Fund Summary by Fund Type
Created on Monday, September 21, 2009

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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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Fund Summary by Fund Type

Fund Summary by Fund Type Overview

Run this report to view receivable or payable balances, expenditures, and revenues in a particular fund type (cash, federal cash, or revolving funds).

Fund Summary by Fund Type Lesson

Procedure

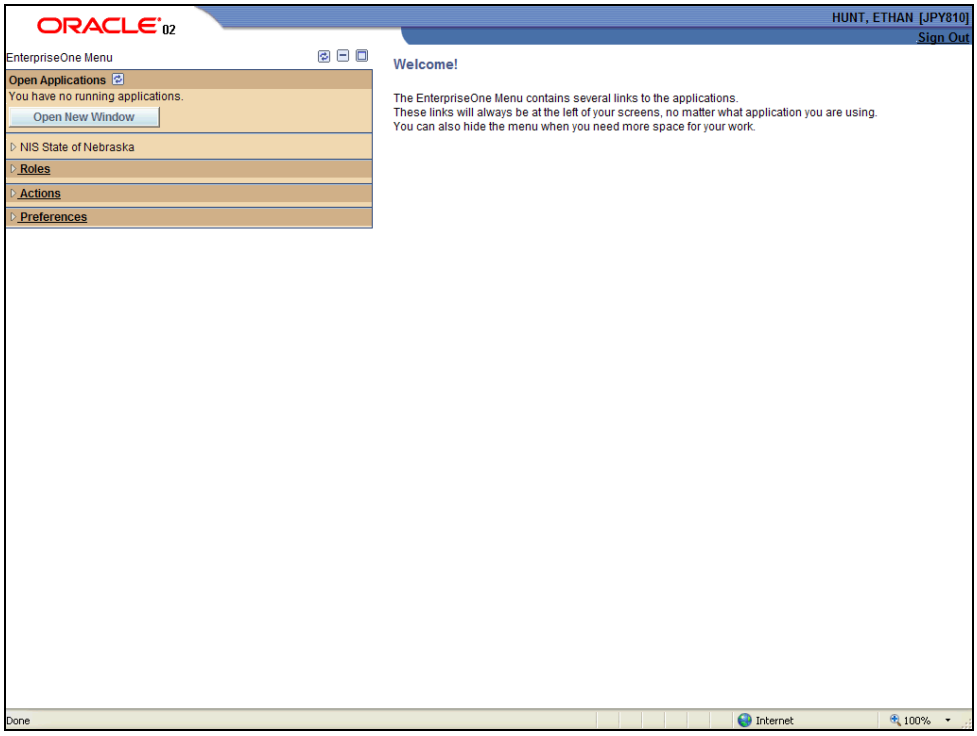
In this lesson you will learn how to run the Fund Summary by Fund Type Report.

Navigation:
We have listed two ways to navigate to the Fund Summary by Fund Type Report process. This lesson will be using the Accounting Agencies navigational steps.

