

Revenue/Expenses Balance by Fund
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Revenue/Expenses Balance by Fund

Revenue/Expenses Balance by Fund Overview

This report reflects the total revenue and expenditure balances for a period and for the fiscal year through the period.

Revenue/Expenses Balance by Fund Lesson

Procedure

In this lesson you will learn how to run the Revenue/Expenses Balance by Fund Report.

Navigation:

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

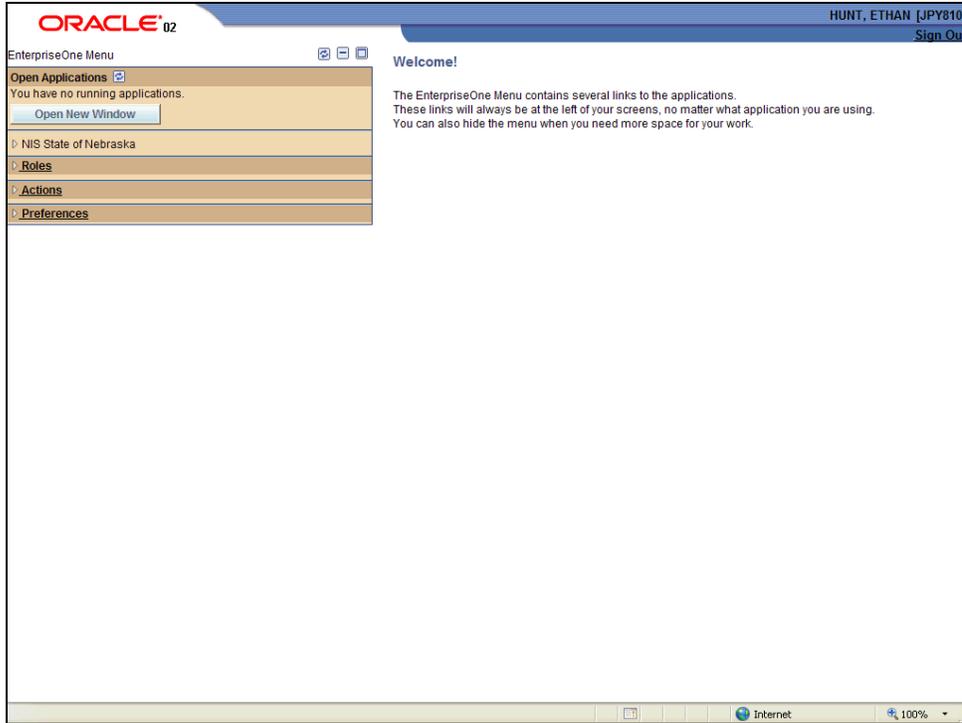
Accounting - Agencies > Inquiries & Reports > Budget Reports > Other Budget Reports > Revenue/Expense Balance by Fund

or

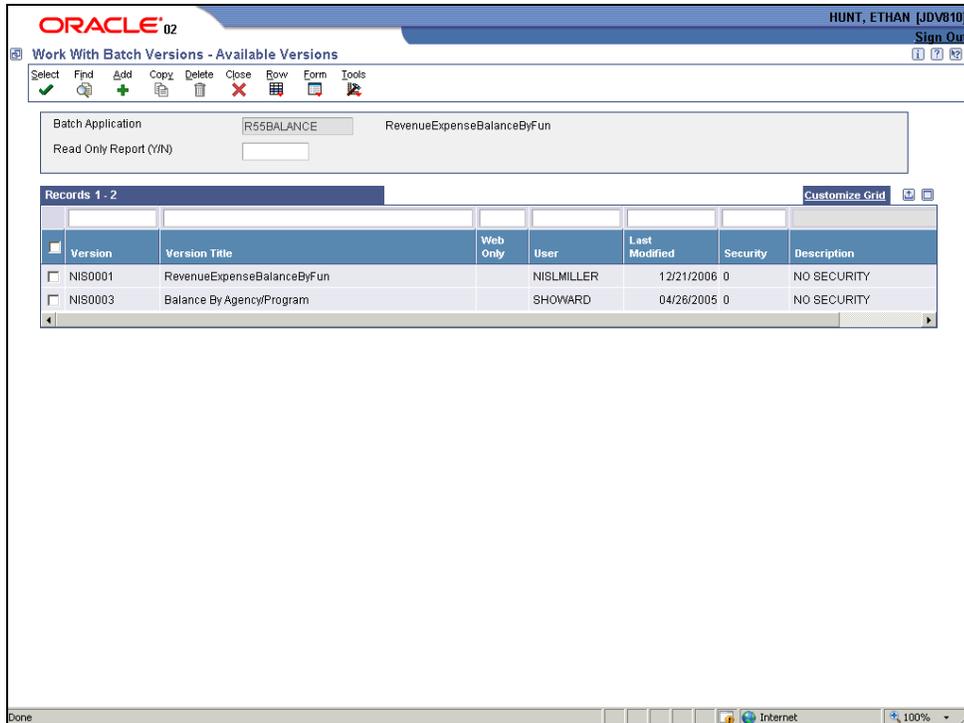
Budget - Agencies > Inquiries & Reports > Budget Reports > Other Budget Reports > Revenue/Expense Balance by Fund

