

Running the MREPORT

Overview

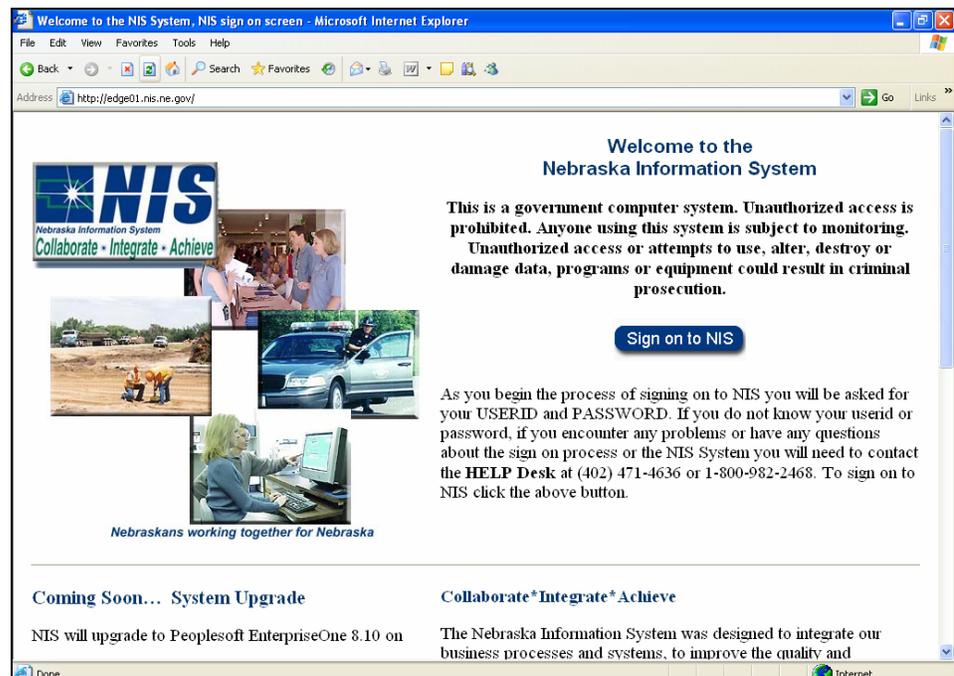
MREPORT will be the repository for any identified long running reports. Currently the MREPORT includes two reports: the Allotment Status (R5509146A) and PSL (R5509700). You can identify these reports by their number located in "Job Details".

NIS Policies

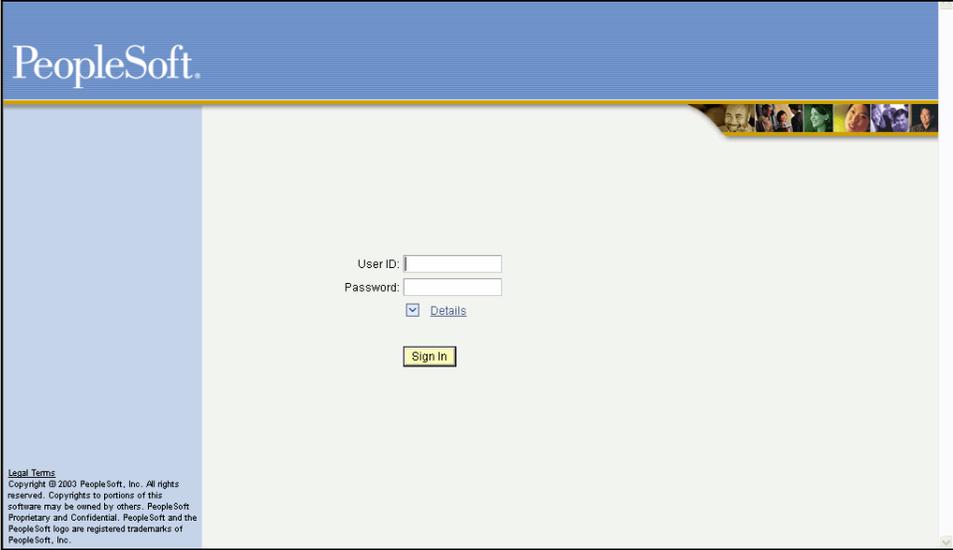
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Steps

