DAWN BASIC NAVIGATION

8/14/2018

Class Outline

Contents

WHAT IS DAWN?

DAWN is a history of transactions in the State of Nevada's financial system, ADVANTAGE.

Agencies enter transactions directly into ADVANTAGE via either uploads or data entry.

During the nightly cycle the completed transactions are processed and posted to budgets.

The day after Payment Vouchers (PVs) are processed, checks are printed or the EFT process begins.

The day after documents process in the nightly cycle, they appear on ADVANTAGE tables, DAWN and Discoverer. Some of the tables in Vista Plus are updated daily, others are updated weekly.

The DAWN Home Page

DAWN does not require a user name or password. Any computer that has access to the State backbone can access DAWN. When you connect to this web site a system status bar should be displayed on the left side with status information that is updated each work day. The system is usually accurate as of 6:00 p.m. the preceding business day.

For assistance with any financial questions, contact the Controller's Office Financial Help Desk at (775) 684-5654. The DAWN link is located on the **Controller's Office Financial Services (COFS)** web page along with other useful financial tools. The COFS web site is located at: **http://intra.ktl.nv.gov/** The web site address for DAWN is located at: **http://dawn12.state.nv.us:7777/swmenu.htm**

The Main Page

After you select the DAWN link from the **Controller's Office Financial Services** page, DAWN will open and includes inquiries, file downloads and reports. This class will walk you through each inquiry, file download and reports .

The list below includes descriptions of information included in the various inquiries, file downloads and reports from DAWN.

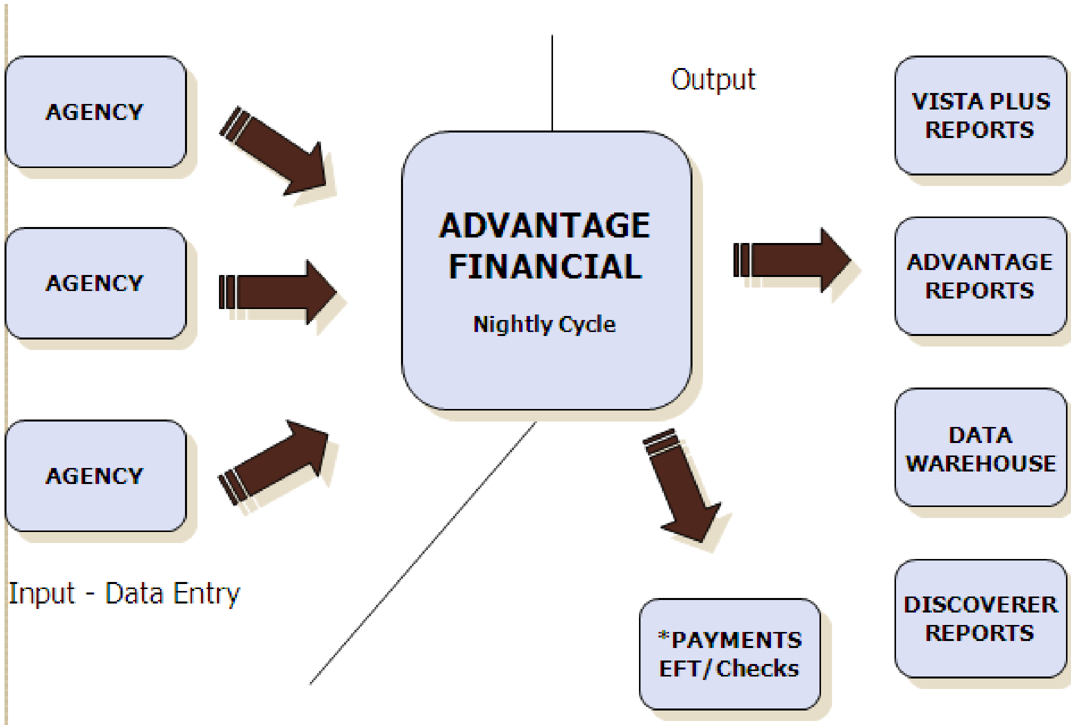
Inquiries and File Downloads

Data Warehouse User's Manual – The online version of this manual is updated as changes occur.
Vendor/Voucher/Check Inquiry – Displays details of processed payment voucher documents, payments and information regarding vendors.
Vendor History Inquiry – Displays accounting details for all documents processed for a specific vendor number.
Document History Inquiry –Displays the record date, process date, budget fiscal year and the account coding associated with the document.

Document Cross Reference – Displays all documents associated with a specific document.
Download Vendor File – A downloadable list of all active vendors.
Download Check Voucher File - A downloadable list of agency generated checks and corresponding vendors.
Single Audit Award Transaction Detail – Displays the revenue and expenditure totals for each grant by agency.

Reports
Budget Status Report – Displays the financial status of specific budgets.
Schedule of Revenues by Subsource – Displays revenue information for a specified fund, agency, organization and range of revenue GLs including sub-revenue codes within a specified date range.
Trial Balance – Displays GL account balances at the fund level.
Vendor Book by Agency – Creates an easy-to-read, printable and downloadable agency-specific listing of vendors paid by that agency.
Transaction Exception Report – Displays an agency-specific listing of documents currently on the Document Listing (SUSF) table awaiting action.
Receivable GL Detail – Displays a summary of transactions in General Ledger (Balance Sheet) accounts 1600 through 1699.
Overpayment GL Detail –Displays a summary of transactions in General Ledger (Balance Sheet) account 2189.
Chart of Accounts – Displays specific Chart of Accounts elements for use in document preparation.
Internal Budget Report – Allows agencies to establish non-restrictive budgets at levels other than the category for internal monitoring and to see the progress against those internal budgets. Displays obligation totals by category or organization or transaction details. Displays revenue totals by organization or displays transaction details for entire budget.
Job Report Menu – Displays financial information for specific job number(s) assigned to agency programs or projects.
Encumbrance Detail Report – Displays purchasing documents that have encumbered budgetary funds.
Fixed Asset Inventory Report – Displays a current, customized fixed-asset inventory listed in Excel format.
Stale Check Report – Displays a list of an agency’s stale dated warrants.

State of Nevada Financial System



The DAWN User's Manual

The first download available on the left side under **Inquiries and File Downloads** is the Data Warehouse User's Manual. This manual is also available on the Controller's web site in the Help Desk area. The DAWN manual is updated as changes are made in DAWN and you can find the revision date listed on each page in the lower right-hand corner.

DAWN Hours of Operation

- DAWN is available for use Monday through Friday 6:00am – 8:00pm
- DAWN may be taken down for maintenance on weekends, sometimes without notice to users.
- DAWN is taken down one Sunday each month for maintenance.

Document Processing

Documents Processed at each Agency:

- Cash Receipt (CR) – records deposits
- Payment Voucher (PV, PVE) – records expenditures and generate payments
- Journal Voucher (JVR, JVD) – records corrections and reallocations
- Requisitions, Receivers (RX, RXQ, RC) – records purchases through Purchasing Division (>$5,000)
- Fixed Assets (FA) – records inventory

Documents Processed at the Controller's Office:

- Billing Claims – payment for goods and services
- Some JVs – special transactions between agencies
- Work Programs – records appropriations to an agency

Document Numbers

Document ID is made up of 3 parts:

- Document type or transaction code
- Agency number
- Unique document number (up to 11 characters maximum). Special characters cannot be used.

Document Types	Agency	Unique Document Number
Cash Receipts (CR)	XXX	Deposit slip number
Payment Vouchers (PV/PVE)	XXX	Auto document numbering or agency assigned
Journal Vouchers (JVD/JVR)	XXX	Auto document numbering or agency assigned
Receivers (RC)	XXX	Auto document numbering or agency assigned
Requisitions (RXRXQ)	XXX	Assigned
Live/Paper Checks (AD)		System assigned
Electronic Funds Transfers (EF)		System assigned

Example Check Register in Vista Plus

REPORT ID: ACHK *** STATE OF NEVADA *** PAGE: 3
OFFICE OF THE STATE CONTROLLER RUN DATE: 07/27/2016
CHECK REGISTER BY CHECK CATEGORY RUN TIME: 18:28:19
FOR CHECKS WRITTEN 07/27/2016
040-00-SECRETARY OF STATE

TRANSACTION CODE: AD BANK: 01 WELLS FARGO BANK ACCOUNT 4000101030

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	VENDOR INVOICE	PAYMENT AMOUNT
				TOTAL FOR CHECK:		20.00
00003196850	MASERGY CLOUD COMMUNICATIONS	MISC 040	040RF000014528	07 22 16		75.00
				TOTAL FOR CHECK:		75.00
00003196851	MOORE, TRAVIS	MISC 040	040RF000014527	07 22 16		100.00
				TOTAL FOR CHECK:		100.00
00003196852	NATIONAL DIAPER BANK NETWORK	MISC 040	040RF000014539	07 27 16		50.00
				TOTAL FOR CHECK:		50.00
00003196853	PEPPER JAY PRODUCTION LLC	MISC 040	040RF000014513	07 11 16		750.00
				TOTAL FOR CHECK:		750.00
00003196854	REYNOLDS INTERNATIONAL LLC	MISC 040	040RF000014521	07 13 16		150.00
				TOTAL FOR CHECK:		150.00
00003196855	RODRIGUEZ, ALLYSON M	MISC 040	040RF000014536	07 27 16		175.00
				TOTAL FOR CHECK:		175.00
00003196856	SCHULTZ, FRANK H	MISC 040	040RF000014526	07 22 16		75.00
				TOTAL FOR CHECK:		75.00

Example EFT Register in Vista Plus

REPORT ID: ECHK *** STATE OF NEVADA *** PAGE: 11
OFFICE OF THE STATE CONTROLLER RUN DATE: 07/27/2016
VOUCHER PAYMENT ELECTRONIC FUNDS TRANSFER REGISTER RUN TIME: 18:28:20
FOR ELECTRONIC FUNDS TO TRANSFER ON 07/28/2016 AND SETTLE ON 07/29/2016
082-00-STATE PUBLIC WORKS DIV

TRANSACTION CODE: EF BANK: 01 WELLS FARGO BANK ACCOUNT 4000101030

ADVICE NUMBER	EMAIL	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	VENDOR INVOICE	PAYMENT AMOUNT
00009863785	Y	AUTOMATED TEMPERATURE CONTROLS	PUR0003825	08200001512278	07 22 16	1ST QTR FY16	0.50
						3RD QTR FY15	0.01
						4TH QTR FY15	0.24
					TOTAL FOR CHECK:		0.75
00009863786	Y	NELSON ELECTRIC COMPANY INC	PUR0004455	08200001512446	07 22 16	1ST QTR FY16	5.76
						2ND QTR 2015	5.76
						3RD QTR FY15	4.82
						4TH QTR FY15	4.80
					TOTAL FOR CHECK:		21.14
00009863787	Y	OTIS ELEVATOR COMPANY	PUR0005666B	082BG000005868	07 21 16	SAL06082	2,105.00
						SAL06082A	510.00
						SAL06082B	1,263.00
						SAL06082C	319.25
						SAL06082D	340.00
						SAL32872005	3,001.00
					TOTAL FOR CHECK:		7,538.25
00009863788	Y	CUSTOM HOMES BY CHATEAU LLC	T27032615 A	08200001512296	07 22 16	3RD QTR FY15	0.01
						4TH QTR FY15	0.01
					TOTAL FOR CHECK:		0.02
00009863789	Y	CONTRACT FLOORING & INTERIOR	T27032773	08200001512920	07 26 16	1ST QTR FY16	0.19
						4TH QTR FY15	0.16
					TOTAL FOR CHECK:		0.35

VENDOR/VOUCHER/CHECK INQUIRY

In **Vendor/Voucher/Check Inquiry** you can search by the check number, the voucher number or the vendor information and access the same body of information.

Vendor Detail - Displays the vendor number, vendor name, address, phone, a portion of the vendor's federal ID number, year-to-date (YTD) amounts, etc.

Voucher Detail - Displays the voucher number and amount, vendor name and number, fiscal year, process date, check issue date, check status and the complete account coding used in the payment voucher.

Check Detail - Displays details about a specific check.

Check Detail

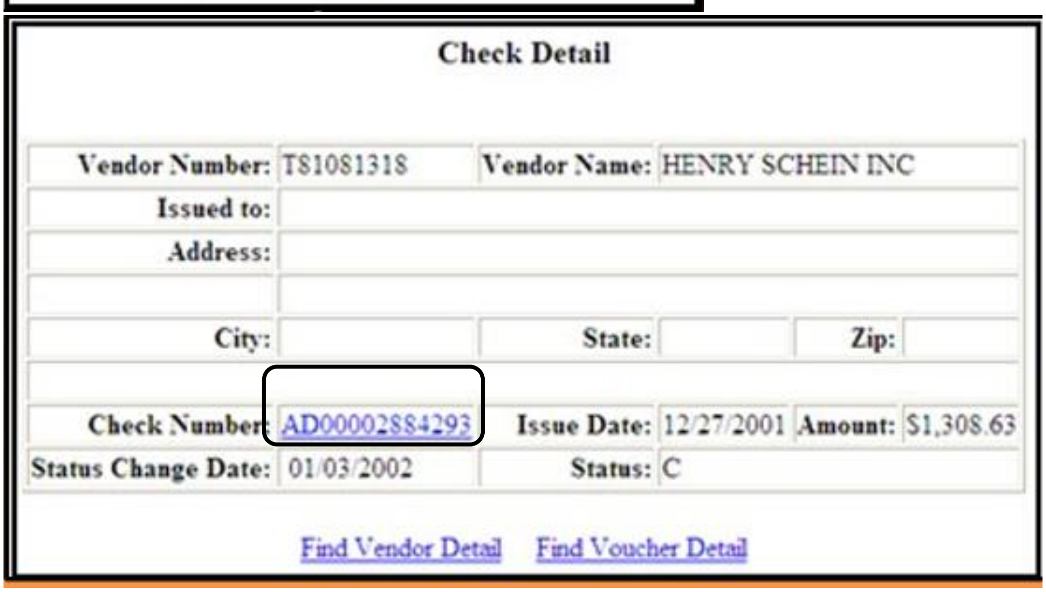
We will be searching for **check# 2884293** using the format shown, i.e**. 00002884293**.

STATE OF NEVADA
Office of the State Controller

Check Detail Report

Check Number: 00002884293 (Ex: 00002010772)

Generate Report | Reset



Check Detail

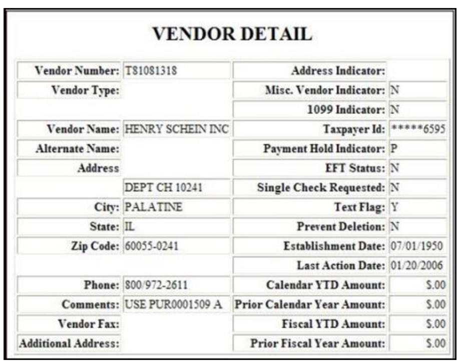
Vendor Number:	T81081318	Vendor Name:	HENRY SCHEIN INC		
Issued to:					
Address:					
City:		State:		Zip:	
Check Number:	AD00002884293	Issue Date:	12/27/2001	Amount:	$1,308.63
Status Change Date:	01/03/2002	Status:	C		

Find Vendor Detail   Find Voucher Detail

Vendor Number - each vendor has a unique number tied to a name and address.
Vendor Name - legal name of vendor.
Issued To - completed with a vendor name and address if a **MISC** vendor number is used.

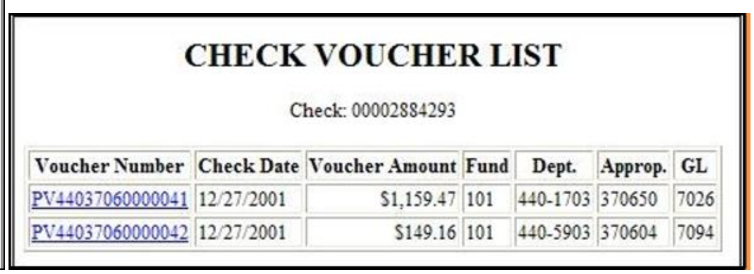
Check Number – **AD** or automatic disbursement, is a paper check; **EF** is an electronic funds transfer.
Issue Date - the day the check went through the nightly cycle.
Status Change Date - date the payment was cashed, went stale, etc.
Amount - check total, may be a combination of payment vouchers from a single agency.
Status:
A - Reverted
C - Cleared/Cashed
O - Outstanding
S - Stale
I - Reissued
P - Paid (manually by the Treasurer’s Office)
V – Void

Listed at the bottom of the **Check Detail** screen are links to **Vendor Detail** and **Voucher Detail**.



VENDOR DETAIL

Vendor Number:	T81081318	Address Indicator:	
Vendor Type:		Misc. Vendor Indicator:	N
		1099 Indicator:	N
Vendor Name:	HENRY SCHEIN INC	Taxpayer Id:	*****6595
Alternate Name:		Payment Hold Indicator:	P
Address		EFT Status:	N
	DEPT CH 10241	Single Check Requested:	N
City:	PALATINE	Text Flag:	Y
State:	IL	Prevent Deletion:	N
Zip Code:	60055-0241	Establishment Date:	07/01/1950
		Last Action Date:	01/20/2006
Phone:	800/972-2611	Calendar YTD Amount:	$.00
Comments:	USE PUR0001509 A	Prior Calendar Year Amount:	$.00
Vendor Fax:		Fiscal YTD Amount:	$.00
Additional Address:		Prior Fiscal Year Amount:	$.00



CHECK VOUCHER LIST

Check: 00002884293

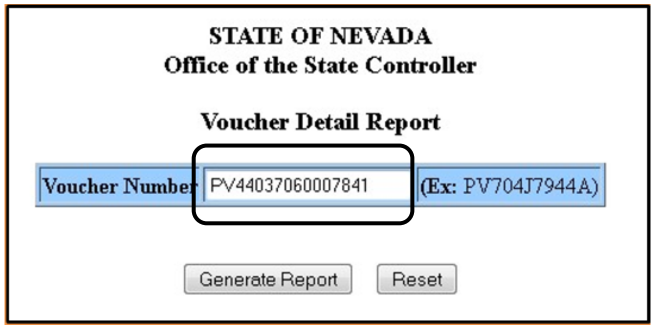
Voucher Number	Check Date	Voucher Amount	Fund	Dept.	Approp.	GL
PV44037060000041	12/27/2001	$1,159.47	101	440-1703	370650	7026
PV44037060000042	12/27/2001	$149.16	101	440-5903	370604	7094

Vendor Detail or **Voucher Detail** is then displayed for the same search criteria used in **Check Detail**.

Please note that most hyperlinks in DAWN will direct us to the Document History Inquiry regarding that document.

Voucher Detail

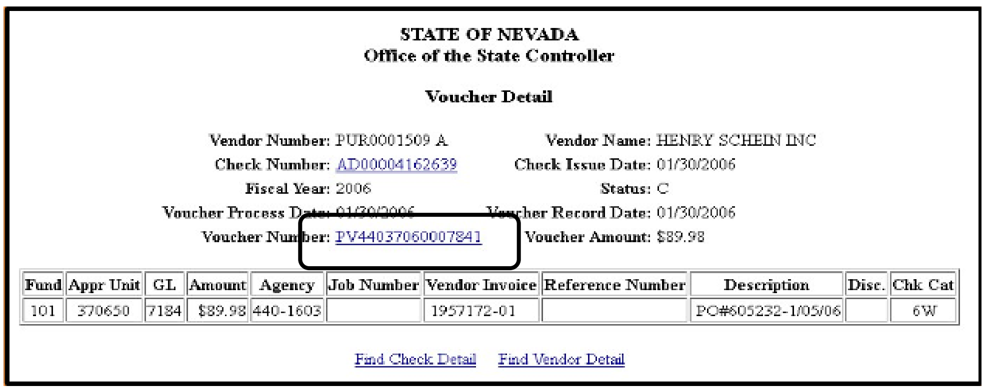
We will be searching for payment voucher **PV 440 37060007841** using the format shown, i.e. **PV44037060007841**.


STATE OF NEVADA
Office of the State Controller

Voucher Detail Report

Voucher Number: PV44037060007841 (Ex: PV704J7944A)

Generate Report Reset


STATE OF NEVADA
Office of the State Controller

Voucher Detail

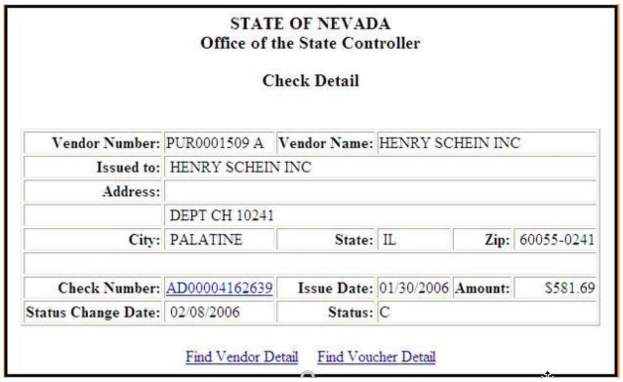
Vendor Number: PUR0001509 A | Vendor Name: HENRY SCHEIN INC
Check Number: AD00004162639 | Check Issue Date: 01/30/2006
Fiscal Year: 2006 | Status: C
Voucher Process Date: 01/30/2006 | Voucher Record Date: 01/30/2006
Voucher Number: PV44037060007841 | Voucher Amount: $89.98

Fund	Appr Unit	GL	Amount	Agency	Job Number	Vendor Invoice	Reference Number	Description	Disc.	Chk Cat
101	370650	7184	$89.98	440-1603		1957172-01		PO#605232-1/05/06		6W

Find Check Detail Find Vendor Detail

Vendor Number - each vendor has a unique number tied to a name and address.
Vendor Name - legal name of the vendor.
Check Number - **AD** is an automatic disbursement or a paper check; **EF** is an electronic funds transfer.
Check Issue Date - the day the check went through the nightly cycle.
Fiscal Year - displays the fiscal year for which the payment voucher was processed.
Status - date the payment was cashed, went stale, etc.
Voucher Process Date –the date the payment voucher went through the nightly cycle.
Voucher Record Date - the date entered on the document.
Voucher Number - the payment voucher(s) which triggered the creation of the check.
Voucher Amount - the amount the payment voucher was written for, may not be the amount of the check.
Account Coding - all lines of account coding for this voucher.

Check Detail and **Vendor Detail** can then be displayed for the same search criteria used in **Voucher Detail**.

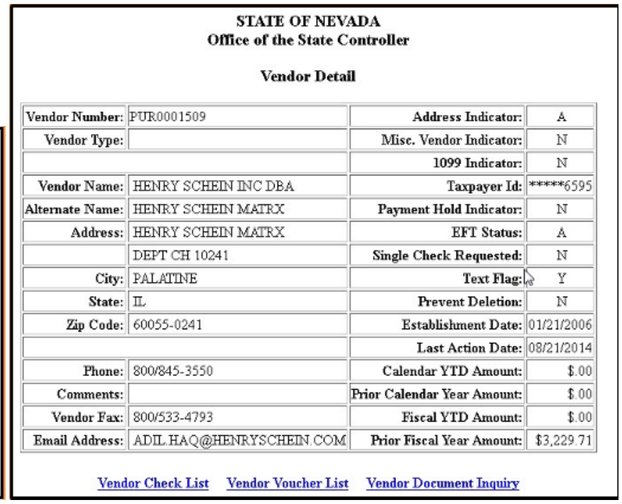


STATE OF NEVADA
Office of the State Controller

Check Detail

Vendor Number:	PUR0001509 A	Vendor Name:	HENRY SCHEIN INC		
Issued to:	HENRY SCHEIN INC				
Address:					
	DEPT CH 10241				
City:	PALATINE	State:	IL	Zip:	60055-0241
Check Number:	AD00004162639	Issue Date:	01/30/2006	Amount:	$581.69
Status Change Date:	02/08/2006	Status:	C		

Find Vendor Detail   Find Voucher Detail



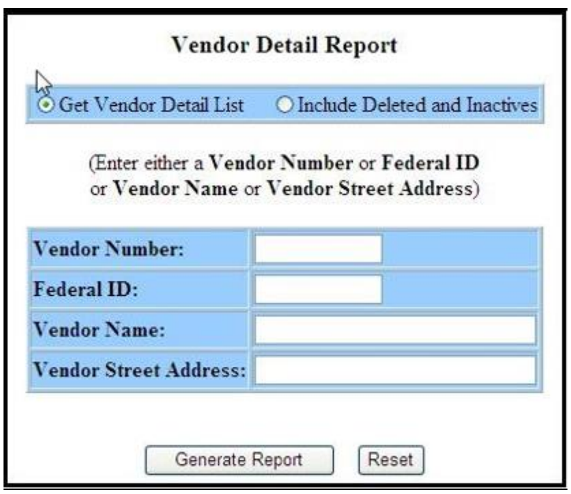
STATE OF NEVADA
Office of the State Controller

Vendor Detail

Vendor Number:	PUR0001509	Address Indicator:	A
Vendor Type:		Misc. Vendor Indicator:	N
		1099 Indicator:	N
Vendor Name:	HENRY SCHEIN INC DBA	Taxpayer Id:	*****6595
Alternate Name:	HENRY SCHEIN MATRX	Payment Hold Indicator:	N
Address:	HENRY SCHEIN MATRX	EFT Status:	A
	DEPT CH 10241	Single Check Requested:	N
City:	PALATINE	Text Flag:	Y
State:	IL	Prevent Deletion:	N
Zip Code:	60055-0241	Establishment Date:	01/21/2006
		Last Action Date:	08/21/2014
Phone:	800/845-3550	Calendar YTD Amount:	$.00
Comments:		Prior Calendar Year Amount:	$.00
Vendor Fax:	800/533-4793	Fiscal YTD Amount:	$.00
Email Address:	ADIL.HAQ@HENRYSCHEIN.COM	Prior Fiscal Year Amount:	$3,229.71

Vendor Check List   Vendor Voucher List   Vendor Document Inquiry

Vendor Detail



Vendor Detail Report

Get Vendor Detail List   Include Deleted and Inactives

(Enter either a Vendor Number or Federal ID or Vendor Name or Vendor Street Address)

Vendor Number:	
Federal ID:	
Vendor Name:	
Vendor Street Address:	

Generate Report   Reset

- Select **Get Vendor Detail List** or **Include Deleted and Inactives**.
- G**et Vendor Detail List** is set as the default and displays active vendors only.
- **Include Deleted and Inactives wi**ll display all vendor records based on your search criteria, with the active vendors listed at the top and the inactive or deleted vendors listed below them.
- Enter **either a Vendor Number** or **Federal ID** or **Vendor Name** or **Vendor Street Address**.
- Select **Generate Report**.

There are several ways to search for a vendor in **Vendor Detail Inquiry**.

