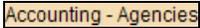
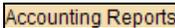
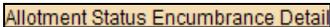


Allotment Status Encumbrance Detail Report Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Accounting - Agencies link.</p> 
3.	<p>Click the Inquiries & Reports link.</p> 
4.	<p>Click the Accounting Reports link.</p> 
5.	<p>Click the Allotment Status Encumbrance Detail link.</p> 
6.	<p>Click the Data Selection option.</p> 
7.	<p>Click the Submit button.</p> 
8.	<p>Insert appropriate data selection for the report.</p> <p>To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Then enter the appropriate information, and click OK to return to the Data Selection window.</p> 
9.	<p>After changing the Data Selection information click the OK button.</p> 
10.	<p>Enter the Century and Fiscal Year.</p> <p>This report can be run for any period within any Fiscal Year by changing the Processing Options here.</p>
11.	<p>Click the OK button.</p> 
12.	<p>Click the OK button.</p> 

13.	<p>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.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>
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