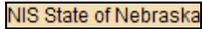
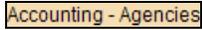
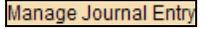
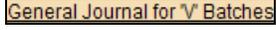


General Journal for 'V' Batches Lesson

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 JE Review/Approve/Post link.</p> 
5.	<p>Click the General Journal for 'V' Batches link.</p> 
6.	<p>Select the version you would like to run.</p> <p>NIS0001 – Batch Sequence - primary sequence is by Batch Number, followed by Batch Date</p> <p>NIS0002 – Supplier Sequence - Primary Sequence is by Address Number, followed by Batch Number</p> <p>NIS0003 – Batch Sequence with Document Subtotal - Primary Sequence is by Batch Number, followed by Batch Date</p> <input type="checkbox"/>
7.	<p>Click the Select button.</p> 
8.	<p>Click the Data Selection option.</p> <input type="checkbox"/>
9.	<p>Click the Submit button.</p> 
10.	<p>Note: Do not make any changes to the first row.</p>
11.	<p>Click the drop down list of the Right Operand column for the Batch Number row.</p> 
12.	<p>Click the Literal list item.</p> 

13.	Enter the batch number into the Literal Value field.
14.	Click the OK button. 
15.	<p>Note: If running version NIS0002 (Supplier Sequence), complete the following fields on the next blank row to narrow report by specific supplier, if desired:</p> <p>Left Operand – Address Number (F0911)(AN8)[BC] or Address Number (F43121)(AN8)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter Supplier address book number</p>
16.	<p>Note: To run report by Business Unit, complete the following fields on the next blank row:</p> <p>Left Operand – Business Unit (F0911)(MCU)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter a business unit, or click on the Range of Values tab and enter a business unit range</p> <p>Warning: Do not use the Agency/Division data selection option.</p>
17.	Click the OK button. 
18.	In the Document Break (Y/N) field, enter Y to enter a page break at each new document number on the printed report. Enter N to run report without page breaks.
19.	Click the OK button. 
20.	Click the OK button. 
21.	Click the Close button. 
22.	<p>To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics work instructions.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>