

**Transaction Journal**  
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## Transaction Journal

### Transaction Journal Overview

Run this report to view transactions over a period of time by batch type and document number. This report shows debits and credits.

### Transaction Journal Lesson

#### Procedure

In this lesson you will learn how to run the Transaction Journal Report.

#### Navigation:

We have listed two ways to navigate to the Add business units process. This lesson will be using the Accounting Agencies navigational steps.

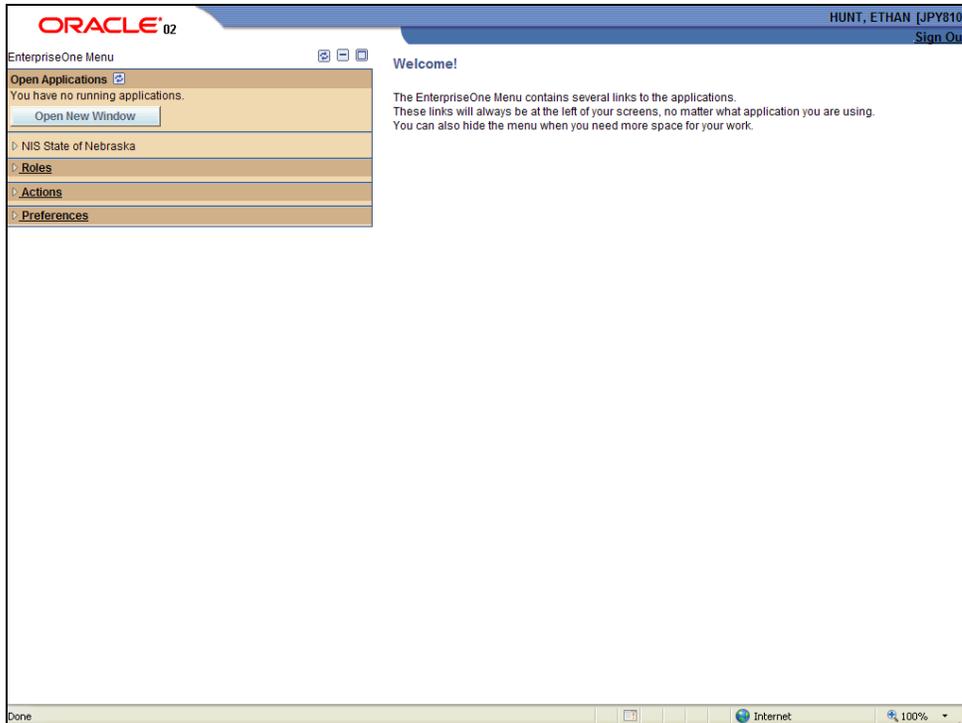
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Transaction Reports > Transaction Journal.

or

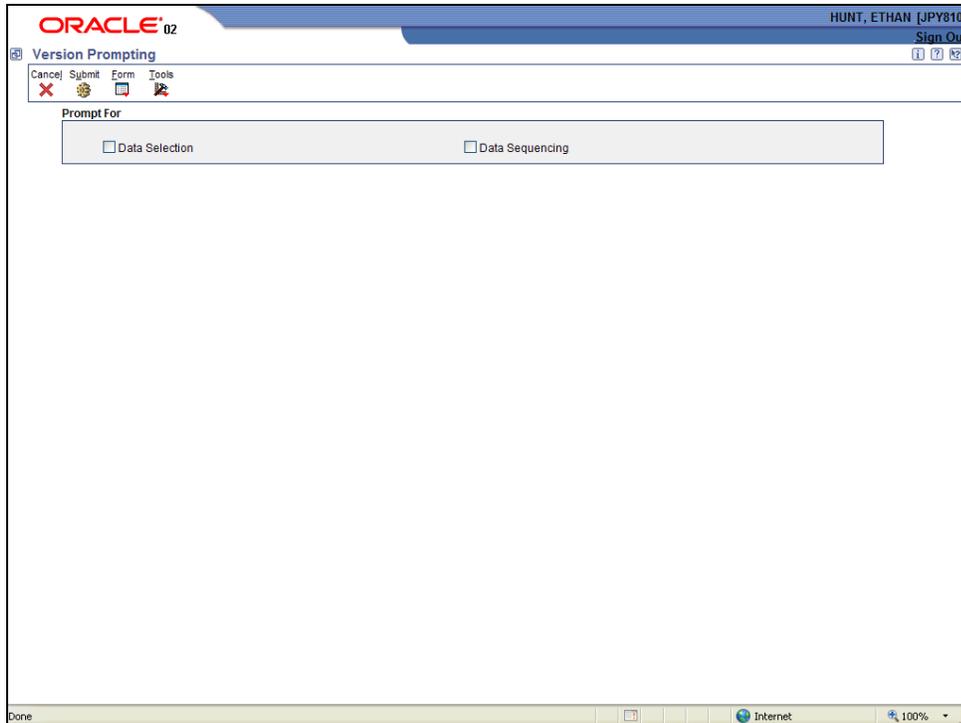
Budget - Agencies > Inquiries & Reports > Accounting Reports > Transaction Reports > Transaction Journal

