Grant/Project Summary

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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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Grant/Project Summary

Grant Project Summary Overview

The Grant Project Summary Report is used by an Agency to accumulate Revenues and Expenditures by Object for each Grant. Data is accumulated and reported in total for each Object and Object Category for each Grant. This report is run monthly.

Grant Project Summary Lesson

Procedure

In this lesson you will learn how to run the Grant Project Summary Report.

Navigation:
We have listed four ways to navigate to the Grant Project Summary Report process. This lesson will be using the Accounting navigational steps.

Accounting | Inquiries & Reports | Grants Reports | Grant Project Summary

or

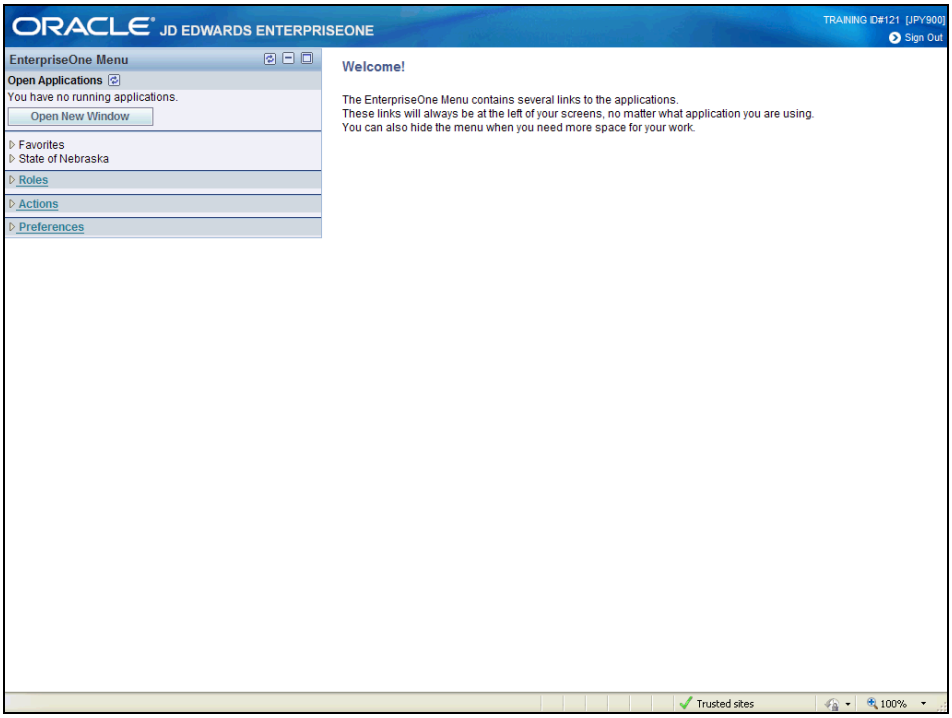
Accounting - State Acctg | Inquiries & Reports | Grants Reports | Grant Project Summary

or

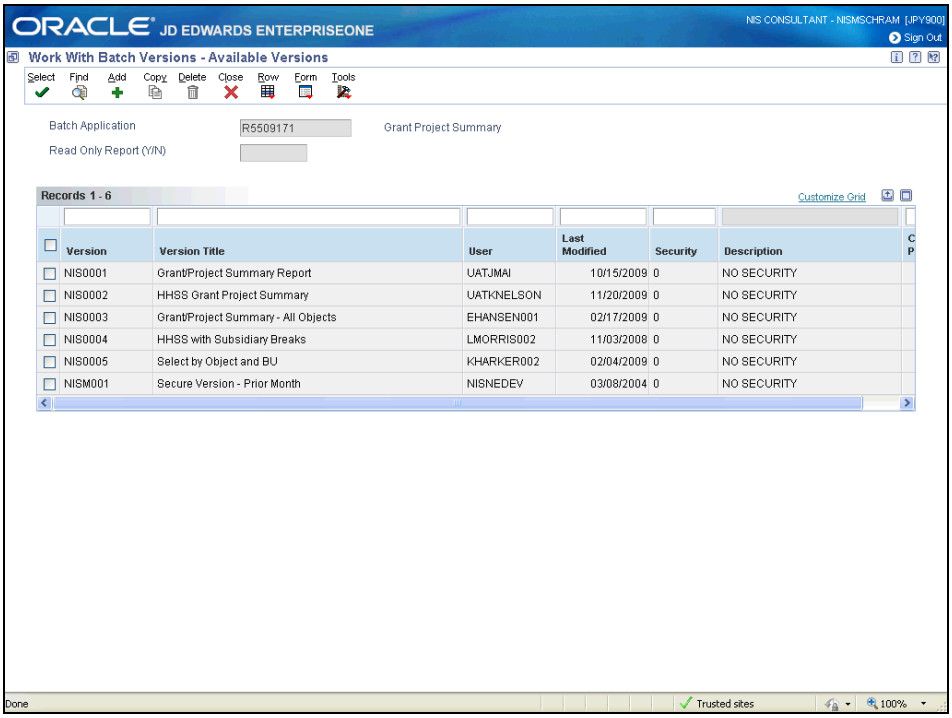
Budget - Budget Division | Inquiries & Reports | Budget Division Reports | Budget Testing Menu | Grant Project Summary

