

Appropriation Detail Report
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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/>.

Table of Contents

Appropriation Detail Report	1
Appropriation Detail Report Overview	1
Appropriation Detail Report Lesson.....	1

Appropriation Detail Report

Appropriation Detail Report Overview

This report is set up to list appropriation transactions entered in the UF ledger by DAS Budget Division.

Appropriation Detail Report Lesson

Procedure

In this lesson you will learn how to run the Appropriation Detail Report.

Navigation:

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

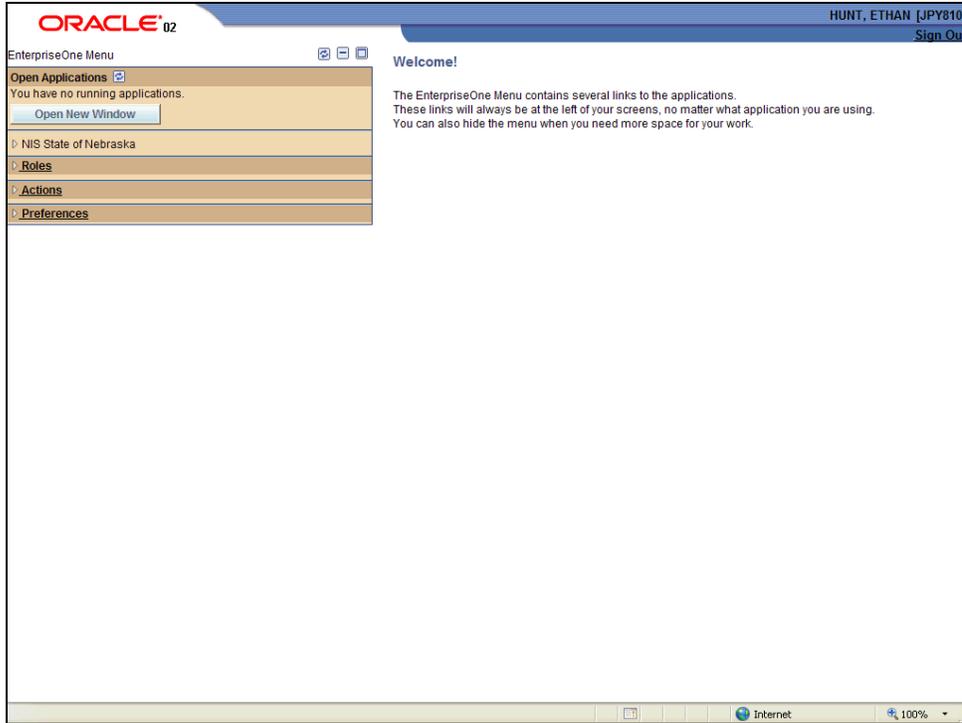
Accounting - Agencies > Inquiries & Reports > Budget Reports > Other Budget Reports > Appropriation Detail Report

or

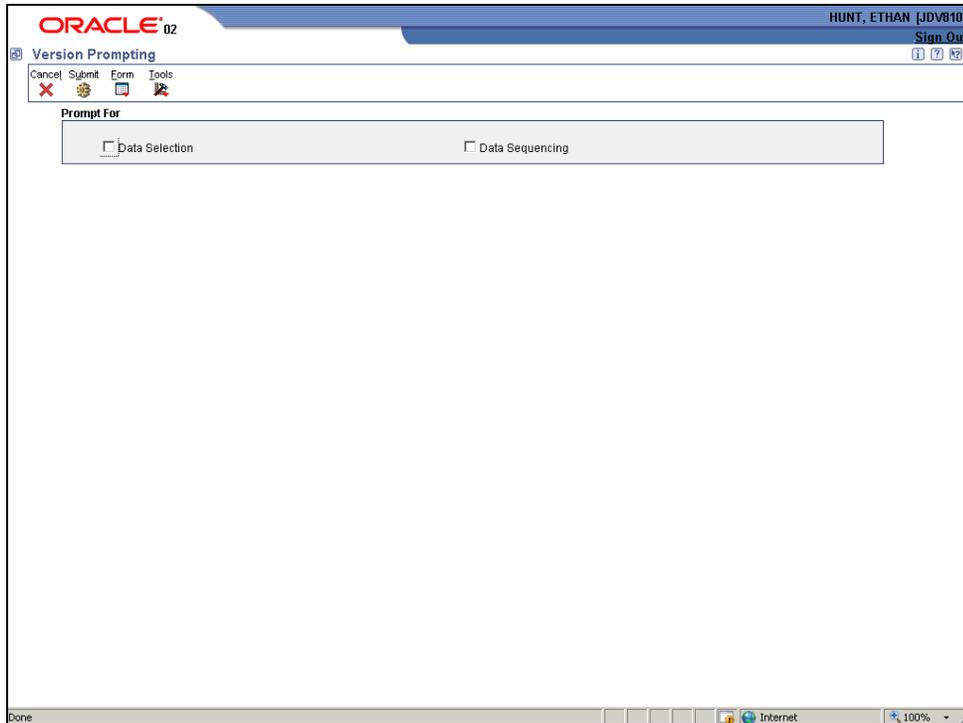
Budget - Agencies > Inquiries & Reports > Budget Reports > Other Budget Reports > Appropriation Detail Report

