

Entering and Using Model Journal Entries

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

This work instruction shows how:

[Enter a Model Journal Entry](#)

[Use a Model Journal Entry to Create a New 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:

<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 Model Journal Entry

Create model journal entries for entries that must be made regularly to the same accounts. Then you can copy the model to create new journal entries based on the model. Copying reduces the likelihood of data entry errors.

 The following example shows dollar amounts. You can also create models for percentage journal entries.

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

1. Click **Add** to display the Journal Entry window.
2. Complete the following header fields:
 - Model – Choose this checkbox option.
 - Explanation
 - Any other fields required by your agency.
3. Type an Account Number for each detail line.
4. Type an Amount for each account, if needed.
 -  Model journal entries are typically made to the same accounts each month, but not necessarily for the same dollar amounts. Therefore, the Amount field is usually left blank.
5. Verify that the Remaining Amount field is blank (the journal entry is balanced).
6. Click **OK** to accept the date entered and clear the window.
7. Record the document (Previous Model No field) number.
8. Click **Cancel** to return to the Work with Journal Entries window.
9. Click **Close**.
 -  After model journal entries are created, the Journal Entries with Debit/Credit Format – Work with Journal Entries window displays them when you choose the **Models** checkbox and click **Find**, as shown in the example below. Use the QBE line to narrow search criteria.

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Journal Entries with Debit/Credit Format - Work With Journal Entries

Select Find Add Copy Delete Close Row Report Tools

Batch Number * Batch Type * Document Type * Models

Records 1 - 10 Customize Grid

	JE								
	Document Type	Document Number	Doc Fd	Explanation	Ledger Type	Reverse or Void	Reference 1	Batch Type	Batch Number
<input type="checkbox"/>	JE	695449	10000	NFOCUS MODEL	AA			G	
<input type="checkbox"/>	JE	695454	10000	NFOCUS MODEL	AA			G	322
<input type="checkbox"/>	JE	695809	10000	NFO	AA			G	338
<input type="checkbox"/>	JE	698813	10000	77-2205 STO EXPIRED WNT WT OFF	AA			G	
<input type="checkbox"/>	JE	850359	22524	Monthly Sales Tax	AA			G	
<input type="checkbox"/>	JE	971760	46740	Pay expenses A Waring, AG rep	AA			G	
<input type="checkbox"/>	JE	711112	61240	MTR VEH SALES TAX TNFR MONTHLY	AA			G	950
<input type="checkbox"/>	JE	699121	71220	STO HWY ALLOC - MV FEES	AA			G	460
<input type="checkbox"/>	JE	749397	21550	RSS 77-1250 AIRLINE XFER 2XYR	AA			G	1580
<input type="checkbox"/>	JE	749398	21550	77-684 CARLINE XFER 2XYR	AA			G	1580

Use a Model Journal Entry to Create a New Journal Entry

After you create a model, you can use it to create a new journal entry based on the model.

 You can also choose and **copy** a model journal entry from the Work with Journal Entries window.

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

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Journal Entries with Debit/Credit Format - Work With Journal Entries

Select Find Add Copy Delete Close Row Report Tools

Batch Number * Batch Type G Document Type * Models

No records fetched. Customize Grid

	Document Type	Document Number	Doc Fd	GL Date	P H	Explanation	Ledger Type	Reverse or Void	Reference 1
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1. Click **Add** to display the Journal Entries with Debit/Credit Format – Journal Entry window.
2. Click **Form, Models** to display the Journal Entries with Debit/Credit Format – Search & Select a Model JE window.
3. Click **Find** to display a list of models.

Document Type	Document Number	Document Company	Explanation Alpha Name	LT	Currency Code
<input checked="" type="radio"/> %	808709	41340	TIG24029 Distribution	AA	
<input type="radio"/> JE	694852	28120	JE OFFICE RENTAL	AA	
<input type="radio"/> JE	695092	76551	Post to DAS Imp Fnd BW 3/8/03	AA	
<input type="radio"/> JE	695423	76551	JE DAS Imp Fnd BW06 3/20/03	AA	
<input type="radio"/> JE	695449	10000	NFOCUS MODEL	AA	
<input type="radio"/> JE	695454	10000	NFOCUS MODEL	AA	
<input type="radio"/> JE	695809	10000	NFO	AA	
<input type="radio"/> JE	695947	10000	Stores	AA	
<input type="radio"/> JE	696416	76551	JE DAS Imp Fnd MO	AA	
<input type="radio"/> JE	696635	76551	End of Month Manual Deducts	AA	
<input type="radio"/> JE	696637	76551	State BCBS PPO & HMO	AA	
<input type="radio"/> JE	697103	61240	39-2215 STO HTF-CRF MONTHLY	AA	
<input type="radio"/> JE	697551	61240	66-499 STO NONHIGHWAY USE	AA	

Use the down arrow next to Records 1 – 10 to view more items, if necessary.

- Choose the model to use.
- Click **Select** to display the Journal Entries with Debit/Credit Format – Journal Entry window, which displays data from the model journal entry.

Notice that the **Model** header option is *not* checked. This is because the displayed data represents a copy of the model, not the model itself. Any changes you make to the copy do not affect the original model.

Account Number *	Debit Amount	Credit Amount	Account Description	Subledger Type	Subledger	Subledger Description
<input type="checkbox"/> 7420003.524600	95.33		RENT EXPENSE-BUILDING			
<input type="checkbox"/> 7420004.524600	905.06		RENT EXPENSE-BUILDING			
<input type="checkbox"/> 7420010.524600	1,461.43		RENT EXPENSE-BUILDING			
<input type="checkbox"/> 7440040.524600	1,242.65		RENT EXPENSE-BUILDING			
<input type="checkbox"/> 7440021.524600	398.86		RENT EXPENSE-BUILDING			
<input type="checkbox"/> 7440052.524600	150.00		RENT EXPENSE-BUILDING			
<input type="checkbox"/> 7460009.524600		4,253.33	RENT EXPENSE-BUILDING			

- Complete or change the following header fields:
 - G/L Date – defaults to current date if left blank
 - Explanation

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

7. Complete or change the following for each detail line:
 - Account Number – account number entered in model defaults
 - Amount
8. Verify that the Remaining Amount field is blank (the journal entry is balanced).
9. Record the batch number.
10. Click **OK** to accept the entry and return to the Journal Entries with Debit/Credit Format – Work with Journal Entries window.
11. Click **Find** to display the new journal entry that you created based on the model.
12. Click **Close**.