

**Entering Journal Entries in Debit/Credit Format**  
**Created on Tuesday, September 15, 2009**

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## Entering Journal Entries in Debit/Credit Format

### Entering Journal Entries in Debit/Credit Format Overview

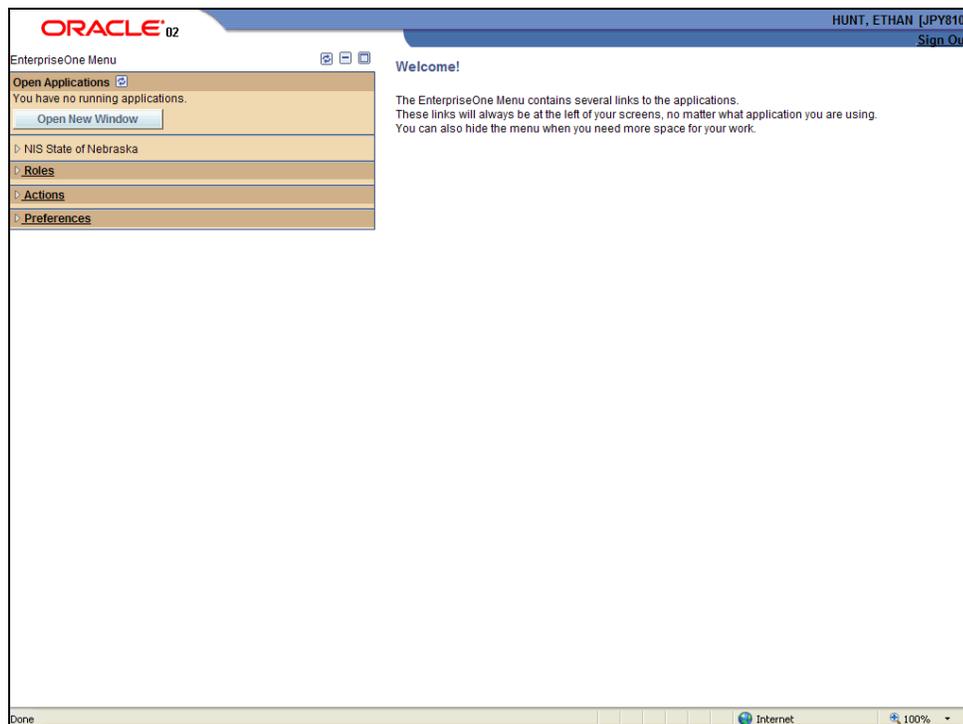
In NIS, the Work with Journal Entries window displays separate columns for debit and credit entries, rather than simply entering negative dollar amounts to denote credits.

During journal entry, record the batch number(s) to quickly locate them later.

### Enter a Basic Journal Entry Lesson

#### Procedure

In this lesson you will learn how to enter a Basic Journal Entry.

