Trial Balance by Fund Report (R09410)

Overview

This report provides summary totals by account number for a specific fund or range of funds. If running for fund 10000 or 40000, add business unit, or range of business until to see information for your agency only (and to avoid excess processing time. On the Subledger tab of Processing Options, there must be an asterisk (*) in the Subledger field to see correct balances.

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

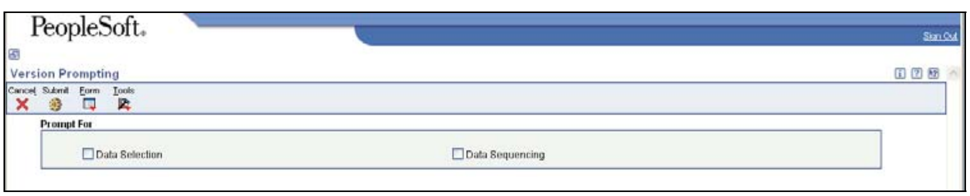
Click Roles, Accounting or Budget.
(Citrix users – right click on the menu, choose View by Role, choose Accounting or Budget.)

Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Fund

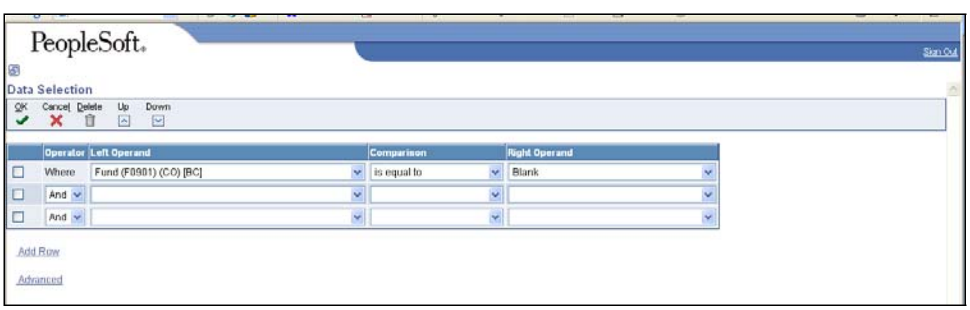
Budget - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Fund

Steps

Start this instruction from the Version Prompting window.



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



3. In the first row (Fund), complete the following information:
   - 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.
4. Click **OK**. The Processing Options window appears.

5. Complete the following fields:
   - Fiscal Year - ex. Enter 6 for fiscal year beginning July 1, 2006.
   - Period Number - ex. Enter 1 for July, 2 for August, etc.
6. Click **OK**. The Printer Selection window appears.

7. Click **OK**.

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 (R09410_…) once the Description is "Done".