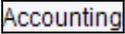
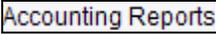
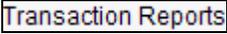


Transaction Journal Lesson

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 Transaction Reports link. 
6.	Click the Transaction Journal link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	<p>Leave the Data Selection as is. To include additional batch types, complete the following information in the 4th row (Batch Type):</p> <p>Right Operand - choose literal and add additional batch types on the List of Values tab. (Ex. add G to include General Accounting batches and/or O to include PO/Contract batches). To narrow report by Batch number, complete the following information:</p> <p>Left Operand - Batch Number (F0911)(ICU)[BC]</p> <p>Comparison - is equal to</p> <p>Right Operand - enter the batch number 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>
10.	Click the OK button. 
11.	<p>Complete the following information as needed:</p> <p>Date From Date Thru</p>

Step	Action
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.