

Revenue/Expense Balance by Fund Report (R55BALANCE)

Overview

This report reflects the total revenue and expenditure balances for a period and for the fiscal year through the period.

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 > Revenue/Expense Balance by Fund

OR

Budget - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Revenue/Expense Balance by Fund

Steps

Start this instruction from the Available Versions window.



1. Choose the appropriate version:
 - NIS0001 - Revenue Expense Balance by Fund
 - NIS0003 - Balance by Ag/Prog
2. Click **Select**. The Version Prompting window appears.

3. Choose **Data Selection**.
4. 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	TAX
<input type="checkbox"/>	And	Fund (F0901) (CO) [BC]	is equal to	*99990*
<input type="checkbox"/>	And			

5. In the second row (Fund), complete the following:
 - Right Operand - enter a fund number or range of fund numbers
 - 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.
 - Click the Range of Values tab on the Select Literal Value window to enter a range.
6. Click **OK**. The Processing Options window appears.

7. 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

8. Click the **Select** tab.

PeopleSoft

Processing Options

OK Cancel

Process Select

1. Report Journal Entry Creation Mode

Blank = Preliminary mode
1 = Final mode

2. JE O/L Date

3. Reverse Journal Entries

Blank = Don't create reversing journal entries
R = Create reversing journal entries

4. JE Document Type

5. JE Name - Alpha Explanation

Blank = Created by Report Writer

9. Verify all fields are blank.

10. Click **OK**. The Printer Selection window appears.

PeopleSoft

Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced

Printer Name QGPL/ONEWORLD_A

Printer Location HERE

Printer Model LASER

Number of Copies 1 Range: 1 - 9999

11. 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 (R55BALANCE_...) once the Description is "Done".