

Setting up a Recurring Journal Entry

Overview

Journal entries move money, units, or both from one account to another. In NIS, you can specify journal entries that may recur on a scheduled basis.

 During recurring journal entry setup, record the previous allocation number to quickly locate it later.

This work instruction shows how to [Set Up a Recurring Journal Entry](#).

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.

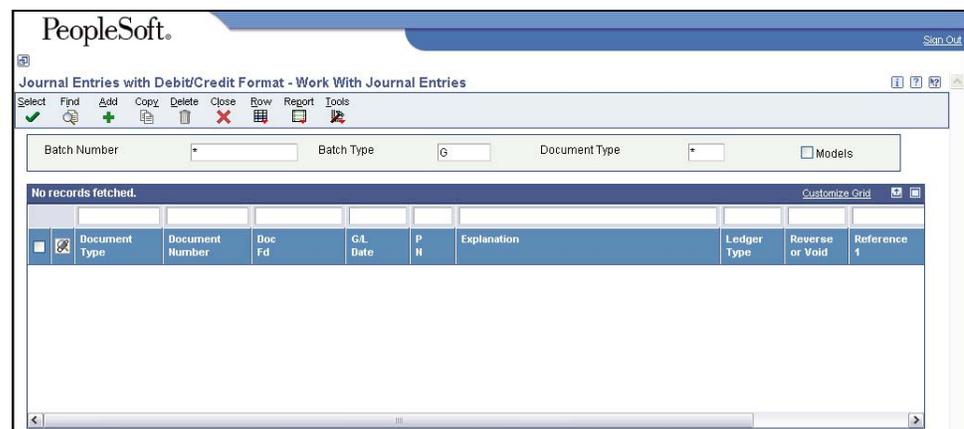
(Citrix users – right click on the menu, choose View by Role, choose Accounting.)

Accounting - Agencies > Manage Journal Entry > Enter Manual Journal Entries > Enter Recurring Journal Entries

Steps

Set Up a Recurring Journal Entry

Start this instruction from the Enter Recurring Journal Entries – Work with Recurring Journal Entries window.



1. Click **Add**. The Enter Recurring Journal Entries – Recurring Journal Entry window appears.

The screenshot displays the 'Journal Entries with Debit/Credit Format - Journal Entry' window in PeopleSoft. The window title is 'Journal Entries with Debit/Credit Format - Journal Entry'. The interface includes a toolbar with 'OK', 'Delete', 'Cancel', 'Form', 'Row', and 'Tools' buttons. The main form area contains the following fields and controls:

- Batch Number:** 601362
- Model:**
- Percent:**
- Reverse:**
- Doc Type/No/Co:** [Search icon] [Text field]
- G/L Date:** [Text field]
- Explanation:** [Text field]
- Ledger Type:** AA

Below the form is a table with the following columns: Account Number *, Debit Amount, Credit Amount, Account Description, Subledger Type, Subledger, and Subledger Description. The table shows 'Records 1 - 1' and a 'Customize Grid' button. The table content is currently blank. At the bottom right, there is a 'Remaining Amount' field.

2. Enter the following information:
 - Doc. Type – select code for the purpose of the transaction
 - Company – Fund
 - G/L Date – usually current date
 - Explanation
 - Recur Frequency – Frequency for transaction to occur
 - Account Number – Debit account
 - Amount – Debit amount (positive amount), then use down arrow on keyboard
 - Account Number – Credit account
 - Amount – Credit amount (negative amount). Begin negative amounts with a minus (-) in front of the amount. Example: -125.00
 - ✎ Ensure Remaining Amount field is blank when completed entering account numbers and amounts
3. Click **OK** to accept the data entered and clear the window.
4. Record the Previous Allocation No.
5. Click **Cancel** to return to the Enter Recurring Journal Entries window.
6. Click **Close**.