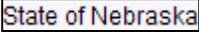
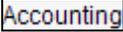
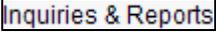
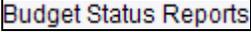
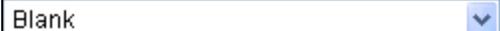


Budget Status by Ag/Div Lesson

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 Ag/Div link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	Click the drop down list of the Right Operand 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 division number into the Literal Value field.
16.	Click the OK button. 

Step	Action
17.	<p>Note: To narrow the report by fund, complete the following information on the next blank row: Left Operand - Fund (F0901)(CO)[BC] Comparison - is equal to Right Operand - enter the fund number</p> <p>Note: To narrow the report by fund type, complete the following information on the next blank row: Left Operand - Fund Type(F0006)(RP11)[BC] Comparison - is equal to Right Operand - enter the code for fund type, use visual assist if needed</p> <p>Note: To narrow the report by business unit, complete the following information on the next blank row: Left Operand - Business Unit (F0006)(MCU)[BC] Comparison - is equal to Right Operand - enter the business unit</p>
18.	<p>Click the OK button.</p> 
19.	<p>Enter the period for which to run report (ex. 12 for June, 11 for May, etc. into the Period Number field.</p>
20.	<p>Enter the fiscal year for which to run report (ex. enter 06 for FY beginning July 1, 2006) into the Fiscal Year field.</p>
21.	<p>Click the OK button.</p> 
22.	<p>Click the OK button.</p> 
23.	<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 (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides.</p> <p>You have successfully completed this lesson. End of Procedure.</p>