

Printing Journal Entries By Batch
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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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Printing Journal Entries By Batch

Printing Journal Entries By Batch Overview

After you enter journal entries, you can print them to review and approve. You can review printed or online reports.

Note: In NIS, refer to batch numbers instead of document numbers.

Printing Journal Entries By Batch Lesson

Procedure

In this lesson you will learn how to print journal entries by batch.

Navigation:

We have listed two ways to navigate to the Print Journal Entries by Batch process. This lesson will be using the General Journal by Batch navigational steps.

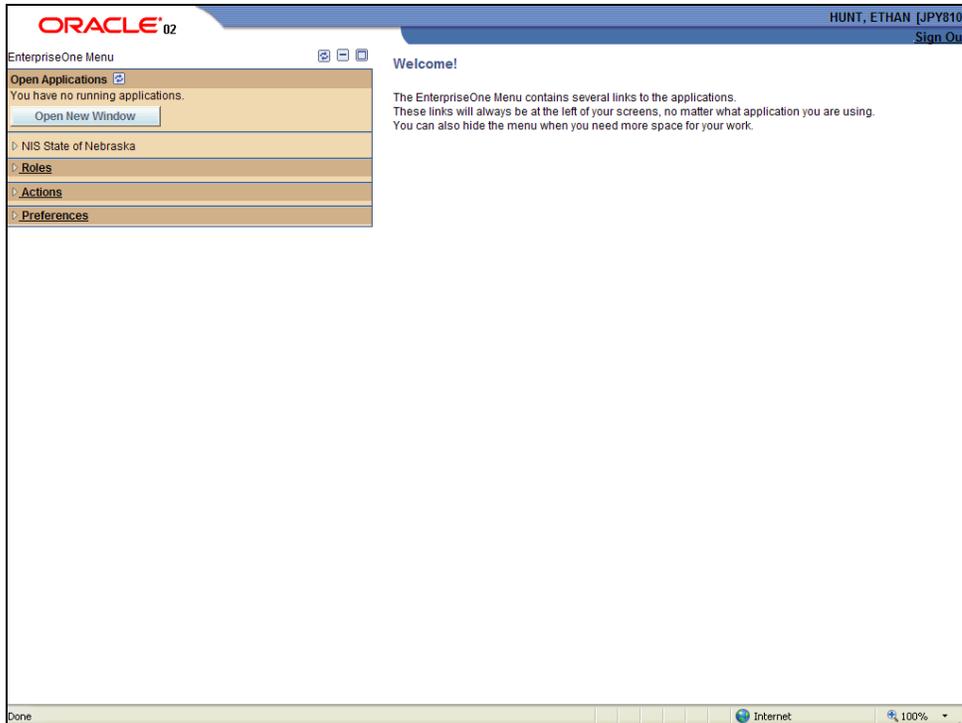
Accounting - Agencies > Manage Journal Entry > Enter Manual Journal Entries > General Journal by Batch

