

Receipt Journal
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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/>.

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Receipt Journal

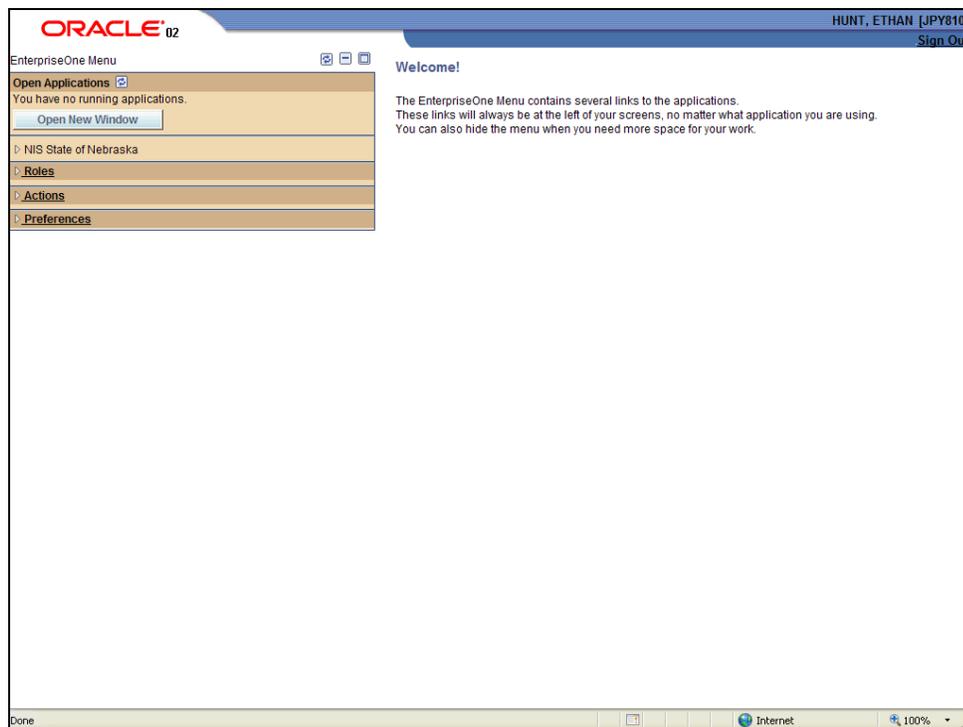
Receipt Journal Overview

Run the Receipt Journal report to review detailed transactions including deposits and cash application batches.

Receipt Journal Lesson

Procedure

In this lesson you will learn how to run the Receipt Journal Report.

