Grant/Project Summary Report

Overview

Run the Grant/Project Summary Report to generate a report showing totals by Object and Business Unit within Grant/Project for Period Activity, Quarter to Date, Fiscal Year to Date, and Inception To Date.

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, Grants.
(Citrix users – right click on the menu, choose Apply Roles, choose Grants.)

Grants & Projects > Inquiries & Reports > Grants/Projects Reports > Grant Reports > Grant/Project Summary

Alternate Navigation: General Accounting > General Accounting–Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Grant/Project Reports > Grant/Project Summary

Steps

Grant Project Summary

Start this instruction from the Work With Batch Versions – Available Versions window.

1. Choose desired Version.
   - Version NISM001 is a secured version to be used only by a scheduled system process for monthly reports generated for posting on the State
Accounting website. This version should not be used by agency users during normal processing.

- Version NIS0001 includes only expenditure and miscellaneous adjustments object accounts.
- Version NIS0002 has been established with special formatting for use only by DHHS.
- Version NIS0003 includes all revenue and expenditure object accounts.

2. Click Select. The Version Prompting window appears.

3. Choose Data Selection, click Submit. The Data Selection window appears.

Data Sequencing generally does not need to be flagged because the default settings are usually acceptable for this report.

4. Data selection determines the grant data to be included in the report. Add or change lines of data selection to narrow or expand what is included in the report. The information you obtain for a report is also restricted by the security access established for your userID. The default data selection for Object Account for Version NIS0001 starts at account 486500 because Miscellaneous Adjustments revenues are considered the equivalent of expenditure transactions for federal letter of credit reporting purposes. If the data for this grant includes any revenue reported under objects 486600 – 499999, those transactions will appear on this report, causing the report total to be different than what would be shown on the Grant Project Status report run for the same grant.

The default data selection for Object Account for Version NIS0001 starts at account 486500 because Miscellaneous Adjustments revenues are considered the equivalent of expenditure transactions for federal letter of credit reporting purposes. If the data for this grant includes any revenue reported under objects 486600 – 499999, those transactions will appear on this report, causing the report total to be different than what would be shown on the Grant Project Status report run for the same grant.

Data Sequencing generally does not need to be flagged because the default settings are usually acceptable for this report.

Any field listed under the left operand column is available for use for this report to restrict data selection, but many of the available fields are not utilized by NIS. Some of the more commonly utilized fields for this report would include:

- Description 04 (F0006) – This field is utilized in NIS to record the grant number. When a grant number is recorded on this line, all the business units established for that grant will be included in the report.
- Business Unit (F0901) – including business unit(s) on this line will limit the report to only those BU’s listed.
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- Fund (F0901) – can be utilized to limit a report to particular funds of an agency
- Agency Division (F0006) – can be utilized to limit a report to particular divisions of an agency based on the values included in the business unit master in category code field 10
- Grants (F0006) – corresponds to business unit category code field 23 and can be utilized to identify a detailed aspect for a group of business units

5. Click OK. The Processing Options window appears.

6. Change processing options as necessary to obtain the results desired:
   - On the Process tab:
     - Period Number - enter the month of the fiscal year for the report.
       
       Since the State uses a June 30 fiscal year-end July is period 1, August is 2, September is 3, December is 6, June is 12 etc.

     - Fiscal Year - enter the fiscal year for the report.
       
       NIS numbers the fiscal year based on the first day of the year; so Fiscal Year 04 is the year beginning July 1, 2004, and 05 is the fiscal year beginning July 1, 2005.

     - Date Override - leave blank if period number and fiscal year values are entered above. Entering a value in this field will override any values entered above. Enter 'C' to run the report for the current month, or 'P' to run the report for the last month.

     - Reverse Sign - leave the default value of ‘0’.

7. Click OK. The Printer Selection window appears.

   - Click CSV(Comma Delimited) on the Document Setup tab of the Printer Selection window to have the report results available in a comma separated file format (CSV/Excel) in addition to the standard PDF file format. If this option is not available for a particular report, this field option is grey.

8. Click OK to return to the Work With Batch Versions – Available Versions window.

9. Click Close.
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 (R5509171 ...) once the Description is "Done".

If the project is not Fund 10000 or Fund 40000, the Project Total in the Inception to Date column represents the Cash Balance. If revenues exceed expenditures (you have cash on hand), the cash balance figure will appear as a credit (applies to version NIS0003 only).