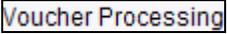
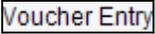


## Review Multiple Supplier-Payment Vouchers Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounts Payable</b> link. 
3.	Click the <b>Voucher Processing</b> link. 
4.	Click the <b>Voucher Entry</b> link. 
5.	Click the <b>Multiple Vendor Payment Entry</b> link. 
6.	Verify <b>All</b> is selected.
7.	You can narrow your search by entering a <b>Supplier Number, Date From and Thru</b> fields, or the <b>Batch Number</b> field.
8.	Click the <b>Find</b> button. 
9.	Notice the unique voucher <b>Document Number</b> assigned to each supplier payment.  Scroll to the right to review all detail fields for each voucher.
10.	Choose a voucher to review by clicking the check box next to it. 
11.	Click the <b>Select</b> button. 
12.	Review the voucher, as needed.
13.	Click the <b>Cancel</b> button. 
14.	Click the <b>Close</b> button. 
15.	You have successfully completed this lesson. <b>End of Procedure.</b>