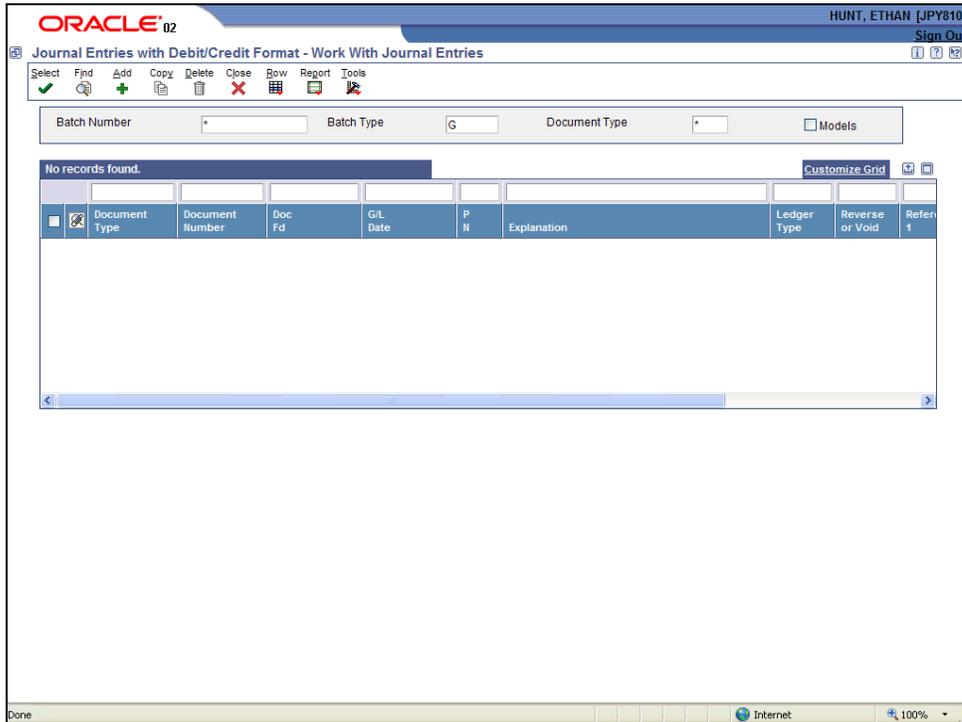


Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>

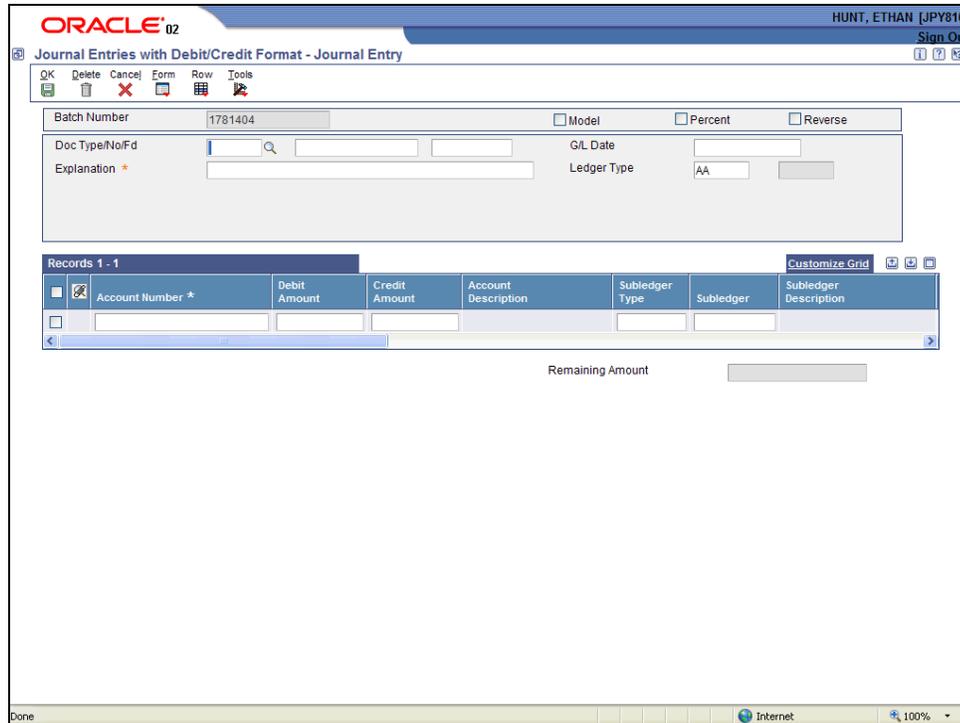
# Training Guide

## Entering Journal Entries in Debit/Credit Format

Step	Action
2.	Click the <b>Accounting - Agencies</b> link. 
3.	Click the <b>Manage Journal Entry</b> link. 
4.	Click the <b>Enter Manual Journal Entries</b> link. 
5.	Click the <b>Journal Entries with Debit/Credit Format</b> link. 



Step	Action
6.	Click the <b>Add</b> button. 

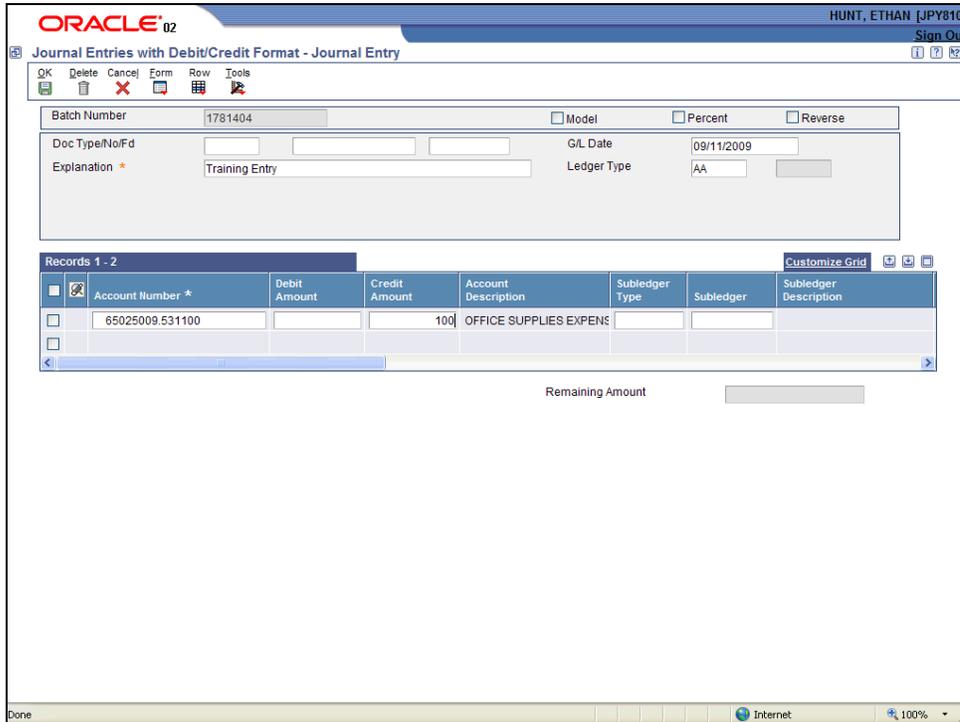


Step	Action
7.	Click in the <b>G/L Date</b> field. <input style="width: 100px; height: 20px;" type="text"/>
8.	In the <b>G/L Date</b> field enter the date of the journal entry or leave blank to default to today's date.  <b>Note:</b> The G/L Date must be a date in the period this document will post. If 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.
9.	Click in the <b>Explanation</b> field.
10.	Enter the explanation in the <b>Explanation</b> field.
11.	Click in the <b>Account Number</b> field. <input style="width: 150px; height: 20px;" type="text"/>
12.	Enter the account number in the <b>Account Number</b> field.  <b>Warning:</b> Do not enter accounts with a Posting Edit (PE) code of N (non-posting) or I (inactive).

# Training Guide

## Entering Journal Entries in Debit/Credit Format

Step	Action
13.	Enter the debit or credit dollar amount, as needed in the <b>Debit Amount</b> or <b>Credit Amount</b> field.  <b>Warning:</b> Do not enter debit and credit amounts on the same line.



Step	Action
14.	Use the scroll bar to scroll to the right.
15.	Complete the <b>Purchase Order</b> and <b>PO Do Ty</b> fields if necessary.  <b>Note:</b> 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 capitol 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.
16.	<b>Note:</b> 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.

**ORACLE** 02 HUNT, ETHAN [JPY810] Sign Out

**Journal Entries with Debit/Credit Format - Journal Entry**

OK Delete Cancel Form Row Tools

Batch Number: 1781404  Model  Percent  Reverse

Doc Type/No/Fd: [ ] [ ] 56650 GL Date: 09/11/2009

Explanation: Training Entry Ledger Type: AA

Records 1 - 3 Customize Grid

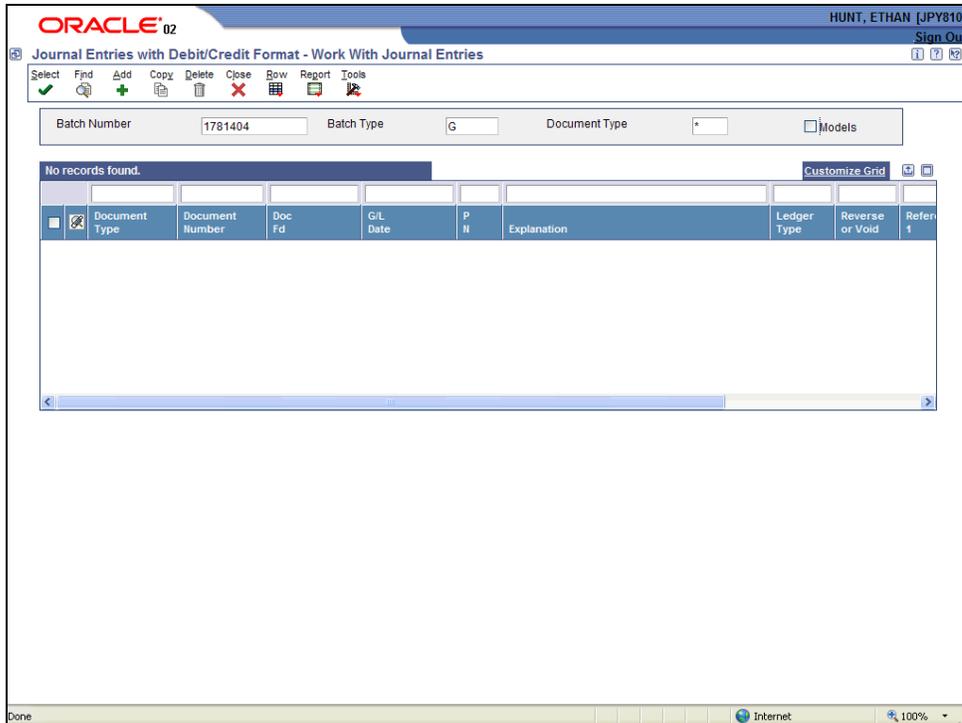
<input type="checkbox"/>	Account Number *	Debit Amount	Credit Amount	Account Description	Subledger Type	Subledger	Subledger Description
<input type="checkbox"/>	65025009.531100		100.00	OFFICE SUPPLIES EXPE...			
<input type="checkbox"/>	65025009.521100	100		POSTAGE EXPENSE			

