

Monthly Budget Spreadsheet with Percents
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



Table of Contents

Monthly Budget Spreadsheet with Percents.....	1
Monthly Budget Spreadsheet with Percents Overview	1
Monthly Budget Spreadsheet with Percents Lesson	1

Monthly Budget Spreadsheet with Percents

Monthly Budget Spreadsheet with Percents Overview

The Monthly Budget Spreadsheet with Percents provides detailed information about expenditure spending by object code for each month. The report output includes budgeted amounts, monthly detailed expenditures, percent spent monthly, percent spent year-to-date, open encumbrances, and budget variances. There are various versions of the report which determines the data sort.

Monthly Budget Spreadsheet with Percents Lesson

Procedure

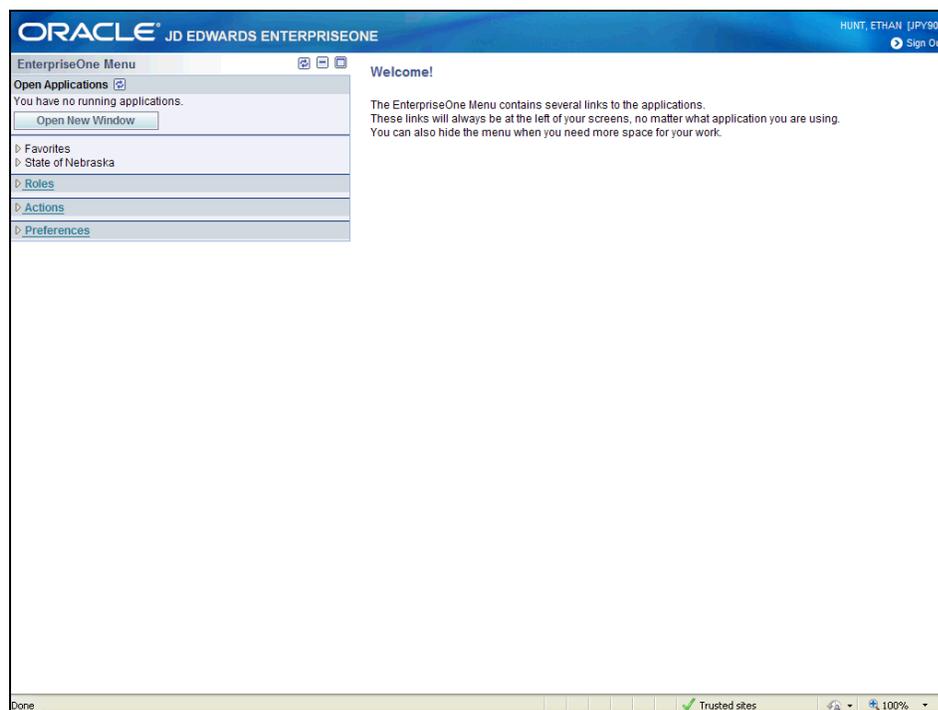
In this lesson you will learn how to do the monthly budget spreadsheet with percents.

Navigation: There are multiple menu paths for this procedure. This lesson will use the Budget menu path.

Accounting > Inquiries & Reports > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet with Percents

OR

Budget > Inquiries & Reports > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet with Percents

