

## **Entering Journal Entries in Debit/Credit Format**

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## Entering Journal Entries in Debit/Credit Format

### Entering Journal Entries in Debit/Credit Format Overview

In EnterpriseOne, the Work with Journal Entries window displays separate columns for debit and credit entries, rather than simply entering negative dollar amounts to denote credits.

During journal entry, record the batch number(s) to quickly locate them later.

#### Note for Recording Utility Expenses:

- Utility Expenses paid by Purchase Card shall be recorded using the following object code/unit of measure combinations. 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.

Object Code	Description	Unit of Measure	Description
523201	Natural Gas	TR	Therm - (100 Cubic Feet)
523202	Electricity	KH	KWH - Kilowatt Hours
523203	Water	1C	CCF - Hundred Cubic Feet
523204	Sewer	1C	CCF - Hundred Cubic Feet
523205	Chilled Water	TH	Ton - Hours
523206	Coal	TN	Ton
523207	Propane	GL	Gallons
523208	Steam	MB	MMBTU - Million BTU
523219	Other Utility		

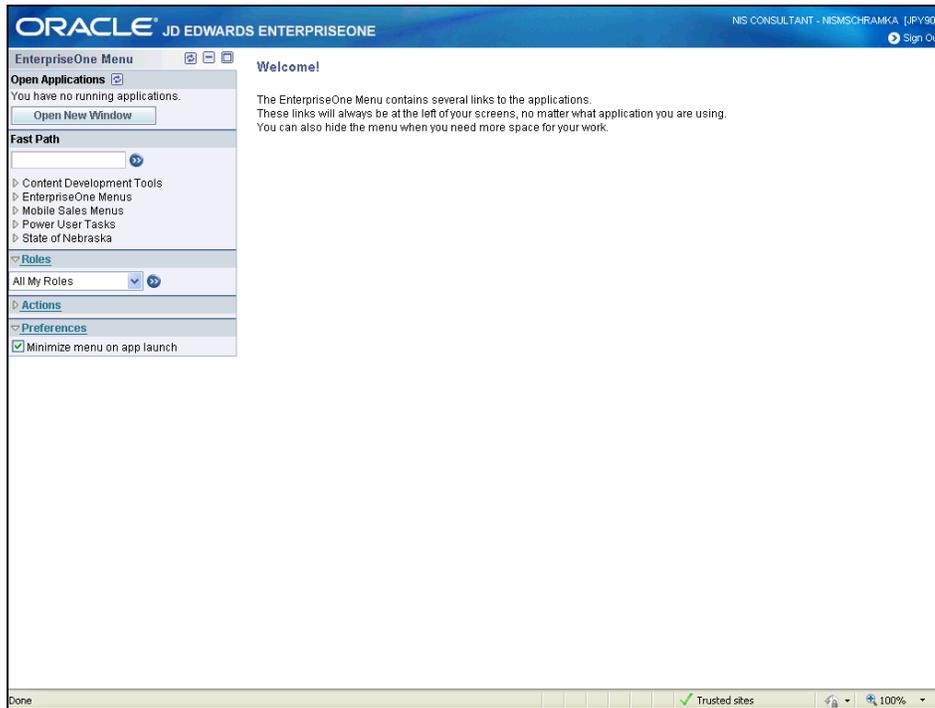
### Enter a Basic Journal Entry Lesson

#### Procedure

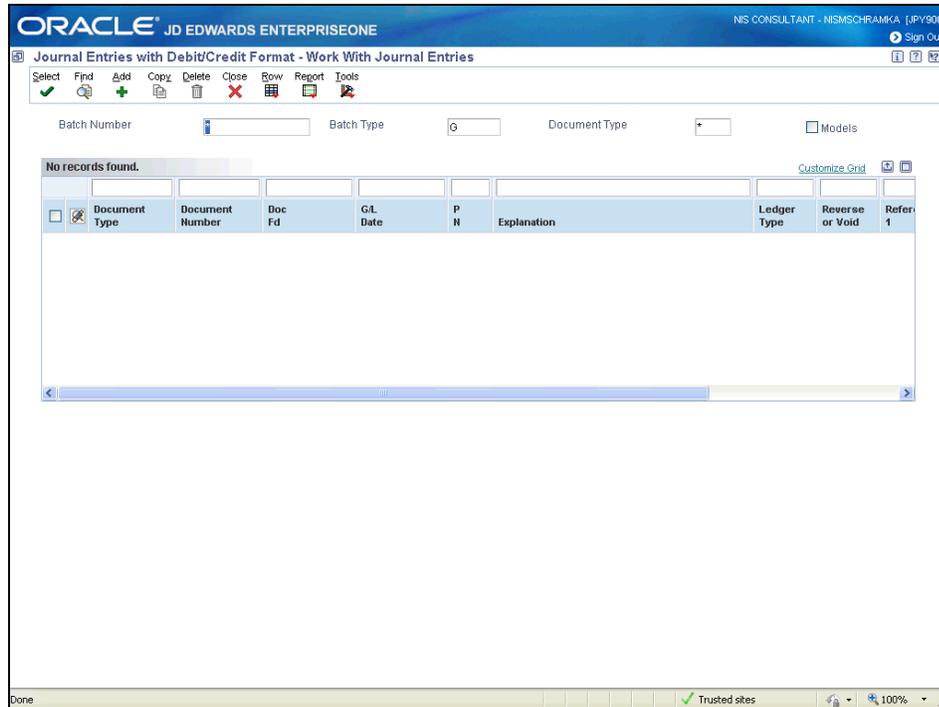
In this lesson you will learn how to enter a Basic Journal Entry.

