

# Running a Monthly Budget Spreadsheet with Percents (R5509973)

## Overview

The Monthly Budget Spreadsheet with Percents provides detailed information about expenditure spending by object code for each month. The report output includes budgeted amounts, monthly detailed expenditures, percent spent monthly, percent spent year-to-date, open encumbrances, and budget variances. There are various versions of the report which determines the data sort.

## 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 > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet with Percents

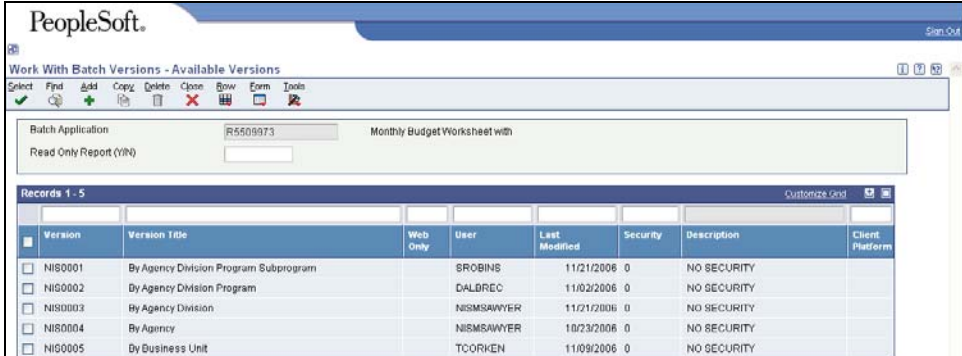
OR

Budget - Agencies > Inquiries & Reports > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet with Percents

## Steps

### Run the Monthly Budget Spreadsheet with Percents

Start this instruction from the Available Versions window.



Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NIS0001	By Agency Division Program Subprogram		SROBINS	11/21/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0002	By Agency Division Program		DALBREC	11/02/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0003	By Agency Division		NISMSAWYER	11/21/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0004	By Agency		NISMSAWYER	10/23/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0005	By Business Unit		TCORIKEN	11/09/2006	0	NO SECURITY	

1. Choose the appropriate version and click **Select**. The Version Prompting window appears.


2. Choose Data Selection and click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Object Account (F0902) (O&J) [BC]	is equal to	<400000-599999
<input type="checkbox"/>	And Ledger Types (F0907) (L,T) [BC]	is equal to	<AA,BF,PA,PB
<input type="checkbox"/>	And Agency Number (F0006) (RP01) [BC]	is equal to	Blank
<input type="checkbox"/>	And Agency Division (F0006) (RP10) [BC]	is equal to	Blank
<input type="checkbox"/>	And Program Number (F0006) (RP04) [BC]	is equal to	Blank
<input type="checkbox"/>	And Agency Subprogram (F0006) (RP09) [BC]	is equal to	Blank

 Do not change the Left Operand field on any existing data selection lines.

3. Leave the first two rows (Object Account and Ledger Types) as is.

4. In the third row (Agency Number), complete the following:
  - 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.

5. In the fourth row (Agency Division), complete the following: (if applicable)
  - Right Operand - enter the 3-digit division number

6. In the fifth row (Program Number), complete the following: (if applicable)
  - Right Operand - enter the 3-digit program number

7. In the sixth row (Agency Subprogram), complete the following: (if applicable)
  - Right Operand - enter the subprogram number

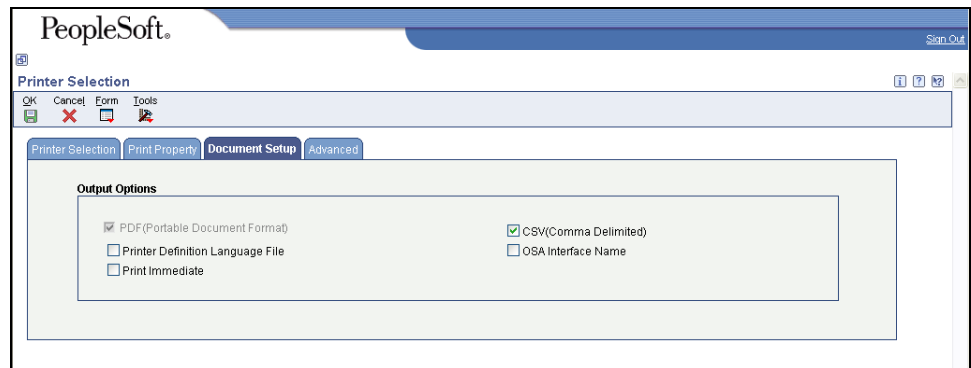
8. Click **OK**. The Processing Options window appears.



9. Do not make any changes to Processing Options.
10. Click **OK**, the Printer Selection window appears.





11. Choose the Document Setup tab.



-  **CSV (Comma Delimited) box** should be selected (default).

12. Click **OK** to 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 Row with Job Details R5509973, after the status indicates Done.

-  For more information on viewing reports in CSV, refer to the [Review a Report in CSV](#) Work instructions.