

## Enter a Basic Journal Entry Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. <input type="text" value="State of Nebraska"/>
2.	Click the <b>Accounting</b> link. <input type="text" value="Accounting"/>
3.	Click the <b>Manage Journal Entry</b> link. <input type="text" value="Manage Journal Entry"/>
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. <input data-bbox="354 835 397 877" type="button" value="+"/>
7.	Click in the <b>G/L Date</b> field. <input 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 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).
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.
14.	Use the scroll bar to scroll to the right.

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15.	<p>Complete the <b>Purchase Order</b> and <b>PO Do Ty</b> fields if necessary.</p> <p><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 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><b>Recording Utility Expenses:</b></p> <p>Utility Expenses paid by Purchase Card shall be recorded using the correct object code/unit of measure combinations (Please refer to the table in the Overview of this Training Guide). The Object Code, Unit of Measure(UM), and Number of Units must be entered on each journal entry and the Facility Code of the Facility must be entered in the Address Book field.</p>
17.	<p><b>Note:</b> Please refer to the <b>Utility Expense Table</b>.</p>
18.	<p><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.</p>
19.	<p>Click the <b>OK</b> button.</p> 
20.	<p>Write down the <b>Previous Document Number</b> and <b>Batch Number</b> for approval and posting.</p>
21.	<p>Enter additional documents if needed by repeating the previous steps.</p> <p>When finished click the <b>Cancel</b> button.</p> 
22.	<p><b>Note:</b> You can click <b>Find</b> to display the batch numbers and document numbers for the batch entered.</p>
23.	<p>Click the <b>Close</b> button.</p> 
24.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>