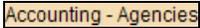
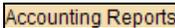
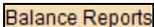


Fund Summary by Fund Type Lesson

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 Balance Reports link.</p> 
6.	<p>Click the Fund Summary by Fund Type 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 Fund Type row.</p> 
10.	<p>Click the Literal list item.</p> 
11.	<p>Enter the range of values by entering the beginning range in the Literal Value From field and the ending range in the Literal Value To field.</p>
12.	<p>Click the OK button.</p> 

13.	<p>Note: To narrow report by Fund, complete the following information in the next blank row:</p> <p>Left Operand - Fund (F0901)(CO)[BC] Comparison - is equal to Right Operand – enter a Fund or range of Funds</p>
14.	<p>Click the OK button.</p> 
15.	<p>Complete the following fields:</p> <p>Period Number - enter the period number (Ex. Enter 1 for July, 2 for August)</p> <p>Fiscal Year - enter the 2-digit fiscal year (Ex. Enter 06 for FY beginning July 1, 2006)</p> <p>Account Level of Detail</p>
16.	<p>Click the OK button.</p> 
17.	<p>Click the OK button.</p> 
18.	<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>