

Budget Status by Agency

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, General Accounting.

(Citrix users – right click on the menu, choose Apply Roles, choose General Accounting.)

General Accounting - Agencies > Inquiries and Reports > Accounting Reports > Financial Reports > Budget Status Reports > Budget Status by Agency

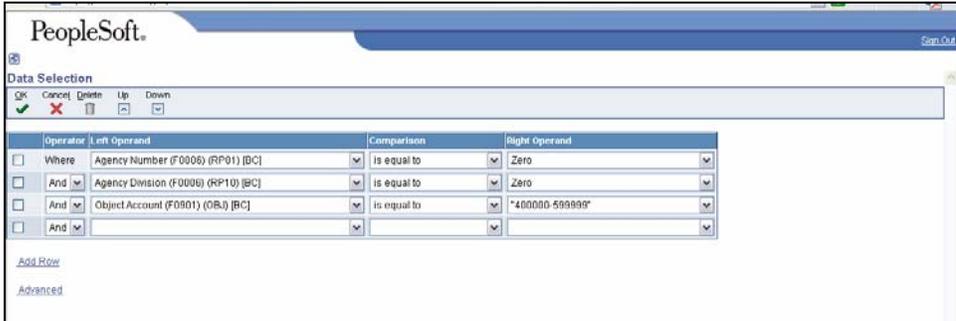
Steps

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
<input type="checkbox"/> Where	Agency Number (F0006) (RP01) [BC]	is equal to	Zero
<input type="checkbox"/> And	Agency Division (F0006) (RP10) [BC]	is equal to	Zero
<input type="checkbox"/> And	Object Account (F0801) (OBJ) [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.



PeopleSoft. Sign Out

Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced

Printer Name: GOPLUONEWORLD_A

Printer Location: HERE

Printer Model: LASER

Number of Copies: 1 Range: 1 - 9999

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".