or

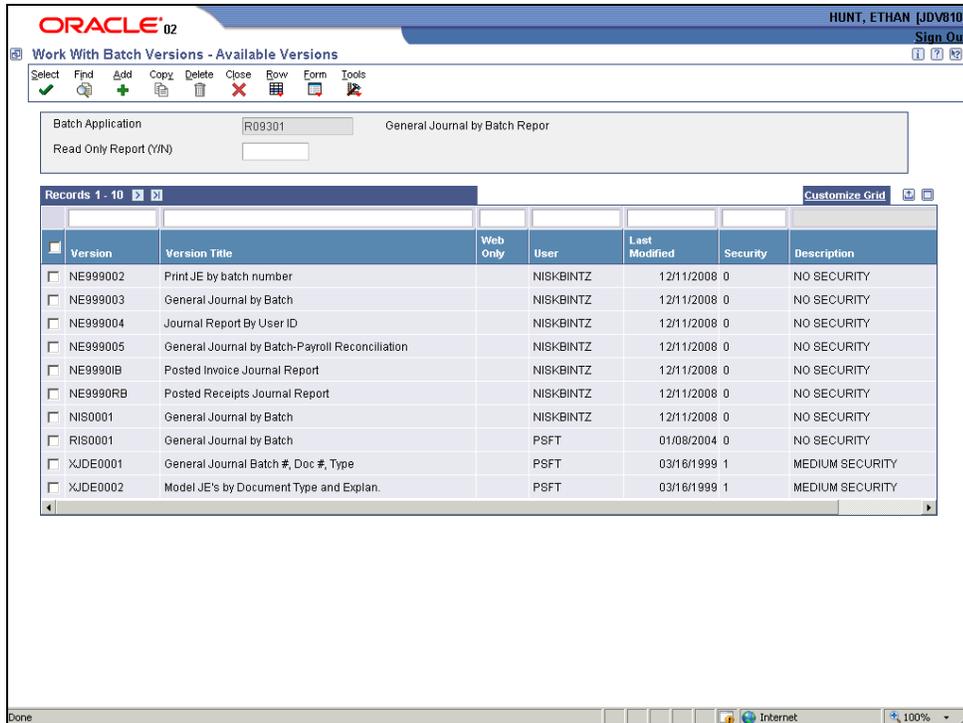
Accounting - Agencies > Manage Journal Entry > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format > Click Reports, General Journal

Training Guide

Printing Journal Entries By Batch



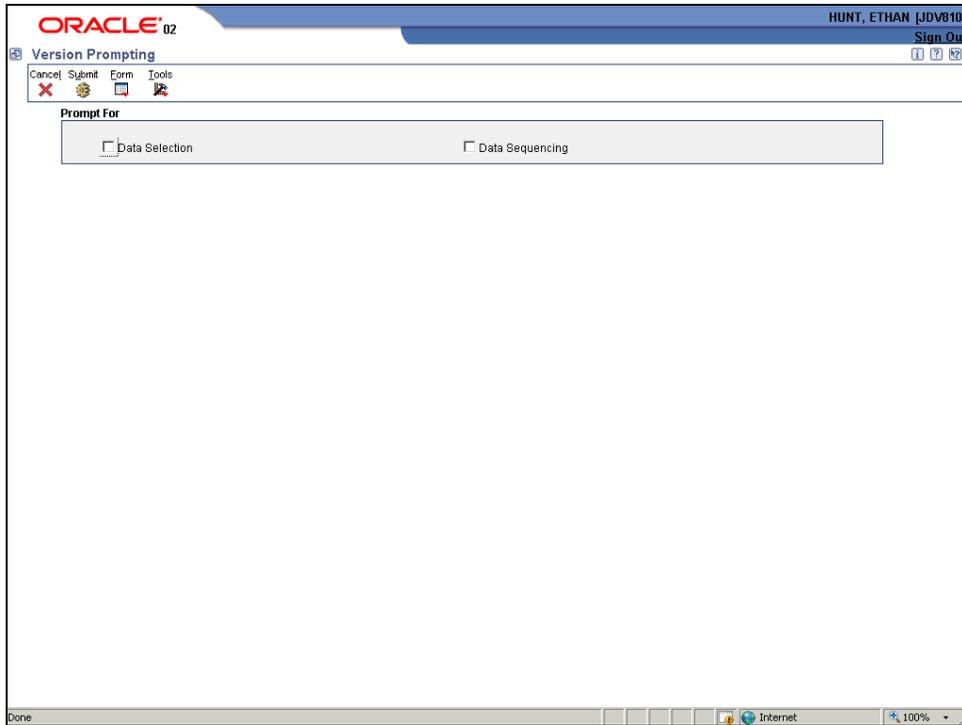
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Manage Journal Entry link. Manage Journal Entry
4.	Click the Enter Manual Journal Entries link. Enter Manual Journal Entries
5.	Click the General Journal by Batch link. General Journal by Batch



