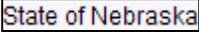
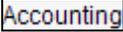
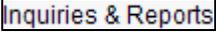
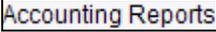
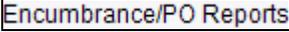
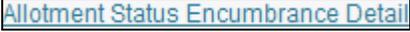


Allotment Status Encumbrance Detail Report Lesson

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 Encumbrance/PO Reports link. 
6.	Click the Allotment Status Encumbrance Detail link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	<p>Insert appropriate data selection for the report.</p> <p>To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Then enter the appropriate information, and click OK to return to the Data Selection window.</p> 
10.	After changing the Data Selection information click the OK button. 
11.	<p>Enter the Century and Fiscal Year.</p> <p>This report can be run for any period within any Fiscal Year by changing the Processing Options here.</p>
12.	Click the OK button. 
13.	Click the OK button. 

Step	Action
14.	<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>