

Account Balance by Program
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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 Program

Account Balance by Program Overview

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

Account Balance by Program Lesson

Procedure

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

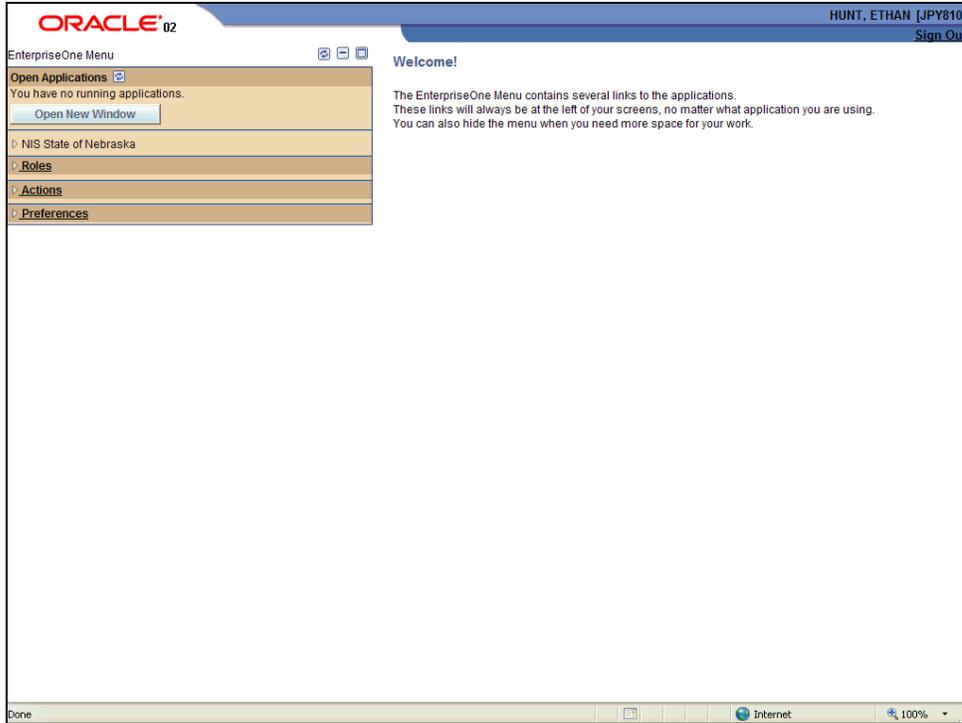
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Account Balance by Program

or

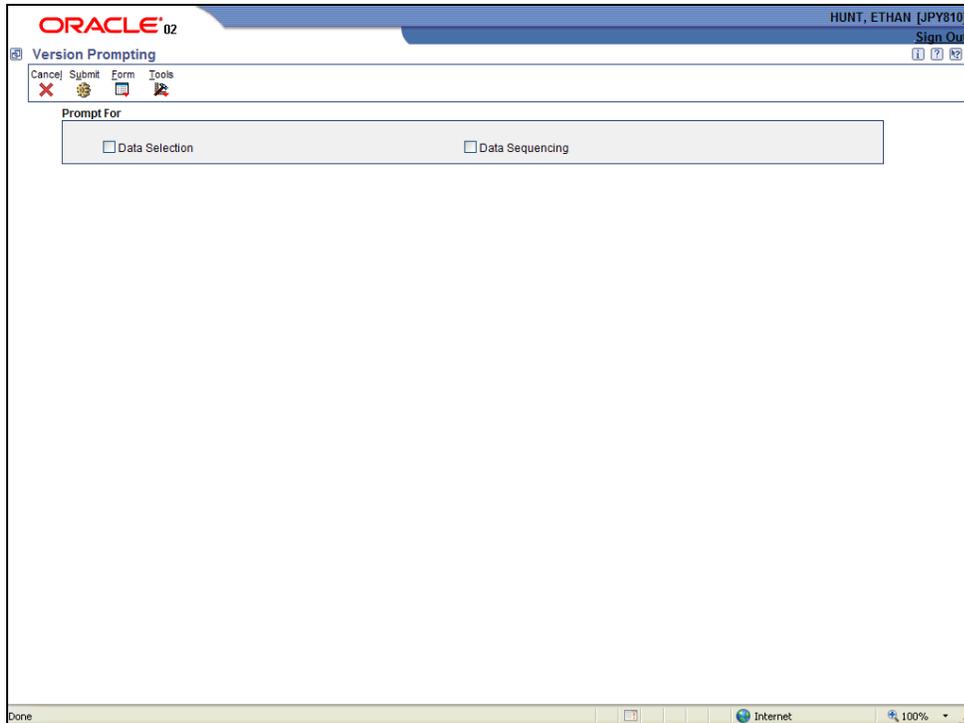
Budget - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Account Balance by Program

Training Guide

Account Balance by Program



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 Program link. Account Balance by Program



