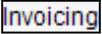
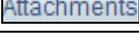


Print IBT Invoice Batch Lesson

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 Enter & Print Invoice link. 
6.	Click the Invoice Print link. 
7.	Choose the Version/Version Title desired by clicking the check box next to it. 
8.	Click the Select button. 
9.	Click the Data Selection option. 
10.	Click the Submit button. 
11.	Click the Right Operand list of the first row. 
12.	Click the Literal list item. 
13.	Enter the batch number into the Literal Value: field.
14.	Click the OK button. 
15.	Click the OK button. 
16.	Click the Attachments tab. 
17.	Verify "1" is entered in the Print Attachments field.

Step	Action
18.	Click the OK button. 
19.	Click the OK button. 
20.	Click the OK button. 
21.	Click the Close button. 
22.	<p>You have successfully completed this lesson.</p> <p>Note: This report runs in OSA</p> <p>When the receivable fund is a fund that is used by multiple agencies (such as funds 10000, 33000 or 40000, which have an Administrative Services address record), write your agency name and billing number on the invoice so the paying agency knows who to pay on the voucher.</p> <p>End of Procedure.</p>