Remaining Amount: 100.00-

Step	Action
17.	Click the <b>OK</b> button. 
18.	Write down the <b>Previous Document Number</b> and <b>Batch Number</b> for approval and posting.
19.	Enter additional documents if needed by repeating the previous steps.  When finished click the <b>Cancel</b> button. 
20.	<b>Note:</b> You can click <b>Find</b> to display the batch numbers and document numbers for the batch entered.

# Training Guide

## Entering Journal Entries in Debit/Credit Format



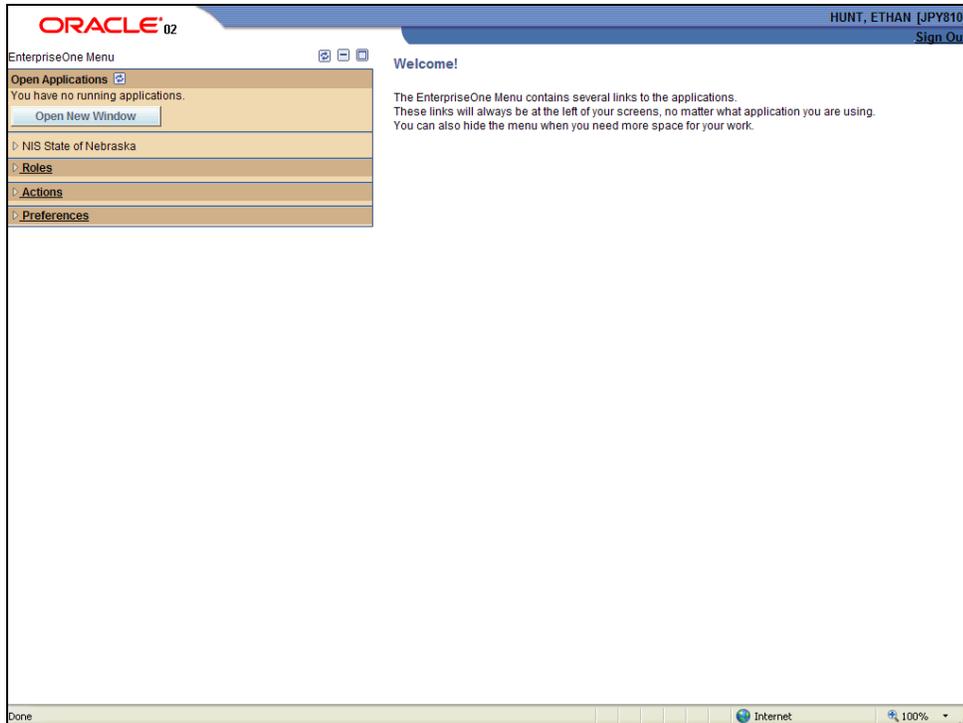
Step	Action
21.	Click the <b>Close</b> button. 
22.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Enter a Journal Entry with a Subledger Lesson

### Procedure

In this lesson you will learn how to enter a journal entry with a subledger.

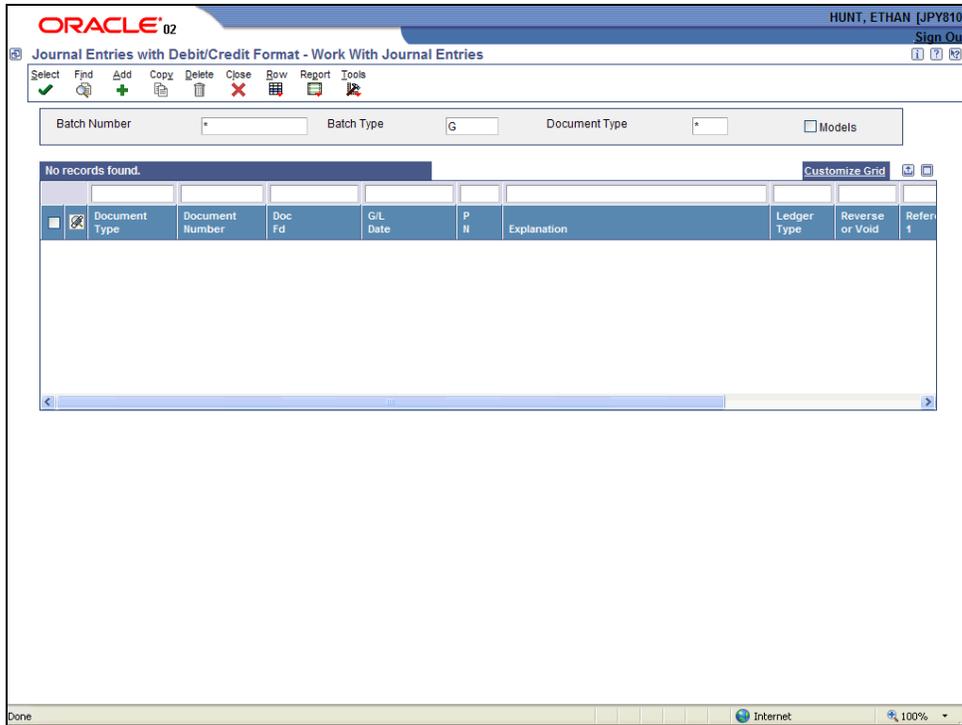
Use Subledger and Subledger Type fields to associate a transaction with a particular entity, such as an Address Book number. For example, use a Subledger with an entry for travel expenses that need to be traced to the employee who spent the money.



