

## **Revenue/Expenses Balance by Fund**

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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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## Revenue/Expenses Balance by Fund

### Revenue/Expenses Balance by Fund Overview

This report reflects the total revenue and expenditure balances for a period and for the fiscal year through the period.

### Revenue/Expenses Balance by Fund Lesson

#### Procedure

In this lesson you will learn how to run the Revenue/Expenses Balance by Fund Report.

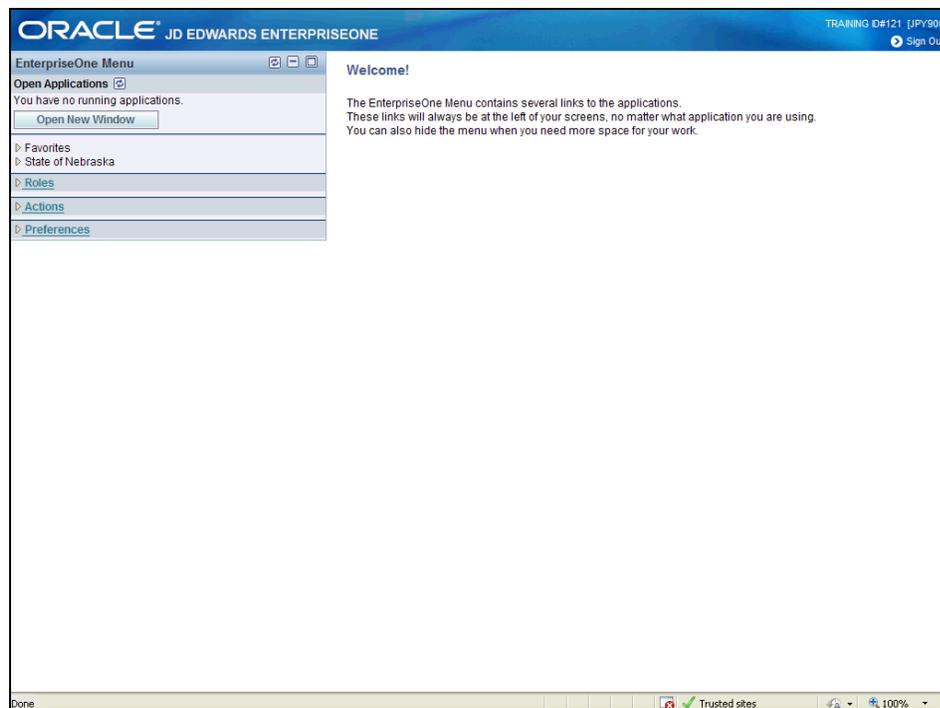
#### Navigation:

We have listed two ways to navigate to the Encumbrance Detail Report process. This lesson will be using the Accounting navigational steps.

Accounting > Inquiries & Reports > Budget Reports > Other Budget Reports > Revenue/Expense Balance by Fund

or

Budget > Inquiries & Reports > Budget Reports > Other Budget Reports > Revenue/Expense Balance by Fund

