

Changing an Unposted Journal Entry
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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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Changing an Unposted Journal Entry

Changing an Unposted Journal Entry Overview

Journal entries move money, units, or both from one account to another. In NIS, you can specify different ledger types and an unlimited number of detail lines in journal entries.

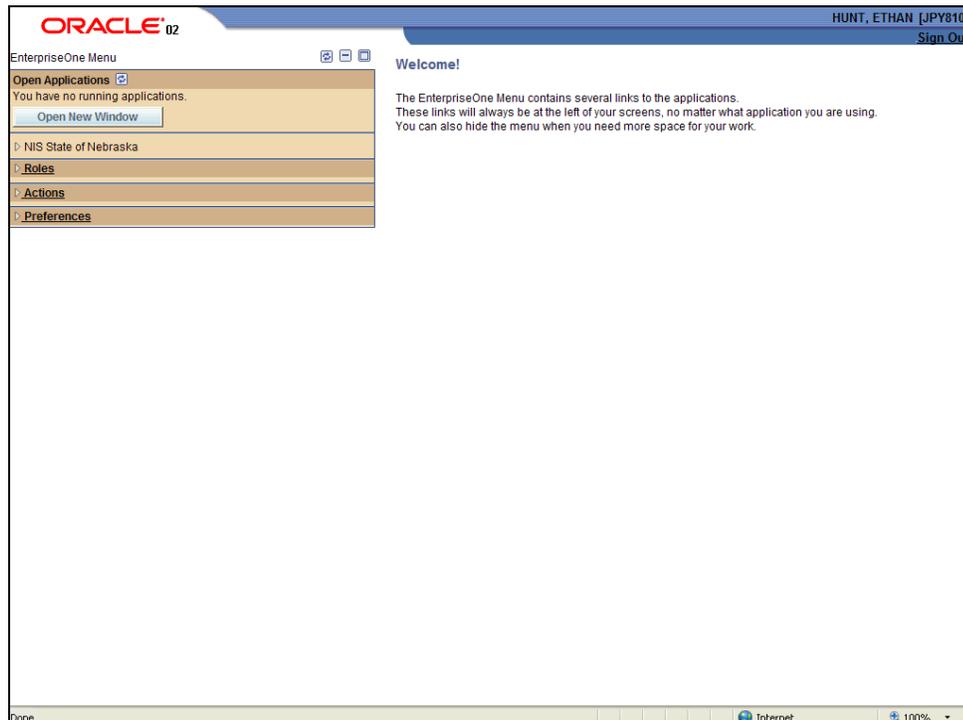
When journal entries are correctly and regularly entered, they ensure G/L accuracy.

Note: During journal entry, record batch number(s) to quickly locate them later.

Changing an Unposted Journal Entry Lesson

Procedure

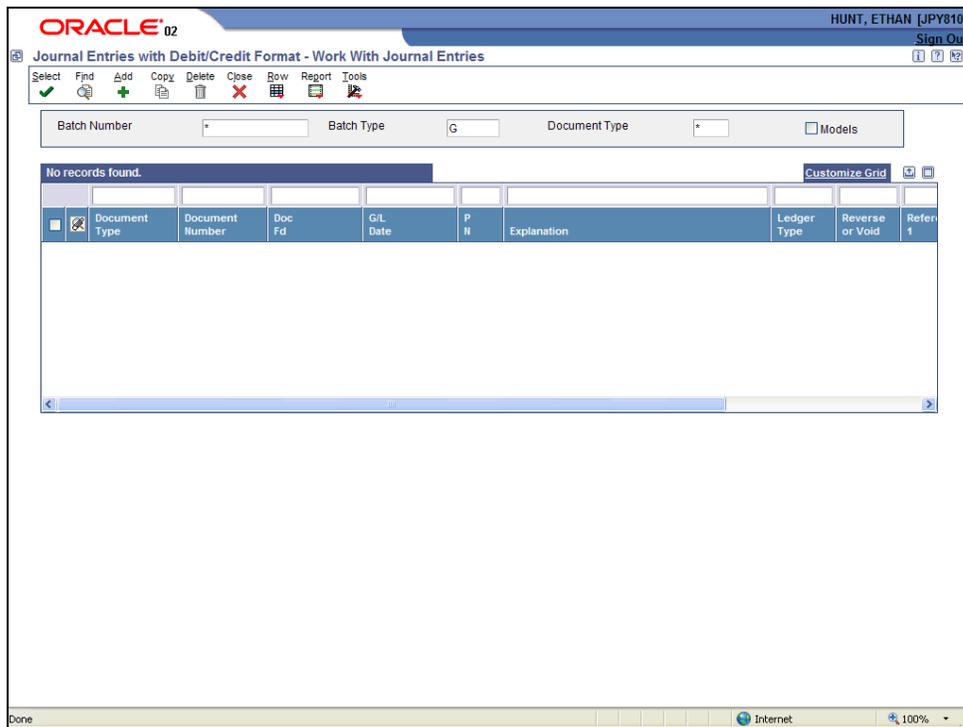
In this lesson you will learn the steps for changing an unposted journal entry.



