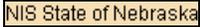
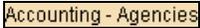
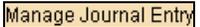
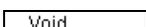


Voiding a Journal Entry Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Accounting - Agencies link.</p> 
3.	<p>Click the Manage Journal Entry link.</p> 
4.	<p>Click the Enter Manual Journal Entries link.</p> 
5.	<p>Click the Journal Entries with Debit/Credit Format link.</p> 
6.	<p>Enter the batch number, if known, in the Batch Number field or the Document Number field.</p>
7.	<p>Click the Find button.</p> 
8.	<p>Select the journal entry to be voided by clicking the check box next to it.</p> <input data-bbox="378 1163 415 1190" type="checkbox"/>
9.	<p>Click the Row button.</p> 
10.	<p>Click the Void menu.</p> 
11.	<p>Click in the G/L Date field.</p> <input data-bbox="378 1478 621 1505" type="text" value="09/15/2009"/>
12.	<p>Enter the current date into the G/L Date field.</p>
13.	<p>Click the OK button.</p> 
14.	<p>Click the Close button.</p> 

15.	You have successfully completed this lesson. Note: Please note the batch will need to be reposted once it has been voided. End of Procedure.
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