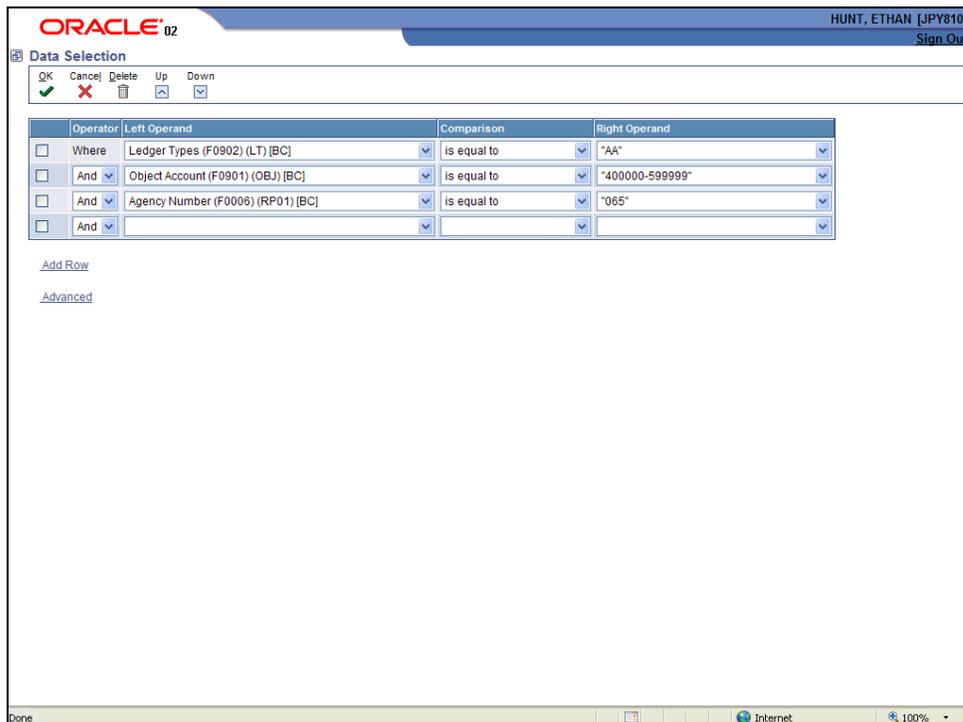
Step	Action
7.	Click the Data Selection option. <input data-bbox="462 1129 500 1165" type="checkbox"/>
8.	Click the Submit button. 

Training Guide

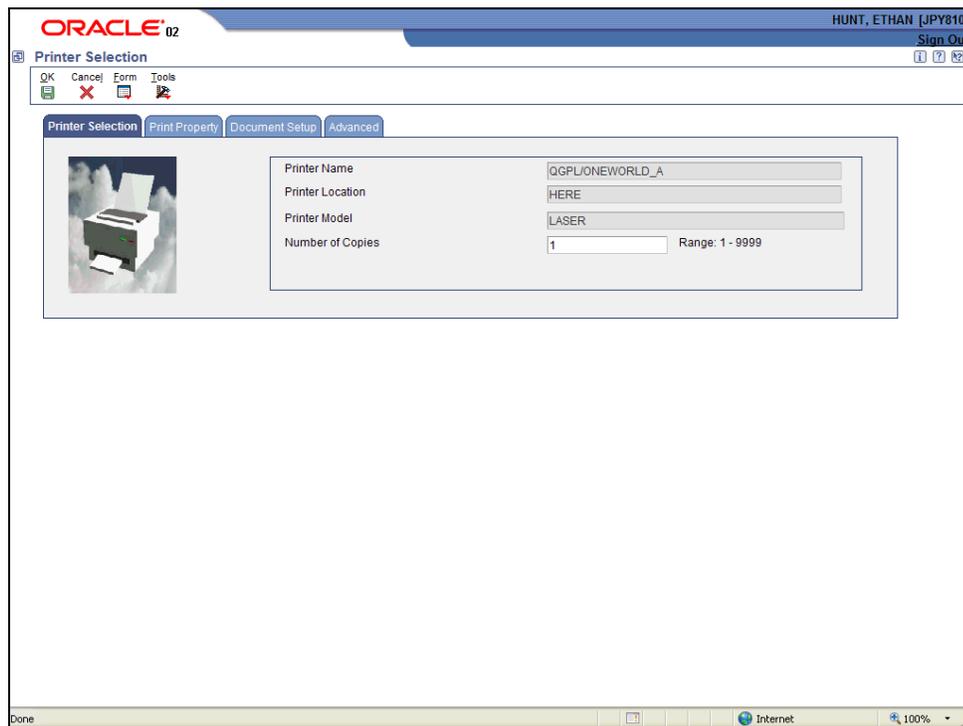
Account Balance by Program



Step	Action
9.	<p>You can narrow the report by Agency, Fund, and/or Program Number.</p> <p>To narrow the report by Agency, complete the following information in the next blank row: Left Operand - Agency Number (F0006)(RP01)[BC] Comparison - is equal to Right Operand – enter the 3-digit agency number</p> <p>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 the fund</p> <p>To narrow report by Program Number, complete the following information in the next blank row: Left Operand - Program Number (F0006)(RP04)[BC] Comparison - is equal to Right Operand – enter the program number</p> <p>Note: 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>



Step	Action
10.	After updating the data selection click the OK button. 
11.	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)
12.	Click the OK button. 



Step	Action
13.	Click the OK button. 

Training Guide

Account Balance by Program



Step	Action
14.	<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>