

Account Balance by Agency
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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/>.

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Account Balance by Agency

Account Balance by Agency Overview

Run this report to view a summary of revenues and expenditures for a specified Agency and Fund.

Account Balance by Agency Lesson

Procedure

In this lesson you will learn how to run the Account Balance by Agency Report.

Navigation:

We have listed two ways to navigate to the Account Balance by Agency Report process. This lesson will be using the Accounting Agencies navigational steps.

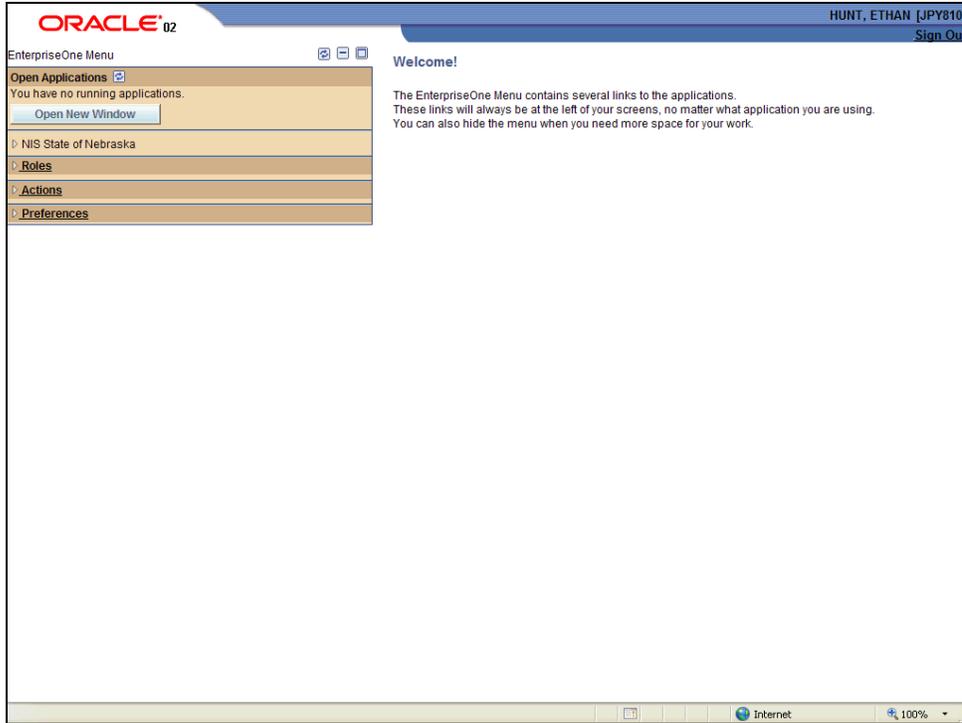
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Account Balance by Agency

or

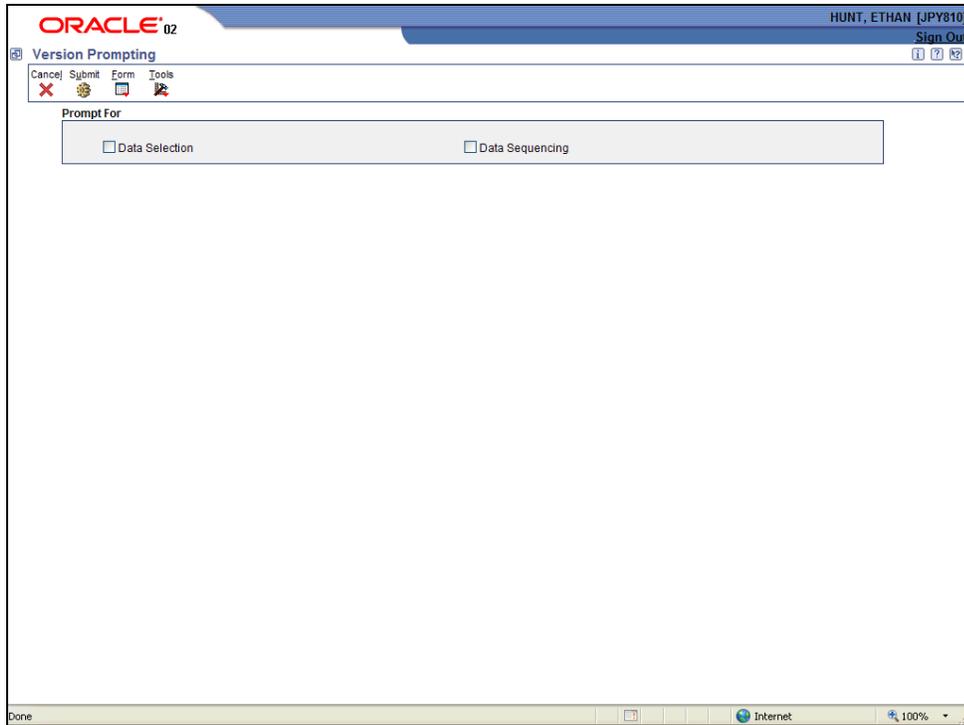
Budget - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Account Balance by Agency

