

Entering A Percentage Journal Entry
Created on Wednesday, September 16, 2009

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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/>.

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Entering A Percentage Journal Entry

Entering A Percentage Journal Entry Overview

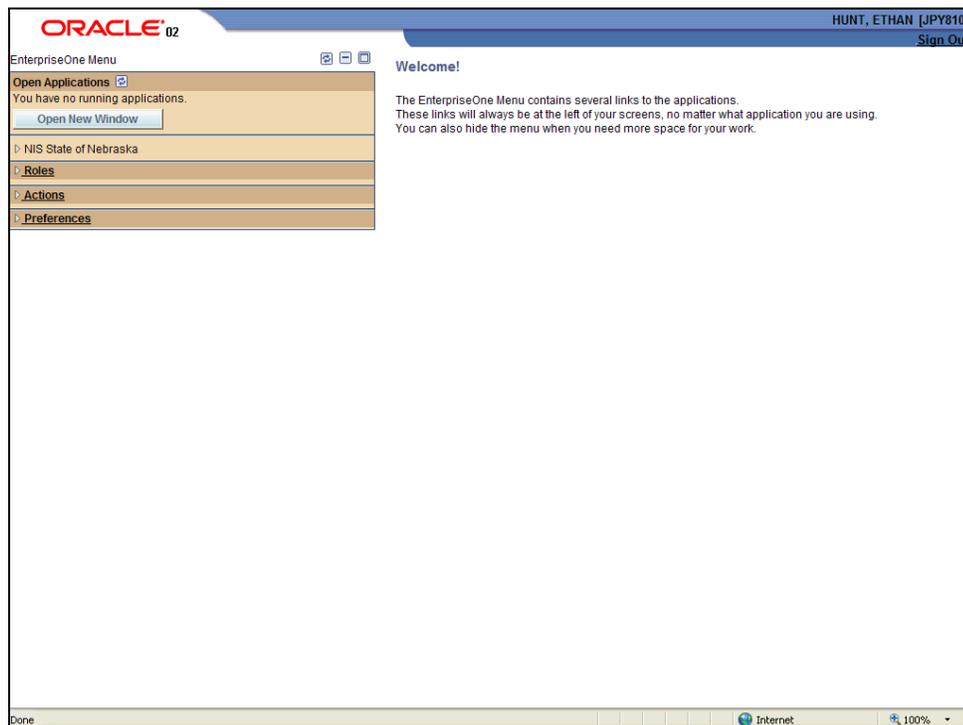
Journal entries move money, units, or both from one account to another. In NIS, you can specify different ledger types and an unlimited number of detail lines in journal entries.

When journal entries are correctly and regularly entered, they ensure G/L accuracy. During the journal entry process, record batch number(s) to quickly locate them later.

