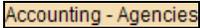
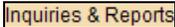
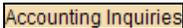
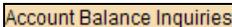


## Account Balance by Month Lesson

1.	Click the <b>NIS State of Nebraska</b> link. 
2.	Click the <b>Accounting - Agencies</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Accounting Inquiries</b> link. 
5.	Click the <b>Account Balance Inquiries</b> link. 
6.	Click the <b>Account Balance by Month</b> link. 
7.	Click in the <b>Account Number</b> field. 
8.	Enter the Account Number into the <b>Account Number</b> field. For the Account Number enter the business unit number and object separated by a period (i.e., 10000.211200).
9.	Enter the last two digits of the desired year. into the <b>Fiscal Year</b> field.
10.	Click the <b>Find</b> button. 
11.	Determine the Period Amounts (monthly) and the Cumulative Amounts.
12.	Click the <b>Close</b> button. 
13.	You have successfully completed this lesson. <b>End of Procedure.</b>