

Budget Status by Agency (R5509303)

Overview

View this report to manage spending budgeted dollars. Report includes totals and subtotals by account type and fund type.

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, Accounting or Budget.

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

Accounting - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Agency

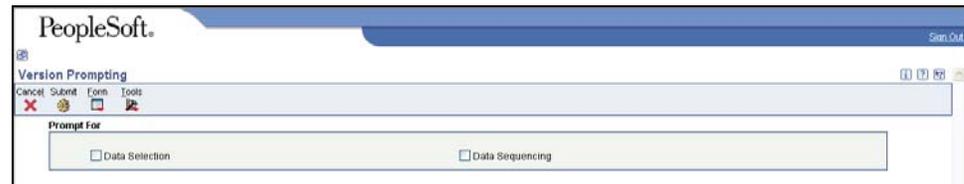
OR

Budget - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Agency

Steps

Run the Budget Status by Agency Report

Start this instruction from the Version Prompting window.



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

Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RP01) [BC]	is equal to	Zero
And	Agency Division (F0006) (RP10) [BC]	is equal to	Zero
And	Object Account (F0901) (OB,0) [BC]	is equal to	*400000-599999*

2. In the first row (Agency Number), complete the following information:

- Right Operand - enter the 3-digit agency number

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. In the second row (Agency Division), complete the following information:

- Right Operand - enter the 3-digit division number

To narrow the report by **fund**, complete the following information on the next blank row:

- Left Operand - Fund (F0901)(CO)[BC]
- Comparison - is equal to
- Right Operand - enter the fund number

To narrow the report by **fund type**, complete the following information on the next blank row:

- Left Operand - Fund Type(F0006)(RP11)[BC]
- Comparison - is equal to
- Right Operand - enter the code for fund type, use visual assist if needed

To narrow the report by **business unit**, complete the following information on the next blank row:

- Left Operand - Business Unit (F0006)(MCU)[BC]
- Comparison - is equal to
- Right Operand - enter the business unit

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

5. Complete the following information:

- Period Number - enter the period for which to run report (ex. 12 for June, 11 for May, etc).
 - Fiscal Year - enter the fiscal year for which to run report (ex. enter 06 for FY beginning July 1, 2006)
6. Click **OK**. The Printer Selection window appears.



7. Click **OK** to return to the main menu.

 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 (R5509303_...) once the Description is "Done".

R5509303		STATE OF NEBRASKA				08/08/06 10:22:29	
NE50001		Department of Administrative Services				Page - 17	
		Accounting Division				- Indicates Credit	
		Budget Status by Agency				Percent of Time Elapsed = 100.00	
		As of 06/30/06					
Agency 065 DEPT OF ADM SERVICES							
ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBRANCES	VARIANCE	
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
51100 PERMANENT SALARIES-WAGES	1,444,398.00	74,968.52	1,131,193.99	78.32		313,204.01	
51120 TEMPORARY SALARIES-WAGE	28,180.00	398.16	5,045.17	17.90		23,134.83	
51130 OVERTIME PAYMENTS	115.00	23.71	7,453.63	6,516.20		7,378.63	
51180 COMPENSATORY TIME PAID		71.76	71.76			71.76	
51200 VACATION LEAVE EXPENSE	2,710.00	11,092.92	104,509.38	3,856.43		101,799.38	
51220 SICK LEAVE EXPENSE	514.00	5,525.22	53,782.46	10,463.51		53,268.46	
51230 HOLIDAY LEAVE EXPENSE		4,358.57	62,191.05			62,191.05	
51240 MILITARY LEAVE EXPENSE		329.96	1,319.84			1,319.84	
51250 FUNERAL LEAVE EXPENSE			5,054.34			5,054.34	
Personal Services Subtotal	1,475,917.00	96,768.84	1,370,661.62	92.87	0.00	105,255.38	
51510 RETIREMENT PLANS EXPENSE	101,624.00	6,380.25	92,154.94	90.68		9,469.06	
51520 OASDI EXPENSE	108,811.00	7,011.48	98,595.54	90.61		10,215.46	
51540 LIFE & ACCIDENT INS EXP	316.00	35.42	453.73	143.59		137.73	
51550 HEALTH INSURANCE EXPENSE	175,736.00	12,642.94	171,873.54	97.80		3,862.46	
51620 TUITION ASSISTANCE		640.91	640.91			640.91	
51630 EMPLOYEE ASSISTANCE PRO	500.00		513.00	102.60		13.00	
51650 WORKERS COMP PREMIUMS	8,602.00		9,601.96	100.00		999.96	
51910 OTHER PERSONAL SERV EXP	200.00					200.00	
Major Account 510000 Total	1,872,706.00	123,479.84	1,744,495.24	93.15	0.00	128,210.76	
520000 OPERATING EXPENSES							
52100 POSTAGE EXPENSE	7,276.00		5,226.45	71.83		2,049.55	
52120 COM EXPENSE - VOICE/DATA	16,606.00	1,886.37	16,997.67	114.40		391.67	
52130 FREIGHT EXPENSE			28.44			28.44	
52140 DATA PROCESSING EXPENSE	877,877.00	6,940.97	487,954.09	55.58		389,922.91	
521401 CNC COSTS	283,996.00	20,352.24	244,948.66	86.25		39,047.34	

