Changing an Uposted Journal Entry Lesson

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Accounting** link. Accounting
3.	Click the **Manage Journal Entry** link. Manage Journal Entry
4.	Click the **Enter Manual Journal Entries** link.
5.	Click the **Journal Entries with Debit/Credit Format** link.
6.	Click the **Find** button.
7.	Click the **(JE)** option.
8.	Click the **Select** button.
9.	Change the following, as needed: Explanation (only field you can change in the header) Account Numbers (Debit and Credit) Amount Subledger Subledger Type Other fields as needed (i.e. Tag Number, PO Number, etc.)
10.	Click the **OK** button.
11.	Click the **Close** button.
12.	You have successfully completed this lesson. **End of Procedure.**