# Training Guide

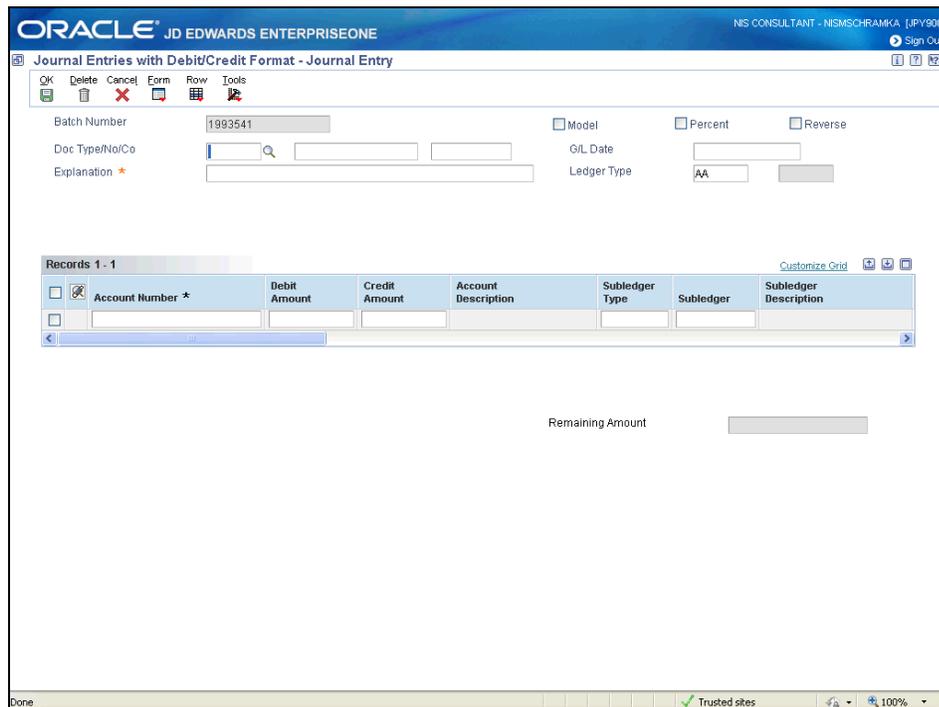
## Entering Journal Entries in Debit/Credit Format



Step	Action
1.	Click the <b>State of Nebraska</b> link. <u>State of Nebraska</u>
2.	Click the <b>Accounting</b> link. <u>Accounting</u>
3.	Click the <b>Manage Journal Entry</b> link. <u>Manage Journal Entry</u>
4.	Click the <b>Enter Manual Journal Entries</b> link.
5.	Click the <b>Journal Entries with Debit/Credit Format</b> link.



Step	Action
6.	Click the <b>Add</b> button. 



# Training Guide

## Entering Journal Entries in Debit/Credit Format



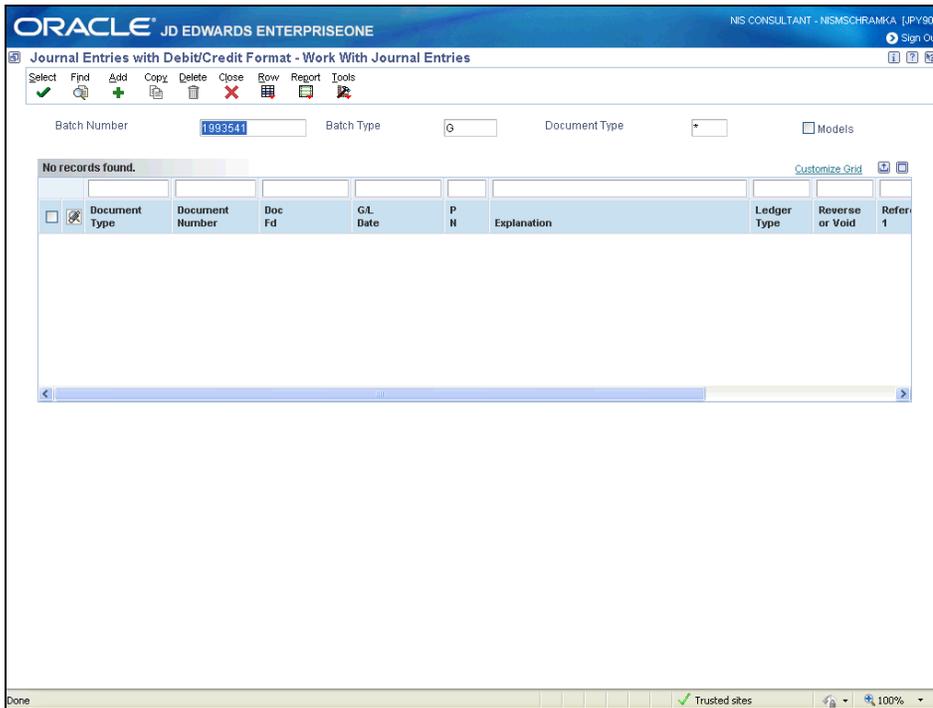
Step	Action
7.	Click in the <b>G/L Date</b> field. <input type="text"/>
8.	In the <b>G/L Date</b> field enter the date of the journal entry or leave blank to default to today's date.  <b>Note:</b> The G/L Date must be a date in the period this document will post. If your agency's processing cycle (prepare – 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.
15.	Complete the <b>Purchase Order</b> and <b>PO Do Ty</b> fields if necessary.  <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 capitol 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.
16.	<b>Recording Utility Expenses:</b>  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.

