

Account Balance by Program

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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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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.

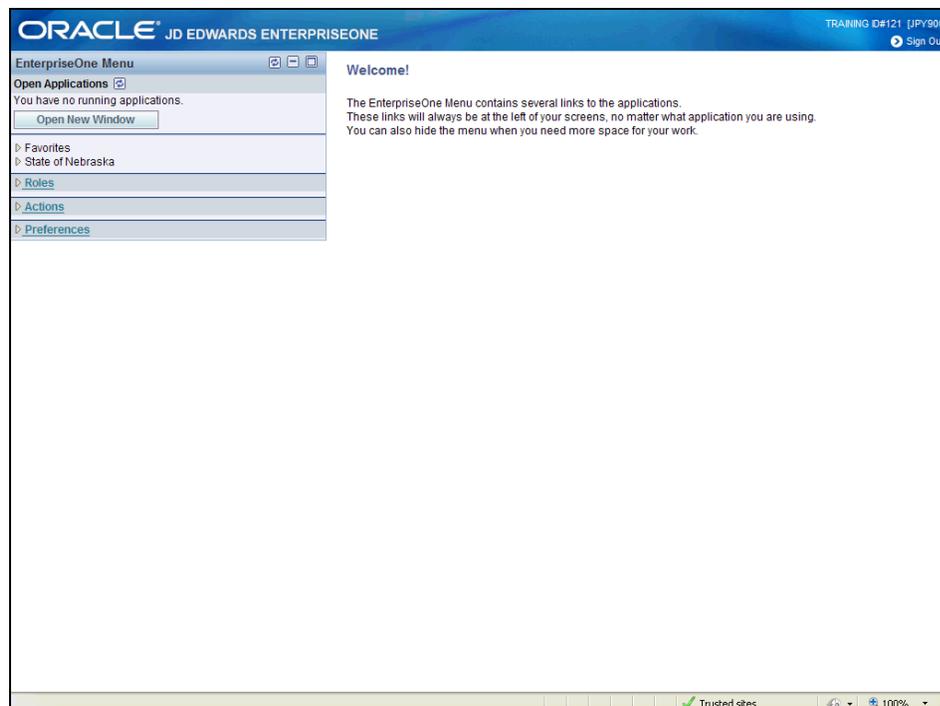
Navigation:

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

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

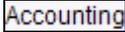
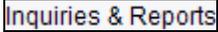
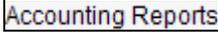
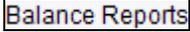
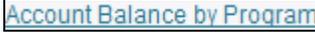
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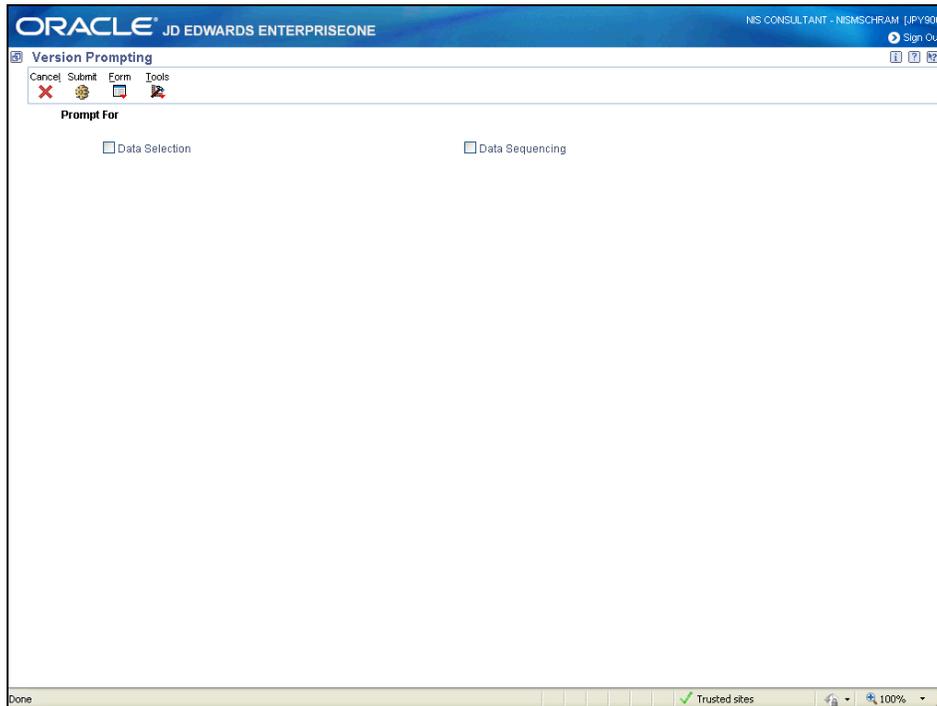
Budget > Inquiries & Reports > Accounting Reports > Balance Reports > Account Balance by Program



Training Guide

Account Balance by Program

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounting Reports link. 
5.	Click the Balance Reports link. 
6.	Click the Account Balance by Program link. 



