

Appropriation to Budget Comparison

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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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Appropriation to Budget Comparison

Appropriation to Budget Comparison Overview

This report compares appropriation amounts on the Allotment Status Report by Agency, Program, and Fund Type with budgeted amounts entered on an agency's Budget Status Report.

Appropriation to Budget Comparison Lesson

Procedure

In this lesson you will learn how to run the Appropriation to Budget Comparison Report.

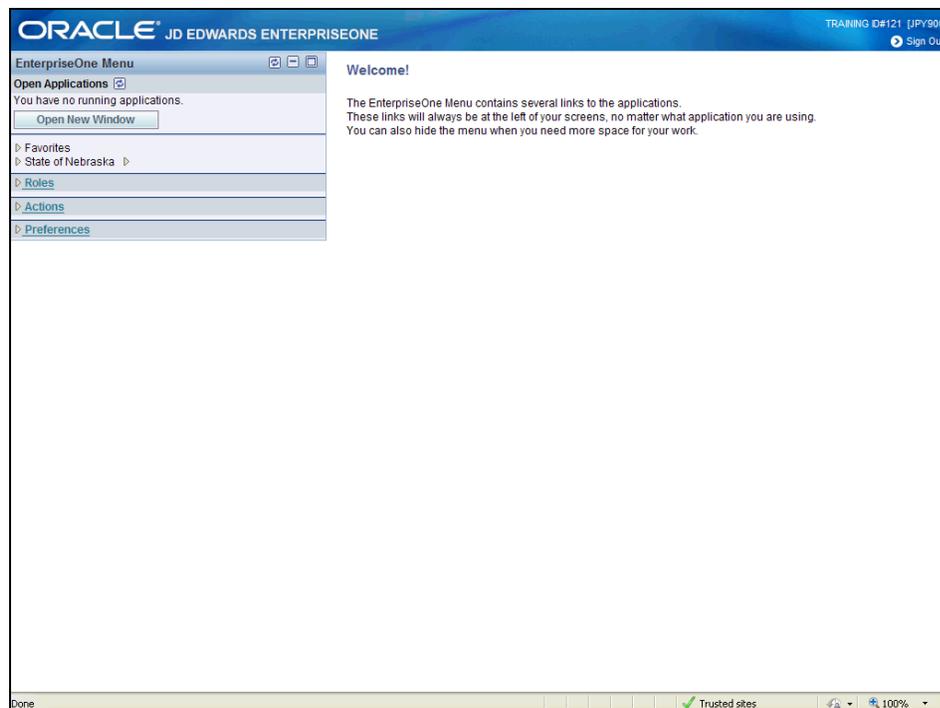
Navigation:

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

Accounting > Inquiries & Reports > Budget Reports > Other Budget Reports > Appropriation to Budget Comparison

or

Budget > Inquiries & Reports > Budget Reports > Other Budget Reports > Appropriation to Budget Comparison

