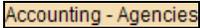
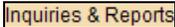
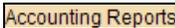
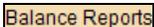
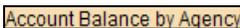
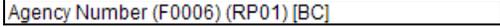
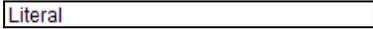


Account Balance by Agency Lesson

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 Account Balance by Agency link.</p> 
7.	<p>Click the Data Selection option.</p> 
8.	<p>Click the Submit button.</p> 
9.	<p>To narrow the report by Agency, click the drop down list of the Left Operand of the next blank row.</p>
10.	<p>Click the Agency Number (F0006) (RP01) [BC] list item.</p> 
11.	<p>Click the drop down list of the Comparison column.</p> 
12.	<p>Click the is equal to list item.</p> 
13.	<p>Click the drop down list of the Right Operand column.</p> 

14.	<p>Click the Literal list item.</p> 
15.	<p>Enter the agency number into the Literal Value field.</p>
16.	<p>Click the OK button.</p> 
17.	<p>You can also narrow by Fund. To do so complete the following information in the next blank row:</p> <p style="padding-left: 40px;">Left Operand - Fund (F0901)(CO)[BC] Comparison - is equal to Right Operand – enter the fund</p>
18.	<p>Click the OK button.</p> 
19.	<p>Complete the following fields:</p> <p>Period Number - enter the period for which to run report (Ex. enter 1 for July, enter 2 for August, etc.)</p> <p>Fiscal Year - enter the fiscal year for which to run report (Ex. enter 6 for Fiscal Year beginning July 1, 2006).</p>
20.	<p>Click the OK button.</p> 
21.	<p>Click the OK button.</p> 
22.	<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>