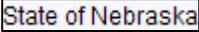
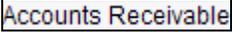
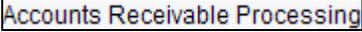
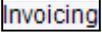
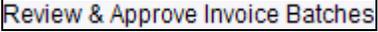
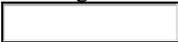


## Review Invoice Batch Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounts Receivable</b> link. 
3.	Click the <b>Accounts Receivable Processing</b> link. 
4.	Click the <b>Invoicing</b> link. 
5.	Click the <b>Review &amp; Approve Invoice Batches</b> link. 
6.	Click the <b>Invoice Batch Review/Approve/Post</b> link. 
7.	Enter your User ID in the <b>User ID</b> field in the QBE line to bring up only the invoices you prepared.  <b>Note:</b> You may use other QBE fields or combinations of fields if you know what you are looking for. 
8.	Click the <b>Find</b> button. 
9.	Choose the desired batch by clicking the check box next to it. 
10.	Click the <b>Select</b> button. 
11.	Choose the desired Invoice Number by clicking the invoice next to it. 
12.	Click the <b>Select</b> button. 
13.	Review the invoice.
14.	Click the <b>Cancel</b> button. 
15.	Click the <b>Close</b> button. 

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Step	Action
16.	Click the <b>Close</b> button. 
17.	You have successfully completed this lesson. <b>End of Procedure.</b>