

## 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.

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>

### Navigation

Click Roles, General Accounting.  
(Citrix users – right click on the menu, choose Apply Roles, choose General Accounting.)

General Accounting – Agencies > Manage Journal Entries >  
Enter Manual Journal Entries > Review/Approve Journal Entries > Batch Audit Workbench

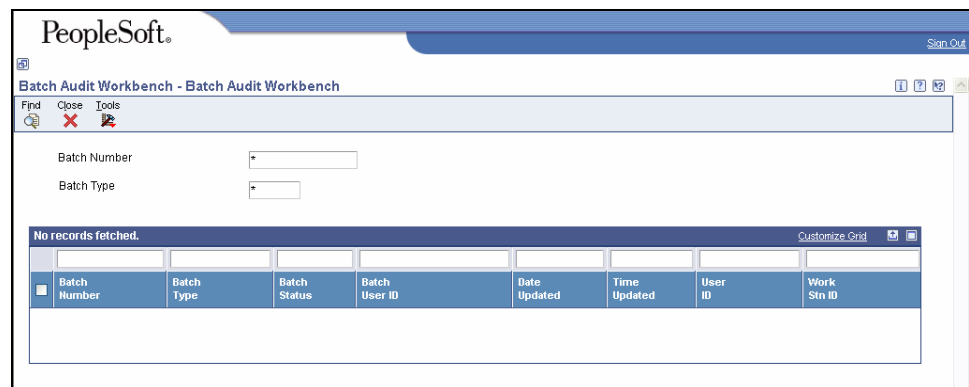
OR


Click Roles, Accounts Payable.  
(Citrix users – right click on the menu, choose Apply Roles, choose Accounts Payable.)

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

### Steps

Start this instruction from the Batch Audit Review – Batch Audit Workbench screen.



1. Enter the batch number you wish to investigate in the Batch Number field in the header or in the QBE line.
2. Click **Find**.
  -  The Batch User ID will display the user ID of the individual who approved the batch.