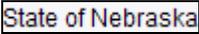
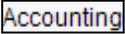
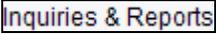
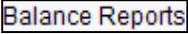


Revenue/Expenses Balance by Fund Lesson

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 Revenue/Expense Balance by Fund link. 
7.	Select the version you are going to run 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 Fund row. 
12.	Click the Literal list item. 
13.	Enter the desired information into the Literal Value field.
14.	Click the OK button. 
15.	Click the OK button. 

Step	Action
16.	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) Account Level of Detail
17.	Click the Select tab. 
18.	Verify all fields are blank.
19.	Click the OK button. 
20.	Click the OK button. 
21.	Click the Close button. 
22.	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.