

Deleting 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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Deleting A Journal Entry

Deleting A Journal Entry Overview

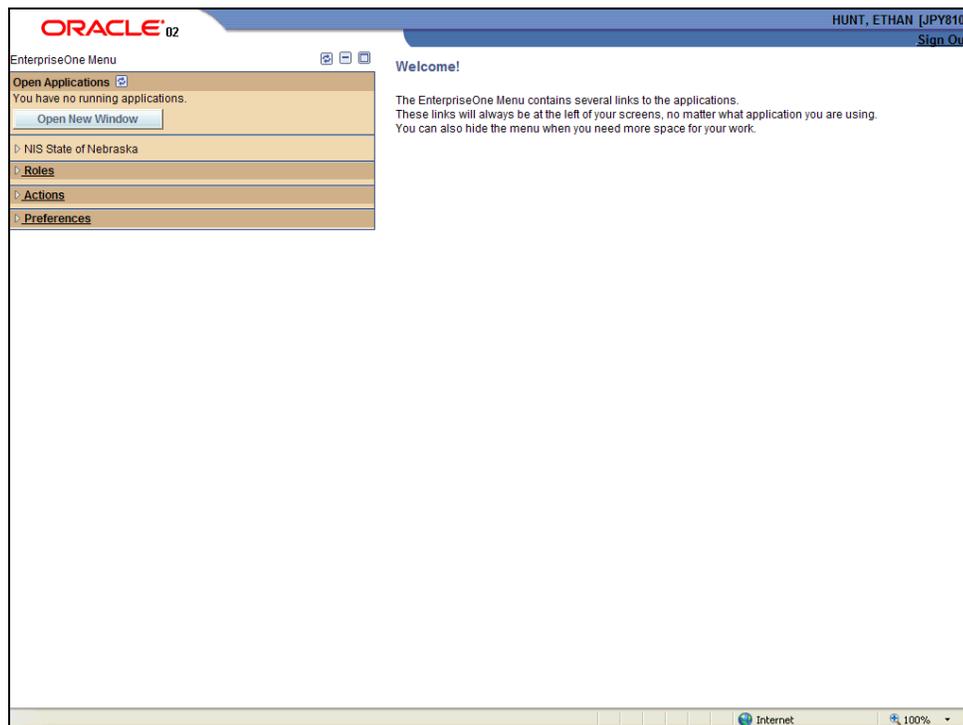
In NIS, a journal entry that has been created can be deleted from the system only if it has not been posted. If the journal entry has been posted, please refer to the work instructions to Void a Journal Entry.

No audit trail is created for deleted journal entries.

Deleting A Journal Entry Lesson

Procedure

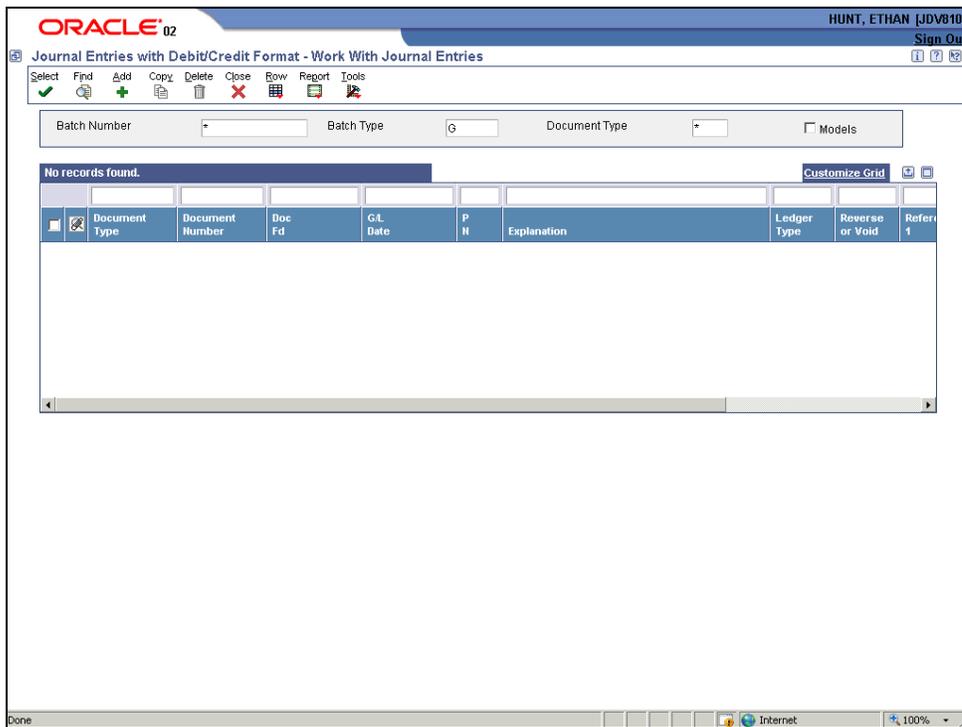
In this lesson you will learn the steps for deleting a journal entry.



