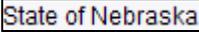
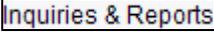
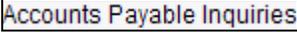
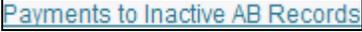


Inquire on Payments to Inactive AB Records Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounts Payable Inquiries link. 
5.	Click the Payments to Inactive AB Records link. 
6.	You must enter either the Address Number or the Tax ID in the header to populate the detail (grid) with information. Searches cannot be done using only the Query by Example, QBE, line.
7.	If the Address Number is known, enter the Address Number into the Address Number field.
8.	Click the Find Payments button. 
9.	Continue searches by entering data in the Header. Narrow the searches by entering additional data in the Query by Example, QBE, line. To search another Address Number, enter it into the Address Number field or search by Tax ID by clearing the Address Number field and search using the Tax ID field.
10.	To view all Payments to Inactive Address Book records with the same Tax ID number, enter the Tax ID number into the Tax ID field.
11.	Click the Find Payments button. 
12.	To narrow your search, use the Query by Example, QBE, functionality. 
13.	From Date and Thru Date fields enable searches of payment dates by: <ul style="list-style-type: none"> o Date Range (from date and thru date required) o Beginning Date (from date required) o Ending Date (thru date required)

Step	Action
14.	Click the Close button. 
15.	You have successfully completed this lesson. End of Procedure.