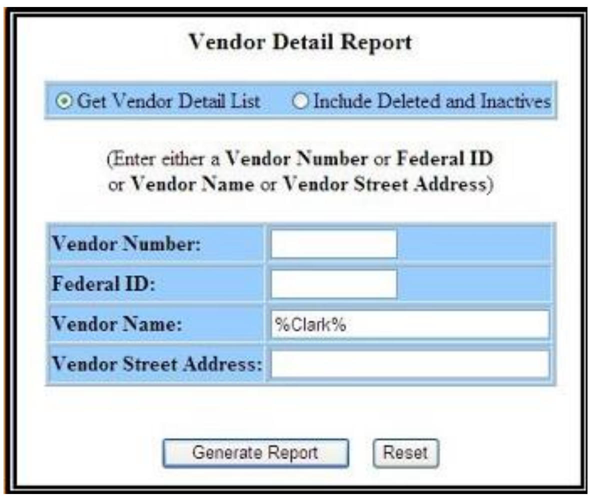
Vendor Number - must be exact:

- **T** vendors- outside businesses, originally established by the Controller's Office.
- **PUR** vendors - outside businesses, originally established by the Purchasing Division.
- **MISC XXX** vendors - XXX is the agency number. Established to allow one-time reimbursement of an overpayment. Cannot be used with tax reportable GLs.

- **D** vendors - agencies within the State of Nevada. Typically used to replenish petty cash or to make payments to the University system.
- **5-digit Internal ID** - state employees. Searching for state employees in DAWN must be done using their social security number.

Federal ID - must be exact. Search by the vendor's federal tax ID number or social security number. For details on State of Nevada employees, you must use their social security number in the federal ID field. The employee's five-digit internal ID number cannot be used. This is the only way to access vendor information in DAWN for state employees.
Vendor Name - Search by the full or partial vendor name or use a wild-card search (use %).
Vendor Street Address - Search by the complete or partial vendor address or use a wild-card search (use %).

Wild card searches allow the user to search for a string of data containing parameters defined by the user.



Using % before the word to be searched (i.e., %Clark) will result in a list of Clarks with any phrase before the word (i.e., John Clark, Mary Clark, etc.).

Using % after the word to be searched (i.e., Clark%) will result in a list of Clarks with any phrase following the word (i.e., Clark Frameworks, Clark Drywall, etc.).

Using % before and after the word to be searched (i.e., %Clark%) will result in a list of Clarks with phrases before and after the search word (i.e., John Clark Classy Frameworks, Mary Clark Drywalls 'R Us, etc.).

Outcome example of a wild card search for the address **833 N %** (using Include **Deleted and Inactives):**

STATE OF NEVADA
Office of the State Controller

Vendor Detail List

For Vendor Street Address: 833 N %

Payment Hold Indicator Key:
N - Processes as normal or active.
P - Allows processing of any payment in progress but will not allow new payments to be made to this vendor number.
Y - Stops processing of any payment in progress and will not allow new payments to be made to this vendor number.

Vendor Number	Ind	Vendor Name	Alternate Name	Vendor Address	Deleted	Payment Hold
T81036932		LEBLANC, SUZANNE		(89101)	YES	N
T29001984		TABELE, IRENE J		(89015)	YES	N
T81070083		FITZHEBRY'S FUNERAL HOME		(89701)	YES	P

Outcome example of a search for the vendor name, **Greenhouse** (using **Include Deleted and Inactives**):

Vendor Detail List

For Vendor Name: Greenhouse

Payment Hold Indicator Key:
N - Processes as normal or active.
P - Allows processing of any payment in progress but will not allow new payments to be made to this vendor number.
Y - Stops processing of any payment in progress and will not allow new payments to be made to this vendor number.

Vendor Number	Ind	Vendor Name	Alternate Name	Vendor Address	Deleted	Payment Hold
T10057800		GREENHOUSE GARDEN CENTER		(89703)		N
T29026171		GREENHOUSE PROJECT, THE		(89703-4102)		N
VC2111738		GREENHOUSE GARDEN CENTER		(89703)	YES	Y
T29014555		GREENHOUSE FABRICS INC		(27260-8707)	YES	N
T29014555	A	GREENHOUSE FABRICS INC		(27261-2101)	YES	N
T81014933		GREENHOUSE, LYNN MD		(89801)	YES	P

Outcome example of a search for the vendor number, **PUR0001509** (using **Include Deleted and Inactives**):

Vendor Detail List

Payment Hold Indicator Key:
N - Processes as normal or active.
P - Allows processing of any payment in progress but will not allow new payments to be made to this vendor number.
Y - Stops processing of any payment in progress and will not allow new payments to be made to this vendor number.

Vendor Number	Ind	Vendor Name	Alternate Name	Vendor Address	Deleted	Payment Hold
PUR0001509		HENRY SCHEIN INC		(11747-3834)		P
PUR0001509	A	HENRY SCHEIN INC DBA	HENRY SCHEIN MATRX	HENRY SCHEIN MATRX (60055-0241)		N
PUR0001509	B	HENRY SCHEIN INC		(91109-7156)		N
PUR0001509		HENRY SCHEIN INC		MAIL ROUTE 150 (11747)	YES	N
PUR0001509	A	HENRY SCHEIN INC		(60694)	YES	N
PUR0001509	C	HENRY SCHEIN INC		SULLIVAN SCHEIN DENTAL (84050)	YES	N
PUR0001509	D	HENRY SCHEIN INC		SULLIVAN SCHEIN SPECIAL MARKET (53227)	YES	N
PUR0001509	E	HENRY SCHEIN INC		(60055-0565)	YES	N
PUR0001509	F	HENRY SCHEIN INC		(84088-1791)	YES	N

The **Vendor Detail** screen displays the following information:

Vendor Detail

Vendor Number:	PUR0001509	Address Indicator:	
Vendor Type:	W9	Misc. Vendor Indicator:	N
		1099 Indicator:	N
Vendor Name:	HENRY SCHEIN INC	Taxpayer Id:	*****6595
Alternate Name:		Payment Hold Indicator:	P
Address:		EFT Status:	A
	135 DURYEA RD	Single Check Requested:	N
City:	MELVILLE	Text Flag:	Y
State:	NY	Prevent Deletion:	N
Zip Code:	11747-3834	Establishment Date:	10/20/2004
		Last Action Date:	08/21/2014
Phone:	631/843-5500	Calendar YTD Amount:	$.00
Comments:		Prior Calendar Year Amount:	$15,362.68
Vendor Fax:	631/777-3596	Fiscal YTD Amount:	$1,000.00
Email Address:	ADIL.HAQ@HENRYSCHEIN.COM	Prior Fiscal Year Amount:	$30,329.86

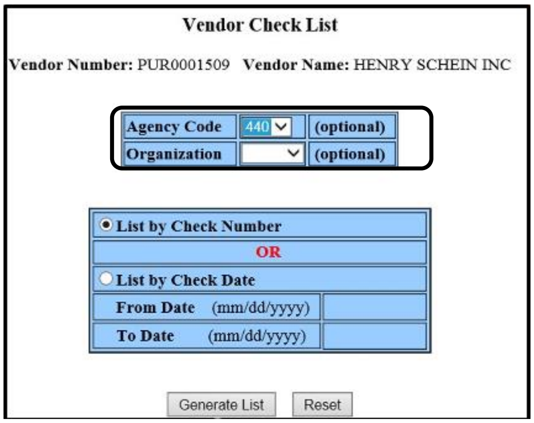
Vendor Check List   Vendor Voucher List   Vendor Document Inquiry

Vendor Number - each vendor has a unique number tied to a name and address.
Address Indicator - letter designation if there if more than one remittance address for the vendor.
Vendor Type - indicates employees (EA or ET) or vendors who have sent vendor forms (W-9 or W-8).
Vendor Name - legal name of vendor.
Alternate Name - used for acronyms, DBAs etc.
Address - printed on the check.
Phone - vendor's phone number.
Comments - directs users to another vendor number if the vendor is on hold.
Vendor Fax - vendor's fax number.
Email Address – vendor's e-mail address.
Misc Vendor Indicator - **Y** indicates a "MISC XXX" vendor, allows users to enter a vendor name and address for one-time refunds.
1099 Indicator - **Y** or **N** indicates if we are required to report taxable income to the IRS.
Taxpayer ID - Federal ID or social security numbers, access to this information is limited.
Payment Hold Indicator - **Y** or **P** indicates the vendor is on hold.
EFT Status - **A** indicates the vendor will receive EFT payments.
Single Check Requested - **Y** indicates the vendor has requested to receive a single check for each payment made to them.
Text Flag - **Y** indicates there is information on the "VTXT" table in ADVANTAGE regarding this vendor.
Prevent Deletion - **Y** assures a vendor is never deleted.
Establishment Date - the date the vendor was entered on the vendor records.
Last Action Date - this can be any kind of action.

Calendar YTD Amount - amount paid in the current calendar year (January-December).
Prior Calendar YTD Amount - amount paid in the prior calendar year (January-December).
Fiscal YTD Amount - amount paid in the current fiscal year (July-June).
Prior Fiscal YTD Amount - amount paid in the prior fiscal year (July-June).

Vendor Check List

We are going to select **agency 440** (Department of Corrections) and leave the default of **List by Check Number**. This will provide us with a list of checks for agency 440 for this vendor.



A list of checks generated for this vendor is displayed in check number order including the check status, check amount, vendor name and check date.

Vendor Check List

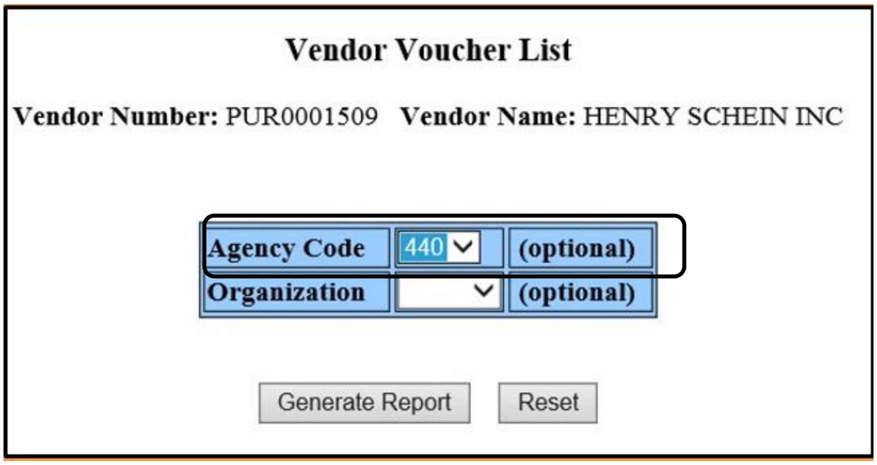
Vendor Number: PUR0001509
Agency: 440 **Organization:** ALL

Check Number	Status	Check Amount	Vendor Name	Vendor Address	Ind	Check Date
AD00003853624	C	$268.00	HENRY SCHEIN INC			11/30/2004
AD00003949197	C	$1,948.54	HENRY SCHEIN INC			04/13/2005
AD00003952010	C	$145.46	HENRY SCHEIN INC			04/18/2005
AD00004007936	C	$270.98	HENRY SCHEIN INC			07/08/2005
AD00004075395	C	$1,347.64	HENRY SCHEIN INC			09/20/2005
AD00004077750	C	$1,057.82	HENRY SCHEIN INC			09/22/2005
AD00004406045	C	$350.22	HENRY SCHEIN INC			12/06/2006
AD00005261353	C	$1,478.78	HENRY SCHEIN INC			04/12/2010
AD00005264371	C	$954.78	HENRY SCHEIN INC			04/15/2010

Return to Vendor Selection Screen Return to Agency/Org Selection Screen Download the Report

Vendor Voucher List

We are going to select **agency 440** (Department of Corrections). This will provide us with a list of payment vouchers processed for agency 440 for this vendor.



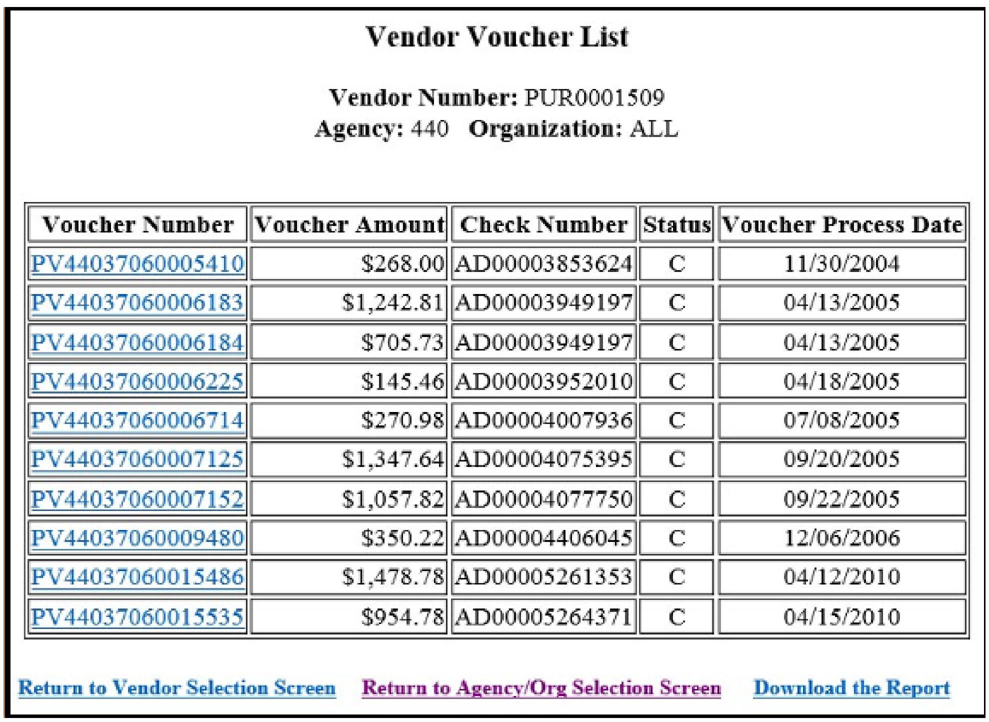
Vendor Voucher List

Vendor Number: PUR0001509 **Vendor Name:** HENRY SCHEIN INC

Agency Code	440	**(optional)**
Organization		**(optional)**

Generate Report Reset

A list of payment vouchers is then generated for this vendor and are displayed in voucher number order. The list includes the voucher number, voucher amount, check number, check status and voucher process date.



Vendor Voucher List

Vendor Number: PUR0001509
Agency: 440 **Organization:** ALL

Voucher Number	Voucher Amount	Check Number	Status	Voucher Process Date
PV44037060005410	$268.00	AD00003853624	C	11/30/2004
PV44037060006183	$1,242.81	AD00003949197	C	04/13/2005
PV44037060006184	$705.73	AD00003949197	C	04/13/2005
PV44037060006225	$145.46	AD00003952010	C	04/18/2005
PV44037060006714	$270.98	AD00004007936	C	07/08/2005
PV44037060007125	$1,347.64	AD00004075395	C	09/20/2005
PV44037060007152	$1,057.82	AD00004077750	C	09/22/2005
PV44037060009480	$350.22	AD00004406045	C	12/06/2006
PV44037060015486	$1,478.78	AD00005261353	C	04/12/2010
PV44037060015535	$954.78	AD00005264371	C	04/15/2010

Return to Vendor Selection Screen Return to Agency/Org Selection Screen Download the Report

Vendor Document Inquiry

We are going to select **agency 440** (Department of Corrections). This will provide us with a list of documents processed for agency 440 for this vendor.

Vendor Document Inquiry Report Input

Vendor Number: PUR0001509 **Vendor Name:** HENRY SCHEIN INC
Vendor Alternate Name:

Agency Code (**Ex:** 060)	440	**(optional)**
Budget FY (**Ex:** 2009)		**(optional)**
From Date (**Ex:** 01/01/2009)		**(optional)**
To Date (**Ex:** 12/31/2009)		**(optional)**
Trans Code (**Ex:** PV)		**(optional)**

Generate Report | Reset

The information provided is transactional information about our payment vouchers specifically in regards to this vendor and agency 440 (Department of Corrections). The information can also be downloaded to Excel.

Vendor Document Inquiry Report - Transaction Detail

Vendor Number: PUR0001509 **Vendor Name:** HENRY SCHEIN INC
Vendor Alternate Name: **Agency:** 440
Budget FY: ALL **Trans Code:** ALL

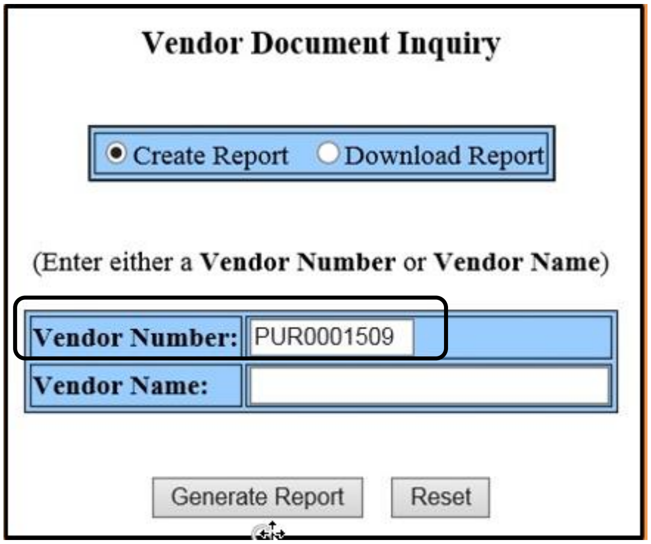
Transaction Detail Date Range: ALL - ALL

Date	Budget FY	Agency	Budget Acct	Cat	Doc Number	Line Description	Object	Revenue	Amount	1099 Box
11/30/2004	2005	440	3706	04	PV44037060005410	PO#502634 11/09/04	7090		268.00	07
04/13/2005	2005	440	3706	29	PV44037060006183	PO#506427 3/30/05	7176		198.32	
04/13/2005	2005	440	3706	29	PV44037060006184	PO#506431 3/30/05	7176		35.64	
04/13/2005	2005	440	3706	50	PV44037060006183	PO#506427 3/30/05	7184		1,044.49	06
04/13/2005	2005	440	3706	50	PV44037060006184	PO#506431 3/30/05	7184		670.09	06
04/18/2005	2005	440	3706	50	PV44037060006225	PO#506554 04/05/05	7184		63.48	06
04/18/2005	2005	440	3706	50	PV44037060006225	PO#506554 04/05/05	7026		81.98	

VENDOR DOCUMENT INQUIRY

The **Vendor Document Inquiry** report displays accounting details for all documents processed for a specific vendor including the date of the payment voucher, budget fiscal year, agency, budget account, category, document number, line description, object code, revenue source, dollar amount and 1099 information.

We are going to search for vendor **PUR0001509**.



Searches can be viewed by Agency code, Budget Fiscal Year, Transaction Code and/or date range.

Vendor Document Inquiry Vendor List

Payment Hold Key:
N - Processes as normal or active.
P - Allows processing of any payment in progress but will not allow new payments to be made to this vendor number.
Y - Stops processing of any payment in progress and will not allow new payments to be made to this vendor number.

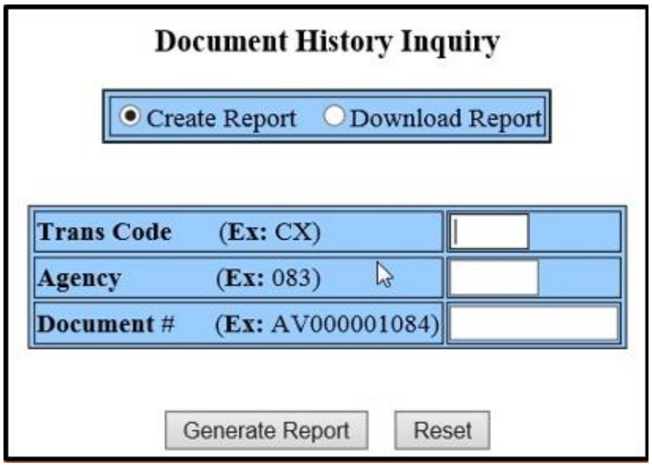
Vendor Number	Ind	Vendor Name	Alternate Name	Vendor Address	Deleted	Payment Hold
PUR0001509		HENRY SCHEIN INC		(11747-3834)		P
PUR0001509	B	HENRY SCHEIN INC		(91109-7156)		N
PUR0001509	A	HENRY SCHEIN INC DBA	HENRY SCHEIN MATRX	HENRY SCHEIN MATRX (60055-0241)		N
PUR0001509	E	HENRY SCHEIN INC		(60055-0563)	YES	N
PUR0001509	F	HENRY SCHEIN INC		(84088-1791)	YES	N
PUR0001509	C	HENRY SCHEIN INC		SULLIVAN SCHEIN DENTAL (84050)	YES	N
PUR0001509	D	HENRY SCHEIN INC		SULLIVAN SCHEIN SPECIAL MARKET (53227)	YES	N
PUR0001509		HENRY SCHEIN INC		MAIL ROUTE 150 (11747)	YES	N
PUR0001509	A	HENRY SCHEIN INC		(60694)	YES	N

Documents are listed in payment voucher order and can be downloaded to Excel. Document numbers are a hyperlink to the **Document History Inquiry** screen for that particular documents information.

DOCUMENT HISTORY INQUIRY

The **Document History Inquiry** displays the date of record, process date, budget fiscal year, vendor name and number (if applicable) and complete account coding for a document. This inquiry does not provide a check number or check status unless you are searching for the document history of an **AD** (Accounts Payable Warrant), **EF** (Electronic Funds Transfer) or **MW** (Manual Warrant).

Document history can be viewed on-line or downloaded to Excel.



- Select **Create Report** or **Download Report**.
- Enter **Trans Code**.
- Enter three-digit **Agency** code.
- Enter up to an eleven-character document number. The document number must be exact.
- Select **Generate Report**.

Transaction Codes

The **Trans Code** or **Transaction Code** requires a two-character document code.

AD – Accounts Payable Warrant
AP – Appropriation Document/Work Program
CR – Cash Receipt
CX – Check Cancellation
EF – Electronic Funds Transfer (Direct Deposit)
JV – Journal Voucher (JVR), Decentralized Journal Voucher (JVD) or Restricted Journal Voucher (JVR)
NF – Non-sufficient Funds
PC – Centralized Purchase Order

PD – Quick Decentralized Purchase Order (PDQ)
PG – Price Agreement
PO – Purchase Order
PV – Payment Voucher (PV), Easy Payment Voucher (PVE)
RB – Revenue Budget
RC – Receiver
RE – Receivable
RM – Receivable Credit Memo
RX – Commodity Requisition (RX) or Quick Requisition (RXQ)
WO – Write-off

We will search for document number **PV 440 37060000042**:

Document History Inquiry

(•) Create Report ( ) Download Report

Trans Code (Ex: CX)	PV
Agency (Ex: 083)	440
Document # (Ex: AV000001084)	37060000042

Generate Report | Reset

To search for Accounts Payable Warrants: Use **AD** for the Trans Code, 000 for the Agency number and 0000XXXXXXX for the document number: **AD 000 0000XXXXXXX**

To search for Electronic Transfers: Use **EF** for the Trans Code, 000 for the Agency number and 0000XXXXXXX for the document number: **EF 000 0000XXXXXXX**

The **Document History Inquiry** screen below is the result of our search.

Document History Inquiry

For Document Number: PV 440 37060000042

Back

Record Date	Process Date	BFY	Acct Per	Vendor/Provider
12/27/2001	12/27/2001	2002	06/2002	T81081318 HENRY SCHEIN INC

Acct Type	Fund	Agy/Org/Sub	Appr	Job #	BS/Obj/Rev	Sub	Func	Activity	Rpt Cat	Ref Doc/Line	Line #/Desc	Comments/Invoice	Amount
02	101	440-5903			2000						01	6048303-01	-$149.16
22	101	440-5903	370604		7094						01	6048303-01	$149.16
												Total Amount	**$.00**

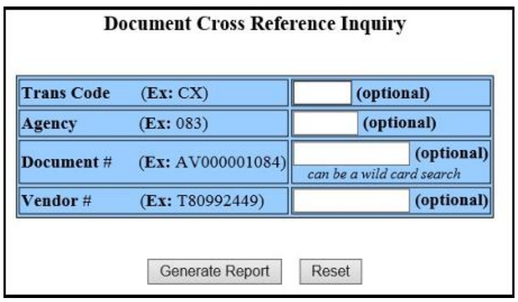
This document contains:

- **Voucher Number**
- **Record Date** - The date entered on the document or the date the document was created in ADVANTAGE.
- **Process Date** - The date the document went through the nightly cycle in ADVANTAGE.

As well as the budget fiscal year, the account period, the vendor number and the vendor name and the account coding.

Note: If you click on the link in blue at the top of the **Document History Inquiry** screen, DAWN will toggle directly to **Document Cross Reference** for the same document number.

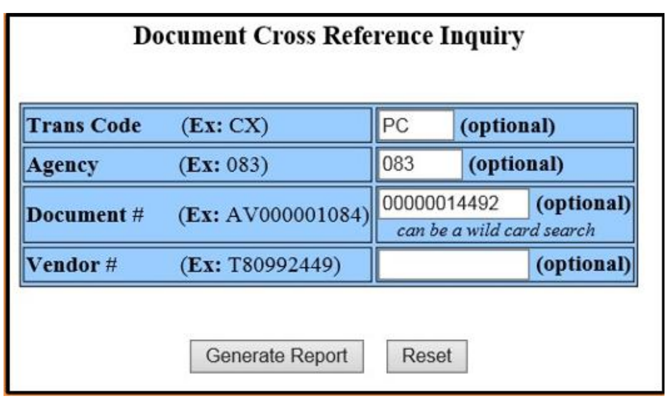
DOCUMENT CROSS REFERENCE



Enter one or more of the following fields:

- Enter **Trans Code**.
- Enter three-digit **Agency** code.
- Enter up to an eleven-character document number. The document number can be a wild-card search.
- Enter a **Vendor** number.
- Select **Generate Report**.

We will search for document number **PC 083 00000014492:**



Searching by vendor number will return hyperlinks to all documents associated with that vendor number.

To view related documents, you would select the document number hyperlink.

Document Cross Reference Inquiry

Document List

Document #
PC 083 00000014492

Displayed is the document list in the **Document Cross Reference Inquiry** screen for **PC 083 00000014492**. The hyperlink will toggle back to **Document History Inquiry** for information regarding the same document number.

Document Cross Reference Inquiry

Document

PC 083 00000014492 **REFERS TO the following Documents:**

R	Referenced Document #	Acceptance Date	Fyr/ Fmo	Amount	Vendor/ Provider #	Action	Closed Date
R	AD 000 02444667	08/07/2000	2001/02	$1,299.00	PUR0000963		
R	PC 083 00000014492	07/19/2000	2000/13	$1,299.00	PUR0000963	E	08/07/2000
R	PV 083 AV000011090	08/07/2000	2000/13	$1,299.00	PUR0000963	E	08/07/2000
R	RC 083 00000008240	08/04/2000		$1,299.00	PUR0000963	E	
R	RX 020 T106705	07/13/2000	2000/13	$1,299.00	PUR0000963	E	07/19/2000
R	VI 003 088	07/28/2000		$1,299.00	PUR0000963	E	08/07/2000

The **Document Cross Reference** screen here populated after selecting the hyperlink to **PV 440 37060000042** from the document list.