Object Code	Description	Unit of Measure	Description
523201	Natural Gas	TR	Therm - (100 Cubic Feet)
523202	Electricity	KH	KWH - Kilowatt Hours
523203	Water	1C	CCF - Hundred Cubic Feet
523204	Sewer	1C	CCF - Hundred Cubic Feet
523205	Chilled Water	TH	Ton - Hours
523206	Coal	TN	Ton
523207	Propane	GL	Gallons
523208	Steam	MB	MMBTU - Million BTU
523219	Other Utility		

Step	Action
17.	<b>Note:</b> Please refer to the <b>Utility Expense Table</b> .
18.	<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.
19.	Click the <b>OK</b> button. 
20.	Write down the <b>Previous Document Number</b> and <b>Batch Number</b> for approval and posting.
21.	Enter additional documents if needed by repeating the previous steps.  When finished click the <b>Cancel</b> button. 
22.	<b>Note:</b> You can click <b>Find</b> to display the batch numbers and document numbers for the batch entered.

# Training Guide

## Entering Journal Entries in Debit/Credit Format



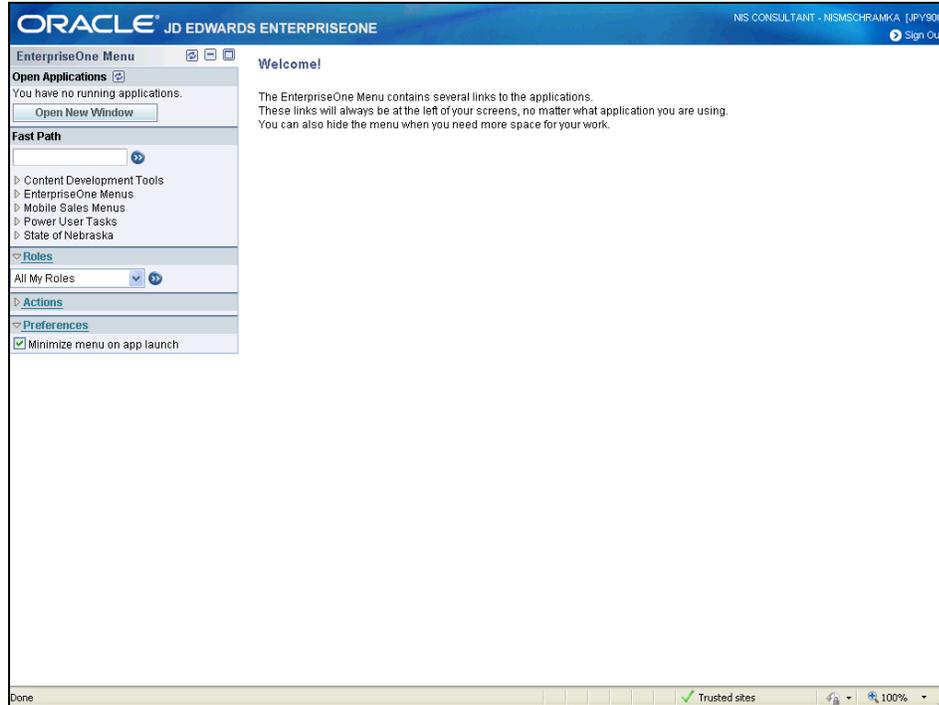
Step	Action
23.	Click the <b>Close</b> button. 
24.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Enter a Journal Entry with a Subledger Lesson

### Procedure

In this lesson you will learn how to enter a journal entry with a subledger.

