

Confirming Posting through Journal Review

Overview

Once you have posted the journal entries to the general ledger in NIS, you can confirm the posting by reviewing them.

This work instruction shows how to [Confirm Posting Through Journal Review](#).

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, Inventory.

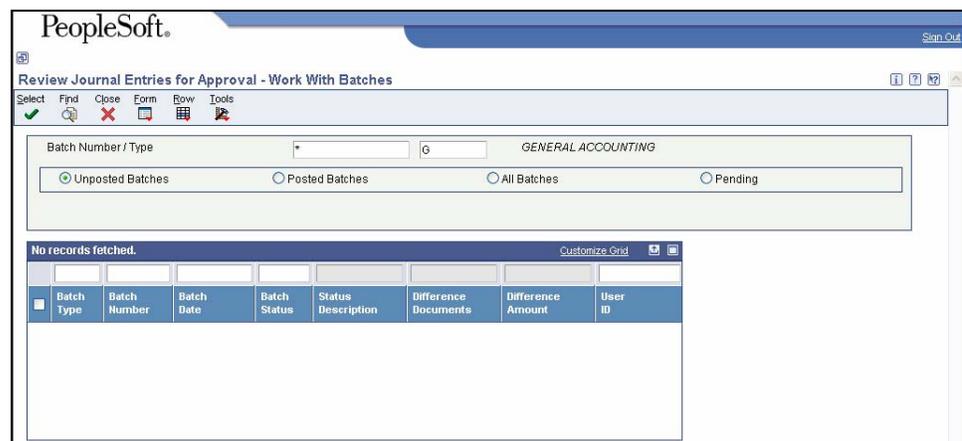
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Purchasing - Statewide > Manage Journal Entry > Review/Approve/Post Journal Entries > Review Journal Entries for Approval

Steps

Confirm Posting through Journal Review

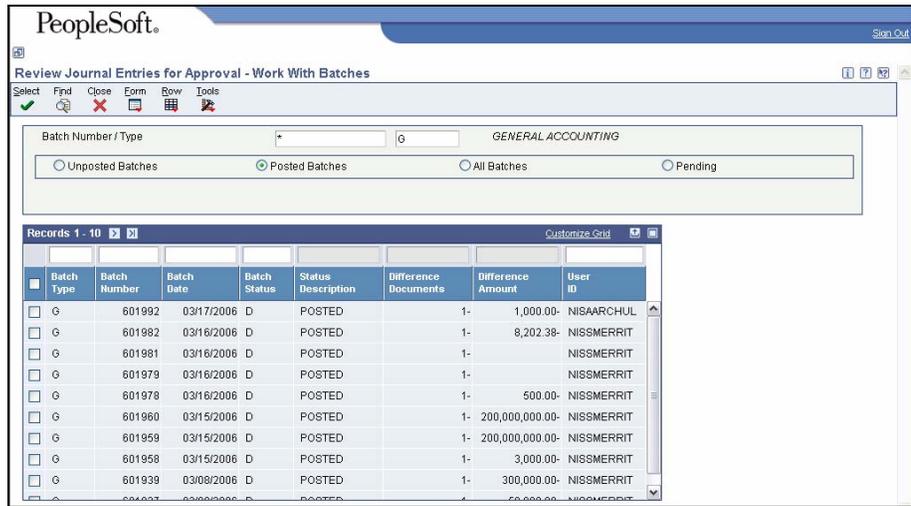
Start this instruction from the Inventory G/L Journal Review – Work With Batches window.



Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
No records fetched.							

1. Enter the **User ID** in the QBE line above User ID to minimize the search.
2. Click **Posted Batches**.

3. Click **Find**.



4. Note your Batch Number with the Status Description as Posted.
5. Click **Close**.