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Account Balance by Agency



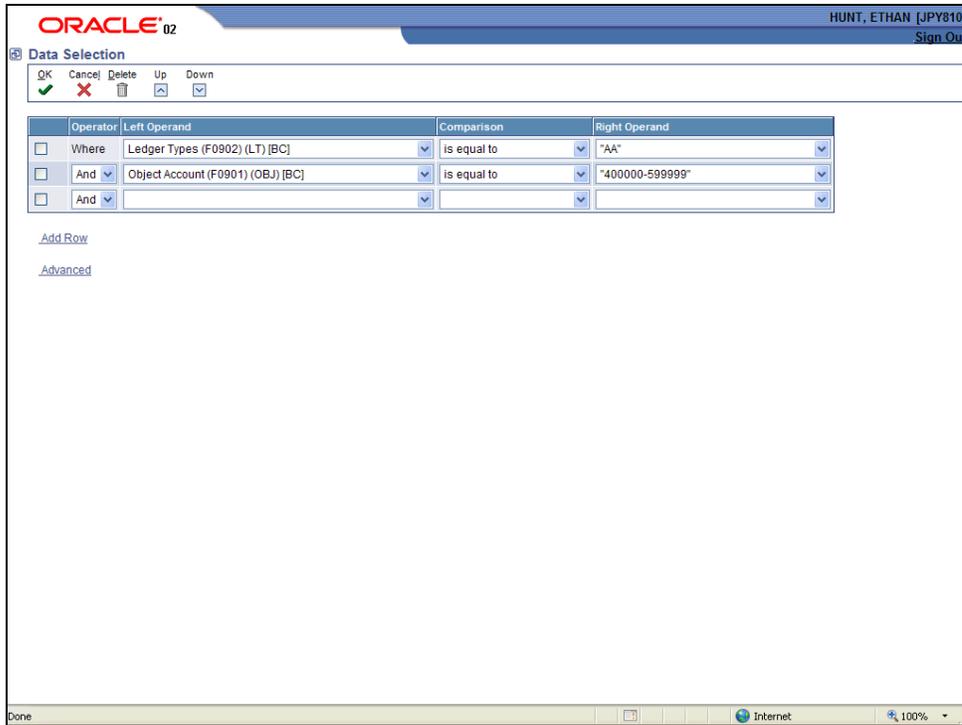
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports
5.	Click the Balance Reports link. Balance Reports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



