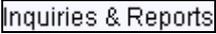


Account Ledger Inquiry Lesson

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 Inquiry link. 
7.	Enter the account number into the Account field. For the account number enter the business unit number and object separated by a period (i.e., 10000.211200).
8.	Enter the first date of the period desired into the From Date field.
9.	Enter the last date of the period desired into the Thru Date field. 
10.	Click the Find button. 
11.	Determine the totals of the transactions for the account number and period selected.
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.