The hyperlinks are links to other areas within the Data Warehouse. Single-click a link to receive more information on a document.

There are several related documents to **PC 083 00000014492**. They are listed alphabetically on the table above but listed below in order of processing.

- **Requisition -** RX 020 T106705, submitted by the agency.
- **Purchase Order -** PC 083 00000014492, created by State Purchasing.
- **Vendor Invoice -** VI 003 088, entered by State Purchasing.
- **Receiver -** RC 083 0000008240, entered by the Agency.
- **Payment Voucher -** PV 083 AV000011090, created by the system.
- **Check -** AD 000 00002444667, created by the system.

In this example we will search for document **PV 440 3706000004%** (the % represents the last number which will be a wildcard search.

Document Cross Reference Inquiry

Trans Code	(Ex: CX)	PV	(optional)
Agency	(Ex: 083)	440	(optional)
Document #	(Ex: AV000001084)	3706000004% *can be a wild card search*	(optional)
Vendor #	(Ex: T80992449)		(optional)

Generate Report Reset

The outcome listed all documents that started out with **PV 440 3706000004**. The user may select the hyperlink to the document which they need to access.

STATE OF NEVADA
Office of the State Controller

Document Cross Reference Inquiry

Document List

Document #
PV 440 37060000040
PV 440 37060000041
PV 440 37060000042
PV 440 37060000043
PV 440 37060000044
PV 440 37060000045
PV 440 37060000047
PV 440 37060000048
PV 440 37060000049

The **Document Cross Reference** screen below populated after selecting the hyperlink to **PV 440 37060000042** from the document list.

Related documents are listed in alphabetical order. Select the hyperlink at the top to toggle to **Document History Inquiry** for **PV 440 37060000042**. Select the other hyperlinks to go to information for those related documents.

STATE OF NEVADA
Office of the State Controller

Document Cross Reference Inquiry

earch

EFER TO this Document

PV 440 37060000042 **REFERS TO the following Documents:**

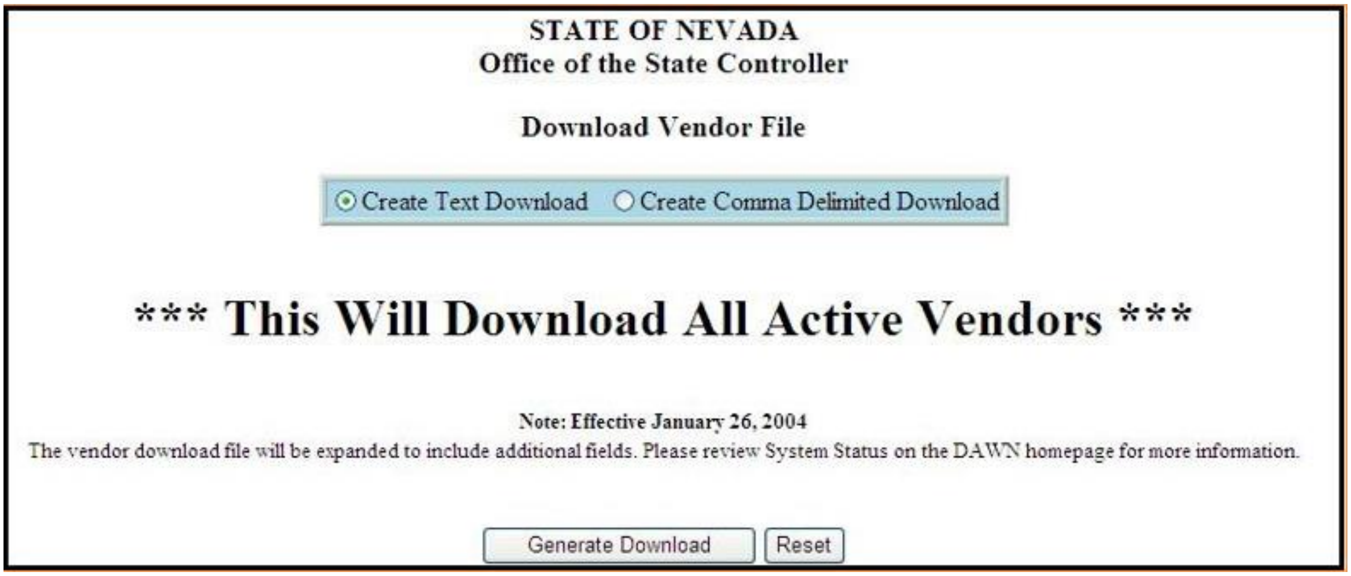
R	Referenced Document #	Acceptance Date	Fyr/Fmo	Amount	Vendor/ Provider #	Action	Closed Date
R	AD 000 02884293	12/27/2001	2002/06	$149.16	T81081318		
R	PV 440 37060000042	12/27/2001	2002/06	$149.16	T81081318	E	12/27/2001
R	VI 6048303-01	12/27/2001		$149.16	T81081318	E	12/27/2001

DOWNLOAD VENDOR FILE

The **Download Vendor File** inquiry downloads all active vendors listed in the vendor file.

This report will download all active vendors statewide so it is quite lengthy.

Users can select either **Create Text Download** or **Create Comma Delimited Download**. Examples of both are on the next page.



The report below was the result using the **Create Text Download** option:

D03000009	ATTORNEY GENERAL REVOLVING	FUND	HEROES MEMORIAL BLDG	CARSON CITY	NV89701	01151999*****0022
D03032000	PRIVATE INVESTIGATORS	LICENSING BOARD	704 W NYE LN STE 203	CARSON CITY	NV89703-1572	01092010*****0022
D04000000	SECRETARY OF STATE		101 N CARSON ST 3	CARSON CITY	NV89701-4786	01151999*****0022
D04000001	SECRETARY OF STATE	PETTY CASH % VICKI MCCORMICK	101 N CARSON ST 3	CARSON CITY	NV89701-4786	02222014*****0022
D08200007	MAIL ROOM		720 E FIFTH ST	CARSON CITY	NV89701-5079	01151999*****0022
D08400000	MOTOR POOL DIVISION		750 E KING ST	CARSON CITY	NV89701	01151999*****0022
D10102000	NCOT-NEVADA MAGAZINE		401 N CARSON ST	CARSON CITY	NV89701	01151999*****0022
D13000000	DEPARTMENT OF TAXATION		1550 E COLLEGE PKWY STE 115	CARSON CITY	NV89706	09032010*****0022
D13000001	DEPARTMENT OF TAXATION	PETTY CASH % MARY PATTON	555 E WASHINGTON AVE STE 1300	LAS VEGAS	NV89101	01092010*****0022
D13000004	DEPT OF TAXATION	PETTY CASH%CHRYSTAL OSTRANDER	1550 COLLEGE PKWY STE 115	CARSON CITY	NV89706-7937	07202007*****0022
D13000007	DEPT OF TAXATION	PETTY CASH ACCT %DEBRA TOOMBS	4600 KIETZKE LN BLDG L RM 235	RENO	NV89502	01151999*****0022
D13000008	DEPT OF TAXATION PETTY CASH	ACCT % EDNA BONILLA	2550 PASEO VERDE PKWY STE 180	HENDERSON	NV89074	02212004*****0022

The report below was the result using the **Create Comma Delimited Download** option:

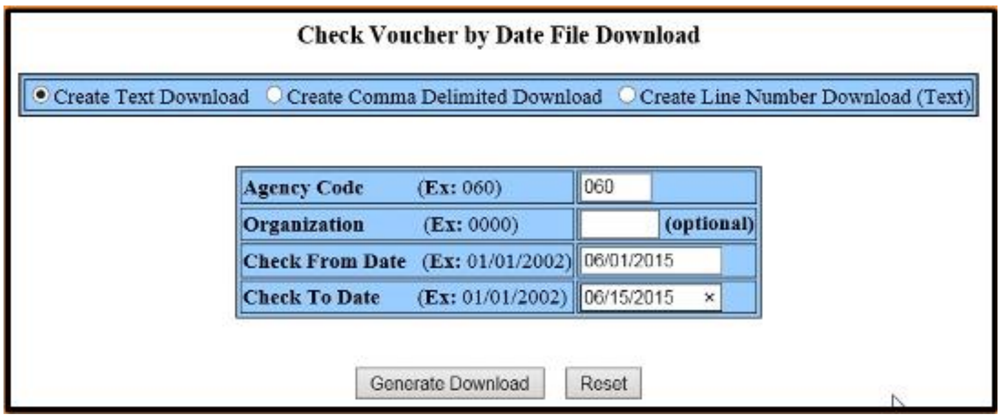
D03000009		ATTORNEY GENERAL REVOLVING	FUND	HEROES MEMORIAL BLDG	CARSON CITY	NV	89701
D03032000		PRIVATE INVESTIGATORS	LICENSING BOARD	704 W NYE LN STE 203	CARSON CITY	NV	89703-1572
D04000000		SECRETARY OF STATE		101 N CARSON ST 3	CARSON CITY	NV	89701-4786
D04000001		SECRETARY OF STATE	PETTY CASH % VICKI MCCORMICK	101 N CARSON ST 3	CARSON CITY	NV	89701-4786
D08200007		MAIL ROOM		720 E FIFTH ST	CARSON CITY	NV	89701-5079
D08400000		MOTOR POOL DIVISION		750 E KING ST	CARSON CITY	NV	89701
D10102000		NCOT-NEVADA MAGAZINE		401 N CARSON ST	CARSON CITY	NV	89701
D13000000		DEPARTMENT OF TAXATION		1550 E COLLEGE PKWY STE 115	CARSON CITY	NV	89706
D13000001		DEPARTMENT OF TAXATION	PETTY CASH % MARY PATTON	555 E WASHINGTON AVE STE 1300	LAS VEGAS	NV	89101
D13000004		DEPT OF TAXATION	PETTY CASH%CHRYSTAL OSTRANDER	1550 COLLEGE PKWY STE 115	CARSON CITY	NV	89706-7937
D13000007		DEPT OF TAXATION	PETTY CASH ACCT %DEBRA TOOMBS	4600 KIETZKE LN BLDG L RM 235	RENO	NV	89502

DOWNLOAD CHECK VOUCHER FILE

Download Check Voucher File downloads a list of checks for a specified agency for a specified period of time. If you need to look up check numbers for multiple payment vouchers, this is one place to do so.

Select **Create Text Download** or **Create Comma Delimited Download** or **Create Line Number Download (Text)**.

- Enter **Agency Code**.
- Enter **Organization** (optional).
- Enter **Check From Date** using format displayed.
- Enter **Check To Date** using format displayed.
- Select **Generate Download**.



The following examples are the outcome of searching for checks for **agency #060,** the State Controller's Office from June 1st through June 15th, 2015.

The report below was the result using the **Create Comma Delimited Download** option:

3097400	6/10/2015	PV060KT000004349	MISC 060		71.50
9624973	6/1/2015	PV060KT000004341	PUR0001595	A	1,020.00
9624973	6/1/2015	PV060KT000004341	PUR0001595	A	939.00
9624973	6/1/2015	PV060KT000004341	PUR0001595	A	1,146.00
9626430	6/3/2015	PV060KT000004342	56139		34.50
9626430	6/3/2015	PV060KT000004342	56139		12.00
9627188	6/4/2015	PV060KT000004343	37599		18.98

Users may also obtain a list of warrants or EFT payments from Vista Plus Reports by selecting the **ECHK-Accounts Payable Advice Register** or the **EFN1-EFT Scheduled Payments Reports** which are in a more user friendly format.

Example of ECHK-Accounts Payable Advice Register:

REPORT ID: ACHK
*** STATE OF NEVADA ***
OFFICE OF THE STATE CONTROLLER
CHECK REGISTER BY CHECK CATEGORY
FOR CHECKS WRITTEN 07/27/2016
PAGE: 3
RUN DATE: 07/27/2016
RUN TIME: 18:28:19

040-00-SECRETARY OF STATE

TRANSACTION CODE: AD BANK: 01 WELLS FARGO BANK ACCOUNT 4000101030

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	VENDOR INVOICE	PAYMENT AMOUNT
				TOTAL FOR CHECK:		20.00
00003196850	MASERGY CLOUD COMMUNICATIONS	MISC 040	040RF000014528	07 22 16		75.00
				TOTAL FOR CHECK:		75.00
00003196851	MOORE, TRAVIS	MISC 040	040RF000014527	07 22 16		100.00
				TOTAL FOR CHECK:		100.00
00003196852	NATIONAL DIAPER BANK NETWORK	MISC 040	040RF000014539	07 27 16		50.00
				TOTAL FOR CHECK:		50.00
00003196853	PEPPER JAY PRODUCTION LLC	MISC 040	040RF000014513	07 11 16		750.00
				TOTAL FOR CHECK:		750.00
00003196854	REYNOLDS INTERNATIONAL LLC	MISC 040	040RF000014521	07 13 16		150.00
				TOTAL FOR CHECK:		150.00
00003196855	RODRIGUEZ, ALLYSON M	MISC 040	040RF000014536	07 27 16		175.00
				TOTAL FOR CHECK:		175.00
00003196856	SCHULTZ, FRANK H	MISC 040	040RF000014526	07 22 16		75.00
				TOTAL FOR CHECK:		75.00

Example of EFN1-EFT Scheduled Payments Reports:

REPORT ID: ECHK
*** STATE OF NEVADA ***
OFFICE OF THE STATE CONTROLLER
VOUCHER PAYMENT ELECTRONIC FUNDS TRANSFER REGISTER
FOR ELECTRONIC FUNDS TO TRANSFER ON 07/28/2016 AND SETTLE ON 07/29/2016
PAGE: 11
RUN DATE: 07/27/2016
RUN TIME: 18:28:20

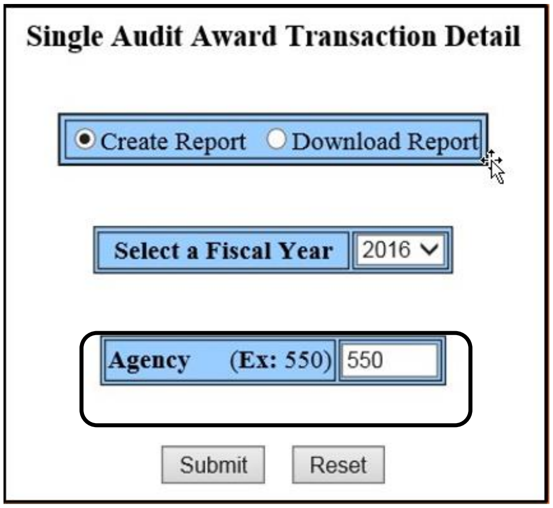
082-00-STATE PUBLIC WORKS DIV

TRANSACTION CODE: EF BANK: 01 WELLS FARGO BANK ACCOUNT 4000101030

ADVICE NUMBER	EMAIL	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	VENDOR INVOICE	PAYMENT AMOUNT
00009863785	Y	AUTOMATED TEMPERATURE CONTROLS	PUR0003825	08200001512278	07 22 16	1ST QTR FY16	0.50
						3RD QTR FY15	0.01
						4TH QTR FY15	0.24
					TOTAL FOR CHECK:		0.75
00009863786	Y	NELSON ELECTRIC COMPANY INC	PUR0004455	08200001512446	07 22 16	1ST QTR FY16	5.76
						2ND QTR 2015	5.76
						3RD QTR FY15	4.82
						4TH QTR FY15	4.80
					TOTAL FOR CHECK:		21.14
00009863787	Y	OTIS ELEVATOR COMPANY	PUR0005666B	082BG000005868	07 21 16	SAL06082	2,105.00
						SAL06082A	510.00
						SAL06082B	1,263.00
						SAL06082C	319.25
						SAL06082D	340.00
						SAL32872005	3,001.00
					TOTAL FOR CHECK:		7,538.25
00009863788	Y	CUSTOM HOMES BY CHATEAU LLC	T27032615 A	08200001512296	07 22 16	3RD QTR FY15	0.01
						4TH QTR FY15	0.01
					TOTAL FOR CHECK:		0.02
00009863789	Y	CONTRACT FLOORING & INTERIOR	T27032773	08200001512920	07 26 16	1ST QTR FY16	0.19
						4TH QTR FY15	0.16
					TOTAL FOR CHECK:		0.35

SINGLE AUDIT AWARD TRANSACTION DETAIL

This report displays the revenue and expenditure totals of all transactions for each grant coded to an agency.



- Select a fiscal year. The default selection will be the current fiscal year.
- Enter an agency number in the **Agency** field. This example is using **agency #550**.
- Select **Submit**.

This example searched for agency 550, the Department of Agriculture.

Single Audit Award Transaction Detail

Fiscal Year: 2015 **Agency:** 550

Award Number	CFDA Number	Start Date	End Date	Award Amount	Auto Number	Manual Update
04-8576-0836-CA	10.025	04/01/04	03/31/16	4,941,618.00	1669	
11-DG-11046000-603	10.680	05/12/11	09/30/14	.00	4973	
11-DG-11046000-614	10.664	07/05/11	09/30/14	185,000.00	5658	
11-DG-11046000-614	10.680	06/29/11	09/30/14	85,000.00	6450	
12-25-A-5433	10.163	04/01/11	04/01/16	259,627.50	6462	

The agencies award selection screen should display every award/grant that is currently with that agency.

Click on the award number to obtain a list of transactions under that grant.

- **Award Number** – The grant award number.
- **CFDA Number** – This will be the program name as listed in the **Catalog of Federal Domestic Assistance**.
- **Start Date** – Represents the start date of the grant.
- **End Date** – Represents the end date of the grant.
- **Award Amount** – The total amount of the grant award.

- **Auto Number** – Internal information for the Controller's Office only.
- **Manual Update** – Internal information for the Controller's Office only.

Transaction detail will be listed in order by budget account and then by general ledger number. To view individual transactions, click on the hyperlink under the Document Number column and you will then be able to view the Document History Inquiry for that individual transaction. The example below displays award number **04-8576-0836-CA**.

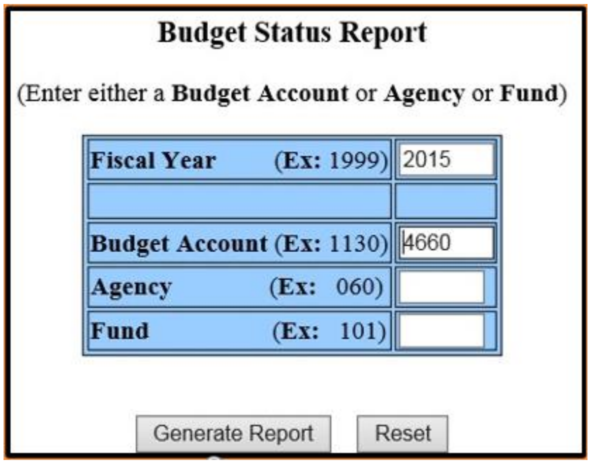
Single Audit Award Transaction Detail

Fiscal Year: 2015 **Agency:** 550 **Award Number:** 04-8576-0836-CA

Budget Acct	GL	Receipt	Transfer In	Expenditure	Pay Recipient	Transfer Out	Document Number	Job Number	Acceptance Date
4552	5100	.00	.00	1,317.89	.00	.00	JV 550 CNT5021090	10025MC3	07/31/14
	5200	.00	.00	41.80	.00	.00	JV 550 CNT5021090	10025MC3	07/31/14
	5300	.00	.00	118.86	.00	.00	JV 550 CNT5021090	10025MC3	07/31/14
	5640	.00	.00	133.60	.00	.00	JV 550 CNT5021090	10025MC3	07/31/14
	5750	.00	.00	34.92	.00	.00	JV 550 CNT5021090	10025MC3	07/31/14
	5800	.00	.00	1.60	.00	.00	JV 550 CNT5021090	10025MC3	07/31/14
	5840	.00	.00	21.36	.00	.00	JV 550 CNT5021090	10025MC3	07/31/14
		Receipt	**Transfer In**	**Expenditure**	**Pay Recipient**	**Transfer Out**			
Totals for Budget Acct: 4552		**0.00**	**0.00**	**1,670.03**	**0.00**	**0.00**			
4556	6100	.00	.00	798.44	.00	.00	PV 550 AGR00052786	10025MC3	07/21/14
	6150	.00	.00	406.00	.00	.00	PV 550 AGR00052618	10025MC3	07/15/14
	6200	.00	.00	110.10	.00	.00	PV 550 AGR00052768	10025MC3	07/18/14
	6200	.00	.00	106.23	.00	.00	PV 550 AGR00052769	10025MC3	07/18/14
	6200	.00	.00	106.23	.00	.00	PV 550 AGR00052770	10025MC3	07/18/14
	6200	.00	.00	387.96	.00	.00	PV 550 AGR00052872	10025MC3	07/24/14
	6200	.00	.00	597.49	.00	.00	PV 550 AGR00052874	10025MC3	07/24/14
	6200	.00	.00	357.11	.00	.00	PV 550 AGR00052875	10025MC3	07/24/14
	7153	.00	.00	355.11	.00	.00	PV 550 AGR00052846	10025MC3	07/24/14
	7291	.00	.00	636.99	.00	.00	PV 550 AGR00052435	10025MC3	07/07/14
	7291	.00	.00	347.40	.00	.00	PV 550 AGR00052894	10025MC3	07/31/14
	7302	.00	.00	400.00	.00	.00	PV 550 AGR00052355	10025MC3	07/02/14
	7980	.00	.00	21.38	.00	.00	PV 550 AGR00052677	10025MC3	07/18/14
		Receipt	**Transfer In**	**Expenditure**	**Pay Recipient**	**Transfer Out**			
Totals for Budget Acct: 4556		**0.00**	**0.00**	**4,630.44**	**0.00**	**0.00**			
AWARD TOTALS:		**0.00**	**0.00**	**6,300.47**	**0.00**	**0.00**			

BUDGET STATUS REPORT

The **Budget Status Report** displays the revenue and expenditure totals of all transactions coded to a specific budget account.



Budget Status Report

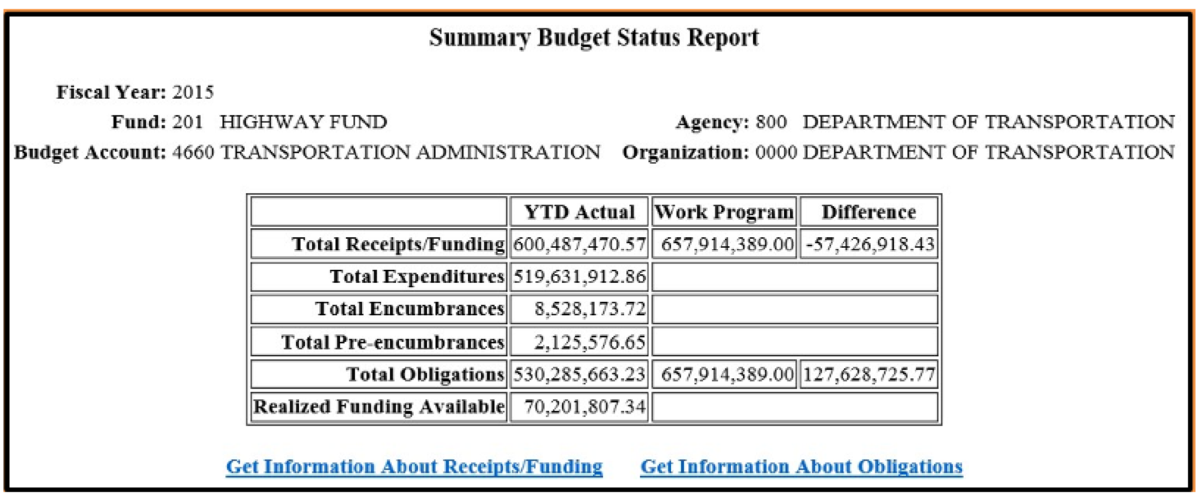
(Enter either a **Budget Account** or **Agency** or **Fund**)

Fiscal Year (Ex: 1999)	2015
Budget Account (Ex: 1130)	4660
Agency (Ex: 060)	
Fund (Ex: 101)	

Generate Report Reset

- Select **Fiscal Year**. Use **2015**. This field will default to the current fiscal year.
- Enter either a **Budget Account** or **Agency** or **Fund**. In this example we will view **budget account 4660**.
- Select **Generate Report**.

Summary Budget Status Report



Summary Budget Status Report

Fiscal Year: 2015
Fund: 201 HIGHWAY FUND **Agency:** 800 DEPARTMENT OF TRANSPORTATION
Budget Account: 4660 TRANSPORTATION ADMINISTRATION **Organization:** 0000 DEPARTMENT OF TRANSPORTATION

	YTD Actual	Work Program	Difference
Total Receipts/Funding	600,487,470.57	657,914,389.00	-57,426,918.43
Total Expenditures	519,631,912.86		
Total Encumbrances	8,528,173.72		
Total Pre-encumbrances	2,125,576.65		
Total Obligations	530,285,663.23	657,914,389.00	127,628,725.77
Realized Funding Available	70,201,807.34		

Get Information About Receipts/Funding Get Information About Obligations

Summary Budget Status Report

- **Total Receipts/Funding** - Revenue received to date.
- **Total Expenditures** - an outflow or other use of assets or incurring of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.
- **Total Pre-Encumbrances and Encumbrances** - An obligation in the form of a purchase order, contract or salary commitment, for which an estimated amount has been reserved but the actual goods or services have not yet been received.
- **Total Obligations** - The total combined amount of the expenditures, encumbrances and pre-encumbrances.

- **Realized Funding Available** - The money available to an agency to spend.
- **YTD Actual** - The money received to date and expenditures to date by an agency.
- **Work Program** - The money authorized by the legislature for an agency to spend or receive.
- **Difference** - may not be the total funds available, especially if the agency depends on grants and fees.

Get Information About Receipts/Funding

This screen displays each revenue GL (listed under the Code heading) applicable to the budget account which is being queried. This example is selecting **revenue source code #3893**.