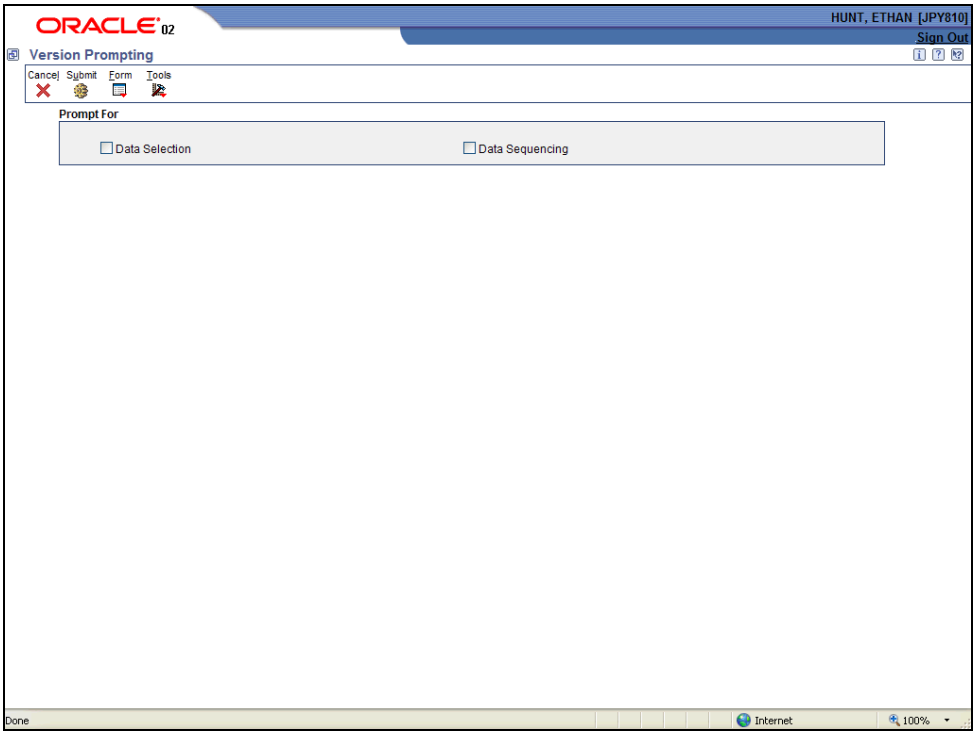
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Fund Summary by Fund Type

or

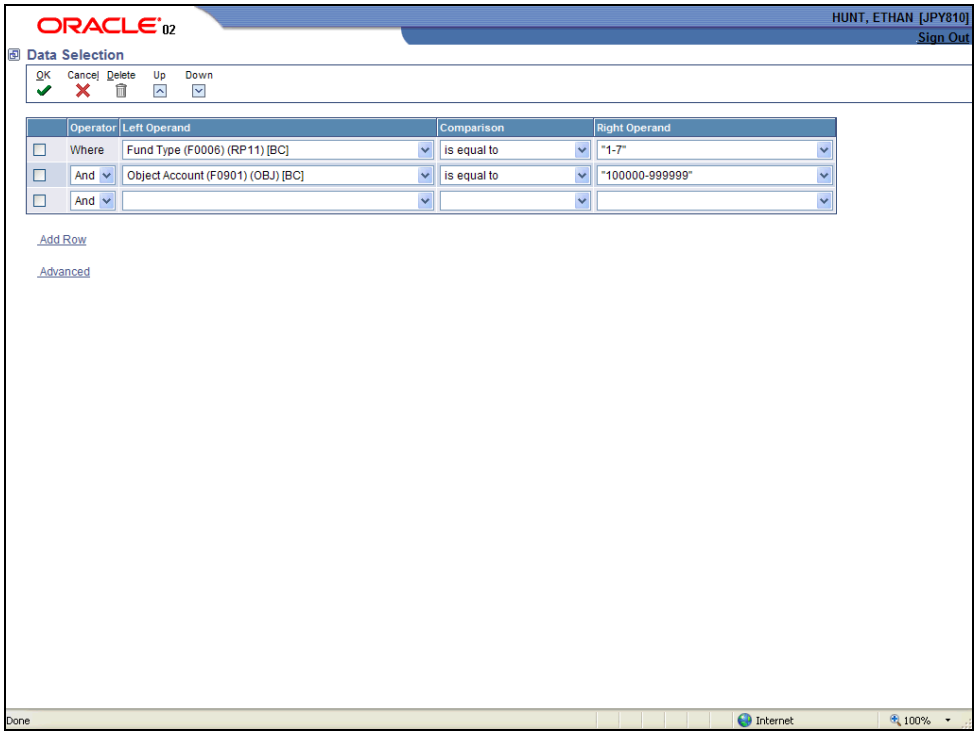
Budget - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Fund Summary by Fund Type