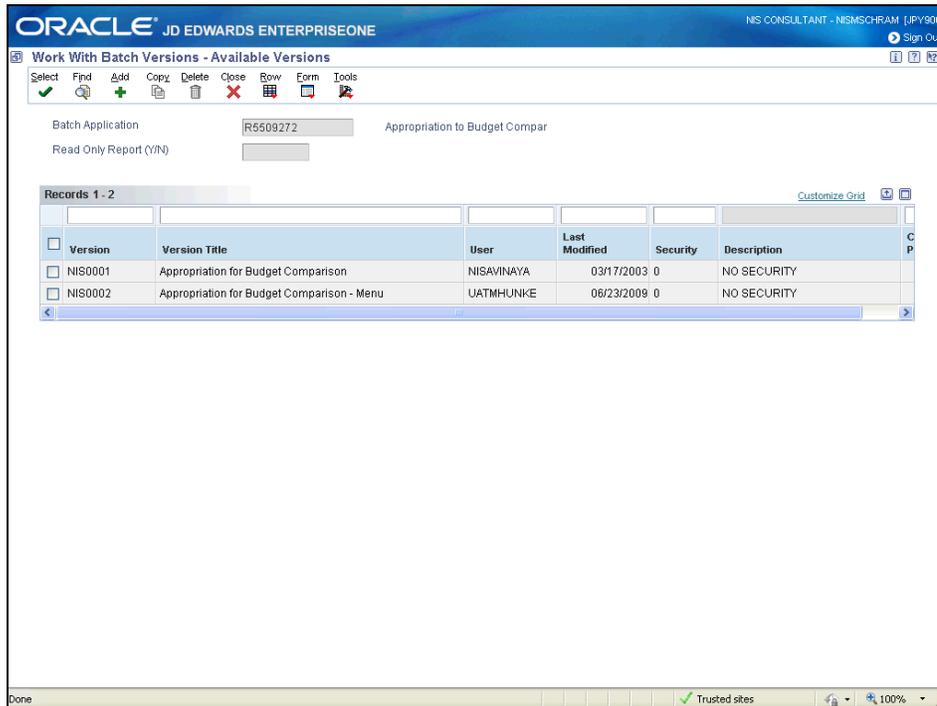


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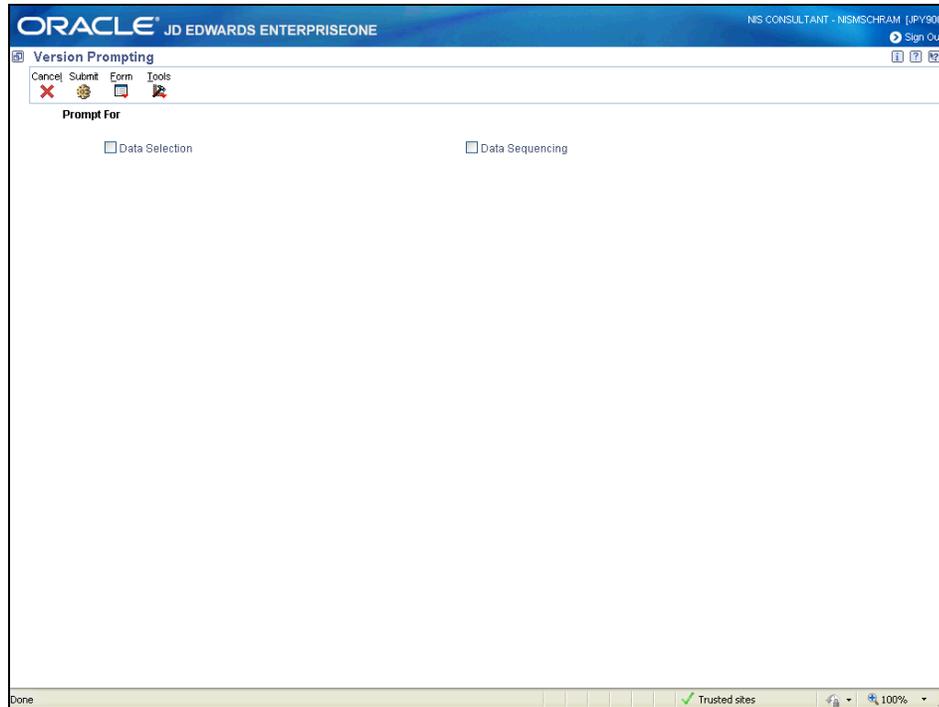
Appropriation to Budget Comparison



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 Other Budget Reports link.
6.	Click the Appropriation to Budget Comparison link.