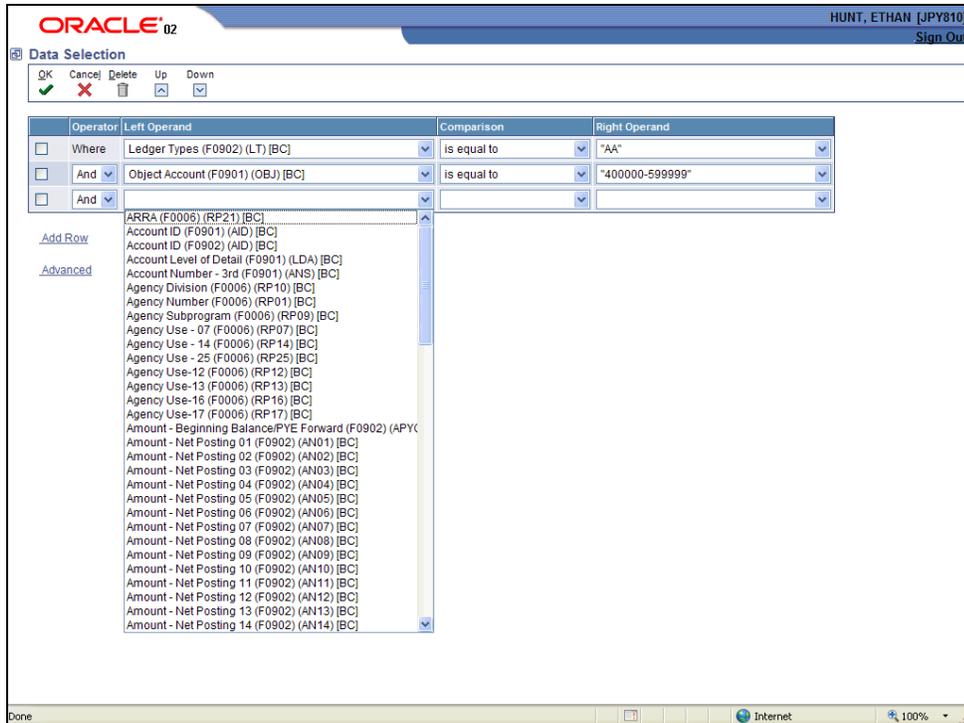
Step	Action
7.	Click the Data Selection option. <input data-bbox="462 1129 500 1165" type="checkbox"/>
8.	Click the Submit button. 

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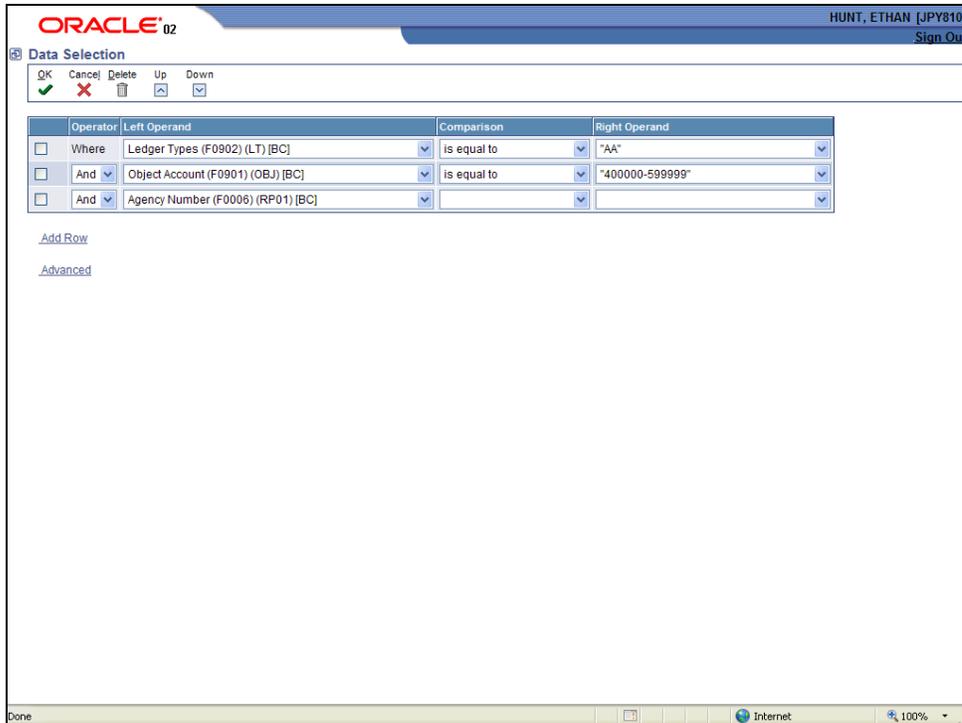
Step	Action
9.	To narrow the report by Agency, click the drop down list of the Left Operand of the next blank row.



