

Appropriation to Budget Comparison Report (R5509272)

Overview

This report compares appropriation amounts on the Allotment Status Report by Agency, Program, and Fund Type with budgeted amounts entered on an agency's Budget Status 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 Apply Roles, choose Accounting or Budget.)

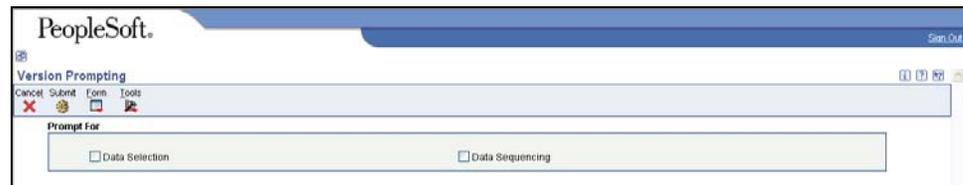
Accounting - Agencies > Inquiries & Reports > Budget Reports > Other Budget Reports > Appropriation to Budget Comparison

OR

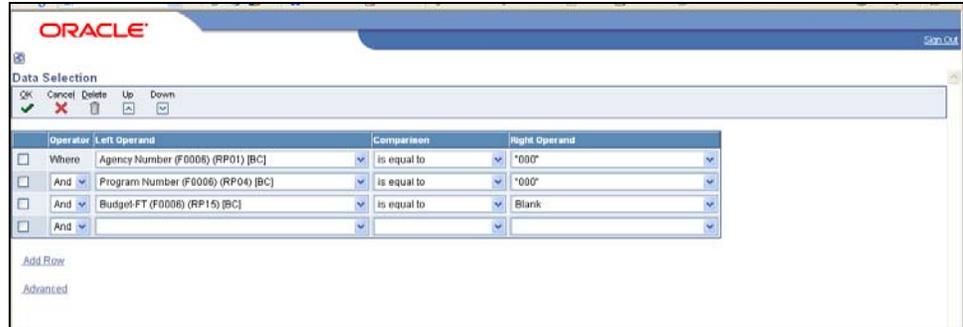
Budget - Agencies > Inquiries & Reports > Budget Reports > Other Budget Reports > Appropriation to Budget Comparison

Steps

Start this instruction from the Version Prompting window.



1. Choose Data Selection, click **Submit**. The Data Selection window appears.



2. Complete the following field in the first row (Agency Number)
 - Right Operand - enter 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. Complete the following information in the second row (Program Number):
 - Right Operand - enter 3-digit program number
4. Complete the following information in the third row (Budget-FT):
 - Right Operand - enter the fund type (1 – 6)
-  To see information for an entire agency, delete the second and third lines of data selection.
5. Click **OK**. The Processing Options window appears.



6. Complete the following information:
 - **Current Period** - enter the period (ex. July = 1, January = 7, to see the entire year, use 12)
 - **Fiscal Year** – enter the fiscal year ending for which to run report (ex. enter 06 for FY beginning July 1, 2006)
7. Click **OK**. The Printer Selection window appears.



8. 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 (R5509272_...) once the Description is "Done".