or

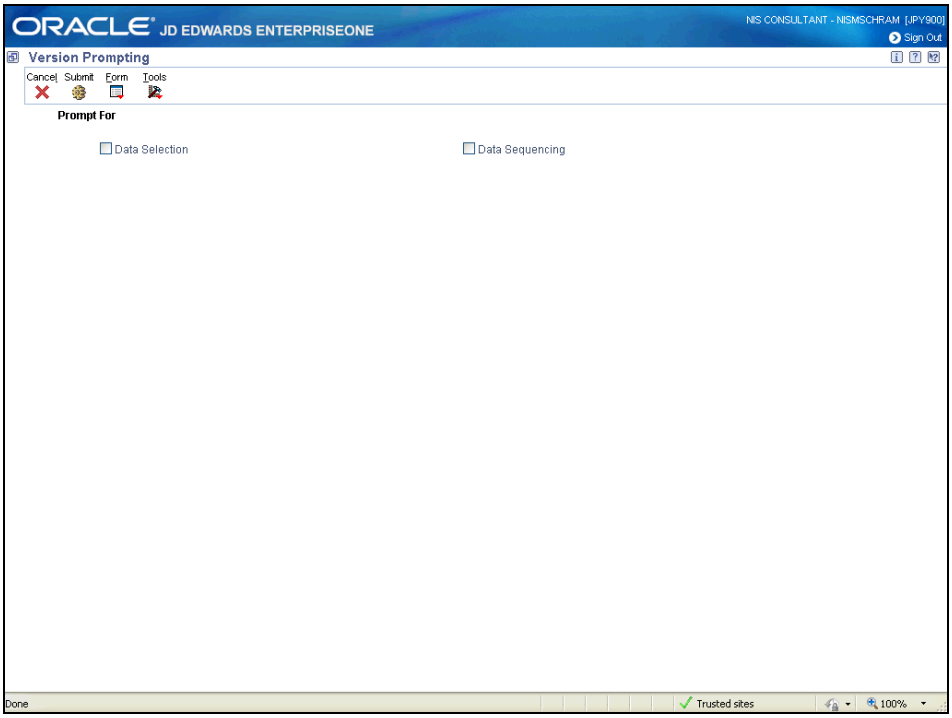
Grants & Projects | Inquiries & Reports | Grants & Projects Reports | Grants Reports | Grant Project Summary



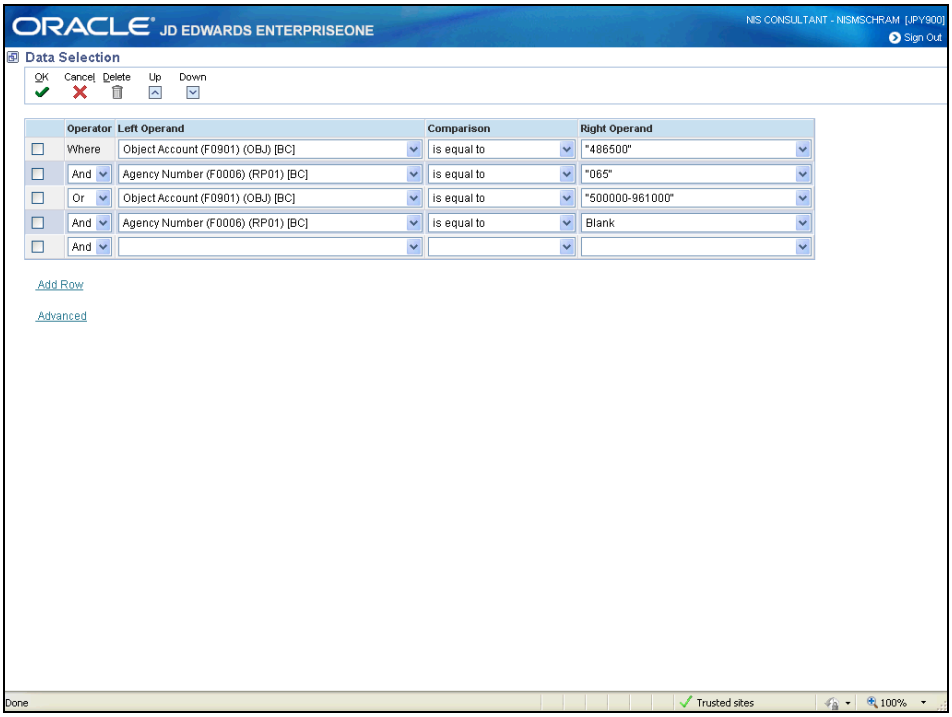
Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Accounting** link. Accounting
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **Grants Reports** link. Grants Reports
5.	Click the **Grant Project Summary** link. Grant Project Summary



