

# Account Balance by Program Report (R590902AG)

## Overview

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

## 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

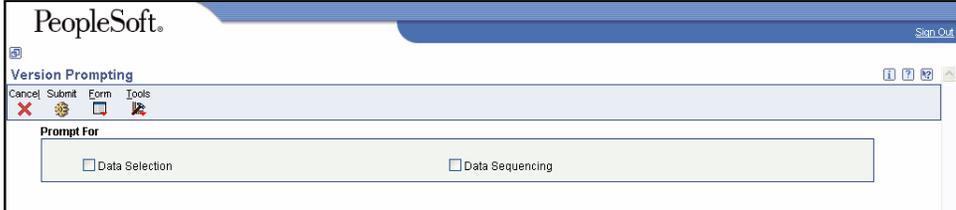
Click Roles, General Accounting.

(Citrix users – right click on the menu, choose View by Role, choose General Accounting or Budget.)

General Accounting – Agencies > Inquiries & Reports > Accounting Reports > Account Balance Reports > Account Balance by Program

## 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 **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
-  To narrow report by **Program Number**, complete the following information in the next blank row:
- Left Operand - Program Number (F0006)(RP04)[BC]
  - Comparison - is equal to
  - Right Operand – enter the program 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 (R590902AG\_...) once the Description is "Done".