

# Review Your Knowledge

## General Accounting

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Objective:

To reinforce the core competencies that users should have learned related to the General Accounting in the Nebraska Information System (NIS). Functional knowledge of these processes is a prerequisite for performing General Ledger functions of the General Accounting in NIS.

1. True or False? The reason for inactivating a Business Unit Is to prevent further posting to the unit.
2. Once you have entered, reviewed, and approved journal entries, which versions of the batch types must you run?
  - a) General Accounting (batch type **G**)
  - b) Voucher Entry (batch type **V**)
  - c) Invoices (batch type **IB**) (Batchfin ID automatically posts every hour)
  - d) Receipts & Adjustments (batch type **RB**) (Treasurer's Offices posts RB batches)
  - e) Inventory (batch type **N**)
  - f) PO/Contract Entries (batch type **O**)
  - g) All the above that you are responsible for.
3. You cannot choose multiple journal entries to review. You must individually choose and review each one. **True** or **False**?
4. Reviewing a Journal Entry Report can be done by:
  - a) Online
  - b) Printing it out
  - c) Both above
5. How can you copy the same business unit number on the next entry line but with a different object number?
  - a) Leave the account number field blank
  - b) Type a period followed by the object account number in the account number field

- c) Type a double quote in the account number field
6. How can you copy the same business unit and object number on the next entry line?
- a) Leave the account number field blank
  - b) Type a period in the account number field
  - c) Type a double quote in the account number field
7. A Journal Entry with a Subledger associates a transaction with a particular entity, such as a/an \_\_\_\_\_?
- a) Address book
  - b) Employee
  - c) Security Business Unit
8. True or False? If you enter a journal entry as a regular entry but later decide that you need it to be a reversing entry, you must void the posted journal entry, repost the batch, and then re-enter the journal entry as a reversing journal entry.
9. On an Interfund Journal Entry, when entering in the Account Number field the Business Unit portion should be:
- a) Different on each account number
  - b) Belong to different funds
  - c) Both of the above
10. When viewing the On-Line Chart of Accounts and you don't know the exact object number, you can enter an object number less than what you think the number is, **True** or **False**?
11. True or False? When using the Account Master Word Search, providing as much detail as possible will help you find the correct answer faster.
12. OneWorld allows you to copy a complete chart of accounts or selected objects/subsidiaries from an existing business unit to a new business unit. **True** or **False**?
13. True or False? When entering a percentage journal entry, the percentage of each detail line should be included in the remark field to preserve the percentages as an audit trail since the system does not preserve them automatically as percentage values.
14. What Status Description must a batch indicate for it to be posted?
- a) Pending
  - b) Approved

- c) Error
  - d) Any of the above
15. In the NIS system, you can change the following journal entries:
- a) Posted
  - b) Unposted
  - c) None
  - d) Both, posted and unposted
16. What is the benefit of creating and using model journal entries?
- a) Model journal entries look better than regular journal entries
  - b) Model journal entries can be copied and should reduce the likelihood of data entry errors, especially when numerous accounts are involved
  - c) Model journal entries are easier to find than regular journal entries
17. When adding Business Units, the number of the balance sheet business unit will be the same number as the Fund number. **True** or **False**.
18. When you add an account to a Business Unit/Grant/Project, can you enter?
- a) Cost Code only
  - b) Cost Type only
  - d) Both must be entered
  - d) Either may be enter
19. Running Accounting Reports provides information on:
- a) Account balances by fund and Account balances by object with fund totals
  - b) Account activity by Business Unit, Account activity by Object Account, and Account activity with subledger totals
  - c) Transaction journal, Income statements, and Balance sheets
  - d) Monthly spreadsheets, and Variance amounts for specific periods (analysis)
  - e) All the above
  - f) None
20. You can access the most current general ledger information available using the online \_\_\_\_\_ from the General Accounting - Agencies / Inquiries & Reports menu selection.
- a) Accounting Inquiries
  - b) Allocations
  - c) Manage journal entries

**Answers:**

1. True
2. g
3. False
4. c
5. b
6. b
7. a
8. True
9. c
10. True.
11. True
12. True
13. True
14. b
15. d
16. b
17. True.
18. d
19. e
20. a