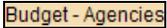
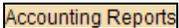
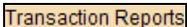
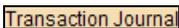


Manual Encumbrance Report Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Budget - Agencies link.</p> 
3.	<p>Click the Inquiries & Reports link.</p> 
4.	<p>Click the Accounting Reports link.</p> 
5.	<p>Click the Transaction Reports link.</p> 
6.	<p>Click the Transaction Journal link.</p> 
7.	<p>Click the Data Selection option.</p> 
8.	<p>Click the Submit button.</p> 
9.	<p>Click the drop down list of the Right Operand column for the Ledger Types row.</p> 
10.	<p>Click the Literal list item.</p> 
11.	<p>Enter the "PB" into the Literal Value field.</p>
12.	<p>Click the OK button.</p> 
13.	<p>Click the drop down list of the Right Operand column for the Document Type row.</p> 
14.	<p>Click the Literal list item.</p> 

15.	Click the Single Value tab. 
16.	Enter " J9 " into the Literal Value field.
17.	Click the OK button. 
18.	Click the OK button. 
19.	Enter the date range for which to run the report.
20.	Click the OK button. 
21.	Click the OK button. 
22.	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.