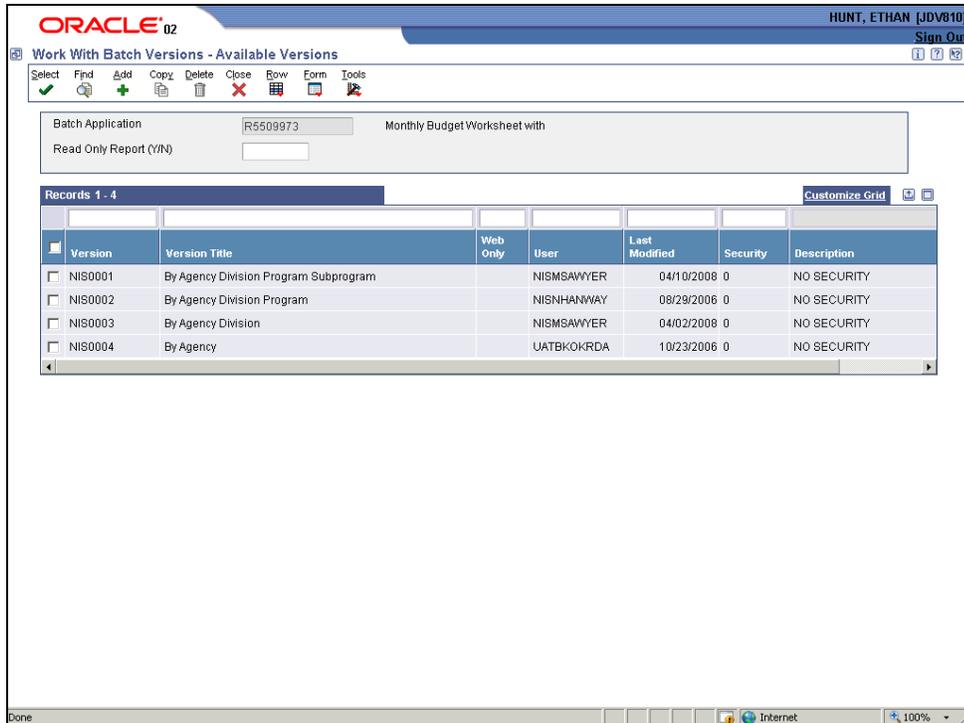
Budget - Agencies > Inquiries & Reports > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet with Percents

# Training Guide

## Monthly Budget Spreadsheet with Percents



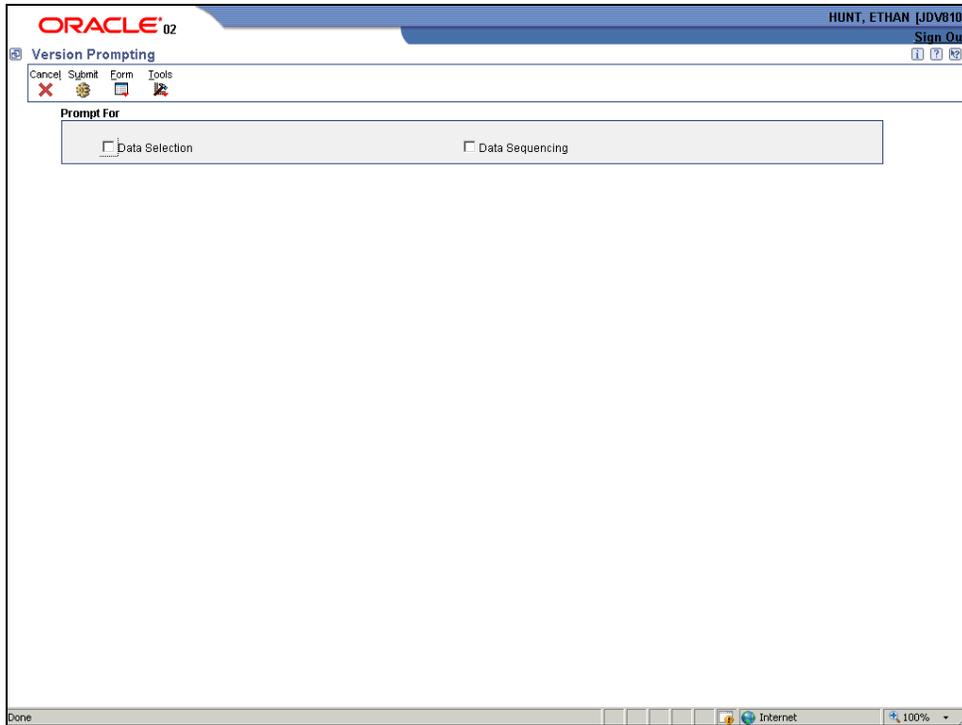
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Accounting - Agencies</b> link. <a href="#">Accounting - Agencies</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Budget Reports</b> link. <a href="#">Budget Reports</a>
5.	Click the <b>Monthly Budget Spreadsheets</b> link. <a href="#">Monthly Budget Spreadsheets</a>
6.	Click the <b>Monthly Budget Spreadsheet with Percents</b> link. <a href="#">Monthly Budget Spreadsheet with Percents</a>