Training Guide

Revenue/Expenses Balance by Fund



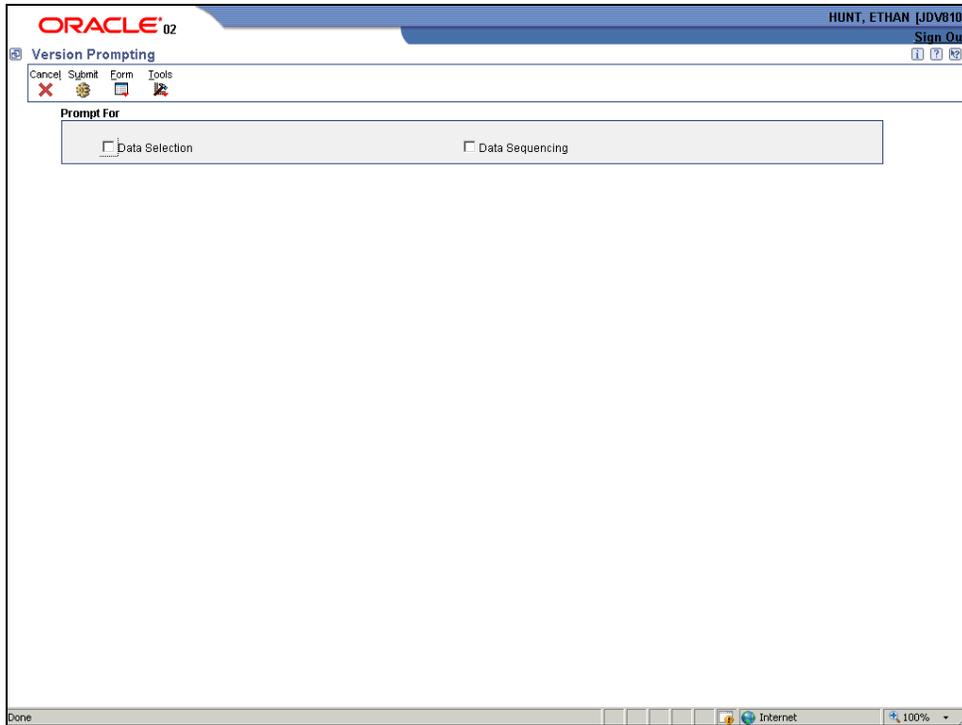
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports
5.	Click the Balance Reports link. Balance Reports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



Step	Action
7.	Select the version you are going to run by clicking the check box next to it. <input type="checkbox"/>
8.	Click the Select button. <input checked="" type="checkbox"/>

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Revenue/Expenses Balance by Fund



Step	Action
9.	Click the Data Selection option. <input type="checkbox"/>
10.	Click the Submit button. 

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Ledger Types (F0902) (LT) [BC]	is equal to	*AA*
<input type="checkbox"/> And	Fund (F0901) (CO) [BC]	is equal to	*99990*
<input type="checkbox"/> And			

Add Row

Advanced

Done Internet 100%

Step	Action
11.	Click the drop down list of the Right Operand column for the Fund row. 

