Fund Summary by Fund Type Report (R5509148)

Overview

Run this report to view receivable or payable balances, expenditures, and revenues in a particular fund type (cash, federal cash, or revolving funds).

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.)

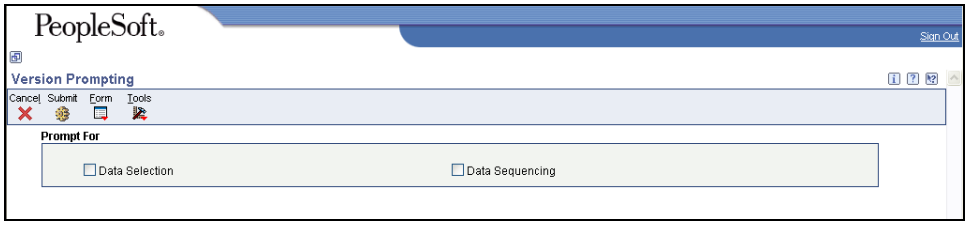
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Fund Summary by Fund Type

OR

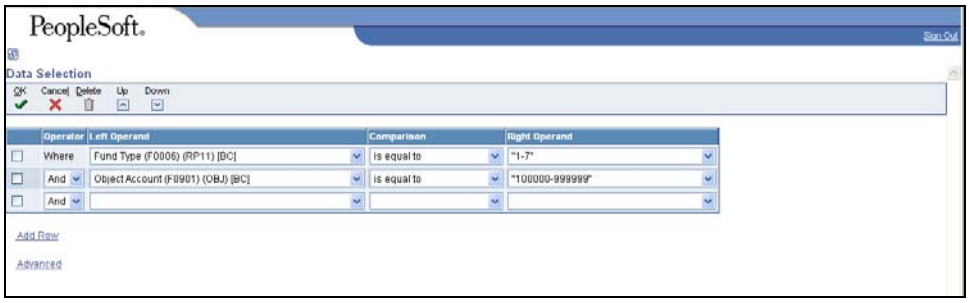
Budget - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Fund Summary by Fund Type

Steps

Start this instruction from the Version Prompting window.



1. Choose **Data Selection**.
2. Click **Submit**. The Data Selection window appears.



To narrow report by Fund Type, complete the following information in the first row (Fund Type):

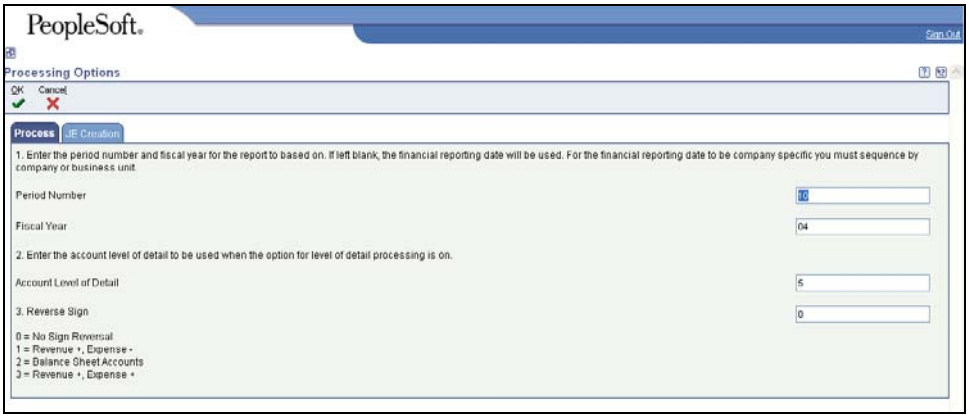
- Right Operand – enter a Fund Type or range of Fund Types

  Click the Range of Values tab on the Select Literal Value window to enter a range.

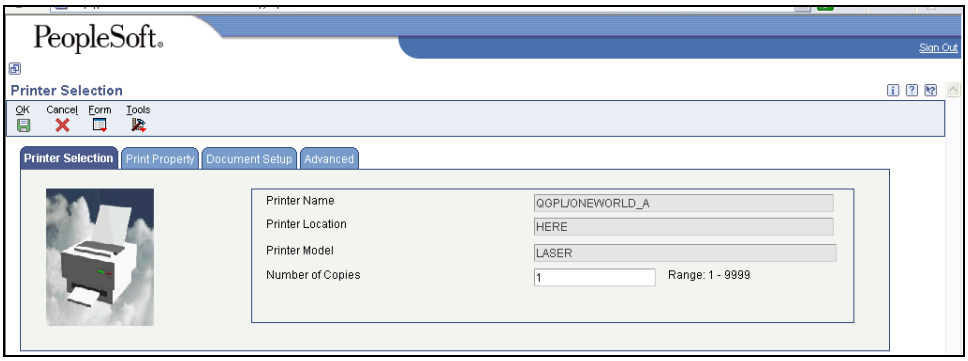
To narrow report by Fund, complete the following information in the next blank row:

- Left Operand - Fund (F0901)(CO)[BC]
- Comparison - is equal to
- Right Operand – enter a Fund or range of Funds

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



4. Complete the following fields:
   - Period Number - enter the period number (Ex. Enter 1 for July, 2 for August)
   - Fiscal Year - enter the 2-digit fiscal year (Ex. Enter 06 for FY beginning July 1, 2006)
   - Account Level of Detail
5. Click **OK**. The Printer Selection window appears.



6. 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 (R5509148_…) once the Description is "Done".