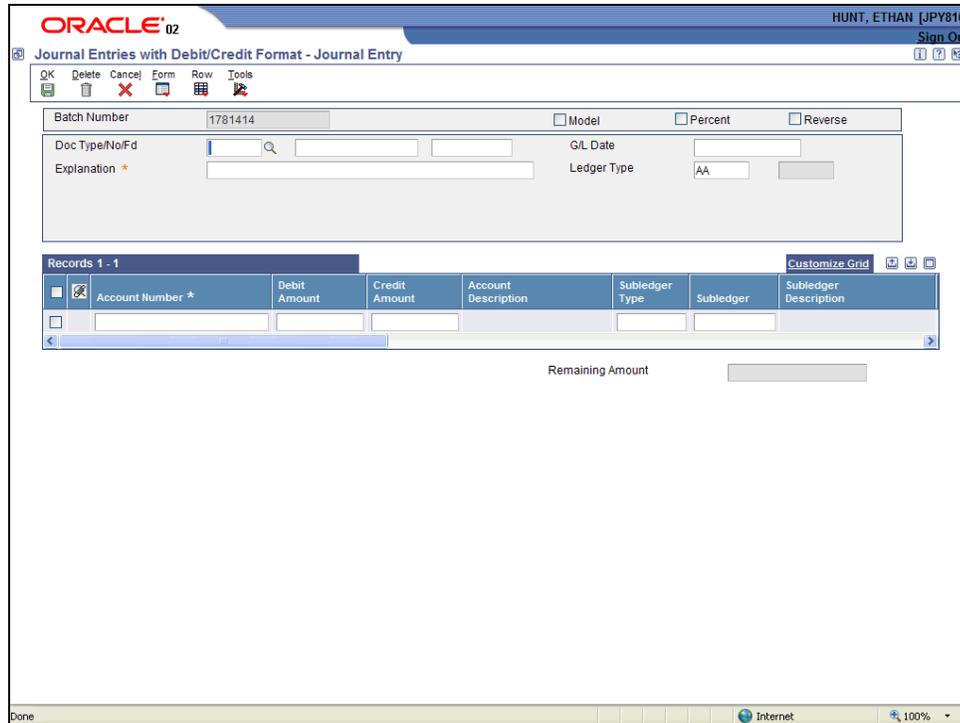
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>
2.	Click the <b>Accounting - Agencies</b> link. <span style="border: 1px solid black; padding: 2px;">Accounting - Agencies</span>
3.	Click the <b>Manage Journal Entry</b> link. <span style="border: 1px solid black; padding: 2px;">Manage Journal Entry</span>
4.	Click the <b>Enter Manual Journal Entries</b> link. <span style="border: 1px solid black; padding: 2px;">Enter Manual Journal Entries</span>
5.	Click the <b>Journal Entries with Debit/Credit Format</b> link. <span style="border: 1px solid black; padding: 2px;">Journal Entries with Debit/Credit Format</span>

# Training Guide

## Entering Journal Entries in Debit/Credit Format



Step	Action
6.	Click the <b>Add</b> button. 



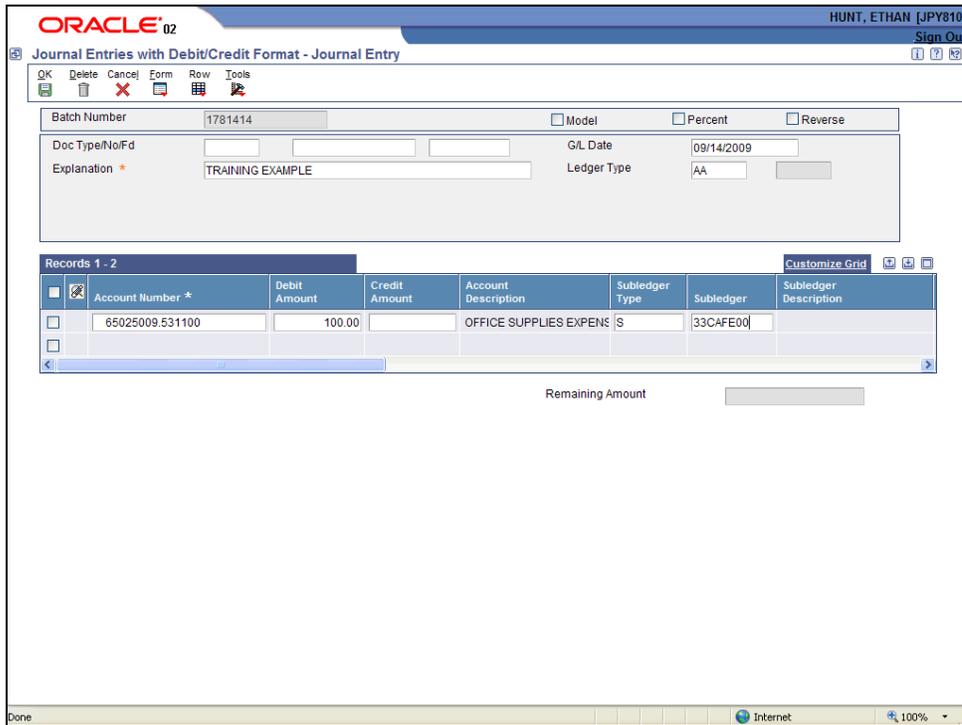
Step	Action
7.	Click in the <b>G/L Date</b> field. <input style="width: 100px; height: 20px;" type="text"/>
8.	In the <b>G/L Date</b> field enter the date of the journal entry or leave blank to default to today's date.  <b>Note:</b> The G/L Date must be a date in the period this document will post. If 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.
9.	Click in the <b>Explanation</b> field.
10.	Enter the explanation in the <b>Explanation</b> field.
11.	Click in the <b>Account Number</b> field. <input style="width: 150px; height: 20px;" type="text"/>
12.	Enter the account number into the <b>Account Number</b> field.
13.	Enter the debit or credit dollar amount, as needed in the <b>Debit Amount</b> or <b>Credit Amount</b> field.  <b>Warning:</b> Do not enter debit and credit amounts on the same line.

# Training Guide

## Entering Journal Entries in Debit/Credit Format



Step	Action
14.	Click in the <b>Subledger Type</b> field. <input type="text"/>
15.	Enter the desired information into the <b>Subledger Type</b> field. Use the visual assist tool if necessary.
16.	Enter a valid value for the subledger type into the <b>Subledger</b> field.



