

Enter a Journal Entry with a Subledger Lesson

Step	Action
1.	Click the State of Nebraska link. <input type="text" value="State of Nebraska"/>
2.	Click the Accounting link. <input type="text" value="Accounting"/>
3.	Click the Manage Journal Entry link. <input type="text" value="Manage Journal Entry"/>
4.	Click the Enter Manual Journal Entries link.
5.	Click the Journal Entries with Debit/Credit Format link.
6.	Click the Add button. <input data-bbox="354 835 397 877" type="button" value="+"/>
7.	Click in the G/L Date field. <input type="text"/>
8.	In the G/L Date field enter the date of the journal entry 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.	Click in the Explanation field.
10.	Enter the explanation in the Explanation field.
11.	Click in the Account Number field. <input type="text"/>
12.	Enter the account number into the Account Number field.
13.	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.
14.	Click in the Subledger Type field. <input type="text"/>
15.	Enter the desired information into the Subledger Type field. Use the visual assist tool if necessary.
16.	Enter a valid value for the subledger type into the Subledger field.
17.	Complete additional lines as needed. <input type="text"/>

Step	Action
18.	When you are finished click the OK button. Note: Make sure the Remaining Amount field is blank. 
19.	Write down the Previous Document Number and Batch Number for approval and posting.
20.	Enter additional documents if needed by repeating the previous steps. When finished click the Cancel button. 
21.	Click the Close button. 
22.	You have successfull completed this lesson. End of Procedure.