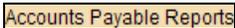
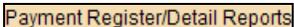
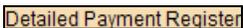


Detailed Payment Register Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Accounts Payable link.</p> 
3.	<p>Click the Inquiries & Reports link.</p> 
4.	<p>Click the Accounts Payable Reports link.</p> 
5.	<p>Click the Payment Register/Detail Reports link.</p> 
6.	<p>Click the Detailed Payment Register link.</p> 
7.	<p>Click the Data Selection option.</p> 
8.	<p>Click the Submit button.</p> 
9.	<p>Note: Leave data selection as is to receive information for all of an agency's business units, funds, and payments.</p> <p>Note: To narrow the report by specific business units, complete the following fields on a blank row: Left Operand - Business Unit (F0911)(MCU)[BC] Comparison – is equal to Right Operand – enter the business unit(s)</p> <p>Note: To narrow the report by agency fund number, complete the following fields on a blank row: Left Operand - Fund (F0911)(CO)[BC] Comparison – is equal to Right Operand - enter the fund(s)</p>
10.	<p>Click the OK button.</p> 

11.	Complete the following fields: Agency Number – enter the 3-digit agency number Century Fiscal Year Period Number-General Ledger
12.	Click the OK button. 
13.	Click the OK button. 
14.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. End of Procedure.