

## **Inquiring On A Journal Entry**

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## Inquiring On A Journal Entry

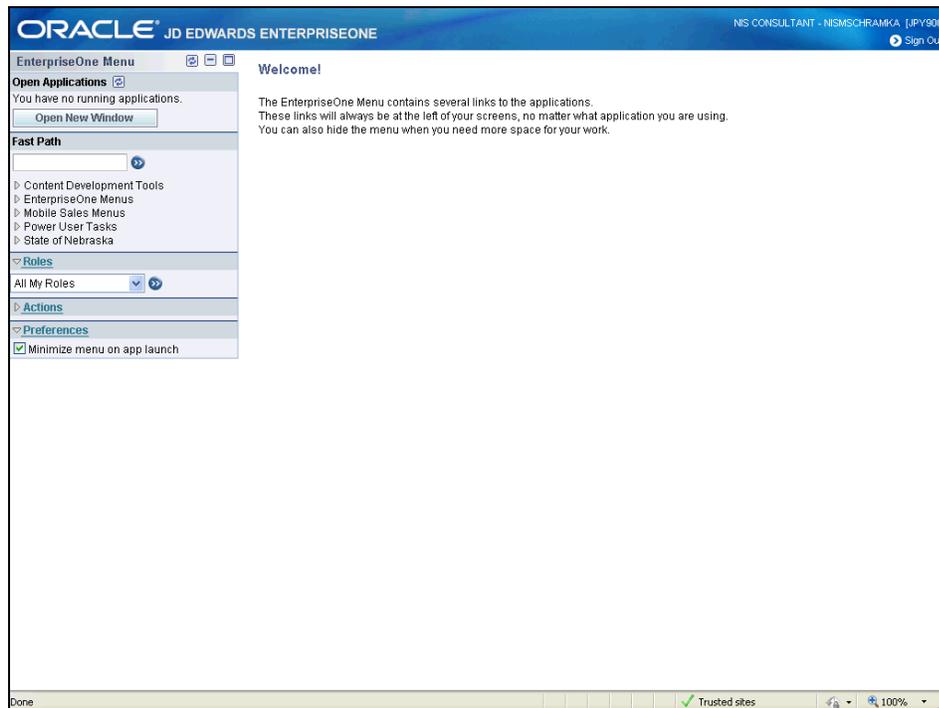
### Inquiring On A Journal Entry Overview

In EnterpriseOne, you can inquire on a journal entry entered to ensure accuracy or to verify the entry was created.

### Inquiring On A Journal Entry Lesson

#### Procedure

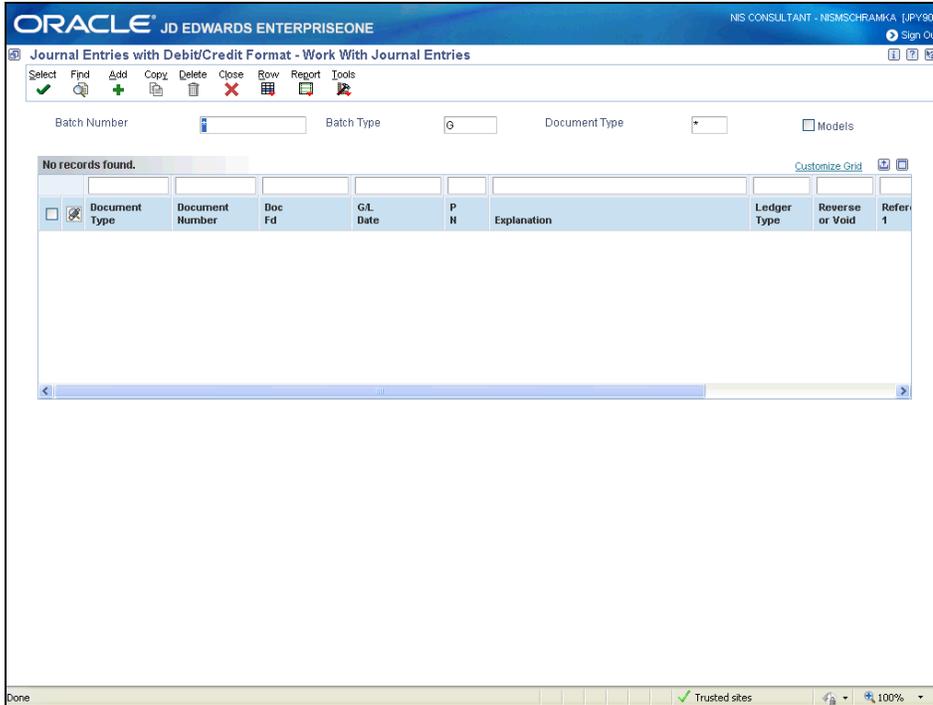
In this lesson you will learn how to inquire on a journal entry.



Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounting</b> link. 
3.	Click the <b>Manage Journal Entry</b> link. 
4.	Click the <b>Enter Manual Journal Entries</b> link.
5.	Click the <b>Journal Entries with Debit/Credit Format</b> link.

# Training Guide

## Inquiring On A Journal Entry



Step	Action
6.	Type the batch number in the Batch Number header field, <b>or leave blank for all batches.</b> The QBE line may be used to narrow the search.  Click the <b>Find</b> button. 
7.	Choose the document to review by placing a check mark to the left of the row.  <b>Note:</b> Multiple records may be chosen. 
8.	Click the <b>Select</b> button. 
9.	Review the debit/credit journal entry.

ORACLE JD EDWARDS ENTERPRISEONE NIS CONSULTANT - NISMSCHRAMKA [JPY900] Sign Out

Journal Entries with Debit/Credit Format - Journal Entry

Batch Number: 1993541 Model:  Percent:  Reverse:

Doc Type/No/Co: JE 2218694 56650 G/L Date: 12/31/2009

Explanation: Training Entr Ledger Type: AA

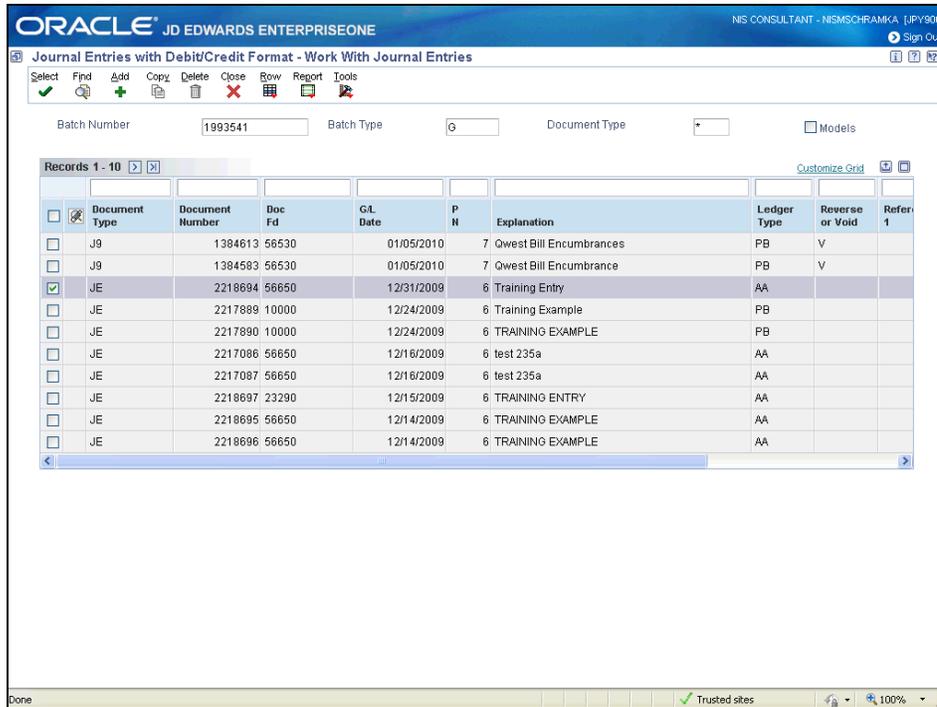
Account Number *	Debit Amount	Credit Amount	Account Description	Subledger Type	Subledger	Subledger Description
65025009.531100		100.00	OFFICE SUPPLIES EXPENSE			
65025009.521100	100.00		POSTAGE EXPENSE			

Remaining Amount

Step	Action
10.	<p>Click Cancel to return to the Work with Journal Entries window or the next document if multiple documents were chosen.</p> <p>Click the <b>Cancel</b> button.</p> 

# Training Guide

## Inquiring On A Journal Entry



Step	Action
11.	Click the <b>Close</b> button. 
12.	You have successfully completed the lesson. <b>End of Procedure.</b>