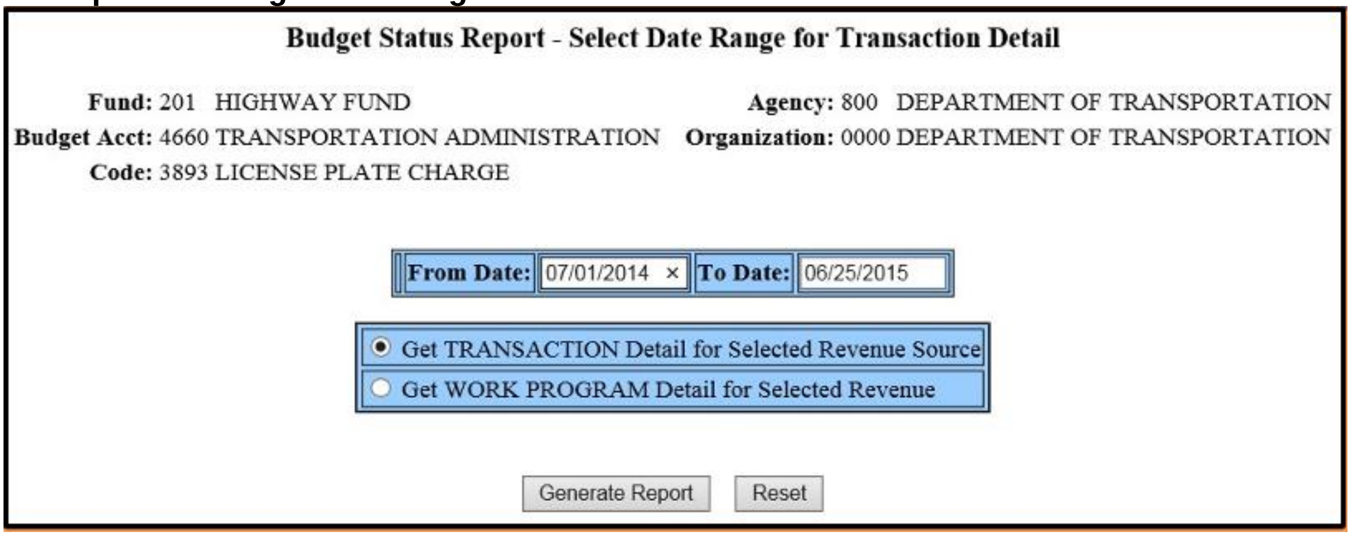
Budget Status Report - Receipts/Funding

Fiscal Year: 2015
Fund: 201 HIGHWAY FUND
Budget Account: 4660 TRANSPORTATION ADMINISTRATION
Agency: 800 DEPARTMENT OF TRANSPORTATION
Organization: 0000 DEPARTMENT OF TRANSPORTATION

	YTD Actual	Work Program	Difference
Total Receipts/Funding	600,487,470.57	657,914,389.00	-57,426,918.43

Code	Description	YTD Actual	Work Program	Difference
42	APPROPRIATIONS	313,544,258.00	313,544,258.00	.00
47	BEGINNING CASH	625,867.00	625,867.00	.00
3401	FEDERAL AID	282,092,654.05	337,623,852.00	-55,531,197.95
3722	MISCELLANEOUS PROGRAM FEES	144,176.50	253,690.00	-109,513.50
3893	LICENSE PLATE CHARGE	2,737.08	50,000.00	-47,262.92
4021	MISCELLANEOUS SALES	-303.34	441,485.00	-441,788.34

Receipts/Funding Date Ranges



Budget Status Report - Select Date Range for Transaction Detail

Fund: 201 HIGHWAY FUND
Agency: 800 DEPARTMENT OF TRANSPORTATION
Budget Acct: 4660 TRANSPORTATION ADMINISTRATION
Organization: 0000 DEPARTMENT OF TRANSPORTATION
Code: 3893 LICENSE PLATE CHARGE

From Date: 07/01/2014 **To Date:** 06/25/2015

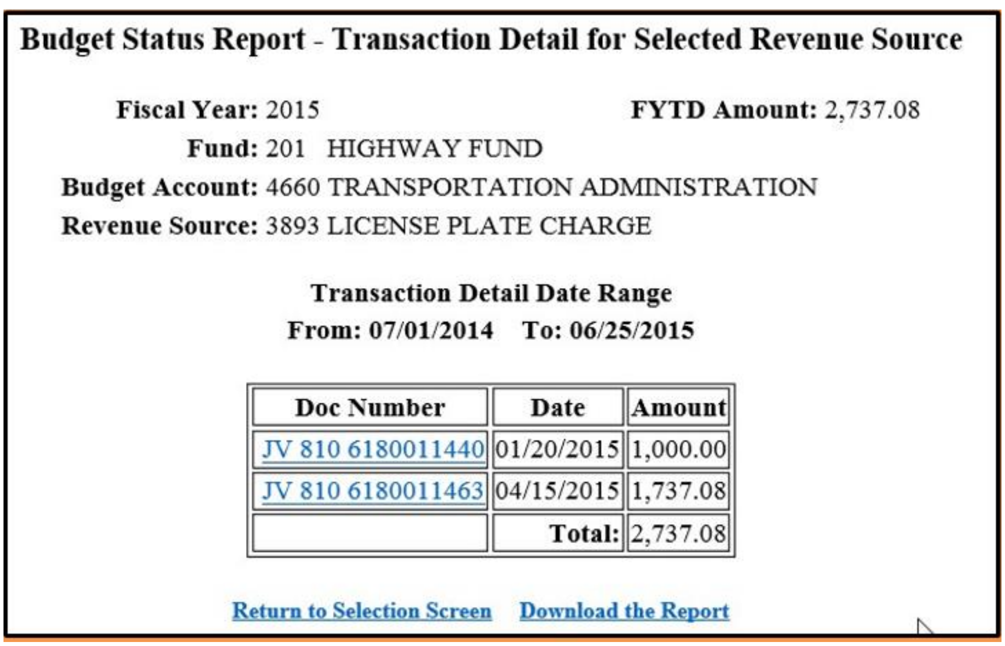
Get TRANSACTION Detail for Selected Revenue Source
Get WORK PROGRAM Detail for Selected Revenue

Generate Report Reset

- Enter a **Date Range**. The **To Date** field defaults to the current date however, the date can be changed. The example is using dates **07/01/14 thru 06/25/15**.
- Select **Get TRANSACTION Detail for Selected Revenue Source** or **Get WORK PROGRAM Detail for Selected Revenue**.
- Select **Generate Report**.

Receipts/Funding Date Ranges - Transactions

The report displays each revenue transaction posted to the queried budget in the specified time period. Transactions listed are hyperlinks to the document in **Document History Inquiry**.



Budget Status Report - Transaction Detail for Selected Revenue Source

Fiscal Year: 2015
FYTD Amount: 2,737.08
Fund: 201 HIGHWAY FUND
Budget Account: 4660 TRANSPORTATION ADMINISTRATION
Revenue Source: 3893 LICENSE PLATE CHARGE

Transaction Detail Date Range
From: 07/01/2014 To: 06/25/2015

Doc Number	Date	Amount
JV 810 6180011440	01/20/2015	1,000.00
JV 810 6180011463	04/15/2015	1,737.08
	Total:	2,737.08

Return to Selection Screen Download the Report

Receipts/Funding Date Ranges – Work Programs

The report displays each work program (RBs) posted to the queried budget in the specified time period. Transactions listed are hyperlinks to the document in **Document History Inquiry**.

Budget Status Report - Work Program Detail for Selected Revenue Source

Fiscal Year: 2015 **FYTD Amount:** 50,000.00
Fund: 201 HIGHWAY FUND
Budget Account: 4660 TRANSPORTATION ADMINISTRATION
Revenue Source: 3893 LICENSE PLATE CHARGE

Transaction Detail Date Range
From: 07/01/2014 To: 06/25/2015

Doc Number	Date	Amount
RB 800 C31237	10/23/2014	50,000.00
	Total:	50,000.00

Return to Selection Screen Download the Report

Summary Budget Status Report

Summary Budget Status Report

Fiscal Year: 2015
Fund: 201 HIGHWAY FUND **Agency:** 800 DEPARTMENT OF TRANSPORTATION
Budget Account: 4660 TRANSPORTATION ADMINISTRATION **Organization:** 0000 DEPARTMENT OF TRANSPORTATION

	YTD Actual	Work Program	Difference
Total Receipts/Funding	600,487,470.57	657,914,389.00	-57,426,918.43
Total Expenditures	519,631,912.86		
Total Encumbrances	8,528,173.72		
Total Pre-encumbrances	2,125,576.65		
Total Obligations	530,285,663.23	657,914,389.00	127,628,725.77
Realized Funding Available	70,201,807.34		

Get Information About Receipts/Funding Get Information About Obligations

Get Information About Obligations

This screen displays each expenditure category application to the specific budget account which is being queried. We are selecting **category #04**.

Budget Status Report - Obligations

Fiscal Year: 2015
Fund: 201 HIGHWAY FUND **Agency:** 800 DEPARTMENT OF TRANSPORTATION
Budget Account: 4660 TRANSPORTATION ADMINISTRATION **Organization:** 0000 DEPARTMENT OF TRANSPORTATION

	YTD Actual	Work Program	Difference
Total Expenditures	519,631,912.86		
Total Encumbrances	8,528,173.72		
Total Pre-encumbrances	2,125,576.65		
Total Obligations	530,285,663.23	657,914,389.00	127,628,725.77

Category	Description	Expended	Encumbered	Pre-encumbered	Obligated	Work Program	Difference
01	PERSONNEL SERVICES	110,895,302.48	.00	.00	110,895,302.48	130,064,329.00	19,169,026.52
02	OUT OF STATE TRAVEL	67,654.46	.00	.00	67,654.46	89,418.00	21,763.54
03	IN STATE TRAVEL	1,573,964.28	.00	.00	1,573,964.28	2,108,414.00	534,449.72
04	OPERATING	43,569,967.31	1,153,383.20	83,684.00	44,807,034.51	54,783,157.00	9,976,122.49
05	EQUIPMENT	4,622,035.05	7,165,576.35	2,041,892.65	13,829,504.05	14,671,591.00	842,086.95
06	BLDGS/IMPRV	340,949,033.67	174,464.17	.00	341,123,497.84	416,278,432.00	75,154,934.16
09	O/S INSP AND TRNG TRAVEL	64,066.06	.00	.00	64,066.06	75,133.00	11,066.94
10	HONOR CAMP PAYMENT	830,397.14	.00	.00	830,397.14	1,106,312.00	275,914.86

Select Date Range for Transaction Detail

View detail reports by **YTD (Year to Date) Totals by Object** (Expenditure GL), **Transaction Detail** or by **Work Program** for the category.

Budget Status Report - Select Date Range for Transaction Detail

Fund: 201 HIGHWAY FUND
Agency: 800 DEPARTMENT OF TRANSPORTATION
Budget Acct: 4660 TRANSPORTATION ADMINISTRATION
Organization: 0000 DEPARTMENT OF TRANSPORTATION
Category: 04 OPERATING

Get **YTD** Totals by OBJECT for Category

OR

Get TRANSACTION Detail for Category
Get WORK PROGRAM Detail for Category
From Date: 07/01/2014
To Date: 06/25/2015

Generate Report Reset

Get YTD Totals by OBJECT for Category

Budget Status Report - Totals by Object for Selected Category

Fiscal Year: 2015
General Fund: 201 HIGHWAY FUND
Budget Account: 4660 TRANSPORTATION ADMINISTRATION

Code	Code Description	Expended	Encumbered	Pre-encumbered	Obligated
04	OPERATING	43,569,967.31	1,153,383.20	83,684.00	44,807,034.51

Object	Object Description	Expended	Encumbered	Pre-encumbered	Obligated
7021	OFFICE SUPPLIES	211,498.46	.00	.00	211,498.46
7023	FIRST AID & SAFETY	98,926.59	.00	.00	98,926.59
7024	SHOP & MAINTENANCE SUPPLIES	1,829,987.90	9,775.00	.00	1,839,762.90
7025	PROTECTIVE CLOTHING	168,787.55	.00	.00	168,787.55
7026	REPRODUCTION SUPPLIES	120.76	.00	.00	120.76
7027	CELLULAR PHONES	57,131.83	15,789.64	.00	72,921.47
7028	RADIO CELL & TELEPHONE PARTS	149,131.11	44,351.50	.00	193,482.61
702D	BOOKS,MANUALS & REFERENCE	26,957.21	.00	.00	26,957.21
7032	FREIGHT CHARGES - B	.00	.00	.00	.00
7041	PRINTING-OUTSIDE SOURCES	173,133.25	.00	.00	173,133.25

Get TRANSACTION Detail for Category

Budget Status Report - Transaction Detail for Selected Category

Fiscal Year: 2015 **Fiscal YTD Obligated:** 44,807,034.51
Fund: 201 HIGHWAY FUND
Budget Account: 4660 TRANSPORTATION ADMINISTRATION
Category: 04 OPERATING

Transaction Detail Date Range
From: 07/01/2014 To: 06/25/2015

Doc Number	Date	Object	Object Description	Amount	Acct Type	Ref Doc Number	Vendor Number	Vendor Name
RX 083 NDEQ015301	07/16/2014	7024	SHP&MNT SPLY	8,206.30	20		NDOTPURCH	NDOT Data Interchange Vendor
RX 083 NDEQ015303	07/17/2014	7024	SHP&MNT SPLY	8,946.60	20		NDOTPURCH	NDOT Data Interchange Vendor
PC 083 00000063018	07/24/2014	7024	SHP&MNT SPLY	-8,946.60	20	RX083NDEQ015303	PUR0005226 B	INTERWEST SAFETY SUPPLY INC
PC 083 00000063056	08/04/2014	7024	SHP&MNT SPLY	-8,206.30	20	RX083NDEQ015301	PUR0000973	HD SUPPLY WATERWORKS LTD
RX 083 NDEQ014397A	08/14/2014	7024	SHP&MNT SPLY	34,248.24	20		NDOTPURCH	NDOT Data Interchange Vendor
RX 083 NDEQ014398A	08/14/2014	7024	SHP&MNT SPLY	12,247.60	20		NDOTPURCH	NDOT Data Interchange Vendor

Get WORK PROGRAM Detail for Category

Budget Status Report - Work Program Detail for Selected Category

Fiscal Year: 2015 **FYTD Amount:** 54,783,157.00
Fund: 201 HIGHWAY FUND
Budget Acct: 4660 TRANSPORTATION ADMINISTRATION
Category: 04 OPERATING

Transaction Detail Date Range
From: 07/01/2014 To: 06/25/2015

Doc Number	Date	Amount
AP 800 C30189	08/28/2014	1,500,000.00
AP 800 C31464	12/09/2014	316,510.00
AP 800 C31714	12/23/2014	-10,000.00
	Total:	1,806,510.00

Return to Selection Screen Download the Report

The Budget Status Report from Vista Plus

The **Budget Status Report** is also available from Vista Plus Reports in a more user-friendly format and is a snap shot of a week at a time.

REPORT ID: RSW001 ** STATE OF NEVADA ** PAGE: 2,393
REPORT NAME: RSW001 BUDGET STATUS REPORT RUN DATE: 02/28/2018
FROM DATE: 02/24/2018 TO DATE: 02/28/2018 RUN TIME: 18:27:56

FISCAL YEAR 18
FUND 201 HIGHWAY FUND AGENCY 800 DEPARTMENT OF TRANSPORTATION
BUDGET ACCT 4660 TRANSPORTATION ADMINISTRATION ORGANIZATION 0000 DEPARTMENT OF TRANSPORTATION

ACCT	FUNDING DESCRIPTION	DOCUMENT NUMBER	DATE	CURRENT	YEAR TO DATE	WORK PROGRAM	DIFFERENCE
42	2507 HIGHWAY FD AUTHORIZATION	AP 800 OP000005002	06/23/17	329,443,828.00	329,443,828.00	329,443,828.00	
42	2507 HWY FUND AUTHORIZATION	AP 800 C41957	02/12/18	-40,708.00			
42	2507 HWY FUND AUTHORIZATION	AP 800 C42297	02/12/18	110,000,000.00	109,959,292.00	109,959,292.00	
42	2507-HF AB20 2015 SESSION	AP 800 C42233	02/26/18	3,187,539.00	3,187,539.00	3,187,539.00	
42	2507-HWY FUND AUTH	AP 800 C42374	01/24/18	-4,500.00	-4,500.00	-4,500.00	
42	2507-HWY FUND AUTH NRS 353.220	AP 800 C41772	10/16/17	531,759.00	531,759.00	531,759.00	
42	2507-HWY FUND AUTHORIZATION	AP 800 C41728	09/26/17	6,391,169.00	6,391,169.00	6,391,169.00	
47	2511-BAL FWD FROM PREV YEAR	AP 800 C41495	09/14/17	570,638.00	570,638.00	570,638.00	

REV	DESCRIPTION	DOCUMENT NUMBER	DATE	CURRENT	YEAR TO DATE	WORK PROGRAM	DIFFERENCE
3401	FEDERAL AID	CR 800 WIRE0022318	02/26/18	4,348,748.28	184,865,459.83	368,272,247.00	-183406787.17
3722	MISCELLANEOUS PROGRAM FEES				220,794.00	273,550.00	-52,756.00
3893	LICENSE PLATE CHARGE				2,555.67	8,000.00	-5,444.33
4021	MISCELLANEOUS SALES	CR 800 00008184786	02/26/18	2,025.00			
4021	MISCELLANEOUS SALES	CR 800 00008184787	02/27/18	60.00			
4021	MISCELLANEOUS SALES	CR 800 00008184788	02/28/18	725.00			
4021	MISCELLANEOUS SALES	CR 800 ODP02221801	02/26/18	3,245.00			
4021	MISCELLANEOUS SALES	CR 800 ODP02231801	02/27/18	2,670.00			
4021	MISCELLANEOUS SALES	CR 800 ODP02261801	02/28/18	2,425.00	632,318.45	560,946.00	71,372.45
4034	SALE OF OIL AND GAS	CR 800 00008184786	02/26/18	151.17			
4034	SALE OF OIL AND GAS	CR 800 00008184787	02/27/18	212.59			
4034	SALE OF OIL AND GAS	CR 800 00008184788	02/28/18	5,144.11			
4034	SALE OF OIL AND GAS	JV 800 BL015335	02/26/18	1,073.72			
4034	SALE OF OIL AND GAS	JV 800 BL015338	02/26/18	30.52			
4034	SALE OF OIL AND GAS	JV 800 BL015341	02/26/18	308.00			
4034	SALE OF OIL AND GAS	JV 800 BL015344	02/28/18	742.11			
4034	SALE OF OIL AND GAS	JV 800 BL015346	02/26/18	3,982.66			
4034	SALE OF OIL AND GAS	JV 800 BL015349	02/26/18	425.14			
4034	SALE OF OIL AND GAS	JV 800 BL015351	02/26/18	5,665.74			
4034	SALE OF OIL AND GAS	JV 800 BL015352	02/27/18	64.84			
4034	SALE OF OIL AND GAS	JV 800 BL015354	02/28/18	3,921.70			
4034	SALE OF OIL AND GAS	JV 800 BL015359	02/28/18	504.54			
4034	SALE OF OIL AND GAS	JV 800 BL015360	02/28/18	122.00	1,224,921.25	2,302,535.00	-1,077,613.75
4218	NV ENERGY HOOVER REBATE	CR 800 00008208051	02/27/18	685.48	976.51	4,500.00	-3,523.49
4238	COST ALLOC -NDOT 800 MHZ RADIO	JV 800 BL018075	02/27/18	10,500.00			
4238	COST ALLOC -NDOT 800 MHZ RADIO	JV 800 BL018076	02/28/18	30,000.00			

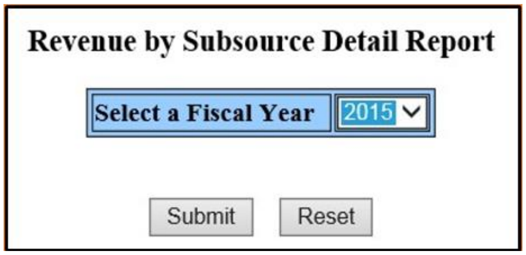
SCHEDULE OF REVENUES BY SUBSOURCE

This report displays revenue information for a specified fund, agency, organization and range of revenue GL's including sub revenue codes within a specified date range.

Note that a sub-revenue source is a two-digit code used to further identify revenue sources. This is not a required field. Sub-revenue sources are set up by the Controller's Office at the request of the agency and are assigned to an existing revenue source.

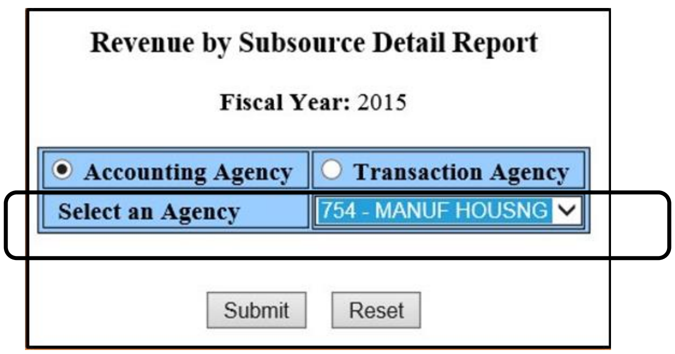
Select **Fiscal Year** from the drop-down menu. **Note:** The current fiscal year will always be the default selection.

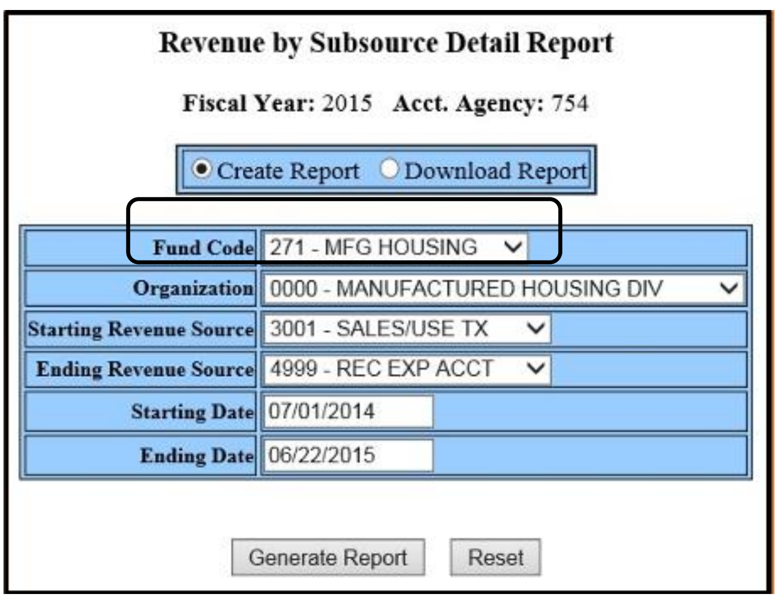
We are searching **fiscal year 2015**.



- Select **Accounting Agency** or **Transaction Agency**.
  - **Accounting Agency** - agency receiving revenue.
  - **Transaction Agency** - agency in the document ID.

We are using the **Accounting Agency**. Select **Agency** number from the drop-down menu, in this example we are selecting **agency #754** for Manufactured Housing.





- Select **Create Report** or **Download Report**.
- Select the **Fund Code** from the drop-down menu. In this example we are selecting **fund #271**.
- Select the **Organization** number from the drop-down menu. In this example we are using the default setting.
- Select **Starting Revenue Source** from the drop-down menu. In this example we are using the default setting.
- Select **Ending Revenue Source** from the drop-down menu. In this example we are using the default setting.
- Enter the **Starting Date and the Ending Date**. In this example we are using the default setting.

The report lists in order by revenue source and will include each document processed during your date range selection with a total for that particular revenue source. The bottom of the report will also display the grand total of each of those revenue sources. Documents listed in the report are linked to **Document History**.

STATE OF NEVADA
Office of the State Controller

Revenue by Subsource Detail Report

Acceptance Dates: 07/01/2014 - 06/22/2015 **Accounting Year:** 2015 **Fund:** 271
Acct. Agency: 754 **Organization:** 0000 **Revenue Source:** 3001 - 4999

Revenue Source	Sub Revenue	Acceptance Date	Document Number	Line Description	Dollar Amount
3540		09/25/2014	CR 754 MHDHUD0919A	HUD DEPOSIT	-308.50
		09/25/2014	CR 754 MHDHUD0919B	HUD DEPOSIT	-216.00
		12/09/2014	CR 754 MHDHUD1205A	HUD DEPOSIT	-261.00
		01/16/2015	CR 754 MHDHUD0116A	HUD DEPOSIT	-288.00
		01/16/2015	CR 754 MHDHUD0116B	HUD DEPOSIT	-477.00
		02/17/2015	CR 754 MHDHUD0211A	HUD DEPOSIT	-17,294.50
		03/13/2015	CR 754 MHDHUD0313A	HUD DEPOSIT	-315.00
		04/20/2015	CR 754 MHDHUD0420A	HUD DEPOSIT	-189.00
		04/20/2015	CR 754 MHDHUD0420B	HUD DEPOSIT	-252.00
				Total for Revenue Source: 3540	-19,601.00

Example of the same report downloaded to Excel:

Fiscal Year	Agency	Fund Code	Organization	Revenue Source	Sub Revenue	Acceptance Date	Document Number	Line Description	Dollar_amount
2015	754	271	0	3540		9/25/2014	CR754MHDHUD0919A	HUD DEPOSIT	-308.50
2015	754	271	0	3540		9/25/2014	CR754MHDHUD0919B	HUD DEPOSIT	-216.00
2015	754	271	0	3540		12/9/2014	CR754MHDHUD1205A	HUD DEPOSIT	-261.00
2015	754	271	0	3540		1/16/2015	CR754MHDHUD0116A	HUD DEPOSIT	-288.00
2015	754	271	0	3540		1/16/2015	CR754MHDHUD0116B	HUD DEPOSIT	-477.00
2015	754	271	0	3540		2/17/2015	CR754MHDHUD0211A	HUD DEPOSIT	-17,294.50
2015	754	271	0	3540		3/13/2015	CR754MHDHUD0313A	HUD DEPOSIT	-315.00
2015	754	271	0	3540		4/20/2015	CR754MHDHUD0420A	HUD DEPOSIT	-189.00
2015	754	271	0	3540		4/20/2015	CR754MHDHUD0420B	HUD DEPOSIT	-252.00
2015	754	271	0	3601		7/8/2014	CR75400008026700	LICENSING	-100.00
2015	754	271	0	3601		7/8/2014	CR75400008026701	LICENSING	-3,925.00
2015	754	271	0	3601		7/8/2014	CR754MHDCC070214	LICENSING	-125.00
2015	754	271	0	3601		7/11/2014	CR75400008030595	LICENSING	-715.00
2015	754	271	0	3601		7/11/2014	CR754MHDCC070714	LICENSING	-80.00
2015	754	271	0	3601		7/14/2014	CR75400008026705	LICENSING	-350.00
2015	754	271	0	3601		7/15/2014	CR754MHDCC070914	LICENSING	-65.00
2015	754	271	0	3601		7/16/2014	CR75400008026706	LICENSING	-600.00
2015	754	271	0	3601		7/16/2014	CR754MHDCC071014	LICENSING	-175.00
2015	754	271	0	3601		7/16/2014	CR754MHDCC071114	LICENSING	-30.00
2015	754	271	0	3601		7/16/2014	PV75400001356534	REFUND FEE SPECIA	200.00

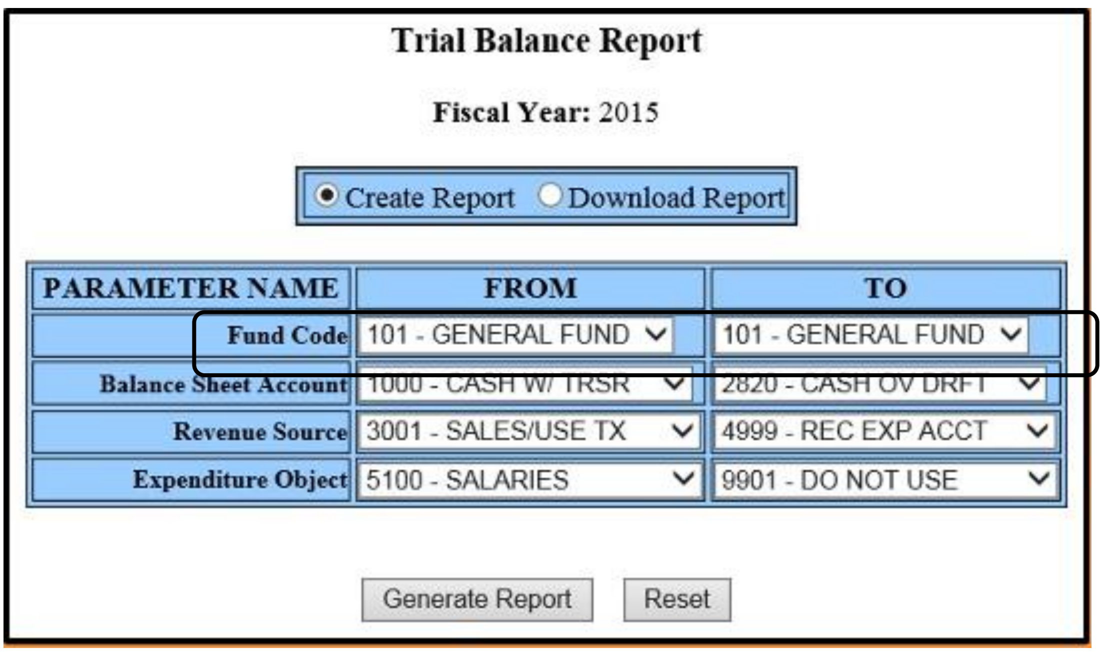
TRAIL BALANCE

This report displays general ledger account balances at the fund level.

