

Monthly Budget Spreadsheet
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

Table of Contents

Monthly Budget Spreadsheet.....	1
Monthly Budget Spreadsheet Overview.....	1
Monthly Budget Spreadsheet Lesson	1

Monthly Budget Spreadsheet

Monthly Budget Spreadsheet Overview

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

Monthly Budget Spreadsheet Lesson

Procedure

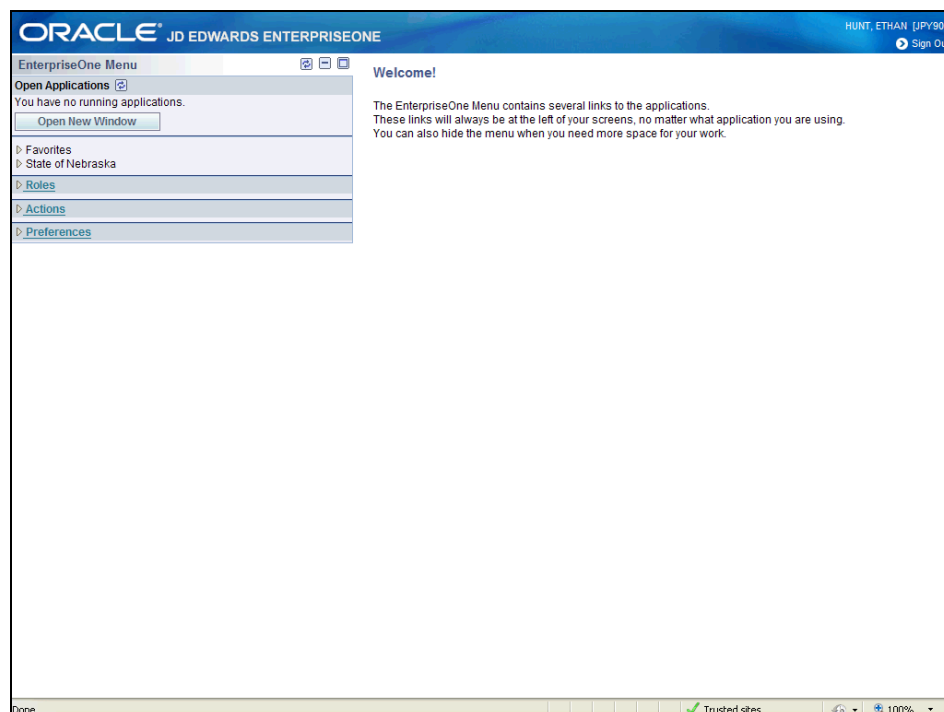
In this lesson you will learn how to do the monthly budget spreadsheet.

Navigation: There are multiple menu paths for this procedure. This lesson will use the Budget menu path.

Accounting > Inquiries & Reports > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet

OR

Budget > Inquiries & Reports > Budget Reports > Monthly Budget Spreadsheets > Monthly Budget Spreadsheet