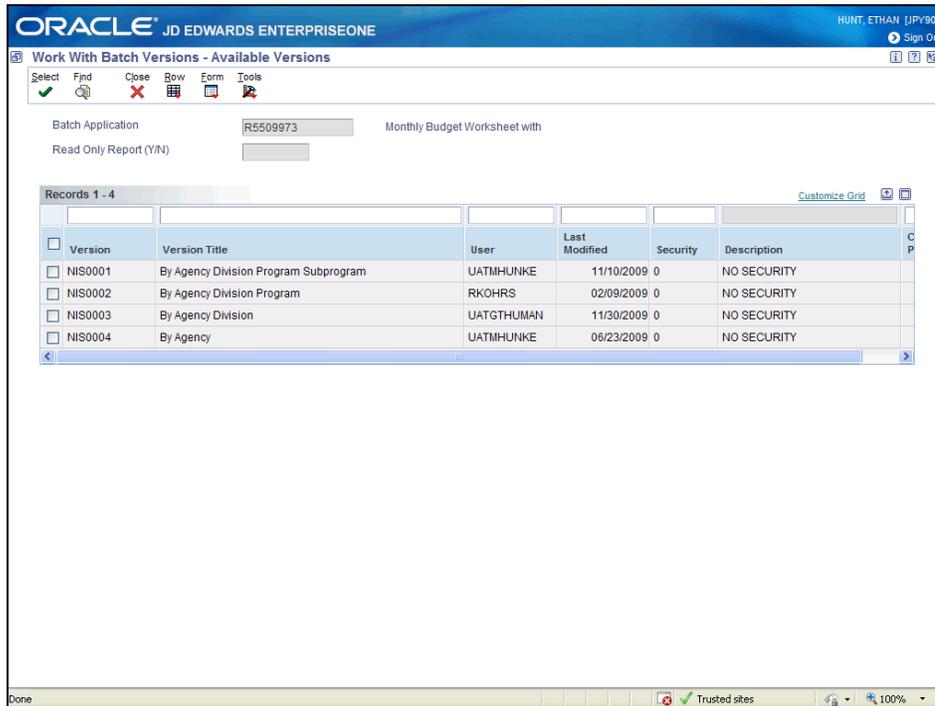


Training Guide

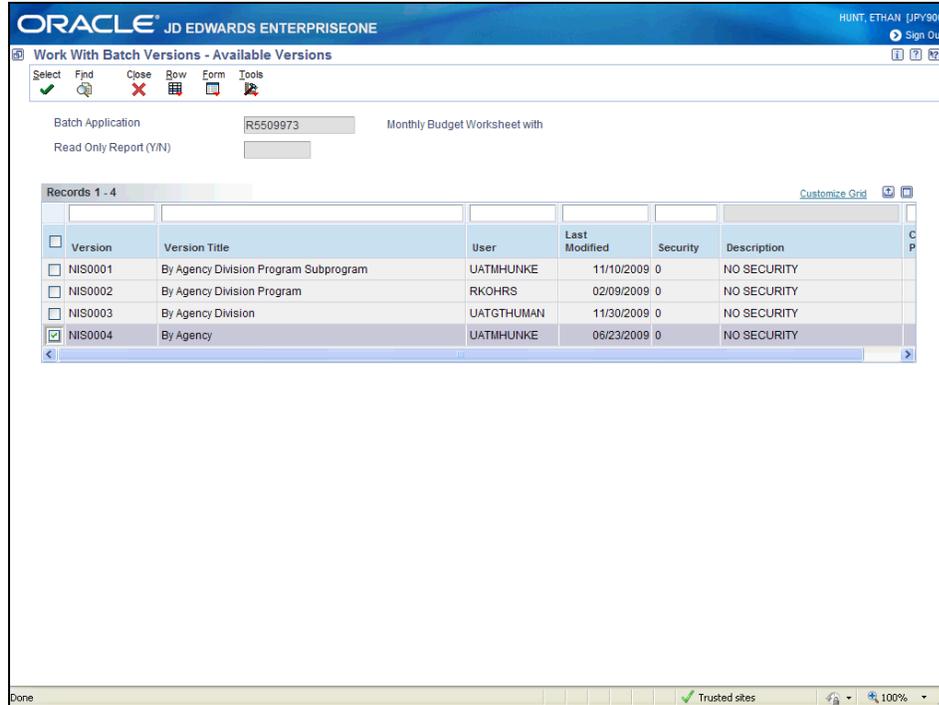
Monthly Budget Spreadsheet with Percents



