

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.



Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NIS0001	GrantProject Summary Report		NISNHANWAY	01/10/2007	0	NO SECURITY	
<input type="checkbox"/> NIS0002	HHSS Grant Project Summary		NISMSAWYER	01/10/2007	0	NO SECURITY	
<input type="checkbox"/> NIS0003	GrantProject Summary - All Objects		UATYMOHLIN	02/15/2008	0	NO SECURITY	
<input type="checkbox"/> NIS0004	HHSS with Subsidiary Breaks		NISNHANWAY	09/18/2008	0	NO SECURITY	
<input type="checkbox"/> NISM001	Secure Version - Prior Month		NISNEDEV	03/08/2004	1	MEDIUM SECURITY	

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.

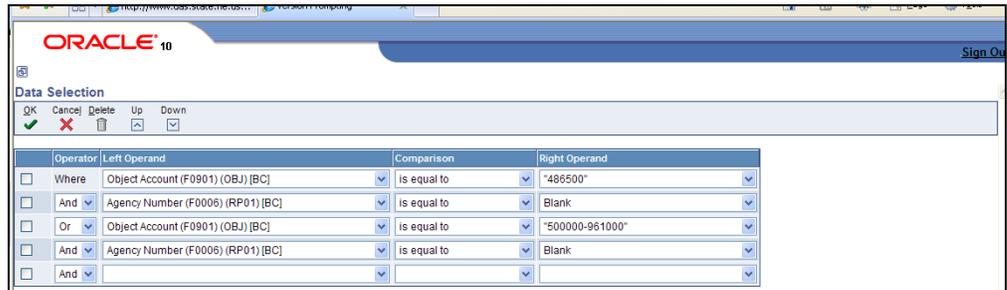
- Version NIS0001 includes only expenditure and miscellaneous adjustments object accounts.
- Version NIS0002 has been established with special formatting for use only by DHHS.
- Version NIS0003 includes all revenue and expenditure object accounts.

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. T

 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.

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

- 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".

R5509171 NIS0003		STATE OF NEBRASKA Grant Project Summary As of 01/31/05				01/10/05 16:48:22 Page - 1				
Agency Number 013 DEPT OF EDUCATION										
Description	Account	Description	CFDA Number	Business Unit	Description	Sub	Period Activity	Quarter To Date	Fiscal Yr to Date	Inception To Date Current Period
H126AG40390	461500	OP GRANTS - STATE AGENCI	13512042	VR Sec 110	Can Mton 2004		.00	.00	304,338.12-	861,412.44-
	484500	REIMB NON-GOVT SOURCES	13512041	VR Sec 110	Gen Mton 2004		.00	.00	.00	175.28-
	486500	MISCELLANEOUS ADJUSTMENT	13512041	VR Sec 110	Gen Mton 2004		.00	.00	2,223.63-	2,223.63-
	511100	PERMANENT SALARIES-WAGES	13512041	VR Sec 110	Gen Mton 2004		.00	.00	1,598.10	1,454,976.22
	511100	PERMANENT SALARIES-WAGES	13512044	VR Sec 110	Fed 2004		.00	.00	1,424,597.66	2,806,704.84
	511100	PERMANENT SALARIES-WAGES	13512141	VR Sec 110	Gen Mton ISE 2004		.00	.00	.00	18,294.42
	511100	PERMANENT SALARIES-WAGES	13512144	VR Sec 110	Fed ISE 2004		.00	.00	19,891.48	38,232.46
	511100	PERMANENT SALARIES-WAGES	13512244	VR Sec 110	Fed CO 2004		.00	.00	1,428,183.33	1,428,183.33
	511100	PERMANENT SALARIES-WAGES	13512344	VR Sec 110	Fed CO ISE 2004		.00	.00	18,063.81	16,063.81
	511100	PERMANENT SALARIES-WAGES	13582041	VR/ATP	Sec 110 Gen MR S05 2004		.00	.00	.00	11,170.97
	511100	PERMANENT SALARIES-WAGES	13582044	VR/ATP	Sec 110 Fed S05 2004		2,289.68	2,289.68	27,921.35	85,419.43
	511100	PERMANENT SALARIES-WAGES	13582244	VR Sec 110	Fed CO S05 2004		.00	.00	30,638.54	30,638.54
	511200	TEMPORARY SALARIES-OJTS	13512041	VR Sec 110	Gen Mton 2004		.00	.00	393.98	31,354.39
	511200	TEMPORARY SALARIES-OJTS	13512044	VR Sec 110	Fed 2004		.00	.00	29,061.96	40,618.83
	511200	TEMPORARY SALARIES-OJTS	13512244	VR Sec 110	Fed CO 2004		3,752.30	3,752.30	36,225.92	36,225.92
	511600	COMPENSATORY TIME PAID	13512041	VR Sec 110	Gen Mton 2004		3,752.30	3,752.30	65,681.86	106,199.74
	511600	COMPENSATORY TIME PAID	13512244	VR Sec 110	Fed CO 2004		.00	.00	.00	30.84
	511900	SUPPLEMENTAL	13512044	VR Sec 110	Fed 2004		.00	.00	88.06	88.06
	511900	SUPPLEMENTAL	13582044	VR/ATP	Sec 110 Fed S05 2004		.00	.00	88.06	118.90
							.00	.00	70.25	70.25
							.00	.00	186.98	186.98
							.00	.00	257.23	257.23

 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).