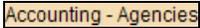
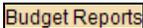
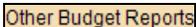
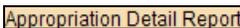


Appropriation Detail Report Lesson

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 Other Budget Reports link.</p> 
6.	<p>Click the Appropriation Detail Report link.</p> 
7.	<p>Click the Data Selection option.</p> 
8.	<p>Click the Submit button.</p> 
9.	<p>You can leave Data Selection as is.</p> <p>Note: To narrow the report by program number, complete the following information on the next blank row:</p> <p>Left Operand – Program Number (F0006)(RP04)[BC]</p> <p>Comparison - is equal to</p> <p>Right Operand - enter the 3-digit program number 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>
10.	<p>Click the OK button.</p> 

<p>11.</p>	<p>Complete the following information:</p> <p>Ending Fiscal Year - enter the prior fiscal year ending for which to run report (ex. enter 06 for FY beginning July 1, 2007)</p> <p>Last transaction date – enter the last transaction date for any appropriation transaction. (Ex. Use June 30, 2006 to see all transactions for fiscal year beginning July 1, 2007.)</p> <p>Agency Number – enter your 3-digit agency number</p>
<p>12.</p>	<p>Click the OK button.</p> 
<p>13.</p>	<p>Click the OK button.</p> 
<p>14.</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>