

Budget Status by Agency, Division, and Program (R5509297)

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.)

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

OR

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

Steps

Run the Budget Status by Ag/Div/Prog 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) (OBJ) [BC]	is equal to	*40000-99999*
And	Budget FT (F0006) (RP15) [BC]	is not equal to	Blank
And			

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 (R5509297_...) once the Description is "Done".