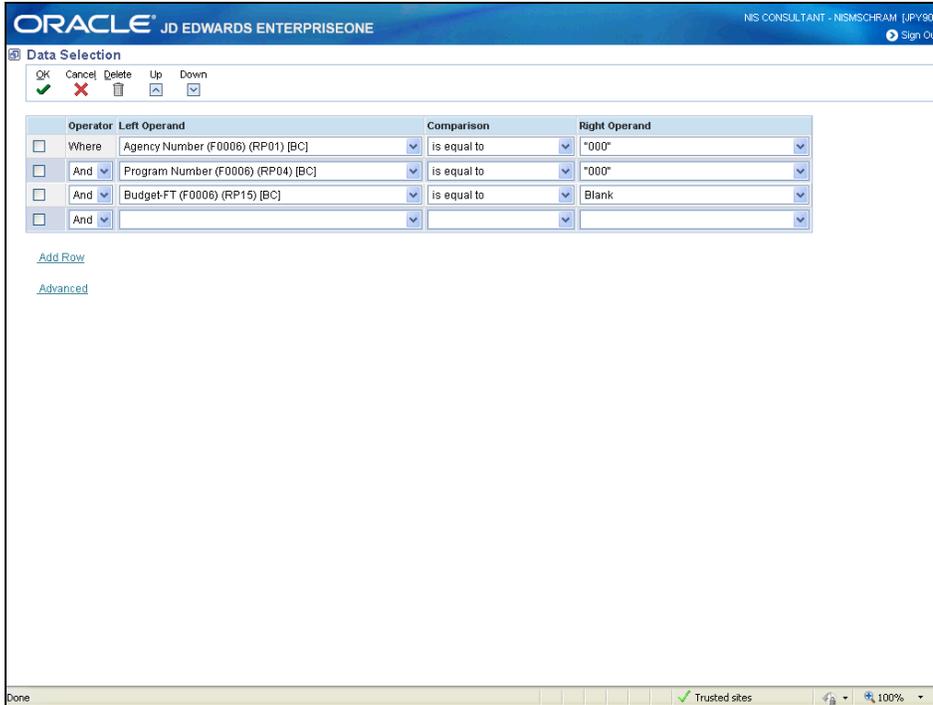
Step	Action
7.	Select the version by clicking the check box next to it. <input type="checkbox"/>
8.	Click the Select button.



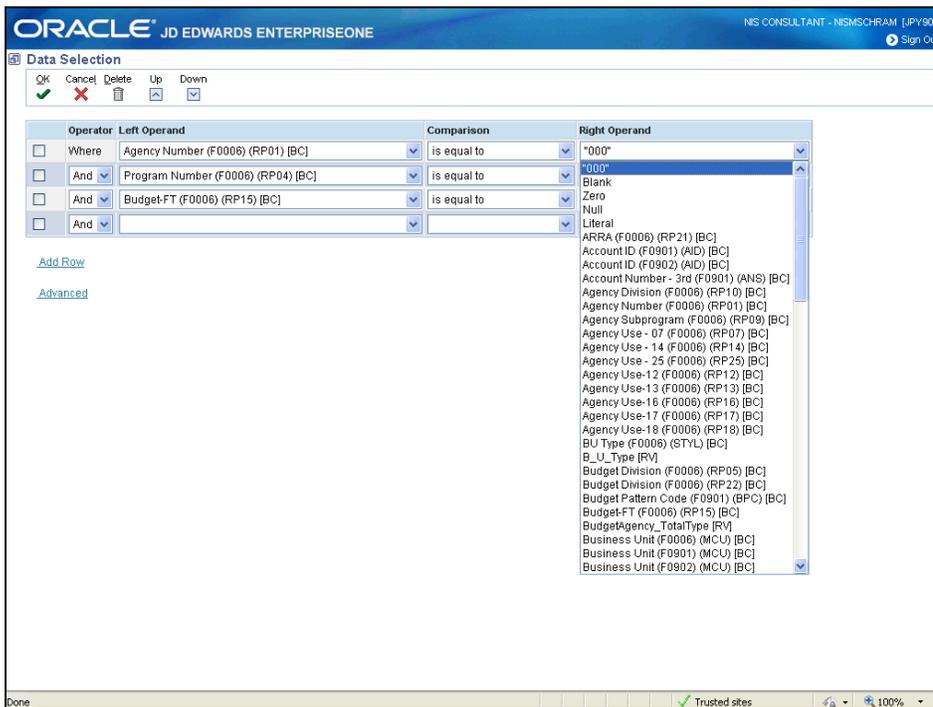
Step	Action
9.	Click the Data Selection option. <input type="checkbox"/>
10.	Click the Submit button. 

