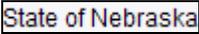
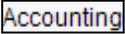
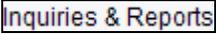
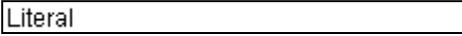


Appropriation to Budget Comparison Lesson

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 Other Budget Reports link. 
6.	Click the Appropriation to Budget Comparison link. 
7.	Select the version by clicking the check box next to it. 
8.	Click the Select button. 
9.	Click the Data Selection option. 
10.	Click the Submit button. 
11.	Click the drop down list of the Right Operand column for the Agency Number row. 
12.	Click the Literal list item. 
13.	Enter the agency number into the Literal Value field.
14.	Click the OK button. 
15.	Click the drop down list of the Right Operand column for the Program Number row. 
16.	Click the Literal list item. 
17.	Enter the program number into the Literal Value field.

Step	Action
18.	Click the OK button. 
19.	Click the drop down list of the Right Operand column for the Budget-FT row. 
20.	Click the Literal list item. 
21.	Enter the Fund Type into the Literal Value field.
22.	Click the OK button. 
23.	Click the OK button. 
24.	Complete the following fields of the Processing Options: Current Period - enter the period (ex. July = 1, January = 7, to see the entire year, use 12) Fiscal Year – enter the fiscal year ending for which to run report (ex. enter 06 for FY beginning July 1, 2006)
25.	Click the OK button. 
26.	Click the OK button. 
27.	Click the Close button. 
28.	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.