

Budget Status by Agency

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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.

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Budget Status by Agency

Budget Status by Agency Overview

View this report to manage spending budgeted dollars. Report includes totals and subtotals by account type and fund type.

Budget Status by Agency Lesson

Procedure

In this lesson you will learn how to run the Budget Status by Agency Report.

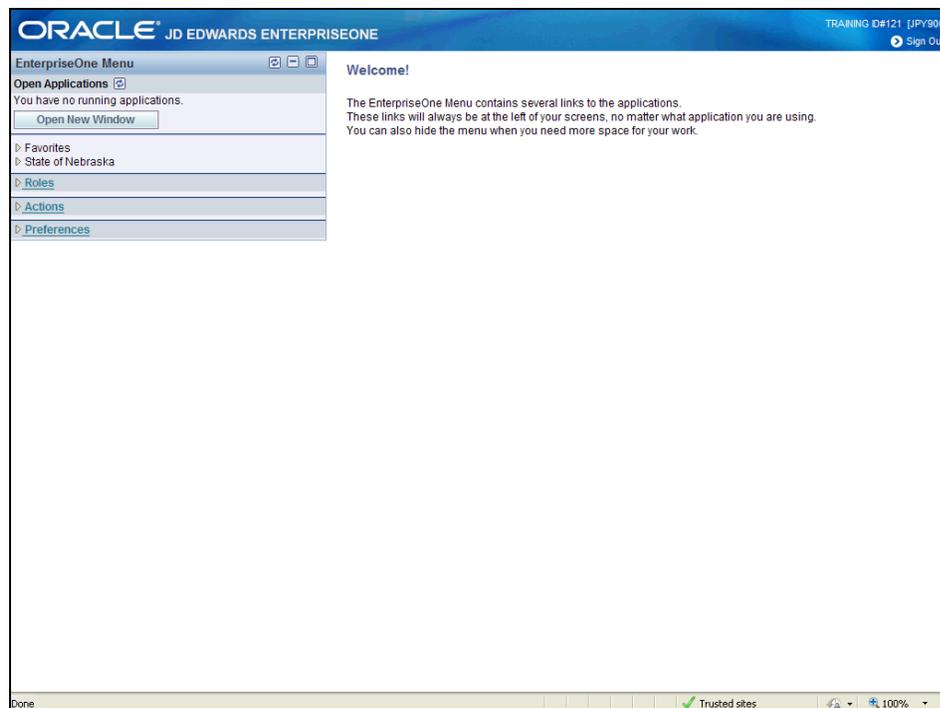
Navigation:

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

Accounting > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Agency

or

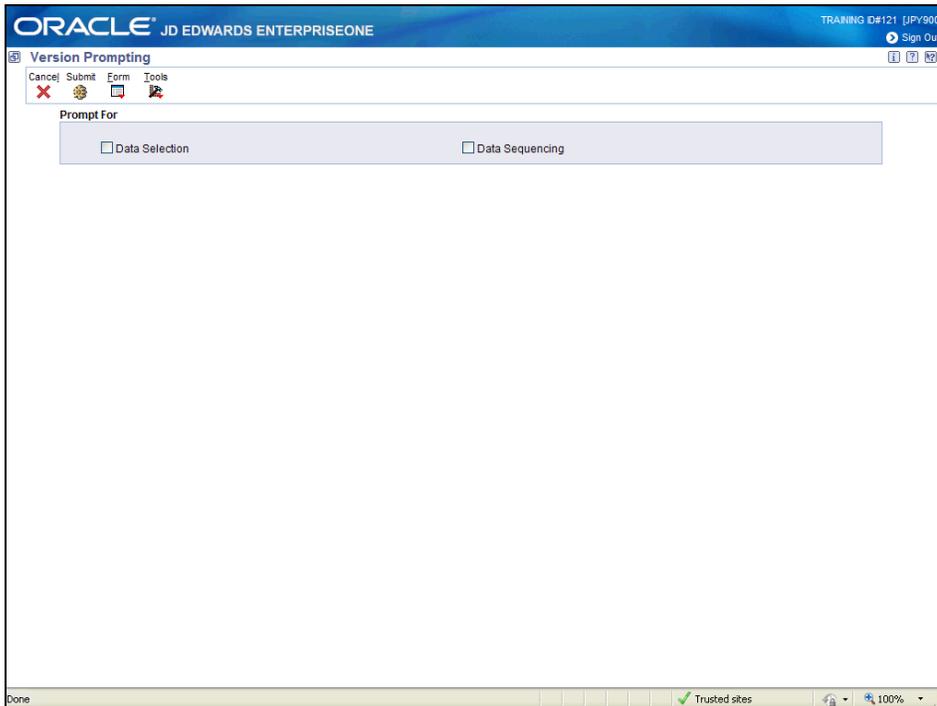
Budget > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Agency