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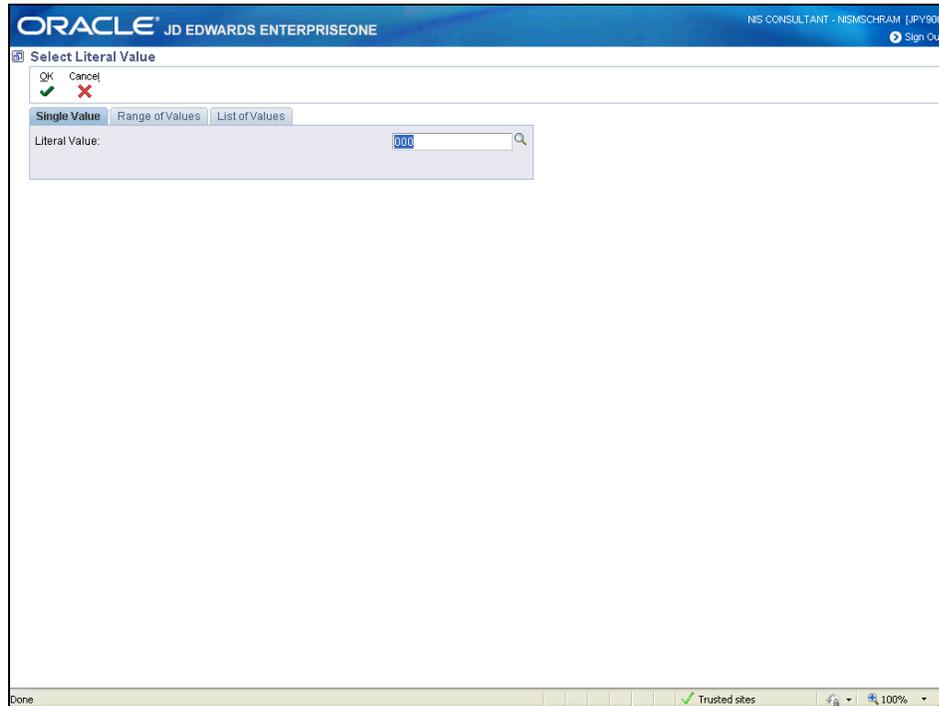
Appropriation to Budget Comparison



Step	Action
11.	Click the drop down list of the Right Operand column for the Agency Number row. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> "000" ▼ </div>



