

## Batch Audit Workbench Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounting</b> link. 
3.	Click the <b>Manage Journal Entry</b> link. 
4.	Click the <b>JE Review/Approve/Post</b> link. 
5.	Click the <b>Batch Audit Workbench</b> link. 
6.	Click in the <b>Batch Number</b> field. 
7.	Enter the batch number you wish to investigate into the <b>Batch Number</b> field.
8.	Click the <b>Find</b> button. 
9.	<b>Note:</b> The Batch User ID will display the user ID of the individual who approved the batch.
10.	You have successfully completed this lesson. <b>End of Procedure.</b>