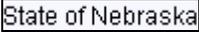
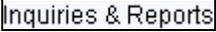
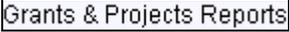
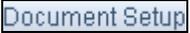


Grant Project Status Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Grants & Projects link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Grants & Projects Reports link. 
5.	Click the Grants Reports link. 
6.	Click the Grant Project Status link. 
7.	<p>There are many versions of this report.</p> <p>Version NISM0001 is a secured version to be used only by a scheduled system process for monthly reports generated for posting on the State Accounting website. This version should not be used by agency users during normal processing.</p> <p>Version NIS0001 provides grant data sorted by agency.</p> <ul style="list-style-type: none"> • Version NIS0005 includes the Grants field (business unit category code 23.) This version was set up primarily for use by DHHS. <p>Version NIS0006 includes the Agency Division (Business Unit category code 10.) on the report. This report also includes summarized expenditure data for child business units with the parent business unit authorized amount.</p> <p>Version NIS0007 includes the Grants field (business unit category code.) This report also includes summarized expenditure data for child business units with the parent business unit authorized amount. This version was set up primarily for use by DHHS.</p>
8.	Choose the version of the report you would like to run by clicking the check box next to it. <input type="checkbox"/>
9.	Click the Select button. 
10.	Click the Data Selection option. <input type="checkbox"/>
11.	Click the Submit button. 

Step	Action
12.	<p>Data selection determines the grant data that will be included in the report. Add or change lines of data selection to narrow or expand what is included in the report. The information you obtain for a report is restricted by the security access established for your userID. The line of default data selection for Object Account (F0901) restricts data to only designated accounts.</p> <p>Any field listed under the left operand column is available for use for this report to restrict data selection, but many of the available fields are not utilized by EDGE.</p>
13.	<p>Some of the more commonly utilized fields for this report would include:</p> <p>Description 04 (F0006) – This field is utilized in NIS to record the grant number. When a grant number is recorded on this line, all the business units established for that grant will be included in the report.</p> <p>Business Unit (F0901) – including business unit(s) on this line will limit the report to only those BU’s listed</p> <p>Parent BU (F0006) – for agencies that have established parent/child relationships on their grants, this would include all business units with this associated parent</p>
14.	<p>BU Types (F0006) – can be utilized to limit a report to particular types of business units – the common grant related business unit types are:</p> <ul style="list-style-type: none"> GX – federal grants with grant authorization checking GY – federal grants without grant authorization checking GB – parent grant business units MT – matching grant business units (State or other non-federal resource) GO – other government grant business units GP – private grant business units GS – state grant business units OT – agency-defined projects
15.	<p>Fund (F0901) – can be utilized to limit a report to particular funds of an agency</p> <p>Agency Division (F0901) – can be utilized to limit a report to particular divisions of an agency based on the values included in the business unit master in category code field 10</p> <p>Grants (F0006) – corresponds to business unit category code field 23 and can be utilized to identify a detailed aspect for a group of business units</p> <p>Posting Edit Business Unit (F0006) – can be utilized to limit a report to business units with a particular posting edit code value – Values not equal to ‘2’ for Fund 40000 letter of credit grants or ‘N’ for other grants would limit reporting to only active grants</p>
16.	<p>Note: ANY ADDITIONAL LINES OF DATA SELECTIONS WILL NEED TO BE ADDED BEFORE AND AFTER THE "OR" STATEMENT.</p> <p>Agencies may use other fields for their business units and may want to utilize other data selection fields to limit the scope of a requested report, but users need to understand how a particular field is established before using it for data selection.</p>

Step	Action
17.	After entering your data selection click the OK button. 
18.	Change the Processing Options as needed. Period Number - enter the month of the fiscal year for the report. Since the State uses a June 30 fiscal year-end, July is period 1, August is 2, September is 3, December is 6, June is 12 etc. Fiscal Year - enter the fiscal year for the report. NIS numbers the fiscal year based on the first day of the year; so Fiscal Year 04 is the year beginning July 1, 2004, and 05 is the fiscal year beginning July 1, 2005. Date Override - leave blank if period number and fiscal year values are entered above. Entering a value in this field will override any values entered above. Enter 'C' to run the report for the current month, or 'P' to run the report for the last month.
19.	Click the Ledger Type tab. 
20.	Ledger Type - leave the default value of "AA".
21.	Click the Reverse Sign tab. 
22.	Reverse Sign - leave the default value of "0".
23.	Click the OK button. 
24.	Click the Document Setup tab. 
25.	Click CSV(Comma Delimited) on the Document Setup tab of the Printer Selection window to have the report results available in a comma separated file format (CSV/Excel) in addition to the standard PDF file format. If this option is not available for a particular report, this field option is grey.
26.	Click the OK button. 
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 work instructions. You have successfully completed this lesson. End of Procedure.