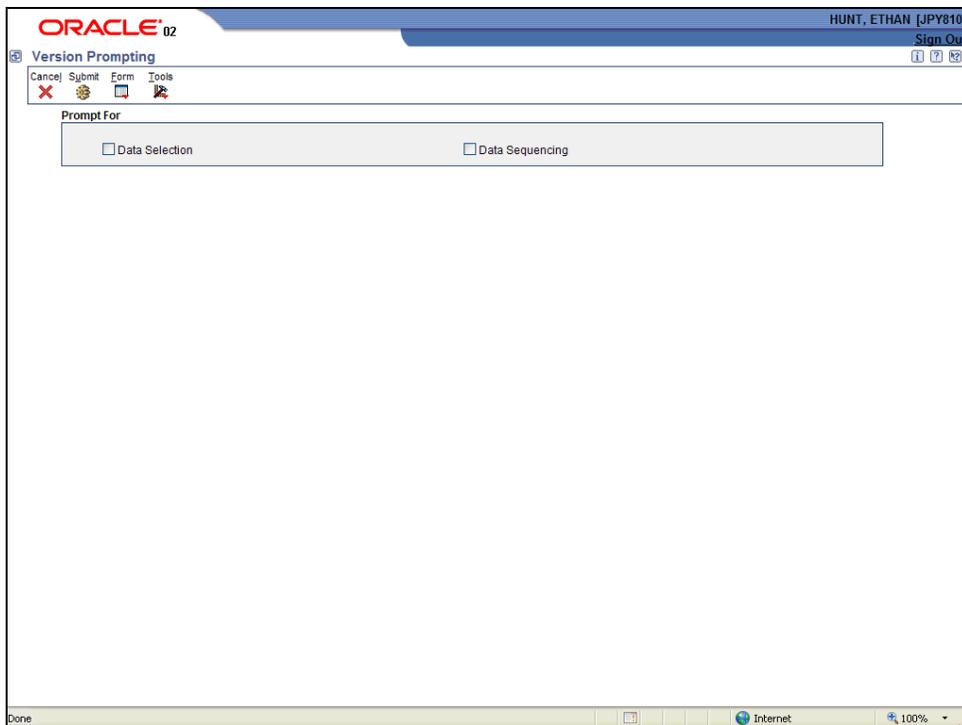


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

Training Guide

Receipt Journal

Step	Action
2.	Click the Accounts Receivable link.
3.	Click the Deposit Processing link.
4.	Click the Receipt Journal link.



Step	Action
5.	Click the Data Selection option. <input type="checkbox"/>
6.	Click the Submit button.

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

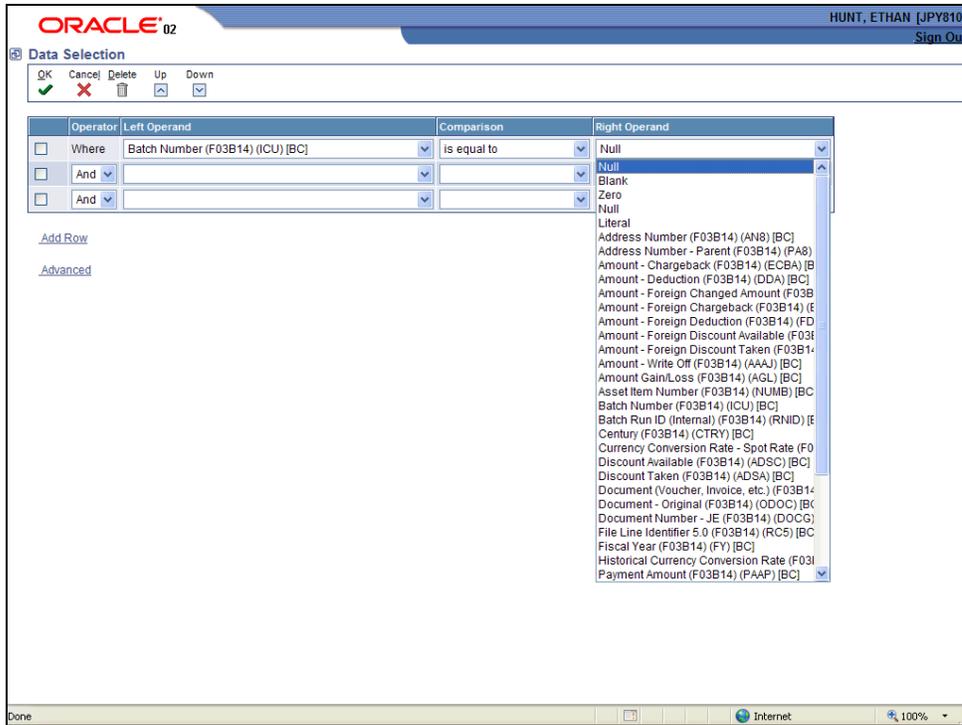
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Batch Number (F03B14) (ICU) [BC]	is equal to	Null
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)

