

Inquiring On A Journal Entry
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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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Inquiring On A Journal Entry

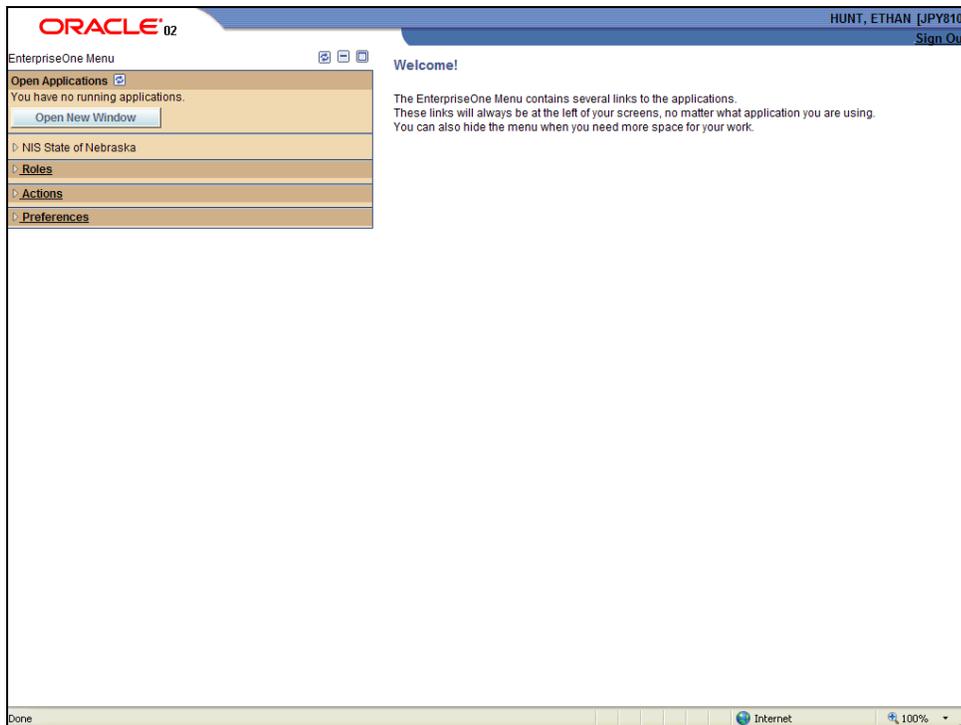
Inquiring On A Journal Entry Overview

In NIS, you can inquire on a journal entry entered to ensure accuracy or to verify the entry was created.

Inquiring On A Journal Entry Lesson

Procedure

In this lesson you will learn how to inquire on a journal entry.

