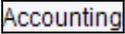
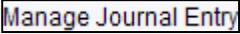
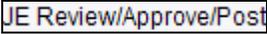


Batch Audit Workbench Lesson

| Step | Action |
|------|--|
| 1. | Click the State of Nebraska link.  |
| 2. | Click the Accounting link.  |
| 3. | Click the Manage Journal Entry link.  |
| 4. | Click the JE Review/Approve/Post link.  |
| 5. | Click the Batch Audit Workbench link.  |
| 6. | Click in the Batch Number field.  |
| 7. | Enter the batch number you wish to investigate into the Batch Number field. |
| 8. | Click the Find button.  |
| 9. | Note: The Batch User ID will display the user ID of the individual who approved the batch. |
| 10. | Click the Close button.  |
| 11. | You have successfully completed this lesson. End of Procedure. |