Select **Fiscal Year** from the drop-down menu. The current fiscal year is the default selection.

We are using **fiscal year 2015** in this example.

- Select **Create Report** or **Download Report**.
- Select a "fund" or a "range of funds" using the drop-down menus. In this example we are selecting **fund #101**. Select a range of GLs (Balance Sheet Accounts, Revenue Sources or Expenditure Objects) using the drop-down menus. In this example we are using the default settings for each of these types of accounts.



The report below was the result using the **Create Report** option:

Trial Balance Report

For Fiscal Year 2015

Funds: 101 - 101, **Accounts:** 1000 - 2820, 3001 - 4999, 5100 - 9901

July 1, 2014 - June 22, 2015

FUND: 101 - GENERAL FUND				
	BALANCE	**DEBITS**	**CREDITS**	**ENDING BALANCE**
BALANCE SHEET ACCOUNTS				
1000 CASH WITH TREASURER	939,318,336.05	10,445,472,525.65	-10,714,593,505.02	670,197,356.68
1005 POOLED INVESTMENT FMV ADJUSTMT	-9,595,227.00	9,595,227.00	0.00	0.00
1101 PETTY CASH	17,690.00	0.00	0.00	17,690.00
1102 CASH WITH TRUST AGENT	50,320.12	0.00	0.00	50,320.12
1103 OUTSIDE BANK ACCOUNTS	2,408,163.86	0.00	0.00	2,408,163.86
1410 TREAS INV OTHER THAN TCD'S	10,858,183.00	149,994,409.73	-149,994,409.73	10,858,183.00
1600 ACCOUNTS RECEIVABLE	139,524.24	141,557.31	-106,871.53	174,210.02
1607 ACCTS REC-JR LIVESTOCK SHOW BD	1,986.00	0.00	0.00	1,986.00
1614 OTHER RECEIVABLES	15,829.89	0.00	0.00	15,829.89

The created report will display the balance sheet accounts, revenue sources and objects of expenditures specific to that selected fund with totals being displayed for each. The grand total displays at the bottom of the report.

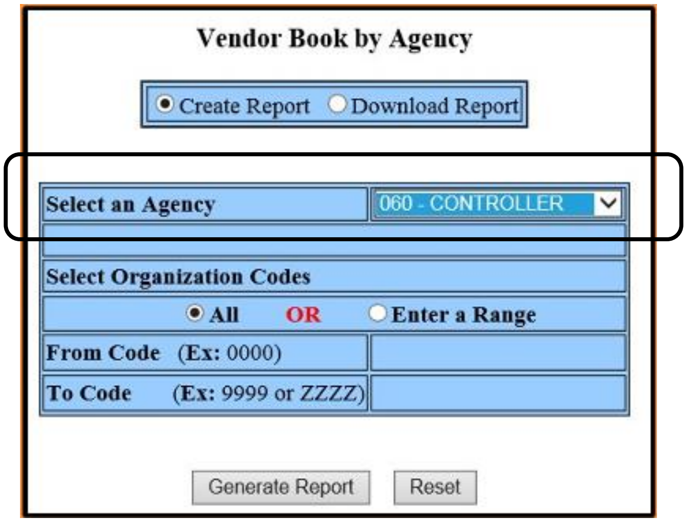
The report below was the result using the **Download Report** option:

Acct Yr	Begin Date	End Date	Fund	Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
2015	7/1/2014	6/22/2015	101	1000 CASH WITH TREASURER	939,318,336.05	10,445,472,525.65	-10,714,593,505.02	670,197,356.68
2015	7/1/2014	6/22/2015	101	1005 POOLED INVESTMENT FMV ADJUSTMT	-9,595,227.00	9,595,227.00	0.00	0.00
2015	7/1/2014	6/22/2015	101	1101 PETTY CASH	17,690.00	0.00	0.00	17,690.00
2015	7/1/2014	6/22/2015	101	1102 CASH WITH TRUST AGENT	50,320.12	0.00	0.00	50,320.12
2015	7/1/2014	6/22/2015	101	1103 OUTSIDE BANK ACCOUNTS	2,408,163.86	0.00	0.00	2,408,163.86
2015	7/1/2014	6/22/2015	101	1410 TREAS INV OTHER THAN TCD'S	10,858,183.00	149,994,409.73	-149,994,409.73	10,858,183.00
2015	7/1/2014	6/22/2015	101	1600 ACCOUNTS RECEIVABLE	139,524.24	141,557.31	-106,871.53	174,210.02
2015	7/1/2014	6/22/2015	101	1607 ACCTS REC-JR LIVESTOCK SHOW BD	1,986.00	0.00	0.00	1,986.00
2015	7/1/2014	6/22/2015	101	1614 OTHER RECEIVABLES	15,829.89	0.00	0.00	15,829.89
2015	7/1/2014	6/22/2015	101	1640 ACCRUED INTEREST RECEIVABLE	2,603,250.00	0.00	-2,603,250.00	0.00
2015	7/1/2014	6/22/2015	101	1672 DUE FROM SPECIAL REV. FUNDS	448,295.00	0.00	-448,295.00	0.00
2015	7/1/2014	6/22/2015	101	1675 DUE FROM ENTERPRISE FUNDS	1,183,212.00	0.00	-1,183,212.00	0.00
2015	7/1/2014	6/22/2015	101	1676 DUE FROM INTERNAL SERVICE FUND	71,662.00	0.00	-71,662.00	0.00
2015	7/1/2014	6/22/2015	101	1679 DUE FROM FEDERAL GOVERNMENT	190,321,521.00	0.00	0.00	190,321,521.00
2015	7/1/2014	6/22/2015	101	1680 DUE FROM LOCAL GOVERNMENT	25,333,112.00	27,486.00	-25,360,598.00	0.00
2015	7/1/2014	6/22/2015	101	1688 DUE FROM PERMANENT FUND	1,495,149.31	10,832.63	-603,284.26	902,697.68
2015	7/1/2014	6/22/2015	101	1730 INVENTORY	10,482,901.00	0.00	-10,482,901.00	0.00
2015	7/1/2014	6/22/2015	101	1735 PREPAID EXPENSES	10,065,080.50	106,711.08	-10,066,415.10	105,376.48
2015	7/1/2014	6/22/2015	101	1843 ADVANCE TO COMPUTER FACILITY	595,713.81	0.00	0.00	595,713.81
2015	7/1/2014	6/22/2015	101	1844 ADVANCE TO HIGHER ED TUITION	5,000,000.00	0.00	0.00	5,000,000.00
2015	7/1/2014	6/22/2015	101	1848 ADVANCE TO PERSONNEL	202,988.00	0.00	0.00	202,988.00
2015	7/1/2014	6/22/2015	101	1849 ADVANCE TO OTHER FUND - I	2,437,500.00	0.00	0.00	2,437,500.00
2015	7/1/2014	6/22/2015	101	1851 ADVANCE FOR CAPITAL PROJECTS	268,710.00	415,000.00	0.00	683,710.00
2015	7/1/2014	6/22/2015	101	1991 LOANS AND NOTES RECEIVABLE	16,267,054.04	0.00	0.00	16,267,054.04
2015	7/1/2014	6/22/2015	101	2000 SYSTEM USE-VOUCHERS PAYABLE	-232,677,974.34	3,784,983,101.29	-3,554,249,707.34	-1,944,580.39
2015	7/1/2014	6/22/2015	101	2001 CANCELLED VOUCHERS PAYABLE	-2,075,730.56	830,912.48	-1,395,536.16	-2,640,354.24
2015	7/1/2014	6/22/2015	101	2002 STALE CHECKS PAYABLE	234,021.50	0.00	0.00	234,021.50

VENDOR BOOK BY AGENCY

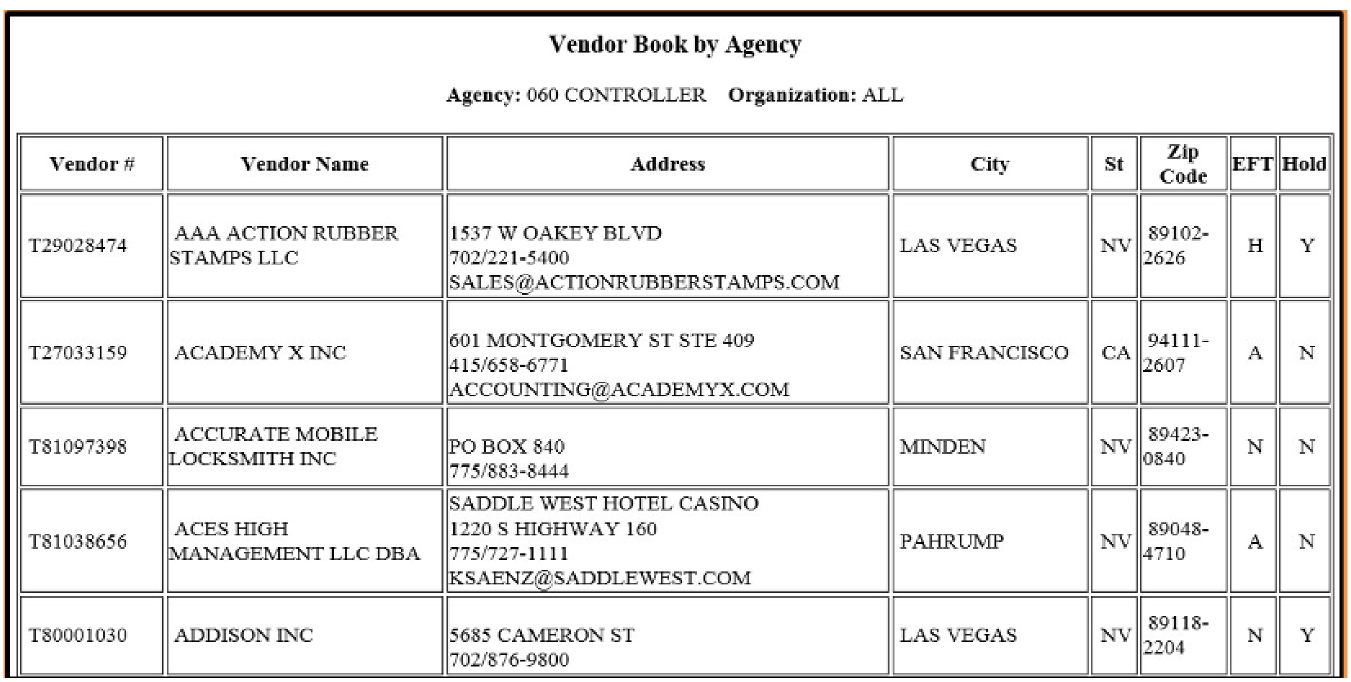
This report displays a historic record of all vendors used by an agency, including deleted vendors.

Note: This is a list of vendors the agency has used. If you cannot locate the vendor within this list, look for the vendor in **Vendor/Voucher/Check Inquiry**.



- Select **Create Report** or **Download Report**.
- Select an **Agency** code from the drop-down list. In this example we are selecting agency **060**.
- Under **Select Organization Code, select ALL** or **Enter a Range.**
- If you selected **Enter a Range**, enter a **From Code** and a **To Code**. In our example we are using the default setting.

The report below was the result using the **Create Report** option:



Vendor Book by Agency

Agency: 060 CONTROLLER **Organization:** ALL

Vendor #	Vendor Name	Address	City	St	Zip Code	EFT	Hold
T29028474	AAA ACTION RUBBER STAMPS LLC	1537 W OAKEY BLVD 702/221-5400 SALES@ACTIONRUBBERSTAMPS.COM	LAS VEGAS	NV	89102-2626	H	Y
T27033159	ACADEMY X INC	601 MONTGOMERY ST STE 409 415/658-6771 ACCOUNTING@ACADEMYX.COM	SAN FRANCISCO	CA	94111-2607	A	N
T81097398	ACCURATE MOBILE LOCKSMITH INC	PO BOX 840 775/883-8444	MINDEN	NV	89423-0840	N	N
T81038656	ACES HIGH MANAGEMENT LLC DBA	SADDLE WEST HOTEL CASINO 1220 S HIGHWAY 160 775/727-1111 KSAENZ@SADDLEWEST.COM	PAHRUMP	NV	89048-4710	A	N
T80001030	ADDISON INC	5685 CAMERON ST 702/876-9800	LAS VEGAS	NV	89118-2204	N	Y

For best results, use landscape orientation when printing this report.

The report below was the result using the **Download Report** option:

Agcy	Vendor #	Vendor Name	Vendor Address1	Vendor Address2	Vendor Address2a	City	St	Zip Code	Phone	EFT	Hold
'060	'T29028474	AAA ACTION RUBBER STAMPS LLC		1537 W OAKEY BLVD	SALES@ACTIONRUBBERSTAMPS.COM	LAS VEGAS	NV	89102-2626	702/221-5400	H	Y
'060	'T27038159	ACADEMY X INC		601 MONTGOMERY ST STE 409	ACCOUNTING@ACADEMYX.COM	SAN FRANCISCO	CA	94111-3607	415/658-6771	A	N
'060	'T01097090	ACCURATE MOBILE LOCKSMITH INC		PO BOX 040		MINDEN	NV	89423-0040	775/003-0444	N	N
'060	'T81038656	ACES HIGH MANAGEMENT LLC DBA	SADDLE WEST HOTEL CASINO	1220 S HIGHWAY 160	KSAENZ@SADDLEWEST.COM	PAHRUMP	NV	89048-4710	775/727-1111	A	N
'060	'T80001030	ADD SON INC		5685 CAMERON ST		LAS VEGAS	NV	89118-2204	702/876-9800	N	Y
'060	'T00079000	ADVANCE INSTALLATIONS INC		1914 HYMER AVE	JENNIFER@ADVANCEDINSTALLATIONS	SPARKS	NV	89431-5530	775/359-1490	A	N
'060	'T80121790	ALDRICH, JAY DBA	JAY ALDRICH PHOTOGRAPHY	PO BOX 1807	JAY@PYRAMID.NET	MINDEN	NV	89423	775/782-4383	N	N
'060	'T29025654	ALIANTE GAMING LLC	ALIANTE CASINO & HOTEL	7300 ALIANTE PKWY	MREYNOLDS@ALIANTEGAMING.COM	NORTH LAS VEGAS	NV	89084-2502	702/692-7525	A	N
'060	'T29007465	ALPINE LOCK INC		4630 US HIGHWAY 50 E STE B	ALPINELOCKSMITHING@GMAIL.COM	CARSON CITY	NV	89701-1927	775/885-0719	A	N
'060	'T80990543	AMERICAN BAR ASSOCIATION		321 N CLARK ST	CASHRECEIPTSBILLING@AMERICANBA	CHICAGO	IL	60654-4714	312/988-5000	A	N
'060	'PUR0004226	AMERICAN BUSINESS FORMS INC	DBA AMERICAN SOLUTIONS FOR BUS	8479 SOLUTION CENTER	ARDEPT@AMERICANBUS.COM	CHICAGO	IL	60677	800/714-7298	A	N
'060	'T81006389	AMERICAN FUTURE SYSTEMS INC	DBA PROGRESSIVE BUSINESS PUBCN	370 TECHNOLOGY DR	KMURRAY@PBP.COM	MALVERN	PA	19355-1315	610/695-8600	A	N
'060	'T81006289E	AMERICAN FUTURE SYSTEMS INC	PROGRESSIVE BUS AUDIO CONF	376 TECHNOLOGY DR	KMURRAY@PBP.COM	MALVERN	PA	19355-1315	800/964-6033	A	N
'060	'T32000020	AMERICAN SHREDDING INC		630 SPICE ISLANDS DR STE D	MARIA.HD@SBCGLOBAL.NET	SPARKS	NV	89431	775/350-3000	A	P
'060	'T32002989	ANGUS HAMER INC		4400 AUBURN BLVD STE 110		SACRAMENTO	CA	95841	916/779-2900	N	N
'060	'T32002989A	ANGUS HAMER INC		PO BOX 100855		PASADENA	CA	91189	916/779-2900	N	N
'060	'PUR0005906	ANIXTER INC DBA	CLARK SECURITY PRODUCTS	PO BOX 847428	CASHDEPARTMENT@ANIXTER.COM	DALLAS	TX	75284-7428	800/297-1142	A	N

Download the report into Excel for editing or print it directly from DAWN.

TRANSACTION EXCEPTION REPORT

The **Transaction Exception Report** is a printable/downloadable report of an agency's unprocessed documents.

- Select **Create Report** or **Download Report**.
- Select **Agency** number from the drop-down menu. We are selecting **agency #050**.

The report will display the document number, description line, account coding information, dollar amounts and the applicable error message.

The report below was the result using the **Create Report o**ption:

Transaction Exception Report

Agency: 050

Document No	Description	FY	Fund	Agy	Orgn	Sorg	Approp	Actv	Func	Objt	Rev	Srev	Job Number	Dollar Amount
CR050BLM	T HUDDER													409896.51
	*F049 DOCUMENT IS ON HOLD													
CR050DM008090086	ILI													64.35
	*F049 DOCUMENT IS ON HOLD													
CR050FERNLC50616	REV FERNLA50616		658	050	0000		607600				4274			3,750,000.00
	A240E REV BUD LINE NOT FOUND							A049E APPR UNIT DOES NOT EXIST						
CR050LGIP														
	*F049 DOCUMENT IS ON HOLD													
CR050MASSAGEFINE														
	*F049 DOCUMENT IS ON HOLD													
CR050MFDOT	T SIMPSON													
	*F049 DOCUMENT IS ON HOLD													

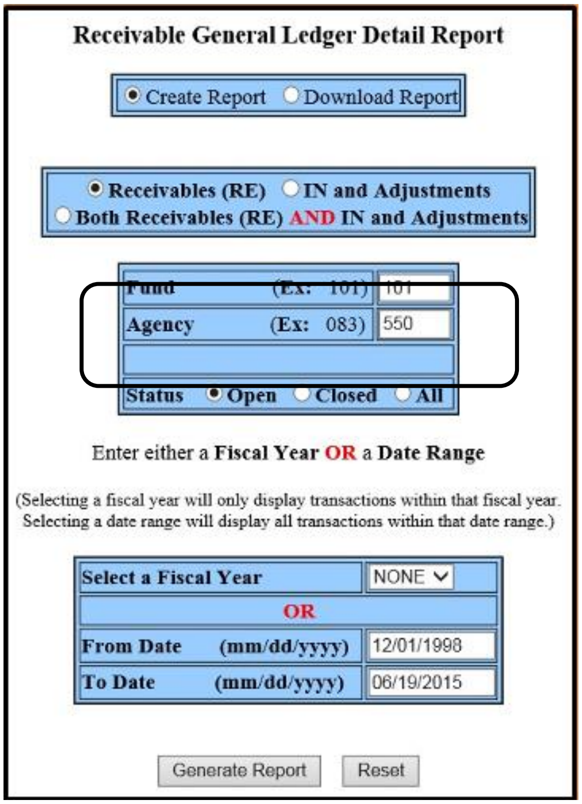
The report will display the document number, description line, account coding information, dollar amounts and the applicable error message.

The report below was the result using the **Download Report o**ption:

Document No	Description	FY	Fund	Agy	Orgn	Sorg	Approp	Actv	Func	Objt	Rev	Srev	Job Numb	Dollar Amour
CR050BLM	T HUDDER													409,896.51
	*F049 DOCUMENT IS ON HOLD													
CR050DM008090086	ILI													64.35
	*F049 DOCUMENT IS ON HOLD													
CR050FERNLC50616	REV FERNLA50616		658	50	0		607600				4274			3,750,000.00
	A240E REV BUD LINE NOT FOUND		A049E APPR UNIT DOES NOT EXIST											
CR050LGIP														
	*F049 DOCUMENT IS ON HOLD													
CR050MASSAGEFINE														
	*F049 DOCUMENT IS ON HOLD													
CR050MFDOT	T SIMPSON													
	*F049 DOCUMENT IS ON HOLD													
CR050MFMRP	T SIMPSON													0.00
	*F049 DOCUMENT IS ON HOLD													
CR050MOTORCYCLER	NAME													0.00
	*F049 DOCUMENT IS ON HOLD													
CR050PAYRET	T SIMPSON													0.00
	*F049 DOCUMENT IS ON HOLD													
CR050POOLED	T HUDDER													7,067.40
	*F049 DOCUMENT IS ON HOLD													

RECEIVABLE GL DETAIL

This report summarizes transactions in balance sheet (general ledger) accounts 1600 through 1699 (receivable GLs). This report is used with the receivable system in ADVANTAGE. This report is used by State Purchasing, the Department of Transportation and the Department of Agriculture.



- Select **Create Report** or **Download Report**.
- Select **Receivables (RE)** or **IN and Adjustment** or **Both Receivables and IN and Adjustments**. Enter a **Fund**.
- Receivables-displays outstanding receivables (RE documents).
- Invoices and Adjustments (IN documents)-displays all transactions posted to the receivable GLs that are not related to **RE** documents (this includes INs and their corresponding CRs and JVs).
- Enter an **Agency**.
- Enter a **To Date**. The **From** date must be the default date. In this example we will are using **fund** #**101** and **agency** #**550**.

The report lists all documents within your search criteria with a grand total at the bottom of the report. Documents listed in the report are linked to **Document History Inquiry.**

Receivable General Ledger Detail Report

Receivable Documents
Fund: 101 **Balance Sheet Account:** 1600
Acceptance Date Range: 12/01/1998 - 06/19/2015
Status: Open

Agency: 550

Budget Code	Document #	Customer Number	Address Ind	Customer Name	Process Date	Record Date	Dollar Amount
4491	RE 550 00000013142	*****SC		MISCELLANEOUS CUST AGRICULTURE	01/15/2003	01/15/2003	55.00
4540	RE 550 00000024614	*****SC		MISCELLANEOUS CUST AGRICULTURE	09/02/2008	09/02/2008	1.28
4540	RE 550 00000024698	*****SC		MISCELLANEOUS CUST AGRICULTURE	11/10/2008	11/10/2008	25.00
4540	RE 550 00000024806	*****SC		MISCELLANEOUS CUST AGRICULTURE	02/09/2009	02/09/2009	40.00
4540	RE 550 00000024839	*****5412		PERI AND SONS FARMS INC	03/09/2009	03/06/2009	40.00

OVERPAYMENT GL DETAIL

This report summarizes transactions in balance sheet (general ledger) account 2189 (System Use - AR Overpayment Account.) The overpayment GL is credited when an agency posts an overpayment either by directly applying the overpayment to an **RE** document or by posting the overpayment amount to GL 2189. This report is used by State Purchasing, the Department of Transportation and the Department of Agriculture.

- Select **Create Report** or **Download Report**.
- Enter an **Agency** number. We are using **agency #550** (Department of Agriculture) in this example.
- Select a **Fiscal Year** OR;
- Enter a **From Date** and a **To Date**. The **From Date** defaults to the first day of the fiscal year and the **To Date** defaults to the current date. If changing the dates, use the format displayed.

The report below was the result using the **Create Report** option:

Overpayment General Ledger Detail Report

For Accounting Year: 2007 Balance Sheet Account: 2189
Acceptance Date Range: 07/01/2006 - 09/26/2006

Agency: 550

Document #	Ref Doc #	Accept Date	Record Date	Vend/Cust Number	Address Ind	Vend/Cust Name	Dollar Amount	Line #	Line Description
CR 550 410324		08/16/2006	08/10/2006				-11.00	09	OVERPYMT ON RE #WM5213
CR 550 6176261		08/18/2006	08/18/2006				-50.00	10	OVERPYMT ON RE #WM5788
CR 550 410329A		08/21/2006	08/17/2006				-36.00	79	DUP PYMT ON RE #22486

Currently there are no results for any of these three agencies so the picture above is an old report for the Department of Agriculture. Documents listed in the report are linked to **Document History Inquiry**.

CHART OF ACCOUNTS

The **Chart of Accounts** allows agencies to view and download specific chart of accounts elements for use with their document preparation.

- Select a **Fiscal Year** from the drop-down menu. The default in this field is the current fiscal year. Fiscal year **2015** is being used in these examples.
- Select **Submit**.

- Select **Create Report** or **Download Report**.
- Select the radio button next to the desired report.
- Select a **Fund**, **Agency** or **type of GL** where indicated by a drop-down menu. Selecting **ALL** will return everything.
- Select **Generate Report**.

Users can also change the fiscal year of the required reports on this screen.

List Agency Codes

This view displays the three-digit agency number with the agency name.

