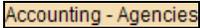
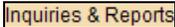
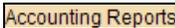
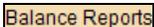
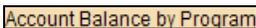


Account Balance by Program Lesson

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 Program link.</p> 
7.	<p>Click the Data Selection option.</p> 
8.	<p>Click the Submit button.</p> 

<p>9.</p>	<p>You can narrow the report by Agency, Fund, and/or Program Number.</p> <p>To narrow the report by Agency, complete the following information in the next blank row: Left Operand - Agency Number (F0006)(RP01)[BC] Comparison - is equal to Right Operand – enter the 3-digit agency number</p> <p>To narrow report by Fund, complete the following information in the next blank row: Left Operand - Fund (F0901)(CO)[BC] Comparison - is equal to Right Operand – enter the fund</p> <p>To narrow report by Program Number, complete the following information in the next blank row: Left Operand - Program Number (F0006)(RP04)[BC] Comparison - is equal to Right Operand – enter the program number</p> <p>Note: 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>
<p>10.</p>	<p>After updating the data selection click the OK button.</p> <p></p>
<p>11.</p>	<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>12.</p>	<p>Click the OK button.</p> <p></p>
<p>13.</p>	<p>Click the OK button.</p> <p></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>