

## Printing Journal Entries By Batch Lesson

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>General Journal by Batch</b> link. 
6.	Choose the version you want to run by clicking the check box next to it. <input type="checkbox"/>
7.	Click the <b>Select</b> button. 
8.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
9.	Click the <b>Submit</b> button. 
10.	Click the <b>drop down</b> list of the Right Operand column for the Batch Number row. 
11.	Click the <b>Literal</b> list item. 
12.	Enter the batch number into the <b>Literal Value</b> field.  <b>Note:</b> You can use the Range of Values tab to enter a range of batch numbers, or the List of Values tab to type a list of batch numbers.
13.	Click the <b>OK</b> button. 
14.	Complete additional data selection as needed.
15.	Click the <b>OK</b> button. 
16.	Click the <b>OK</b> button. 

Step	Action
17.	Click the <b>Close</b> button. 
18.	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_bscs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bscs/index.html</a> ) work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>