




## Fixed Asset Journal Entry Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounting</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. 
6.	Click the <b>Add</b> button. 
7.	Click in the <b>G/L Date</b> field. 
8.	Enter the General Ledger date in the <b>G/L Date</b> field (today's date defaults if left blank).
9.	Press <b>[Tab]</b> .
10.	Complete the <b>Explanation</b> field.
11.	Click in the <b>Account Number</b> field. 
12.	Enter the account number in the <b>Account Number</b> field.  <b>Note:</b> For donated assets or assets without an originating financial transaction the object account should be 580300 - 586999.
13.	Enter the debit amount in the <b>Debit Amount</b> field.
14.	Scroll over to the <b>Tag Number</b> field.
15.	Click in the <b>Tag Number</b> field. 
16.	Enter the Tag Number in the <b>Tag Number</b> field.
17.	Press the <b>Down</b> button on your keyboard.
18.	Scroll back to the left to the <b>Account Number</b> field.
19.	Click in the <b>Account Number</b> field. 

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20.	Enter the account number in the <b>Account Number</b> field.  <b>Note:</b> For donated assets the object account should be 589000. For assets without an originating financial transaction the object account should be the same account number as the debit.
21.	Enter the credit amount in the <b>Credit Amount</b> field.
22.	Scroll over to the <b>Tag Number</b> field.
23.	Click in the <b>Tag Number</b> field. <input data-bbox="354 577 581 619" type="text"/>
24.	Enter the Tag Number in the <b>Tag Number</b> field.
25.	Click the <b>OK</b> button. 
26.	Be sure to record the <b>Batch Number</b> .  Click the <b>Cancel</b> button. 
27.	Click the <b>Close</b> button. 
28.	You have successfully completed this lesson. <b>End of Procedure.</b>