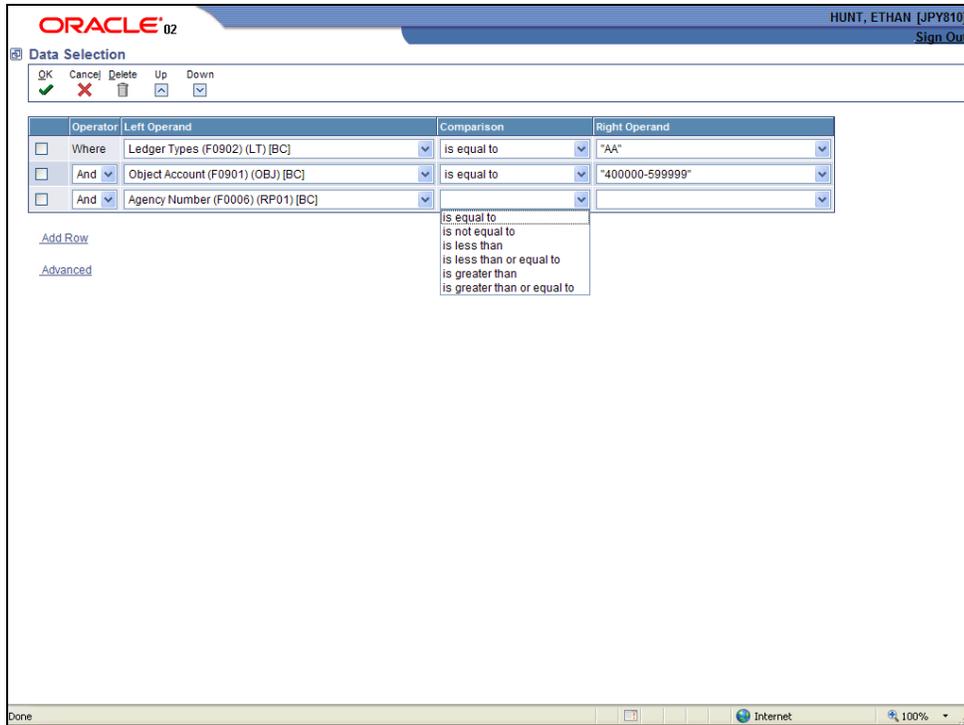
Step	Action
10.	<p>Click the Agency Number (F0006) (RP01) [BC] list item.</p> <p><input type="text" value="Agency Number (F0006) (RP01) [BC]"/></p>

