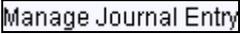


Enter a Capital Outlay and Related Expenditure Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Manage Journal Entry link. 
4.	Click the Enter Manual Journal Entries link.
5.	Click the Journal Entries with Debit/Credit Format link.
6.	Click the Add button. 
7.	Click in the G/L Date field. 
8.	Enter the date of the entry into the G/L Date field or leave blank to default to today's date. 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.
9.	Enter an explanation in the Explanation field.
10.	Click in the Account Number field. 
11.	Enter the account number into the Account Number field.
12.	Enter the debit or credit dollar amount, as needed in the Debit Amount or Credit Amount field. Warning: Do not enter debit and credit amounts on the same line.
13.	Scroll to the right to the Tag Number field.
14.	Click in the Tag Number field. 
15.	Enter tag number into the Tag Number field. Use the visual assist tool if necessary.
16.	Complete additional lines as necessary.
17.	When you are finished click the OK button. Note: Make sure the Remaining Amount field is blank. 

Step	Action
18.	Write down the Previous Document Number and Batch Number for approval and posting.
19.	Enter additional documents if needed by repeating the previous steps. When finished click the Cancel button. 
20.	Click the Close button. 
21.	You have successfully completed this lesson. End of Procedure.