

## **Voiding a Journal Entry**

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The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Voiding a Journal Entry

### Voiding a Journal Entry Overview

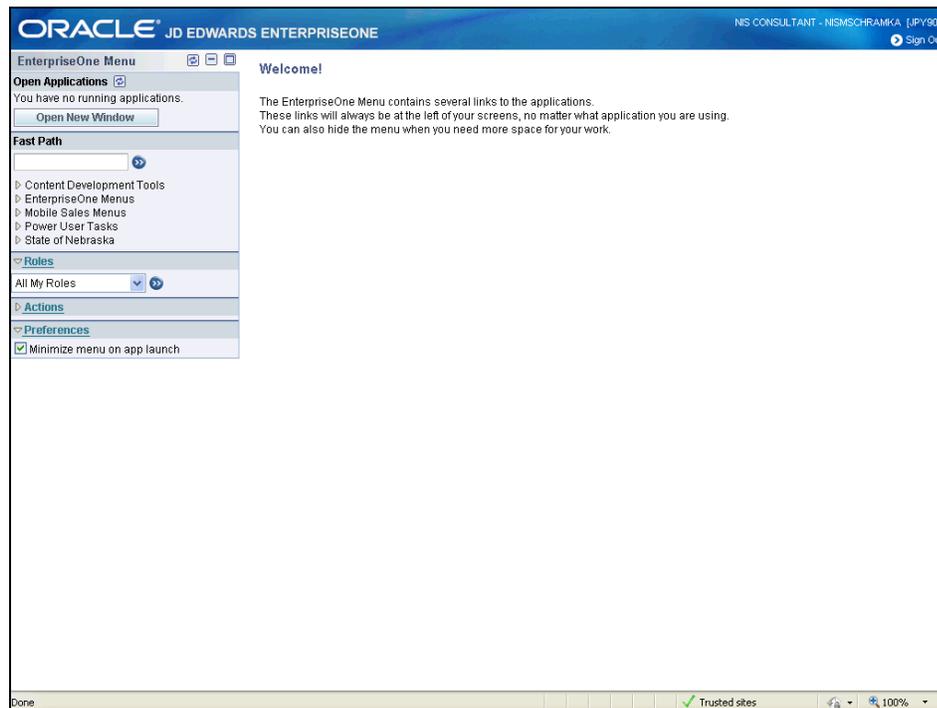
In EnterpriseOne, a journal entry that has been created and posted to the general ledger cannot be deleted from the system. Journal Entries that have been posted to the general ledger will need to be voided. Voided entries need to be reviewed, approved, and posted.

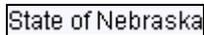
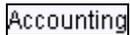
An audit trail is created for voided journal entries.

### Voiding a Journal Entry Lesson

#### Procedure

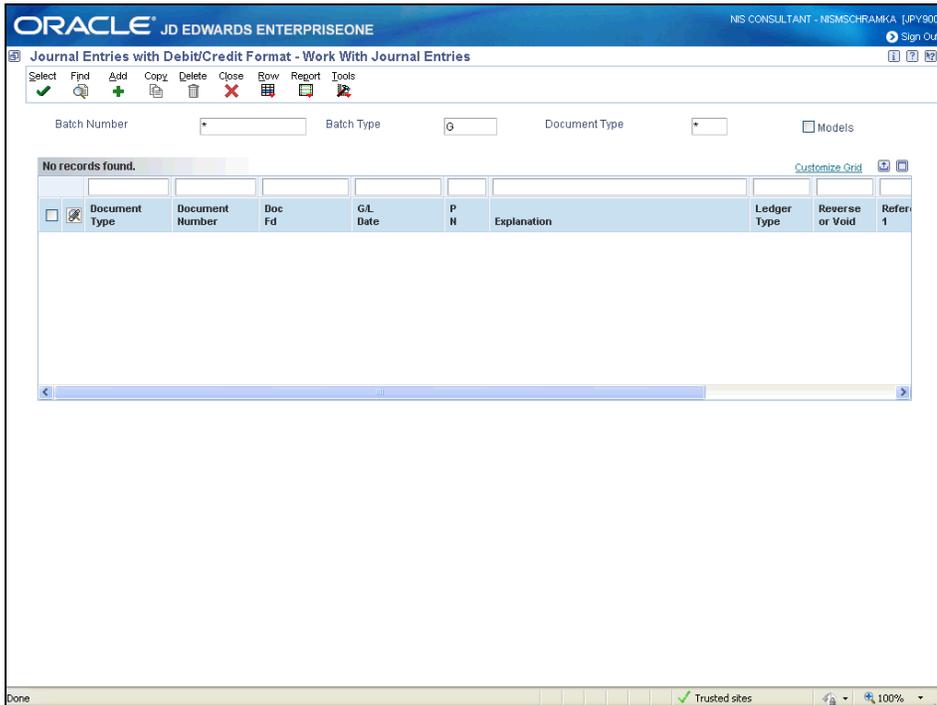
In this lesson you will learn how to void a journal entry.