Training Guide

Budget Status by Agency

Step	Action
1.	Click the State of Nebraska link.
2.	Click the Accounting link.
3.	Click the Inquiries & Reports link.
4.	Click the Budget Reports link.
5.	Click the Budget Status Reports link.
6.	Click the Budget Status by Agency link.



Step	Action
7.	Click the Data Selection option.
8.	Click the Submit button.

ORACLE JD EDWARDS ENTERPRISEONE NIS CONSULTANT - NISMSCHRAM [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Agency Number (F0006) (RP01) [BC]	is equal to	Null
<input type="checkbox"/> And	Agency Division (F0006) (RP10) [BC]	is equal to	Null
<input type="checkbox"/> And	Object Account (F0901) (OBJ) [BC]	is equal to	*400000-599999*
<input type="checkbox"/> And	Fund Type (F0006) (RP11) [BC]	is not equal to	Blank
<input type="checkbox"/> And			

[Add Row](#)
[Advanced](#)

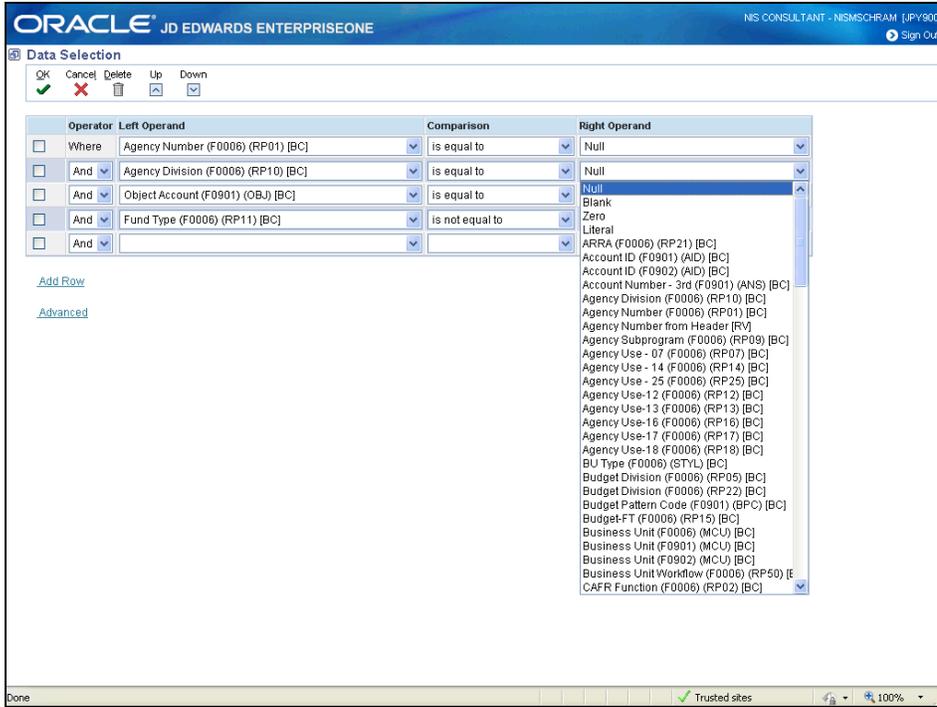
Done Trusted sites 100%

Step	Action
9.	Click the drop down list of the Right Operand column for the Agency Number row.