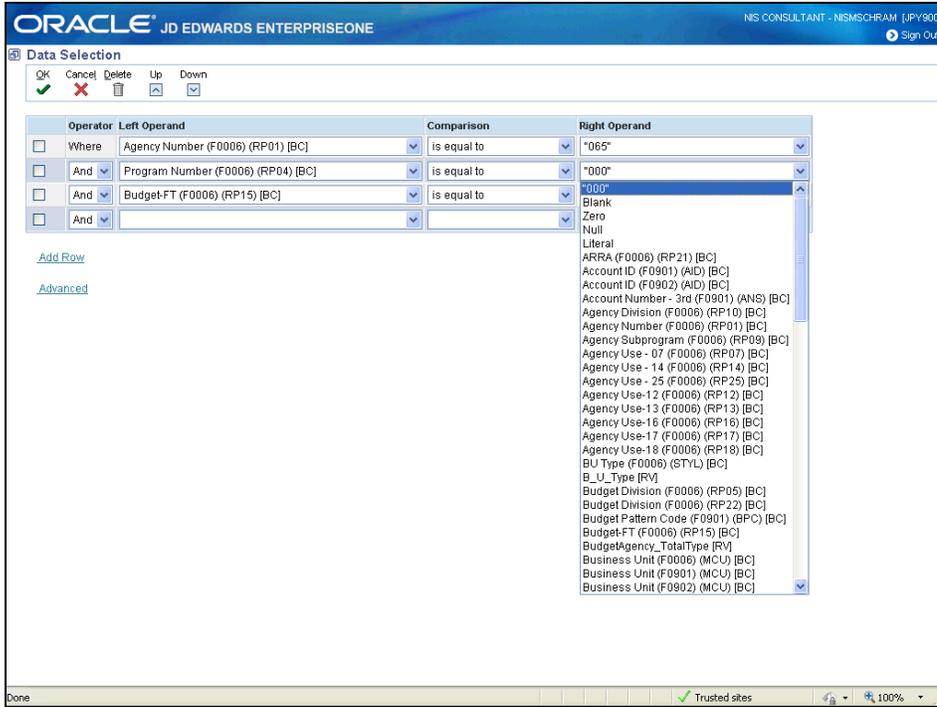
Step	Action
12.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



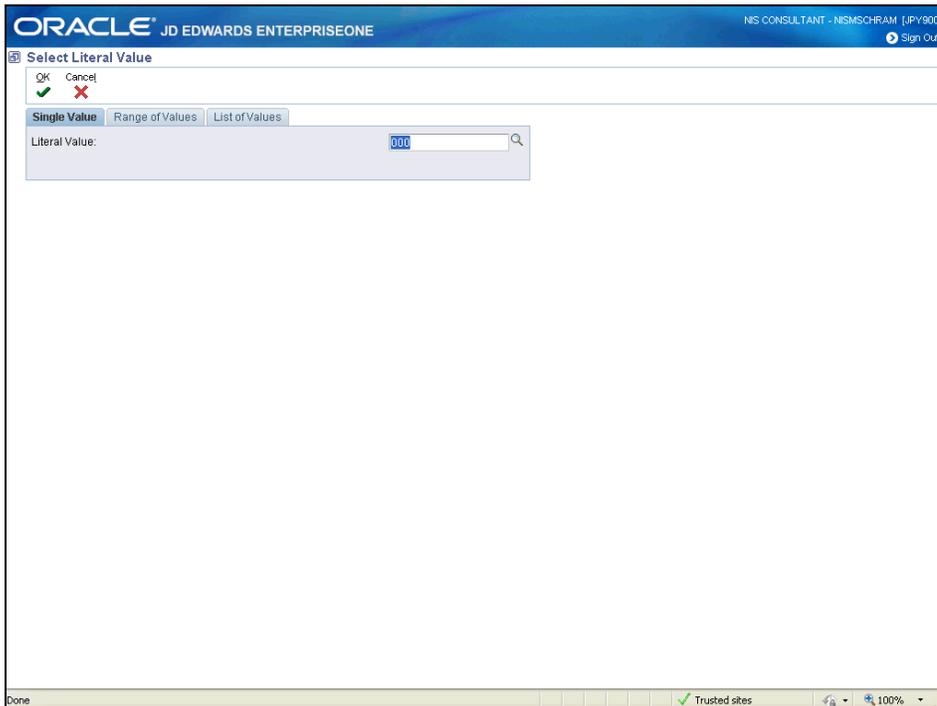
Step	Action
13.	Enter the agency number into the Literal Value field.
14.	Click the OK button. <div style="text-align: center;">✔</div>
15.	Click the drop down list of the Right Operand column for the Program Number row. <div style="border: 1px solid black; padding: 2px; width: fit-content;">"000" ▼</div>