Training Guide

Appropriation Detail Report



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 Other Budget Reports link. Other Budget Reports
6.	Click the Appropriation Detail Report link. Appropriation Detail Report



Step	Action
7.	Click the Data Selection option. <input type="checkbox"/>
8.	Click the Submit button. 
9.	<p>You can leave Data Selection as is.</p> <p>Note: To narrow the report by program number, complete the following information on the next blank row:</p> <p>Left Operand – Program Number (F0006)(RP04)[BC]</p> <p>Comparison - is equal to</p> <p>Right Operand - enter the 3-digit program number 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>

Training Guide

Appropriation Detail Report

ORACLE 02 HUNT, ETHAN [JDV810] Sign Out

Data Selection

OK Cancel Delete Up Down

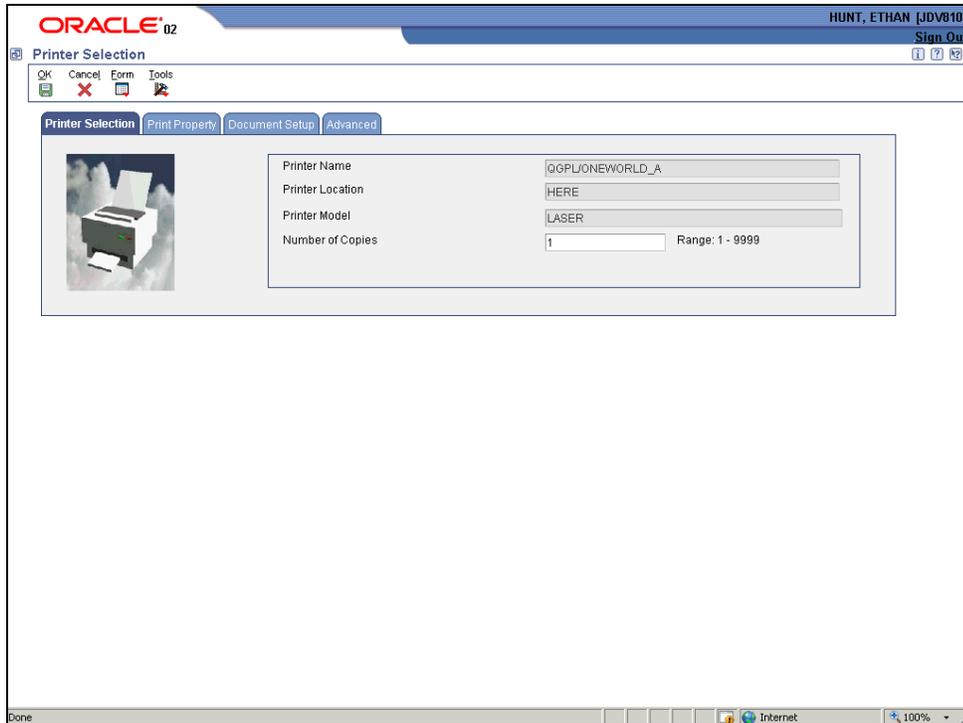
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Ledger Types (F0911) (LT) [BC]	is equal to	"UF"
<input type="checkbox"/> And	Date - For G/L (and Voucher) - Julian (F0911) (DGJ) [BC]	is less than or equal to	jdDateForGLandVoucherJULIA [PO]
<input type="checkbox"/> And	G/L Posted Code (F0911) (POST) [BC]	is equal to	"P"
<input type="checkbox"/> And	Object Account (F0911) (OBJ) [BC]	is equal to	"1"
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

Done

Step	Action
10.	Click the OK button. <input checked="" type="checkbox"/>
11.	Complete the following information: Ending Fiscal Year - enter the prior fiscal year ending for which to run report (ex. enter 06 for FY beginning July 1, 2007) Last transaction date – enter the last transaction date for any appropriation transaction. (Ex. Use June 30, 2006 to see all transactions for fiscal year beginning July 1, 2007.) Agency Number – enter your 3-digit agency number
12.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
13.	Click the OK button. 
14.	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.