

**Reviewing the G/L Record - Issues**  
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The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Reviewing the G/L Record - Issues

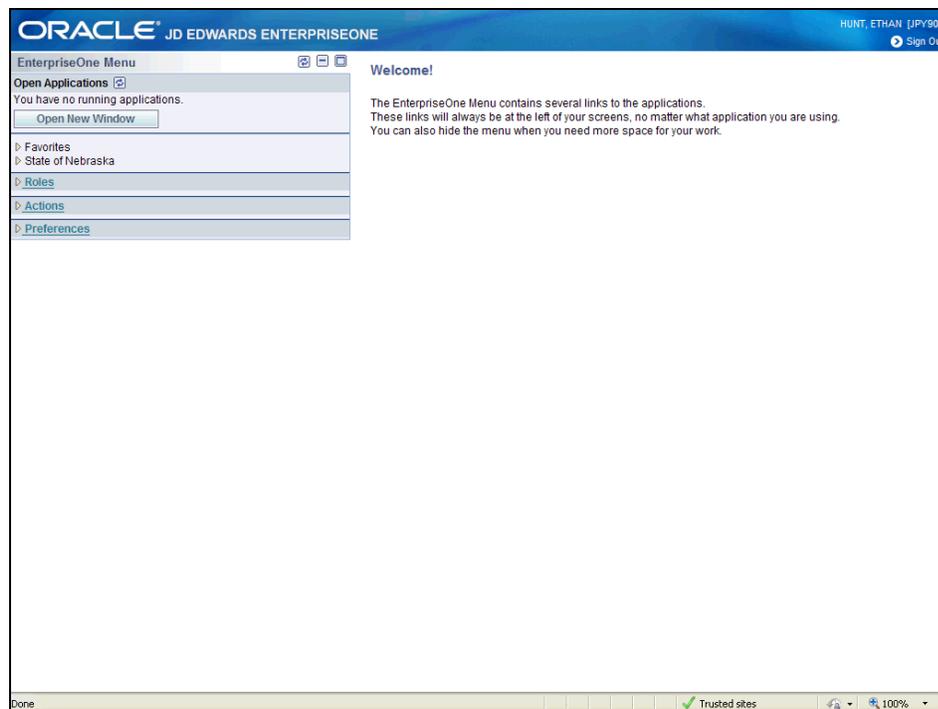
### Reviewing the G/L Record - Issues Overview

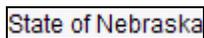
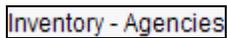
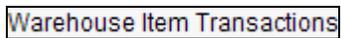
Each time an Issue is created, the system generates a corresponding G/L record. You can review the G/L record to ensure that a journal entry was created upon issue and the appropriate accounts were debited and credited with accurate cost information.

### Reviewing the G/L Record - Issues Lesson

#### Procedure

In this lesson you will learn how to review the G/L record - issues.

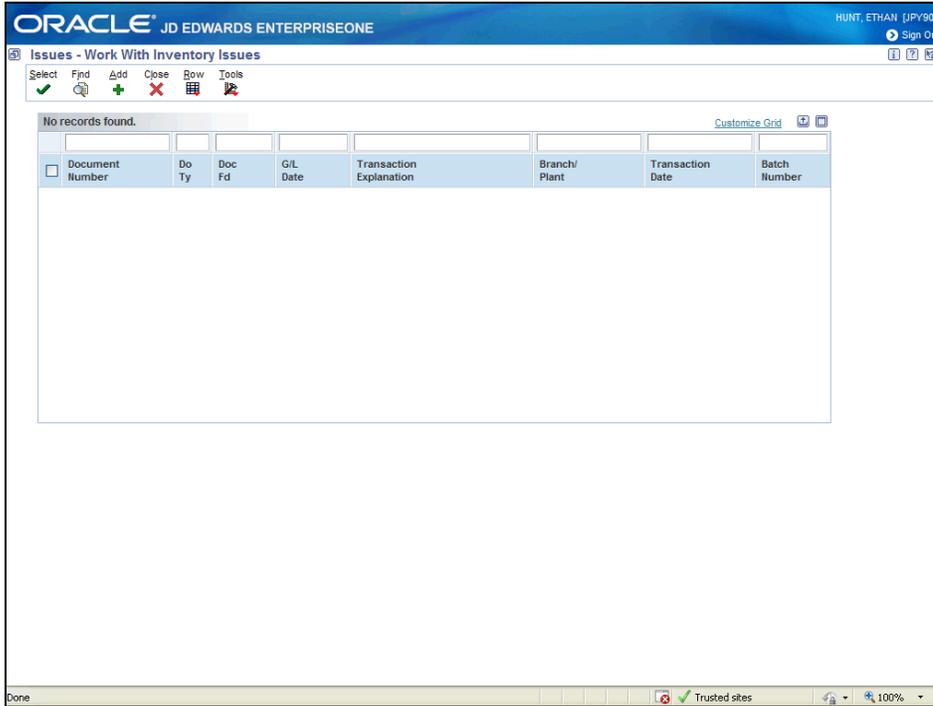


Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Inventory</b> link. 
3.	Click the <b>Inventory - Agencies</b> link. 
4.	Click the <b>Warehouse Item Transactions</b> link. 

# Training Guide

## Reviewing the G/L Record - Issues

Step	Action
5.	Click the <b>Issues</b> link. 



Step	Action
6.	Click in the <b>Document Number</b> field. 
7.	Enter the document into the <b>Document Number</b> field.
8.	Click the <b>Find</b> button. 
9.	Choose the document displayed by clicking the check box next to it. 
10.	Click the <b>Row</b> button. 
11.	Click the <b>Journal Entries</b> menu. 
12.	Review the record displayed, especially the Account Number and Amount fields in the grid.

**Issues - Journal Entry**

Batch Number: 1993613     Model     Percent     Reverse

Doc Type/No/Co: II    99867    10000    G/L Date: 01/11/2010

Explanation: TRAINING EXAMPLE    Ledger Type: AA

Account Number *	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
2505002W.141600	9.97	HOUSEHOLD & INSTITUTIC				CARPET RUNNER
2505002W.814200	9.97	ISSUES, TRANSFERS, ADJ				CARPET RUNNER

Remaining Amount: \_\_\_\_\_

Step	Action
13.	Click the <b>Cancel</b> button. 

**Issues - Work With Inventory Issues**

Document Number	Do Ty	Doc Fd	G/L Date	Transaction Explanation	Branch/Plant	Transaction Date	Batch Number
99867 II		10000	01/11/2010	TRAINING EXAMPLE	2505002W	01/11/2010	1993613

# Training Guide

## Reviewing the G/L Record - Issues



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