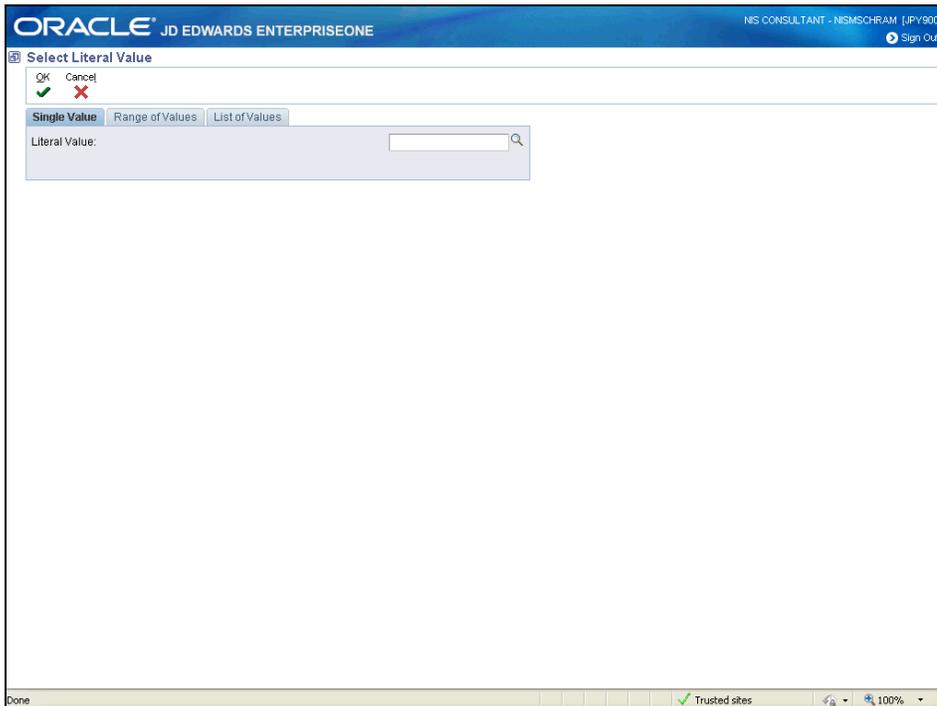
Null ▼

Training Guide

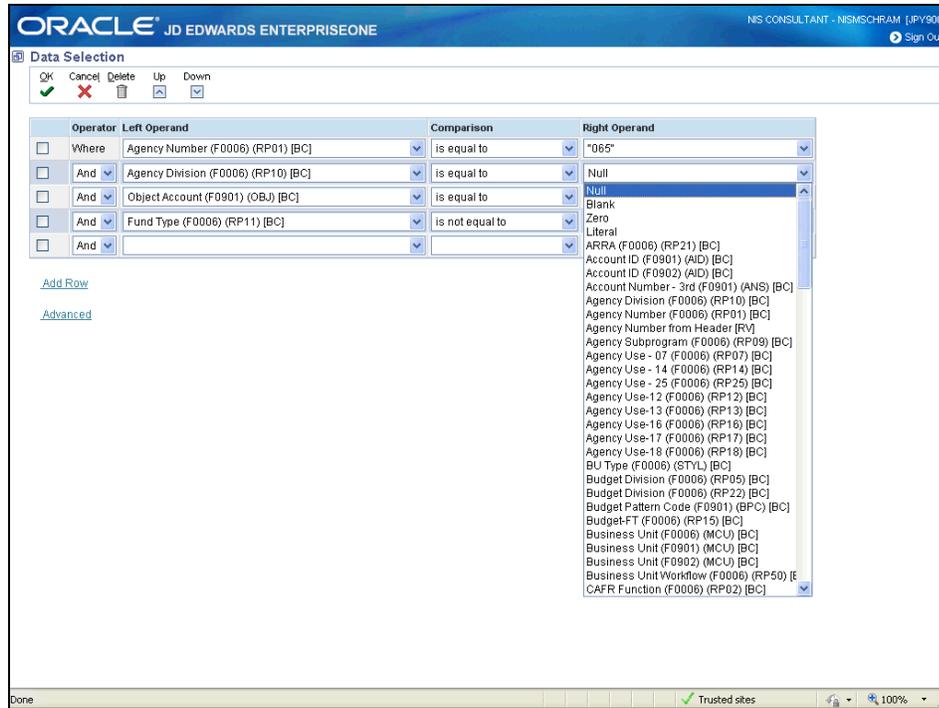
Budget Status by Agency

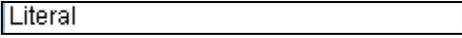


Step	Action
10.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: 150px; margin-top: 5px;">Literal</div>



