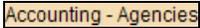
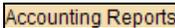
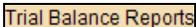
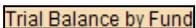


Trial Balance by Fund Lesson

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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 Accounting Reports link.</p>  |
| 5. | <p>Click the Trial Balance Reports link.</p>  |
| 6. | <p>Click the Trial Balance by Fund link.</p>  |
| 7. | <p>Click the Data Selection option.</p>  |
| 8. | <p>Click the Submit button.</p>  |
| 9. | <p>Click the Right Operand field to bring up the drop down list in order to select the value of Literal.</p>  |
| 10. | <p>Click the Literal list item.</p>  |
| 11. | <p>Enter the desired information into the Literal Value field.</p> |
| 12. | <p>Click the OK button.</p>  |
| 13. | <p>Click the OK button.</p>  |

| | |
|-----|---|
| 14. | Complete the following fields: Fiscal Year - ex. Enter 6 for fiscal year beginning July 1, 2006. Period Number - ex. Enter 1 for July, 2 for August, etc. |
| 15. | Click the OK button.  |
| 16. | Click the OK button.  |
| 17. | 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. You have successfully completed this lesson. End of Procedure. |