

Posting Journal Entries by Batch
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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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Posting Journal Entries by Batch

Posting Journal Entries by Batch Overview

After a batch is entered, reviewed, and approved, it must be posted to the General Ledger (G/L).

It is recommended you post each batch type for which you are responsible on a daily basis. Typically, you must run each of the following versions of the program:

- General Accounting (batch type G)
- Voucher Entry (batch type V)
- Invoices (batch type IB)
- Receipts & Adjustments (batch type RB)
- Inventory (batch type N)
- PO/Contract Entries (batch type O)

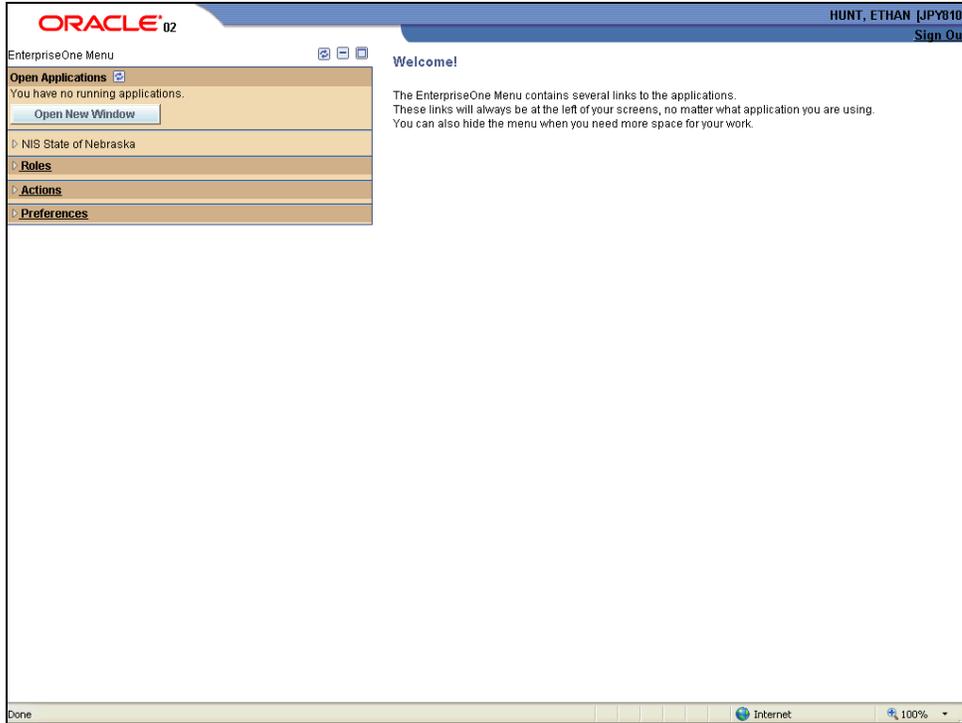
Posting Journal Entries by Batch Lesson

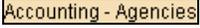
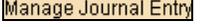
Procedure

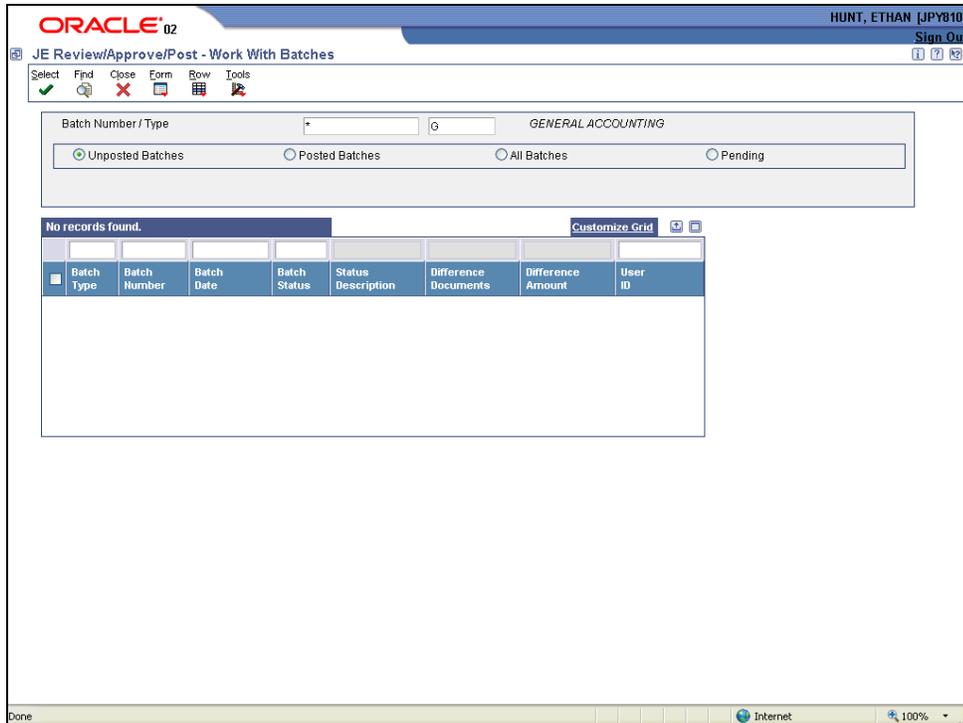
In this lesson you will learn how to post journal entries by batch.

