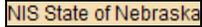
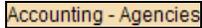
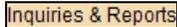
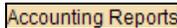
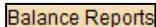
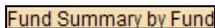


## Fund Summary by Fund Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Accounting - Agencies</b> link.</p> 
3.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> 
4.	<p>Click the <b>Accounting Reports</b> link.</p> 
5.	<p>Click the <b>Balance Reports</b> link.</p> 
6.	<p>Click the <b>Fund Summary by Fund</b> link.</p> 
7.	<p>Click the <b>Data Selection</b> option.</p> 
8.	<p>Click the <b>Submit</b> button.</p> 
9.	<p>To narrow the report by Fund click the <b>drop down</b> list of the Right Operand column for the Fund row.</p> 
10.	<p>Click the <b>Literal</b> list item.</p> 
11.	<p>Enter the desired information into the <b>Literal Value</b> field.</p>
12.	<p>Click the <b>OK</b> button.</p> 
13.	<p>To narrow the report by Agency click the <b>drop down</b> list of the Left Operand column for the first blank row.</p>
14.	<p>Click the <b>Agency Number (F0006) (RP01) [BC]</b> list item.</p> 

15.	<p>Click the <b>drop down</b> list of the Comparison column.</p> 
16.	<p>Click the <b>is equal to</b> list item.</p> 
17.	<p>Click the <b>drop down</b> list of the Right Operand column.</p> 
18.	<p>Click the <b>Literal</b> list item.</p> 
19.	<p>Enter the desired information into the <b>Literal Value</b> field.</p>
20.	<p>Click the <b>OK</b> button.</p> 
21.	<p>Click the <b>OK</b> button.</p> 
22.	<p>Click the <b>OK</b> button.</p> 
23.	<p>Complete the following fields:</p> <p><b>Period Number</b> - enter the period number (Ex. Enter 1 for July, 2 for August)</p> <p><b>Fiscal Year</b> - enter the 2-digit fiscal year (Ex. Enter 06 for FY beginning July 1, 2006)</p>
24.	<p>Click the <b>OK</b> button.</p> 
25.	<p>Click the <b>OK</b> button.</p> 
26.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics work instructions.</p> <p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>