

Reviewing the G/L Record - Adjustments

Overview

Each time an issue 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 the adjustment and the appropriate accounts were debited and credited with accurate cost information.

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

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.

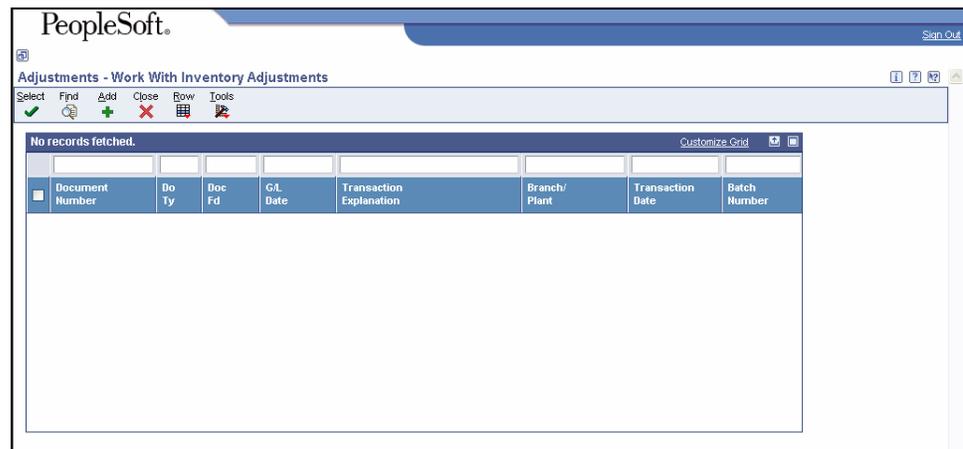
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Adjustments

Steps

Review the G/L Record

Start this instruction from the Adjustments – Work with Inventory Adjustments window.



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

Document Number	Do Ty	Doc Id	G/L Date	Transaction Explanation	Branch/Plant	Transaction Date	Batch Number
2766	IA	56541	03/08/2006	INVENTORY ADJUSTMENTS	6505100W	03/08/2006	601945

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

Account Number *	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
6505100W.141300	380.00	MEDICAL SUPPLIES INVEN				ENVELOPES, LETT
6505100W.814200	380.00	ISSUES, TRANSFERS, ADJ				ENVELOPES, LETT

- 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 Adjustments window.
- Click **Close**.