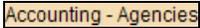
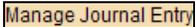
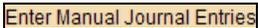
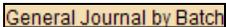


## Printing Journal Entries By Batch Lesson

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>General Journal by Batch</b> link.</p> 
6.	<p>Choose the version you want to run by clicking the check box next to it.</p> <input type="checkbox"/>
7.	<p>Click the <b>Select</b> button.</p> 
8.	<p>Click the <b>Data Selection</b> option.</p> <input type="checkbox"/>
9.	<p>Click the <b>Submit</b> button.</p> 
10.	<p>Click the <b>drop down</b> list of the Right Operand column for the Batch Number row.</p> 
11.	<p>Click the <b>Literal</b> list item.</p> 
12.	<p>Enter the batch number into the <b>Literal Value</b> field.</p> <p><b>Note:</b> You can use the Range of Values tab to enter a range of batch numbers, or the List of Values tab to type a list of batch numbers.</p>
13.	<p>Click the <b>OK</b> button.</p> 
14.	<p>Complete additional data selection as needed.</p>

15.	Click the <b>OK</b> button. 
16.	Click the <b>OK</b> button. 
17.	Click the <b>Close</b> button. 
18.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>