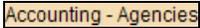
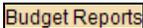
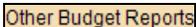
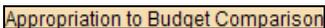


Appropriation to Budget Comparison Lesson

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|-----|---|
| 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 Other Budget Reports link.</p>  |
| 6. | <p>Click the Appropriation to Budget Comparison link.</p>  |
| 7. | <p>Select the version by clicking the check box next to it.</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>Click the drop down list of the Right Operand column for the Agency Number row.</p>  |
| 12. | <p>Click the Literal list item.</p>  |
| 13. | <p>Enter the agency number into the Literal Value field.</p> |
| 14. | <p>Click the OK button.</p>  |

| | |
|-----|---|
| 15. | <p>Click the drop down list of the Right Operand column for the Program Number row.</p>  |
| 16. | <p>Click the Literal list item.</p>  |
| 17. | <p>Enter the program number into the Literal Value field.</p> |
| 18. | <p>Click the OK button.</p>  |
| 19. | <p>Click the drop down list of the Right Operand column for the Budget-FT row.</p>  |
| 20. | <p>Click the Literal list item.</p>  |
| 21. | <p>Enter the Fund Type into the Literal Value field.</p> |
| 22. | <p>Click the OK button.</p>  |
| 23. | <p>Click the OK button.</p>  |
| 24. | <p>Complete the following fields of the Processing Options:</p> <p>Current Period - enter the period (ex. July = 1, January = 7, to see the entire year, use 12)</p> <p>Fiscal Year – enter the fiscal year ending for which to run report (ex. enter 06 for FY beginning July 1, 2006)</p> |
| 25. | <p>Click the OK button.</p>  |
| 26. | <p>Click the OK button.</p>  |
| 27. | <p>Click the Close button.</p>  |
| 28. | <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> |