

Reviewing Journal Entries for Approval
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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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Reviewing Journal Entries for Approval

Reviewing Journal Entries for Approval Overview

Once journal entries have been entered into the system, they may be reviewed prior to approving to ensure accuracy. In NIS, once you have reviewed, made any necessary corrections, and approved the journal entries, they will be ready to be posted to the G/L.

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.

Reviewing Journal Entries for Approval Lesson

Procedure

In this lesson you will learn how to review journal entries for approval.

Navigation: There are two menu paths for this process. This lesson uses the JE Review/Approve/Post menu path.

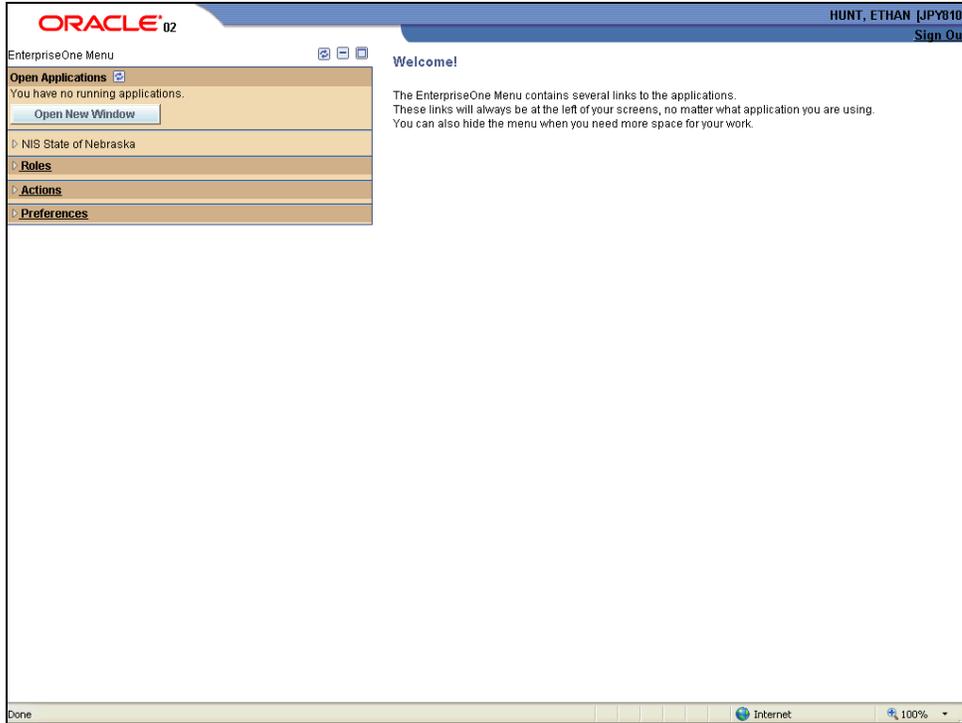
Accounting - Agencies > Manage Journal Entry > JE Review/Approve/Post > JE Review/Approve/Post

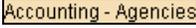
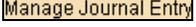
or

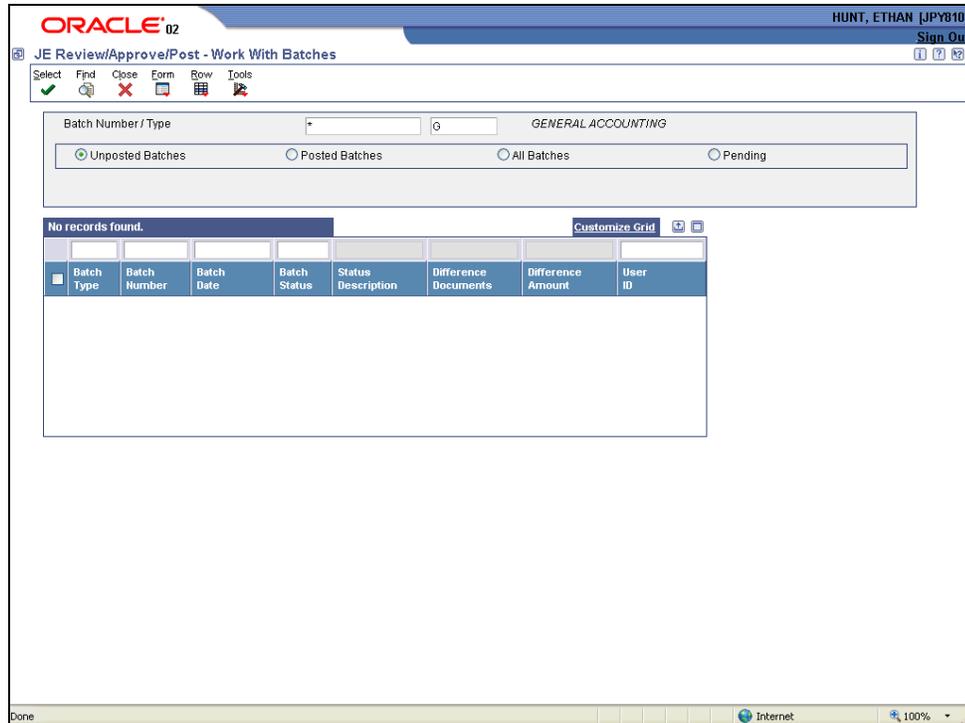
Accounting - Agencies > Manager Journal Entry > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format (Enter Batch Number, click Find, choose record and click Row, Batches)