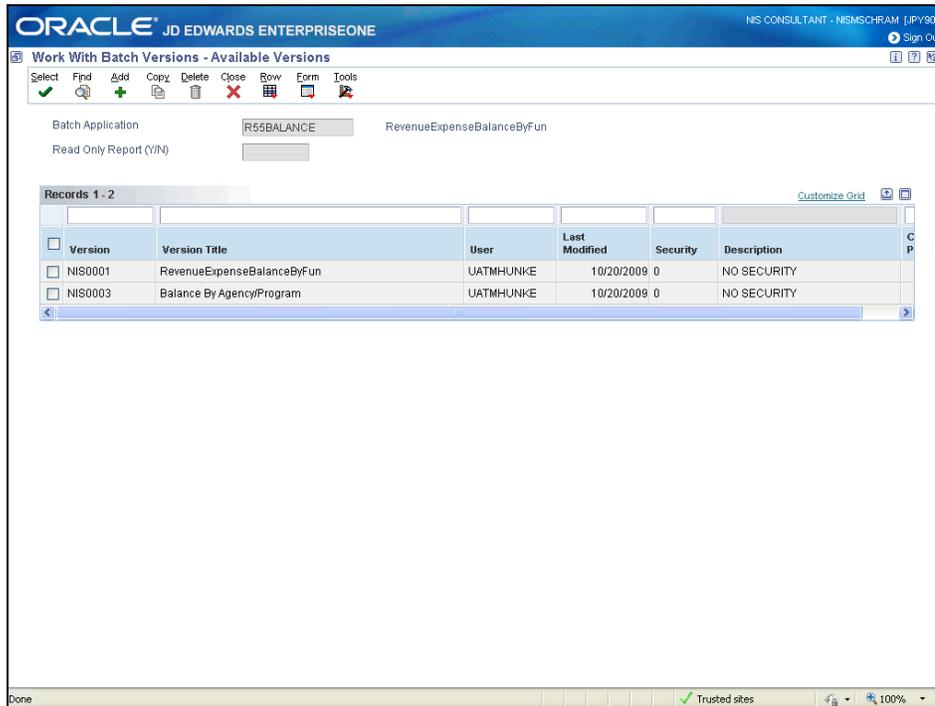


# Training Guide

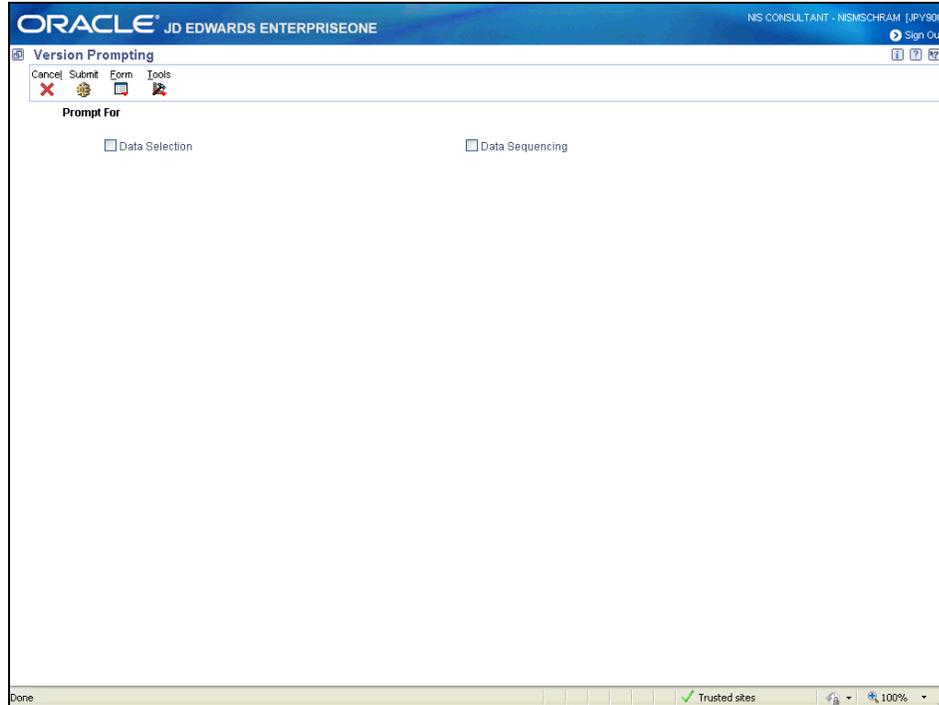
## Revenue/Expenses Balance by Fund



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounting</b> link. <a href="#">Accounting</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounting Reports</b> link. <a href="#">Accounting Reports</a>
5.	Click the <b>Balance Reports</b> link. <a href="#">Balance Reports</a>
6.	Click the <b>Revenue/Expense Balance by Fund</b> link. <a href="#">Revenue/Expense Balance by Fund</a>



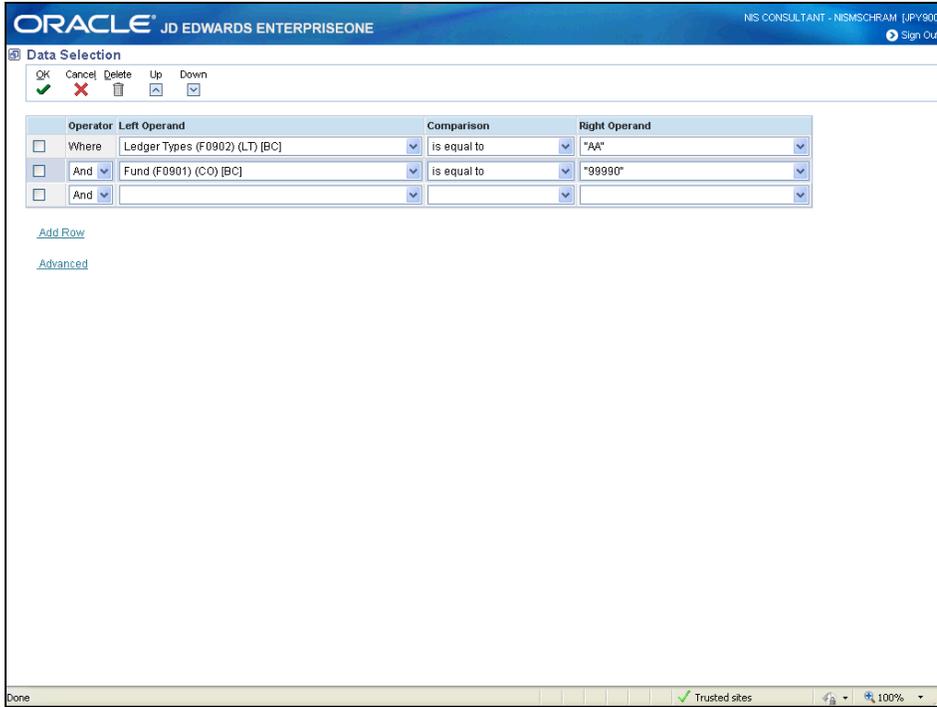
Step	Action
7.	Select the version you are going to run by clicking the check box next to it. <input type="checkbox"/>
8.	Click the <b>Select</b> button. <input checked="" type="checkbox"/>



