Reporting on a Project

Overview

After a project is added to NIS, it can be easily reviewed by running a report. The following reports are available in NIS:

- Master Job Cost Report
- Summary by Cost Type
- Job Status Inquiry Print
- Job Master List
- Job Account Master List
- Detail by Job
- Transaction Analysis
- Budget Revision Detail
- Job Detail by Subledger

Because the process to create these reports is similar, this work instruction will only show the procedures for the following reports:

Master Job Cost Report
Job Status Inquiry Report

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 and Projects.

(Citrix users – right click on the menu, choose View by Role, choose Grants and Projects.)

Grants & Projects > Inquiries & Reports > Grants & Projects Reports > Project Reports:

> Master Job Cost

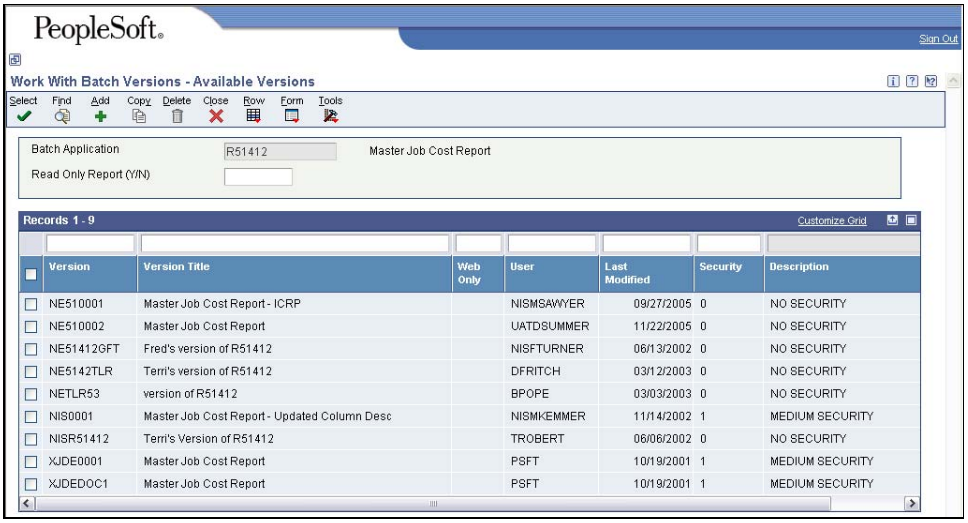
> Job Status Inquiry Information

Steps

Master Job Cost Report

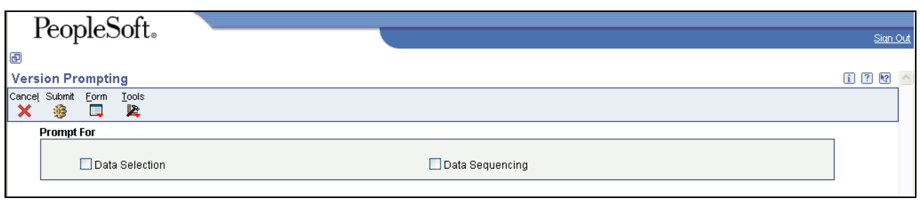
Navigation: Grants & Projects > Inquiries & Reports > Grants/Projects Reports > Projects Reports > Master Job Cost Report

