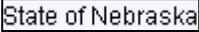
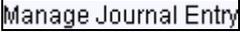
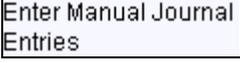


Entering A Percentage Journal Entry Lesson

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 the Percent option. 
8.	Click in the Explanation field.
9.	Enter the desired information into the Explanation field.
10.	Click in the G/L Date field. 
11.	Enter the desired information into the G/L Date field. G/L Date - Type the date on which the entry should post to the G/L or leave blank to default to today's date. Warning: 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. before end of month, begin using the next month's date.
12.	Click in the Distributed Amount field. 
13.	Enter the desired information into the Distributed Amount field. Type the total amount of the journal entry.
14.	Click in the Account Number field. 

Step	Action
15.	Enter the desired information into the Account Number field.
16.	Click in the % field. <input data-bbox="354 352 540 394" type="text"/>
17.	Type the percentage of the total amount to distribute. Type a negative percentage to credit the account, or a positive percentage to debit it. Negative percentages are entered with a preceding or trailing "-" sign. Enter the desired information into the % field.
18.	Remark field: If you are completing several detail lines, type the percentage of each detail line in its Remark field. This preserves the percentages as an audit trail, since the system does not preserve them automatically as percentage values. Complete Additional lines as necessary.
19.	Click the OK button. Warning: Verify the Remaining Amount field is blank the journal entry is balanced). NOTE: Record the batch number. 
20.	Click the Cancel button. 
21.	Click the Close button. 
22.	You have successfully completed the lesson. End of Procedure.