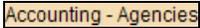
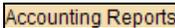
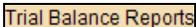
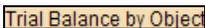


## Trial Balance by Object Lesson

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>Trial Balance Reports</b> link.</p> 
6.	<p>Click the <b>Trial Balance by Object</b> link.</p> 
7.	<p>Click the <b>Data Selection</b> option.</p> 
8.	<p>Click the <b>Submit</b> button.</p> 
9.	<p>Click the <b>drop down</b> list of the Right Operand column for the Object Account row.</p> 
10.	<p>Click the <b>Literal</b> list item.</p> 
11.	<p>Enter the Object Account into the <b>Literal Value</b> field.</p>
12.	<p>Click the <b>OK</b> button.</p> 
13.	<p>Click the <b>drop down</b> list of the Right Operand for the Fund row.</p> 
14.	<p>Click the <b>Literal</b> list item.</p> 

15.	Enter the fund into the <b>Literal Value</b> field.
16.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
17.	<p><b>Note:</b> If running for fund 10000 or 40000, also narrow report by a business unit or range of business units to see information for your agency only and to avoid excess processing time.</p> <p>To narrow the report by business unit, complete the following information:</p> <p><b>Left Operand</b> – Business Unit(F0901)(MCU)[BC]</p> <p><b>Comparison</b> – is equal to</p> <p><b>Right Operand</b> – enter the business unit</p>
18.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
19.	<p>On the Select tab review and complete the following fields as needed:</p> <p><b>Fiscal Year</b> – enter the fiscal year for which to run report (Ex. Enter 6 for Fiscal Year beginning July 1, 2006.)</p> <p><b>Period</b> – enter the period for which to run report (Ex. Enter 1 for July 1)</p> <p><b>Ledger Type</b> – enter the ledger for which to run report</p> <p><b>Note:</b> Run on BF ledger to see what budget amounts were entered. (If running on BF ledger, do not enter an object range on the Summarize tab so you can see BU.object codes)</p> <p><b>Subledger</b> – enter * to see correct balances</p> <p><b>Subledger Type</b></p>
20.	Click the <b>Print</b> tab. <input type="button" value="Print"/>
21.	Review the fields on the Print tab.
22.	Click the <b>Currency</b> tab. <input type="button" value="Currency"/>
23.	Review the field on the Currency tab.
24.	Click the <b>Summarize</b> tab. <input type="button" value="Summarize"/>

25.	<p>To see what has been spent on an object for an entire fund, click the Summarize tab and complete the following fields:</p> <p><b>Beginning Range Object Account Summarization</b></p> <p><b>Ending Range Object Account Summarization</b></p> <p><b>Note:</b> If a range is not entered, you will see balances by BU.object codes.</p>
26.	<p>Click the <b>OK</b> button.</p> <p></p>
27.	<p>Click the <b>OK</b> button.</p> <p></p>
28.	<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>