

Inquiring on a Journal Entry

Overview

In NIS, you can inquire on a journal entry entered to ensure accuracy or to verify the entry was created.

This work instruction shows how to [Inquire on a Journal Entry](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>

Navigation

Click Roles, Accounting.

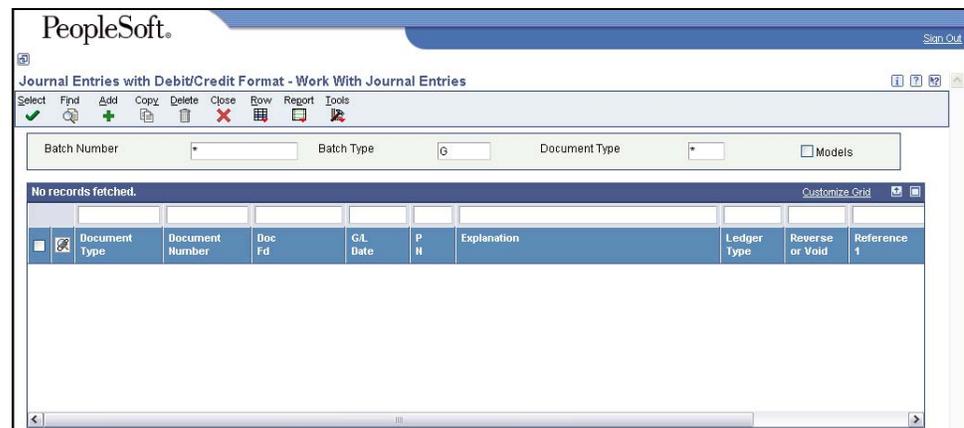
(Citrix users – right click on the menu, choose View by Role, choose Accounting.)

Accounting - Agencies > Manage Journal Entry > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format

Steps

Inquire on a Journal Entry

Continue this instruction from the Journal Entries with Debit/Credit Format – Work with Journal Entries window.



| Document Type | Document Number | Doc Fd | G/L Date | P H | Explanation | Ledger Type | Reverse or Void | Reference 1 |
|---------------------|-----------------|--------|----------|-----|-------------|-------------|-----------------|-------------|
| No records fetched. | | | | | | | | |

1. Type the batch number in the Batch Number header field, or leave blank for all batches. The QBE line may be used to narrow the search.
2. Click **Find**.

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Journal Entries with Debit/Credit Format - Work With Journal Entries

Batch Number * Batch Type G Document Type * Models

Records 1 - 10 Customize Grid

| <input type="checkbox"/> | Document Type | Document Number | Doc Fd | G/L Date | P H | Explanation | Ledger Type | Reverse or Void | Reference 1 |
|--------------------------|---------------|-----------------|--------|------------|-----|-----------------------------|-------------|-----------------|-------------|
| <input type="checkbox"/> | JE | 508174 | 10000 | 06/30/2002 | 12 | GL OFFSETS TO BALANCE FUNDS | AA | | |
| <input type="checkbox"/> | JE | 508382 | 40000 | 06/30/2002 | 12 | Grant Recon Corrections | AA | | |
| <input type="checkbox"/> | JE | 508383 | 23400 | 06/30/2002 | 12 | Correct Funds In Balance | AA | | |
| <input type="checkbox"/> | JE | 508384 | 41340 | 06/30/2002 | 12 | Correct Funds In Balance | AA | | |
| <input type="checkbox"/> | JE | 508385 | 23400 | 06/30/2002 | 12 | Correct Funds In Balance | AA | | |
| <input type="checkbox"/> | JE | 508422 | 40000 | 06/30/2002 | 12 | Convert 6/30 Missed Grants | AA | | |
| <input type="checkbox"/> | JE | 508423 | 40000 | 06/30/2002 | 12 | 51 CV0174 JE FOR JUNE | AA | | |
| <input type="checkbox"/> | JE | 508424 | 40000 | 06/30/2002 | 12 | 51 CV0176 JE FOR JUNE | AA | | |
| <input type="checkbox"/> | JE | 508425 | 40000 | 06/30/2002 | 12 | 51 CV0177 JE FOR JUNE | AA | | |
| <input type="checkbox"/> | JE | 508426 | 40000 | 06/30/2002 | 12 | 51 CV0178 JE FOR JUNE | AA | | |

3. Choose the document to review by placing a check mark to the left of the row.
 Multiple records may be chosen.
4. Click **Select**.
5. Review the debit/credit journal entry.
6. Click **Cancel** to return to the Work with Journal Entries window or the next document if multiple documents were chosen.
7. Click **Close**.