

# **Batch Audit Workbench**

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The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Batch Audit Workbench

### Batch Audit Workbench Overview

The Batch Audit Review provides the approver of a document. If a document is approved more than once, all the approvals will be listed. This can happen if a batch fails budget or if it is voided.

### Batch Audit Workbench Lesson

#### Procedure

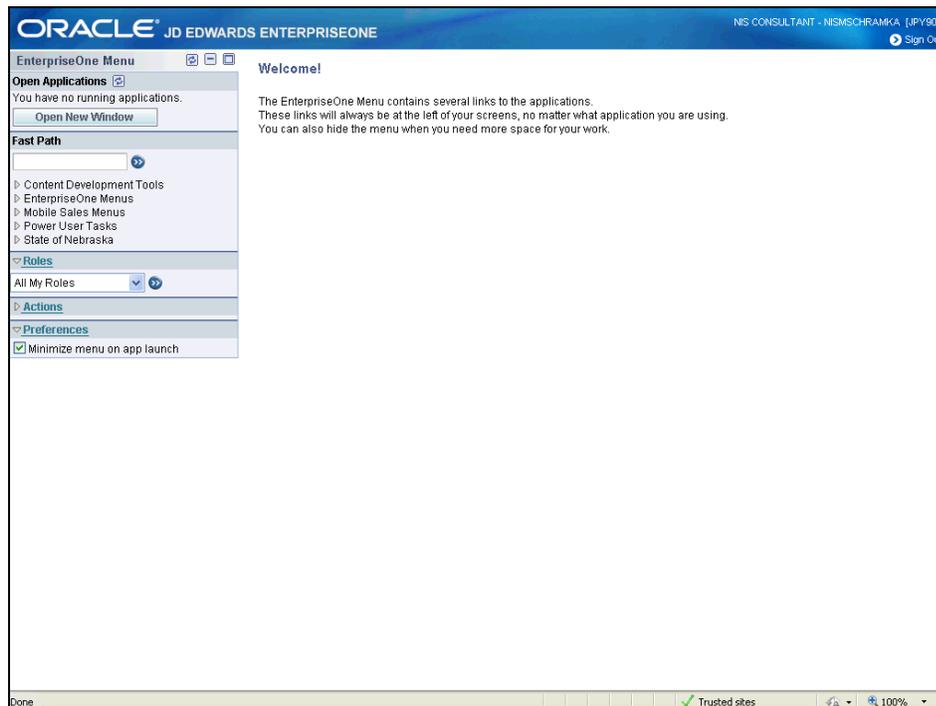
In this lesson you will learn how to look up the approver of a batch document or documents.

**Navigation:** There are two menu paths for this process. This lesson uses the Accounting menu path.

Accounting > Manage Journal Entry > JE Review/Approve/Post > Batch Audit Workbench.

or

Accounts Payable > Voucher Processing > Review/Approve/Post Voucher Batches > Batch Audit Workbench.

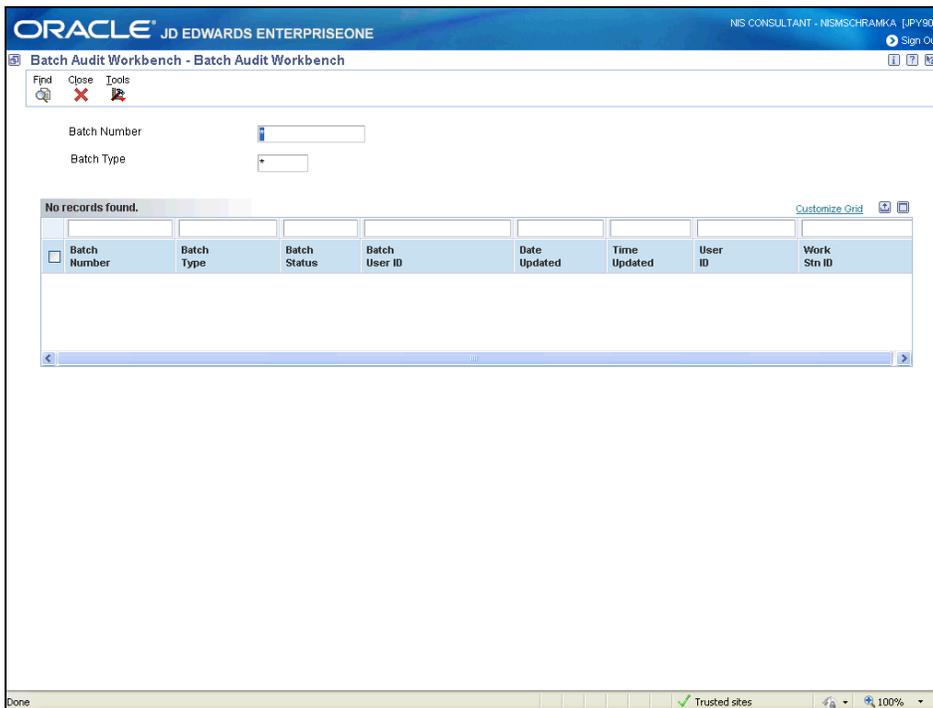


Step	Action
1.	Click the <b>State of Nebraska</b> link. State of Nebraska

# Training Guide

## Batch Audit Workbench

Step	Action
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. 



Step	Action
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>