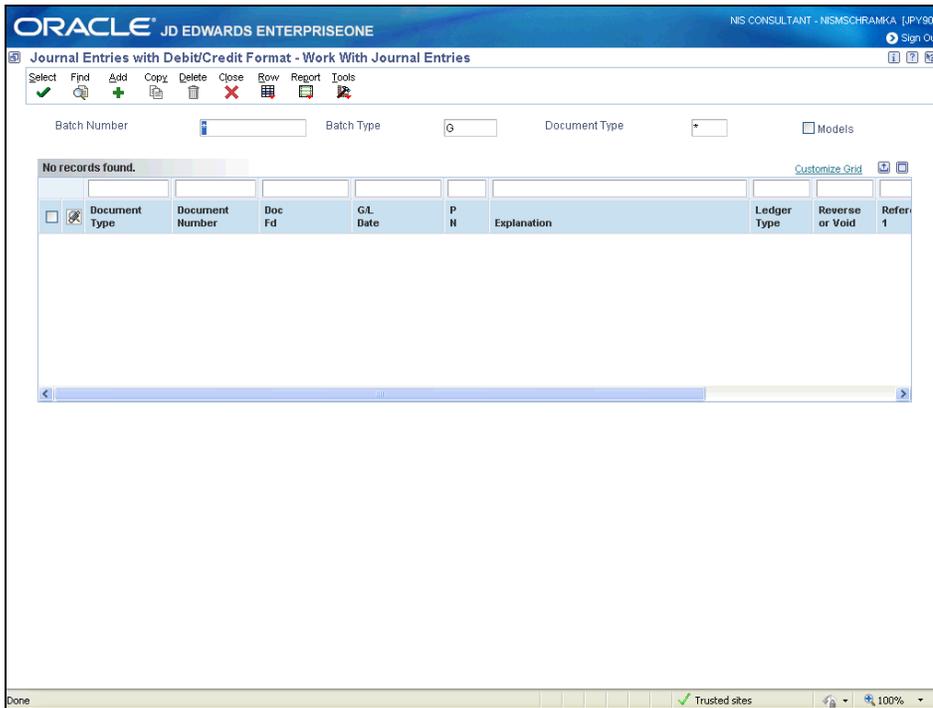
Use Subledger and Subledger Type fields to associate a transaction with a particular entity, such as an Address Book number. For example, use a Subledger with an entry for travel expenses that need to be traced to the employee who spent the money.



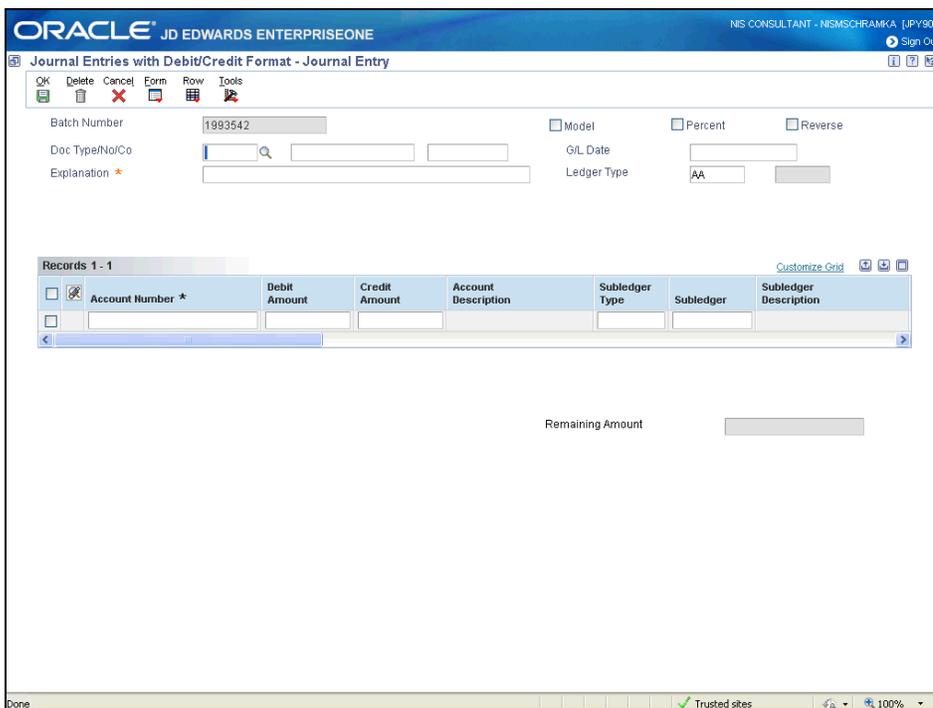
Step	Action
1.	Click the <b>State of Nebraska</b> link. <u>State of Nebraska</u>
2.	Click the <b>Accounting</b> link. <u>Accounting</u>
3.	Click the <b>Manage Journal Entry</b> link. <u>Manage Journal Entry</u>
4.	Click the <b>Enter Manual Journal Entries</b> link.
5.	Click the <b>Journal Entries with Debit/Credit Format</b> link.

