

Appropriation Detail Report

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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 Detail Report

Appropriation Detail Report Overview

This report is set up to list appropriation transactions entered in the UF ledger by DAS Budget Division.

Appropriation Detail Report Lesson

Procedure

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

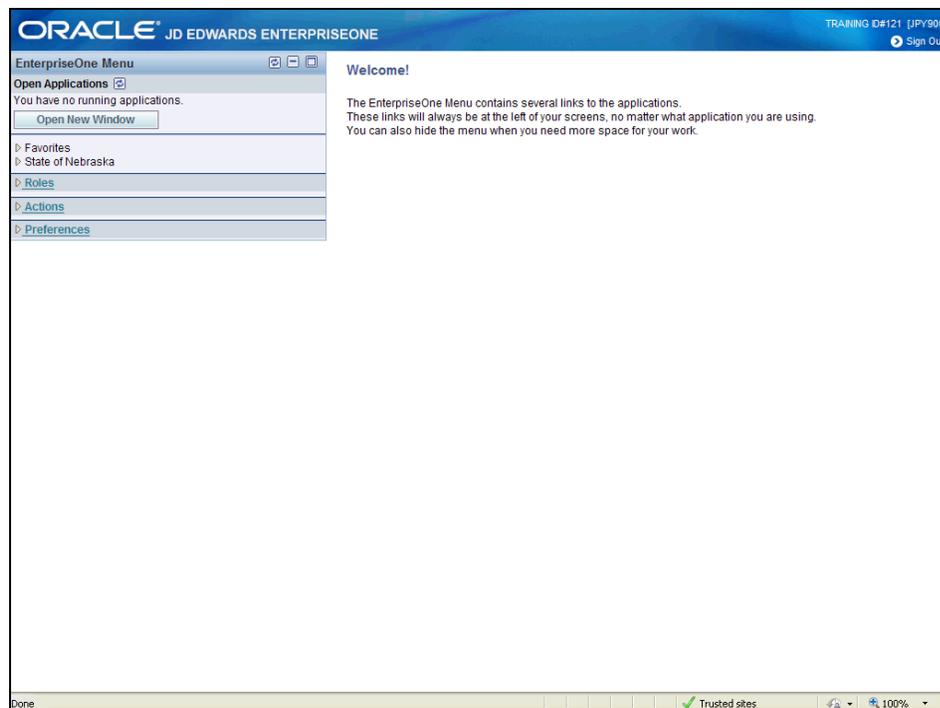
Navigation:

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 Detail Report

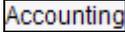
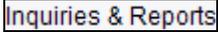
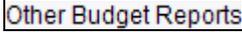
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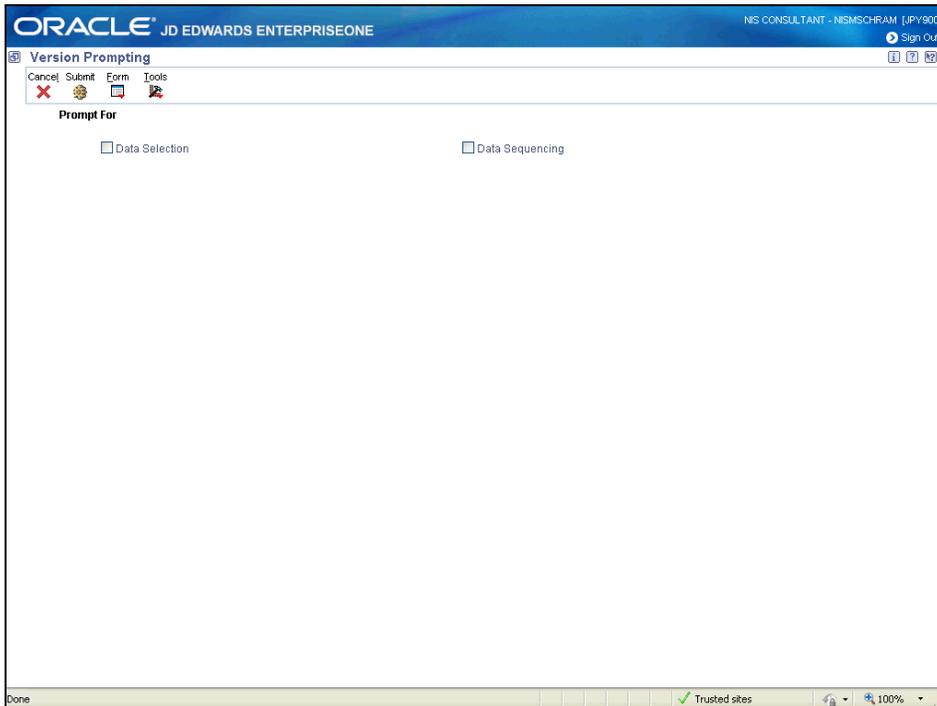
Budget > Inquiries & Reports > Budget Reports > Other Budget Reports > Appropriation Detail Report



