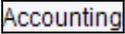
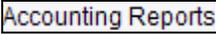
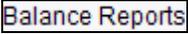


Account Balance by Program Lesson

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 Program link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	<p>You can narrow the report by Agency, Fund, and/or Program Number.</p> <p>To narrow the report by Agency, complete the following information in the next blank row: Left Operand - Agency Number (F0006)(RP01)[BC] Comparison - is equal to Right Operand – enter the 3-digit agency number</p> <p>To narrow report by Fund, complete the following information in the next blank row: Left Operand - Fund (F0901)(CO)[BC] Comparison - is equal to Right Operand – enter the fund</p> <p>To narrow report by Program Number, complete the following information in the next blank row: Left Operand - Program Number (F0006)(RP04)[BC] Comparison - is equal to Right Operand – enter the program number</p> <p>Note: To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.</p>

Step	Action
10.	After updating the data selection click the OK button. 
11.	Complete the following fields: Period Number - enter the period number (Ex. Enter 1 for July, 2 for August) Fiscal Year - enter the 2-digit fiscal year (Ex. Enter 06 for FY beginning July 1, 2006)
12.	Click the OK button. 
13.	Click the OK button. 
14.	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.