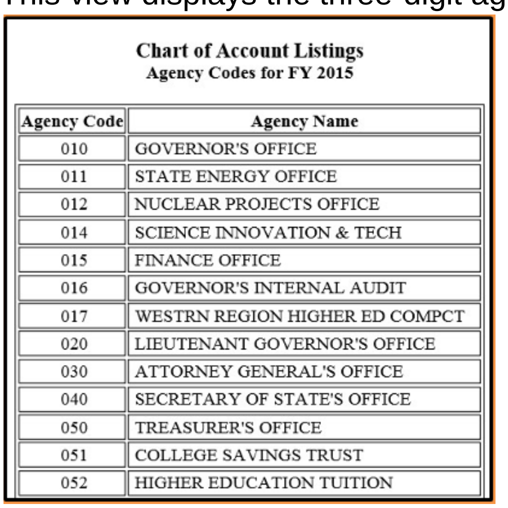


Chart of Account Listings
Agency Codes for FY 2015

Agency Code	Agency Name
010	GOVERNOR'S OFFICE
011	STATE ENERGY OFFICE
012	NUCLEAR PROJECTS OFFICE
014	SCIENCE INNOVATION & TECH
015	FINANCE OFFICE
016	GOVERNOR'S INTERNAL AUDIT
017	WESTRN REGION HIGHER ED COMPCT
020	LIEUTENANT GOVERNOR'S OFFICE
030	ATTORNEY GENERAL'S OFFICE
040	SECRETARY OF STATE'S OFFICE
050	TREASURER'S OFFICE
051	COLLEGE SAVINGS TRUST
052	HIGHER EDUCATION TUITION

List Agency/Organization Codes

This view displays the three-digit agency number, agency name, four-character organization code along with the organization name.

Chart of Account Listings
Agency/Organization Codes for FY 2015

Agency Code	Agency Name	Organization Code	Organization Name
060	CONTROLLER'S OFFICE	0000	CONTROLLER'S OFFICE
060	CONTROLLER'S OFFICE	0100	FAIRVIEW TRAINING ROOM
060	CONTROLLER'S OFFICE	1130	HR-CONTROLLER GENERAL ACCOUNT
060	CONTROLLER'S OFFICE	1140	HR-DEBT RECOVERY ACCOUNT
060	CONTROLLER'S OFFICE	6000	HR-GEN FD APPROPRIATION CLRNG
060	CONTROLLER'S OFFICE	6120	HR-ESCHEATED ESTATES
060	CONTROLLER'S OFFICE	6121	HR-TRANSFERS TO OTHER FUNDS
060	CONTROLLER'S OFFICE	9000	ADD AFTER THE DELETE

List Agency/Organization/Sub Organization Codes

This view displays the three-digit agency number, agency name, four-character organization code, organization name, two character sub organization code and sub organization name.

Chart of Account Listings
Agency/Organization/Sub Organization Codes for FY 2015

Agency Code	Agency Name	Organization Code	Organization Name	Sub Org Code	Sub Org Name
060	CONTROLLER'S OFFICE	0000	CONTROLLER'S OFFICE		
060	CONTROLLER'S OFFICE	0100	FAIRVIEW TRAINING ROOM		
060	CONTROLLER'S OFFICE	1130	HR-CONTROLLER GENERAL ACCOUNT		
060	CONTROLLER'S OFFICE	1140	HR-DEBT RECOVERY ACCOUNT		
060	CONTROLLER'S OFFICE	6000	HR-GEN FD APPROPRIATION CLRNG		
060	CONTROLLER'S OFFICE	6120	HR-ESCHEATED ESTATES		
060	CONTROLLER'S OFFICE	6121	HR-TRANSFERS TO OTHER FUNDS		
060	CONTROLLER'S OFFICE	9000	ADD AFTER THE DELETE		

List Appropriation Codes

This view displays the fiscal year, four-digit budget account code, two-digit category, appropriation name, appropriation agency and appropriation organization. The report must be downloaded to a spreadsheet because it contains too much data to be displayed.

Chart of Account Listings
Appropriation Codes for FY 2015

The report you have selected to create contains too much data to be displayed. It must be downloaded to a spreadsheet.

Fiscal Year	BudAcctCode	BudAcctC	Approp. Name	Approp. A	Approp. Org
2015	1000	0	OFFICE OF THE GOVERNOR	10	0
2015	1000	1	PERSONNEL SERVICES	10	0
2015	1000	2	OUT OF STATE TRAVEL	10	0
2015	1000	3	IN STATE TRAVEL	10	0
2015	1000	4	OPERATING	10	0
2015	1000	5	EQUIPMENT	10	0
2015	1000	8	NGA/NSHE	10	0
2015	1000	9	NGA/NDE	10	0
2015	1000	10	USA FUNDS FELLOW PROGRAM	10	0
2015	1000	17	NCNCS ONE SHOT	10	0
2015	1000	18	HOMELAND SECURITY	10	0
2015	1000	26	INFORMATION SERVICES	10	0
2015	1000	27	ONE-SHOT SB186	10	0
2015	1000	30	TRAINING	10	0
2015	1000	82	DEPARTMENT COST ALLOCATION	10	0
2015	1000	87	PURCHASING ASSESSMENT	10	0
2015	1000	93	REVERSION	10	0

List Appropriation Codes for a Fund

This view displays the four-digit budget account code, two-digit category, appropriation name, appropriation agency and appropriation organization.

Chart of Account Listings
Appropriation Codes for Fund 721 (FY 2015)

Budget Account Code	Budget Account Category Code	Appropriation Name	Appropriation Agency	Appropriation Organization
1365	00	ENTERPRISE APPLICATION SUPPORT	180	0000
1373	00	OFFICE OF CIO	180	0000
1385	00	COMPUTER FACILITY	180	0000
1386	00	DATA COMMUNICATN & NETWRK ENGR	180	0000
1387	00	TELECOMMUNICATIONS	180	0000
1388	00	NETWORK TRANSPORT SERVICES	180	0000
1389	00	SECURITY	180	0000
1405	00	ADMIN-IT-INFO TECH CONSOLD DPS	180	0000

List Appropriation Codes for an Agency

This view displays the four-digit budget account code, two-digit category, appropriation name and appropriation organization.

Chart of Account Listings
Appropriation Codes for Agency 407 (FY 2015)

Budget Account Code	Budget Account Category Code	Appropriation Name	Appropriation Organization
3228	00	WELFARE ADMINISTRATION	0000
3228	01	PERSONNEL SERVICES	0000
3228	02	OUT OF STATE TRAVEL	0000
3228	03	IN STATE TRAVEL	0000
3228	04	OPERATING	0000
3228	05	EQUIPMENT	0000
3228	06	BLDGS/IMPRV	0000
3228	11	NOMADS	0000
3228	12	TRANSACTION COSTS	0000
3228	13	SHAP WEB APPLICATION	0000

List Fund Codes

This view displays the three-digit fund code along with the fund name.

Chart of Account Listings
Fund Codes for FY 2015

Fund Code	Fund Name
101	GENERAL FUND
201	HIGHWAY FUND
205	UNEMPLOYMENT COMP ADMIN FUND
210	WORKER'S COMP AND SAFETY FUND
216	REAL ESTATE ED RESRCH AND RECV
223	INSURANCE EXAMINATION FUND
224	PUBLIC UTILITY COMM REG FUND
225	TOURISM PROMOTION FUND
226	TRANSPORTATION SERVICES AUTH
230	DISASTER RELIEF FUND
233	DAIRY COMMISSION FUND
235	EMPLOYMENT SECURITY FUND
240	OFFENDERS STORE FUND
244	GAMING INVESTIGATIVE FUND
245	TAXICAB AUTHORITY FUND

List GL Account C odes

Selecting **Object Codes** displays the object code, object name, 1099 reportable status, and 1099 income type. Budget account code and agency codes are listed for those agencies which request a special object name for their own purposes. **Note:** Requests for a special object name must be submitted to the CAFR Chief Accountant at the Controller's Office for approval and set-up.

Chart of Account Listings
Expenditure Object Codes for FY 2015

Object Code	Object Name	1099 Reportable	1099 Income Type	Budget Acct Code	Agency Code
5100	SALARIES	NO			
5120	FURLOUGH ADJUSTMENTS	NO			
5170	SEASONAL	NO			
5190	SUPPLEMENTAL MILITARY PAY	NO			
5200	WORKERS COMPENSATION	NO			
5300	RETIREMENT	NO			
5305	RETIREMENT - NON PERS	NO			
5310	RETIREMENT PURCH OF SVC-STATE	NO			
5400	PERSONNEL ASSESSMENT	NO			
5440	PERSONNEL SUBSIDY	NO			
5500	GROUP INSURANCE	NO			
5610	SICK LEAVES	NO			
5620	ANNUAL LEAVES	NO			

Use **Edit: Find** or **Ctrl+F** to search for a specific GL or phrase. Enter the GL or phrase you are searching for in the **Find** box. Select **Next**. Each type of browser may have slightly different ways to use their find feature.

1099 Income Type Fields

The following is a list of the types of income that coincide with the number in the **1099 Income Type** field. Note: Not all GL's are reportable on 1099s.

For 1099-MISC Returns:

Rent (1)
Royalties (2)
Prizes and Awards (3)
Fishing Boat Proceeds (5)
Medical & Health Care Payments (6)
Non-employee Compensation (7)
Substitute Payments in Lieu of Dividends & Interest (8)
Direct Sales of Consumer Product for Resale (9)
Golden Parachute Payments (13)
Payments to Attorneys (14)

For 1099-INT Returns:

Interest Income (1)
Early Withdrawal Income (2)
Interest on U.S. Savings Bonds and Treasury Obligations (3)
Foreign Tax Paid (5)

For 1099-G Returns:

Unemployment Compensation (1)
State or Local Income Tax Returns, Credits or Offsets (2)
Taxable Grants (6)
Agricultural Payments (7)

List Sub Revenue Codes

This view displays the revenue code, revenue name, sub revenue code along with the sub revenue name.

Chart of Account Listings
Sub Revenue Codes for FY 2015

Revenue Code	Revenue Name	Sub Revenue Code	Sub Revenue Name
3055	REAL PROPERTY TRANSFER TAX	01	CARSON CITY
3055	REAL PROPERTY TRANSFER TAX	02	CHURCHILL COUNTY
3055	REAL PROPERTY TRANSFER TAX	03	CLARK COUNTY
3055	REAL PROPERTY TRANSFER TAX	04	DOUGLAS COUNTY
3055	REAL PROPERTY TRANSFER TAX	05	ELKO COUNTY
3055	REAL PROPERTY TRANSFER TAX	06	ESMERALDA COUNTY
3055	REAL PROPERTY TRANSFER TAX	07	EUREKA COUNTY
3055	REAL PROPERTY TRANSFER TAX	08	HUMBOLDT COUNTY
3055	REAL PROPERTY TRANSFER TAX	09	LANDER COUNTY
3055	REAL PROPERTY TRANSFER TAX	10	LINCOLN COUNTY

List Jobs (Fiscal Year not Required)

This report lists the job number, job description and job status.

Chart of Account Listings
Jobs

Job Number	Job Description	Job Status
00	HEADQUARTERS	
001NMS13	NATIONAL MORTGAGE SETTLEMENT	
01	WESTERN REGION	
010	CARSON CITY AREA	
011	CAPITOL BUILDING -101 N CARSON	
012	BLASDEL-209 E MUSSER	
014	HERO'S MEMORIAL-198 S CARSON	
015	OLD SUPREME COURT-N CARSON	
016	LAKEVIEW HOUSE-N CARSON	
017	SUPREME COURT-S CARSON	
018	ASH CANYON TREATMENT	
019	GOVERNOR'S MANSION-MTN ST	
02	EASTERN REGION	

List Fixed Asset Location Codes for an Agency

This report displays the location code, location name and location address. The location code will be needed in order to obtain the appropriate fixed asset report.

Fixed Asset Agency Location Codes

AGENCY 060 - CONTROLLER'S OFFICE
has fixed assets at the following locations:

Location Code	Location Agency Name	Location Address
0086	CONTROLLER'S OFFICE	101 NORTH CARSON STREET #5
0544	CONTROLLERS OFFICE	515 E MUSSER ST, 2ND FLR
0645	CONTROLLERS TRAINING ROOM	727 FAIRVIEW DR STE C, CC
0779	CONTROLLERS/FAST FACILITY	4615 W SUNSET RD LV
0780	CONTROLLER'S/SEOC NAT. GUARD	2478 FAIRVIEW DR
0996	CONTROLLERS TRAINING ROOM	727 FAIRVIEW DR STE B, CC
1001	CONTROLLER'S	555 E WASHINGTON AVE ST4300 LV

INTERNAL BUDGET REPORT

The **Internal Budget Report** displays agency-designated internal budget amounts. This information is entered through the **INBI** table in ADVANTAGE.

Using the INBI Table in ADVANTAGE

The **Internal Budget Report** allows agencies to establish non-restrictive budgets at levels other than the category for internal monitoring and to view progress against those internal budgets. The **Internal Budget Report** includes reports that display expenditure totals by category or organization or display transaction details for the entire budget and reports that display revenue totals by organization or display transaction details for entire budget.

By entering data on the **Internal Budget Inquiry (INBI)** table in ADVANTAGE, users can designate internal budget amounts to organizations, sub-organizations, revenue source codes and object codes (GLs) and track the budget information through the **Internal Budget Report** in DAWN. Data entered on the **INBI** table appears in DAWN's **Internal Budget Report** one business day after the table entry is made.

Internal budget amounts are for internal purposes only and are not verified as transactions are processed. Internal budgets can be overspent without warning or error messages in ADVANTAGE.

It is not necessary to use the internal budget function to benefit from this report. Select the hyperlinks to reports that display budget totals or transaction detail reports (by obligations or receipts/funding, separately or together).

Searching the Internal Budget Report

Internal Budget Status Report

(Enter either a **Budget Account** or **Agency** or **Fund**)

Fiscal Year (**Ex:** 2001)	2015
Budget Account (**Ex:** 1130)	4162
Agency (**Ex:** 060)	
Fund (**Ex:** 101)	

Generate Report Reset

- The **current fiscal year** will default in the fiscal year field. This example is using **fiscal year 2015**.
- Enter either a **Budget Account** or **Agency** or **Fund**. For our example we will use **budget account #4162**.
- Select **Generate Report**.

Listing the Internal Budget Balance Details

Displays internal budget amounts as entered by the agency by budget, organization, sub-organization and object code. These amounts are entered directly into ADVANTAGE using the **Internal Budget Inquiry (INBI)** table.

Internal Budget Status Report

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION

	YTD Actual	Internal Budget	Difference
Total Receipts/Funding	11,250,051.75	.00	11,250,051.75
Total Expenditures	9,064,813.30		
Total Encumbrances	.00		
Total Pre-encumbrances	.00		
Total Obligations	9,064,813.30	12,354,341.00	3,289,527.70
Realized Funding Available	2,185,238.45		

GET INFORMATION ABOUT RECEIPTS/FUNDING

Receipt/Funding Totals

Receipt/Funding Totals by Organization

Receipt/Funding Transaction Details

GET INFORMATION ABOUT OBLIGATIONS

Obligations Totals by Category

Obligations Totals by Organization

Obligations Transaction Details

Obligations & Receipt/Funding Transaction Details

Internal Budget Balance Details

Internal Budget Balance Details Selection

- Select **Create Report** or **Download to Spreadsheet**.

Internal Budget Status Report
Internal Budget Balance Details

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION

(•) **Create Report** ( ) **Download to Spreadsheet**

Generate Report | Reset

Example of Internal Budget Balance Detail for **budget account #4162** using **Create Report** option:

Internal Budget Status Report - Details for Internal Budget Balances

Fiscal Year: 2015
Fund: 101 GENERAL FUND
Budget Account: 4162 STATE PARKS
Agency: 704 PARKS DIVISION

Appr Unit	Org	Sub-Org	Object	Revenue Source	Internal Budget
416226	0226				.00
Total Category Level					**.00**
416201	0553	02	5100		13,315.00
416201	0101	02	5100		69,217.00
416201	0555	02	5100		29,293.00

Receipts/Funding or Obligations

The following page gives you a number of options to choose from to obtain information regarding **Receipts/Funding** or **Obligations**.

Internal Budget Status Report

Fiscal Year:	2015		Budget Account:	4162	STATE PARKS
Fund:	101	GENERAL FUND	Agency:	704	PARKS DIVISION

	YTD Actual	Internal Budget	Difference
Total Receipts/Funding	11,250,051.75	.00	11,250,051.75
Total Expenditures	9,064,813.30		
Total Encumbrances	.00		
Total Pre-encumbrances	.00		
Total Obligations	9,064,813.30	12,354,341.00	3,289,527.70
Realized Funding Available	2,185,238.45		

GET INFORMATION ABOUT RECEIPTS/FUNDING

Receipt/Funding Totals
Receipt/Funding Totals by Organization
Receipt/Funding Transaction Details

GET INFORMATION ABOUT OBLIGATIONS

Obligations Totals by Category
Obligations Totals by Organization
Obligations Transaction Details

Obligations & Receipt/Funding Transaction Details
Internal Budget Balance Details

Receipt/Funding Totals

Displays receipt totals to date by funding source to date for the budget account.

- Select the **Funding Source** to view total receipts by organization.

Internal Budget Status Report - Receipt/Funding
Receipt/Funding Summary

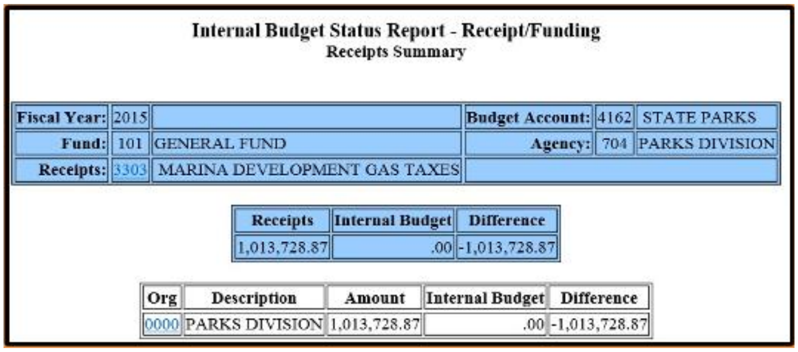
Fiscal Year:	2015		Budget Account:	4162	STATE PARKS
Fund:	101	GENERAL FUND	Agency:	704	PARKS DIVISION

	YTD Actual	Internal Budget	Difference
Receipt/Funding	11,250,051.75	.00	-11,250,051.75

Funding Source	Funding Source Description	Amount	Internal Budget	Difference
42	APPROPRIATIONS	3,552,837.00	.00	-3,552,837.00
47	BEGINNING CASH	1,843,805.00	.00	-1,843,805.00
3303	MARINA DEVELOPMENT GAS TAXES	1,013,728.87	.00	-1,013,728.87
3501	FEDERAL RECEIPTS-A	4,913.35	.00	-4,913.35
3574	FED REIMBURSEMENT	60,508.00	.00	-60,508.00
3589	FED GRANT-I	221,183.52	.00	-221,183.52
3717	VETERAN ADMIN CHRG-CURRENT FY	2,220.00	.00	-2,220.00

Totals by Organization

Receipts/Funding Totals by Organization - Displays receipt and funding totals for selected organizations to date for the budget account.

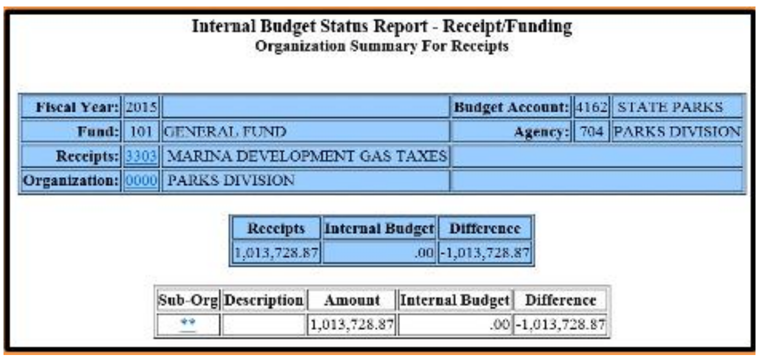

Internal Budget Status Report - Receipt/Funding
Receipts Summary

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION
Receipts:	3303	MARINA DEVELOPMENT GAS TAXES			

Receipts	Internal Budget	Difference
1,013,728.87	.00	-1,013,728.87

Org	Description	Amount	Internal Budget	Difference
0000	PARKS DIVISION	1,013,728.87	.00	-1,013,728.87

- Select the **Organization** hyperlink to view receipt/funding by sub-organization.


Internal Budget Status Report - Receipt/Funding
Organization Summary For Receipts

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION
Receipts:	3303	MARINA DEVELOPMENT GAS TAXES			
Organization:	0000	PARKS DIVISION			

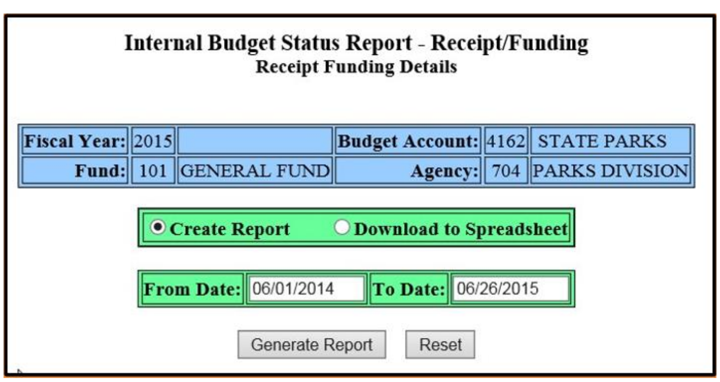
Receipts	Internal Budget	Difference
1,013,728.87	.00	-1,013,728.87

Sub-Org	Description	Amount	Internal Budget	Difference
**		1,013,728.87	.00	-1,013,728.87

Receipts/Funding Transaction Details

Receipt/Funding Transaction Details - Displays each receipt and funding transaction posted to the budget account and its associated account

- Select **Create a Report** or **Download to Spreadsheet**".
- Enter a **date range** for the report.
- Select **Generate Report**.


Internal Budget Status Report - Receipt/Funding
Receipt Funding Details

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION

Create Report   Download to Spreadsheet

From Date: 06/01/2014   To Date: 06/26/2015

Generate Report   Reset

Receipts/Funding Transaction Details Reports

This example is the outcome using **Create Report**. Document numbers are linked to **Document History Inquiry**.

Internal Budget Status Report - Transaction Detail for Selected Budget Account

Fiscal Year: 2015
Fund: 101 GENERAL FUND
Agency: 704 PARKS DIVISION
Budget Account: 4162 STATE PARKS

Transaction Detail Date Range
From: 06/01/2014 **To:** 06/26/2015

Doc Number	Date	Org	Sub Org	Appr Unit	GL	Sub GL	Acct Type	Bnk Act	Amount	Job	Function	Activity	Project	Rep Cat	Customer	Line #	Comments/ Invoice #	Line Description	Ref Doc Number	Vendor Number	Vendor Name
CR 704 00000401415	07/07/2014	0555		416200	3842		31	01	184.00							01	K ROLLEFSON	DEP #27 SV PARK USER FEES			
CR 704 00000401415	07/07/2014	0555		416200	3750		31	01	60.00							02	K ROLLEFSON	DEP #27 SV SENIOR PERMITS			
CR 704 00008018397	07/07/2014	0665		416200	3842		31	01	28.50							01	K ROLLEFSON	DEP #31 OMF PARK USER FEES			

This example is the outcome using **Download to Spreadsheet**.

From Date	To Date	Doc Number	Date	FY	Fund	Agency	Org	Org Name	Sub Org	Budget	Cat	GL	Sub GL	Acct Type
6/1/2014	6/26/2015	CR 704 00000401415	7/7/2014	2015	101	704	555	SPRING VALLEY		4162	0	3842		31
6/1/2014	6/26/2015	CR 704 00000401415	7/7/2014	2015	101	704	555	SPRING VALLEY		4162	0	3750		31
6/1/2014	6/26/2015	CR 704 00008018397	7/7/2014	2015	101	704	665	OLD LAS VEGAS MORMON FORT		4162	0	3842		31
6/1/2014	6/26/2015	CR 704 00000401563	7/7/2014	2015	101	704	556	ECHO CANYON		4162	0	3750		31
6/1/2014	6/26/2015	CR 704 00000401563	7/7/2014	2015	101	704	556	ECHO CANYON		4162	0	3842		31
6/1/2014	6/26/2015	CR 704 PARKS140707	7/8/2014	2015	101	704	663	SPRING MTN RANCH		4162	0	3842		31
6/1/2014	6/26/2015	CR 704 PARKS140707	7/8/2014	2015	101	704	662	VALLEY OF FIRE		4162	0	3842		31

Obligations & Receipts/Funding Details

Obligations & Receipt/Funding Transaction Details - Displays obligations and receipt and funding transactions posted to the budget account and its associated account coding within specified date ranges.

