

# Reviewing Journal Entries for Approval

## Overview

Once journal entries have been entered into the system, they may be reviewed prior to approving to ensure accuracy. In NIS, once you have reviewed, made any necessary corrections, and approved the journal entries, they will be ready to be posted to the G/L.

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 [Review Journal Entries for Approval](#).

After the journal entries have been reviewed and approved, the batch(es) will be ready to be posted. See the following work instructions:

[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 >

Review/Approve Journal Entries > Review Journal Entries for Approval, or

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

(Enter Batch Number, click Find, choose record and click Row, Batches)

## Steps

### Review Journal Entries for Approval

Start this instruction from the Review Journal Entries for Approval – Work With Batches window.

Verify the Batch Type is correct.

Click Pending header options to see batches needing approval.

1. Click **Find**.
2. Choose the desired batch number. The QBE line may be used to narrow the search.

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID	
<input type="checkbox"/>	G	40971	03/21/2005	Pending	1	206,806.39	HWALLAC	
<input type="checkbox"/>	G	358697	03/29/2005	Pending	1		HWALLAC	
<input type="checkbox"/>	G	581847	04/05/2005	E	Error	1-	298,869.81-	EGAGE2
<input type="checkbox"/>	G	585690	04/11/2005	E	Error	1-	1,695.00-	JKLEINS
<input type="checkbox"/>	G	587564	04/12/2005	Pending	1-	1,280.75-	EKUTSCH	
<input type="checkbox"/>	G	587835	04/13/2005	Pending	1-	162,284.94-	PROESLE	
<input type="checkbox"/>	G	591382	04/18/2005	E	Error	1-	639,806.17-	EGAGE2
<input type="checkbox"/>	G	594286	04/21/2005	Pending	1-	92.02-	NPARKS	
<input type="checkbox"/>	G	598515	04/27/2005	Pending	1-	1,357.43-	DBISHOP002	
<input type="checkbox"/>	G	598518	04/27/2005	Pending	1-	3,662.63-	DBISHOP002	

3. Click **Row, Batch Approval**.

4. Choose **Approved - Batch is ready to post**.

If a batch is in **ERROR STATUS**, selecting Row, Batch Approval can be used to set the status to either pending or approved.

PeopleSoft. Sign Out

Review Journal Entries for Approval - Batch Approval

OK Cancel Form Tools

Batch Number/Type 40971 G

Approved - Batch is ready to post

Pending - Batch is not ready to post

5. Click **OK** to return to the Review Journal Entries for Approval - Work with Batches window.
6. Verify Status Description changed to Approved.
7. Click **Close**.