

Entering Journal Entries in Debit/Credit Format

Overview

In NIS, 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.

This work instruction shows how to:

[Enter a Basic Journal Entry](#)

[Enter a Journal Entry with a Subledger](#)

[Enter a Reversing Journal Entry - State Accounting](#)

[Enter an Interfund Journal Entry](#)

[Enter a Capital Outlay and Related Expenditure](#)

After you enter a journal entry, it can be reviewed, approved, and posted. See the following work instructions:

[Reviewing and Approving Journal Entries](#)

[Posting Journal Entry Batches](#)

This work instruction includes [Additional Functions and Options](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>

Navigation

Click Roles, Accounting.

(Citrix users – right click on the menu, choose View by Role, choose Accounting.)

Accounting - Agencies > Manage Journal Entry > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format

Steps

Enter a Basic Journal Entry

Start this instruction from the Journal Entries with Debit/Credit Format – Work with Journal Entries window.

1. Click **Add**. The Journal Entries with Debit/Credit Format - Journal Entry window appears.

2. Complete the following in the header:
 - G/L Date – Type the date of the journal entry or leave blank to default to today's date.
 - ✏ 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.

- Explanation
3. Complete the following for each detail line:
 - Account Number
 -  Do not enter accounts with a Posting Edit (PE) code of **N** (non-posting) or **I** (inactive).
 - Amount – Type debit or credit dollar amount, as needed.
 - Purchase Order and PO Do Type:
 -  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.
 -  Do not enter debit *and* credit amounts on the same line.
 -  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.
 4. Verify that the Remaining Amount field is blank (the journal entry is balanced).
 5. Click **OK** to accept the information and clear the window.
 6. Enter additional documents if needed by repeating steps 2 through 5.
 7. Write down the previous document number and batch number for approval and posting.
 8. Click **Cancel** to return to the Journal Entries with Debit/Credit Format – Work with Journal Entries window.
 -  Click **Find** to display the batch numbers and document numbers for the batch entered.
 9. Click **Close**.

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.

Start this instruction from the Journal Entries with Debit/Credit Format – Work with Journal Entries window.

1. Click **Add**. The Journal Entries with Debit/Credit Format – Journal Entry window appears.

2. Complete the following header fields:
 - G/L Date – Type the date of the Journal Entry or leave blank to default to today's date.
 - ✎ 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.
 - Explanation
3. Complete the following for each detail line:
 - Account Number
 - Amount – Type the debit or credit dollar amount.
 - Subledger – Type a valid value for the subledger type.
 - Subledger Type – Type a valid subledger type.
4. Verify that the Remaining Amount field is blank (the journal entry is balanced).
5. Click **OK** to accept the information and clear the window.
6. Write down the previous document number and batch number for approval and posting.
7. Enter additional documents if needed by repeating steps 2 through 5.

8. Click **Cancel** to return to the Journal Entries with Debit/Credit Format – Work with Journal Entries window.
 -  Click **Find** to display the batch numbers and document numbers for the batch entered.
9. Click **Close**.

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).

Start this instruction from the Journal Entries with Debit/Credit Format – Work with Journal Entries window.

1. Click **Add**. The Journal Entries with Debit/Credit Format – Journal Entry window appears.

The screenshot shows the PeopleSoft interface for entering a journal entry. The window title is "Journal Entries with Debit/Credit Format - Journal Entry". The form includes the following fields:

- Batch Number: 601362
- Doc Type/No/Co: [Empty]
- G/L Date: [Empty]
- Explanation: [Empty]
- Ledger Type: AA

Below the form is a table with the following columns:

Account Number *	Debit Amount	Credit Amount	Account Description	Subledger Type	Subledger	Subledger Description

At the bottom right of the window, there is a "Remaining Amount" field.

2. Complete the following header fields:
 - G/L Date – Type the date of the entry or leave blank to default to today's date.
 - 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.
 - Explanation
3. Complete the following for each detail line:
 - Account Number
 - 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.
 - Amount
4. Verify that the Remaining Amount field is blank (the journal entry is balanced).
5. Click **OK** to accept the information and clear the window.
6. Enter additional documents if needed by repeating steps 2 through 5.
7. Write down the previous document number and batch number for approval and posting.

8. Click **Cancel** to return to the Journal Entries with Debit/Credit Format – Work with Journal Entries window.
 -  Click **Find** to display the batch numbers and document numbers for the batch entered.
9. Click **Close**.
 -  When this document posts, there will be AE's (Automatic Entries) on it documenting the transfer of cash from one fund to another.

Enter a Capital Outlay and Related Expenditure

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

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2. Complete the following header fields:
 - G/L Date – Type the date of the entry or leave blank to default to today's date.
 - 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.
 - Explanation
3. Complete the following for each detail line:
 - Account Number
 - Object account should be 58xx00 where xx is item code.
 - Amount
 - Tag Number
4. Verify that the Remaining Amount field is blank (the journal entry is balanced).
5. Click **OK**.
6. Enter additional documents if needed by repeating steps 2 through 5.
7. Write down the batch number and previous document number.
8. Click **Cancel** to return to the Journal Entries with Debit/Credit Format – Work with Journal Entries window.
 - Click **Find** to display the batch numbers and document numbers for the batch entered.

9. Click **Close**.

 When this document posts, there will be AE's (Automatic Entries) on it documenting the transfer of cash from one fund to another.

Additional Functions and Options

You can do the following from the Journal Entry window.

To	Do This
Display the Search & Select a Model JE window.	Click Form, Models .