Omaha Public Schools

Financials 8.8
Daily Budget Balance and Daily Grants Reports

Revised 05/21/14
Introduction

The Daily Budget Balance Report will enable you to review the Fund 1 discretionary budget of your school on a daily basis. The report is updated each morning, Monday – Friday, and will be available each business day after 9:30 AM.

The Daily Budget Balance Report is similar to the Budget Variance Report, which gives a snapshot of each budget, as well as related expenditures, pre-encumbrances and encumbrances. The difference is that the Daily Budget Balance Report contains discretionary accounts only. Discretionary accounts are those accounts for which you are accountable and do not include: salaries / employee benefits / utilities / electronic security / school resource officers (SRO’s) / trash / telephone / cell phones / pagers / internet lines.

Prerequisite Tasks

Installation of Desktop Icon

In order to view your school’s Daily Budget Balance Report, you will need a shortcut on your desktop. You may call the Help Desk if you need assistance getting this installed on your computer. You may also call the Financial Reporting Accountant at 402-557-2098.

When installed, the desktop shortcut would look something like the following icon.
Retrieving the Report

To access the Daily Budget Balance Report, double click on the shortcut that has been installed on your desktop. A report similar to the one below should appear.

Column A = Not Visible
Column B = School Department
Column C = Department Name
Column D = Revised Budget Amount
Column E = YTD Expenditures
Column F = Pre-Encumbrances (requisitions)
Column G = Encumbrances (purchase orders)
Column H = Total Remaining Budget (Col D – Col E – Col F – Col G)

Note in cell H3, the Revision Date is 03/04/2013. This means the report was last updated on this date.
nVision Drilldown

The Daily Budget Balance Report is created in PeopleSoft Financials 8.8, using nVision. This module allows authorized employees the ability to retrieve financial reports and “drill down” to underlying transactions. For instance, if you needed to know what specific transactions make up the YTD Expenditures for a particular department, this can be accomplished with the Drilldown feature.

A separate training document is available on Ops.Org for those users that have been given the security roles for nVision Drilldown. For your convenience, the link has been included below.

http://www.ops.org/District/LinkClick.aspx?fileticket=Eszn92NizLo%3d&tabid=256&mid=1324

If you have any questions about the Daily Budget Balance Report or nVision Drilldown, please contact the Financial Reporting Accountant at 402-557-2098.

Daily Grants Report

Beginning in May 2014, a new report has been added to the \3jaru\nvisprd\BudVar_Daily\Daily Grants folder. The Daily Grants Report provides the user with summary-level budget variance information for current school grants. This report will be run overnight, M-F; the data should match the detailed grant reports found in \3jaru\nvisprd\BUDVAR_XXX\GRANTS, where XXX stands for the current month. The new summary report provides the total remaining budget for both ALL ACCOUNTS and for DISCRETIONARY ACCOUNTS only.

In order to view your school’s Daily Grants Report, you may use a shortcut on your desktop. You may call the Help Desk if you need assistance getting this installed on your computer. You may also call the Financial Reporting Accountant at 402-557-2098.

When installed, the desktop shortcut would look something like the following icon.
To retrieve the Daily Grants Report, double click on the icon. A report similar to the one below should appear.

The shortcut and report will only be available to those schools that have current, active grants.

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Las Escuelas Públicas de Omaha no discriminan basados en la raza, color, origen nacional, religión, sexo, estado civil, orientación sexual, discapacidad, edad, información genética, estado de ciudadanía, o estado económico, en sus programas, actividades y empleo, y provee acceso equitativo a los “Boy Scouts” y a otros grupos juveniles designados. La siguiente persona ha sido designada para atender estas inquietudes referentes a las pólizas de no discriminación: El Superintendente de las Escuelas, 3215 Cuming Street, Omaha, NE 68131 (402-557-2001).