Internal Budget Status Report
Obligations and Receipt/Funding Details

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION

Download to Spreadsheet

From Date: 06/01/2014 **To Date:** 06/26/2015

Generate Report Reset

Obligations & Receipts/Funding Details Download

From Date	To Date	Doc Number	Date	FY	Fund	Agency	Org	Org Name	Sub Org	Budget	Cat	GL	Sub GL	Acct Type
6/1/2014	6/26/2015	RX 704 00000024916	9/3/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	12	8371		20
6/1/2014	6/26/2015	PC 083 00000063264	9/12/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	12	8371		20
6/1/2014	6/26/2015	RX 704 00000024916	9/12/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	12	8371		20
6/1/2014	6/26/2015	RX 704 00000025137	10/14/2014	2015	101	704	100	ADMINISTRATION		4162	4	7040		20
6/1/2014	6/26/2015	PC 083 00000063482	10/23/2014	2015	101	704	100	ADMINISTRATION		4162	4	7040		20
6/1/2014	6/26/2015	RX 704 00000025389	2/5/2015	2015	101	704	223	WASHOE LAKE		4162	95	7320		20
6/1/2014	6/26/2015	PC 083 00000063936	2/18/2015	2015	101	704	223	WASHOE LAKE		4162	95	7320		20
6/1/2014	6/26/2015	RX 704 00000025479	3/11/2015	2015	101	704	223	WASHOE LAKE		4162	95	7230		20
6/1/2014	6/26/2015	PC 083 00000064095	3/16/2015	2015	101	704	223	WASHOE LAKE		4162	95	7230		20
6/1/2014	6/26/2015	PC 083 00000063264	9/12/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	12	8371		21
6/1/2014	6/26/2015	PV 083 AV000050124	10/3/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	12	8371		21
6/1/2014	6/26/2015	PC 083 00000063482	10/23/2014	2015	101	704	100	ADMINISTRATION		4162	4	7040		21
6/1/2014	6/26/2015	PC 083 00000063482	12/16/2014	2015	101	704	100	ADMINISTRATION		4162	4	7040		21
6/1/2014	6/26/2015	PV 083 AV000050494	12/19/2014	2015	101	704	100	ADMINISTRATION		4162	4	7040		21
6/1/2014	6/26/2015	PV 083 AV000050500	12/22/2014	2015	101	704	100	ADMINISTRATION		4162	4	7040		21
6/1/2014	6/26/2015	PC 083 00000063936	2/18/2015	2015	101	704	223	WASHOE LAKE		4162	95	7320		21
6/1/2014	6/26/2015	PC 083 00000064095	3/16/2015	2015	101	704	223	WASHOE LAKE		4162	95	7230		21
6/1/2014	6/26/2015	PV 083 AV000051030	4/30/2015	2015	101	704	223	WASHOE LAKE		4162	95	7320		21
6/1/2014	6/26/2015	PV 083 AV000051030	4/30/2015	2015	101	704	223	WASHOE LAKE		4162	95	7320		21
6/1/2014	6/26/2015	PV 083 AV000051335	6/25/2015	2015	101	704	223	WASHOE LAKE		4162	95	7230		21
6/1/2014	6/26/2015	JV 050 LPCCDQTR115	7/1/2014	2015	101	704	100	ADMINISTRATION		4162	4	7104		22
6/1/2014	6/26/2015	JV 050 LPCCDQTR115	7/1/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	70	7104		22
6/1/2014	6/26/2015	JV 050 LPCCDQTR115	7/1/2014	2015	101	704	221	LAKE TAHOE		4162	66	7104		22
6/1/2014	6/26/2015	JV 050 LPCCDQTR115	7/1/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	12	7104		22
6/1/2014	6/26/2015	PV 704 00001353224	7/3/2014	2015	101	704	552	BEAVER DAM		4162	26	7290		22
6/1/2014	6/26/2015	PV 704 00001353226	7/3/2014	2015	101	704	661	REGION HEADQUARTERS		4162	4	7291		22
6/1/2014	6/26/2015	PV 704 00001353226	7/3/2014	2015	101	704	663	SPRING MTN RANCH		4162	26	7290		22
6/1/2014	6/26/2015	PV 704 00001353226	7/3/2014	2015	101	704	663	SPRING MTN RANCH		4162	26	7290		22
6/1/2014	6/26/2015	PV 704 00001353829	7/3/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	3	6200		22

Obligation Totals by Category

Obligation Totals by Category -Displays obligations by category and the internal budget amounts by category, as set by the agency.

Internal Budget Status Report - Obligations
Obligation Summary

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION

	YTD Actual	Internal Budget	Difference
Total Expenditures	9,064,813.30		
Total Encumbrances	.00		
Total Pre-encumbrances	.00		
Total Obligations	9,064,813.30	12,354,341.00	3,289,527.70

Category	Description	Expended	Encumbered	Pre-encumbered	Obligated	Internal Budget	Difference
01	PERSONNEL SERVICES	7,270,395.42	.00	.00	7,270,395.42	8,199,387.00	928,991.58
02	OUT OF STATE TRAVEL	3,461.44	.00	.00	3,461.44	3,515.00	53.56
03	IN STATE TRAVEL	19,747.15	.00	.00	19,747.15	25,071.00	5,323.85
04	OPERATING	711,084.77	.00	.00	711,084.77	766,977.00	55,892.23
07	MAINTENANCE OF BLDGS & GROUNDS	129,690.42	.00	.00	129,690.42	169,596.00	39,905.58

- Select the **Category** hyperlink to view expenditure totals by GLs (object code) or organization.

Obligation Totals by Category Report

Category Summary page:

Internal Budget Status Report - Obligations
Category Summary

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION
Category:	04	OPERATING			

Expended	Encumbered	Pre-encumbered	Obligated	Internal Budget	Difference
711,084.77	.00	.00	711,084.77	766,977.00	55,892.23

Get Objects for this Category Download Objects for this Category

Get Organizations for this Category Download Organizations for this Category

Generate Report Reset

Example of the **Get Objects for this Category** report.

Internal Budget Status Report - Obligations
Category Summary

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION
Category:	04	OPERATING			

Expended	Encumbered	Pre-encumbered	Obligated	Internal Budget	Difference
711,084.77	.00	.00	711,084.77	766,977.00	55,892.23

Object	Object Description	Expended	Encumbered	Pre-encumbered	Obligated	Internal Budget	Difference
7020	OPERATING SUPPLIES	16,066.25	.00	.00	16,066.25	87,792.00	71,725.75
7025	OPERATING SUPPLIES-E	55,144.55	.00	.00	55,144.55	.00	-55,144.55
7026	OPERATING SUPPLIES-F	1,295.27	.00	.00	1,295.27	.00	-1,295.27

Obligations Totals by Organization

Obligations Totals by Organization - Displays obligations by organization and the internal budget amounts by organization, as set by the agency.

Internal Budget Status Report - Obligations
Obligation Summary

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION

	YTD Actual	Internal Budget	Difference
Total Expenditures	9,064,813.30		
Total Encumbrances	.00		
Total Pre-encumbrances	.00		
Total Obligations	9,064,813.30	12,354,341.00	3,289,527.70

Org	Description	Expended	Encumbered	Pre-encumbered	Obligated	Internal Budget	Difference
0000	PARKS DIVISION	.00	.00	.00	.00	.00	.00
0100	ADMINISTRATION	518,852.46	.00	.00	518,852.46	2,237,223.00	1,718,370.54
0101	REGULAR EMPLOYEES	842,150.16	.00	.00	842,150.16	911,972.00	69,821.84
0221	LAKE TAHOE	773,097.13	.00	.00	773,097.13	908,567.00	135,469.87

- Select an **Organization.**

Totals by Category for an Organization

- Select **Get Totals by Category for Organization**.

Internal Budget Status Report - Obligations
Organization Summary

Fiscal Year:	2015		**Budget Account:**	4162	STATE PARKS
Fund:	101	GENERAL FUND	**Agency:**	704	PARKS DIVISION
Organization:	0100	ADMINISTRATION			

Expended	Encumbered	Pre-encumbered	Obligated	Internal Budget	Difference
518,852.46	.00	.00	518,852.46	2,237,223.00	1,718,370.54

- (•) Get totals by Category for Organization
- ( ) Get totals by Sub-Organization for Organization

Generate Report | Reset

Displays obligation funds (expenditures plus encumbered and pre-encumbered funds) posted to an organization, the internal budget amount and the difference between them.

Internal Budget Status Report - Obligations
Organization Summary

Fiscal Year:	2015		Budget Account:	4162	STATE PARKS
Fund:	101	GENERAL FUND	Agency:	704	PARKS DIVISION
Organization:	0100	ADMINISTRATION			

Expended	Encumbered	Pre-encumbered	Obligated	Internal Budget	Difference
518,852.46	.00	.00	518,852.46	2,237,223.00	1,718,370.54

Category	Description	Expended	Encumbered	Pre-encumbered	Obligated	Internal Budget	Difference
02	OUT OF STATE TRAVEL	3,461.44	.00	.00	3,461.44	3,515.00	53.56
03	IN STATE TRAVEL	3,612.12	.00	.00	3,612.12	6,832.00	3,219.88
04	OPERATING	268,351.41	.00	.00	268,351.41	283,566.00	15,214.59

Totals by Object for Category

Report displays the internal budget amounts determined by the agency and the expenditures made by the object code.

- Select **Get totals by Object for Category**.
- Select **Generate Report**.
- Select an **Object Code**.

From Date	To Date	Doc Numb	Date	FY	Fund	Agency	Org	Org Name	Sub Org	Budget	Cat	GL
6/1/2014	6/26/2015	RX 704 00(	9/3/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	12	8371
6/1/2014	6/26/2015	PC 083 00(	9/12/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	12	8371
6/1/2014	6/26/2015	RX 704 00(	9/12/2014	2015	101	704	5000	PLANNING & DEVELOPMENT		4162	12	8371
6/1/2014	6/26/2015	RX 704 00(	10/14/2014	2015	101	704	100	ADMINISTRATION		4162	4	7040
6/1/2014	6/26/2015	PC 083 00(	10/23/2014	2015	101	704	100	ADMINISTRATION		4162	4	7040
6/1/2014	6/26/2015	RX 704 00(	2/5/2015	2015	101	704	223	WASHOE LAKE		4162	95	7320
6/1/2014	6/26/2015	PC 083 00(	2/18/2015	2015	101	704	223	WASHOE LAKE		4162	95	7320
6/1/2014	6/26/2015	RX 704 00(	3/11/2015	2015	101	704	223	WASHOE LAKE		4162	95	7230
6/1/2014	6/26/2015	PC 083 00(	3/16/2015	2015	101	704	223	WASHOE LAKE		4162	95	7230

JOB REPORT MENU

This report displays expense and revenue totals in six different reports. Note: Information available on these reports begin with FY 2001.

Job Numbers

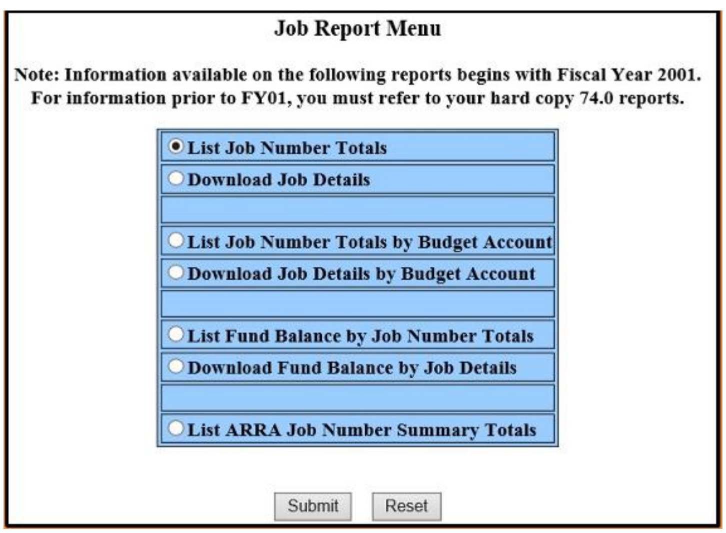
All transactions involving federal funds require a job number.

There should be one job number per grant award. NDOT, DETR and DWSS are exceptions to this rule.

- The first five characters **must** be the Federal CFDA number, without the decimal.
- The 6th and 7th characters **must** be the last two digits of the Federal fiscal year in which the grant originates.
    - In some instances, more than one grant per CFDA number will be awarded in a given Federal fiscal year. In this case, the requesting agency will add a letter at the end of the job number to further define the grant award, *except that the letter "Z" may **not** be used in the eighth position of the job number*.
- Non-Federal Job Numbers **must** begin with an alphabetic character.

Making a Selection

Select the radio button next to the desired report. We will be selecting the **List Job Number Totals** report first.


Job Report Menu

Note: Information available on the following reports begins with Fiscal Year 2001.
For information prior to FY01, you must refer to your hard copy 74.0 reports.

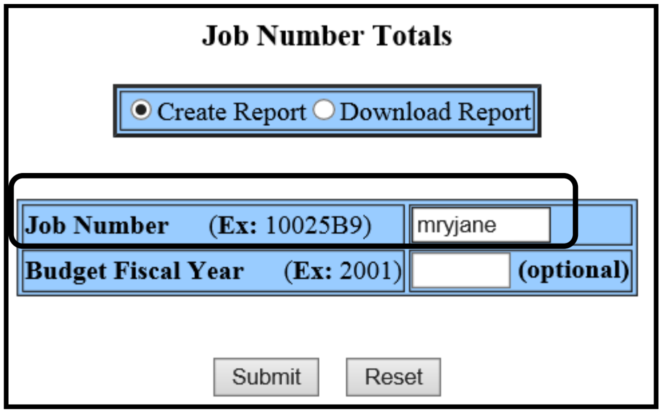
- List Job Number Totals
- Download Job Details
- List Job Number Totals by Budget Account
- Download Job Details by Budget Account
- List Fund Balance by Job Number Totals
- Download Fund Balance by Job Details
- List ARRA Job Number Summary Totals

Submit Reset

Note: The job reports in DAWN are related to the State of Nevada fiscal year, not the federal fiscal year. If the budget account and budget category fields are blank, the transactions associated with the job number you selected were posted to fund balance account types. To view details of these transactions, select **Download the Job Detail** or select the **Fund Balance by Job Number** reports.

List Job Number Totals

This report displays totals posted to a selected job number by fiscal year, fund, budget account, category and quarter with grand totals.



- Select **Create Report** or **Download Report**.
- Enter **mryjane** in the Job Number field.
- Enter a **Fiscal Year**, if desired.
- Select **Submit**.

The report below was the result using the **Create Report** option:

Job Number Totals

Job Number: MRYJANE

**Note: If the Budget Account and Category are blank, totals relate to Fund Balance items.
See the Fund Balance by Job Number reports for more detail of Fund Balance transactions.

Return to Selection Screen

Fiscal Year	Fund	**Budget Account	**Budget Category	Fiscal Qtr	Job Total
2001	101	4546	00	4	-$781.30
2002	101	4540	03	1	$595.20
2002	101	4540	03	2	$122.02
2002	101	4540	04	1	$1,798.50
2002	101	4540	04	2	$4,650.72
2002	101	4540	04	3	$3,658.98
2002	101	4540	04	4	$852.87
2002	101	4540	26	2	$65.15

Totals

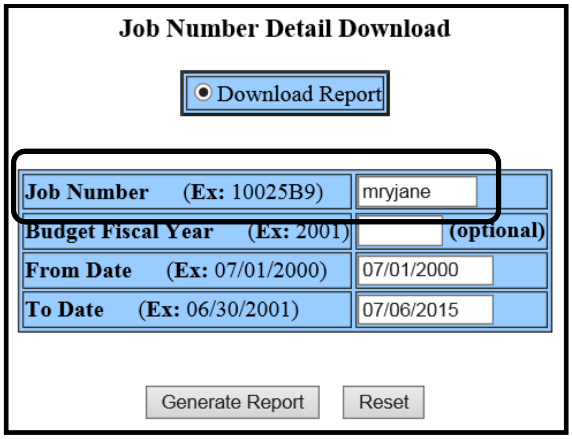
Total Revenue	-$414,671.71
Total Expenditures	$317,478.20
Total Amount	-$97,193.51

The report below was the result using the **Download Report** option:

Job Number	Fiscal Year	Fund	Budget Account	Budget Category	Fiscal Quarter	Job Total
'MRYJANE	2001	'101	4546	'00	'4	-781.3
'MRYJANE	2002	'101	4540	'03	'1	595.2
'MRYJANE	2002	'101	4540	'03	'2	122.02
'MRYJANE	2002	'101	4540	'04	'1	1798.5

Download Job Details

The **Download Job Details** provides transaction details posted to the selected job number. This report downloads to an Excel spreadsheet only.



- Enter **mryjane** in the Job Number field.
- Enter a **Fiscal Year**, if desired.

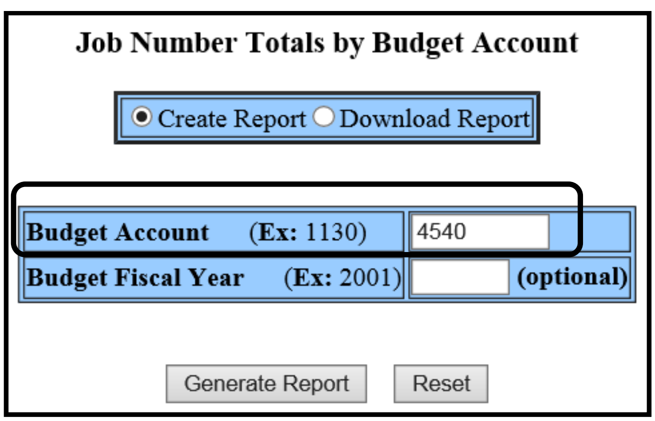
NOTE: This will be the State of Nevada fiscal year, not the Federal fiscal year.

- Enter a **date range** for the report.
- Select **Generate Report**.

Job Number	FY	Fund	Agcy	Org	Sub Org	Bud Acct	Cat	GL	GL Desc	Acct Type	Document Number	Doc Desc	Accep Date	Amount
'MRYJANE	2007	'101	'550	'0100	'	4547	'10	7020	OPERATIN	'21'	PD 550 N7	'BH	'07/06/2006	14.3
'MRYJANE	2007	'101	'550	'0100	'	4547	'10	7020	OPERATIN	'21'	PD 550 N7	'BH	'07/06/2006	12.9
'MRYJANE	2007	'101	'550	'0100	'	4547	'10	7020	OPERATIN	'21'	PD 550 N7	'BH	'07/06/2006	12.23
'MRYJANE	2007	'101	'550	'0100	'	4547	'10	7110	NON-STAT	'22'	PV 550 AC	'1ST QTR I	'07/06/2006	1219.71
'MRYJANE	2007	'101	'550	'0100	'	4547	'00	3601	LICENSES	'31'	CR 550 61	'LM-DEPO	'07/06/2006	-650
'MRYJANE	2007	'101	'550	'0100	'	4547	'00	3601	LICENSES	'31'	CR 550 61	'LM-DEPO	'07/13/2006	-1460

List Job Number Totals by Budget Account

The **List Job Number Totals by Budget Account** displays job totals for selected budget accounts by fiscal year, fund, and job number.



- Select **Create Report** or **Download Report**.
- Enter **4540** or another Budget Account.
- Enter **Fiscal Year** if desired.

NOTE: This will be the State of Nevada fiscal year, not the Federal fiscal year.

- Select **Generate Report**.

The report below was the result using the **Create Report** option:

Job Number Totals by Budget Account

Budget Account: 4540

Fiscal Year	Fund	Job Number	Job Description	Fiscal Qtr	Total Revenue Amounts	Total Expenditures Amounts	Job Total Amount
2001	101	10025F0	IMPORTED FIRE ANTS FFY00	1	.00	14,580.58	14,580.58
2001	101	10025H0	GRASSHOPPER CROP PROTECTION	1	.00	6,862.14	6,862.14
2001	101	10477H0	SHELL EGG SURVEILLANCE FY 00	1	.00	17.06	17.06
2001	101	40913	BUDGET 4540, #913	1	.00	9,430.51	9,430.51
2001	101	66700P0	EPA ENFORCEMENT FFY00	1	.00	96.50	96.50

The report below was the result using the **Download Report** option:

Job Number	Job Description	Fiscal Year	Fund	Budget Account	Fiscal Qtr	Total Revenue	Total Expenditures	Job Total
'W&M	WEIGHTS & MEASURES	2001	'101	4540	4	9116.09	0	9116.09
'WEEDS	WEED SPRAYING	2001	'101	4540	4	-5609.2	5972.09	362.89
'WEEDS	WEED SPRAYING	2003	'101	4540	3	0	-881.9	-881.9
'WEEDS	WEED SPRAYING	2002	'101	4540	1	0	763	763
'PLANT	PLANT INDUSTRY	2003	'101	4540	2	-37170.07	384089.7	346919.63

Download Job Details by Budget Account

The **Download Job Details by Budget Account** displays detailed transactions of selected budget accounts and fiscal years.

Job Number Details by Budget Account

Download Report

Budget Account (Ex: 1130)	4540
Fiscal Year (Ex: 2001)	2015
From Date (Ex: 07/01/2000)	07/01/2014
To Date (Ex: 06/30/2001)	07/06/2015

Generate Report Reset

- Enter **4540** in the **Budget Account** field.
- Enter the **current fiscal year** in the Fiscal Year field. This is a required field.
- Enter a **date range**.
- Select **Generate Report**.

ob Number	FY	Fund	Agency	Org	Sub Org	Budget Acct	Budget Cat	GL	GL Description	Sub GL	Account Type	Document Number
ORGANIC	'2014	'101	'550	'0400	'	'4540	'01	'5200	WORKERS COMPENSATION	'	'22	JV 550 CNT4241081
ORGANIC	'2014	'101	'550	'0400	'	'4540	'01	'5200	WORKERS COMPENSATION	'	'22	JV 550 CNT4301150
ORGANIC	'2014	'101	'550	'0400	'	'4540	'01	'5200	WORKERS COMPENSATION	'	'22	JV 550 CNT4390328
ORGANIC	'2014	'101	'550	'0400	'	'4540	'01	'5200	WORKERS COMPENSATION	'	'22	JV 550 CNT4450924

List Fund Balance by Job Number Totals

The **List Fund Balance by Job Number Totals** displays transactions (such as funds carried forward from a prior fiscal year) that have job numbers associated with them.

Fund Balance by Job Number Totals

◉ Create Report ○ Download Report

Agency Code (**Ex:** 550)	709	
Budget Fiscal Year (**Ex:** 2001)		**(optional)**

Generate Report | Reset

- Select **Create Report** or **Download Report**.
- Enter an **Agency Code**. Use **709**.
- Enter a **Fiscal Year** if desired.

NOTE: This will be the State of Nevada fiscal year, not the Federal fiscal year.

- Select **Generate Report**.

The report below was the result using the **Create Report** option:

Fund Balance by Job Number Totals

Agency: 550

Return to Selection Screen

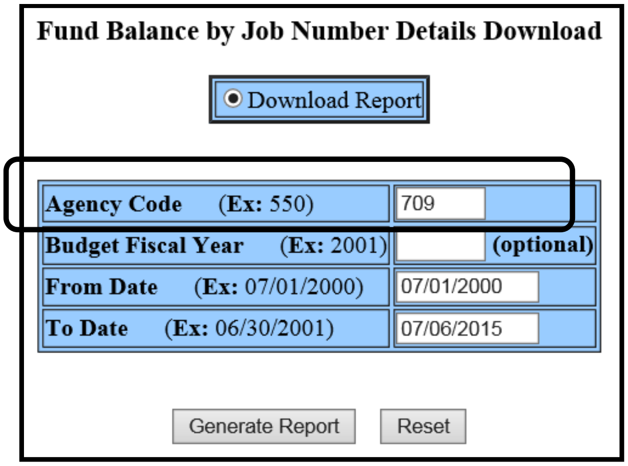
Fiscal Year	Fund	Job Number	Balance Sheet Account	Job Total
2002	101	PROCERT	2511	-$117.00
2002	101	JRAG	2511	-$194,947.00
2002	101	VRE	2511	-$12,909.00
2002	101	GOPROMO	2511	-$108,051.00
2002	101	BRANDS	2511	-$344,409.00
2002	101	GASPOLL	2511	-$275,510.00

The report below was the result using the **Download Report** option:

Agency	Fiscal Year	Fund	Balance Sheet Account	Job Number	Job Total
'550	'2002	'101	'2511	'PROCERT	-117
'550	'2002	'101	'2511	'JRAG	-194947
'550	'2002	'101	'2511	'VRE	-12909
'550	'2002	'101	'2511	'GOPROMO	-108051
'550	'2002	'101	'2511	'BRANDS	-344409
'550	'2002	'101	'2511	'GASPOLL	-275510

Download Fund Balance by Job Details

List **Download Fund Balance by Job Details** displays detailed transactions and fund balance account types (such as funds carried forward from a prior fiscal year) that have job numbers associated with them.



- Enter an **Agency Code**.
- Enter a **Fiscal Year** if desired.
- Enter a **date range**.
- Select **Generate Report**.

Job Number	FY	Fund	Agency	Org	Sub Org	Budget Acct	Budget Ca	GL	GL Description	Sub GL	Account T	Document Number
12113	2002	101	709	7100				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR3650
12113	2004	101	709	7100				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR10943
12113	2009	101	709	7100				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR29459
12113D1	2002	101	709	D100				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR3650
12113D1	2004	101	709	D100				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR10943
12113D1	2006	101	709	D100				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR18918
12113D2	2002	101	709	D200				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR3650
12113D2	2004	101	709	D200				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR10943
12113D3	2002	101	709	D300				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR3650
12113D3	2004	101	709	D300				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR10943
12113D3	2006	101	709	D300				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR18918
15503A	2002	101	709	300				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR2882
6645893	2003	101	709	5F00				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR4378
66463A	2003	101	709	7600				2520	FED FUNDS FROM PREV YEAR		3	JV 709 JVR4378
66468A	2003	101	709	9200				2511	BALANCE FORWARD FROM PREV YEAR		3	JV 709 JVR4377

List ARRA Job Number Summary Totals

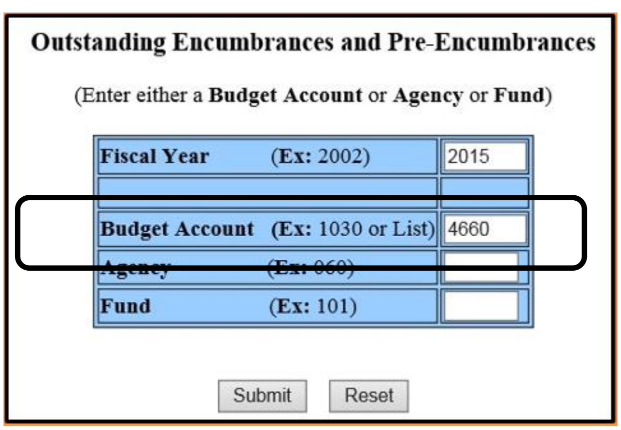
List ARRA Job Number Summary Totals displays **American Recovery and Reinvestment Act (ARRA)** job numbers with total to date revenue and expenditures.

ARRA (American Recovery and Reinvestment Act) Job Number Summary Totals

Job Number	Revenue Amounts	Expenditures Amounts
1056110Z	878,346.00	878,346.00
10561RAZ	869,322.00	869,322.00
1056809Z	200,526.00	200,526.00
1056810Z	218,508.00	218,508.00
1057811Z	1,468,423.96	1,468,423.96
1057909Z	678,619.00	678,618.95
1057910Z	.00	1,135.00
1068809Z	19,489.14	19,489.14
1068860Z	1,314,100.00	1,314,100.00
1068861Z	2,004,423.40	2,004,423.40
1068862Z	310,000.00	310,000.00
1068863Z	490,000.00	490,000.00
10688A9Z	1,078,181.54	1,061,916.56
10688B9Z	535,815.06	524,419.73
10688C9Z	635,204.03	617,137.97
10688H9Z	725,917.12	711,269.58

ENCUMBRANCE DETAIL REPORT

This report displays purchasing documents that have encumbered budgetary funds but have not yet been paid.