Start this instruction from the NIS Sign on Screen (www.nis.ne.gov)



1. Click on **Sign on to NIS**.

The image shows a PeopleSoft login interface. At the top left is the PeopleSoft logo. Below it, there are two input fields: 'User ID:' and 'Password:'. Below the password field is a checkbox labeled 'Details' which is checked. Below that is a yellow 'Sign In' button. In the bottom left corner, there is a 'Legal Terms' link and a small copyright notice: 'Copyright © 2003 PeopleSoft, Inc. All rights reserved. Copyrights to portions of this software may be owned by others. PeopleSoft Proprietary and Confidential. PeopleSoft and the PeopleSoft logo are registered trademarks of PeopleSoft, Inc.'

2. Enter **mreport** in the User ID field. Tab to the Password field.
3. Enter **mreport** in the Password field.
4. Click **Sign In**.
5. Click View Job Status. The Work with Servers window appears.
6. Click **Find**.
7. Choose **NISPRD** by clicking in the box to the left of the row, click **Select**.
8. Look in the Job Details field to locate the report.
 - PSL = R5509700
 - Allotment Status = R5509146A
9. Choose the report to view by placing a checkmark to the left of the row.
10. Click **Row, View PDF**. The report will open in Adobe Acrobat.

The screenshot shows a PDF report for Agency 003 (Legislative Council). An Acrobat Find dialog box is open, with the search criteria set to "Agency Number 065". The report table below shows various program numbers and their financial details.

| Program Number and Name Fund Type Number and Name | Appropriation | Cumulative Allotment | Month-To-Date Expenditures | Year-To-Date Expenditures | Percent Appropriations Expended | Encumbrances | Available Allotment |
|--|---------------|----------------------|----------------------------|---------------------------|---------------------------------|--------------|---------------------|
| 001 SALARIES-LEGISLAT | 832.1 | | | | 66.3% | .00 | 213,628.14 |
| 1 GENERAL FUND | 832.1 | | | | 66.3% | .00 | 213,628.14 |
| PROGRAM TOTAL | 832.1 | | | | | | |
| 085 | | | | | 0.0% | .00 | .00 |
| 1 GENERAL FUND | | | | | 0.0% | .00 | .00 |
| PROGRAM TOTAL | | | | | | | |
| 122 LEGISLATIVE SVCS | 8,023.1 | | | | 61.3% | .00 | 3,108,580.85 |
| 1 GENERAL FUND | 8,023.1 | | | | 61.3% | .00 | 3,108,580.85 |
| PROGRAM TOTAL | 8,023.1 | | | | | | |
| 2 CASH FUNDS | 605,592.20 | 605,592.20 | .00 | 23,710.54 | 3.9% | .00 | 581,881.66 |
| 4 FEDERAL FUNDS | 137,761.40 | 137,761.40 | .00 | 8,460.54 | 6.1% | .00 | 129,300.86 |
| BUDGETED PROGRAM TOTAL | 8,766,446.12 | 8,766,446.12 | 458,606.32 | 4,946,682.75 | 56.4% | .00 | 3,819,763.37 |
| 6 TRUST FUNDS | .00 | .00 | .00 | .00 | .0% | .00 | .00 |
| UNBUDGETED PROGRAM TOTAL | .00 | .00 | .00 | .00 | .0% | .00 | .00 |
| PROGRAM TOTAL | 8,766,446.12 | | 458,606.32 | 4,946,682.75 | | .00 | |
| 123 CLERK OF LEG | 3,927,893.14 | 3,927,893.14 | 200,263.86 | 2,032,412.84 | 51.7% | .00 | 1,895,470.30 |
| 1 GENERAL FUND | 3,927,893.14 | 3,927,893.14 | 200,263.86 | 2,032,412.84 | 51.7% | .00 | 1,895,470.30 |
| PROGRAM TOTAL | 3,927,893.14 | 3,927,893.14 | 200,263.86 | 2,032,412.84 | 51.7% | .00 | 1,895,470.30 |
| 2 CASH FUNDS | 93,919.42 | 93,919.42 | .00 | 1,774.83 | 1.9% | .00 | 92,144.79 |
| PROGRAM TOTAL | 4,021,802.56 | 4,021,802.56 | 200,263.86 | 2,034,187.47 | 50.6% | .00 | 1,987,615.09 |
| 126 LEG RESEARCH SERV | 1,198,561.92 | 1,198,561.92 | 69,740.35 | 676,113.39 | 56.4% | .00 | 522,448.53 |
| 1 GENERAL FUND | 1,198,561.92 | 1,198,561.92 | 69,740.35 | 676,113.39 | 56.4% | .00 | 522,448.53 |
| PROGRAM TOTAL | 1,198,561.92 | 1,198,561.92 | 69,740.35 | 676,113.39 | 56.4% | .00 | 522,448.53 |
| 2 CASH FUNDS | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| 4 FEDERAL FUNDS | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| PROGRAM TOTAL | 1,198,561.92 | 1,198,561.92 | 69,740.35 | 676,113.39 | 56.4% | .00 | 522,448.53 |