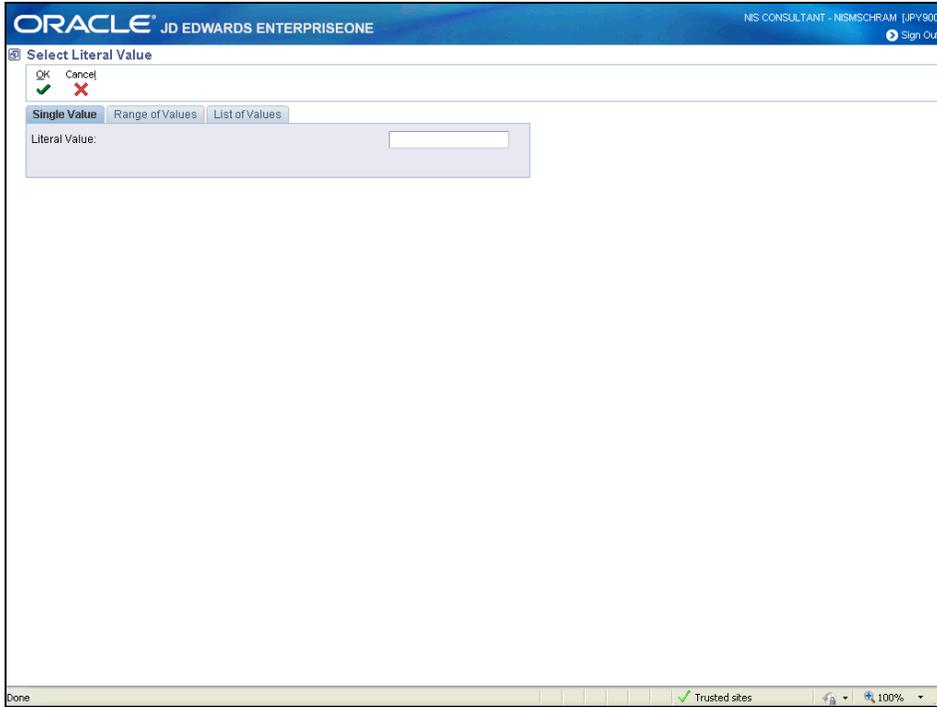
Step	Action
11.	Enter the agency number into the Literal Value field.
12.	Click the OK button. 
13.	Click the drop down list of the Right Operand column for teh Agency Division row. 



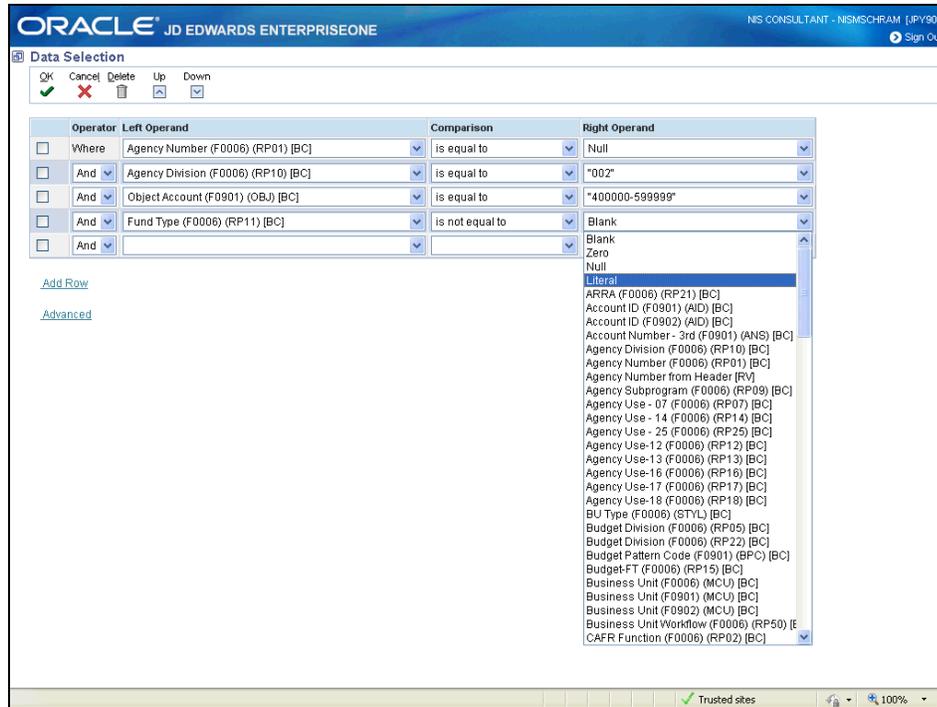
Step	Action
14.	Click the Literal list item. 

