Voiding a Journal Entry
Created on Wednesday, September 30, 2009

COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software. Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS
The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

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/.

Table of Contents

Voiding a Journal Entry 1
Voiding a Journal Entry Overview 1
Voiding a Journal Entry Lesson 1

Voiding a Journal Entry

Voiding a Journal Entry Overview

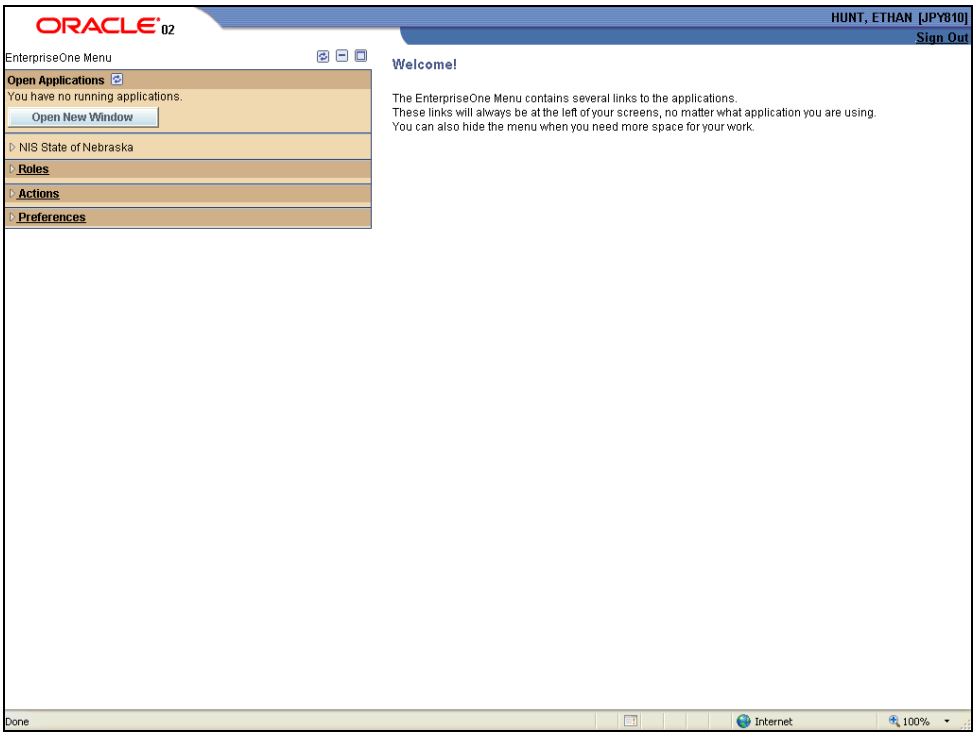
In NIS, a journal entry that has been created and posted to the general ledger cannot be deleted from the system. Journal Entries that have been posted to the general ledger will need to be voided. Voided entries need to be reviewed, approved, and posted.

An audit trail is created for voided journal entries.

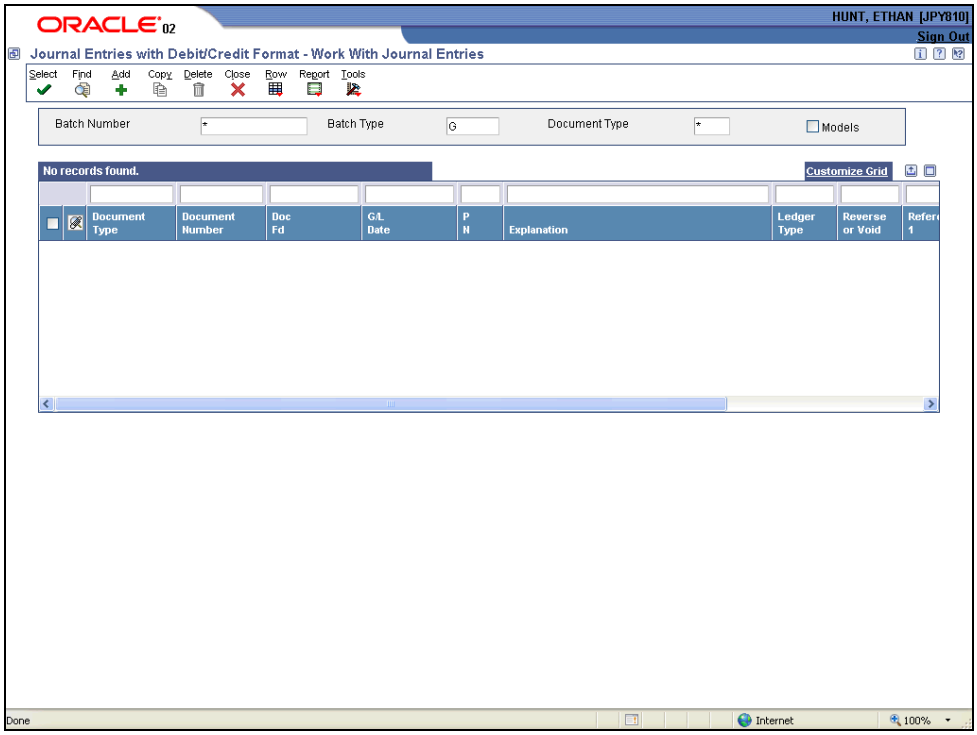
Voiding a Journal Entry Lesson

Procedure

In this lesson you will learn how to void a journal entry.