11. Once the report opens in PDF, perform a “find” for your agency. Remember to use the “Agency XXX or Agency Number XXX”. This combination ensures that you move directly to your information.

 Perform a search by clicking the “binoculars” icon at the top of the screen.

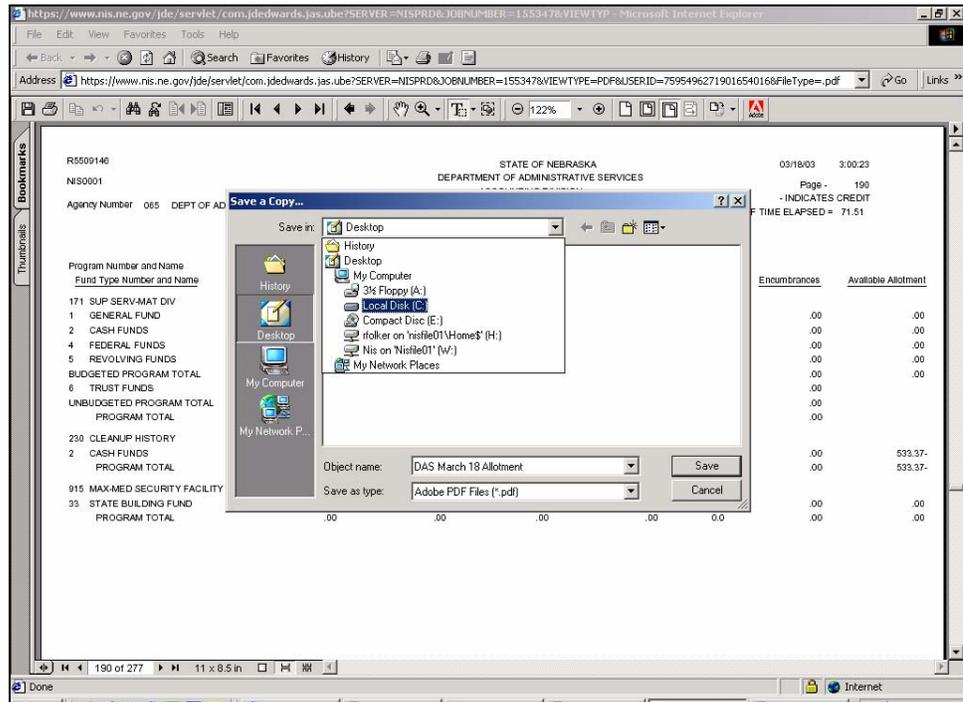
12. Once you click find the screen will jump to the agency you requested.

