

## **Grant Project Summary Report (R5509171)**

### **Overview**

The Grant Project Summary Report is used by an Agency to accumulate Revenues and Expenditures by Object for each Grant. Data is accumulated and reported in total for each Object and Object Category for each Grant. This report is run monthly.

### **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 | Grants Reports | Grant Project Summary

OR

Accounting - State Acctg | Inquiries & Reports | Grants Reports | Grant Project Summary

OR

Budget - Budget Division | Inquiries & Reports | Budget Division Reports | Budget Testing Menu | Grant Project Summary

OR

Grants & Projects | Inquiries & Reports | Grants & Projects Reports | Grants Reports | Grant Project Summary

### **Steps**

#### **Run the Grant Project Summary Report**

Start this instruction from the Available Versions window.

| Version | Version Title                       | Web Only | User     | Last Modified | Security |
|---------|-------------------------------------|----------|----------|---------------|----------|
| NIS0001 | Grant/Project Summary Report        |          | HFEATHE  | 07/18/2008    | 0        |
| NIS0002 | HHSS Grant Project Summary          |          | LRALL    | 07/18/2008    | 0        |
| NIS0003 | Grant/Project Summary - All Objects |          | BMOORE   | 07/18/2008    | 0        |
| NIS0004 | HHSS with Subsidiary Breaks         |          | TCHANNE  | 06/25/2008    | 0        |
| NIS0005 | Select by Object and BU             |          | LOSWAL3  | 07/15/2008    | 0        |
| NISM001 | Secure Version - Prior Month        |          | NISNEDEV | 03/08/2004    | 1        |

1. Choose the appropriate version and click **Select**. The Version Prompting window appears.

2. Choose Data Selection and click **Submit**. The Data Selection window appears.

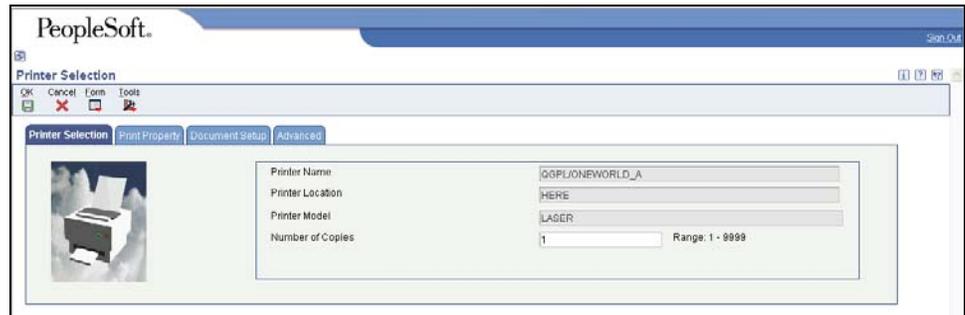
| Operator | Left Operand                          | Comparison  | Right Operand   |
|----------|---------------------------------------|-------------|-----------------|
| Where    | Object Account (F0902) (OBJ) [BC]     | is equal to | "400000-999999" |
| And      | Ledger Types (F0902) (LT) [BC]        | is equal to | "AA,BF,PA,PE"   |
| And      | Agency Number (F0005) (RP01) [BC]     | is equal to | Blank           |
| And      | Agency Division (F0006) (RP10) [BC]   | is equal to | Blank           |
| And      | Program Number (F0006) (RP04) [BC]    | is equal to | Blank           |
| And      | Agency Subprogram (F0006) (RP08) [BC] | is equal to | Blank           |
| And      |                                       |             |                 |

- ⚠ Do not change the Left Operand field on any existing data selection lines.
3. Leave the first two rows (Object Account and Ledger Types) as is.
4. In the third row (Agency Number), complete the following:
  - 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.
5. In the fourth row (Agency Division), complete the following: (if applicable)
    - Right Operand - enter the 3-digit division number
  6. In the fifth row (Program Number), complete the following: (if applicable)
    - Right Operand - enter the 3-digit program number
  7. In the sixth row (Agency Subprogram), complete the following: (if applicable)
    - Right Operand - enter the subprogram number
  8. Click **OK**. The Processing Options window appears.



9. Do not make any changes to Processing Options.
10. Click **OK**, the Printer Selection window appears.



11. Click **OK** to return to the 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 Row with Job Details R5509973, after the status indicates Done.
  - ✎ For more information on viewing reports in CSV, refer to the [Review a Report in CSV](#) Work instructions.