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Revenue/Expenses Balance by Fund



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Ledger Types (F0902) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	Fund (F0901) (CO) [BC]	is equal to	"99990"
<input type="checkbox"/> And			"99990"

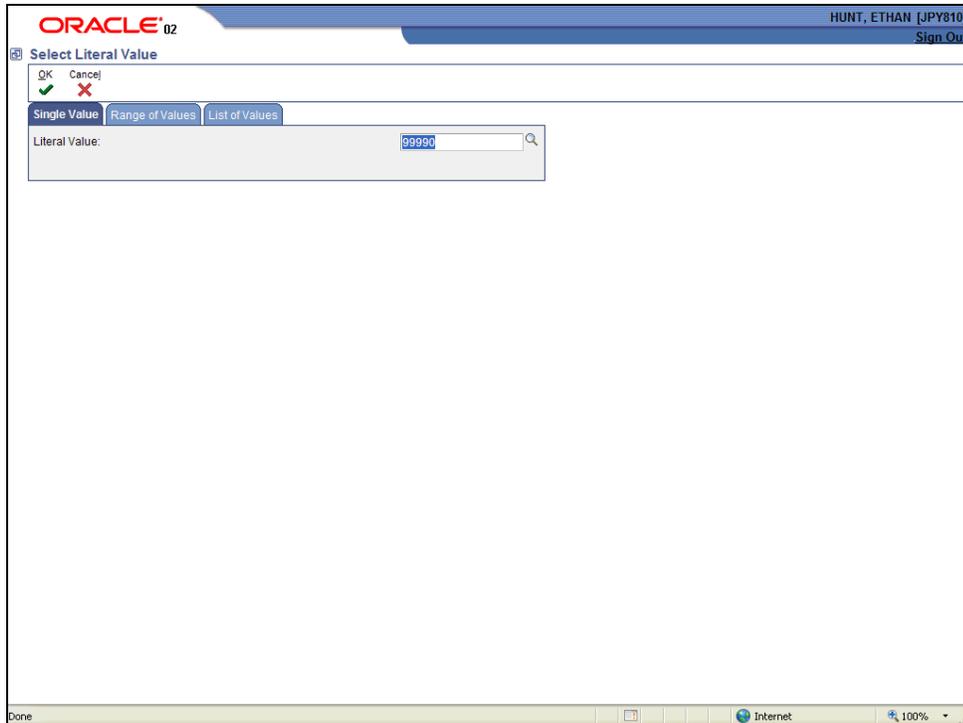
Add Row

Advanced

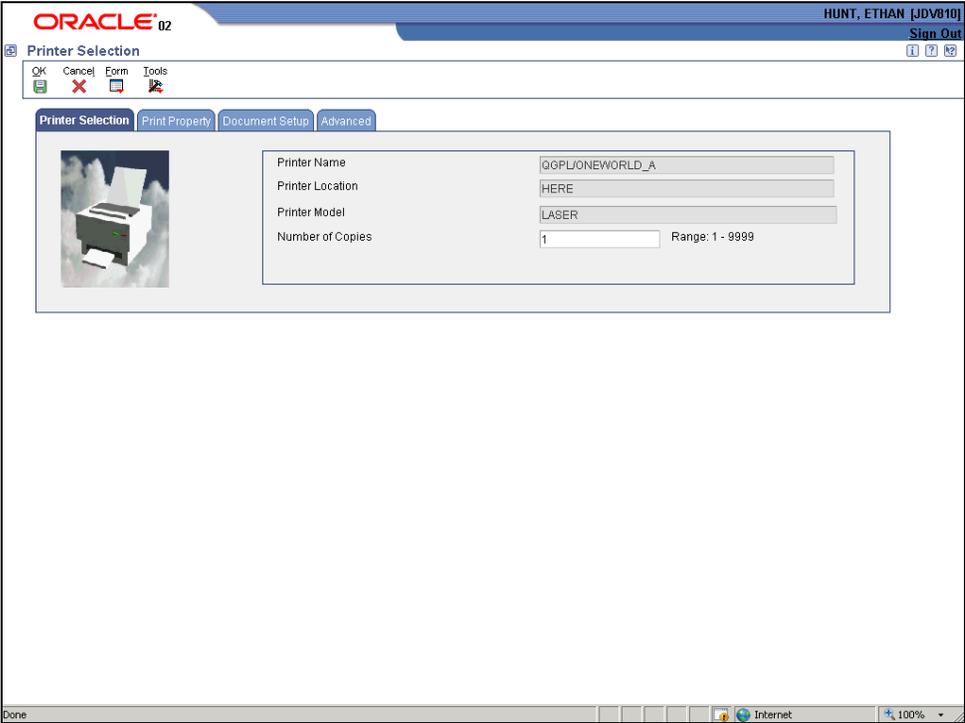
- Blank
- Zero
- Null
- Literal
- ARRA (F0006) (RP21) [BC]
- Account ID (F0901) (AID) [BC]
- Account ID (F0902) (AID) [BC]
- Account Number - 3rd (F0901) (ANS) [BC]
- Agency Division (F0006) (RP10) [BC]
- Agency Number (F0006) (RP01) [BC]
- Agency Subprogram (F0006) (RP09) [BC]
- Agency Use - 07 (F0006) (RP07) [BC]
- Agency Use - 14 (F0006) (RP14) [BC]
- Agency Use - 25 (F0006) (RP25) [BC]
- Agency Use-12 (F0006) (RP12) [BC]
- Agency Use-13 (F0006) (RP13) [BC]
- Agency Use-16 (F0006) (RP16) [BC]
- Agency Use-17 (F0006) (RP17) [BC]
- BU Type (F0006) (STYL) [BC]
- Budget Division (F0006) (RP05) [BC]
- Budget Pattern Code (F0901) (BPC) [BC]
- Budget-FT (F0006) (RP15) [BC]
- Business Unit (F0006) (MCU) [BC]
- Business Unit (F0901) (MCU) [BC]
- Business Unit (F0902) (MCU) [BC]
- CAFR Function (F0006) (RP02) [BC]
- CAFR Fund (F0006) (RP03) [BC]
- CFDA (F0006) (RP24) [BC]
- Category Code - Business Unit 18 (F0006)

