

Transaction Journal
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SYSTEM POLICIES

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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Transaction Journal

Transaction Journal Overview

Run this report to view transactions over a period of time by batch type and document number. This report shows debits and credits.

Transaction Journal Lesson

Procedure

In this lesson you will learn how to run the Transaction Journal Report.

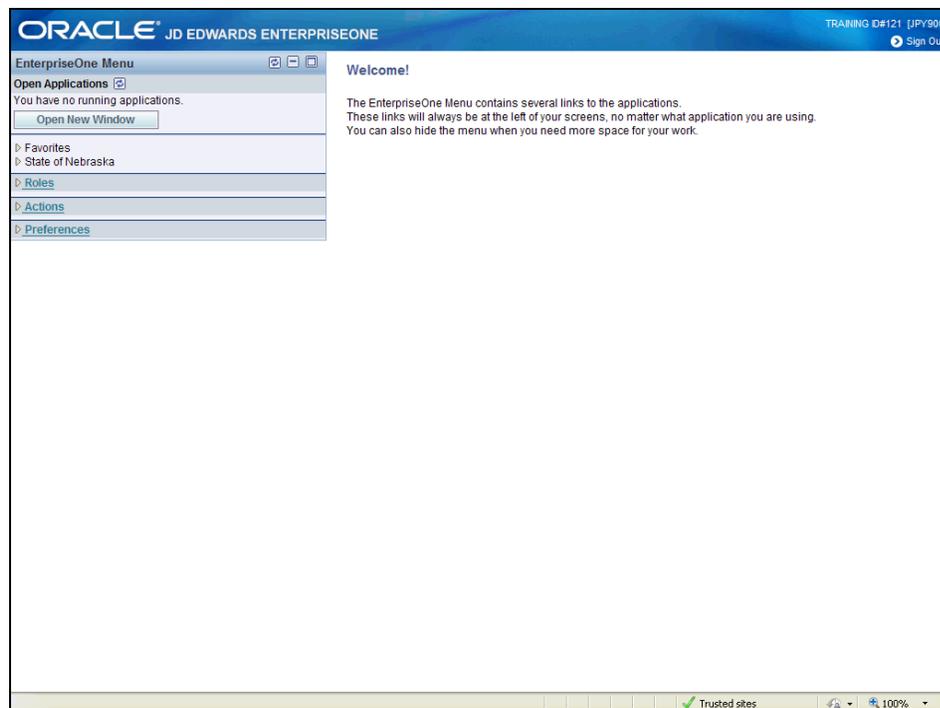
Navigation:

We have listed two ways to navigate to the Add business units process. This lesson will be using the Accounting navigational steps.

Accounting > Inquiries & Reports > Accounting Reports > Transaction Reports > Transaction Journal.

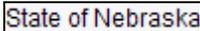
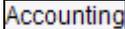
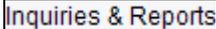
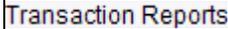
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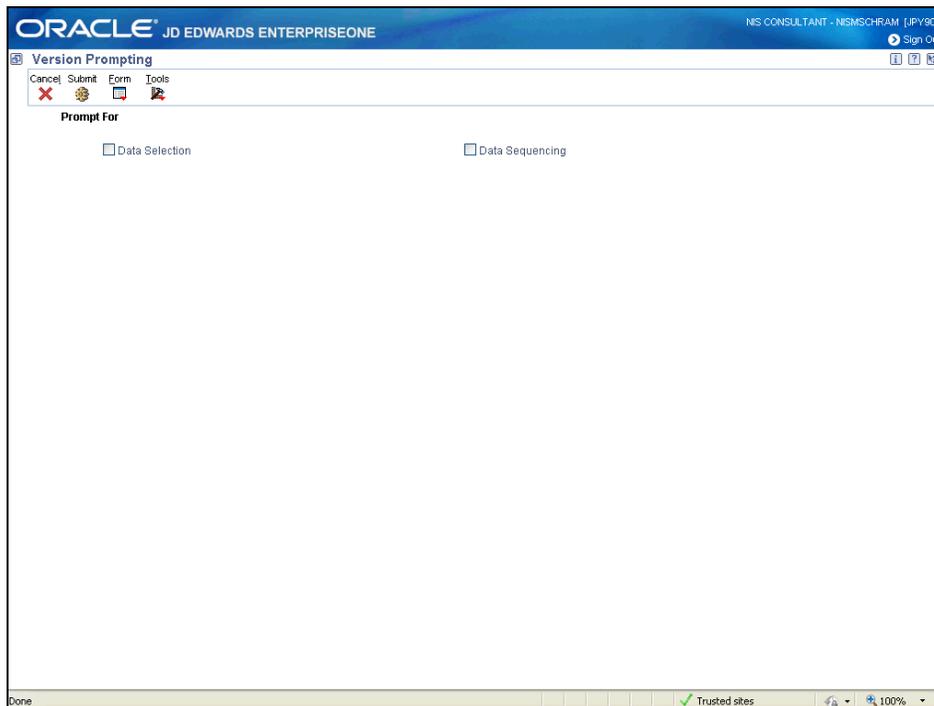
Budget > Inquiries & Reports > Accounting Reports > Transaction Reports > Transaction Journal