Training Guide

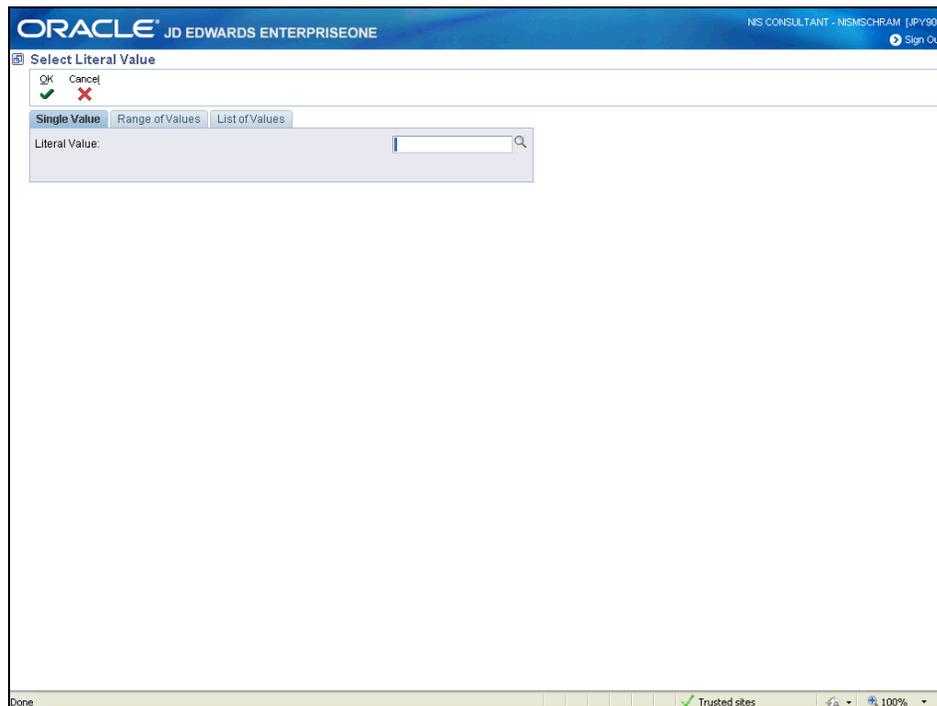
Budget Status by Agency



Step	Action
15.	Enter the agency division into the Literal Value field.
16.	Click the OK button. 
17.	Click the drop down list of the Right Operand column for the Fund Type row. 