# Training Guide

## Entering Journal Entries in Debit/Credit Format



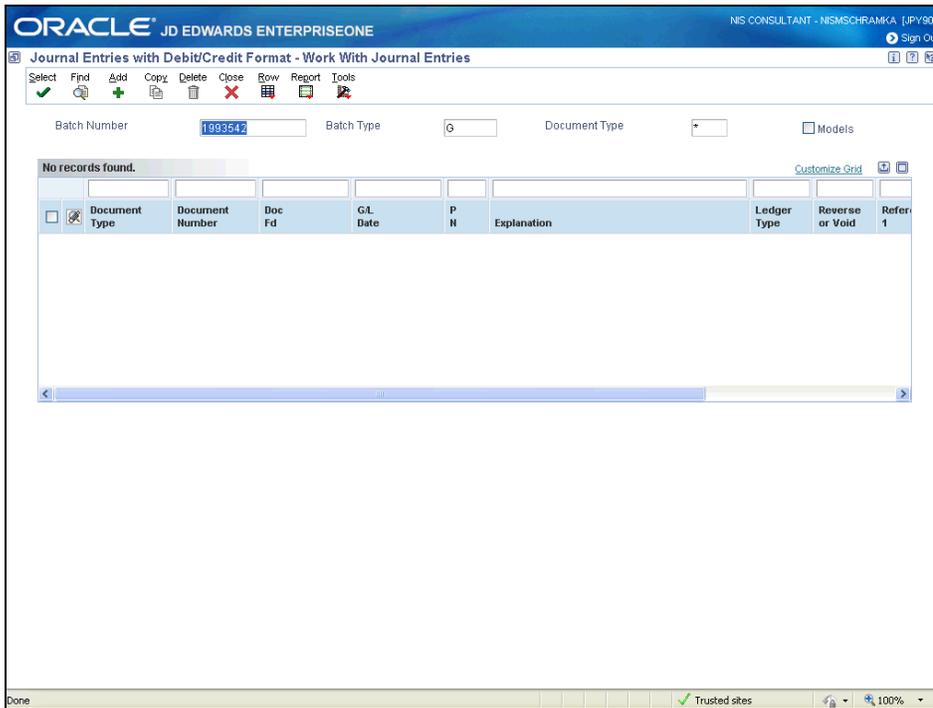
Step	Action
6.	Click the <b>Add</b> button. 



Step	Action
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 into the <b>Account Number</b> field.
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.	Click in the <b>Subledger Type</b> field. <input type="text"/>
15.	Enter the desired information into the <b>Subledger Type</b> field. Use the visual assist tool if necessary.
16.	Enter a valid value for the subledger type into the <b>Subledger</b> field.
17.	Complete additional lines as needed. <input type="text"/>
18.	When you are finished click the <b>OK</b> button.  <b>Note:</b> Make sure the Remaining Amount field is blank. 
19.	Write down the <b>Previous Document Number</b> and <b>Batch Number</b> for approval and posting.
20.	Enter additional documents if needed by repeating the previous steps.  When finished click the <b>Cancel</b> button. 

# Training Guide

## Entering Journal Entries in Debit/Credit Format



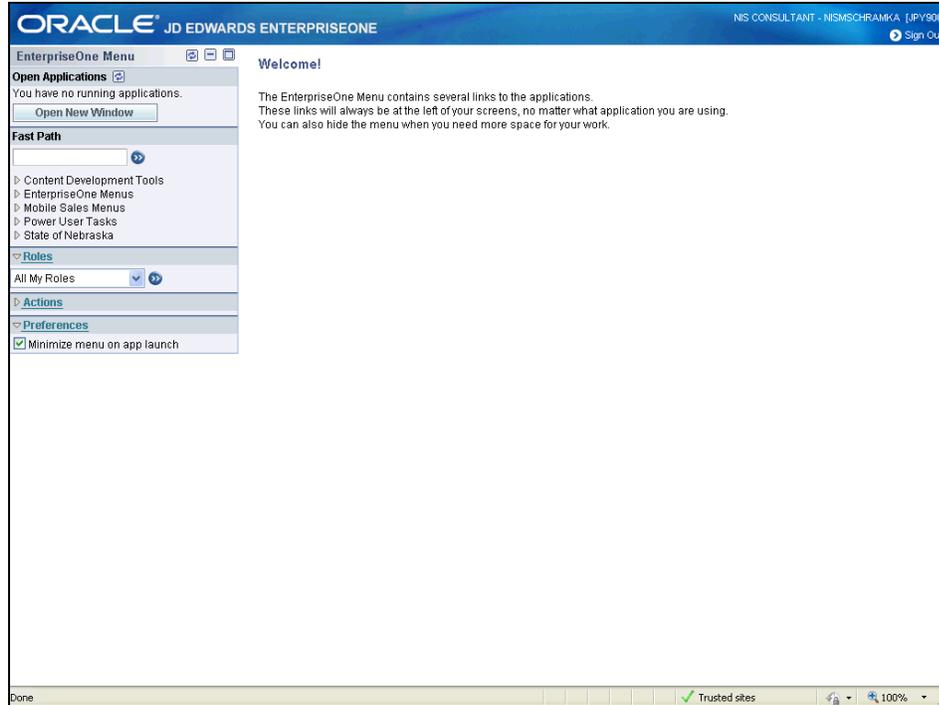
Step	Action
21.	Click the <b>Close</b> button. 
22.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Enter an Interfund Journal Entry Lesson

### Procedure

In this lesson you will learn how to enter an interfund journal entry.