Training Guide

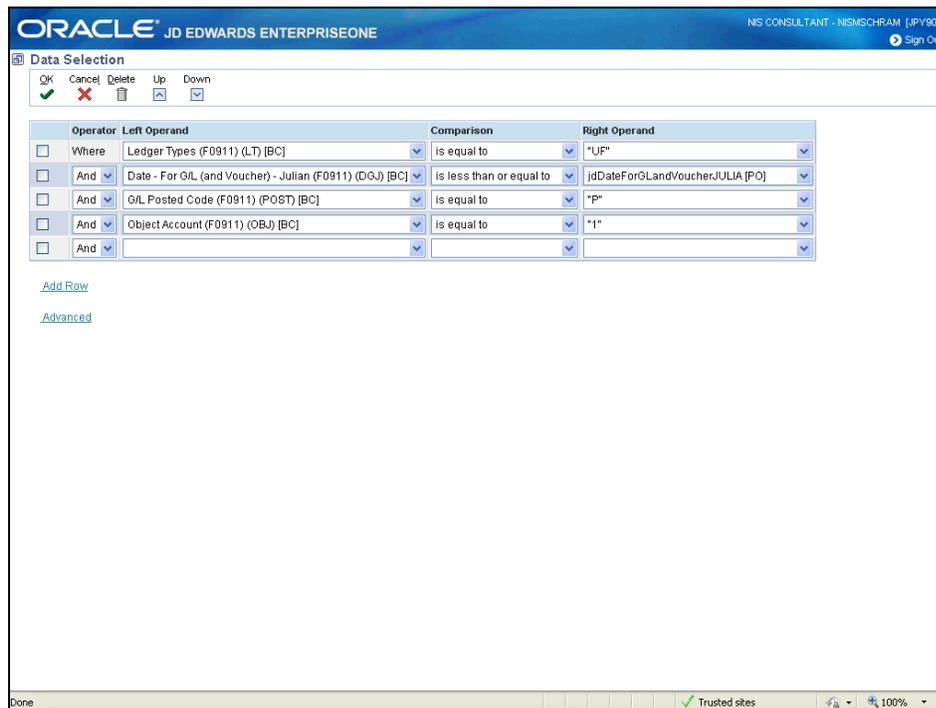
Appropriation Detail Report

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 Detail Report link. 



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

Step	Action
9.	<p>You can leave Data Selection as is.</p> <p>Note: To narrow the report by program number, complete the following information on the next blank row:</p> <p>Left Operand – Program Number (F0006)(RP04)[BC]</p> <p>Comparison - is equal to</p> <p>Right Operand - enter the 3-digit program number 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>



