

Enter an Interfund 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 data-bbox="380 1003 415 1033" type="button" value="+"/></p>
7.	<p>Click in the G/L Date field.</p> <p><input type="text"/></p>
8.	<p>Enter the date of the entry into the G/L Date field 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>Enter an explanation in the Explanation field.</p>
10.	<p>Click in the Account Number field.</p> <p><input type="text"/></p>
11.	<p>Enter the account number into the Account Number field.</p> <p>Note: The Business Unit portion of each account number should differ, and the business units should belong to different funds in order to create an interfund journal entry.</p>
12.	<p>Enter the amount into the Debit Amount field.</p>
13.	<p>Complete additional lines as needed.</p> <p><input type="text"/></p>

14.	When you are finished click the OK button. Note: Make sure the Remaining Amount field is blank. 
15.	Write down the Previous Document Number and Batch Number for approval and posting.
16.	Enter additional documents if needed by repeating the previous steps. When finished click the Cancel button. 
17.	Click the Close button. 
18.	You have successfully completed this lesson. End of Procedure.