If you enter an interfund (intercompany) journal entry where the Fund associated with the primary entry's business unit is different from the offset's business unit, the system creates a corresponding offset document for the cross-fund transaction with a document type of AE (automatic entry).



Step	Action
1.	Click the <b>State of Nebraska</b> link. <u>State of Nebraska</u>
2.	Click the <b>Accounting</b> link. <u>Accounting</u>
3.	Click the <b>Manage Journal Entry</b> link. <u>Manage Journal Entry</u>
4.	Click the <b>Enter Manual Journal Entries</b> link.
5.	Click the <b>Journal Entries with Debit/Credit Format</b> link.

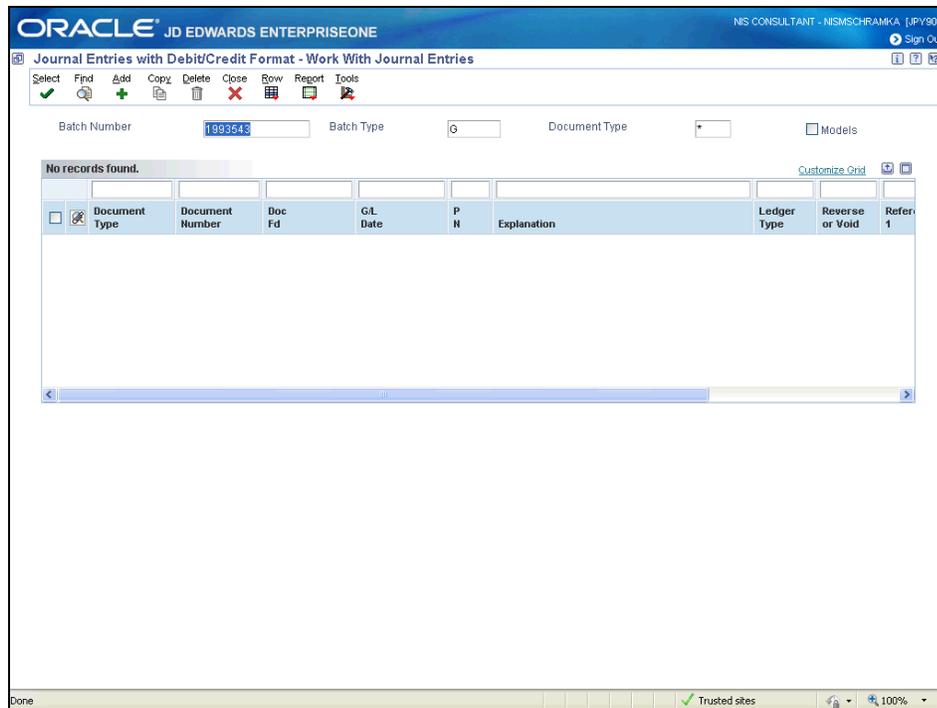
# Training Guide

## Entering Journal Entries in Debit/Credit Format



Step	Action
6.	Click in the <b>G/L Date</b> field. <input type="text"/>
7.	Enter the date of the entry into the <b>G/L Date</b> field 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.
8.	Enter an explanation in the <b>Explanation</b> field.
9.	Click in the <b>Account Number</b> field. <input type="text"/>
10.	Enter the account number into the <b>Account Number</b> field.  <b>Note:</b> 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 <b>Debit Amount</b> field.
12.	Complete additional lines as needed. <input type="text"/>

Step	Action
13.	When you are finished click the <b>OK</b> button.  <b>Note:</b> Make sure the Remaining Amount field is blank. 
14.	Write down the <b>Previous Document Number</b> and <b>Batch Number</b> for approval and posting.
15.	Enter additional documents if needed by repeating the previous steps.  When finished click the <b>Cancel</b> button. 



Step	Action
16.	Click the <b>Close</b> button. 
17.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Enter a Capital Outlay and Related Expenditure Lesson Procedure