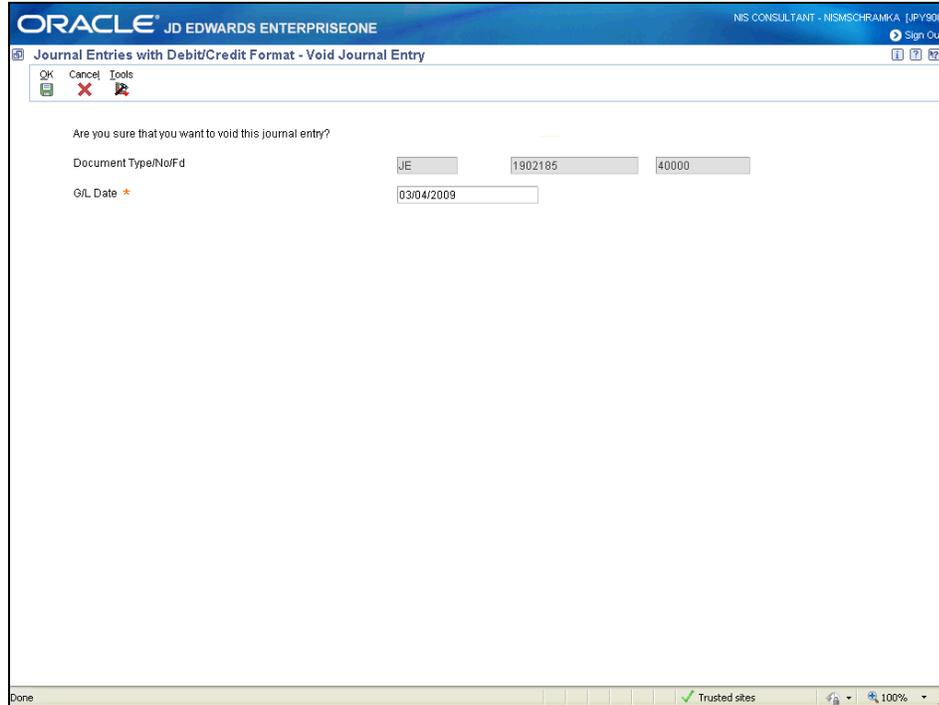
Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounting</b> link. 
3.	Click the <b>Manage Journal Entry</b> link. 
4.	Click the <b>Enter Manual Journal Entries</b> link.
5.	Click the <b>Journal Entries with Debit/Credit Format</b> link.

# Training Guide

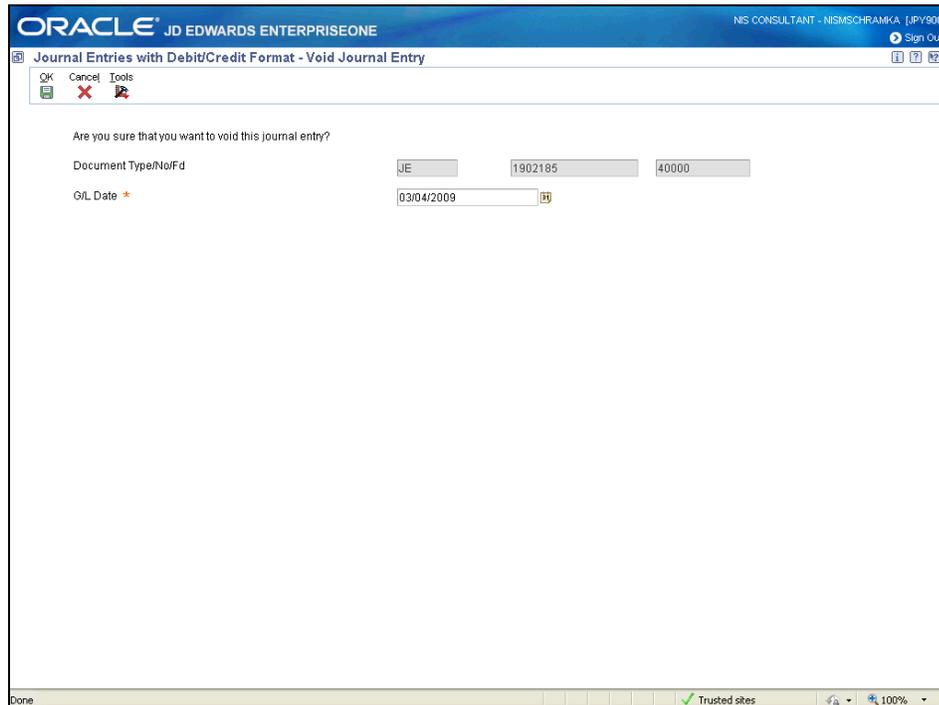
## Voiding a Journal Entry



Step	Action
6.	Enter the batch number, if known, in the <b>Batch Number</b> field or the <b>Document Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Select the journal entry to be voided by clicking the check box next to it. 
9.	Click the <b>Row</b> button. 
10.	Click the <b>Void</b> menu. 