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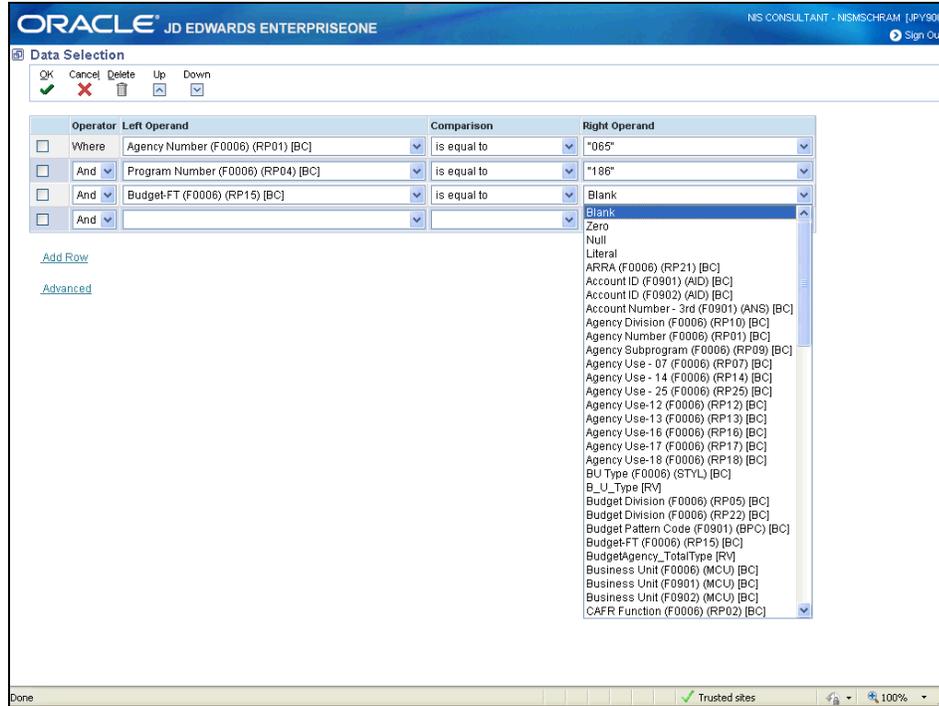
Appropriation to Budget Comparison



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



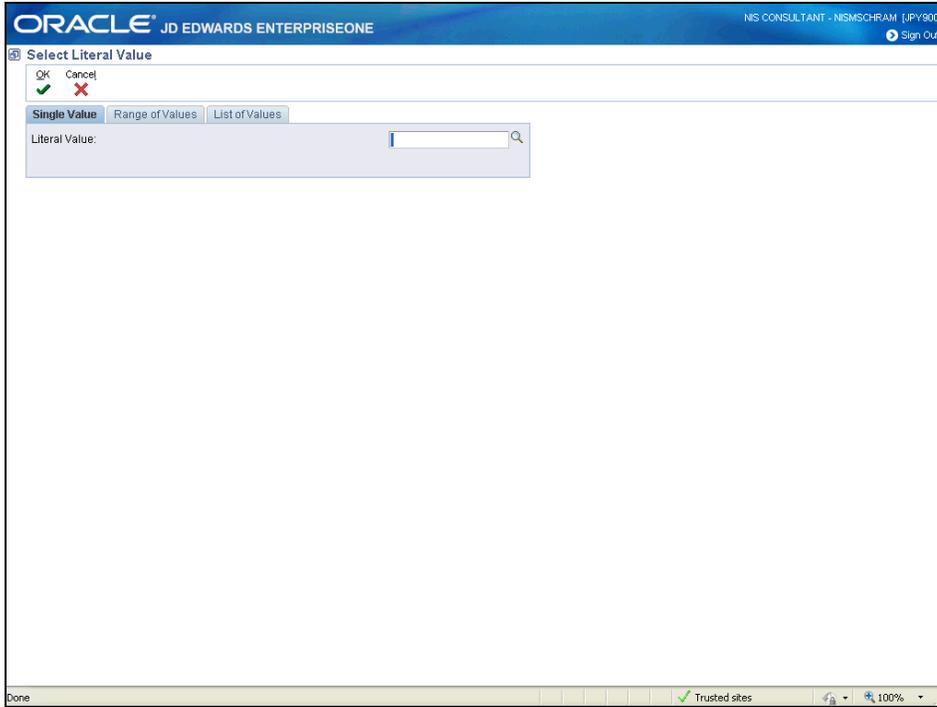
Step	Action
17.	Enter the program number into the Literal Value field.
18.	Click the OK button.
19.	Click the drop down list of the Right Operand column for the Budget-FT row.