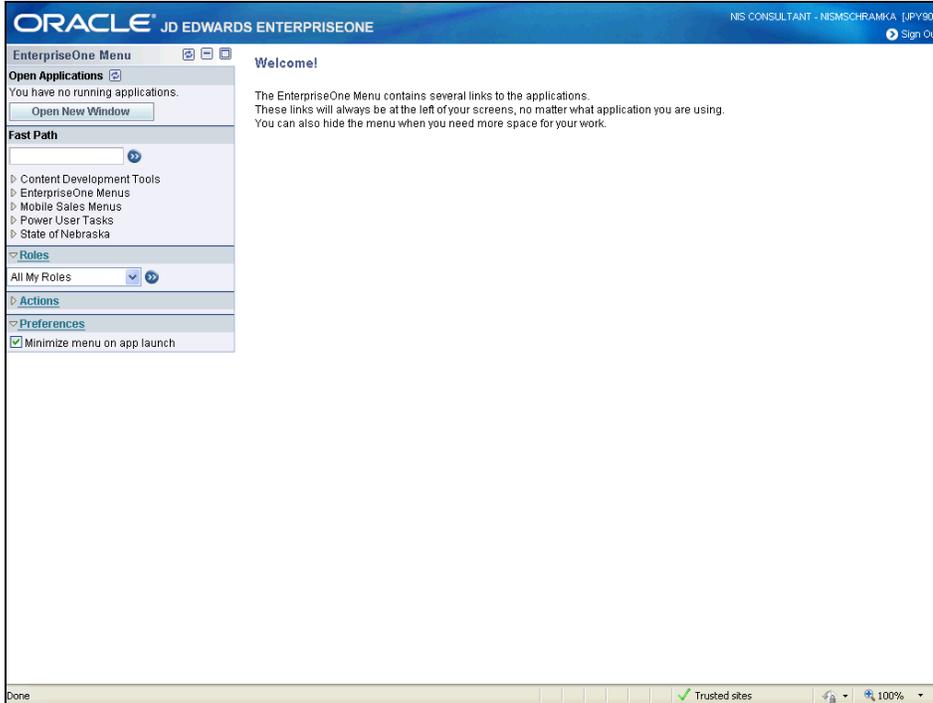
In this lesson you will learn how to enter a capital outlay and related expenditure.

# Training Guide

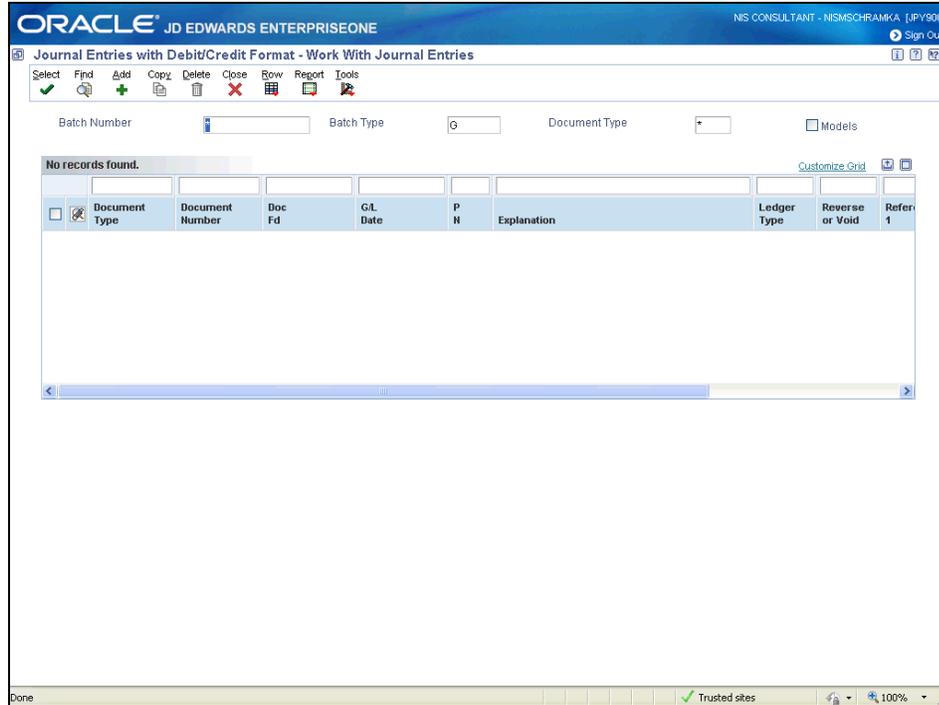
## Entering Journal Entries in Debit/Credit Format