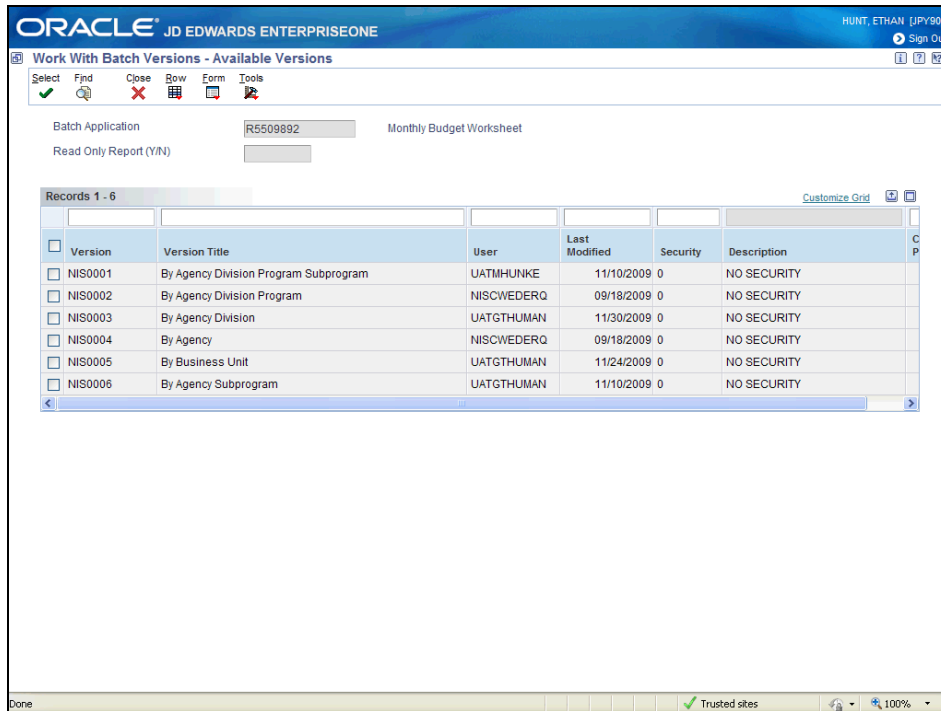


Training Guide

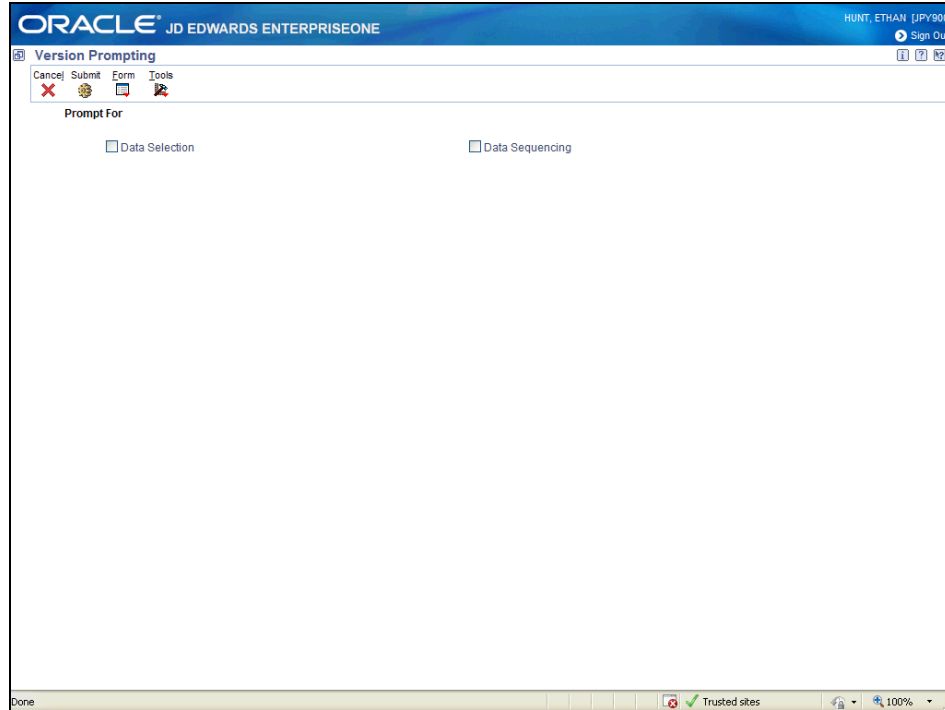
Monthly Budget Spreadsheet




Step	Action
1.	Click the State of Nebraska link.
2.	Click the Budget link.
3.	Click the Inquiries & Reports link.
4.	Click the Budget Reports link.
5.	Click the Monthly Budget Spreadsheets link.
6.	Click the Monthly Budget Spreadsheet link.



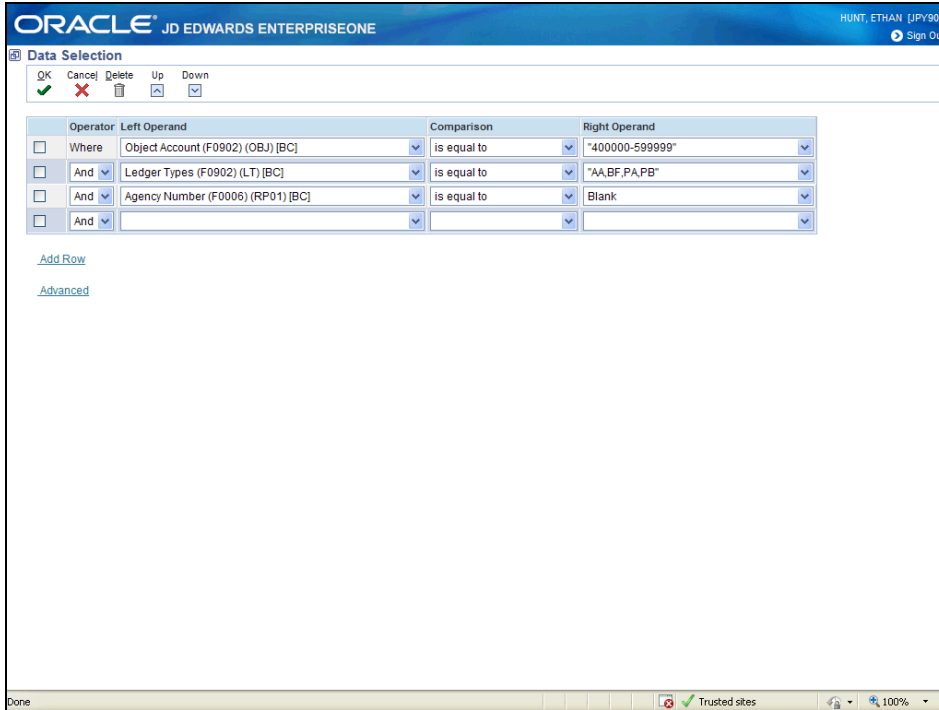
Step	Action
7.	Choose the appropriate version by clicking the check box next to it.
8.	Click the Select button.