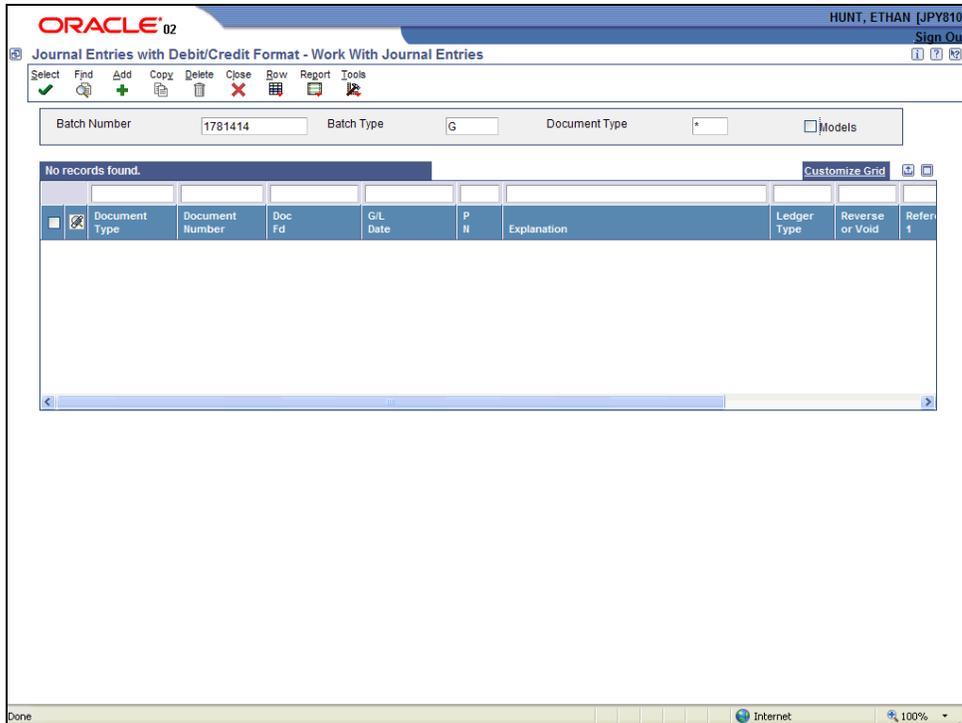
Step	Action
17.	Complete additional lines as needed. <input type="text"/>

Account Number *	Debit Amount	Credit Amount	Account Description	Subledger Type	Subledger	Subledger Description
65025009.531100	100.00		OFFICE SUPPLIES EXPE...	S	33CAFE00	CAFÉ/RESTAURANT
65025009.533900		100.00	FOOD EXPENSE	S	33CAFE00	CAFÉ/RESTAURANT

Step	Action
18.	When you are finished click the <b>OK</b> button.  <b>Note:</b> Make sure the Remaining Amount field is blank. 
19.	Write down the <b>Previous Document Number</b> and <b>Batch Number</b> for approval and posting.
20.	Enter additional documents if needed by repeating the previous steps.  When finished click the <b>Cancel</b> button. 

# Training Guide

## Entering Journal Entries in Debit/Credit Format



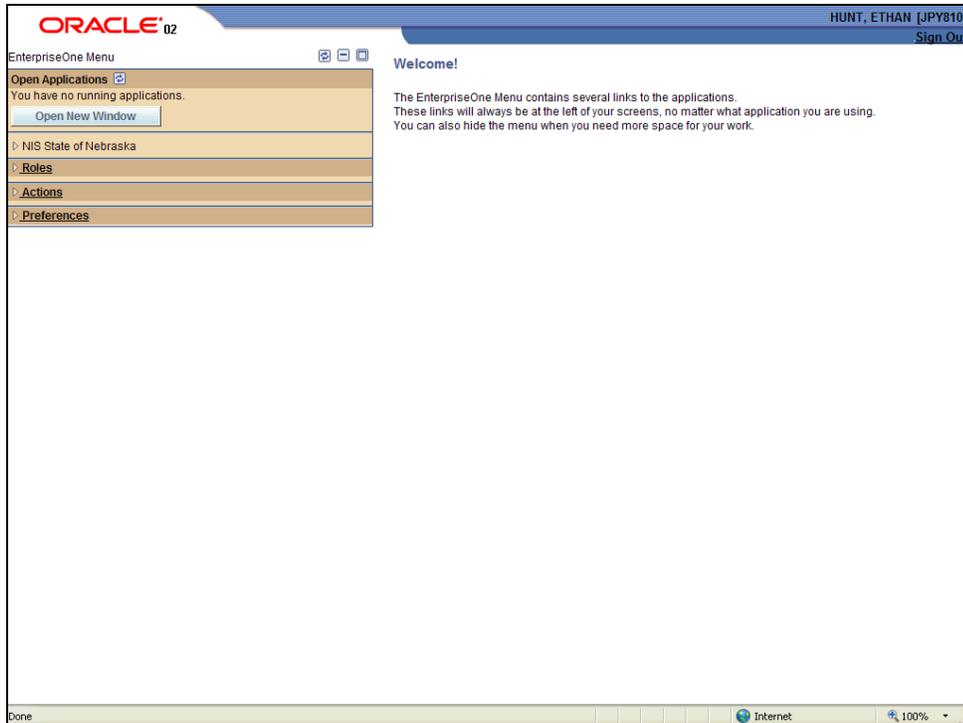
Step	Action
21.	Click the <b>Close</b> button. 
22.	You have successfull completed this lesson. <b>End of Procedure.</b>

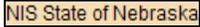
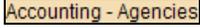
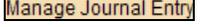
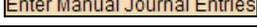
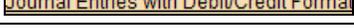
## Enter an Interfund Journal Entry Lesson

### Procedure

In this lesson you will learn how to enter an interfund journal entry.