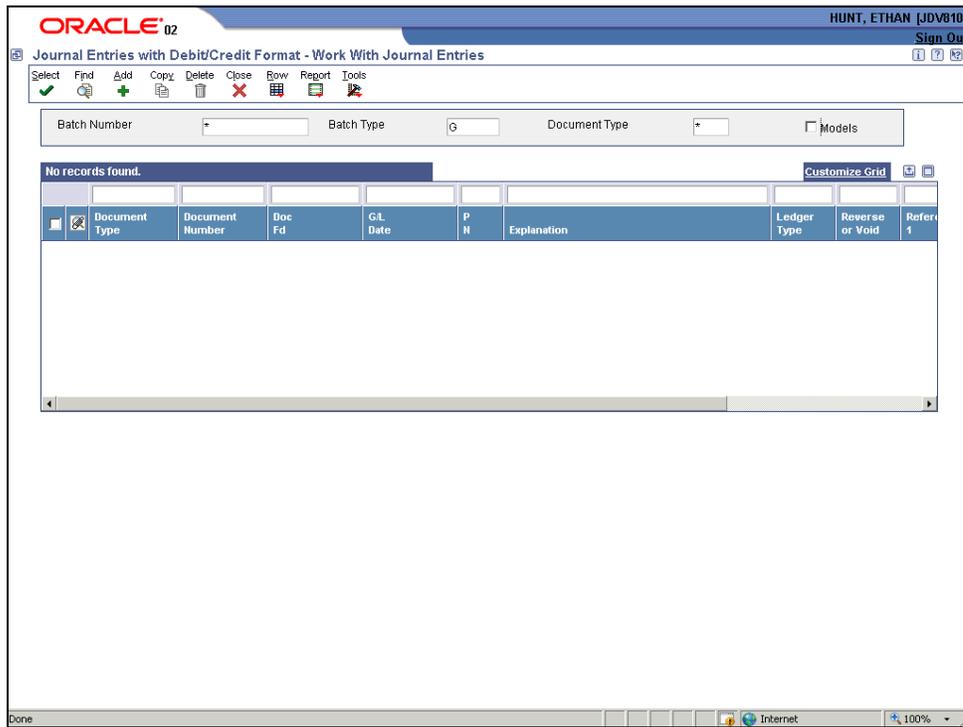


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

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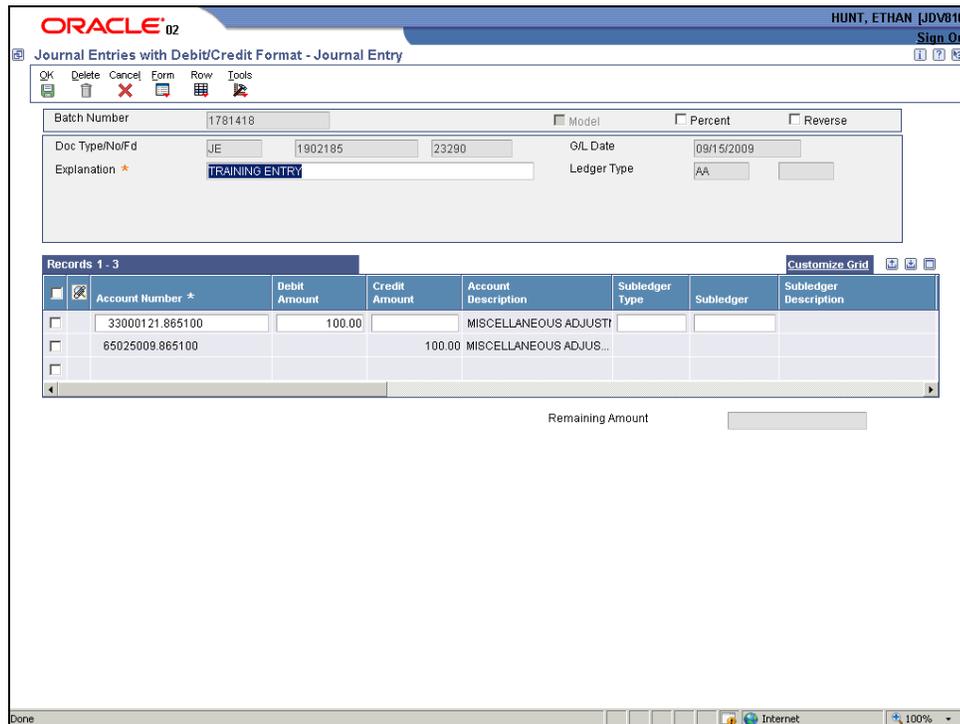
Inquiring On A Journal Entry

Step	Action
2.	Click the Accounting - Agencies link.
3.	Click the Manage Journal Entry link.
4.	Click the Enter Manual Journal Entries link.
5.	Click the Journal Entries with Debit/Credit Format link.



Step	Action
6.	Type the batch number in the Batch Number header field, or leave blank for all batches. The QBE line may be used to narrow the search. Click the Find button.

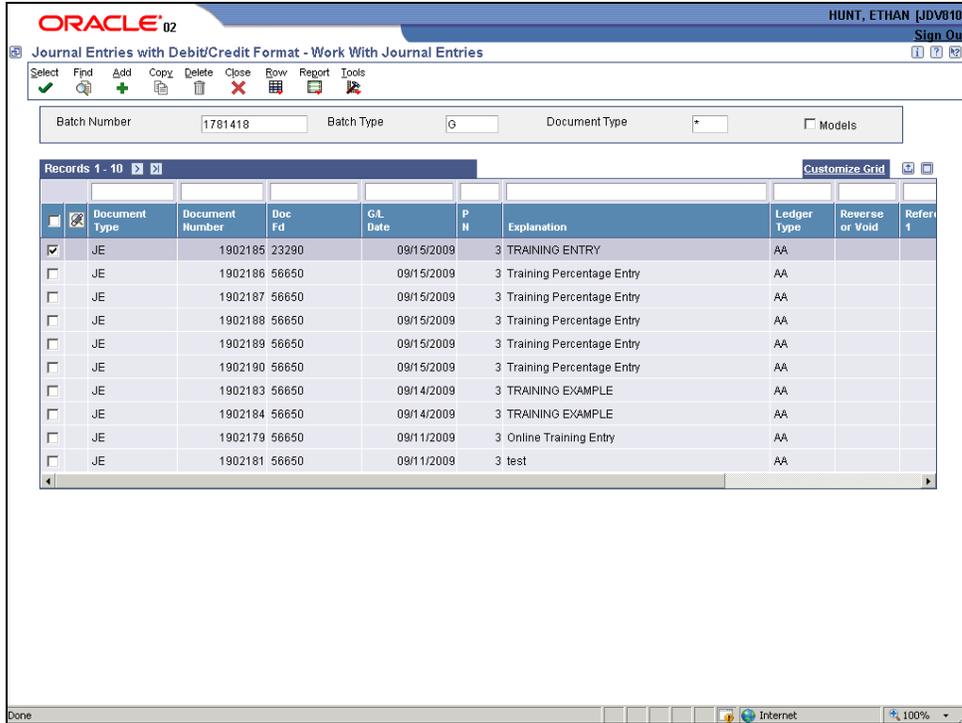
Step	Action
7.	Choose the document to review by placing a check mark to the left of the row. Note: Multiple records may be chosen. <input type="checkbox"/>
8.	Click the Select button. <input checked="" type="checkbox"/>
9.	Review the debit/credit journal entry.



Step	Action
10.	Click Cancel to return to the Work with Journal Entries window or the next document if multiple documents were chosen. Click the Cancel button. <input checked="" type="checkbox"/>

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Step	Action
11.	Click the Close button.
12.	You have successfully completed the lesson. End of Procedure.