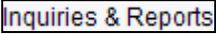
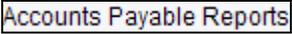
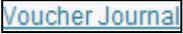


Printing Voucher Journal Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounts Payable Reports link. 
5.	Click the Voucher Journal link. 
6.	Click the Data Selection option. 
7.	Click the Submit button. 
8.	Click the Right Operand drop down list. 
9.	Click the Literal list item. 
10.	Enter the batch number for which to run the report in the Literal Value field.
11.	Click the OK button. 
12.	Click the OK button. 
13.	Click the OK button. 
14.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. End of Procedure.