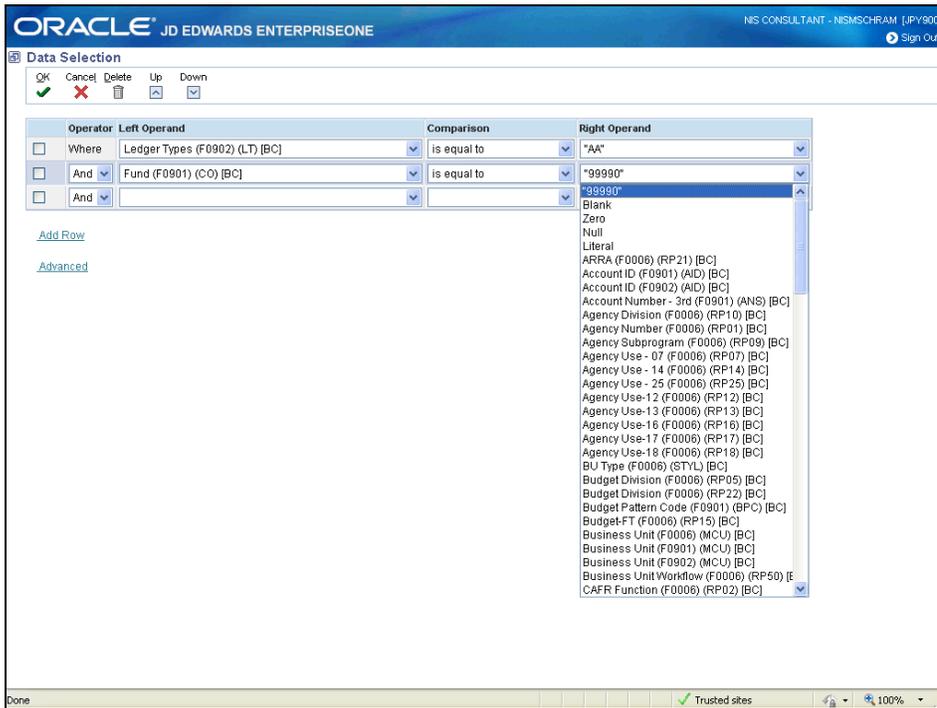
Step	Action
9.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
10.	Click the <b>Submit</b> button. 

