

Budget Status by Agency and Division (R5509299)

Overview

View this report to manage spending budgeted dollars. Report includes a summary of revenues and expenditures by 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 Apply Roles, choose Accounting or Budget.)

Accounting - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Ag/Div

OR

Budget - Agencies > Inquiries & Reports > Budget Reports > Budget Status Reports > Budget Status by Ag/Div

Steps

Run the Budget Status by Ag/Div Report

Start this instruction from the Version Prompting window.



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



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 (R5509299_...) once the Description is "Done".

ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBRANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
515100	RETIREMENT PLANS EXPENSE	127.31		127.31	100.00		
Major Account 510000 Total		127.31	0.00	127.31	100.00	0.00	0.00
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	.33		2.62	793.94		2.29
521200	COM EXPENSE - VOICE/DATA	4,309.11	2,991.82	5,620.27	130.43		1,311.16
521400	DATA PROCESSING EXPENSE	189,282.42	24,625.37	345,529.72	182.59		156,247.30
521500	PUBLICATION & PRINT EXP	7,196.33		7,199.42	100.00		.09
521900	AWARDS EXPENSE	136.20		150.60	108.97		12.40
522900	EMPLOYEE PARKING EXP		60.00	180.96	180.96		180.96
524600	RENT EXPENSE-BUILDINGS			190.00			190.00
524700	RENT EXP-OTHER REAL PROP	575.00		808.50	88.43		66.50
531100	OFFICE SUPPLIES EXPENSE	528.51		528.51	100.00		
534800	CONST & MAINT SUP EXP		132.00	132.00			132.00
538200	DEBT SERVICE EXPENSE		240,934.00	481,868.00			481,868.00
542100	SOS TEMP SERV - PERSONNEL	1,423.20		3,398.24	238.77		1,975.04
547100	EDUCATIONAL SERVICES			12,420.00			12,420.00
554800	OTHER CONTRACTUAL SERVICES			2,300.00			2,300.00
555100	DATA PROC SOFTW LIC FEE			2,100.00			2,100.00
555200	SOFTWARE - NEW PURCHASES	269,602.00					269,602.00
559100	OTHER OPERATING EXP			115.00			115.00
Major Account 520000 Total		473,057.10	262,799.55	861,972.84	182.21	0.00	388,915.74
570000 TRAVEL EXPENSES							
573100	STATE-OWNED TRANSPORTATION			192.64			192.64
Major Account 570000 Total		0.00	0.00	192.64	0.00	0.00	192.64
BUDGETED EXPENDITURES TOTAL		473,184.41	262,799.55	862,292.79	182.22	0.00	389,108.28
SUMMARY BY FUND TYPE - EXPENDITURES							
1	GENERAL FUND		240,534.00	481,868.00			481,868.00
2	CASH FUNDS	473,184.41	21,865.55	380,424.79	80.40		92,759.62