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Budget link. Budget
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Budget Reports link. Budget Reports
5.	Click the Monthly Budget Spreadsheets link. Monthly Budget Spreadsheets
6.	Click the Monthly Budget Spreadsheet with Percents link. Monthly Budget Spreadsheet with Percents



Step	Action
7.	Choose the appropriate version by clicking the check box next to it. <input type="checkbox"/>



Step	Action
8.	Click the Data Selection option. 
9.	Click the Submit button. 
10.	Warning: Do not change the Left Operand field on any existing data selection lines. Leave the first two rows (Object Account and Ledger Types) as is.

Training Guide

Monthly Budget Spreadsheet with Percents



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0902) (OBJ) [BC]	is equal to	"400000-599999"
<input type="checkbox"/>	And Ledger Types (F0902) (LT) [BC]	is equal to	"AA,BF,PA,PB"
<input type="checkbox"/>	And Agency Number (F0006) (RP01) [BC]	is equal to	Blank
<input type="checkbox"/>	And Fiscal Year (F0902) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/>	And		

Add Row

Advanced

Done Trusted sites 100%

Step	Action
11.	Click the Right Operand list of the third row (Agency Number). <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank</div>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

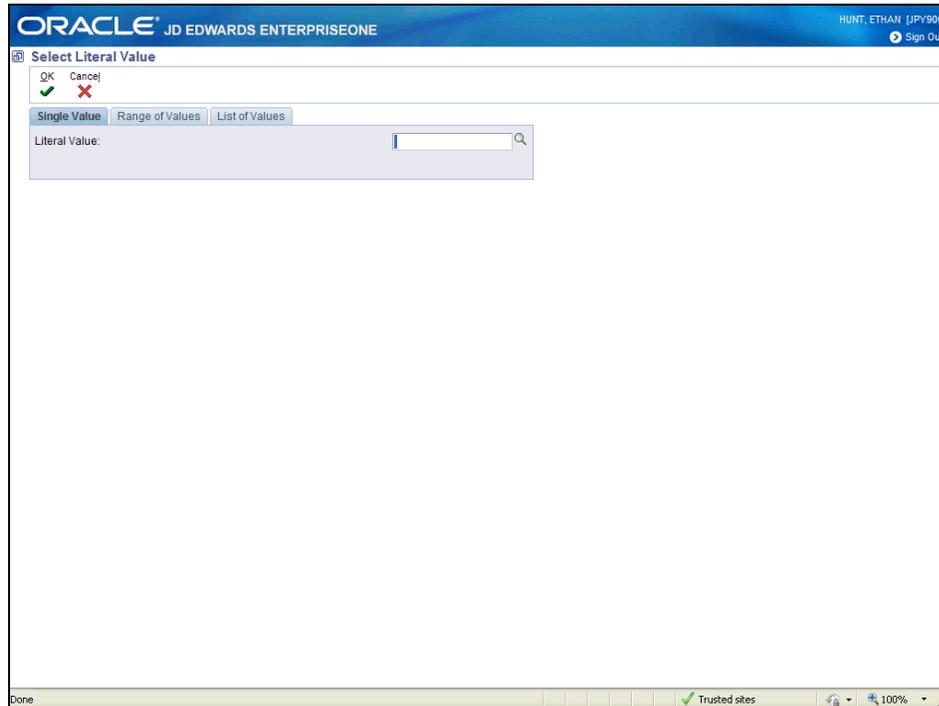
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0902) (OBJ) [BC]	is equal to	"400000-599999"
<input type="checkbox"/>	And Ledger Types (F0902) (LT) [BC]	is equal to	"AA,BF,PA,PB"
<input type="checkbox"/>	And Agency Number (F0006) (RP01) [BC]	is equal to	Blank
<input type="checkbox"/>	And Fiscal Year (F0902) (FY) [BC]	is equal to	Blank
<input type="checkbox"/>	And		Zero