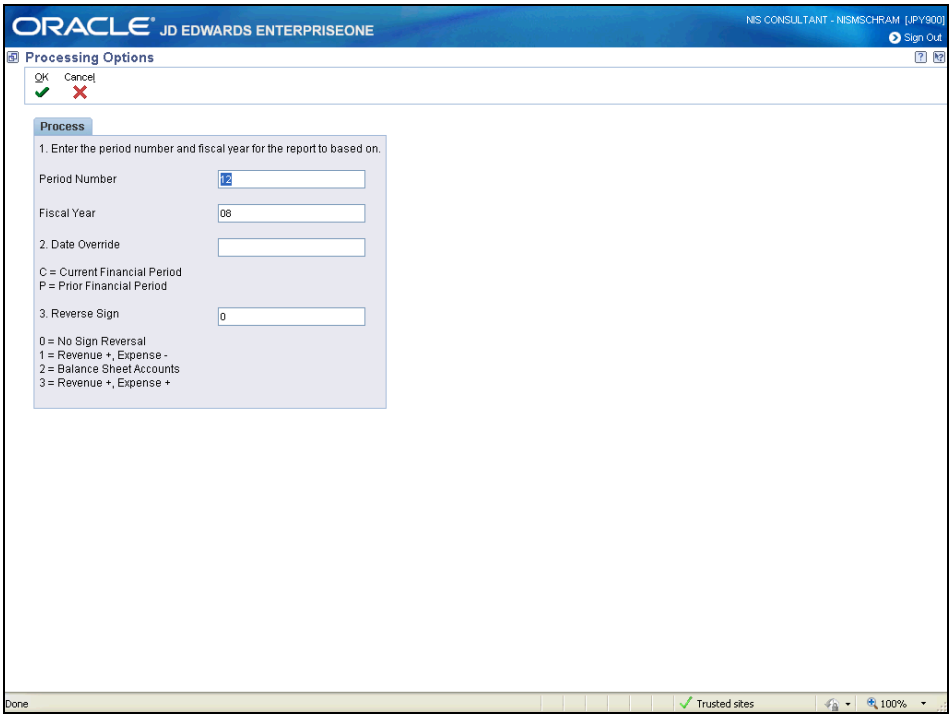
Step	Action
6.	Choose the version you would like to run by clicking the check box next to it.
7.	Click the **Select** button.