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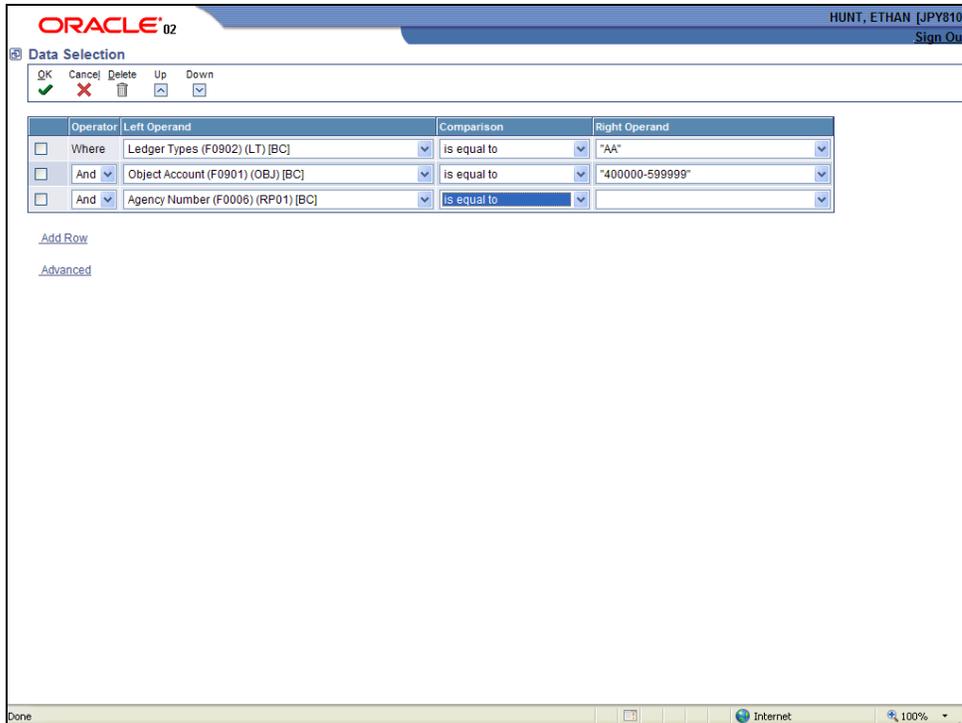
Step	Action
11.	Click the drop down list of the Comparison column. 



Step	Action
12.	Click the is equal to list item. is equal to

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Step	Action
13.	Click the drop down list of the Right Operand column. <div data-bbox="365 1094 766 1129" style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div>

The screenshot shows the Oracle Data Selection dialog box. The title bar includes the Oracle logo and version '02', the user name 'HUNT, ETHAN [JPY810]', and a 'Sign Out' button. Below the title bar is a toolbar with 'OK', 'Cancel', 'Delete', 'Up', and 'Down' buttons. The main area contains a table with columns: Operator, Left Operand, Comparison, and Right Operand. The table has three rows:

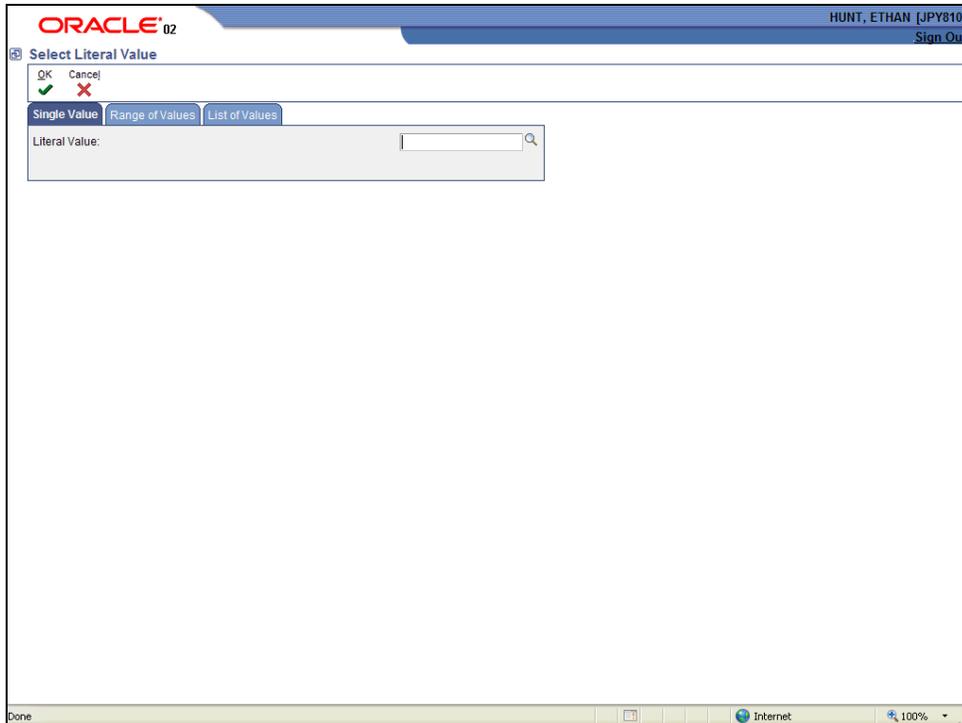
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Ledger Types (F0902) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/> And	Object Account (F0901) (OBJ) [BC]	is equal to	"400000-599999"
<input type="checkbox"/> And	Agency Number (F0006) (RP01) [BC]	is equal to	

