

Enter a Basic Journal Entry Lesson

1.	<p>Click the NIS State of Nebraska link.</p> <p><input type="text" value="NIS State of Nebraska"/></p>
2.	<p>Click the Accounting - Agencies link.</p> <p><input type="text" value="Accounting - Agencies"/></p>
3.	<p>Click the Manage Journal Entry link.</p> <p><input type="text" value="Manage Journal Entry"/></p>
4.	<p>Click the Enter Manual Journal Entries link.</p> <p><input type="text" value="Enter Manual Journal Entries"/></p>
5.	<p>Click the Journal Entries with Debit/Credit Format link.</p> <p><input type="text" value="Journal Entries with Debit/Credit Forma"/></p>
6.	<p>Click the Add button.</p> <p><input type="button" value="+"/></p>
7.	<p>Click in the G/L Date field.</p> <p><input type="text"/></p>
8.	<p>In the G/L Date field enter the date of the journal entry or leave blank to default to today's date.</p> <p>Note: The G/L Date must be a date in the period this document will post. If your agency's processing cycle (prepare – approve – post) takes 3 days, then 3 days before the end of the month, begin using the next month's date.</p>
9.	<p>Click in the Explanation field.</p>
10.	<p>Enter the explantion in the Explanation field.</p>
11.	<p>Click in the Account Number field.</p> <p><input type="text"/></p>
12.	<p>Enter the account number in the Account Number field.</p> <p>Warning: Do not enter accounts with a Posting Edit (PE) code of N (non-posting) or I (inactive).</p>

13.	<p>Enter the debit or credit dollar amount, as needed in the Debit Amount or Credit Amount field.</p> <p>Warning: Do not enter debit and credit amounts on the same line.</p>
14.	<p>Use the scroll bar to scroll to the right.</p>
15.	<p>Complete the Purchase Order and PO Do Ty fields if necessary.</p> <p>Note: If you are entering a journal entry to correct a purchase order, you must enter the purchase order number in the Purchase Order field and the purchase order document type in the PO Do Ty field. For example, if you are correcting purchase order 12345 OP, you would need to enter 00012345 (the Purchase Order field is 8-digits) in the Purchase Order field and OP (all capital letters) in the PO Do Ty field. These two fields are required in order for the journal entry to be reflected on the Received Not Vouchered Report.</p>
16.	<p>Note: If you began typing on a blank line and then decide not to use it, delete the blank line before you accept the entry. Choose the blank line, click Delete to display a confirmation message, and click OK to confirm the deletion.</p>
17.	<p>Click the OK button.</p> 
18.	<p>Write down the Previous Document Number and Batch Number for approval and posting.</p>
19.	<p>Enter additional documents if needed by repeating the previous steps.</p> <p>When finished click the Cancel button.</p> 
20.	<p>Note: You can click Find to display the batch numbers and document numbers for the batch entered.</p>
21.	<p>Click the Close button.</p> 
22.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>