

Account Balance by Agency Report (R590902AG)

Overview

Run this report to view a summary of revenues and expenditures for a specified Agency and Fund.

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.)

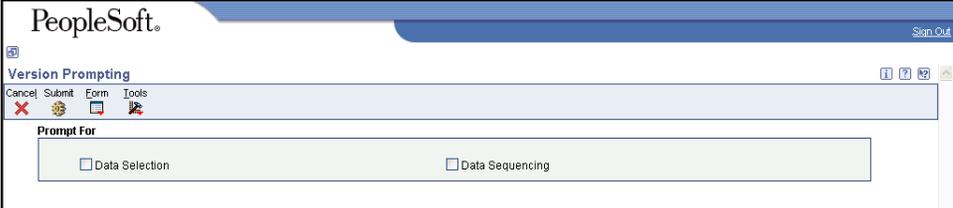
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Account Balance by Program

OR

Budget - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Account Balance by Program

Steps

Start this instruction from the Version Prompting window.



The screenshot shows a PeopleSoft web interface window titled "Version Prompting". At the top left is the "PeopleSoft" logo. Below the title bar is a toolbar with buttons for "Cancel", "Submit", "Form", and "Tools". Underneath the toolbar is a section labeled "Prompt For" which contains two checkboxes: "Data Selection" and "Data Sequencing".

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



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

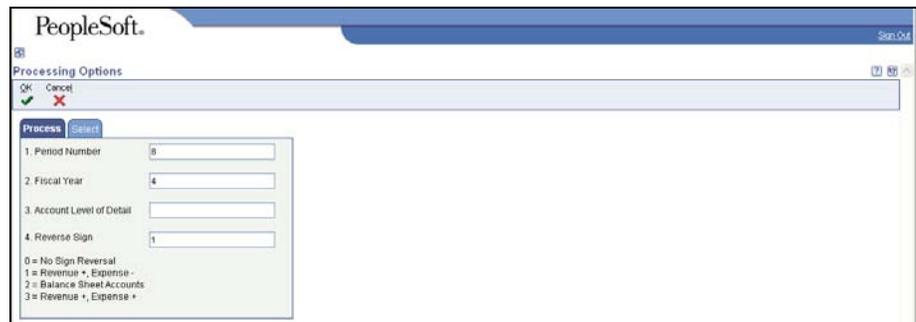
- Left Operand - Agency Number (F0006)(RP01)[BC]
- Comparison - is equal to
- Right Operand – enter the 3-digit agency number

 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.

 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 the fund

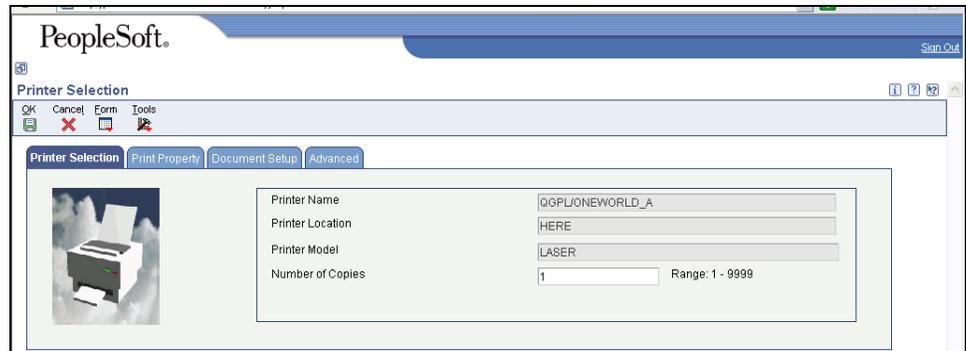
3. Click **OK**. The Processing Options window appears.



4. Complete the following fields:

- Period Number - enter the period for which to run report (Ex. enter 1 for July, enter 2 for August, etc.)
- Fiscal Year - enter the fiscal year for which to run report (Ex. enter 6 for Fiscal Year beginning July 1, 2006.)

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



PeopleSoft.

Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced

Printer Name GGPLJONEWORLD_A

Printer Location HERE

Printer Model LASER

Number of Copies 1 Range: 1 - 9999

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 (R590902AG_...) once the Description is "Done".