


## Posting Journal Entries by Batch

### Overview

After a batch is entered, reviewed, and approved, it must be posted to the General Ledger (G/L).

It is recommended you post each batch type for which you are responsible on a daily basis. Typically, you must run each of the following versions of the program:

- ◆ General Accounting (batch type **G**)
- ◆ Voucher Entry (batch type **V**)
- ◆ Invoices (batch type **IB**)
- ◆ Receipts & Adjustments (batch type **RB**)
- ◆ Inventory (batch type **N**)
- ◆ PO/Contract Entries (batch type **O**)

 For information on why a batch may not post due to budget failure, please refer to the [Budget Failure Manual](#).

### 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 > JE Review/Approve/Post > JE Review/Approve/Post

### Steps

Start this instruction from the Post Journal Entries by Batch – Work With Batches window.

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Review Journal Entries for Approval - Work With Batches

Batch Number / Type: [ ] G General Accounting

Unposted Batches  Posted Batches  All Batches  Pending

No records fetched.

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

The Unposted Batches header option is selected as a default. Leave this option selected to display all unposted batches.

1. Click **Find**.

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Batch Number / Type: [ ] G General Accounting

Unposted Batches  Posted Batches  All Batches  Pending

Records 1 - 10

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

2. Choose the approved Batch Number to post.

3. Click **Row, Post by Batch**. The Printer Selection window appears.

4. Click **OK** to return to the Post Journal Entries by Batch - Work with Batches window.

5. Choose the **Posted Batches** header option.

Posting may take several hours, depending on volume

6. Click **Find** to display posted batches.

Verify the batch you posted displays in the detail area.

7. Click **Close**.