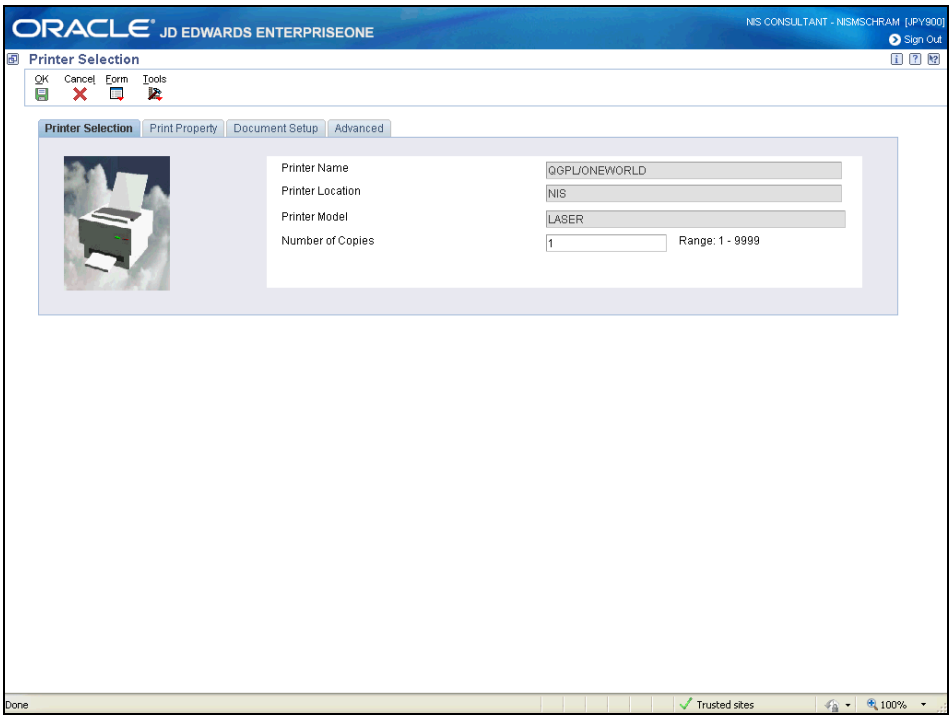
Step	Action
8.	Click the **Data Selection** option.
9.	Click the **Submit** button.
10.	**Warning**: Do not change the Left Operand field on any existing data selection lines. The version you selected will determine the data selection you see. Change the the information in the Right Operand as needed. For example, if you see one of the following rows you may make some of the changes: **In the Agency Number, complete the following:** Right Operand - enter the 3-digit agency number **In the Agency Division, complete the following: (if applicable)** Right Operand - enter the 3-digit division number **In the Program Number, complete the following: (if applicable)** Right Operand - enter the 3-digit program number **In the Agency Subprogram, complete the following: (if applicable)** Right Operand - enter the subprogram number **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.



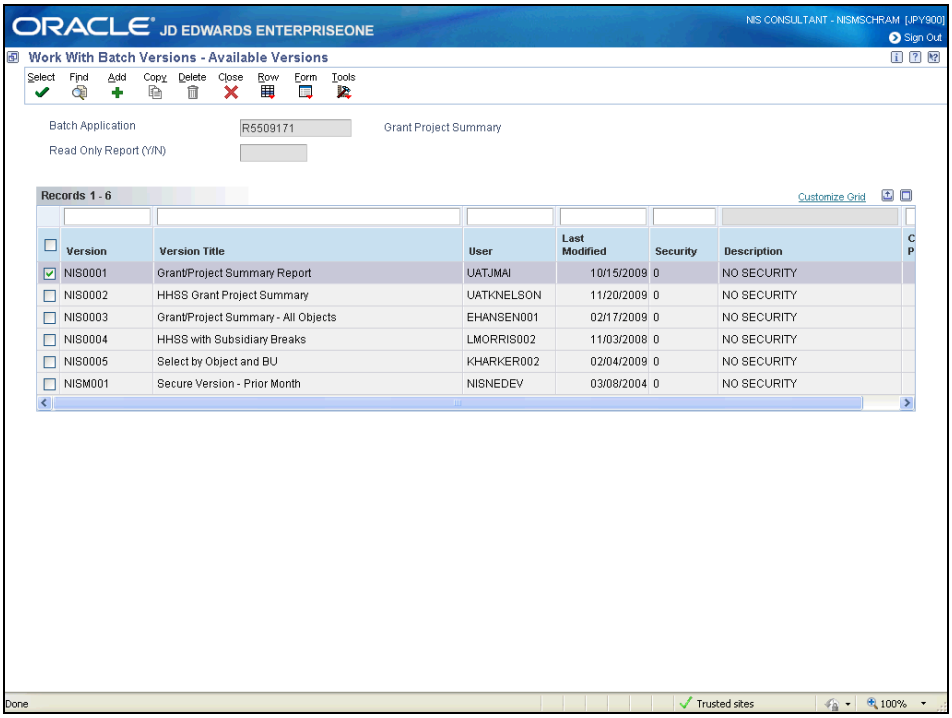
Step	Action
11.	After updating the data selection click the **OK** button.
12.	Do not make any changes to Processing Options.



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



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



Step	Action
15.	Click the **Close** button.
16.	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.**