

General Journal for 'V' Batches Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Manage Journal Entry link. 
4.	Click the JE Review/Approve/Post link. 
5.	Click the General Journal for 'V' Batches link.
6.	Select the version you would like to run. NIS0001 – Batch Sequence - primary sequence is by Batch Number, followed by Batch Date NIS0002 – Supplier Sequence - Primary Sequence is by Address Number, followed by Batch Number NIS0003 – Batch Sequence with Document Subtotal - Primary Sequence is by Batch Number, followed by Batch Date <input type="checkbox"/>
7.	Click the Select button. 
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	Note: Do not make any changes to the first row.
11.	Click the drop down list of the Right Operand column for the Batch Number row. 
12.	Click the Literal list item. 
13.	Enter the batch number into the Literal Value field.
14.	Click the OK button. 

Step	Action
15.	<p>Note: If running version NIS0002 (Supplier Sequence), complete the following fields on the next blank row to narrow report by specific supplier, if desired:</p> <p>Left Operand – Address Number (F0911)(AN8)[BC] or Address Number (F43121)(AN8)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter Supplier address book number</p>
16.	<p>Note: To run report by Business Unit, complete the following fields on the next blank row:</p> <p>Left Operand – Business Unit (F0911)(MCU)[BC]</p> <p>Comparison – is equal to</p> <p>Right Operand – enter a business unit, or click on the Range of Values tab and enter a business unit range</p> <p>Warning: Do not use the Agency/Division data selection option.</p>
17.	<p>Click the OK button.</p> 
18.	<p>In the Document Break (Y/N) field, enter Y to enter a page break at each new document number on the printed report. Enter N to run report without page breaks.</p>
19.	<p>Click the OK button.</p> 
20.	<p>Click the OK button.</p> 
21.	<p>Click the Close button.</p> 
22.	<p>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.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>