Reviewing the G/L Record - Adjustments
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SYSTEM POLICIES
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 - Adjustments

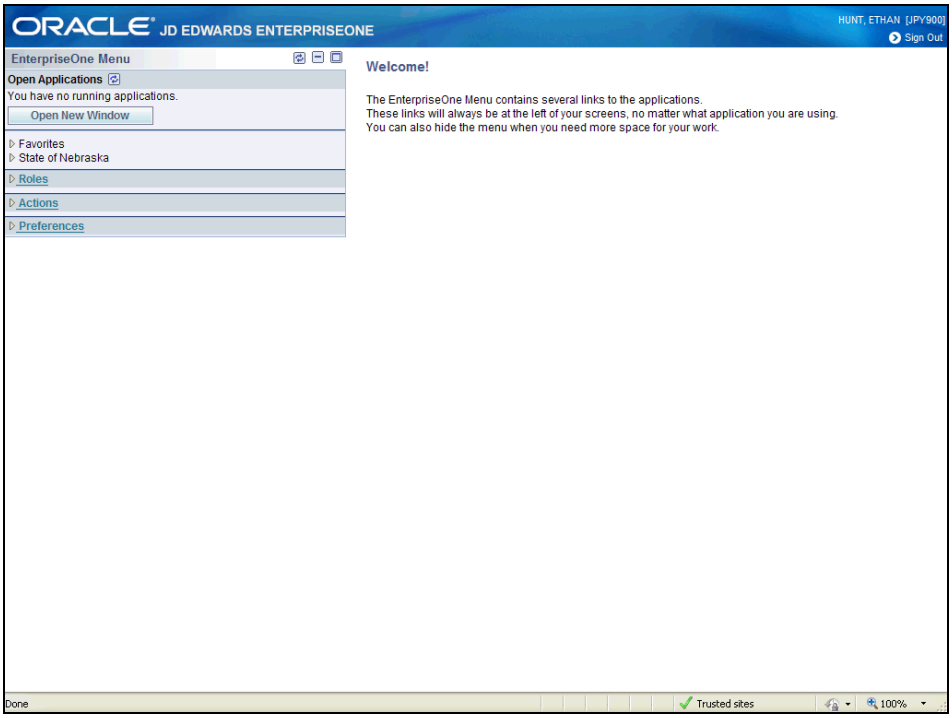
Reviewing the G/L Record - Adjustments Overview

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 the adjustment and the appropriate accounts were debited and credited with accurate cost information.

Reviewing the G/L Record - Adjustments Lesson

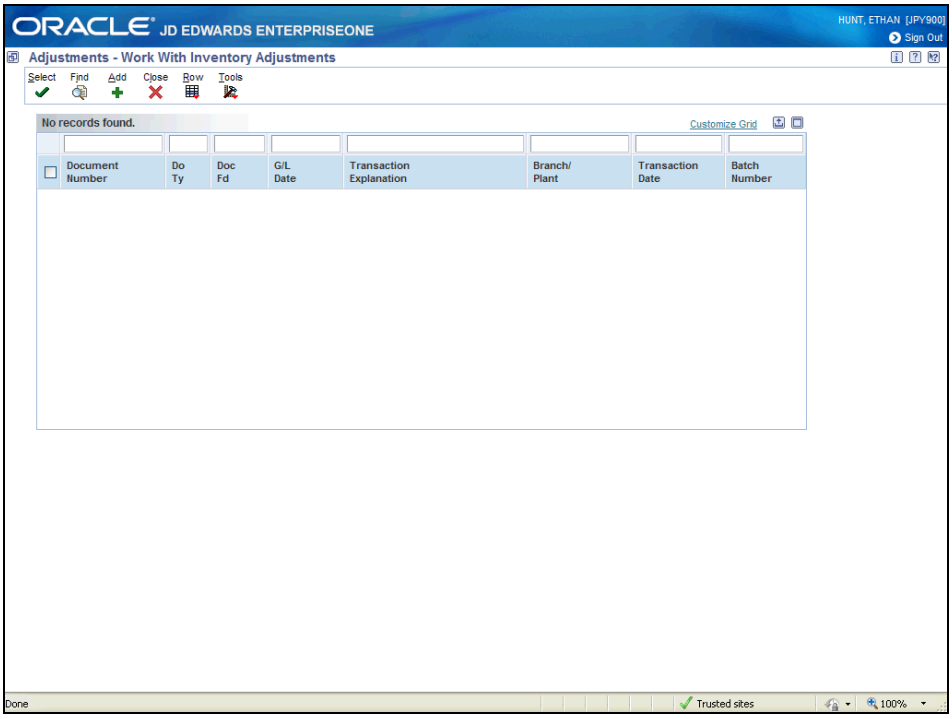
Procedure

In this lesson you will learn how to review the G/L record of adjustments.