Training Guide

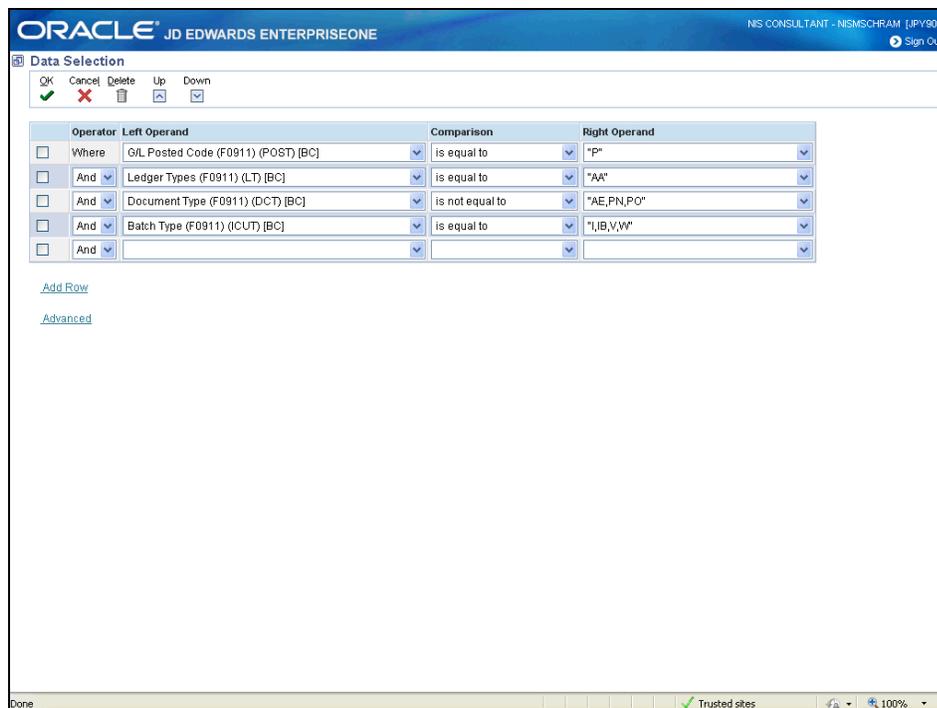
Transaction Journal

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounting Reports link. 
5.	Click the Transaction Reports link. 
6.	Click the Transaction Journal link. 



Step	Action
7.	Click the Data Selection option. 
8.	Click the Submit button. 

Step	Action
9.	<p>Leave the Data Selection as is. To include additional batch types, complete the following information in the 4th row (Batch Type):</p> <p>Right Operand - choose literal and add additional batch types on the List of Values tab. (Ex. add G to include General Accounting batches and/or O to include PO/Contract batches). To narrow report by Batch number, complete the following information:</p> <p>Left Operand - Batch Number (F0911)(ICU)[BC]</p> <p>Comparison - is equal to</p> <p>Right Operand - enter the batch number To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.</p>