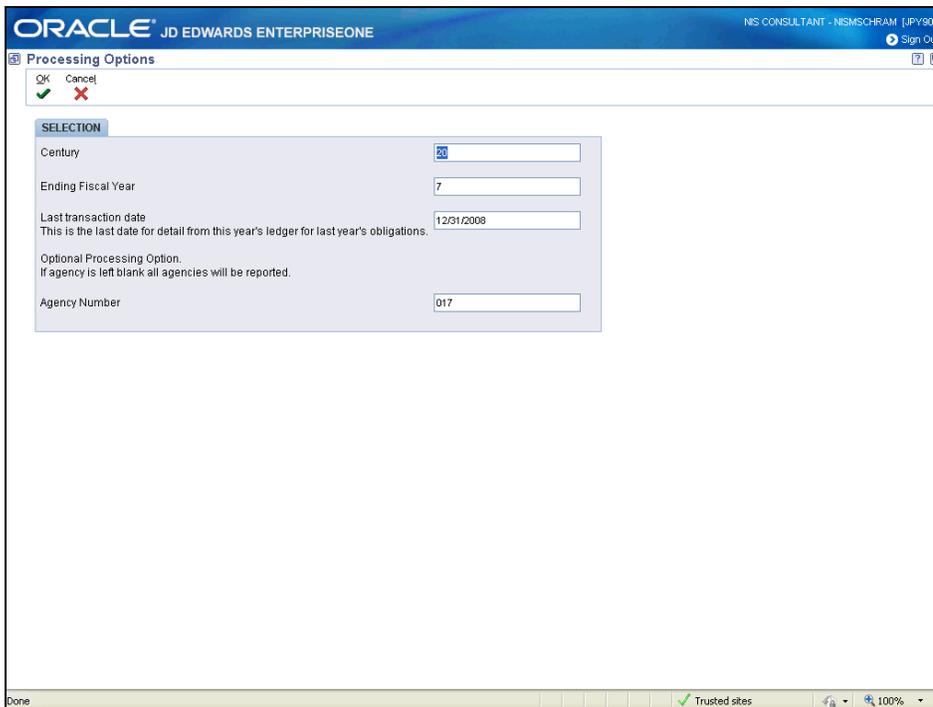
Step	Action
10.	<p>Click the OK button.</p> 

Training Guide

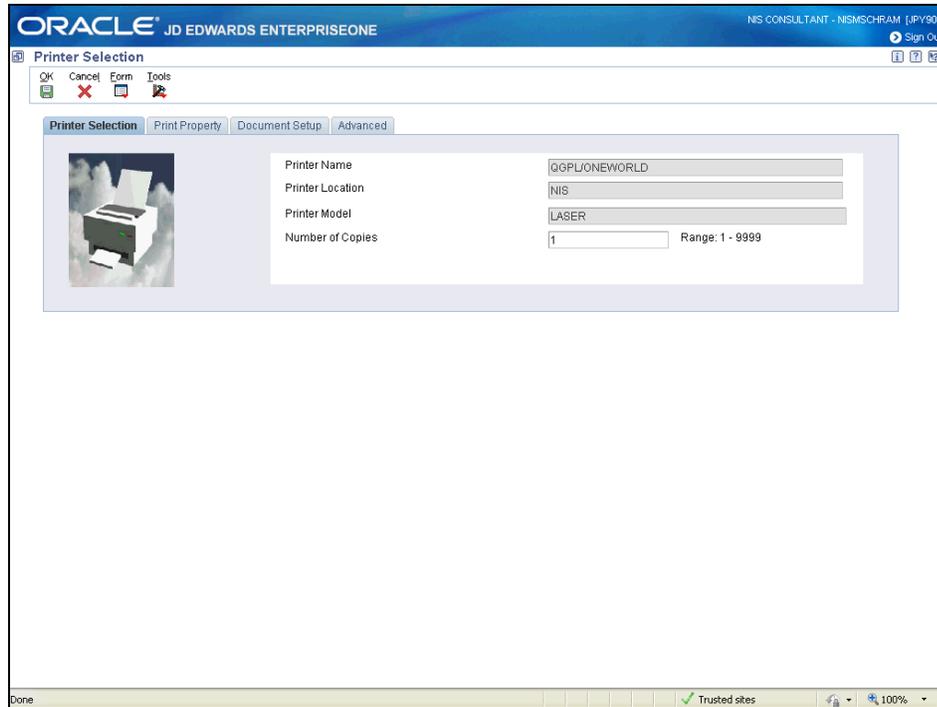
Appropriation Detail Report



Step	Action
11.	<p>Complete the following information:</p> <p>Ending Fiscal Year - enter the prior fiscal year ending for which to run report (ex. enter 06 for FY beginning July 1, 2007)</p> <p>Last transaction date – enter the last transaction date for any appropriation transaction. (Ex. Use June 30, 2006 to see all transactions for fiscal year beginning July 1, 2007.)</p> <p>Agency Number – enter your 3-digit agency number</p>



Step	Action
12.	<p>Click the OK button.</p> 



Step	Action
13.	Click the OK button. 
14.	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.