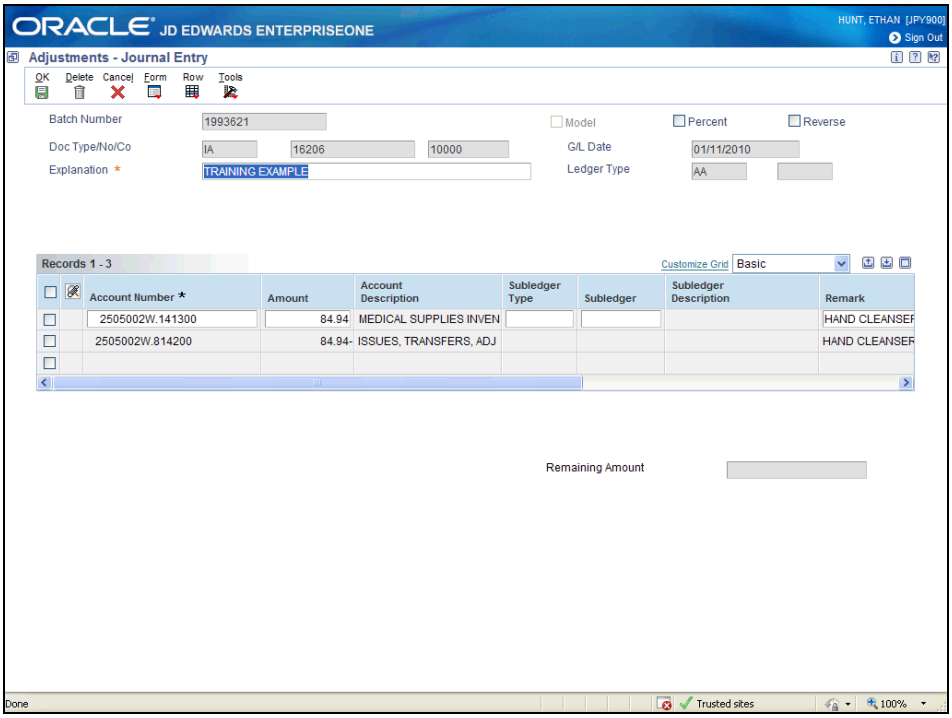


Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Inventory** link. Inventory
3.	Click the **Inventory - Agencies** link. Inventory - Agencies
4.	Click the **Warehouse Item Transactions** link. Warehouse Item Transactions

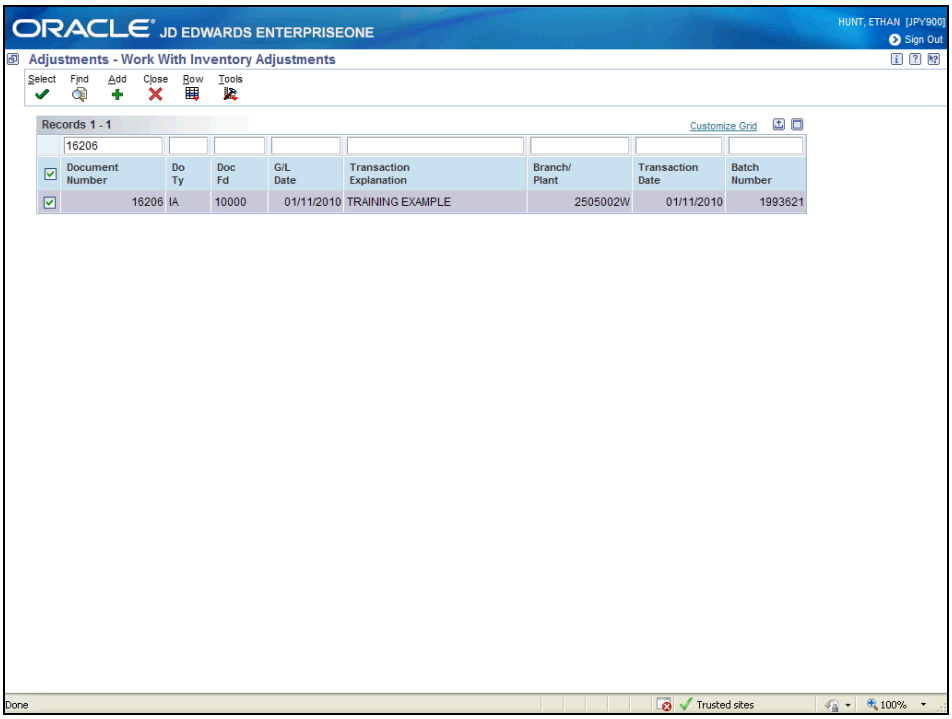
Step	Action
5.	Click the **Adjustments** link.



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



Step	Action
13.	Click the **Cancel** button.



Step	Action
14.	Click the **Close** button.
15.	You have successfully completed this lesson. **End of Procedure.**