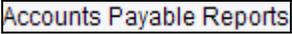
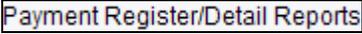


Detailed Payment Register Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounts Payable Reports link. 
5.	Click the Payment Register/Detail Reports link. 
6.	Click the Detailed Payment Register link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	<p>Note: Leave data selection as is to receive information for all of an agency's business units, funds, and payments.</p> <p>Note: To narrow the report by specific business units, complete the following fields on a blank row: Left Operand - Business Unit (F0911)(MCU)[BC] Comparison – is equal to Right Operand – enter the business unit(s)</p> <p>Note: To narrow the report by agency fund number, complete the following fields on a blank row: Left Operand - Fund (F0911)(CO)[BC] Comparison – is equal to Right Operand - enter the fund(s)</p>
10.	Click the OK button. 
11.	Complete the following fields: Agency Number – enter the 3-digit agency number Century Fiscal Year Period Number-General Ledger

Step	Action
12.	Click the OK button. 
13.	Click the OK button. 
14.	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.