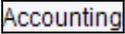


## Encumbrance Detail Report Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounting</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Budget Reports</b> link. 
5.	Click the <b>Other Budget Reports</b> link. 
6.	Click the <b>Encumbrance Detail Report</b> link. 
7.	Complete the following information:  <b>Century</b>  <b>Ending Fiscal Year</b> – enter the prior fiscal year for which to run report (ex. enter 06 to run report for FY ending June 30, 2007)  <b>Last Transaction date</b> – date through which transactions will be included on the report (ex. enter 7/31/07 to include all FY06 encumbrance transactions processed by that date)  <b>Agency Number</b> -enter 3-digit agency number
8.	Click the <b>OK</b> button. 
9.	Click the <b>OK</b> button. 
10.	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 ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) Training Guides.  You have successfully completed this lesson. <b>End of Procedure.</b>