Training Guide

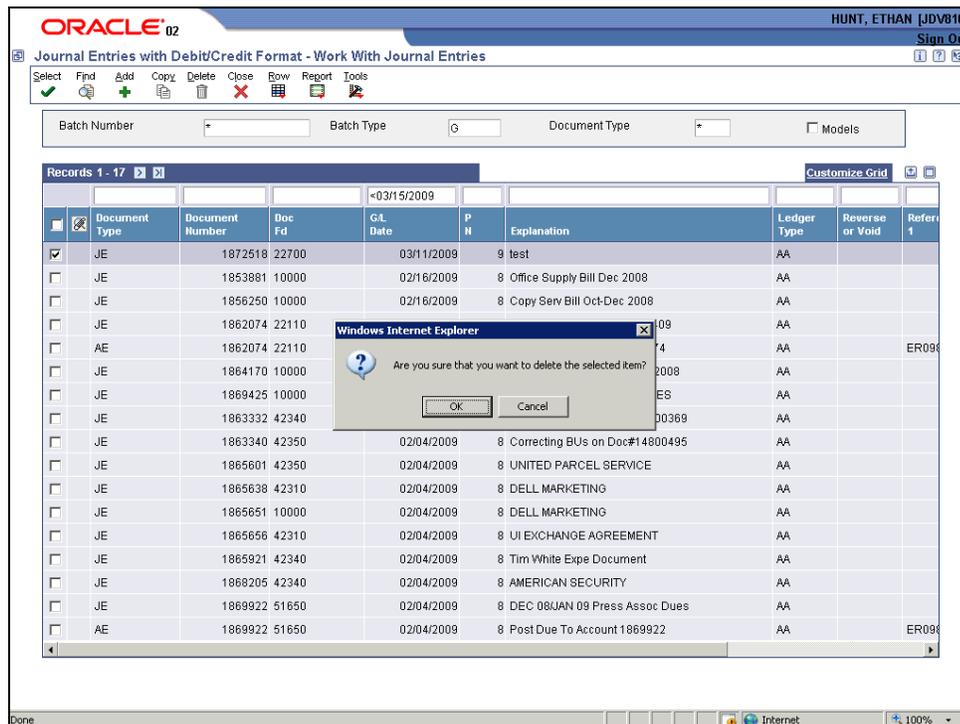
Deleting A Journal Entry

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



Step	Action
6.	Click in the G/L Date field. <input type="text"/>

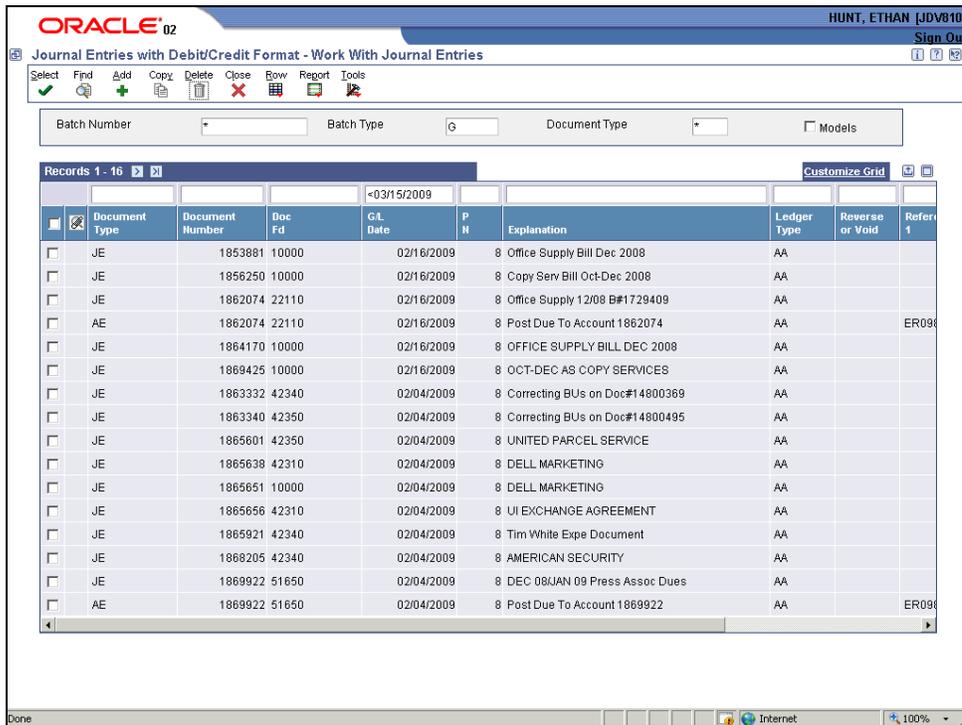
Step	Action
7.	Enter the desired information into the G/L Date field.
8.	<p>We have shown you how to minimize your search by using the Query By Example line above G/L Date.</p> <p>You may leave all fields blank and click the Find button as well.</p> 
9.	<p>Click in the box to the left of a Journal Entry or Entries that you would like to delete.</p> 
10.	<p>Click the Delete button.</p> 



Step	Action
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 OK button.</p> 

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