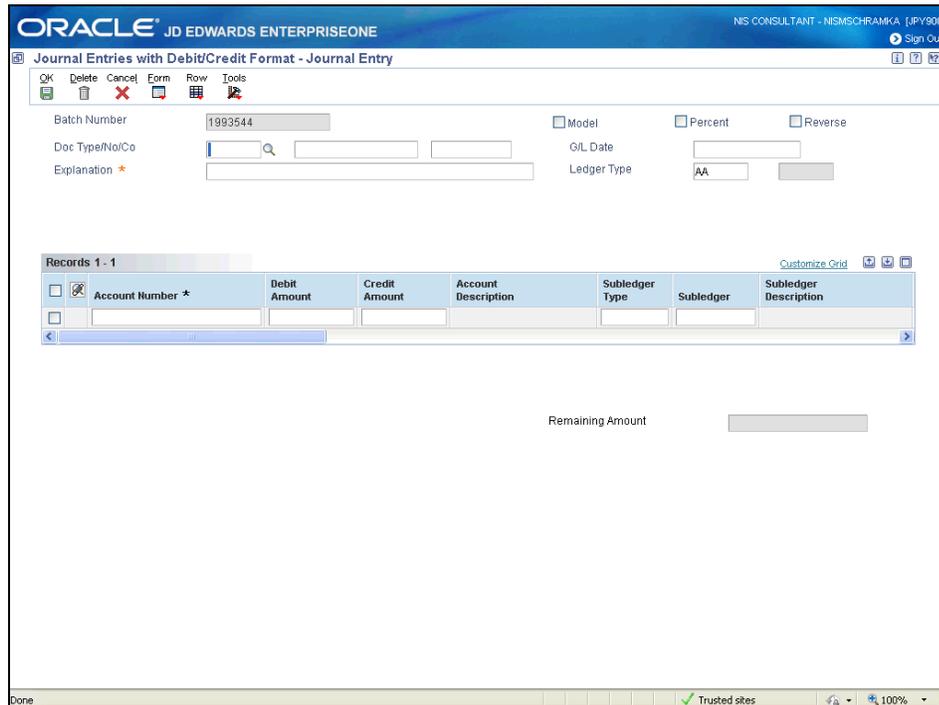
A capital outlay journal entry is created when the object portion of the Account Number is 58XX00 (where XX = Item Code).



Step	Action
1.	Click the <b>State of Nebraska</b> link. State of Nebraska
2.	Click the <b>Accounting</b> link. Accounting
3.	Click the <b>Manage Journal Entry</b> link. 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.



Step	Action
6.	Click the <b>Add</b> button. 

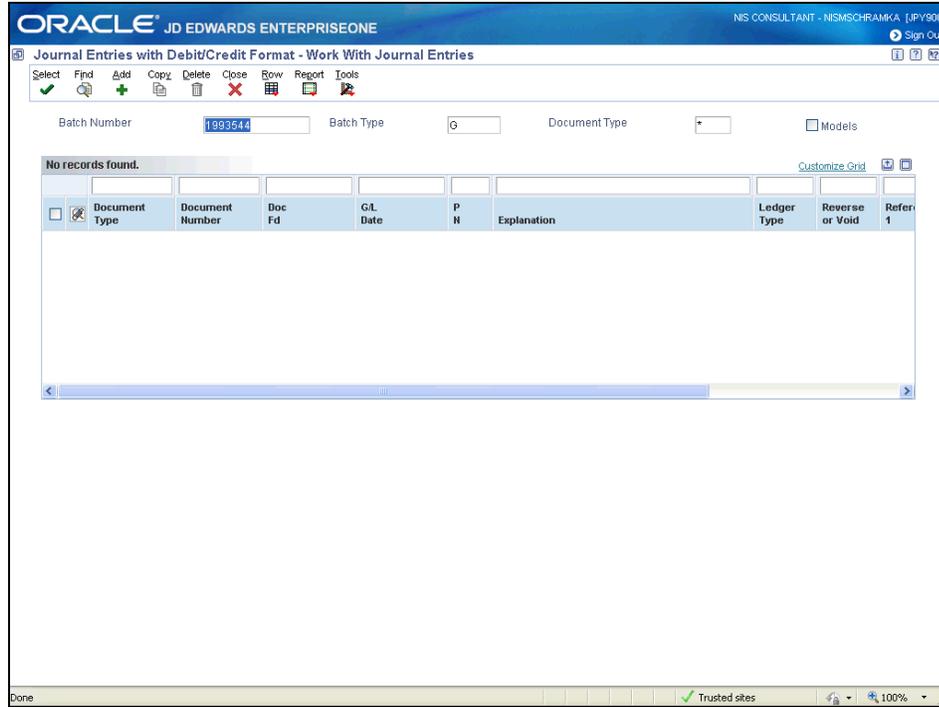


# Training Guide

## Entering Journal Entries in Debit/Credit Format



Step	Action
7.	Click in the <b>G/L Date</b> field. <input type="text"/>
8.	Enter the date of the entry into the <b>G/L Date</b> field 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.	Enter an explanation in the <b>Explanation</b> field.
10.	Click in the <b>Account Number</b> field. <input type="text"/>
11.	Enter the account number into the <b>Account Number</b> field.
12.	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.
13.	Scroll to the right to the <b>Tag Number</b> field.
14.	Click in the <b>Tag Number</b> field. <input type="text"/>
15.	Enter tag number into the <b>Tag Number</b> field. Use the visual assist tool if necessary.
16.	Complete additional lines as necessary.
17.	When you are finished click the <b>OK</b> button.  <b>Note:</b> Make sure the Remaining Amount field is blank. 
18.	Write down the <b>Previous Document Number</b> and <b>Batch Number</b> for approval and posting.
19.	Enter additional documents if needed by repeating the previous steps.  When finished click the <b>Cancel</b> button. 



Step	Action
20.	Click the <b>Close</b> button. 
21.	You have successfully completed this lesson. <b>End of Procedure.</b>