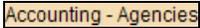
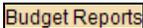
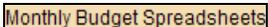
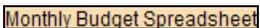


Monthly Budget Spreadsheet Lesson

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 Monthly Budget Spreadsheets link.</p> 
6.	<p>Click the Monthly Budget Spreadsheet link.</p> 
7.	<p>Choose the appropriate version by clicking the check box next to the version.</p> <input type="checkbox"/>
8.	<p>Click the Select button.</p> 
9.	<p>Click the Data Selection option.</p> <input type="checkbox"/>
10.	<p>Click the Submit button.</p> 
11.	<p>Warning: Do not change the Left Operand field on any existing data selection lines.</p>
12.	<p>Click the drop down list of the Right Operand column for the Agency Number row.</p> 
13.	<p>Click the Literal list item.</p> 
14.	<p>Enter the agency number into the Literal Value field.</p>

15.	<p>Click the OK button.</p> 
16.	<p>If applicable you can change the information in fthe Right Operand of the following rows:</p> <p>Agency Division Program Number Agency Subprogram</p> <p>Note: To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.</p>
17.	<p>Click the OK button.</p> 
18.	<p>Warning: Do not make any changes to Processing Options.</p> <p>Click the OK button.</p> 
19.	<p>Click the Document Setup tab.</p> 
20.	<p>To run the report in CSV format make sure the CSV (Comma Delimited) box is selected. This should be selected (default).</p>
21.	<p>Click the OK button.</p> 
22.	<p>Click the Close 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.</p> <p>End of Procedure.</p>