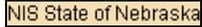
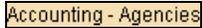
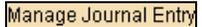
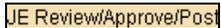
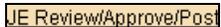
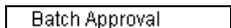


Reviewing Journal Entries for Approval Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Accounting - Agencies link.</p> 
3.	<p>Click the Manage Journal Entry link.</p> 
4.	<p>Click the JE Review/Approve/Post link.</p> 
5.	<p>Click the JE Review/Approve/Post link.</p> 
6.	<p>Note: Verify the Batch Type is correct.</p>
7.	<p>Click the Pending option.</p> 
8.	<p>Click the Find button.</p> 
9.	<p>Note: The QBE line can be used to narrow your search if necessary.</p>
10.	<p>Choose the desired batch number by clicking the check box next to it.</p> 
11.	<p>Click the Row button.</p> 
12.	<p>Click the Batch Approval menu.</p> 
13.	<p>Click the Approved - Batch is ready to post option.</p> <p>Note: If a batch is in ERROR STATUS, selecting Row, Batch Approval can be used to set the status to either pending or approved.</p> 
14.	<p>Click the OK button.</p> 

15.	Verify Status Description changed to Approved.
16.	Click the Close button. 
17.	You have successfully completed this lesson. End of Procedure.