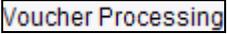


Pre-Note Inquiry Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Voucher Processing link. 
4.	Click the Pre-note Inquiry/Update link. 
5.	Type the Vendor's address book number in the Address Number field. (Use the Visual Assist tool, if needed.)
6.	Click the Find button. 
7.	The Vendor's Address Book number and Alpha Name will populate in the grid. Note: If a date appears in the Prenote Date field, payments to the vendor will not process until the day after that date. (Ex. If the pre-note date is 4/10/05, payment will process on 4/11/05).
8.	Click the Close button. 
9.	You have successfully completed this lesson. End of Procedure.