

## Receipt Journal Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounts Receivable</b> link. 
3.	Click the <b>Deposit Processing</b> link. 
4.	Click the <b>Receipt Journal</b> link. 
5.	Click the <b>Data Selection</b> option. 
6.	Click the <b>Submit</b> button. 
7.	Click the <b>drop down</b> list of the Right Operand column for the Batch Number. 
8.	Click the <b>Literal</b> list item. 
9.	Enter the batch number into the <b>Literal Value</b> field.
10.	Click the <b>OK</b> button. 
11.	Click the <b>OK</b> button. 
12.	Click the <b>OK</b> button. 
13.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>