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

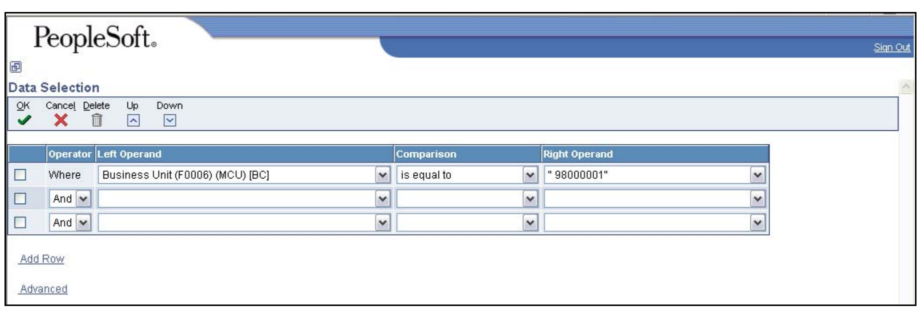


Version	Version Title	Web Only	User	Last Modified	Security	Description
NE510001	Master Job Cost Report - ICRP		NISMSAWYER	09/27/2005	0	NO SECURITY
NE510002	Master Job Cost Report		UATDSUMMER	11/22/2005	0	NO SECURITY
NE51412GFT	Fred's version of R51412		NISFTURNER	06/13/2002	0	NO SECURITY
NE5142TLR	Terri's version of R51412		DFRITCH	03/12/2003	0	NO SECURITY
NETLR53	version of R51412		BPOPE	03/03/2003	0	NO SECURITY
NIS0001	Master Job Cost Report - Updated Column Desc		NISMKEMMER	11/14/2002	1	MEDIUM SECURITY
NISR51412	Terri's Version of R51412		TROBERT	06/06/2002	0	NO SECURITY
XJDE0001	Master Job Cost Report		PSFT	10/19/2001	1	MEDIUM SECURITY
XJDEDOC1	Master Job Cost Report		PSFT	10/19/2001	1	MEDIUM SECURITY

1. Choose the Version **NE510001**.
2. Click **Select**. The Version Prompting window appears.



3. Choose **Data Selection**.
4. Click **Submit**. The Data Selection window appears.



5. In the first row, click in the **Right Operand** field.
6. Choose **Literal**. The Select Literal Value window appears.

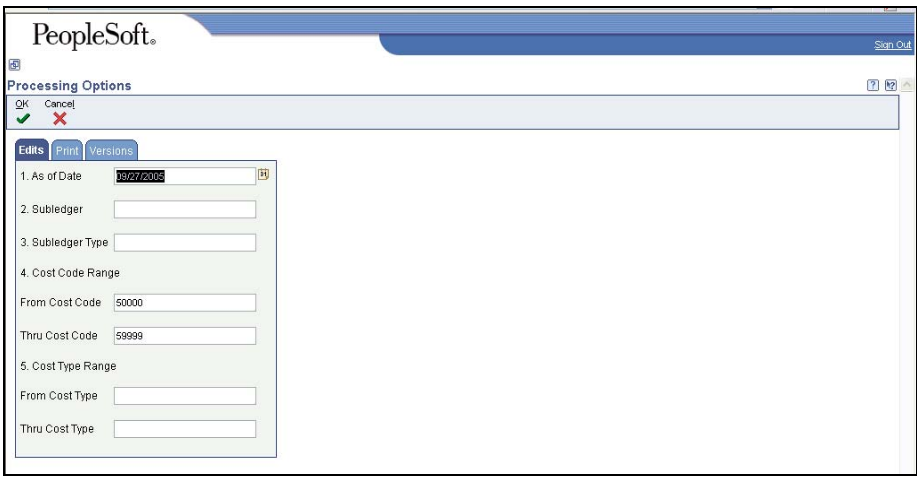
7. Enter the **Business Unit number**.
8. Click **OK** to return to the Data Selection window.

To narrow the report by agency, complete the following information:

- Left Operand = Agency Number (F0006) (RP01) [BC]
- Comparison = is equal to
- Right Operand = enter your 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.

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



10. Change the **As of Date**, if desired.

Click the **Print** Tab. In item number 5. Zero Amount Print Suppression, Enter **1**. (1 = Do not print accounts with zero amounts, if you wish to suppress lines with zero amounts.)

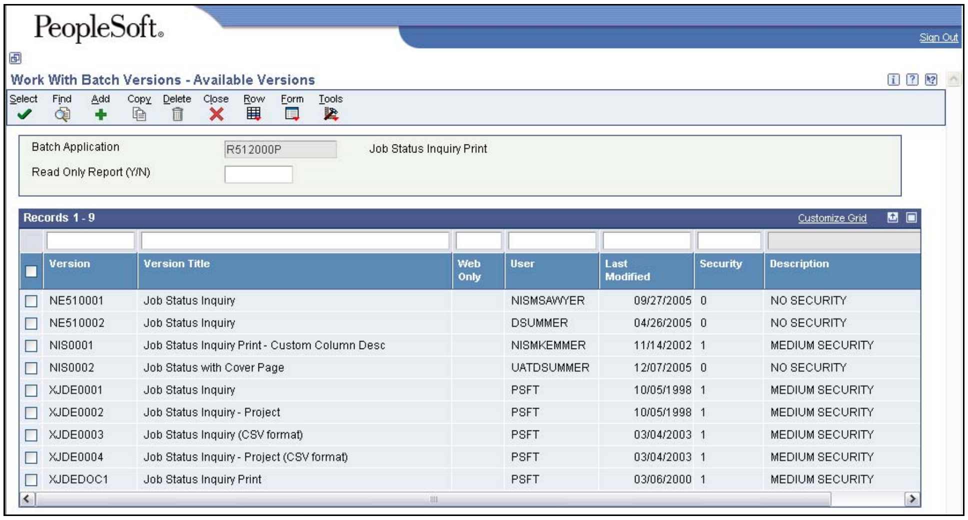
11. Click **OK**. The Printer Selection window appears.
12. Click **OK**. You will return to the menu.