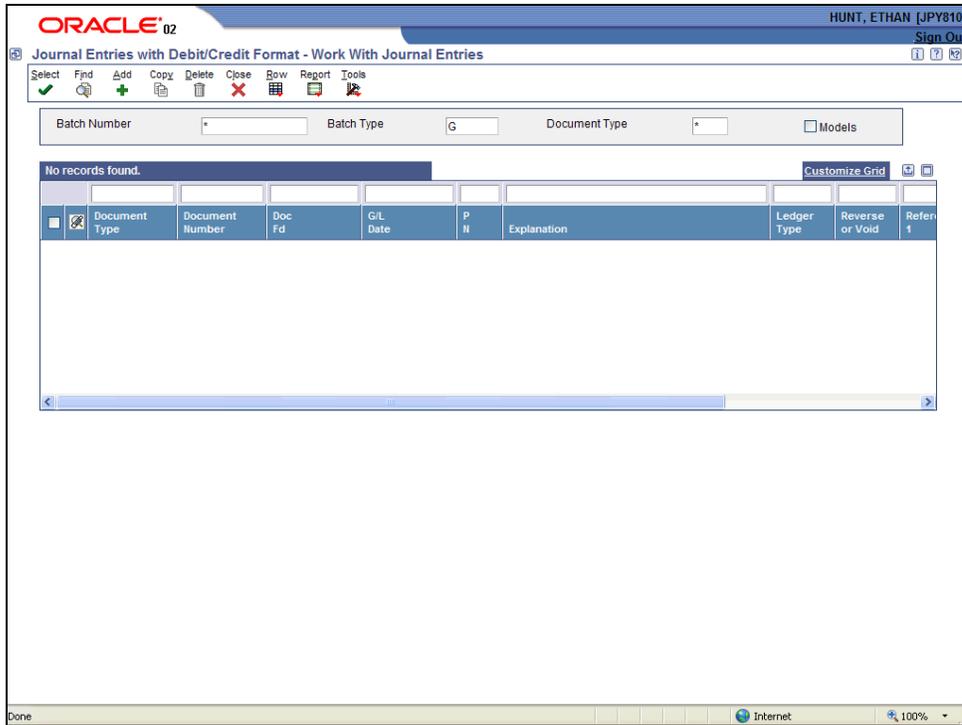
If you enter an interfund (intercompany) journal entry where the Fund associated with the primary entry's business unit is different from the offset's business unit, the system creates a corresponding offset document for the cross-fund transaction with a document type of AE (automatic entry).



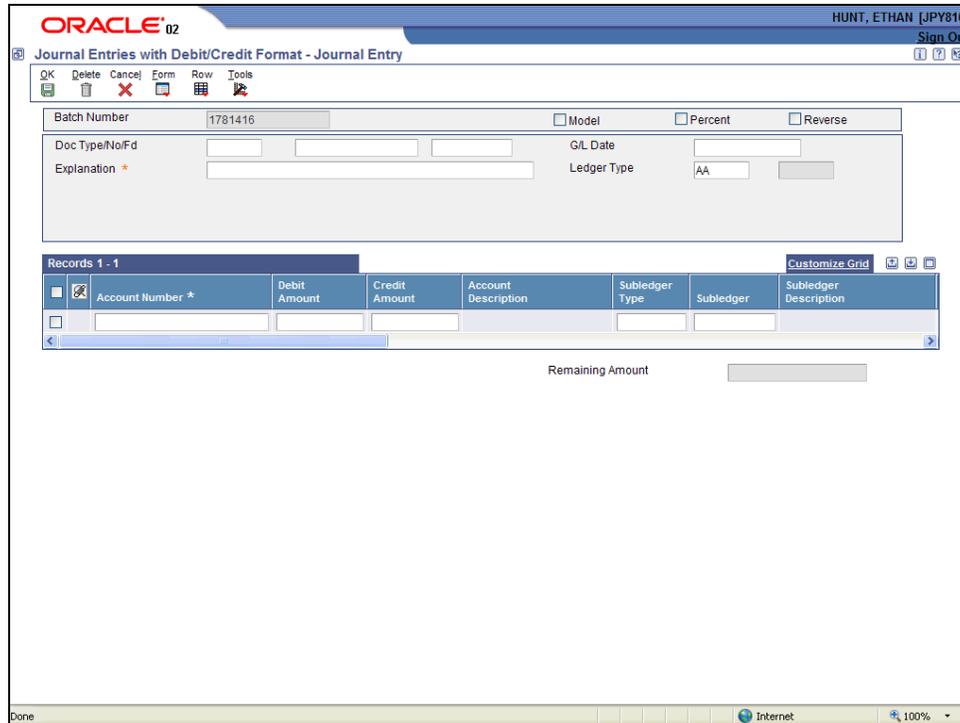
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. 
2.	Click the <b>Accounting - Agencies</b> link. 
3.	Click the <b>Manage Journal Entry</b> link. 
4.	Click the <b>Enter Manual Journal Entries</b> link. 
5.	Click the <b>Journal Entries with Debit/Credit Format</b> link. 

# Training Guide

## Entering Journal Entries in Debit/Credit Format



Step	Action
6.	Click the <b>Add</b> button. 



Step	Action
7.	Click in the <b>G/L Date</b> field. <input style="width: 100px; height: 20px;" type="text"/>
8.	Enter the date of the entry into the <b>G/L Date</b> field or leave blank to default to today's date.  <b>Note:</b> 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.
9.	Enter an explanation in the <b>Explanation</b> field.
10.	Click in the <b>Account Number</b> field. <input style="width: 100px; height: 20px;" type="text"/>
11.	Enter the account number into the <b>Account Number</b> field.  <b>Note:</b> 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.
12.	Enter the amount into the <b>Debit Amount</b> field.

# Training Guide

## Entering Journal Entries in Debit/Credit Format



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Journal Entries with Debit/Credit Format - Journal Entry

Batch Number: 1781416  Model  Percent  Reverse

Doc Type/No/Fd:    GL Date: 09/14/2009

Explanation \*: TRAINING EXAMPLE Ledger Type: AA

Records 1 - 2 [Customize Grid](#)

<input type="checkbox"/>	Account Number *	Debit Amount	Credit Amount	Account Description	Subledger Type	Subledger	Subledger Description
<input type="checkbox"/>	65025009.531100	100		OFFICE SUPPLIES EXPENSE			

Remaining Amount:

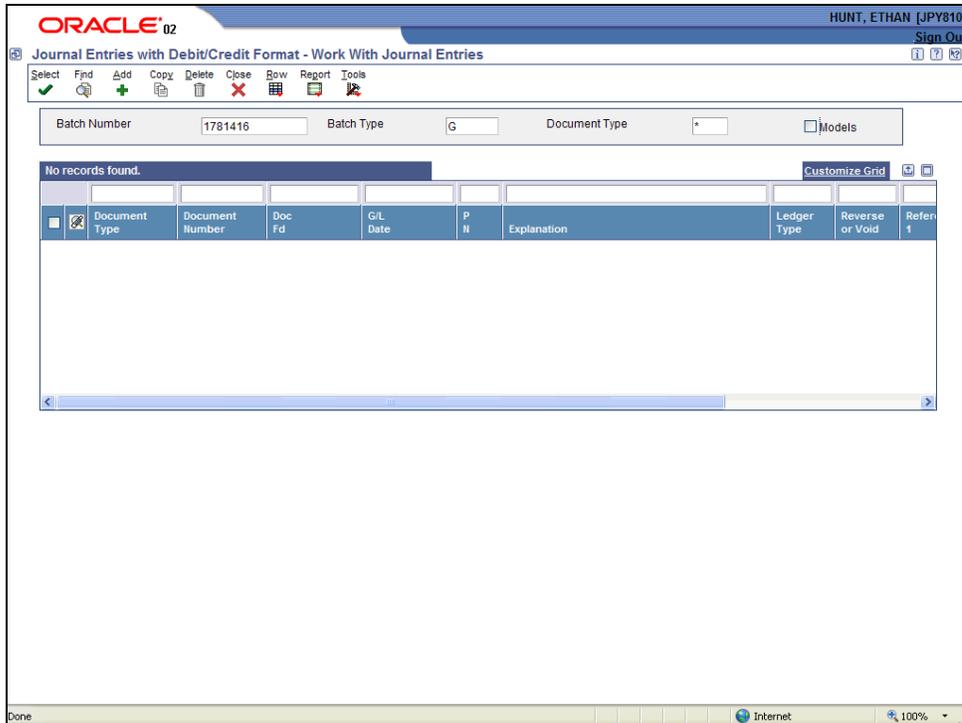
Done Internet 100%

Step	Action
13.	Complete additional lines as needed. <input type="text"/>

Step	Action
14.	<p>When you are finished click the <b>OK</b> button.</p> <p><b>Note:</b> Make sure the Remaining Amount field is blank.</p> 
15.	<p>Write down the <b>Previous Document Number</b> and <b>Batch Number</b> for approval and posting.</p>
16.	<p>Enter additional documents if needed by repeating the previous steps.</p> <p>When finished click the <b>Cancel</b> button.</p> 

# Training Guide

## Entering Journal Entries in Debit/Credit Format



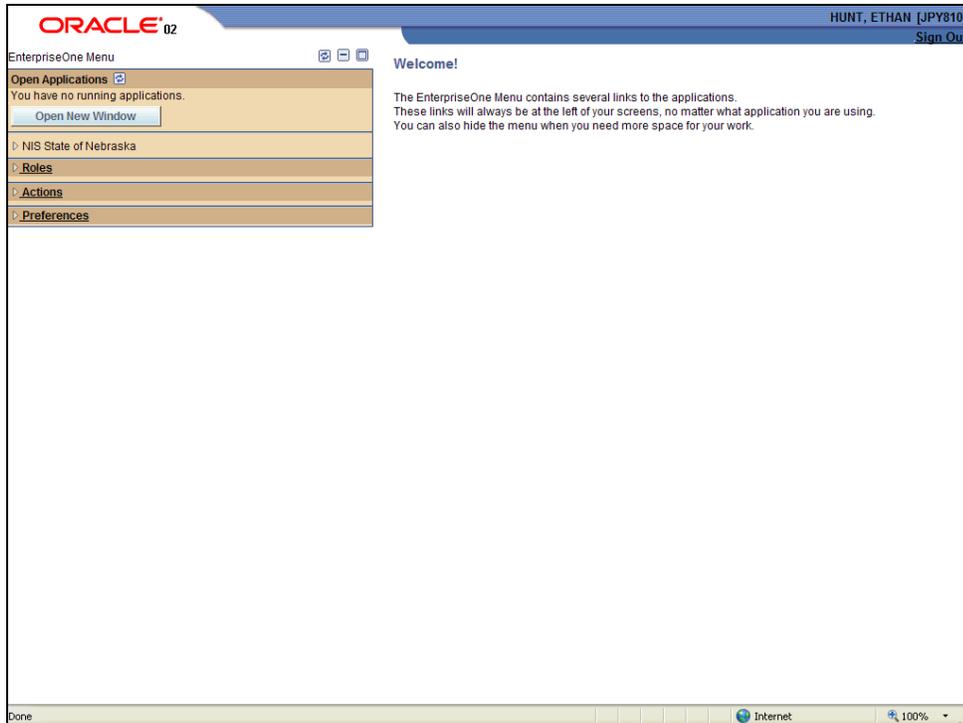
Step	Action
17.	Click the <b>Close</b> button. 
18.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Enter a Capital Outlay and Related Expenditure Lesson

### Procedure

In this lesson you will learn how to enter a capital outlay and related expenditure.

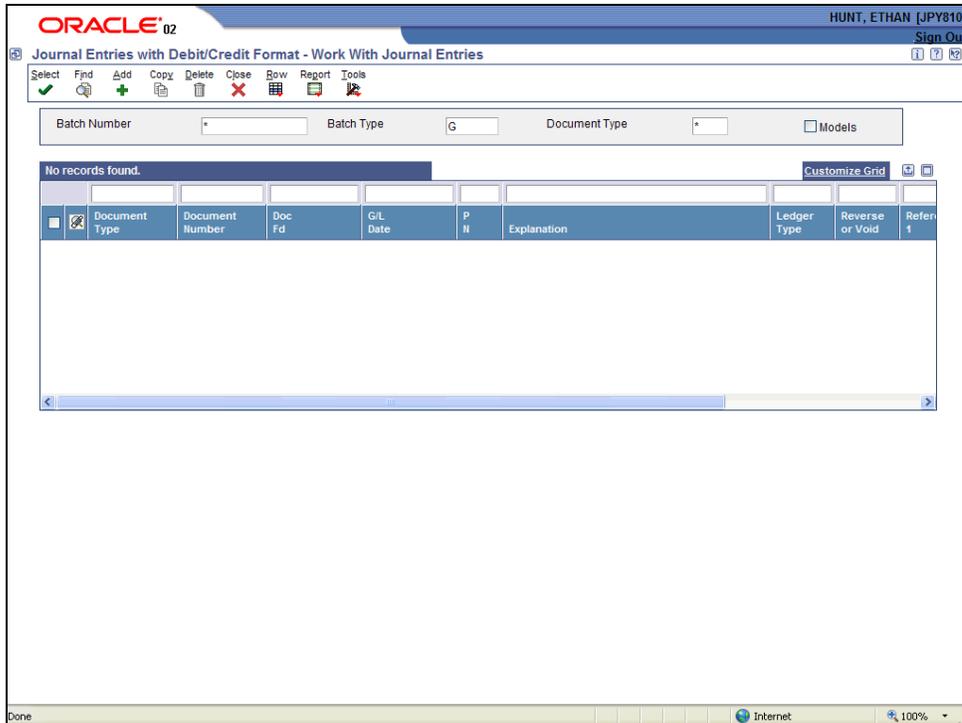
A capital outlay journal entry is created when the object portion of the Account Number is 58XX00 (where XX = Item Code).



Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Accounting - Agencies</b> link. <a href="#">Accounting - Agencies</a>
3.	Click the <b>Manage Journal Entry</b> link. <a href="#">Manage Journal Entry</a>
4.	Click the <b>Enter Manual Journal Entries</b> link. <a href="#">Enter Manual Journal Entries</a>
5.	Click the <b>Journal Entries with Debit/Credit Format</b> link. <a href="#">Journal Entries with Debit/Credit Format</a>

# Training Guide

## Entering Journal Entries in Debit/Credit Format



Step	Action
6.	Click the <b>Add</b> button. 

Step	Action
7.	Click in the <b>G/L Date</b> field. <input style="width: 100px; height: 20px;" type="text"/>
8.	Enter the date of the entry into the <b>G/L Date</b> field or leave blank to default to today's date.  <b>Note:</b> 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.
9.	Enter an explanation in the <b>Explanation</b> field.
10.	Click in the <b>Account Number</b> field. <input style="width: 150px; height: 20px;" type="text"/>
11.	Enter the account number into the <b>Account Number</b> field.
12.	Enter the debit or credit dollar amount, as needed in the <b>Debit Amount</b> or <b>Credit Amount</b> field.  <b>Warning:</b> Do not enter debit and credit amounts on the same line.

# Training Guide

## Entering Journal Entries in Debit/Credit Format



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Journal Entries with Debit/Credit Format - Journal Entry

Batch Number: 1781418  Model  Percent  Reverse

Doc Type/No/Fd:    GL Date: 09/15/2009

Explanation \*: TRAINING ENTRY Ledger Type: AA

Records 1 - 2 Customize Grid

<input type="checkbox"/>	Account Number *	Debit Amount	Credit Amount	Account Description	Subledger Type	Subledger	Subledger Description
<input type="checkbox"/>	33000121.865100	100		MISCELLANEOUS ADJUSTI			

Remaining Amount

Done Internet 100%

Step	Action
13.	Scroll to the right to the <b>Tag Number</b> field.

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Journal Entries with Debit/Credit Format - Journal Entry

Batch Number: 1781418  Model  Percent  Reverse

Doc Type/No/Fd:  GL Date: 09/15/2009

Explanation \*: TRAINING ENTRY Ledger Type: AA

Records 1 - 2 Customize Grid

Remark	Purchase Order	PO Do Ty	Purchase Order Suffix	Unit of Measure	Units	Reference 2	Phase	Pay Item	Tag Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remaining Amount:

Step	Action
14.	Click in the <b>Tag Number</b> field. <input type="text"/>
15.	Enter tag number into the <b>Tag Number</b> field. Use the visual assist tool if necessary.

# Training Guide

## Entering Journal Entries in Debit/Credit Format



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Journal Entries with Debit/Credit Format - Journal Entry

Batch Number: 1781418  Model  Percent  Reverse

Doc Type/No/Fd:    GL Date: 09/15/2009

Explanation \*: TRAINING ENTRY Ledger Type: AA

Records 1 - 2 Customize Grid

Purchase Order Suffix	Unit of Measure	Units	Reference 2	Phase	Pay Item	Tag Number	Posted Code	Check Date	Service/Tax Date	Fund
						33A17379				23290

Remaining Amount:

Done Internet 100%

Step	Action
16.	Complete additional lines as necessary.

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Journal Entries with Debit/Credit Format - Journal Entry

Batch Number: 1781418  Model  Percent  Reverse

Doc Type/No/Fd: 23290 GL Date: 09/15/2009

Explanation \*: TRAINING ENTRY Ledger Type: AA

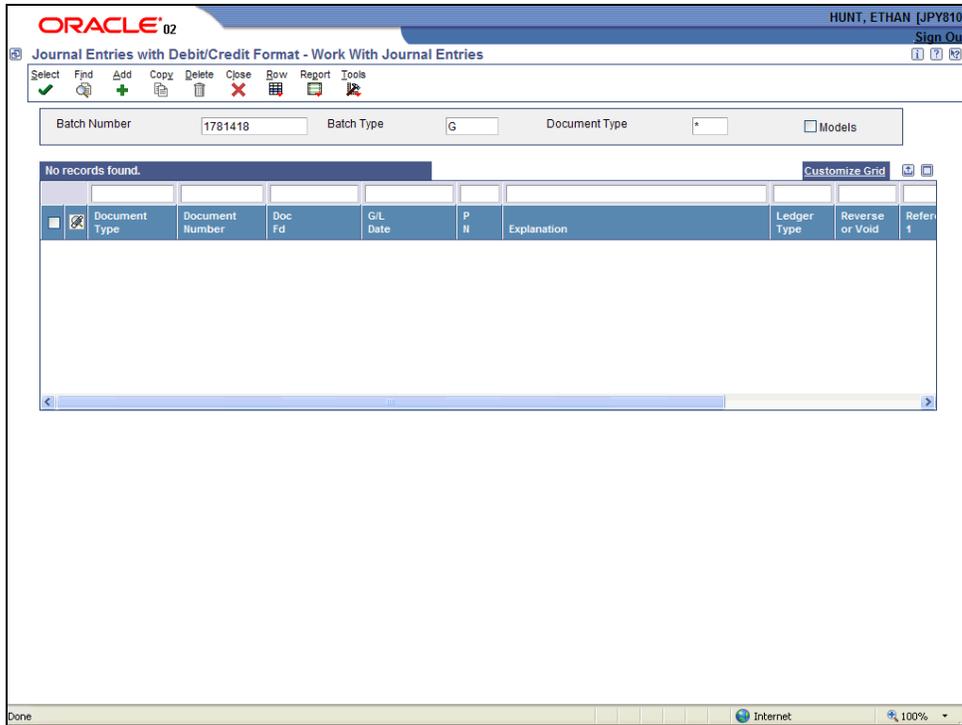
Purchase Order Suffix	Unit of Measure	Units	Reference 2	Phase	Pay Item	Tag Number	Posted Code	Check Date	Service/Tax Date	Fund
						33A17379		09/15/2009	09/15/2009	23290
						33A17379		09/15/2009	09/15/2009	56850

Remaining Amount:

Step	Action
17.	When you are finished click the <b>OK</b> button.  <b>Note:</b> Make sure the Remaining Amount field is blank. 
18.	Write down the <b>Previous Document Number</b> and <b>Batch Number</b> for approval and posting.
19.	Enter additional documents if needed by repeating the previous steps.  When finished click the <b>Cancel</b> button. 

# Training Guide

## Entering Journal Entries in Debit/Credit Format



Step	Action
20.	Click the <b>Close</b> button. 
21.	You have successfully completed this lesson. <b>End of Procedure.</b>