

Fund Summary by Fund Report (R5509632)

Overview

Run this report to view a summary of activity for a specific fund or range of funds. Assets, liabilities, revenues, and expenditures with totals for each fund will appear on report.

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

OR

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

OR

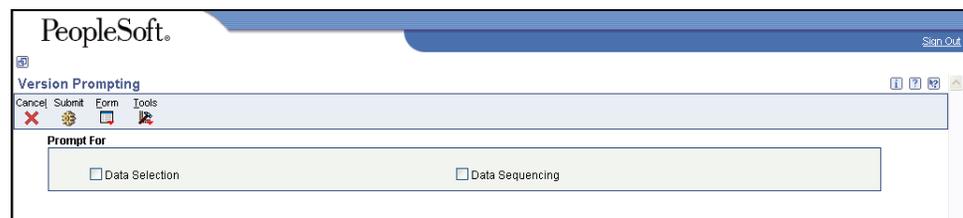
Budget - Agencies > Inquiries & Reports > Budget Reports > Budget Reports > Fund Summary by Fund

OR

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

Steps

Start this instruction from the Version Prompting window.



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

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Ledger Types (F0902) (LT) [BC]	is equal to	*AA
<input type="checkbox"/> And	Fund (F0902) (CO) [BC]	is equal to	*10000-99999
<input type="checkbox"/> And	ObjectAccount (F0902) (OBJ) [BC]	is equal to	*100000-999999
<input type="checkbox"/> And	Fiscal Year (F0902) (FY) [BC]	is equal to	mnFiscalYear [FC]

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

- Right Operand – enter a Fund

To narrow report by **Agency**, complete the following information in the first blank row:

- Left Operand - Agency Number (F0006)(RP01)[BC]
- Comparison - is equal to
- Right Operand – enter a 3-digit agency number

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)

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 (R5509639_...) once the Description is "Done".