Training Guide

Reviewing Journal Entries for Approval



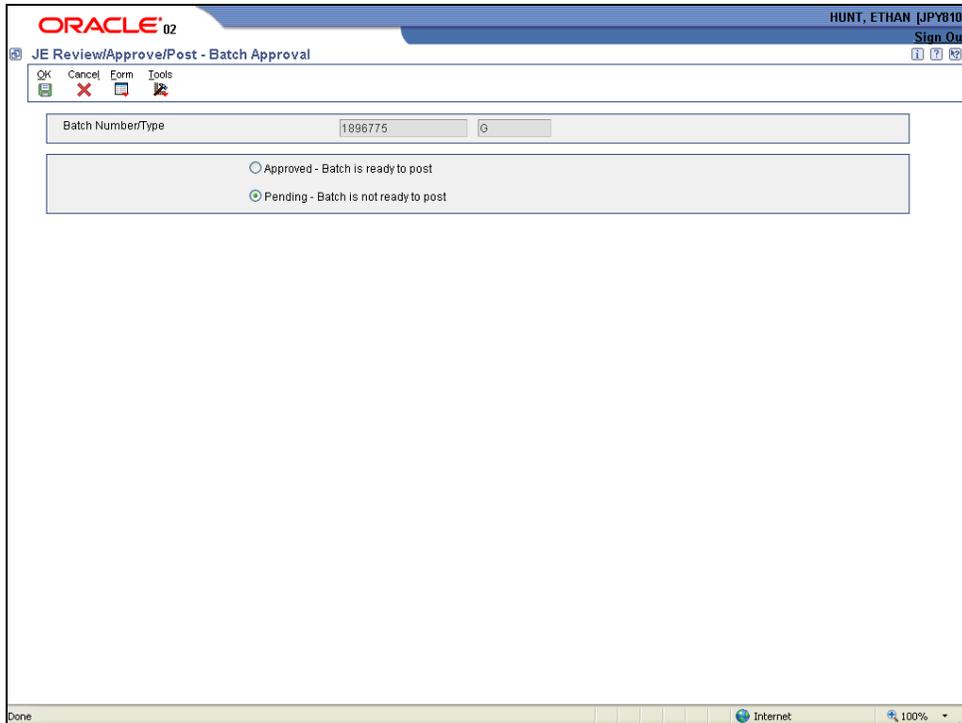
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Accounting - Agencies link. 
3.	Click the Manage Journal Entry link. 
4.	Click the JE Review/Approve/Post link. 
5.	Click the JE Review/Approve/Post link. 
6.	Note: Verify the Batch Type is correct.



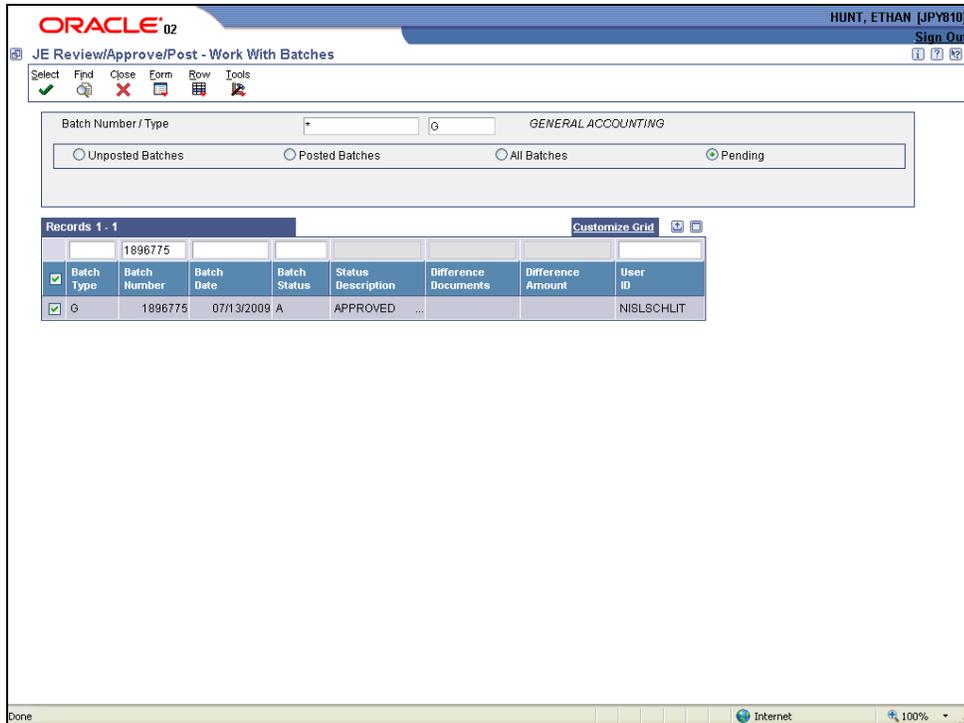
Step	Action
7.	Click the Pending option. <input type="radio"/>
8.	Click the Find button.
9.	Note: The QBE line can be used to narrow your search if necessary.
10.	Choose the desired batch number by clicking the check box next to it. <input type="checkbox"/>
11.	Click the Row button.
12.	Click the Batch Approval menu. <input type="button" value="Batch Approval"/>

Training Guide

Reviewing Journal Entries for Approval



Step	Action
13.	<p>Click the Approved - Batch is ready to post option.</p> <p>Note: If a batch is in ERROR STATUS, selecting Row, Batch Approval can be used to set the status to either pending or approved.</p> 
14.	<p>Click the OK button.</p> 
15.	<p>Verify Status Description changed to Approved.</p>



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