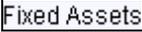
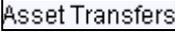
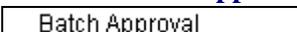
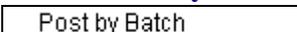


Approve and Post Transfer Journal Entry

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Fixed Assets link. 
3.	Click the Asset Transfers link. 
4.	Click the F/A Transfer Review/Approve/Post link. 
5.	Click in the Batch Number field. 
6.	Enter the Batch Number from Interagency Transfer Program into the Batch Number field.
7.	Click the Find button. 
8.	Select the batch by clicking the check box option next to it. 
9.	Click the Row button. 
10.	Click the Batch Approval menu. 
11.	Click the Approved - Batch is ready to post option. 
12.	Click the OK button. 
13.	Click the Row button. 
14.	Click the Post by Batch menu. 
15.	Click the OK button. 
16.	Click the Find button. 

Step	Action
17.	When the processing is complete, the Batch will no longer be displayed. Note: Continue to click Find until it is finished processing.
18.	Click the Posted Batches option. 
19.	Click the Find button. 
20.	The posted batch will be displayed.
21.	Click the Close button. 
22.	You have successfully completed this lesson. End of Procedure.