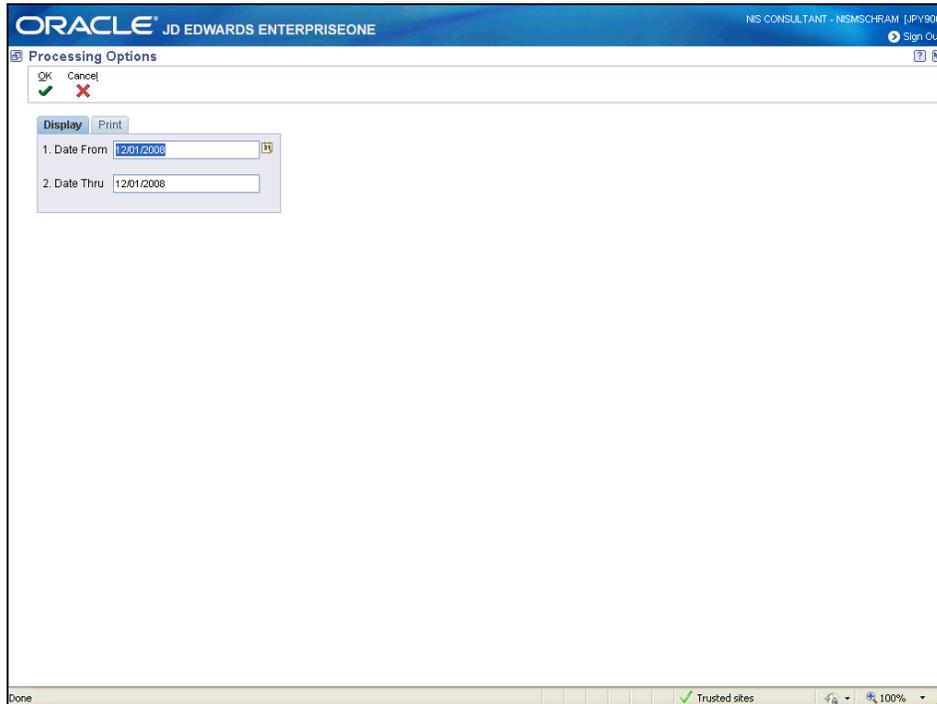


Step	Action
10.	<p>Click the OK button.</p> 

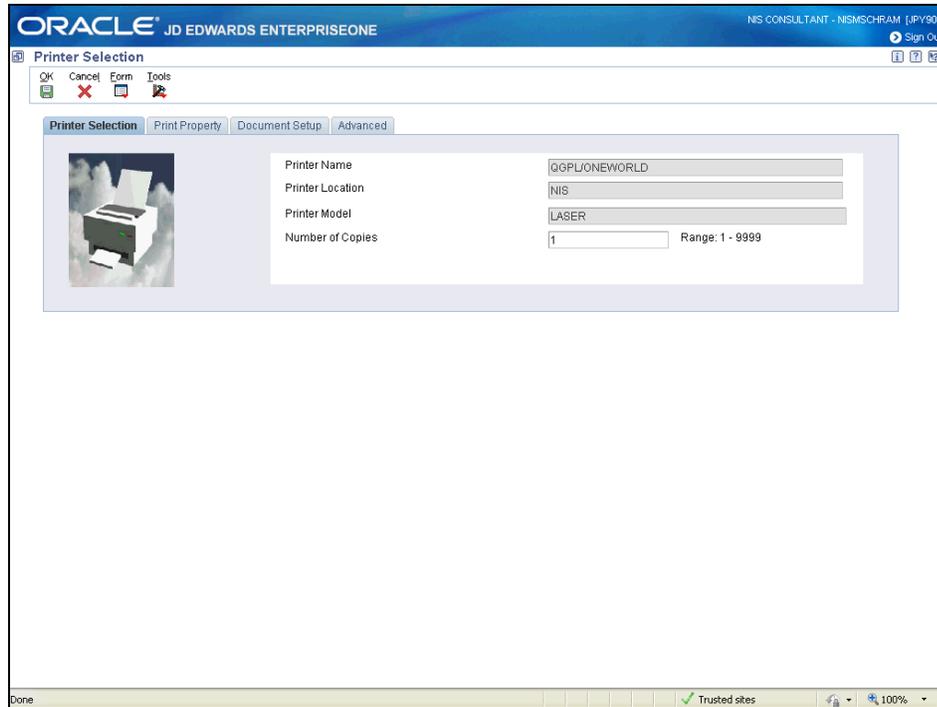
Training Guide

Transaction Journal

Step	Action
11.	Complete the following information as needed: Date From Date Thru



Step	Action
12.	Click the OK button. 



Step	Action
13.	Click the OK button. 
14.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. End of Procedure.