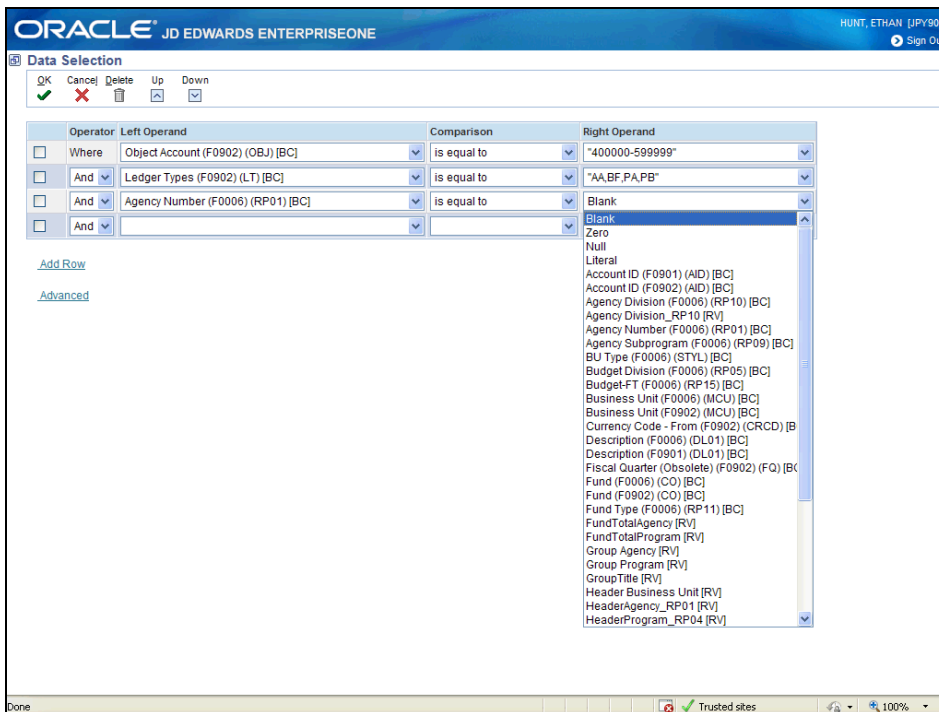
Step	Action
9.	Click the Data Selection option. <input type="checkbox"/>
10.	Click the Submit button. 
11.	Warning: Do not change the Left Operand field on any existing data selection lines. Leave the first two rows (Object Account and Ledger Types) as is.