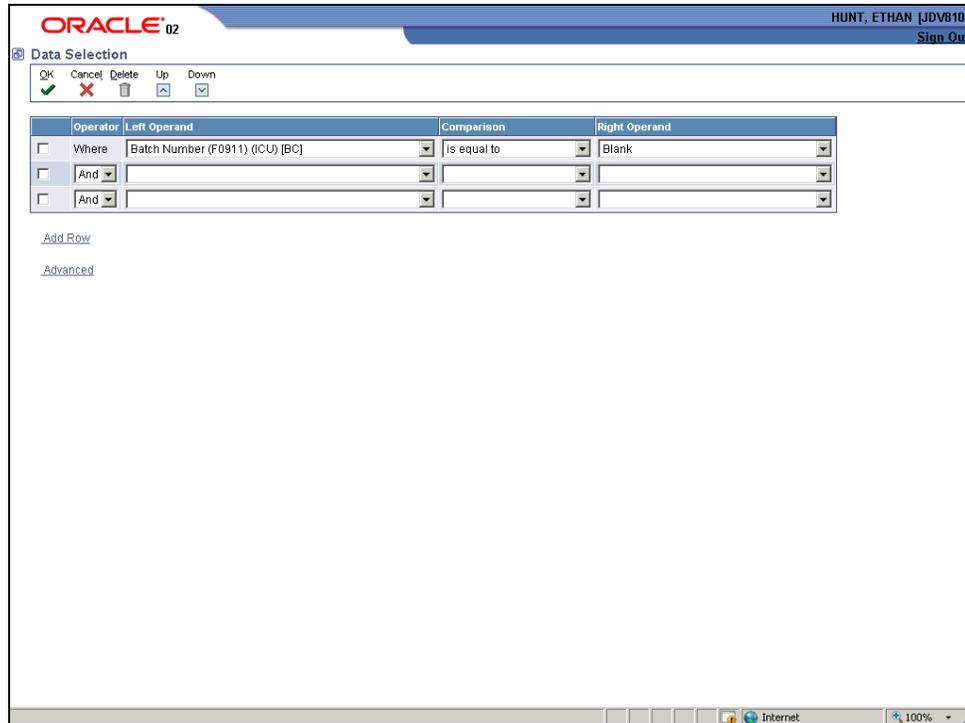
Step	Action
6.	Choose the version you want to run by clicking the check box next to it. <input type="checkbox"/>
7.	Click the Select button. <input checked="" type="checkbox"/>

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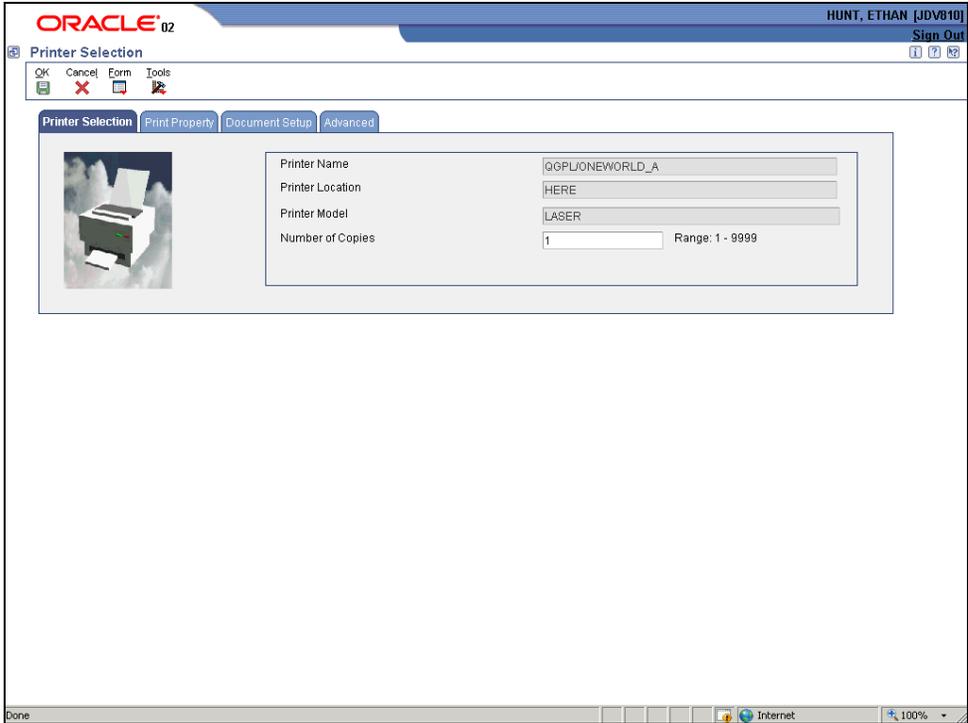
Step	Action
8.	Click the Data Selection option. 
9.	Click the Submit button. 