Training Guide

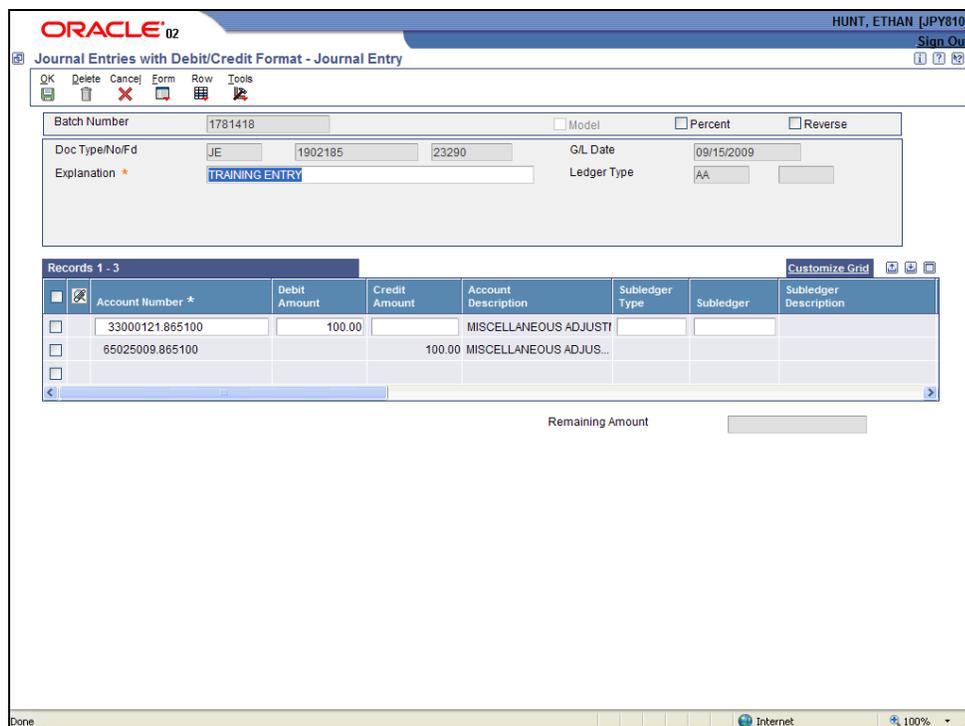
Changing an Unposted Journal Entry

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

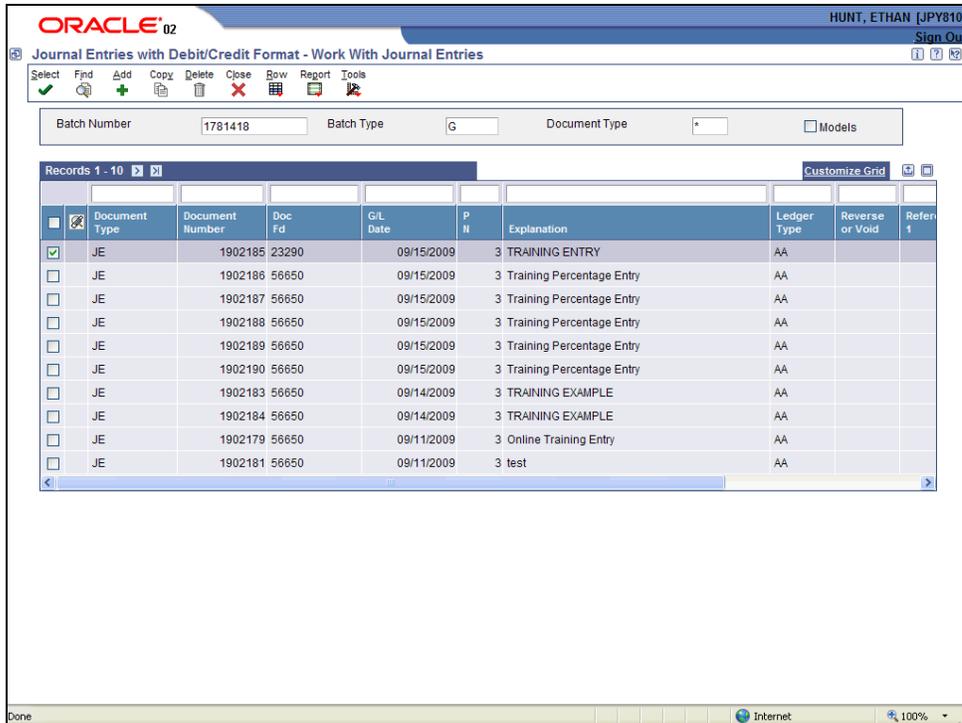
Step	Action
7.	Click the JE option. 
8.	Click the Select button. 
9.	Change the following, as needed: Explanation (only field you can change in the header) Account Numbers (Debit and Credit) Amount Subledger Subledger Type Other fields as needed (i.e. Tag Number, PO Number, etc.)



Step	Action
10.	Click the OK button. 

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Changing an Unposted Journal Entry



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