Add Row

Advanced

Done Trusted sites 100%

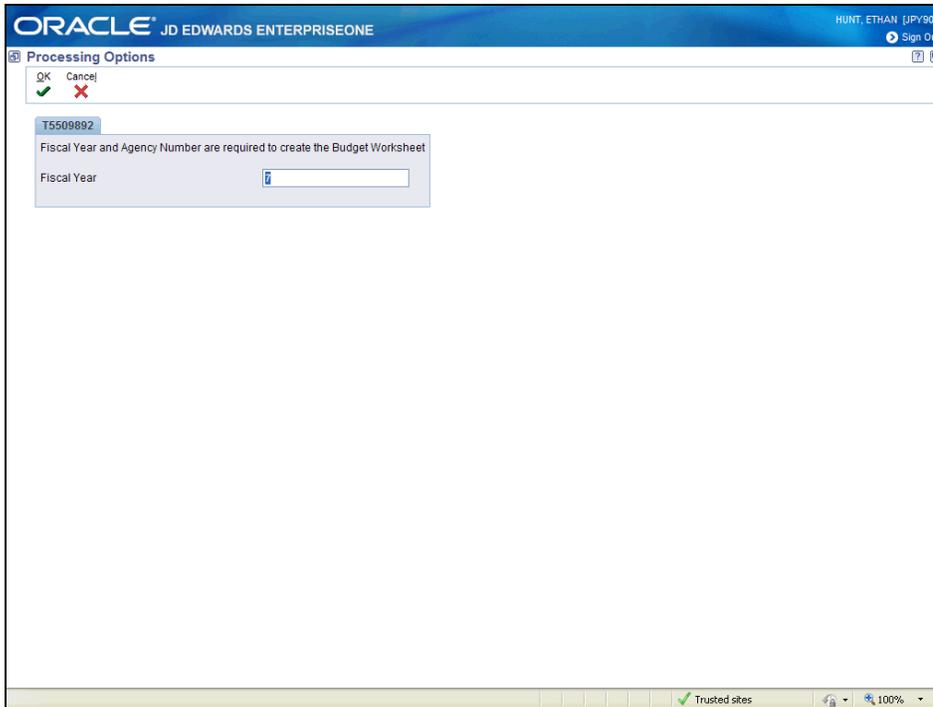
Step	Action
12.	Click the Literal list item. <input type="text" value="Literal"/>



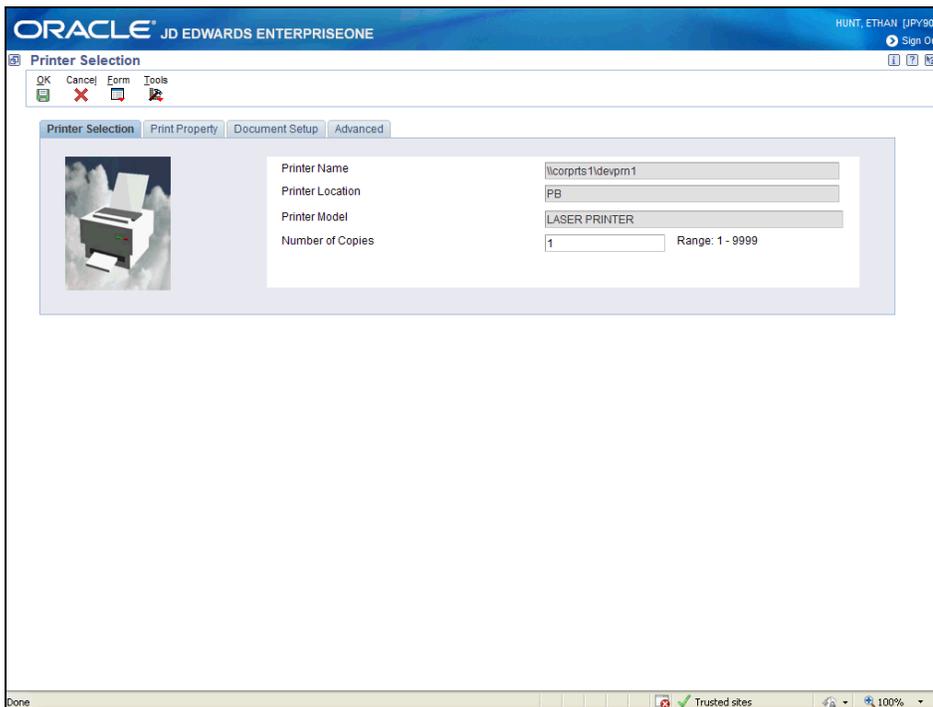
Step	Action
13.	Enter the three digit agency number into the Literal Value: field.
14.	Click the OK button. <input checked="" type="checkbox"/>
15.	If applicable complete the following: In the fourth row (Agency Division), complete the following: Right Operand - enter the 3-digit division number In the fifth row (Program Number), complete the following: Right Operand - enter the 3-digit program number In the sixth row (Agency Subprogram), complete the following: Right Operand - enter the subprogram number
16.	Click the OK button. <input checked="" type="checkbox"/>
17.	The Processing Options allows you to enter the Fiscal Year.