Step	Action
18.	Click the Literal list item. Literal

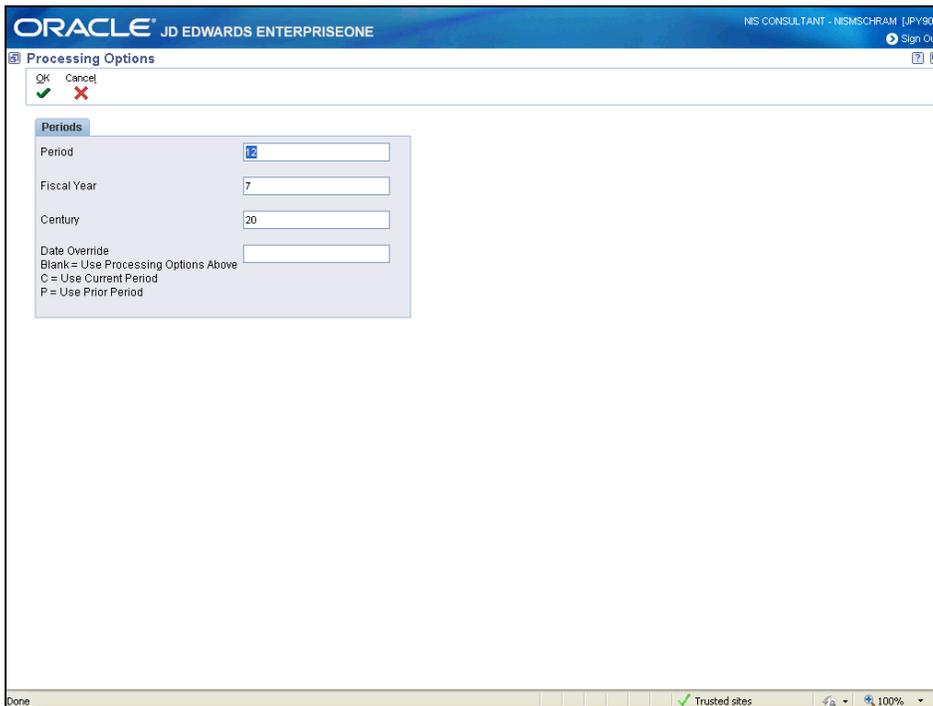


Training Guide

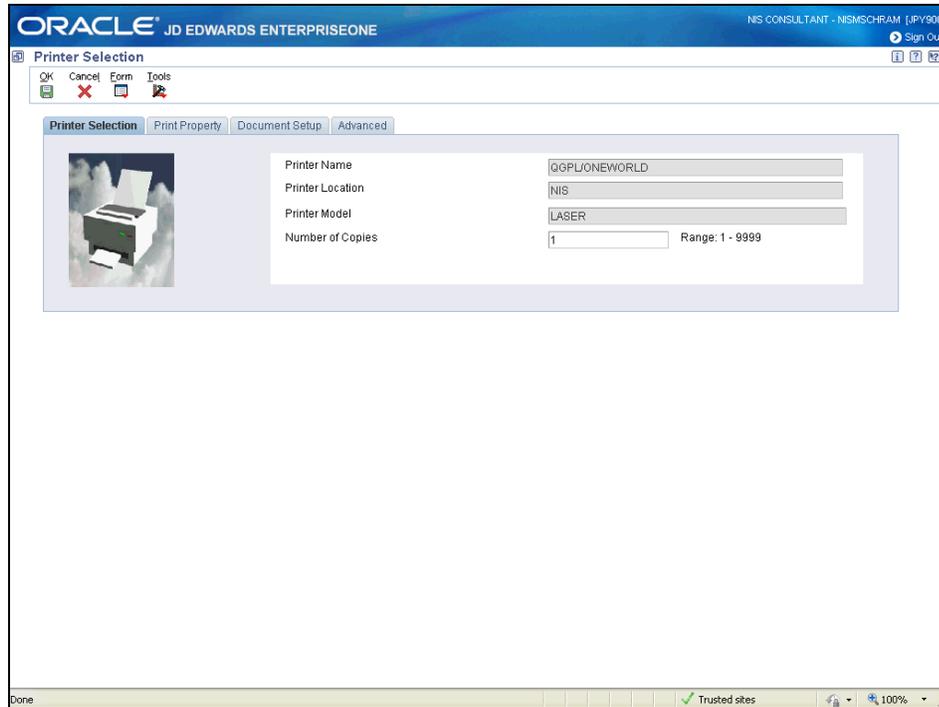
Budget Status by Agency



Step	Action
19.	Enter the fund type into the Literal Value field.
20.	Click the OK button. 
21.	To narrow the report by fund and/or by business unit you can add these categories in subsequent blank fields. For fund select Fund (F0901)(CO)[BC] from the Left Operand, and for business unit select Business Unit (F0006)(MCU)[BC] from the Left Operand.
22.	Click the OK button. 
23.	Complete the following information: Period Number - enter the period for which to run report (ex. 12 for June, 11 for May, etc). Fiscal Year - enter the fiscal year for which to run report (ex. enter 06 for FY beginning July 1, 2006)



Step	Action
24.	Click the OK button. 



Step	Action
25.	Click the OK button. 
26.	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_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. End of Procedure.