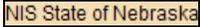
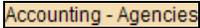
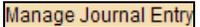
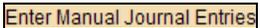


## Deleting A Journal Entry Lesson

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>Click in the <b>G/L Date</b> field.</p> 
7.	<p>Enter the desired information into the <b>G/L Date</b> field.</p>
8.	<p>We have shown you how to minimize your search by using the Query By Example line above G/L Date.</p> <p>You may leave all fields blank and click the <b>Find</b> button as well.</p> 
9.	<p>Click in the box to the left of a Journal Entry or Entries that you would like to delete.</p> 
10.	<p>Click the <b>Delete</b> button.</p> 
11.	<p>A confirmation message box appears asking you if you are sure you want to delete the selected item. If a journal entry has been posted, a "Delete Invalid" message will appear. Use the procedures to void the journal entry if you do not want it posted to the general ledger.</p> <p>Click the <b>OK</b> button.</p> 
12.	<p>Click the <b>Close</b> button.</p> 
13.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