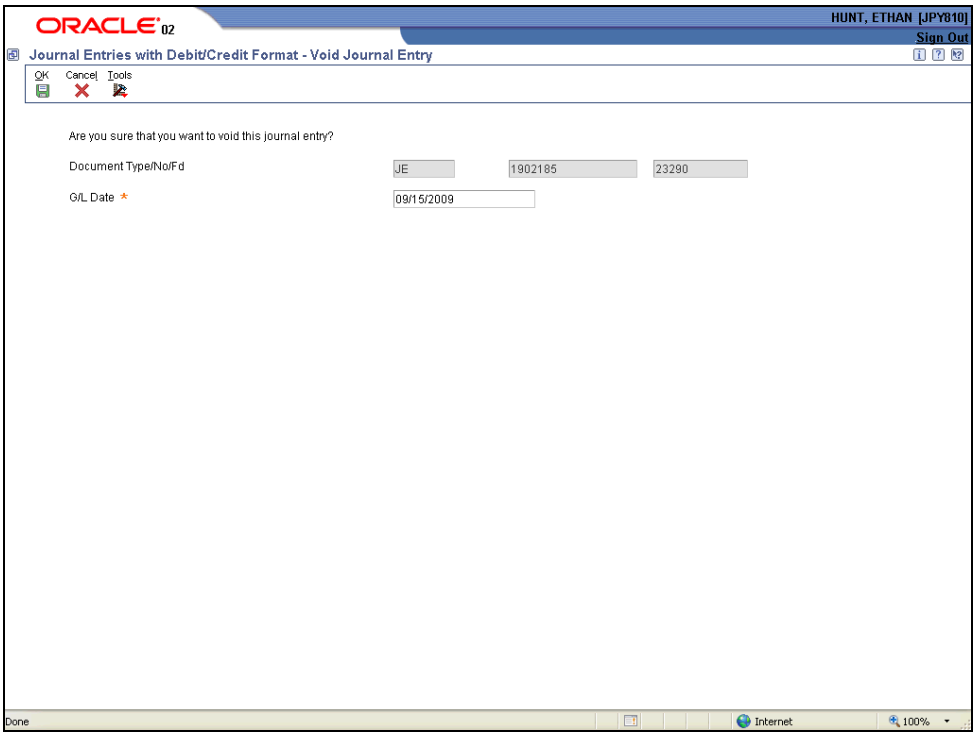


Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Accounting - Agencies** link. Accounting - Agencies
3.	Click the **Manage Journal Entry** link. Manage Journal Entry
4.	Click the **Enter Manual Journal Entries** link. Enter Manual Journal Entries
5.	Click the **Journal Entries with Debit/Credit Format** link. Journal Entries with Debit/Credit Format

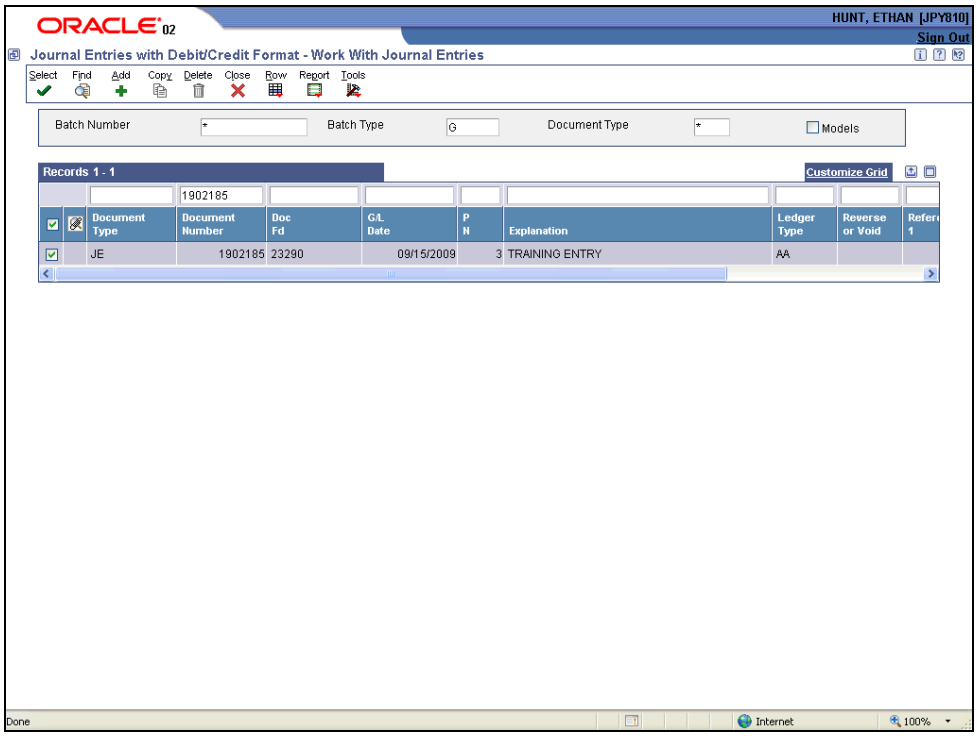


Step	Action
6.	Enter the batch number, if known, in the **Batch Number** field or the **Document Number** field.

Step	Action
7.	Click the **Find** button.
8.	Select the journal entry to be voided by clicking the check box next to it.
9.	Click the **Row** button.
10.	Click the **Void** menu. Void



Step	Action
11.	Click in the **G/L Date** field. 09/15/2009
12.	Enter the current date into the **G/L Date** field.
13.	Click the **OK** button.



Step	Action
14.	Click the **Close** button.
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.**