

Reviewing the G/L Record – Transfers

Overview

Each time a transfer is created, NIS generates a corresponding G/L record. You can review the G/L record to ensure that a journal entry was created upon transfer and the appropriate accounts were debited and credited with accurate cost information.

This work instruction shows how to [Review the G/L Record – Transfers](#).

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, Inventory.

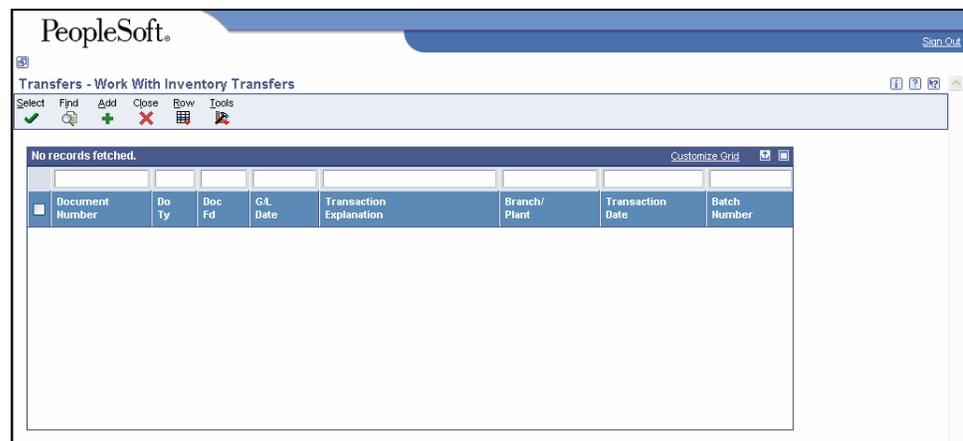
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Transfers

Steps

Review the G/L Record – Transfers

Start this instruction from the Transfers – Work With Inventory Transfers window.



1. Enter the **document number** in the Document Number field in the QBE line.
2. Click **Find**.

PeopleSoft. Sign Out

Transfers - Work With Inventory Transfers

Select Find Add Close Row Tools

Records 1 - 1 Customize Grid

Document Number	Doc Ty	Doc Fd	G/L Date	Transaction Explanation	Branch/Plant	Transaction Date	Batch Number
47	IT	10000	03/08/2006	INVENTORY TRANSFERS	2505002W	03/08/2006	601944

- Choose the document displayed.
- Click **Row**, **Journal Entries**. The Transfers – Journal Entry window appears.

PeopleSoft. Sign Out

Transfers - Journal Entry

OK Delete Cancel Form Row Tools

Batch Number: 601944 Model Percent Reverse

Doc Type/No/Co: IT 47 10000 G/L Date: 03/08/2006

Explanation: INVENTORY TRANSFERS Ledger Type: AA

Records 1 - 3 Customize Grid

Account Number *	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
2505002W.814200	13.80	ISSUES, TRANSFERS, ADJ				ENVELOPES, LEGA
6505100W.141300	13.80	MEDICAL SUPPLIES INVEN				ENVELOPES, LEGA

Remaining Amount

- Review the record displayed, especially the Account Number and Amount fields in the grid.
-  Use the scroll bar to view other fields in the grid.
- Click **Cancel** to return to the Work with Inventory Transfers window.
- Click **Close**.