

Inquiring On A Journal Entry Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Manage Journal Entry link. 
4.	Click the Enter Manual Journal Entries link.
5.	Click the Journal Entries with Debit/Credit Format link.
6.	Type the batch number in the Batch Number header field, or leave blank for all batches. The QBE line may be used to narrow the search. Click the Find button. 
7.	Choose the document to review by placing a check mark to the left of the row. Note: Multiple records may be chosen. 
8.	Click the Select button. 
9.	Review the debit/credit journal entry.
10.	Click Cancel to return to the Work with Journal Entries window or the next document if multiple documents were chosen. Click the Cancel button. 
11.	Click the Close button. 
12.	You have successfully completed the lesson. End of Procedure.