Training Guide

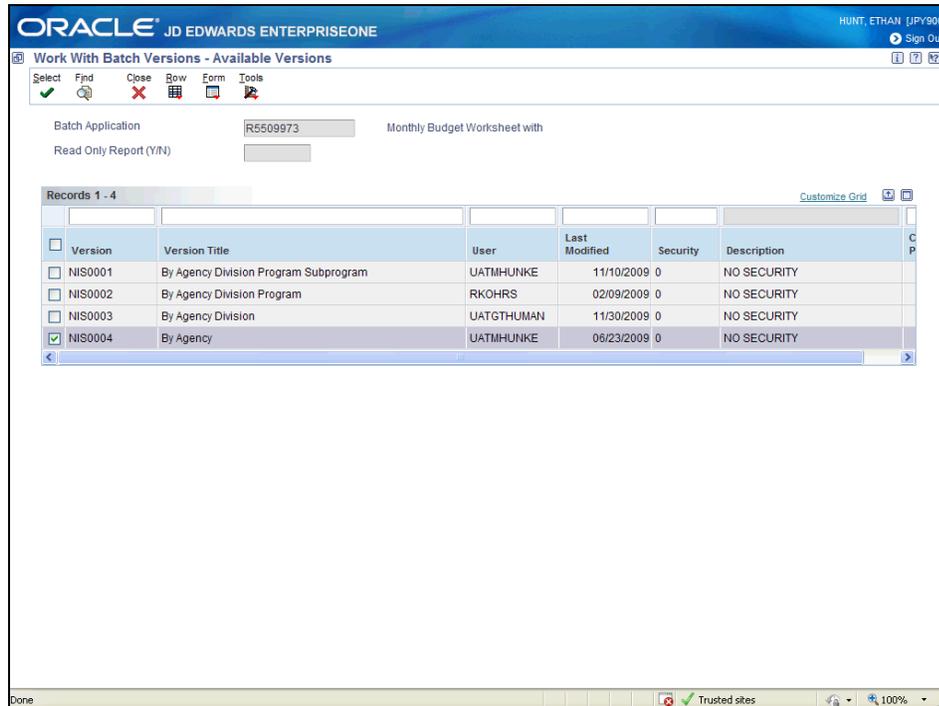
Monthly Budget Spreadsheet with Percents



Step	Action
18.	Click the OK button.



Step	Action
19.	To run the report in CSV format click the Document Setup tab. 
20.	Click the OK button. 



Step	Action
21.	Click the Close 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 work instructions. You have successfully completed this lesson. End of Procedure.