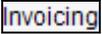
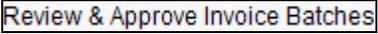
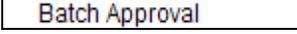


Approve Invoice Batch

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Accounts Receivable Processing link. 
4.	Click the Invoicing link. 
5.	Click the Review & Approve Invoice Batches link. 
6.	Click the Invoice Batch Review/Approve/Post link. 
7.	Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number, etc.) <input data-bbox="354 1024 493 1066" type="text"/>
8.	Click the Find button. 
9.	Choose the desired batch(es) by click the check box next to them. <input data-bbox="354 1209 399 1251" type="checkbox"/>
10.	Click the Row button. 
11.	Click the Batch Approval menu. 
12.	Click the Approved - Batch is ready to post option. <input data-bbox="354 1478 399 1520" type="radio"/>
13.	Click the OK button. 
14.	Chosen batch(es) will show status of Approved .
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.