Training Guide

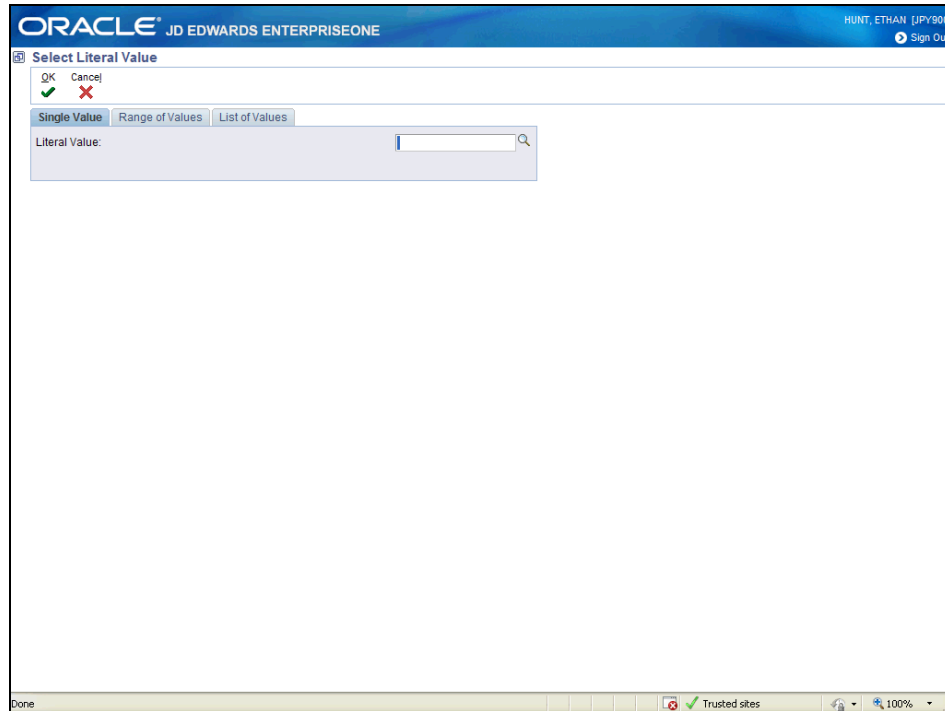
Monthly Budget Spreadsheet



Step	Action
12.	Click the Right Operand list of the third row (Agency Number). <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank</div>



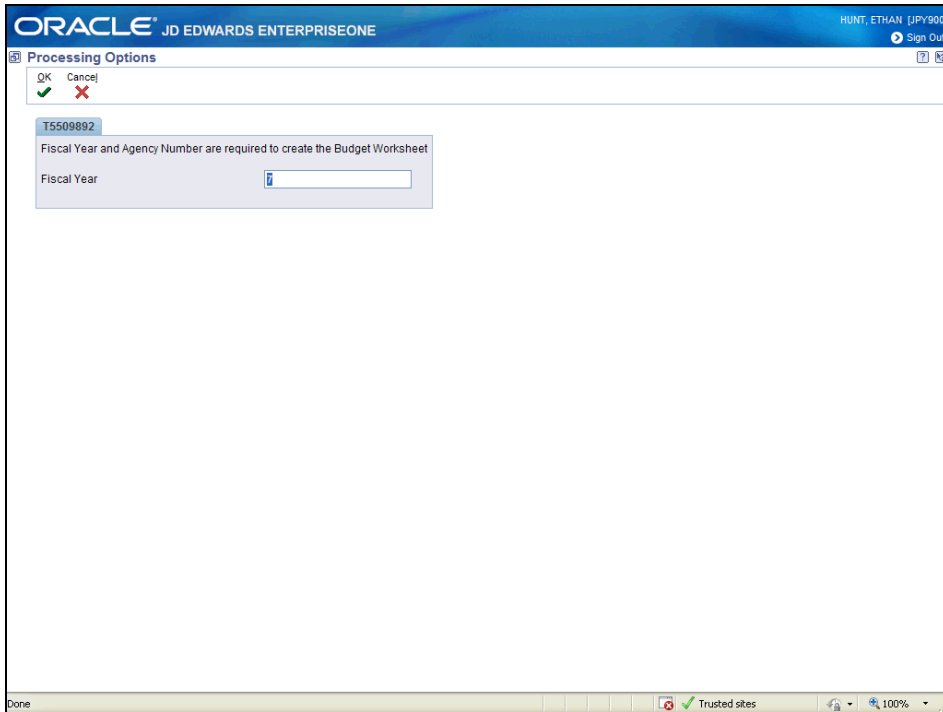
Step	Action
13.	Click the Literal list item. <input type="text" value="Literal"/>




