

# Budget Status by Agency, Division, Program, and Subsidiary (R5509639)

## 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/Subsd

OR

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

## Steps

### Run the Budget Status by Ag/Div/Prog/Subsd 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	Blank
<input type="checkbox"/> And	Program Number (F0006) (RP04) [BC]	is equal to	Blank
<input type="checkbox"/> And	Subsidiary (F0901) (SUB) [BC]	is equal to	Blank
<input type="checkbox"/> And	Object Account (F0901) (OBJ) [BC]	is equal to	Blank
<input type="checkbox"/> And			

Add Row  
Advanced

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 (Program Number), complete the following information:

- Right Operand - enter the 3-digit program number

4. In the third row (Subsidiary), complete the following information:

- Right Operand - enter the subsidiary

5. In the fourth row (Object Account), complete the following information:

- Right Operand - enter the Object account

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

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

PeopleSoft. Sign Out

Processing Options

OK Cancel

**Dates**

Enter the period and fiscal year the report should be based upon. If left blank, the Financial Reporting period and fiscal year will be used.

1. Period Number

2. Fiscal Year

3. Century

4. Date Override  
Blank -- Use Dates Above  
C -- Use Current Period  
P -- Use Prior Period

7. 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)

8. 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

Printer Location

Printer Model

Number of Copies  Range: 1 - 9999

9. 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 (R5509639\_...) once the Description is "Done".