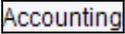
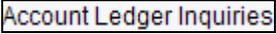


## Find the Payroll Batch Number Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounting</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Accounting Inquiries</b> link. 
5.	Click the <b>Account Ledger Inquiries</b> link. 
6.	Click the <b>Account Ledger by Object Account</b> link. 
7.	Enter " <b>511100</b> " into the <b>Object/Sub</b> field.
8.	Enter a fund with a payroll coded to it into the <b>From Fund</b> and <b>Thru Fund</b> fields.  <b>Note:</b> If possible do not use 10000 or 40000, as there are many payroll entries.
9.	Click in the <b>From Date</b> field. 
10.	Enter a date into the <b>From Date</b> field.
11.	Click in the <b>Thru Date</b> field. 
12.	Enter the desired information into the <b>Thru Date</b> field.
13.	Click the <b>Find</b> button. 
14.	<b>Note:</b> You can also run an Account Ledger Inquiry on the Business Unit and Object Code for the specific time period.
15.	This Inquiry will show you the document number, batch number(s) and date any payroll has posted in the time period requested.  <b>Note:</b> You may need to scroll to the right to see the batch number.
16.	To see more information about the batch click the check box next to it and click <b>Select</b> .
17.	Click the <b>Close</b> button. 

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Step	Action
18.	You have successfully completed this lesson. <b>End of Procedure.</b>