

Voiding a Journal Entry

Overview

In NIS, a journal entry that has been created and posted to the general ledger cannot be deleted from the system. Journal Entries that have been posted to the general ledger will need to be voided. Voided entries need to be reviewed, approved, and posted.

An audit trail is created for voided journal entries.

This work instruction shows how to [Void 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.)

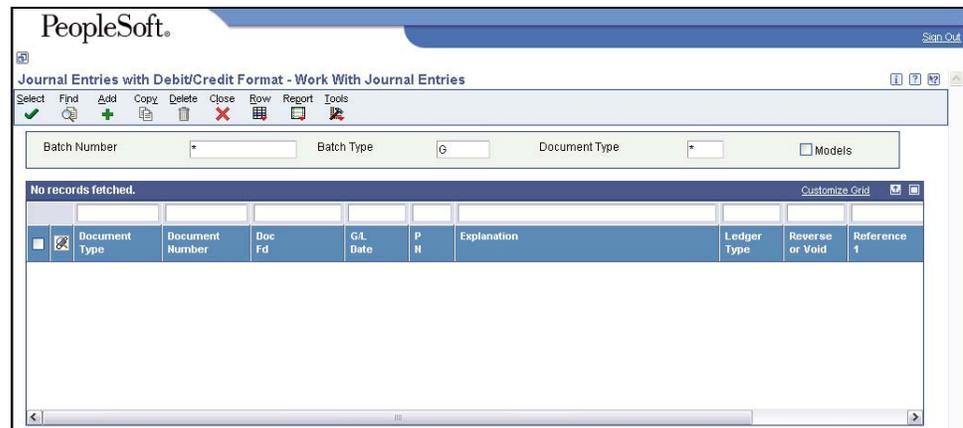
Accounting - Agencies > Manage Journal Entries >

Enter Manual Journal Entries > Journal Entries with Debit/Credit Format

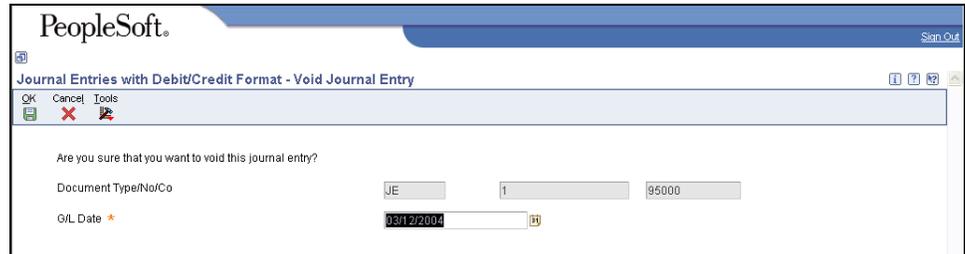
Steps

Void a Journal Entry

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



1. Enter the batch number, if known, into the Batch Number field.
2. Click **Find**.
3. Choose the journal entry to be voided.
4. Click **Row, Void**. The Journal Entries with Debit/Credit Format – Void Journal Entry window appears.



5. Enter the current date for the G/L Date.
 6. Click **OK** to return to the Journal Entries with Debit/Credit Format - Work with Journal Entries window.
 7. Click **Close**.
-  Please note the batch will need to be reposted once it has been voided.