Below the table are links for 'Add Row' and 'Advanced'. A dropdown menu is open on the right, showing a list of operands including 'Blank', 'Zero', 'Null', 'Literal', and various agency and budget codes.

Step	Action
14.	<p>Click the Literal list item.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>

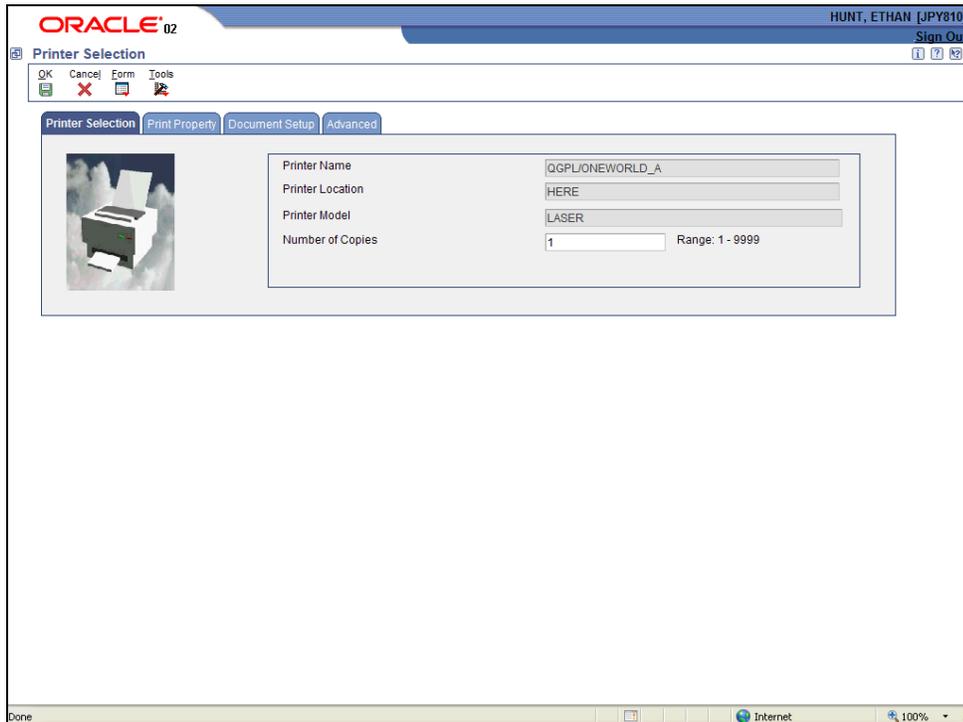
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Step	Action
15.	Enter the agency number into the Literal Value field.
16.	Click the OK button. <input checked="" type="checkbox"/>
17.	You can also narrow by Fund. To do so complete the following information in the next blank row: Left Operand - Fund (F0901)(CO)[BC] Comparison - is equal to Right Operand – enter the fund
18.	Click the OK button. <input checked="" type="checkbox"/>
19.	Complete the following fields: Period Number - enter the period for which to run report (Ex. enter 1 for July, enter 2 for August, etc.) Fiscal Year - enter the fiscal year for which to run report (Ex. enter 6 for Fiscal Year beginning July 1, 2006.

Step	Action
20.	Click the OK button. 



Step	Action
21.	Click the OK button. 
22.	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.