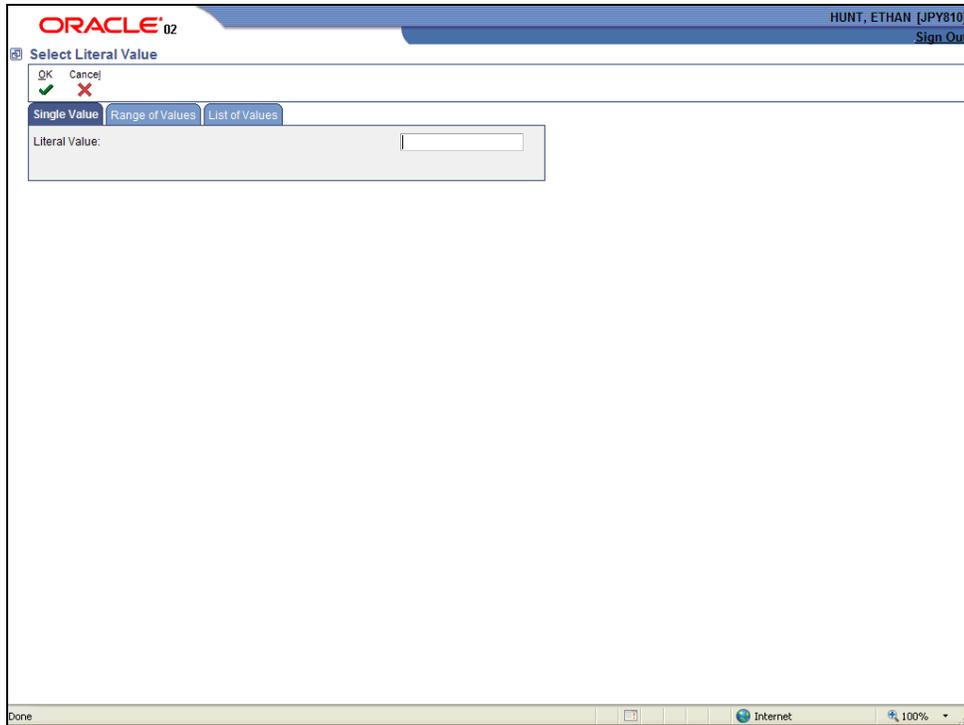
[Advanced](#)

Done Internet 100%

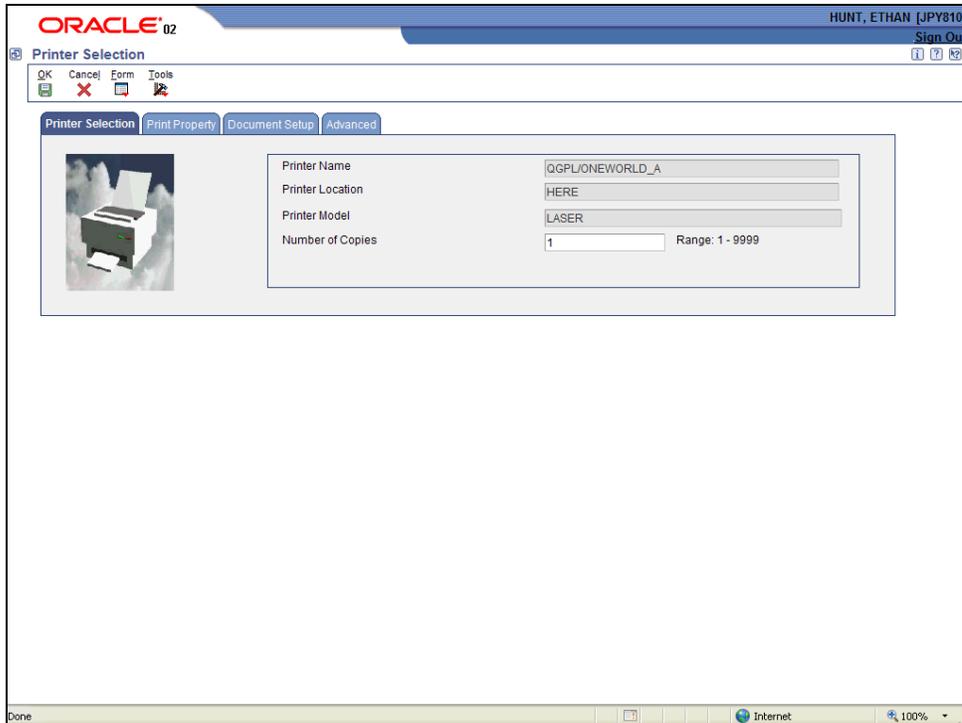
Step	Action
7.	Click the drop down list of the Right Operand column for the Batch Number. 



Step	Action
8.	Click the Literal list item. <input type="text" value="Literal"/>



Step	Action
9.	Enter the batch number into the Literal Value field.
10.	Click the OK button. <input checked="" type="checkbox"/>
11.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
12.	Click the OK button. 
13.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.