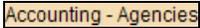
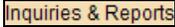


Grant Project Summary Lesson

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 Grants Reports link.</p> 
5.	<p>Click the Grant Project Summary link.</p> 
6.	<p>Choose the version you would like to run by clicking the check box next to it.</p> <input data-bbox="378 968 415 995" type="checkbox"/>
7.	<p>Click the Select button.</p> 
8.	<p>Click the Data Selection option.</p> <input data-bbox="378 1199 415 1226" type="checkbox"/>
9.	<p>Click the Submit button.</p> 

<p>10.</p>	<p>Warning: Do not change the Left Operand field on any existing data selection lines.</p> <p>The version you selected will determine the data selection you see. Change the the information in the Right Operand as needed. For example, if you see one of the following rows you may make some of the changes:</p> <p>In the Agency Number, complete the following: Right Operand - enter the 3-digit agency number</p> <p>In the Agency Division, complete the following: (if applicable) Right Operand - enter the 3-digit division number</p> <p>In the Program Number, complete the following: (if applicable) Right Operand - enter the 3-digit program number</p> <p>In the Agency Subprogram, complete the following: (if applicable) Right Operand - enter the subprogram number</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>
<p>11.</p>	<p>After updating the data selection click the OK button.</p> <p></p>
<p>12.</p>	<p>Do not make any changes to Processing Options.</p>
<p>13.</p>	<p>Click the OK button.</p> <p></p>
<p>14.</p>	<p>Click the OK button.</p> <p></p>
<p>15.</p>	<p>Click the Close button.</p> <p></p>
<p>16.</p>	<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>