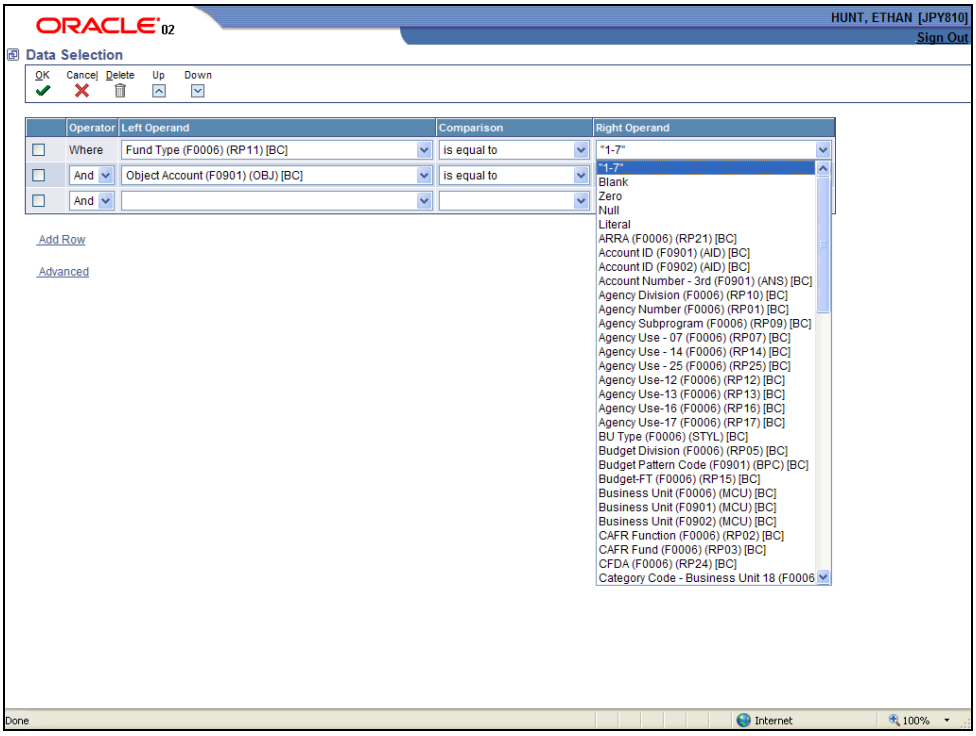
Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Accounting - Agencies** link. Accounting - Agencies
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **Accounting Reports** link. Accounting Reports
5.	Click the **Balance Reports** link. Balance Reports
6.	Click the **Fund Summary by Fund Type** link. Fund Summary by Fund Type



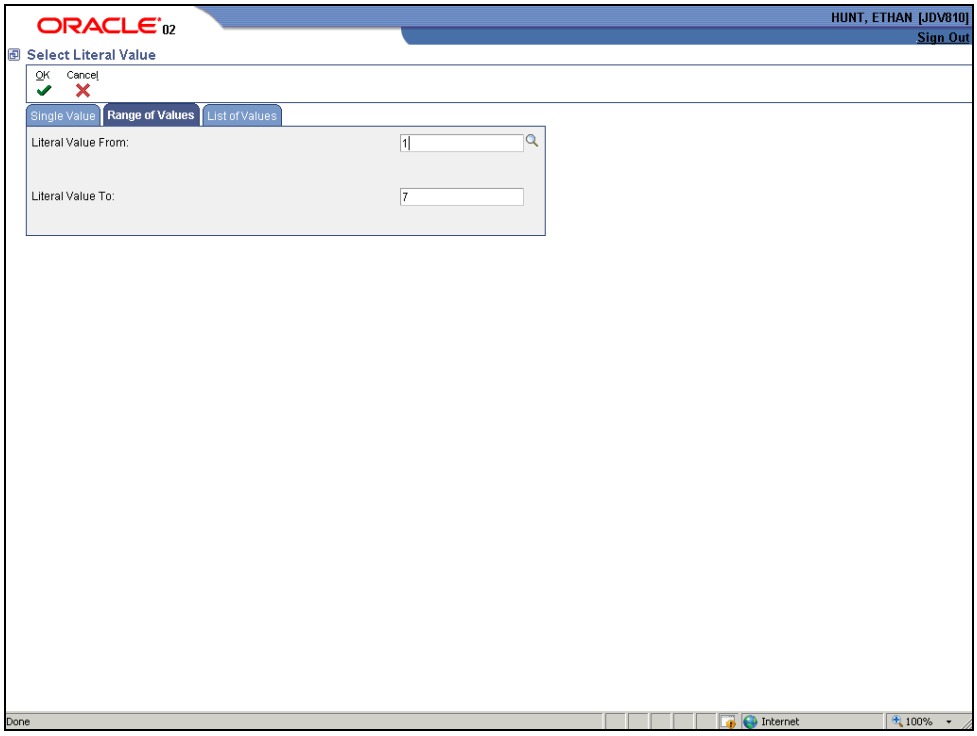
Step	Action
7.	Click the **Data Selection** option.
8.	Click the **Submit** button.



