

Enter an Interfund Journal Entry Lesson

| Step | Action |
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| 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 in the G/L Date field.  |
| 7. | 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. |
| 8. | Enter an explanation in the Explanation field. |
| 9. | Click in the Account Number field.  |
| 10. | Enter the account number into the Account Number field. Note: The Business Unit portion of each account number should differ, and the business units should belong to different funds in order to create an interfund journal entry. |
| 11. | Enter the amount into the Debit Amount field. |
| 12. | Complete additional lines as needed.  |
| 13. | When you are finished click the OK button. Note: Make sure the Remaining Amount field is blank.  |
| 14. | Write down the Previous Document Number and Batch Number for approval and posting. |

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| 15. | Enter additional documents if needed by repeating the previous steps. When finished click the Cancel button.  |
| 16. | Click the Close button.  |
| 17. | You have successfully completed this lesson. End of Procedure. |