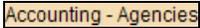
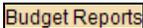
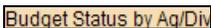
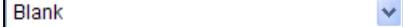


Budget Status by Ag/Div Lesson

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 Budget Reports link.</p> 
5.	<p>Click the Budget Status Reports link.</p> 
6.	<p>Click the Budget Status by Ag/Div 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 for the Agency Number row.</p> 
10.	<p>Click the Literal list item.</p> 
11.	<p>Enter the agency number 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 Agency Division row.</p> 
14.	<p>Click the Literal list item.</p> 
15.	<p>Enter the division number into the Literal Value field.</p>

16.	<p>Click the OK button.</p> 
17.	<p>Note: To narrow the report by fund, complete the following information on the next blank row: Left Operand - Fund (F0901)(CO)[BC] Comparison - is equal to Right Operand - enter the fund number</p> <p>Note: To narrow the report by fund type, complete the following information on the next blank row: Left Operand - Fund Type(F0006)(RP11)[BC] Comparison - is equal to Right Operand - enter the code for fund type, use visual assist if needed</p> <p>Note: To narrow the report by business unit, complete the following information on the next blank row: Left Operand - Business Unit (F0006)(MCU)[BC] Comparison - is equal to Right Operand - enter the business unit</p>
18.	<p>Click the OK button.</p> 
19.	<p>Enter the period for which to run report (ex. 12 for June, 11 for May, etc. into the Period Number field.</p>
20.	<p>Enter the fiscal year for which to run report (ex. enter 06 for FY beginning July 1, 2006) into the Fiscal Year field.</p>
21.	<p>Click the OK button.</p> 
22.	<p>Click the OK button.</p> 
23.	<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. End of Procedure.</p>