Done Internet 100%

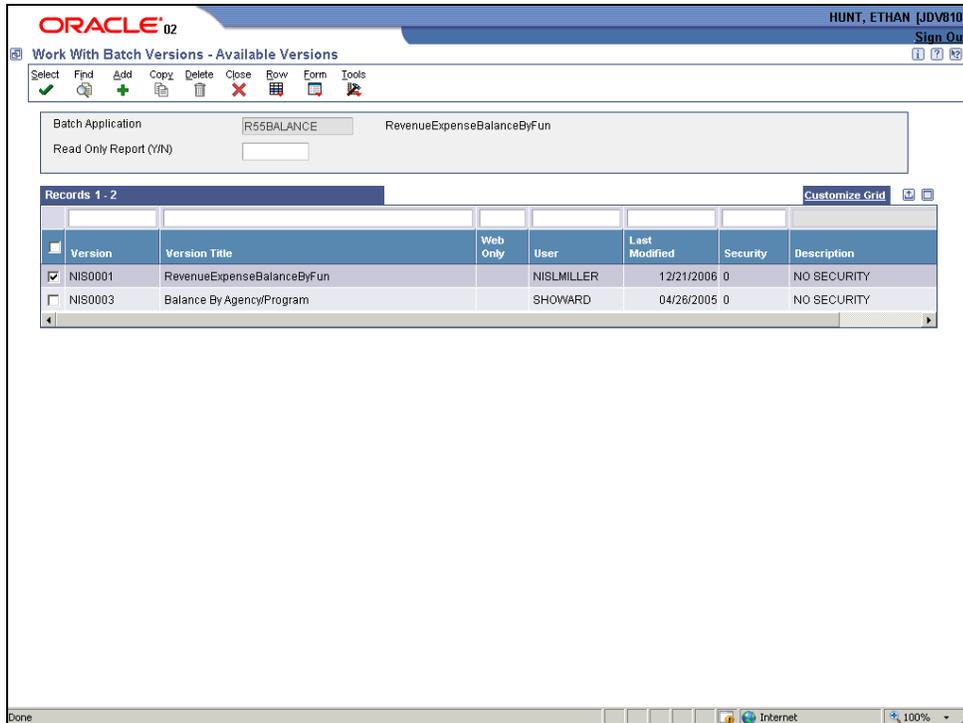
Step	Action
12.	Click the Literal list item. <input type="text" value="Literal"/>



Step	Action
13.	Enter the desired information into the Literal Value field.
14.	Click the OK button. <input checked="" type="checkbox"/>
15.	Click the OK button. <input checked="" type="checkbox"/>
16.	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
17.	Click the Select tab. <input type="button" value="Select"/>
18.	Verify all fields are blank.
19.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
20.	Click the OK button. 



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