

## Changing an Unposted Journal Entry

### Overview

Journal entries move money, units, or both from one account to another. In NIS, you can specify different ledger types and an unlimited number of detail lines in journal entries.

When journal entries are correctly and regularly entered, they ensure G/L accuracy.

 During journal entry, record batch number(s) to quickly locate them later.

This work instruction shows how to [Change an Unposted Journal Entry](#).

After you change an unposted journal entry and recorded its batch number, it can be reviewed, approved, and posted. See the following work instructions:

[Reviewing and Approving Journal Entries](#)

[Posting Journal Entry Batches](#)

### 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.

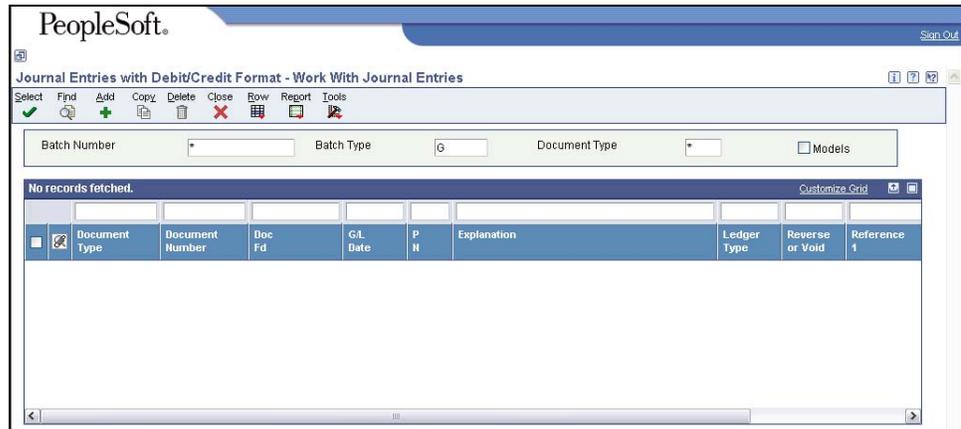
(Citrix users – right click on the menu, choose View by Role, choose Accounting.)

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

## Steps

### Change an Unposted Journal Entry

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



1. Click **Find** to display a list of journal entries.
  -  Enter the Batch Number, if known, to minimize your search.
2. Choose the journal entry to change.
3. Click **Select** to display the Journal Entry window.
4. Change the following, as needed:
  - Explanation (only field you can change in the header)
  - Account Numbers (Debit and Credit)
  - Amount
  - Subledger
  - Subledger Type
  - Other fields as needed (i.e. Tag Number, PO Number, etc.)
5. Click **OK** to accept the changes and return to the Work with Journal Entries window.
6. Click **Close**.