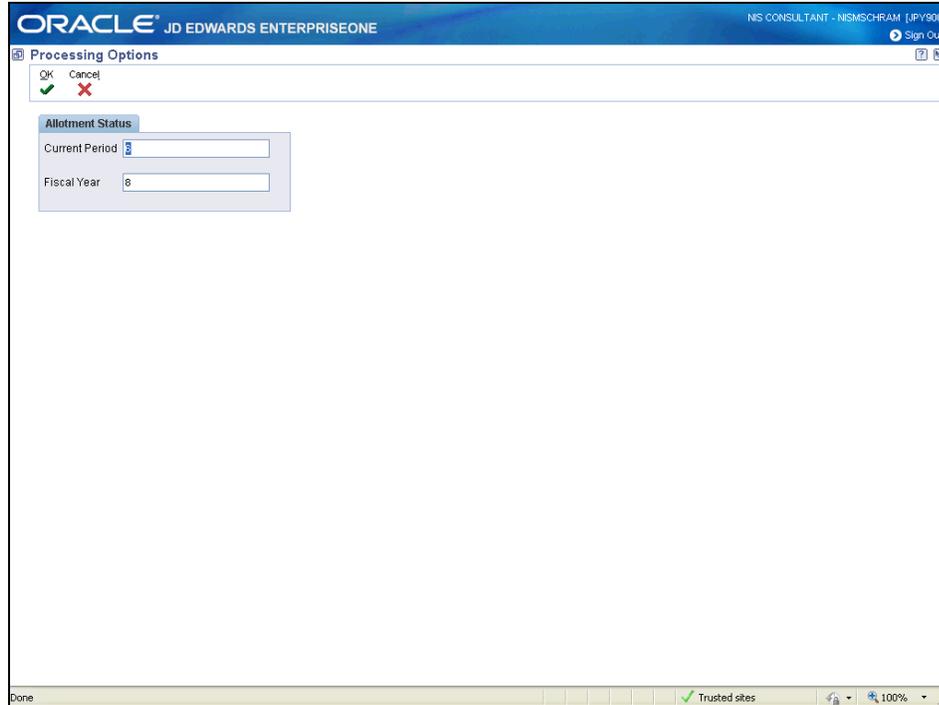
Step	Action
20.	Click the Literal list item.

