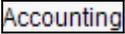
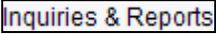
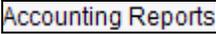
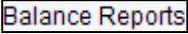
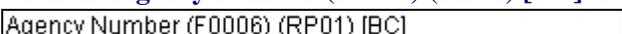
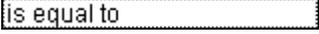
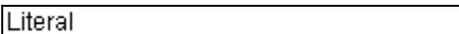


Account Balance by Agency Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounting Reports link. 
5.	Click the Balance Reports link. 
6.	Click the Account Balance by Agency link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	To narrow the report by Agency, click the drop down list of the Left Operand of the next blank row.
10.	Click the Agency Number (F0006) (RP01) [BC] list item. 
11.	Click the drop down list of the Comparison column. 
12.	Click the is equal to list item. 
13.	Click the drop down list of the Right Operand column. 
14.	Click the Literal list item. 
15.	Enter the agency number into the Literal Value field.
16.	Click the OK button. 

Step	Action
17.	<p>You can also narrow by Fund. To do so complete the following information in the next blank row:</p> <p>Left Operand - Fund (F0901)(CO)[BC] Comparison - is equal to Right Operand – enter the fund</p>
18.	<p>Click the OK button.</p> 
19.	<p>Complete the following fields:</p> <p>Period Number - enter the period for which to run report (Ex. enter 1 for July, enter 2 for August, etc.)</p> <p>Fiscal Year - enter the fiscal year for which to run report (Ex. enter 6 for Fiscal Year beginning July 1, 2006.</p>
20.	<p>Click the OK button.</p> 
21.	<p>Click the OK button.</p> 
22.	<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.</p> <p>End of Procedure.</p>