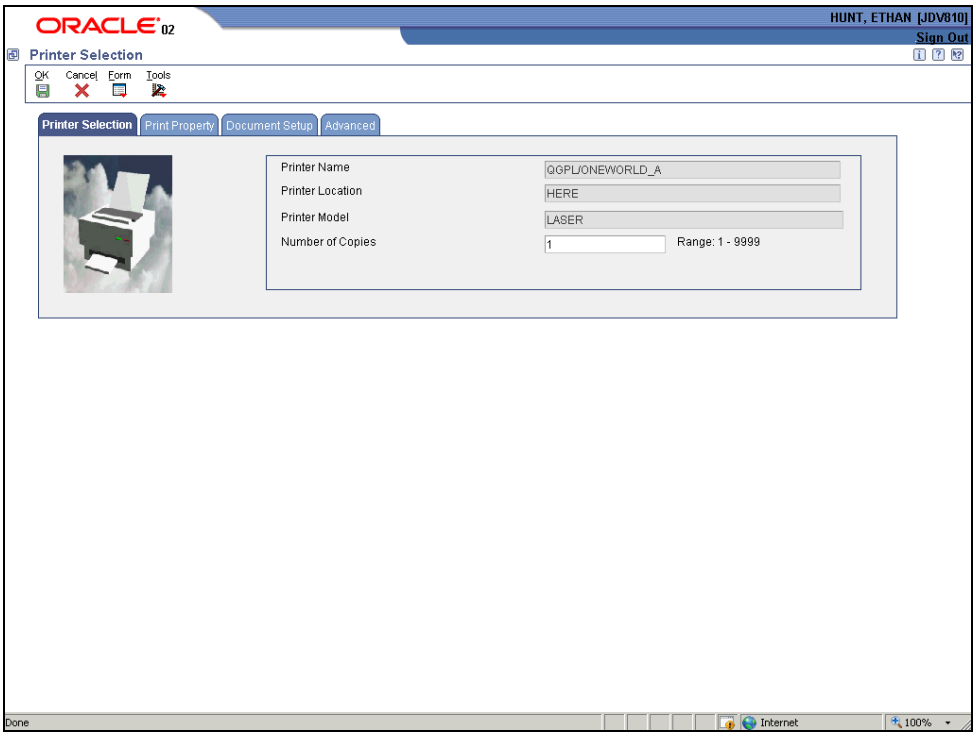
Step	Action
9.	Click the **drop down** list of the Right Operand for the Fund Type row.



Step	Action
10.	Click the **Literal** list item. Literal
11.	Enter the range of values by entering the beginning range in the **Literal Value From** field and the ending range in the **Literal Value To** field.



Step	Action
12.	Click the **OK** button.
13.	**Note**: To narrow report by Fund, complete the following information in the next blank row: Left Operand - Fund (F0901)(CO)[BC] Comparison - is equal to Right Operand – enter a Fund or range of Funds
14.	Click the **OK** button.
15.	Complete the following fields: **Period Number** - enter the period number (Ex. Enter 1 for July, 2 for August) **Fiscal Year** - enter the 2-digit fiscal year (Ex. Enter 06 for FY beginning July 1, 2006) **Account Level of Detail**
16.	Click the **OK** button.



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