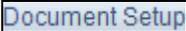


## Monthly Budget Spreadsheet with Percents Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Budget</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Budget Reports</b> link. 
5.	Click the <b>Monthly Budget Spreadsheets</b> link. 
6.	Click the <b>Monthly Budget Spreadsheet with Percents</b> link. 
7.	Choose the appropriate version by clicking the check box next to it. 
8.	Click the <b>Data Selection</b> option. 
9.	Click the <b>Submit</b> button. 
10.	<b>Warning:</b> Do not change the Left Operand field on any existing data selection lines. Leave the first two rows (Object Account and Ledger Types) as is.
11.	Click the <b>Right Operand</b> list of the third row (Agency Number). 
12.	Click the <b>Literal</b> list item. 
13.	Enter the three digit agency number into the <b>Literal Value:</b> field.
14.	Click the <b>OK</b> button. 

Step	Action
15.	<p>If applicable complete the following:</p> <p>In the fourth row (Agency Division), complete the following: Right Operand - enter the 3-digit division number</p> <p>In the fifth row (Program Number), complete the following: Right Operand - enter the 3-digit program number</p> <p>In the sixth row (Agency Subprogram), complete the following: Right Operand - enter the subprogram number</p>
16.	<p>Click the <b>OK</b> button.</p> 
17.	<p>The Processing Options allows you to enter the Fiscal Year.</p>
18.	<p>Click the <b>OK</b> button.</p> 
19.	<p>To run the report in CSV format click the <b>Document Setup</b> tab.</p> 
20.	<p>Click the <b>OK</b> button.</p> 
21.	<p>Click the <b>Close</b> button.</p> 
22.	<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. <b>End of Procedure.</b></p>