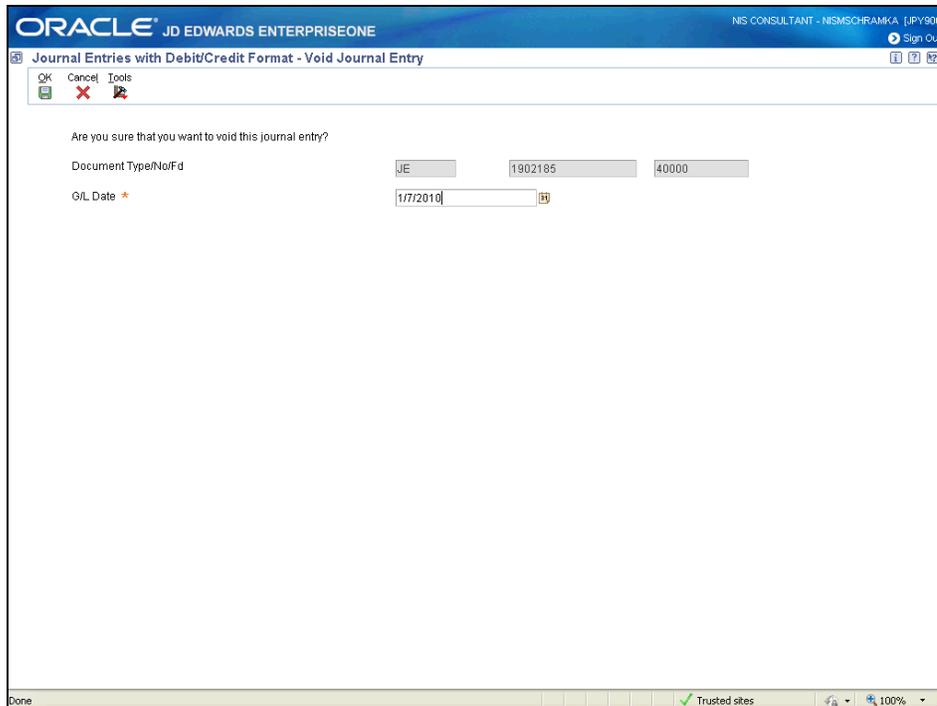
Step	Action
11.	Click in the <b>G/L Date</b> field. <input type="text" value="03/04/2009"/>



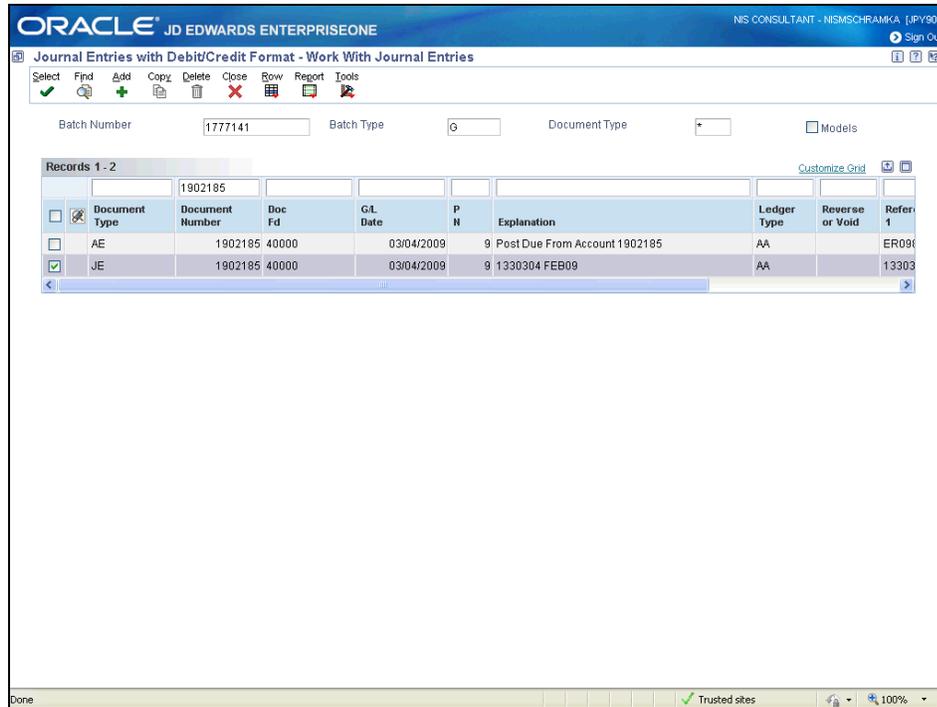
# Training Guide

## Voiding a Journal Entry

Step	Action
12.	Enter the current date into the <b>G/L Date</b> field.



Step	Action
13.	Click the <b>OK</b> button. 



Step	Action
14.	Click the <b>Close</b> button. 
15.	You have successfully completed this lesson.  <b>Note:</b> Please note the batch will need to be reposted once it has been voided. <b>End of Procedure.</b>