

Printing Journal Entries by Batch

Overview

After you enter journal entries, you can print them to review and approve. You can review printed or online reports.

 In NIS, refer to batch numbers instead of document numbers.

This work instruction shows how:

[Run a Journal Entry Report by Batch](#)

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 > General Journal by Batch

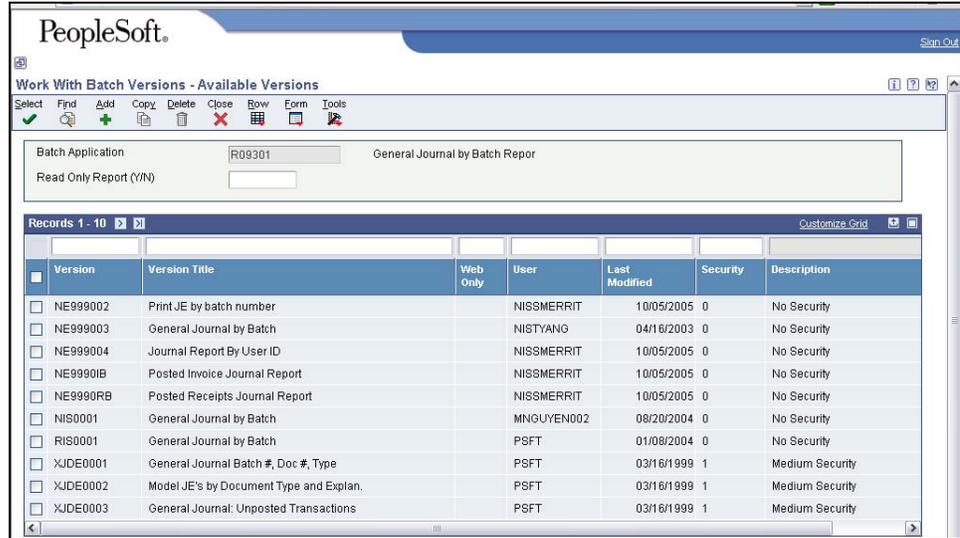
, or

Accounting - Agencies > Manage Journal Entry > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format>Click Reports, General Journal

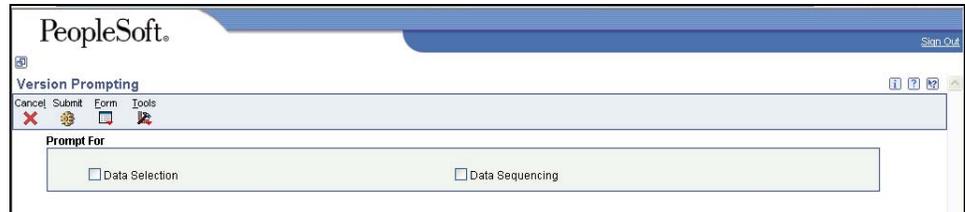
Steps

Run a Journal Entry Report by Batch

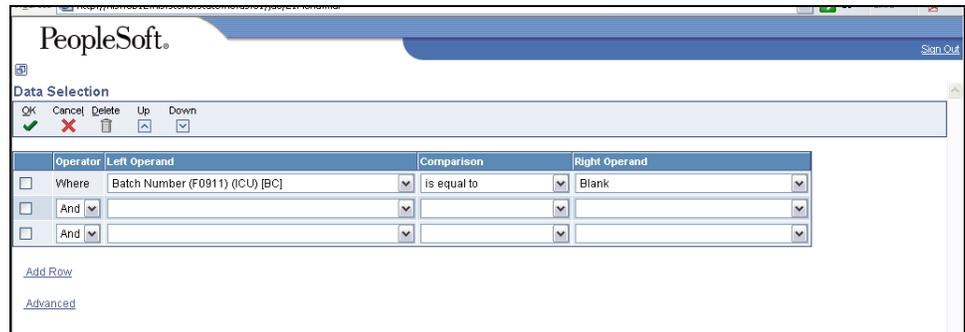
Start this instruction from the Work with Batch Versions – Available Versions window.



1. Choose the Version to run.
2. Click **Select** to display the Version Prompting window.

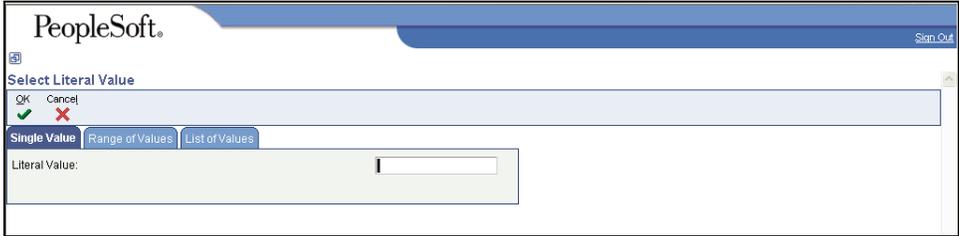


3. Choose **Data Selection**.
4. Click **Submit** to display the Data Selection window.



5. Complete or change the following **Where** fields:
 - Left Operand – Click and choose **Batch Number (F0911)(ICU)[BC]** unless defaulted.
 - Comparison – Click and choose **is equal to** unless defaulted.

- Right Operand – Click  to choose **Literal**, type batch number.



- Single Value – Type a single batch number.
 - Range of Values – Type **From** and **To** batch numbers, if desired.
 - List of Values – Type a list of batch numbers, if desired.
6. Click **OK** to return the literal value(s) to the Right Operand field.
 7. Complete additional data selection as needed. For step-by-step instructions on entering report data selection, please refer to the [Running Reports](#) work instructions.
 8. Click **OK**. The Printer Selection window appears.
 9. Click **OK**. The Work With Batch Versions – Available Versions window appears.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions on viewing and/or printing a report, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R09301_...) once the Description is "Done".