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 (R51412_NE510001 _…) once the Description is "Done".

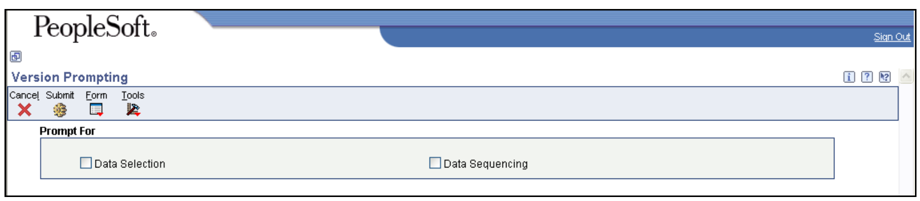
Job Status Inquiry Report

Navigation: Grants & Projects > Inquiries & Reports > Grants/Projects Reports > Projects Reports > Job Status Inquiry Information

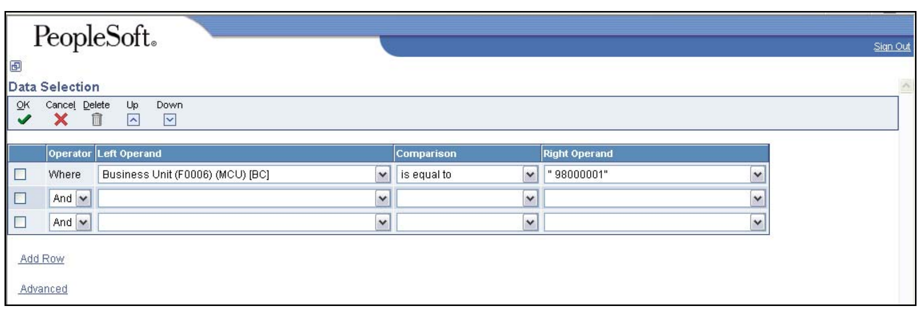
Start this instruction from the Work with Batch Versions – Available Versions window.



1. Choose the Version **NE510001**.
2. Click **Select**. The Version Prompting window appears.



3. Choose **Data Selection**.
4. Click **Submit**. The Data Selection window appears.



5. Click the **Right Operand** field.
6. Click **Literal**. The Select Literal Value window appears.

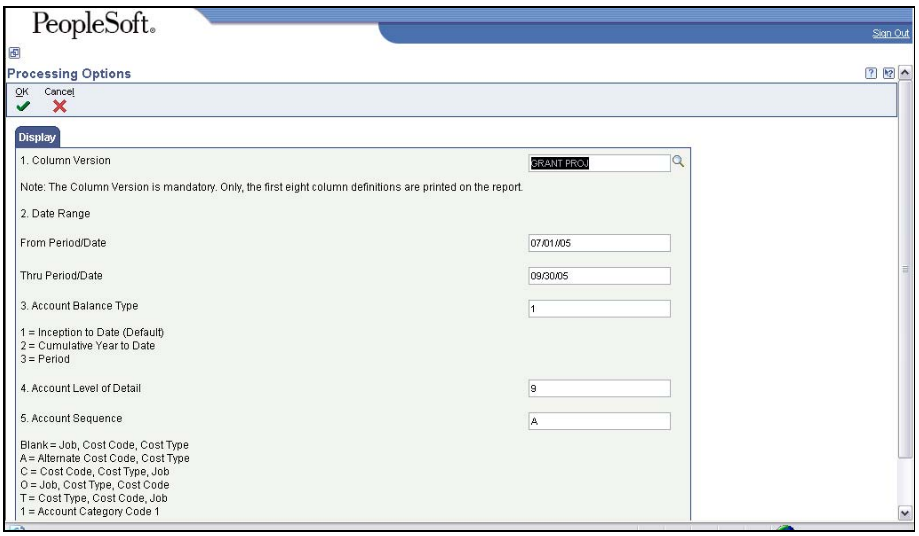
7. Enter the **Business Unit number**.

To narrow the report by agency, complete the following information:

- Left Operand = Agency Number (F0006) (RP01) [BC]
- Comparison = is equal to
- Right Operand = enter your 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.

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



9. Change **Job Status Inquiry Column** to the desired selection, use the Visual Assist if necessary.
10. Change **Thru Period/Date** to desired period.
11. Click **OK**. The Printer Selection window appears.
12. Click **OK**. You will return to the 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 (R512000P_NE510001 _…) once the Description is "Done".