# Training Guide

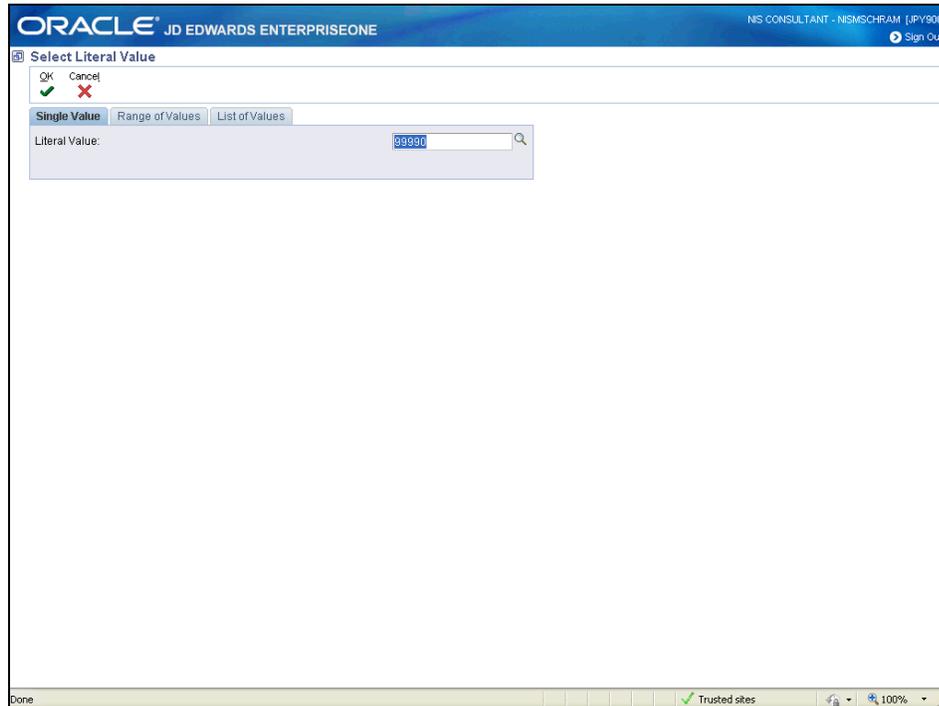
## Revenue/Expenses Balance by Fund



Step	Action
11.	Click the <b>drop down</b> list of the Right Operand column for the Fund row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">             "99990"             <span style="float: right;">▼</span> </div>



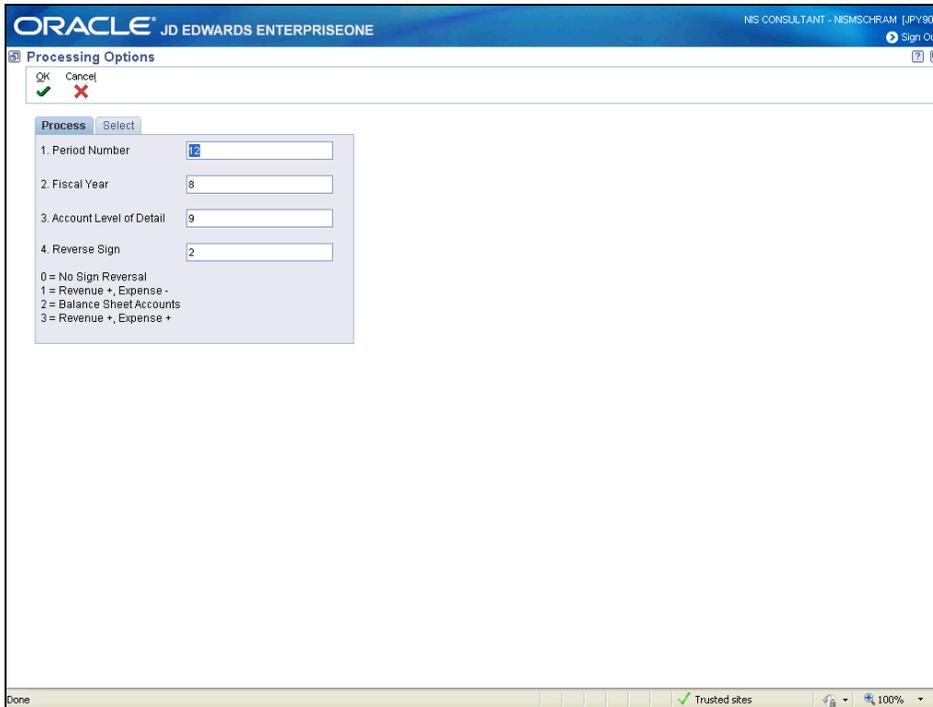
Step	Action
12.	Click the <b>Literal</b> list item. <input type="text" value="Literal"/>



