Manual Encumbrance Report

Overview

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.state.ne.us/.

Navigation

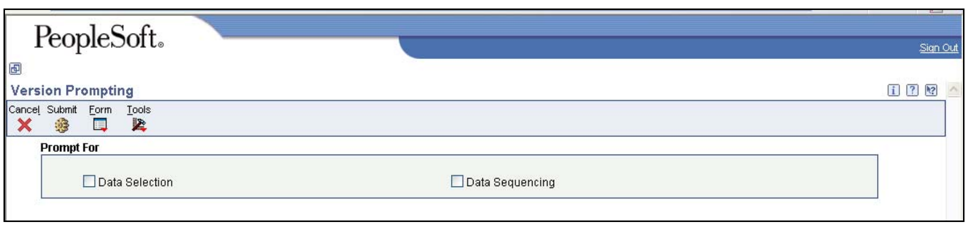
Click Roles, Budget.

(Citrix users – right click on the menu, choose View by Role, choose Budget.)

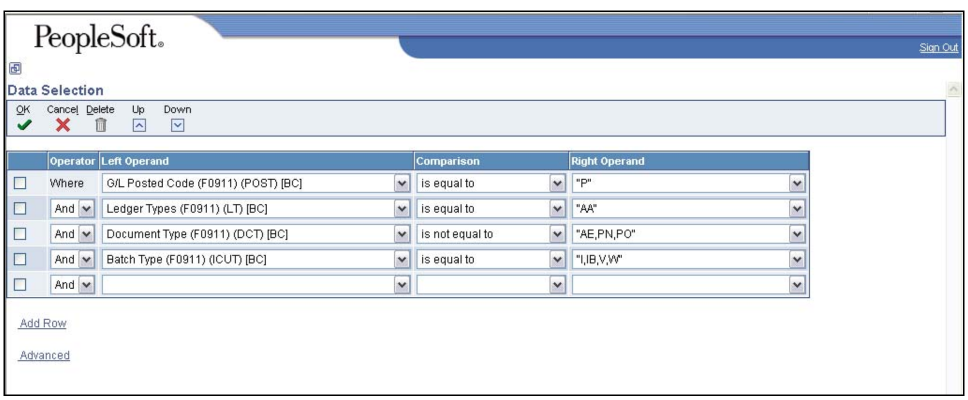
Budget – Agencies > Inquires and Reports > Accounting Reports > Transaction Reports > Transaction Journal

Steps

Start this instruction from the Version Prompting window.



1. Choose **Data Selection**, click **Submit**. The Data Selection window appears.



2. On the second row (Ledger Type) complete the following information:
   - Right Operand - enter PB

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.

3. On the third row (Document Type) complete the following information:

   - Right Operand - enter J9

4. Click **OK**. The Processing Options window appears.

5. Enter the date range for which to run the report.
6. Click **OK**. The Printer Selection window will appear.
7. Click **OK** to run the report.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R09321 _…) once the Description is "Done".