Training Guide

Posting Journal Entries by Batch



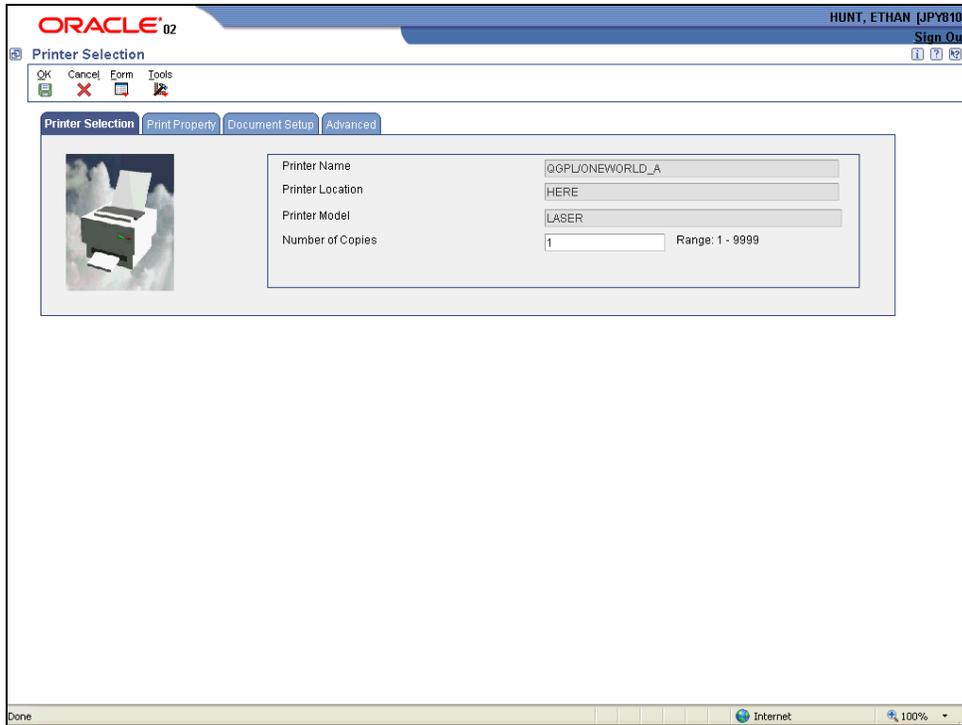
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Accounting - Agencies link. 
3.	Click the Manage Journal Entry link. 
4.	Click the JE Review/Approve/Post link. 
5.	Click the JE Review/Approve/Post link. 



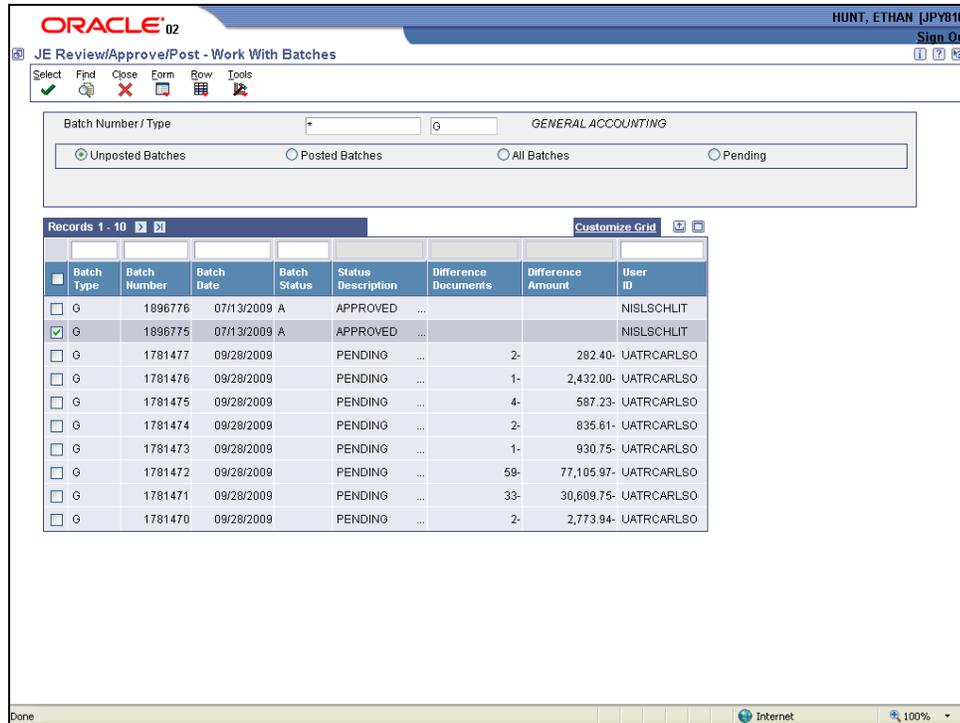
Step	Action
6.	Click the Find button. 
7.	Choose the desired batch number by clicking the check box next to it. <input type="checkbox"/>
8.	Click the Row button. 
9.	Click the Post by Batch menu. 

Training Guide

Posting Journal Entries by Batch



Step	Action
10.	Click the OK button. 



Step	Action
11.	Click the Posted Batches option.
12.	Click the Find button.
13.	Note: Verify the batch you posted displays in the detail area. Note: Posting may take several hours, depending on volume.
14.	Click the Close button.
15.	You have successfully completed this lesson. End of Procedure.