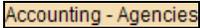
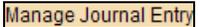
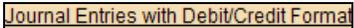


## Inquiring On A Journal Entry Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Accounting - Agencies</b> link.</p> 
3.	<p>Click the <b>Manage Journal Entry</b> link.</p> 
4.	<p>Click the <b>Enter Manual Journal Entries</b> link.</p> 
5.	<p>Click the <b>Journal Entries with Debit/Credit Format</b> link.</p> 
6.	<p>Type the batch number in the Batch Number header field, <b>or leave blank for all batches.</b> The QBE line may be used to narrow the search.</p> <p>Click the <b>Find</b> button.</p> 
7.	<p>Choose the document to review by placing a check mark to the left of the row.</p> <p><b>Note:</b> Multiple records may be chosen.</p> 
8.	<p>Click the <b>Select</b> button.</p> 
9.	<p>Review the debit/credit journal entry.</p>
10.	<p>Click Cancel to return to the Work with Journal Entries window or the next document if multiple documents were chosen.</p> <p>Click the <b>Cancel</b> button.</p> 
11.	<p>Click the <b>Close</b> button.</p> 
12.	<p>You have successfully completed the lesson.</p> <p><b>End of Procedure.</b></p>