

## Entering a Percentage Journal Entry

### Overview

Journal entries move money, units, or both from one account to another. In NIS, you can specify different ledger types and an unlimited number of detail lines in journal entries.

When journal entries are correctly and regularly entered, they ensure G/L accuracy.

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

This work instruction shows how [Enter a Percentage Journal Entry](#).

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](#)

### 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: [www.das.state.ne.us/](http://www.das.state.ne.us/).

### Navigation

Click Roles, Accounting.

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

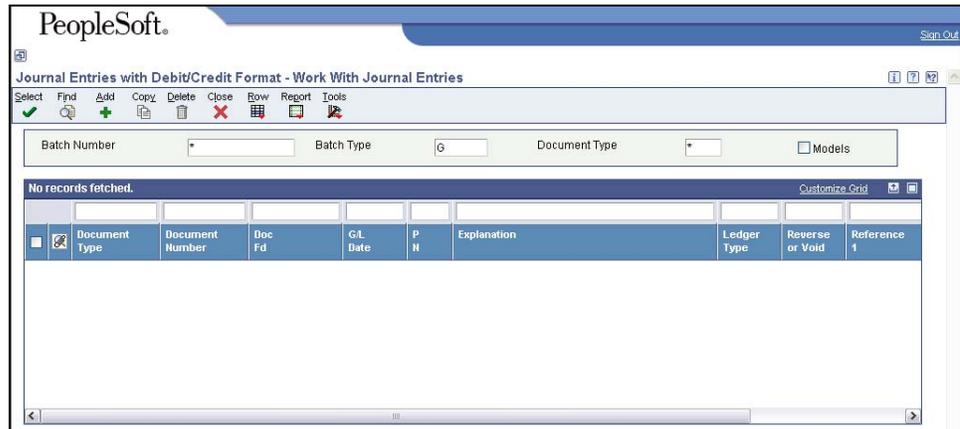
Accounting - Agencies > Manage Journal Entry > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format

### Steps

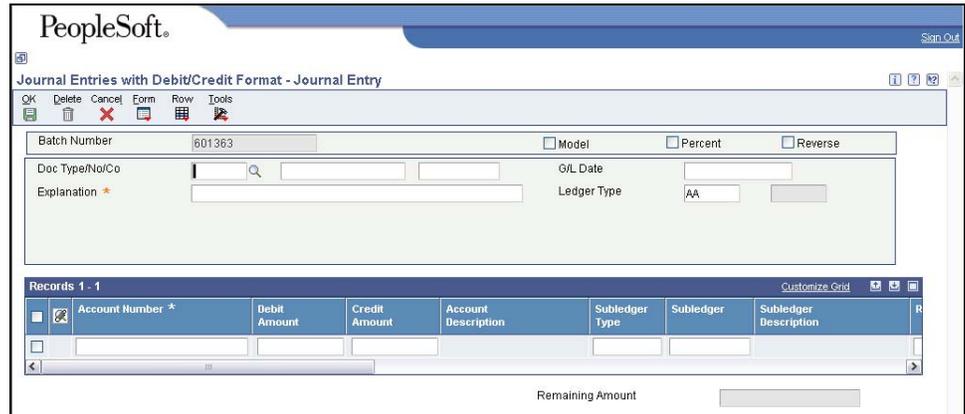
#### Enter a Percentage Journal Entry

Instead of entering dollar amounts, you can enter percentages to distribute an amount to several different accounts.

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:
  - Percent – Choose this checkbox option in the header.
  - 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.
    - ✎ 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
  - Distributed Amount – Type the **total amount** of the journal entry.
3. Complete the following for each percentage detail line:
  - Account Number
  - % – 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.
  - Remark – 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.

4. Complete the following for a 100-percent offset amount:
  - Account Number
  - % – Type **100** or **-100** (or **100-**). Type a negative percentage to credit the account, or a positive percentage to debit it.
5. Verify the Remaining Amount field is blank (the journal entry is balanced).
6. Click **OK** to accept the information and clear the window.
7. Record the batch number.
8. Click **Cancel** to return to the Work with Journal Entries window.
9. Click **Close**.