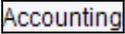
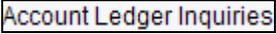


Inquire on the PB (Manual Encumbrance) Ledger Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounting Inquiries link. 
5.	Click the Account Ledger Inquiries link. 
6.	Click the Account Ledger by Object Account link. 
7.	Click in the Ledger Type 1 field. 
8.	Enter " PB " into the Ledger Type 1 field.
9.	Click the Find button. 
10.	Scroll to the right to see an outstanding balance.
11.	When you know the amount of the appropriation that should be lapsed, send the following information to your Budget Analyst in State Budget. State Budget will appropriately reduce the Appropriation by that amount. Amount to lapse Original Encumbrance New 'credit' Encumbrance
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.