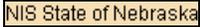
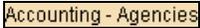
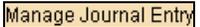
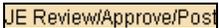


Batch Audit Workbench Lesson

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 Batch Audit Workbench link.</p> 
6.	<p>Click in the Batch Number field.</p> 
7.	<p>Enter the batch number you wish to investigate into the Batch Number field.</p>
8.	<p>Click the Find button.</p> 
9.	<p>Note: The Batch User ID will display the user ID of the individual who approved the batch.</p>
10.	<p>You have successfully completed this lesson. End of Procedure.</p>