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

# Training Guide

## Monthly Budget Spreadsheet with Percents



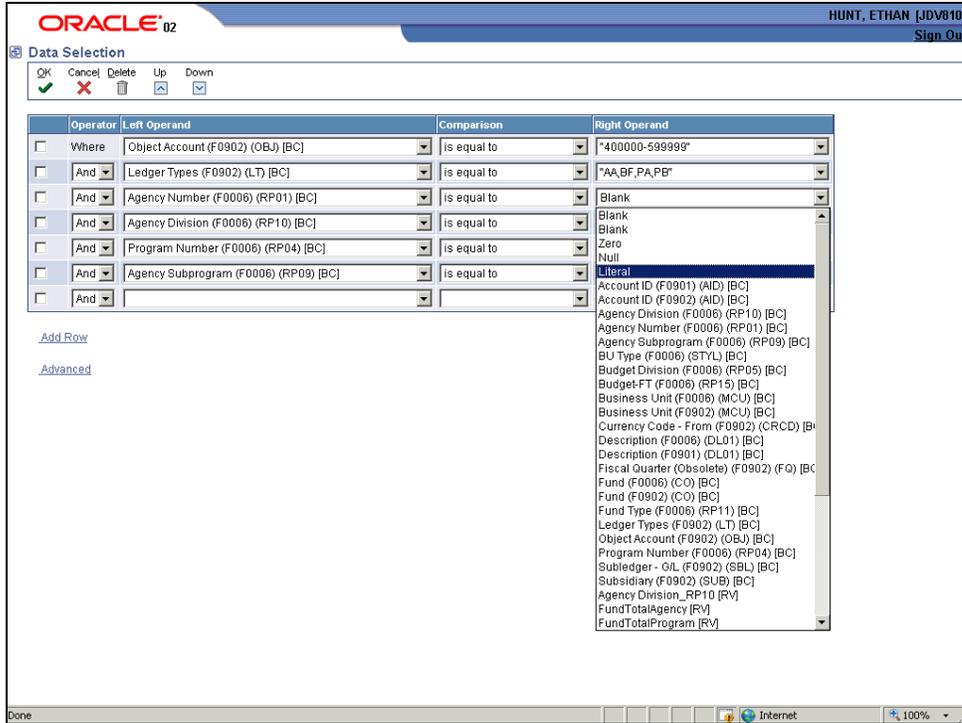
Step	Action
9.	Click the <b>Data Selection</b> option. <input data-bbox="365 1129 402 1165" type="checkbox"/>
10.	Click the <b>Submit</b> button. 
11.	<b>Warning:</b> Do not change the Left Operand field on any existing data selection lines.



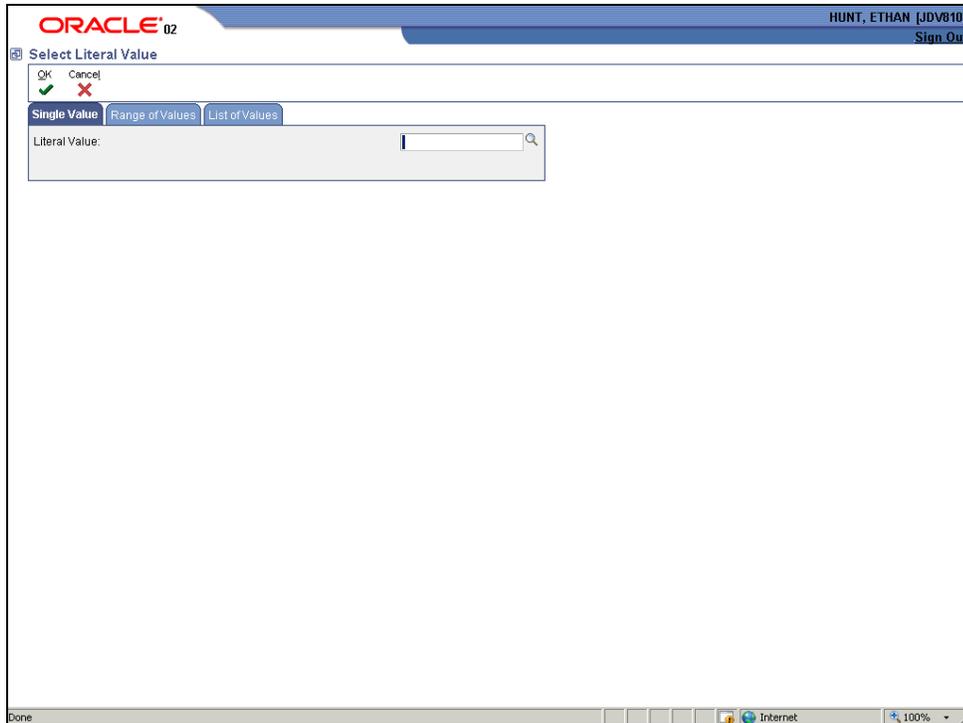
Step	Action
12.	Click the <b>drop down</b> list of the Right Operand column for the Agency Number row. 

