

## Importing a Journal Entry

### Overview

In NIS, a journal entry that has been created on an Microsoft® Excel spreadsheet can be imported. This allows users to continue to maintain current spreadsheets and then transfer the information directly to NIS without duplicating the entries.

This work instruction shows how to [Import 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.)

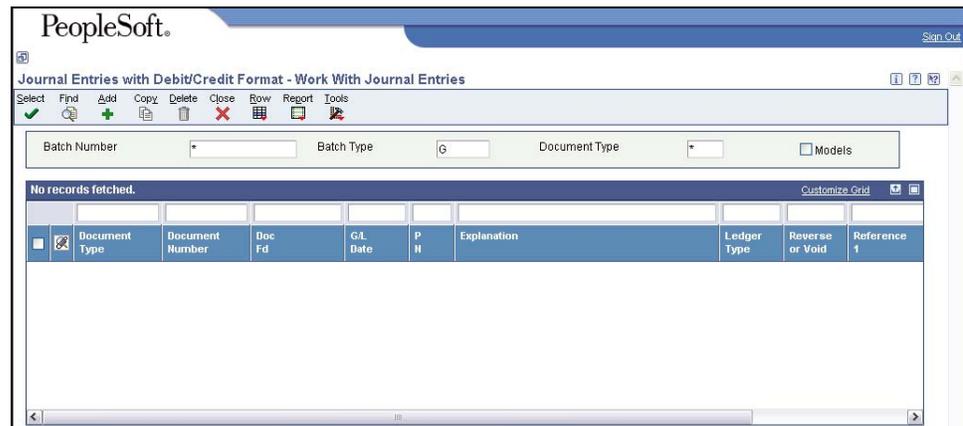
Accounting - Agencies > Manage Journal Entry >

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

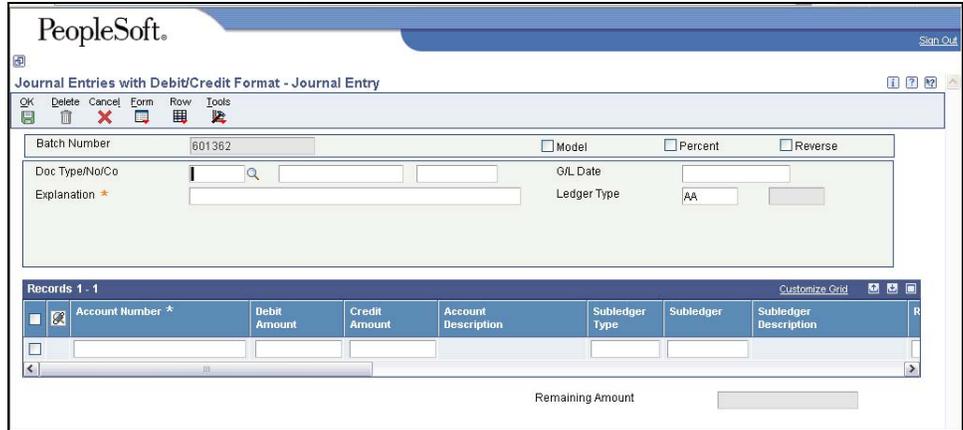
### Steps

#### Import a Journal Entry

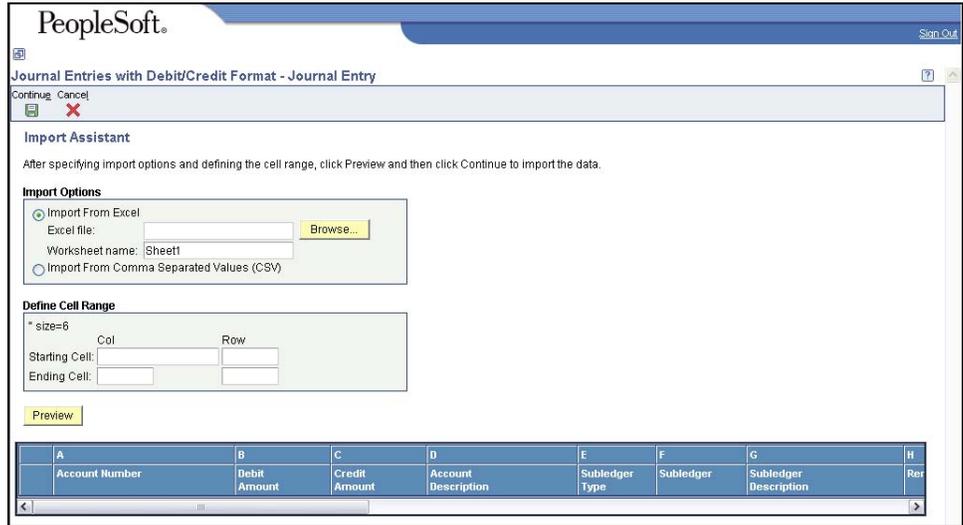
Start this instruction from the Journal Entries with Debit/Credit Format – Work with Journal Entries window.



1. Click **Add**. The Journal Entries with Debit/Credit Format – Journal Entry window appears.



2. Enter the following information:
  - G/L Date – defaults to current date, change if necessary
  - Explanation
3. Click **Tools, Import Grid Data.**



4. Click **Browse.**
5. An Open window appears. Choose the file containing the journal entries to import, click **Open.** The name of the file appears in the “Excel file to import from” field.
6. In the "Worksheet name" field, enter the name of the worksheet.
7. Under Define Cell Range, enter the range of cells to import.
8. Click **Preview** to bring the information from Excel into the grid below.
9. Click **Continue.**
10. Click **OK,** to accept the journal entry.
11. Record the batch number.
12. Click **Cancel.**
13. Click **Close.**