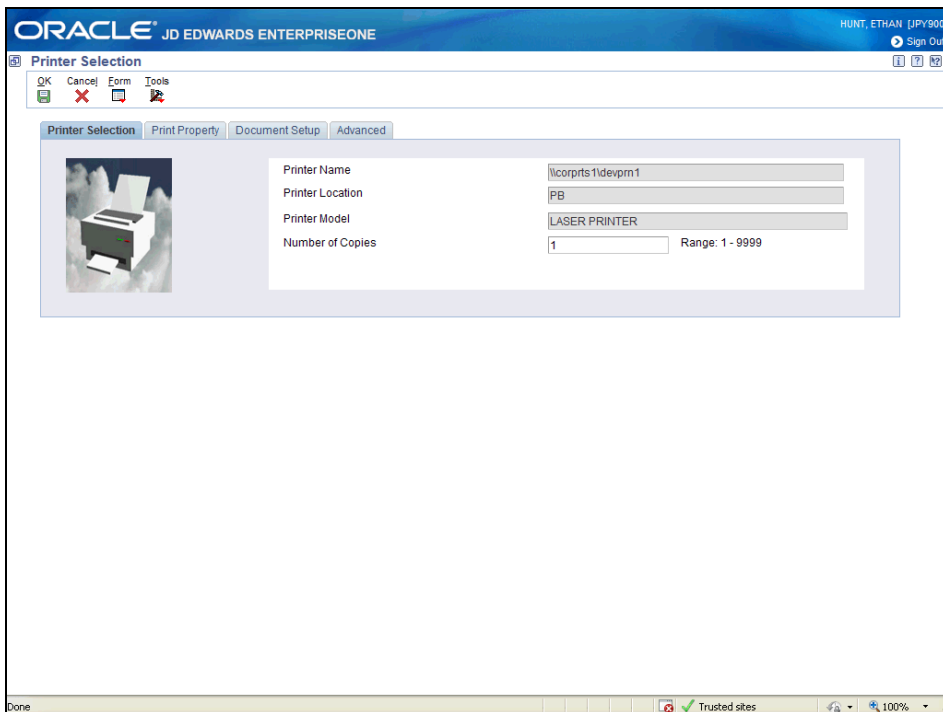
Step	Action
14.	Enter the three digit agency number into the Literal Value: field.
15.	Click the OK button. <input checked="" type="checkbox"/>
16.	If applicable complete the following: In the fourth row (Agency Division), complete the following: Right Operand - enter the 3-digit division number In the fifth row (Program Number), complete the following: Right Operand - enter the 3-digit program number In the sixth row (Agency Subprogram), complete the following: Right Operand - enter the subprogram number
17.	Click the OK button. <input checked="" type="checkbox"/>
18.	The Processing Options allows you to enter the Fiscal Year.

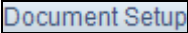

Training Guide

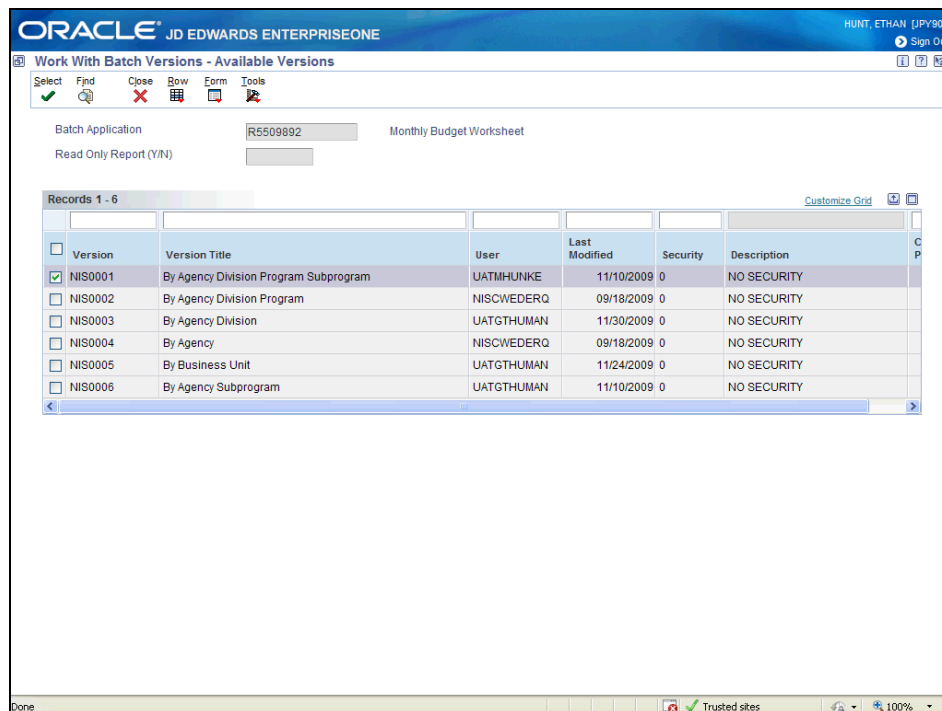
Monthly Budget Spreadsheet




Step	Action
19.	Click the OK button. 



Step	Action
20.	To run the report in CSV format click the Document Setup tab. 
21.	Make sure the CSV (Comma Delimited) box is selected. It should be selected by default.
22.	Click the OK button. 



Step	Action
23.	Click the Close button. 
24.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. End of Procedure.