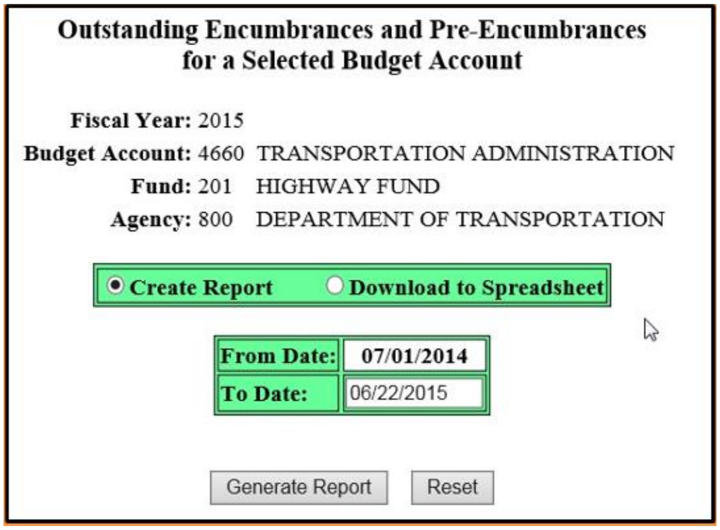

Outstanding Encumbrances and Pre-Encumbrances

(Enter either a **Budget Account** or **Agency** or **Fund**)

Fiscal Year	**(Ex:** 2002)	2015
Budget Account	**(Ex:** 1030 or List)	4660
Agency	**(Ex:** 060)	
Fund	**(Ex:** 101)	

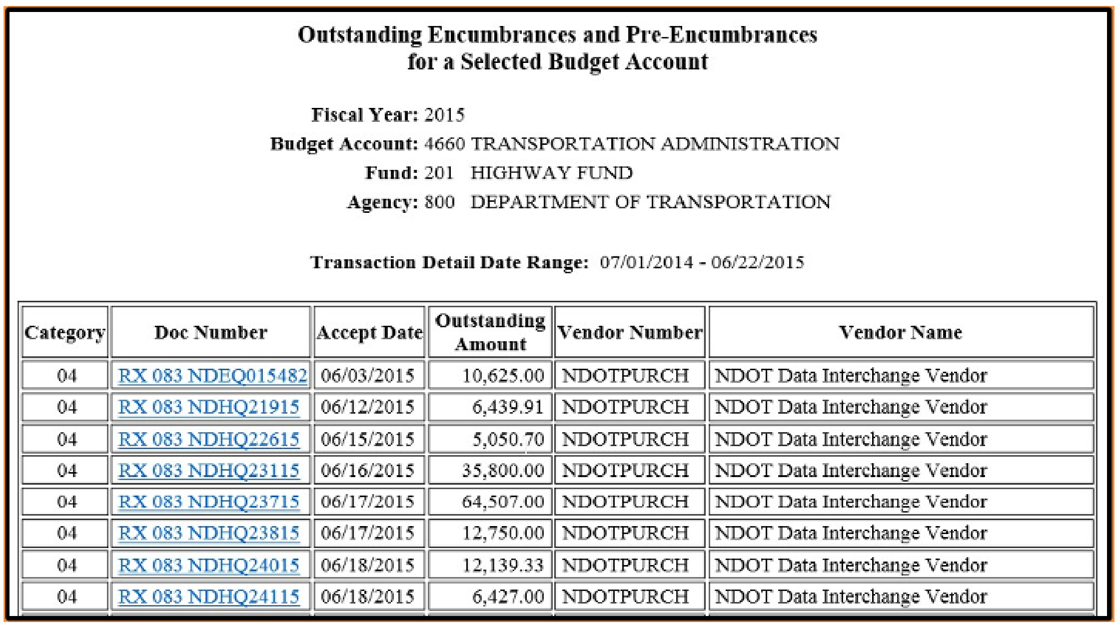
Submit Reset

- Use the current fiscal year. The field will default to the current fiscal year.
- Enter either a **Budget Account** or **Agency** or **Fund**. We will be using **budget account #4660** in this example.



- Select **Create Report** or **Download to Spreadsheet**.
- Enter a **To Date**. The **From Date** will default to the beginning of the fiscal year you are searching.

The report below was the result using the **Create Report** option:


Outstanding Encumbrances and Pre-Encumbrances
for a Selected Budget Account

Fiscal Year: 2015
Budget Account: 4660 TRANSPORTATION ADMINISTRATION
Fund: 201 HIGHWAY FUND
Agency: 800 DEPARTMENT OF TRANSPORTATION

Transaction Detail Date Range: 07/01/2014 - 06/22/2015

Category	Doc Number	Accept Date	Outstanding Amount	Vendor Number	Vendor Name
04	RX 083 NDEQ015482	06/03/2015	10,625.00	NDOTPURCH	NDOT Data Interchange Vendor
04	RX 083 NDHQ21915	06/12/2015	6,439.91	NDOTPURCH	NDOT Data Interchange Vendor
04	RX 083 NDHQ22615	06/15/2015	5,050.70	NDOTPURCH	NDOT Data Interchange Vendor
04	RX 083 NDHQ23115	06/16/2015	35,800.00	NDOTPURCH	NDOT Data Interchange Vendor
04	RX 083 NDHQ23715	06/17/2015	64,507.00	NDOTPURCH	NDOT Data Interchange Vendor
04	RX 083 NDHQ23815	06/17/2015	12,750.00	NDOTPURCH	NDOT Data Interchange Vendor
04	RX 083 NDHQ24015	06/18/2015	12,139.33	NDOTPURCH	NDOT Data Interchange Vendor
04	RX 083 NDHQ24115	06/18/2015	6,427.00	NDOTPURCH	NDOT Data Interchange Vendor

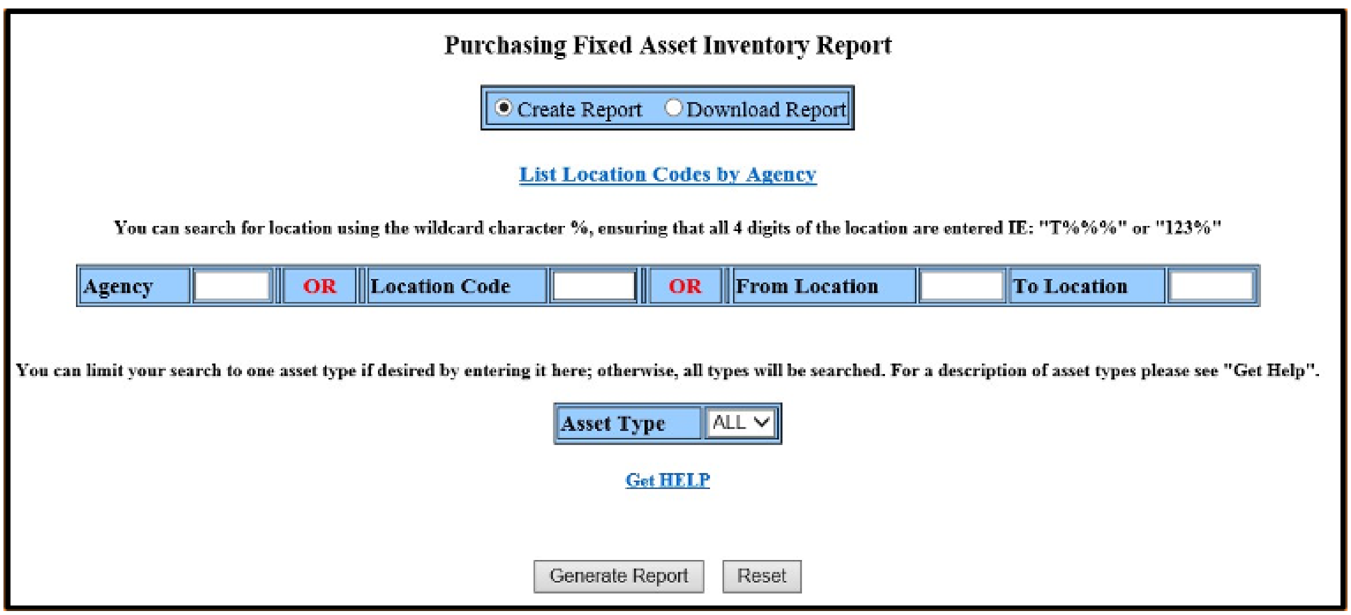
From this page you may select a document number hyperlink for details on the purchasing documents.

The report below was the result using the **Download to Spreadsheet** option:

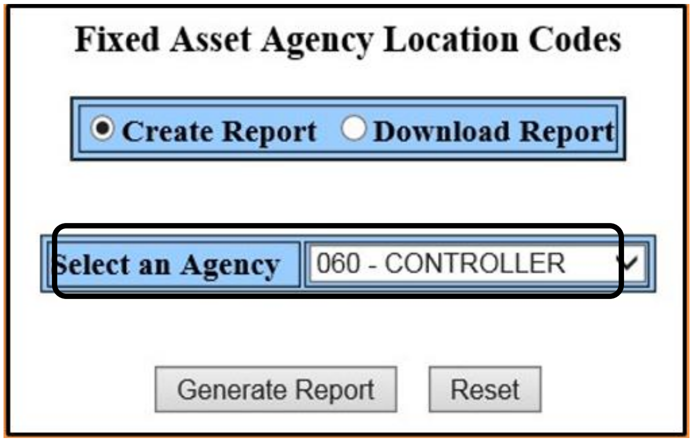
From Date	To Date	Doc Number	Date	FY	Fund	Agency	Org	Sub Org	Budget	Cat	GL	Sub GL	Acct Type	Job	Function	Activity	Project	Rep Cat	Amount	Ref Doc Number	Vendor #
7/1/2014	6/22/2015	RX083NDEQ015482	6/3/2015	2015	201	800	C240		4560	4	787C		20						10625		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ21915	6/12/2015	2015	201	800	A067		4560	4	7450		20						5039.92		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ21915	6/12/2015	2015	201	800	A067		4560	4	7455		20						1399.99		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ22615	6/15/2015	2015	201	800	C102		4560	4	7455		20						5050.7		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ23115	6/16/2015	2015	201	800	A067		4560	4	7299		20						35800		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ23715	6/17/2015	2015	201	800	A067		4560	4	7450		20						41420		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ23715	6/17/2015	2015	201	800	A067		4560	4	7455		20						5130		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ23715	6/17/2015	2015	201	800	A067		4560	4	7073		20						17957		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ23815	6/17/2015	2015	201	800	A067		4560	4	7770		20						12750		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ24015	6/18/2015	2015	201	800	C101		4560	4	7450		20						12139.33		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ24115	6/18/2015	2015	201	800	A005		4560	4	7121		20						6427		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ24215	6/19/2015	2015	201	800	A067		4560	4	7027		20						10229.7		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ24315	6/19/2015	2015	201	800	A067		4560	4	7450		20						55898.7		NDOTPURCH
7/1/2014	6/22/2015	RX083NDHQ24315	6/19/2015	2015	201	800	A067		4560	4	7291		20						5198.7		NDOTPURCH
7/1/2014	6/22/2015	PC0830000063135	8/20/2014	2015	201	800	C240		4560	4	7634		21						15042.1	RX083NDEQ015319	PUR0005322
7/1/2014	6/22/2015	PC0830000064071	3/10/2015	2015	201	800	C298		4560	4	7029		21						44351.5	RX083NDHQ17515	PUR0005421
7/1/2014	6/22/2015	PC0830000064168	3/27/2015	2015	201	800	C767		4560	4	7151		21						190029	RX083NDEQ015407	PUR0003670 A
7/1/2014	6/22/2015	PC0830000064169	3/27/2015	2015	201	800	C767		4560	4	7151		21						190029	RX083NDEQ015406	PUR0003670 A
7/1/2014	6/22/2015	PC0830000064234	4/8/2015	2015	201	800	C250		4560	4	787C		21						16796.25	RX083NDEQ015411	PUR0000029 A
7/1/2014	6/22/2015	PC0830000064388	5/8/2015	2015	201	800	C341		4560	4	787C		21						19294.84	RX083NDEQ015449	PUR0005222
7/1/2014	6/22/2015	PC0830000064405	5/12/2015	2015	201	800	C093		4560	4	7450		21						1357.09	RX083NDHQ19215	PUR0004987
7/1/2014	6/22/2015	PC0830000064405	5/12/2015	2015	201	800	C093		4560	4	7455		21						6188.66	RX083NDHQ19215	PUR0004987
7/1/2014	6/22/2015	PC0830000064455	5/21/2015	2015	201	800	C020		4560	4	7972		21						10416	RX083NDHQ19915	PUR0002604
7/1/2014	6/22/2015	PC0830000064463	5/22/2015	2015	201	800	C040		4560	4	7972		21						20146	RX083NDHQ20215	PUR0000740
7/1/2014	6/22/2015	PC0830000064477	5/26/2015	2015	201	800	C939		4560	4	7972		21						22834.21	RX083NDHQ20515	PUR0005665
7/1/2014	6/22/2015	PC0830000064486	5/27/2015	2015	201	800	C298		4560	4	787C		21						37626	RX083NDHQ20315	PUR0000588
7/1/2014	6/22/2015	PC0830000064487	5/27/2015	2015	201	800	C929		4560	4	7972		21						7001.2	RX083NDHQ20415	PUR0000029
7/1/2014	6/22/2015	PC0830000064489	5/27/2015	2015	201	800	C016		4560	4	7073		21						10070	RX083NDHQ20815	PUR0000493
7/1/2014	6/22/2015	PC0830000064490	5/27/2015	2015	201	800	C298		4560	4	787C		21						42255	RX083NDHQ20715	PUR0005421
7/1/2014	6/22/2015	PC0830000064504	5/28/2015	2015	201	800	C298		4560	4	787C		21						19130	RX083NDEQ015474	PUR0004957
7/1/2014	6/22/2015	PC0830000064527	6/1/2015	2015	201	800	C929		4560	4	7972		21						5756	RX083NDHQ21015	PUR0000740
7/1/2014	6/22/2015	PC0830000064548	6/2/2015	2015	201	800	C231		4560	4	787U		21						29475	RX083NDEQ015478	PUR0000158
7/1/2014	6/22/2015	PC0830000064549	6/3/2015	2015	201	800	C196		4560	4	787U		21						53424	RX083NDEQ015448	PUR0000155
7/1/2014	6/22/2015	PC0830000064549	6/16/2015	2015	201	800	C196		4560	4	787U		21						490.99		PUR0000155

FIXED ASSET INVENTORY REPORT

This report displays fixed assets by location code and/or asset type. What are the location codes for your agency?



If you do not know the location codes for your agency then you can obtain a list of those location codes here.



- Select the desired **Agency** number from the drop down list. In this example we are using **agency #060**.

Fixed Asset Agency Location Codes

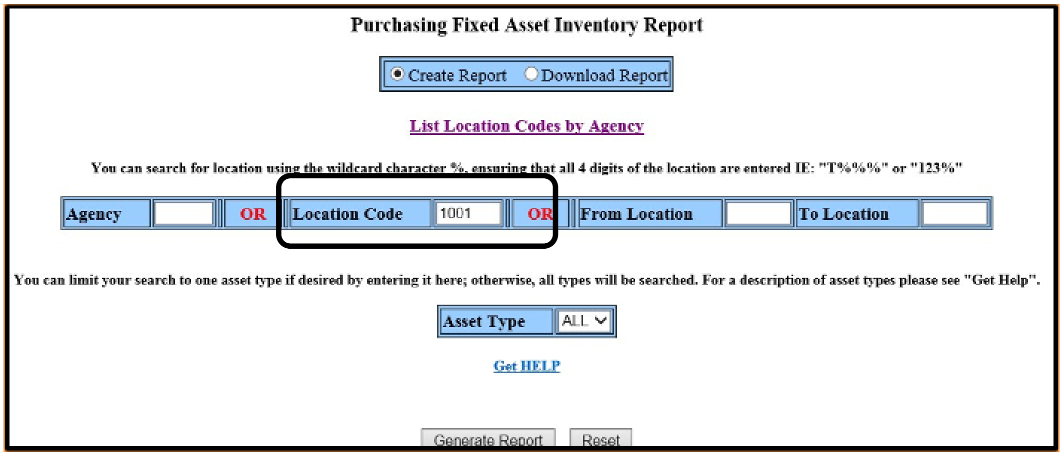
AGENCY 060 - CONTROLLER'S OFFICE
has fixed assets at the following locations:

Location Code	Location Agency Name	Location Address
0086	CONTROLLER'S OFFICE	101 NORTH CARSON STREET #5
0544	CONTROLLERS OFFICE	515 E MUSSER ST, 2ND FLR
0645	CONTROLLERS TRAINING ROOM	727 FAIRVIEW DR STE C, CC
0779	CONTROLLERS/FAST FACILITY	4615 W SUNSET RD LV
0780	CONTROLLER'S/SEOC NAT. GUARD	2478 FAIRVIEW DR
0996	CONTROLLERS TRAINING ROOM	727 FAIRVIEW DR STE B, CC
1001	CONTROLLER'S	555 E WASHINGTON AVE ST4300 LV

Once you obtain your location code listing for your agency, you may also **Download the Report** to Excel. This option can be very helpful if you have a large number of location codes.

The location code listing includes the location code, location name and location address to locate the fixed asset locations for the agency.

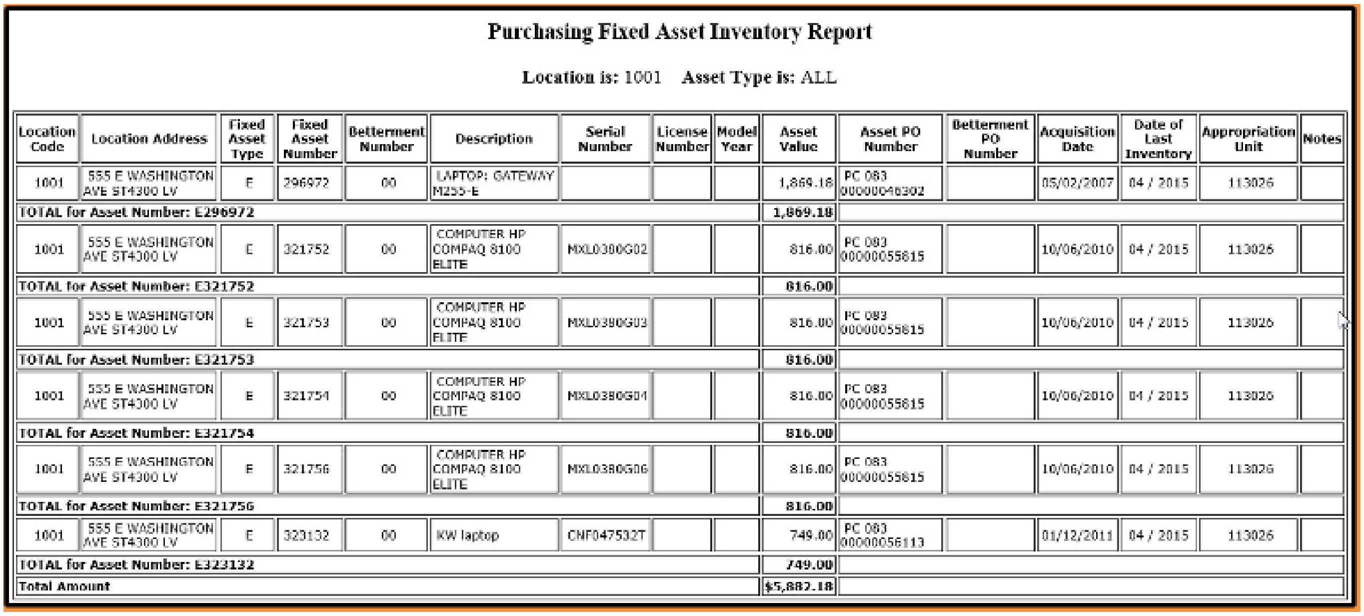
Once you know the location codes for your agency, you can then obtain a **Fixed Asset Inventory Report**.



- Select **Create Report** or **Download Report**.
- Enter an **Agency** or;
- Enter a **Location Code** or a range of **Location Codes**.
- Enter an **Asset Type**, if desired.

To locate the **Fixed Asset Manual** or if you have any questions or need any assistance in regards to your inventory, contact State Purchasing directly at (775) 684-0170.

The report below was the result using the **Create Report** option:


Purchasing Fixed Asset Inventory Report

Location is: 1001 **Asset Type is:** ALL

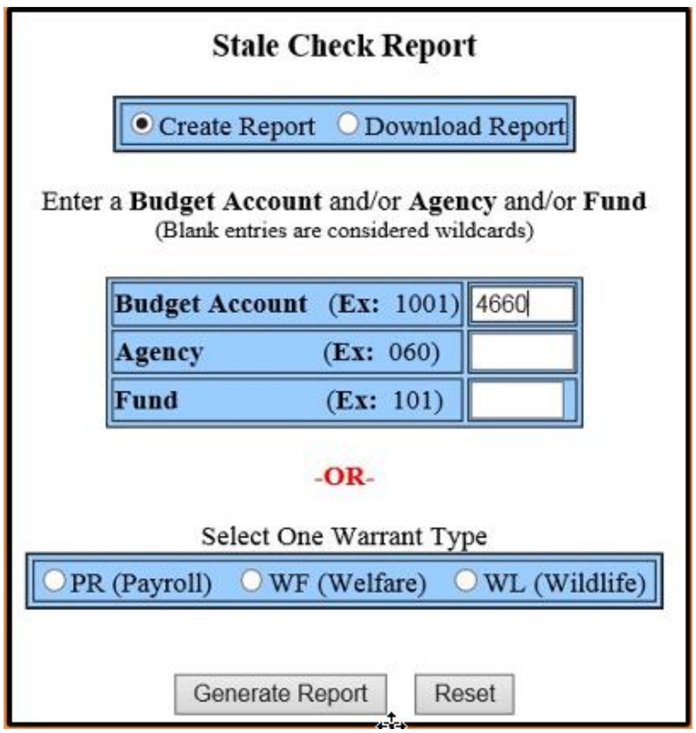
Location Code	Location Address	Fixed Asset Type	Fixed Asset Number	Betterment Number	Description	Serial Number	License Number	Model Year	Asset Value	Asset PO Number	Betterment PO Number	Acquisition Date	Date of Last Inventory	Appropriation Unit	Notes
1001	555 E WASHINGTON AVE ST4300 LV	E	296972	00	LAPTOP: GATEWAY M255-E				1,869.18	PC 083 00000048302		05/02/2007	04 / 2015	113026	
TOTAL for Asset Number: E296972									1,869.18						
1001	555 E WASHINGTON AVE ST4300 LV	E	321752	00	COMPUTER HP COMPAQ 8100 ELITE	MXL0380G02			816.00	PC 083 00000055815		10/06/2010	04 / 2015	113026	
TOTAL for Asset Number: E321752									816.00						
1001	555 E WASHINGTON AVE ST4300 LV	E	321753	00	COMPUTER HP COMPAQ 8100 ELITE	MXL0380G03			816.00	PC 083 00000055815		10/06/2010	04 / 2015	113026	
TOTAL for Asset Number: E321753									816.00						
1001	555 E WASHINGTON AVE ST4300 LV	E	321754	00	COMPUTER HP COMPAQ 8100 ELITE	MXL0380G04			816.00	PC 083 00000055815		10/06/2010	04 / 2015	113026	
TOTAL for Asset Number: E321754									816.00						
1001	555 E WASHINGTON AVE ST4300 LV	E	321756	00	COMPUTER HP COMPAQ 8100 ELITE	MXL0380G06			816.00	PC 083 00000055815		10/06/2010	04 / 2015	113026	
TOTAL for Asset Number: E321756									816.00						
1001	555 E WASHINGTON AVE ST4300 LV	E	323132	00	KW laptop	CNF047532T			749.00	PC 083 00000056113		01/12/2011	04 / 2015	113026	
TOTAL for Asset Number: E323132									749.00						
Total Amount									$5,882.18						

The report below was the result using the **Download Report** option:

Location	Location Address	Fixed Asset Type	Fixed Asset Number	Betterment Number	Description	Serial Number	License Number	Model Year	Asset Value	Asset PO Number
1001	555 E WASHINGTON AVE ST4300 LV	E	296972	0	LAPTOP: GATEWAY M255-E				1,869.18	PC 083 00000046302
1001	555 E WASHINGTON AVE ST4300 LV	E	321752	0	COMPUTER HP COMPAQ 8100 ELITE	MXL0380G02			816.00	PC 083 00000055815
1001	555 E WASHINGTON AVE ST4300 LV	E	321753	0	COMPUTER HP COMPAQ 8100 ELITE	MXL0380G03			816.00	PC 083 00000055815
1001	555 E WASHINGTON AVE ST4300 LV	E	321754	0	COMPUTER HP COMPAQ 8100 ELITE	MXL0380G04			816.00	PC 083 00000055815
1001	555 E WASHINGTON AVE ST4300 LV	E	321756	0	COMPUTER HP COMPAQ 8100 ELITE	MXL0380G06			816.00	PC 083 00000055815
1001	555 E WASHINGTON AVE ST4300 LV	E	323132	0	KW laptop	CNF047532T			749.00	PC 083 00000056113

STALE CHECK REPORT

The **Stale Check Report** displays checks that have gone stale (uncashed), for more than 180 days, by **Budget Account**, **Agency** or **Fund**.



- Select **Create Report** or **Download Report**.
- Enter **Budget Account**, **Agency** and/or **Fund**, or
- Select **One Warrant Type**.
- Select **Generate Report**.

The report below was the result using the **Create Report** option, the example is the outcome using **budget account #2891**.

State of Nevada
Office of the State Controller
Stale Check Report

Return to Selection Screen

Fund: Agency: Budget Account: 2891

Fund	Agency	Org	Budget Account	GL	Vendor #	Vendor Name	Voucher Date	Voucher #	Check Date	Check Number	Voucher Amount	Check Amount
101	332	0000	2891	7372	T29002477	MARQUIS WHOS WHO LLC	07/01/04	PV33200000329550	07/01/04	00003732428	348.95	348.95
101	332	0000	2891	7371	T81074917	WESTERNLORE PRESS	12/09/04	PV33200000382137	12/10/04	00003862119	76.00	76.00
101	332	0000	2891	7750	T29004221	SKARL, SUSIE A	01/13/05	PV33200000393064	01/14/05	00003885223	6.50	6.50
101	332	0000	2891	7373	T80943327	CONGRESSIONAL QUARTERLY INC	08/28/06	PV33200000584323	08/30/06	00004339569	29.95	29.95
									Voucher Total	461.40	Check Total	461.40

The report below was the result using the **Download to Spreadsheet** option:

Fund	Agency	Org	B/Ac	GL	Vendor Code	Vendor Name	Voucher Date	Voucher Number	Check Date	Check #	Voucher Amt	Check Amnt
'101	'332	'0000	'2891	'7372	'T29002477	MARQUIS WHOS WHO LLC	'07/01/04	'PV33200000329550	'07/01/04	'00003732428	348.95	348.95
'101	'332	'0000	'2891	'7371	'T81074917	WESTERNLORE PRESS	'12/09/04	'PV33200000382137	'12/10/04	'00003862119	76	76
'101	'332	'0000	'2891	'7750	'T29004221	SKARL, SUSIE A	'01/13/05	'PV33200000393064	'01/14/05	'00003885223	6.5	6.5
'101	'332	'0000	'2891	'7373	'T80943327	CONGRESSIONAL QUARTERL	'08/28/06	'PV33200000584323	'08/30/06	'00004339569	29.95	29.95