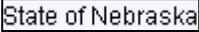
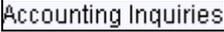


Account Balance by Sub ledger Lesson

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 Balance Inquiries link.
6.	Click the Account Balance by Subledger link.
7.	Click in the Account Number field. 
8.	Enter the Account Number into the Account Number field. For the Account Number enter the business unit number and object separated by a period (i.e., 10000.211200).
9.	Enter the last day of the period desired into the Thru Ending Date field.
10.	Click the Find button. 
11.	Determine the cumulative actual amount for the Sub ledger.
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.