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

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>

ORACLE JD EDWARDS ENTERPRISEONE NIS CONSULTANT - NIMSCHRAM (JPY900) Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Ledger Types (F0902) (LT) [BC]	is equal to	*AA*
<input type="checkbox"/> And	Object Account (F0901) (OBJ) [BC]	is equal to	*400000-599999*
<input type="checkbox"/> And	Agency Number (F0006) (RP01) [BC]	is equal to	*065*
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

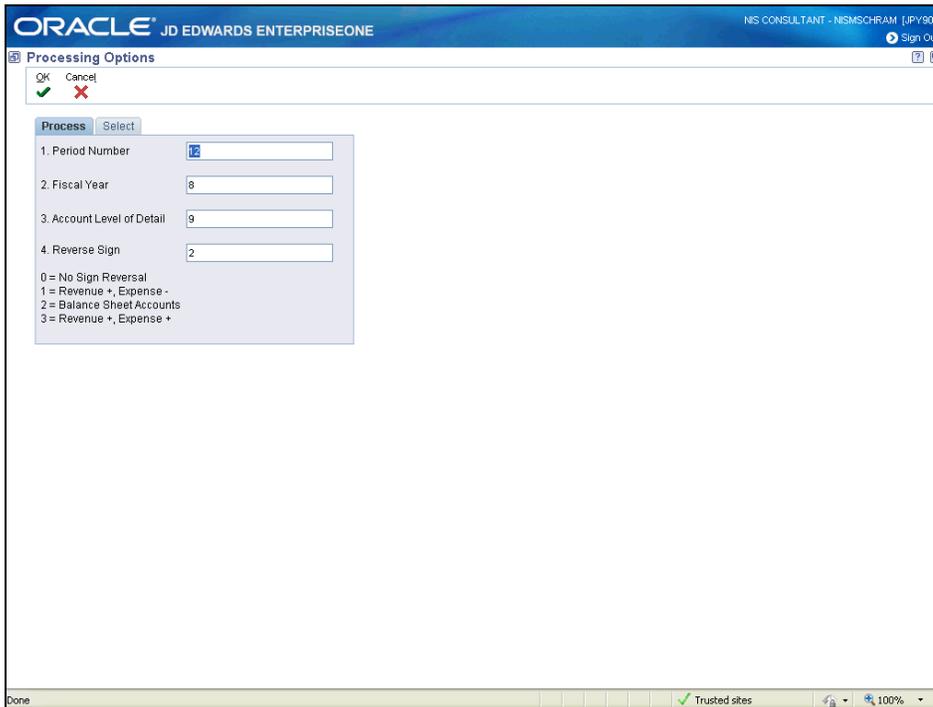
Done Trusted sites 100%

Training Guide

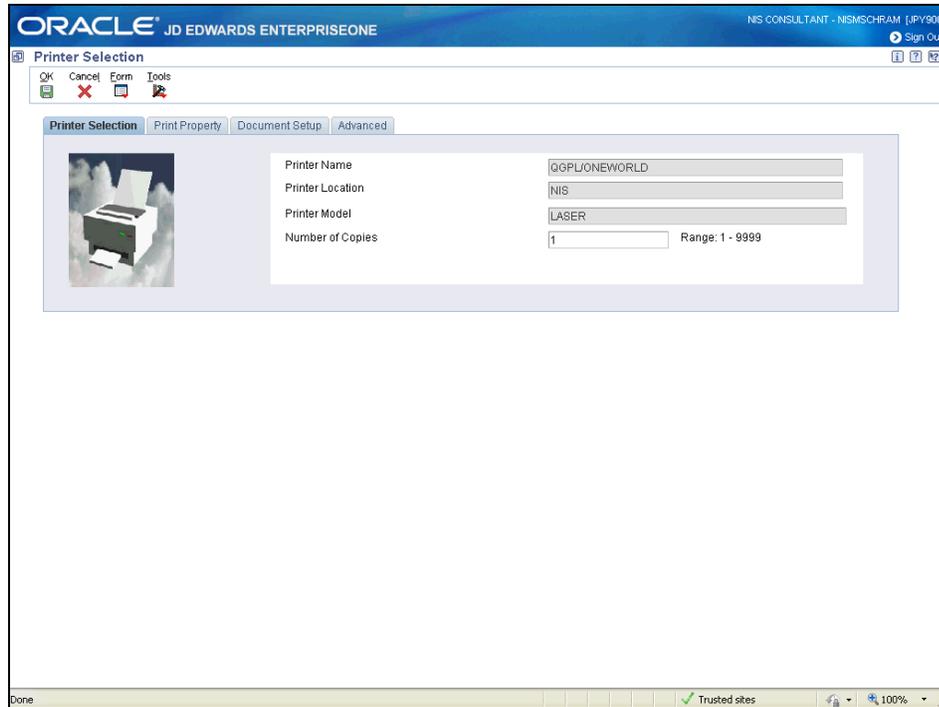
Account Balance by Program



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)



Step	Action
12.	Click the OK button. 



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.