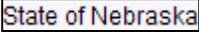
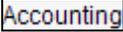
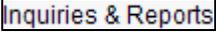
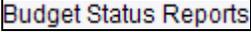


Budget Status by Agency Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Budget Reports link. 
5.	Click the Budget Status Reports link. 
6.	Click the Budget Status by Agency link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	Click the drop down list of the Right Operand column for the Agency Number row. 
10.	Click the Literal list item. 
11.	Enter the agency number into the Literal Value field.
12.	Click the OK button. 
13.	Click the drop down list of the Right Operand column for the Agency Division row. 
14.	Click the Literal list item. 
15.	Enter the agency division into the Literal Value field.
16.	Click the OK button. 

Step	Action
17.	Click the drop down list of the Right Operand column for the Fund Type row. 
18.	Click the Literal list item. 
19.	Enter the fund type into the Literal Value field.
20.	Click the OK button. 
21.	To narrow the report by fund and/or by business unit you can add these categories in subsequent blank fields. For fund select Fund (F0901)(CO)[BC] from the Left Operand, and for business unit select Business Unit (F0006)(MCU)[BC] from the Left Operand.
22.	Click the OK button. 
23.	Complete the following information: Period Number - enter the period for which to run report (ex. 12 for June, 11 for May, etc). Fiscal Year - enter the fiscal year for which to run report (ex. enter 06 for FY beginning July 1, 2006)
24.	Click the OK button. 
25.	Click the OK button. 
26.	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 (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. End of Procedure.