Entering A Percentage Journal Entry Lesson

Procedure

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

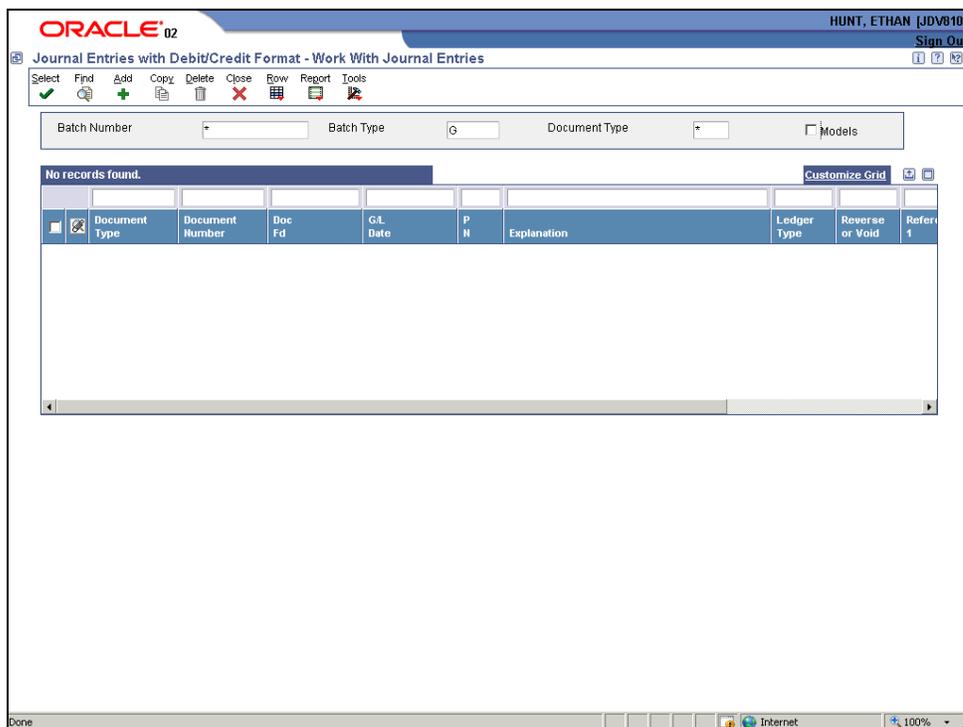


Training Guide

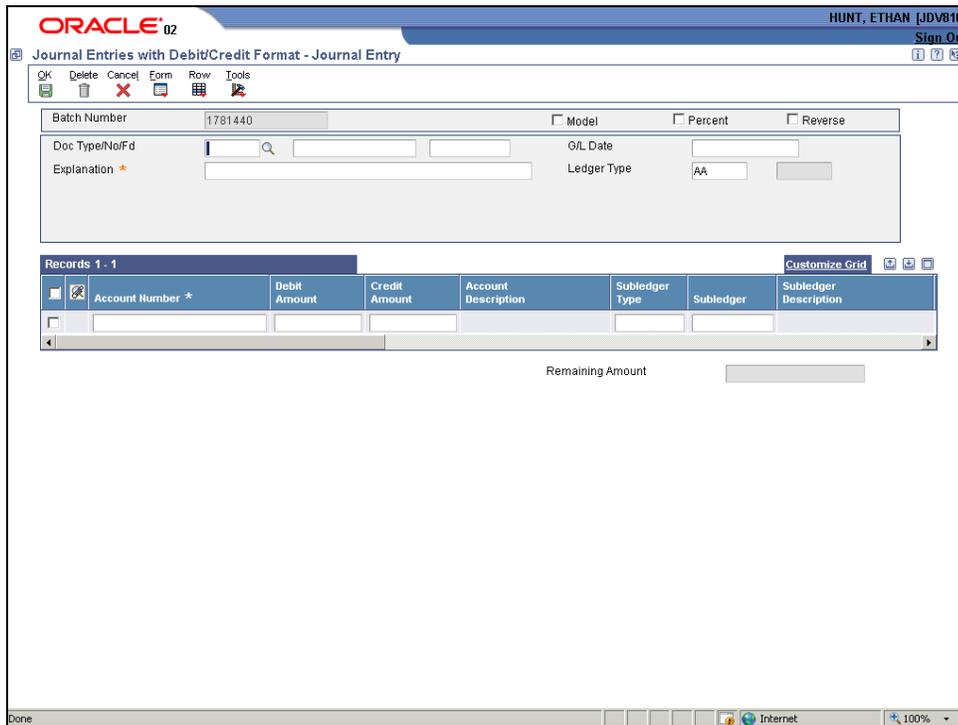
Entering A Percentage Journal Entry



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



Step	Action
6.	Click the Add button.

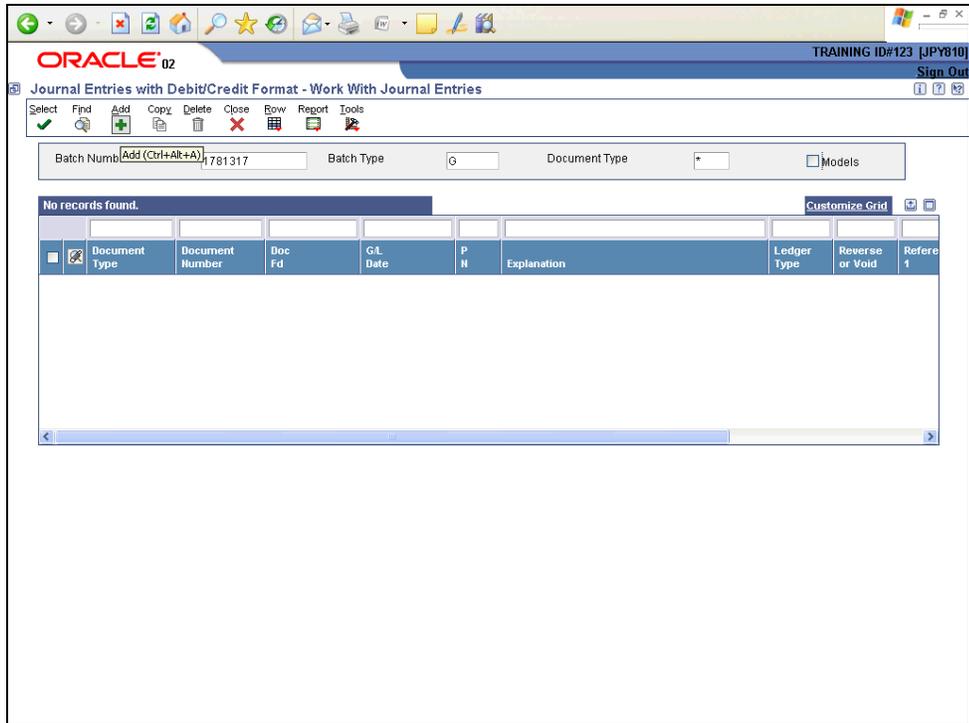


Step	Action
7.	Click the Percent option. <input type="checkbox"/>
8.	Click in the Explanation field.
9.	Enter the desired information into the Explanation field.
10.	Click in the G/L Date field. <input type="text"/>
11.	Enter the desired information into the G/L Date field. G/L Date - Type the date on which the entry should post to the G/L or leave blank to default to today's date. Warning: 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. before end of month, begin using the next month's date.

Training Guide

Entering A Percentage Journal Entry

Step	Action
12.	Click in the Distributed Amount field. <input data-bbox="365 296 597 331" type="text"/>
13.	Enter the desired information into the Distributed Amount field. Type the total amount of the journal entry.
14.	Click in the Account Number field. <input data-bbox="365 527 662 562" type="text"/>
15.	Enter the desired information into the Account Number field.
16.	Click in the % field. <input data-bbox="365 657 516 693" type="text"/>
17.	Type the percentage of the total amount to distribute. Type a negative percentage to credit the account, or a positive percentage to debit it. Negative percentages are entered with a preceding or trailing "-" sign. Enter the desired information into the % field.
18.	Remark field: If you are completing several detail lines, type the percentage of each detail line in its Remark field. This preserves the percentages as an audit trail, since the system does not preserve them automatically as percentage values. Complete Additional lines as necessary.
19.	Click the OK button. Warning: Verify the Remaining Amount field is blank (the journal entry is balanced). NOTE: Record the batch number. 
20.	Click the Cancel button. 



Step	Action
21.	Click the Close button. 
22.	You have successfully completed the lesson. End of Procedure.