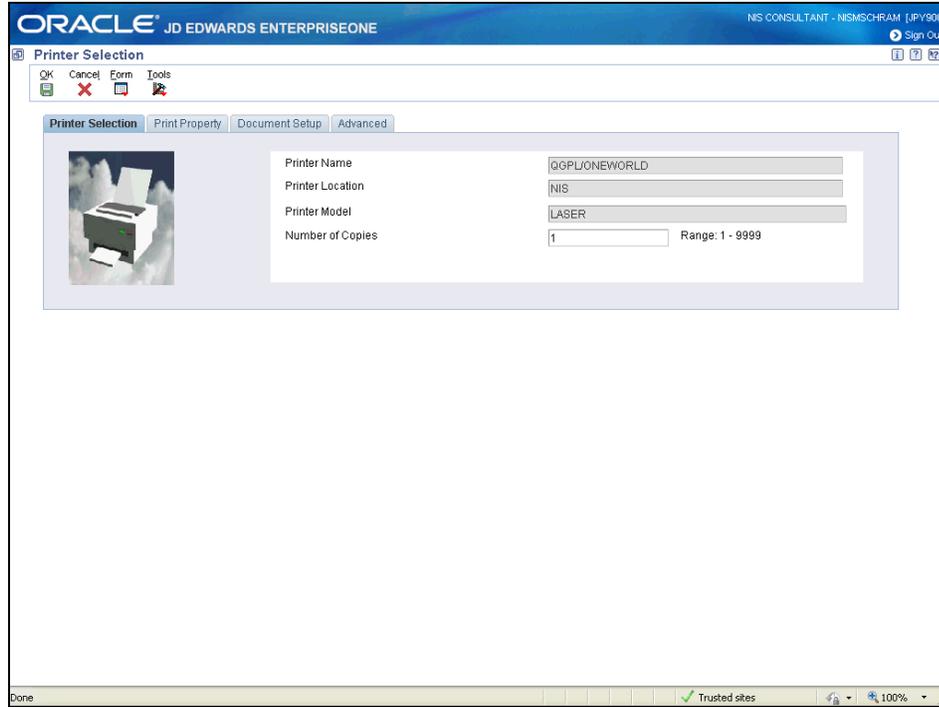
Step	Action
13.	Enter the desired information into the <b>Literal Value</b> field.
14.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
15.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
16.	Complete the following fields:  <b>Period Number</b> - enter the period number (Ex. Enter 1 for July, 2 for August)  <b>Fiscal Year</b> - enter the 2-digit fiscal year (Ex. Enter 06 for FY beginning July 1, 2006)  <b>Account Level of Detail</b>

# Training Guide

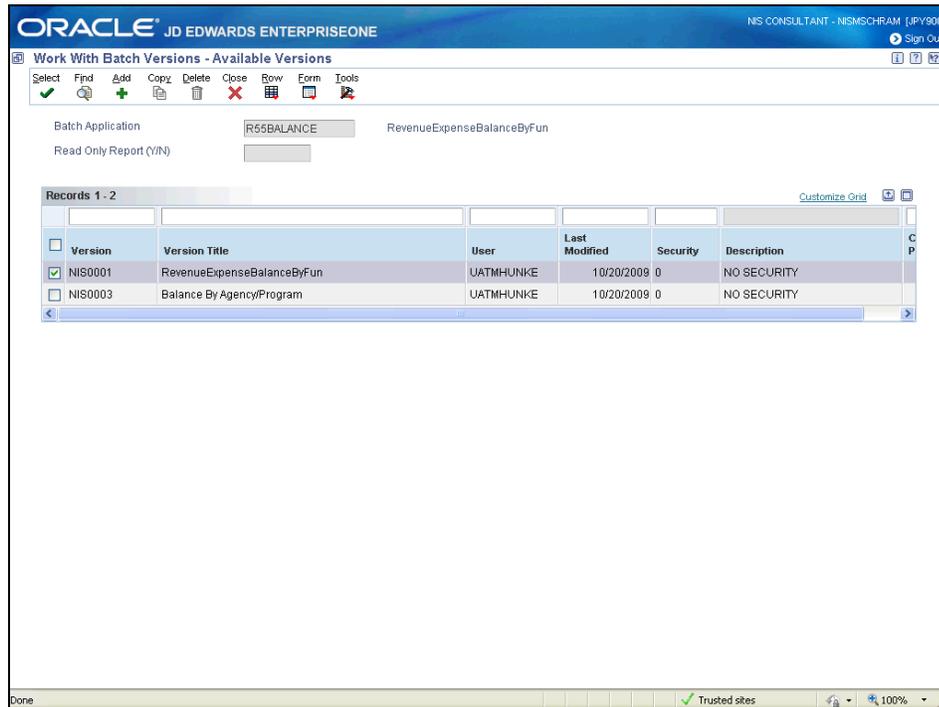
## Revenue/Expenses Balance by Fund



Step	Action
17.	Click the <b>Select</b> tab. 
18.	Verify all fields are blank.
19.	Click the <b>OK</b> button. 



Step	Action
20.	Click the <b>OK</b> button. 



# Training Guide

## Revenue/Expenses Balance by Fund



Step	Action
21.	Click the <b>Close</b> button. 
22.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) Training Guides.  You have successfully completed this lesson. <b>End of Procedure.</b>