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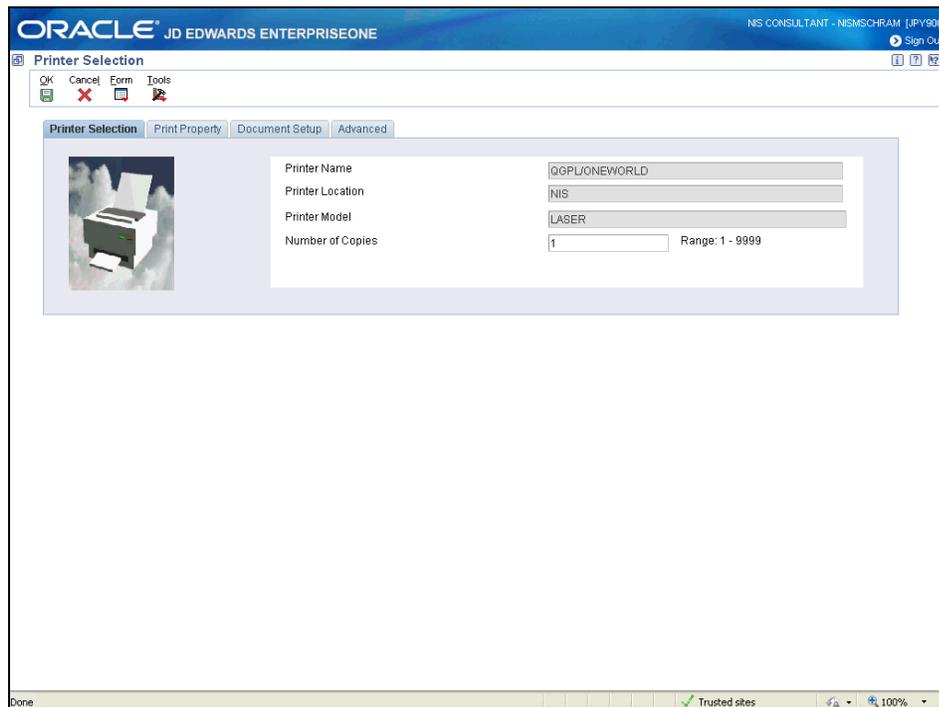
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Step	Action
21.	Enter the Fund Type into the Literal Value field.
22.	Click the OK button. 
23.	Click the OK button. 
24.	Complete the following fields of the Processing Options: Current Period - enter the period (ex. July = 1, January = 7, to see the entire year, use 12) Fiscal Year – enter the fiscal year ending for which to run report (ex. enter 06 for FY beginning July 1, 2006)



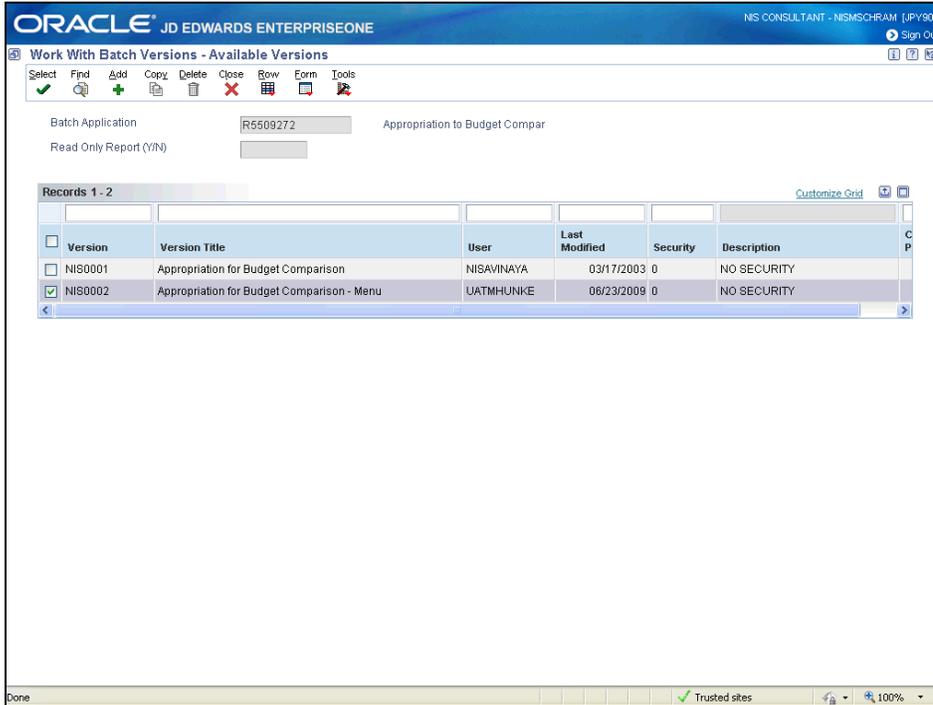
Step	Action
25.	Click the OK button. 



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Step	Action
26.	Click the OK button. 



Step	Action
27.	Click the Close button. 
28.	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.