# Training Guide

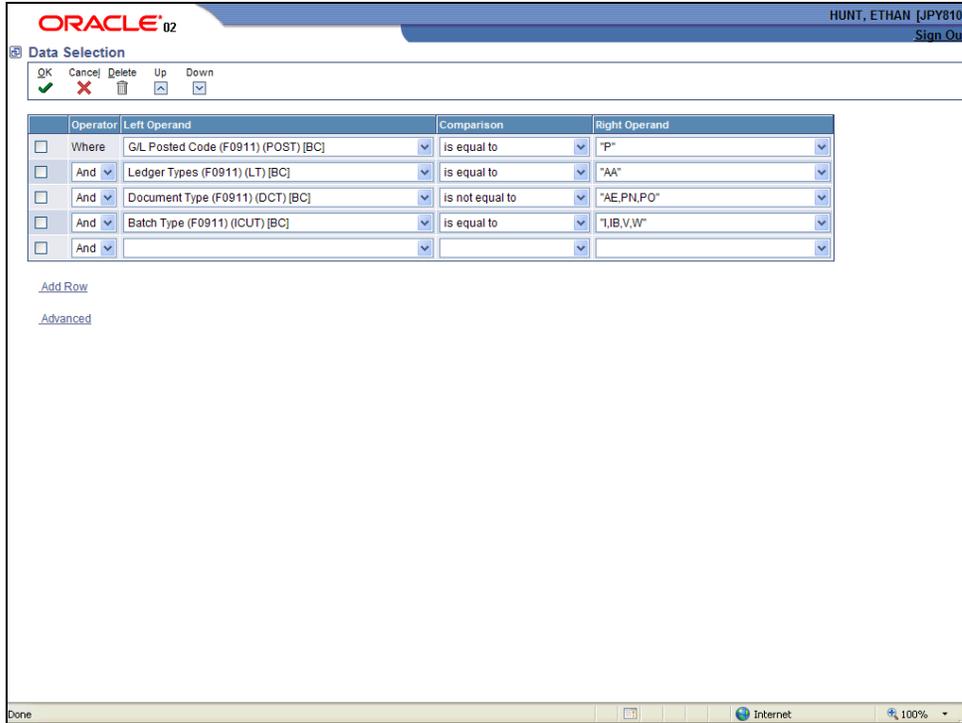
## Transaction Journal



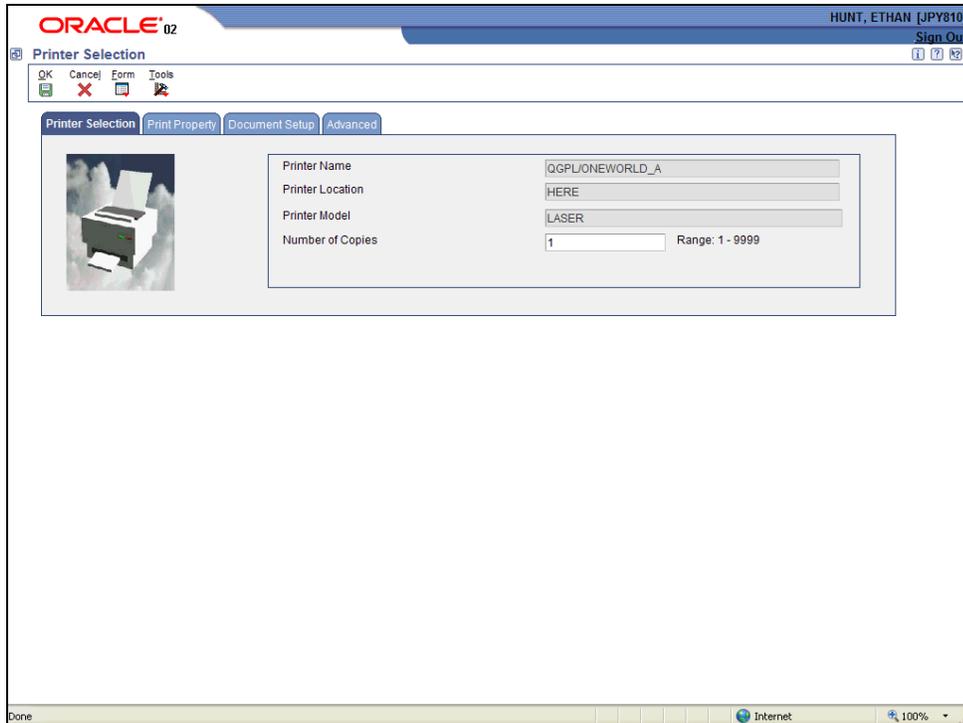
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Accounting - Agencies</b> link. <a href="#">Accounting - Agencies</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounting Reports</b> link. <a href="#">Accounting Reports</a>
5.	Click the <b>Transaction Reports</b> link. <a href="#">Transaction Reports</a>
6.	Click the <b>Transaction Journal</b> link. <a href="#">Transaction Journal</a>



Step	Action
7.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
8.	Click the <b>Submit</b> button. 
9.	<p>Leave the Data Selection as is. To include additional batch types, complete the following information in the 4th row (Batch Type):</p> <p>Right Operand - choose literal and add additional batch types on the List of Values tab. (Ex. add G to include General Accounting batches and/or O to include PO/Contract batches). To narrow report by Batch number, complete the following information:</p> <p>Left Operand - Batch Number (F0911)(ICU)[BC]</p> <p>Comparison - is equal to</p> <p>Right Operand - enter the batch number To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.</p>



Step	Action
10.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
11.	Complete the following information as needed:  <b>Date From</b> <b>Date Thru</b>
12.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>



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