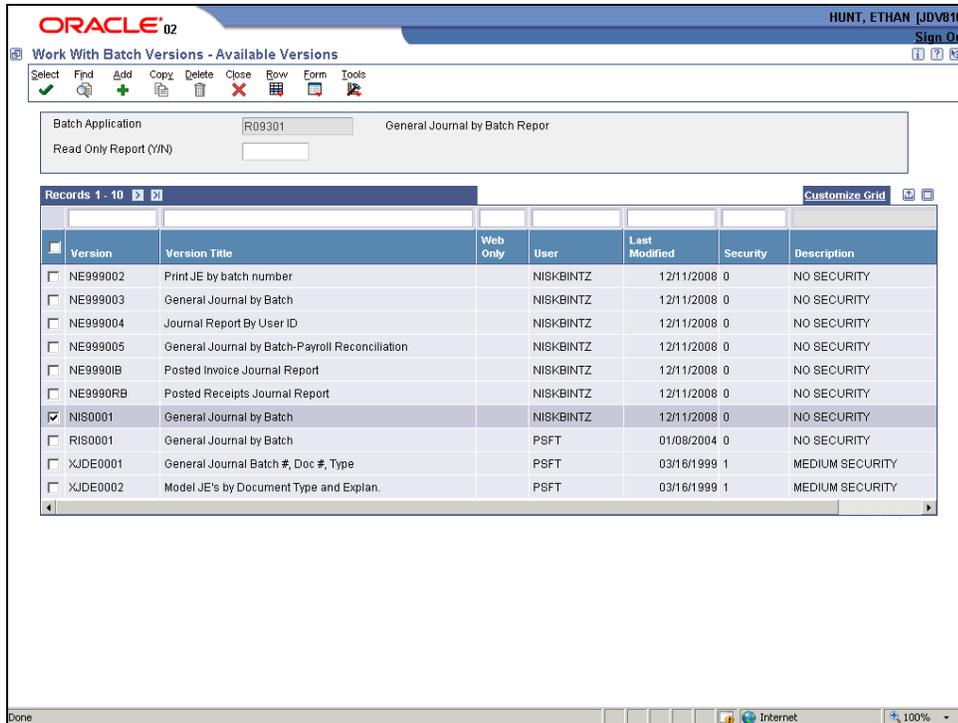
Step	Action
10.	Click the drop down list of the Right Operand column for the Batch Number row. 
11.	Click the Literal list item. 
12.	Enter the batch number into the Literal Value field. Note: You can use the Range of Values tab to enter a range of batch numbers, or the List of Values tab to type a list of batch numbers.
13.	Click the OK button. 
14.	Complete additional data selection as needed.
15.	Click the OK button. 

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Step	Action
16.	Click the OK button. 



Step	Action
17.	<p>Click the Close button.</p> 
18.	<p>To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions.</p> <p>You have successfully completed this lesson. End of Procedure.</p>