# Training Guide

## Monthly Budget Spreadsheet with Percents



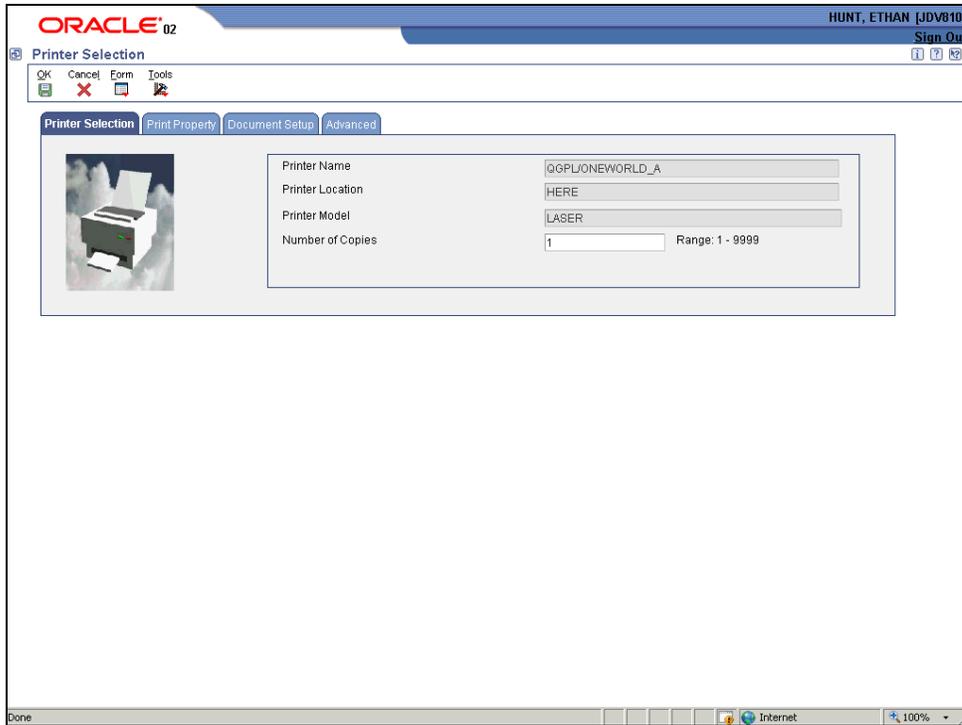
Step	Action
13.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; display: inline-block;">Literal</div>



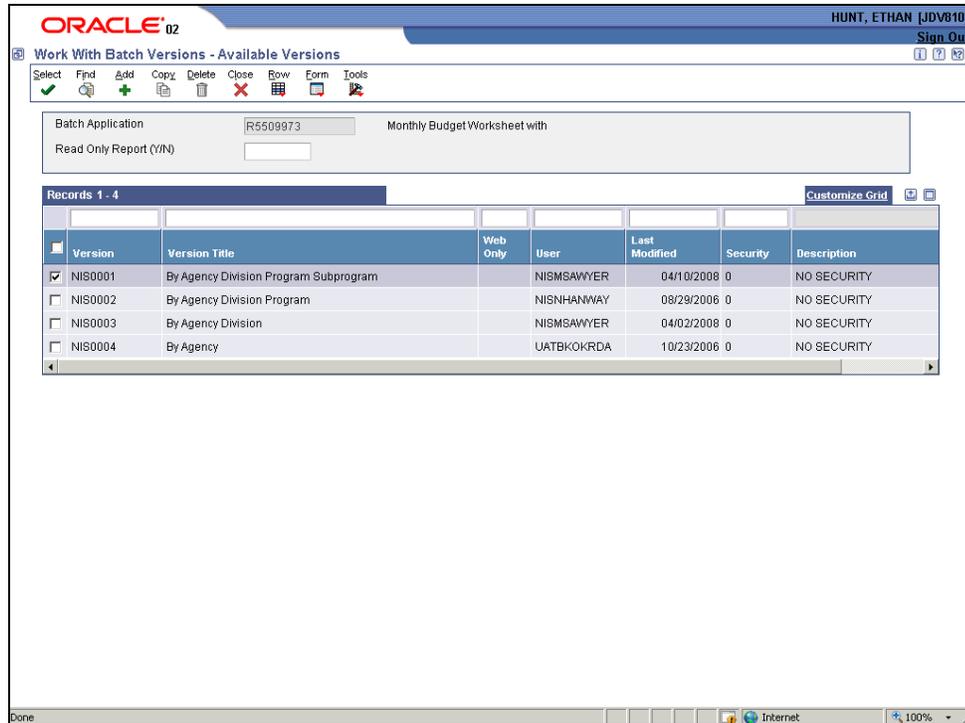
Step	Action
14.	Enter the agency number into the <b>Literal Value</b> field.
15.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
16.	If applicable you can change the information in the Right Operand of the following rows:  <div style="margin-left: 40px;">Agency Division</div> <div style="margin-left: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

# Training Guide

## Monthly Budget Spreadsheet with Percents



Step	Action
19.	Click the <b>Document Setup</b> 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 <b>OK</b> button. 



Step	Action
22.	Click the <b>Close</b> button. 
23.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html</a> ) work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>