The screenshot shows a PDF report for Agency 005 (Dept of Adm Services). The report table below shows various program numbers and their financial details.

| Program Number and Name Fund Type Number and Name | Appropriation | Cumulative Allotment | Month-To-Date Expenditures | Year-To-Date Expenditures | Percent Appropriations Expended | Encumbrances | Available Allotment |
|--|---------------|----------------------|----------------------------|---------------------------|---------------------------------|--------------|---------------------|
| 171 SUP SERV-MAT DIV | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| 1 GENERAL FUND | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| PROGRAM TOTAL | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| 2 CASH FUNDS | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| 4 FEDERAL FUNDS | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| BUDGETED PROGRAM TOTAL | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| 5 REVOLVING FUNDS | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| PROGRAM TOTAL | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| 6 TRUST FUNDS | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| UNBUDGETED PROGRAM TOTAL | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| PROGRAM TOTAL | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| 230 CLEANUP HISTORY | .00 | .00 | .00 | 533.37 | 0.0% | .00 | 533.37 |
| 2 CASH FUNDS | .00 | .00 | .00 | 533.37 | 0.0% | .00 | 533.37 |
| PROGRAM TOTAL | .00 | .00 | .00 | 533.37 | 0.0% | .00 | 533.37 |
| 915 MAX-MED SECURITY FACILITY | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| 33 STATE BUILDING FUND | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |
| PROGRAM TOTAL | .00 | .00 | .00 | .00 | 0.0% | .00 | .00 |

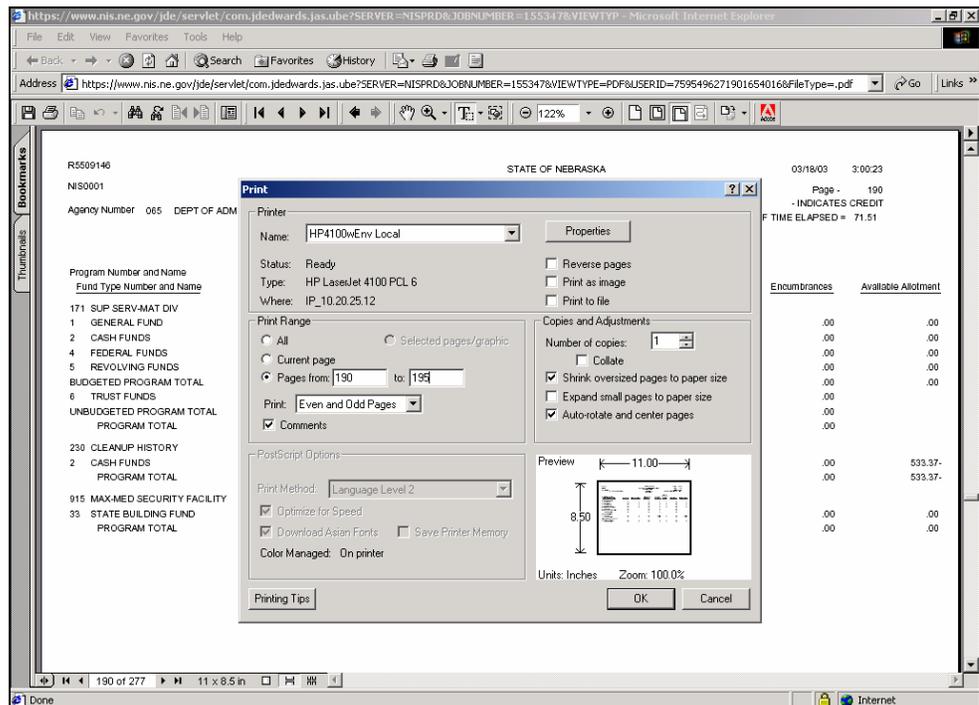
13. To save this report, click **File, Save**.

 You can also click the “disk” icon in the top left hand corner of the screen to save.



14. Choose where to save the report, enter a name in the Object name field, and click **Save**.

15. To print this report, first determine what pages will need to be printed. (ex. 195-195). Click **File, Print**.



16. In the Print Range section, choose **Pages from**, and enter the correct page numbers to print. Click **OK**.
17. When finished viewing, saving, and/or printing the report, close Adobe Acrobat.
18. On the Submitted Job Search window, click **Close**. You will return to the Work with Servers window.
19. Click Close to return to the menu.