

TRAINING MANUAL

General Ledger – Journal Entry

Carnegie Mellon University

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Overview

JOURNALS- WHAT AND WHERE

- **What is a GL Journal?**
 - A GL journal is a transaction that is manually entered into the General Ledger.

- **Where is a GL Journal entered?**
 - Oracle General Ledger module
 - GL Journals Form
 - Journal Wizard

JOURNALS- WHERE

GL Journal Form

The screenshot displays the Oracle General Ledger 'GL Journal Form' interface. The window title is 'APENDING - INTERNAL CHARGES'. The 'Journal' section shows 'APENDING - E - COPYING CHARGES 4E'. The 'Description' is 'JANUARY COPYING CHARGES FOR PREP (MESH) COPIES'. The 'Ledger' is 'Carnegie Mellon', 'Category' is 'INTERNAL CHARGES', 'Period' is '01JAN2012', and 'Effective Date' is '01JAN2012'. The 'Budget' is 'Actual' and 'Type' is 'JAN'. The 'Currency' is 'USD' and 'Date' is '01JAN2012'. The 'Method' is 'Change Sign' and 'Status' is 'Not Reversed'. The 'Journal Total' is '100.00'. The 'Lines' section shows a table with columns 'Line', 'Account', 'Debit (USD)', 'Credit (USD)', and 'Description'. The table contains two entries: Line 1 with account '0010-00001-001-000-20000-01' and a debit of 100.00, and Line 2 with account '0010-00001-001-000-30000-01' and a credit of 100.00. The total debit is 100.00 and the total credit is 100.00. The 'Alert Desc.' is 'JC COPYING GENERAL UNRESTRICTED INSTRUCTO UNRESTRICTED MGS DEBTS MEMPHIS'. The interface includes buttons for 'Save', 'Cancel', 'Print', 'Check Periods', 'Reverse Page', 'Copy Journal', 'Change Periods', 'Change Currency', and 'T Accounts'.

Line	Account	Debit (USD)	Credit (USD)	Description
1	0010-00001-001-000-20000-01	100.00		JANUARY COPYING CHARGES
			100.00	JANUARY COPYING CHARGES
		100.00	100.00	

JOURNALS- WHERE

Journal Wizard Form

- View the **Journal Wizard Tutorial** at <https://www.cmu.edu/finance/training/e-learning/index.html>
- View the **Journal Wizard User Guide** at https://www.cmu.edu/finance/systems/documentation/files/jrnl_wiz_ug.pdf

JOURNALS- WHY

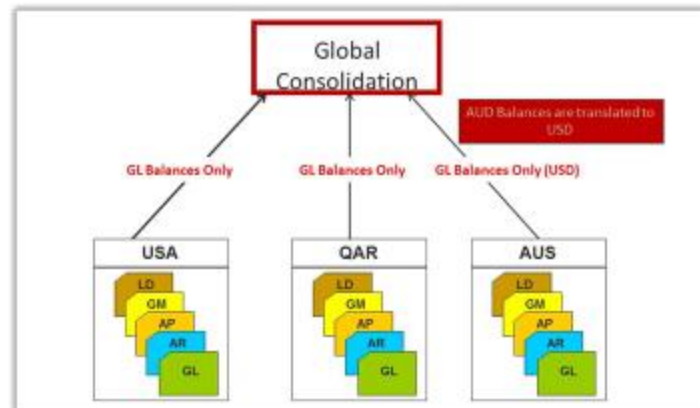
- **To create General Ledger entries for:**
 - Internal Charges
 - Fax shared by multiple departments
 - Funding
 - Dean's Office transfers funds to a department
 - Activity Change
 - Changing an activity code -- This is the only redistribution that can be completed by campus users

JOURNALS- WHEN

■ Journals can be entered/posted during open accounting periods

- Periods are the months of our fiscal year.
 - Periods follow the naming convention MONCY-FY. For example, for February 2016 the period name is FEB16-16
- Financial Systems Team opens the new period on the last business day of the month
- Entries for a period can be posted up to the first business day of the new period.

MONTHLY CLOSING PROCESS



Translation: used to translate functional currency balance into foreign currency typically for reporting purposes

GL RESPONSIBILITIES FOR JOURNALS

- Responsibility prefix specifies the Ledger
 - AUS – Australia, QAR – Qatar, USA – Carnegie Mellon (USA)
- GL Journal responsibility examples:
 - **GL – DEPARTMENT** - all object codes across a specific group of organizations
 - **GL * DEPARTMENT** – Same as above with access to salary data through Labor Distribution
 - **GL - Internal** – specific object codes across all organizations, needed for:
 - Internal Charges
 - Funding

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Journal Entries

BATCH ORACLE GL JOURNAL ENTRIES

Batch	APERRING - INTERNAL CHARGES	Status		
Period	Jan12-12	Posting	Unposted	
Balance Type	Actual	Funds	Required	
Description	INTERNAL CHARGES FOR VARIOUS DEPARTMENTS FROM MCS DEANS OFFICE	Approval	N/A	
Control Total		Details	Created	29-JAN-2012
Entered		Posted		
Accounted		Posted By		

- Create a batch for:
 - Multiple journals
 - Ease of finding your journals
 - Ease of printing your journals
- Start batch names with **USERID**

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SINGLE ORACLE GL JOURNAL ENTRIES

The screenshot displays the Oracle GL Journal Entries window. The header section includes the following fields:

- Journal: 1100001100 - Fay Changes
- Journal Name: PARTY 12 FAY CHANGES FOR 03 JUNE 14 FAY03
- Journal Type: J
- Journal Date: 03 JUN 2014
- Journal Status: Not Released
- Journal Type: J
- Journal Date: 03 JUN 2014
- Journal Status: Not Released

The main table shows the following data:

LINE	Account	Debit (USD)	Credit (USD)	CHG	Qty	Description
1	20000-00000-001-000-200000-01	75.00				PARTY 12 FAY CHANGES
	20000-00000-001-000-200000-01		75.00			PARTY 12 FAY CHANGES
		75.00	75.00			

At the bottom, the 'Add Date' field is set to '03 JUN 2014' and the 'Account' field is set to '20000-00000-001-000-200000-01'.

- Create a single journal for infrequent entries
- Start journal names with **USERID**

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Exercise #1: Creating a Journal Batch and Entering a Journal

Assume that you work in the MCS Dean's Office and you need to charge the Biological Sciences (\$100.00) and Chemistry (\$50.00) departments for copies they made on the MCS Dean's color copier. Below is the supporting documentation you will use to create the journal entry. Create a journal batch and enter a journal entry to charge the Biological Sciences and Chemistry departments for their expenses.

Department	Dates of Color Copies	Color Copies Amount
Biological Sciences	07/01/13 -> 07/06/13	84
	07/07/13 -> 07/13/13	24
Biological Sciences	07/14/13 -> 07/20/13	8
	07/21/13 -> 07/31/13	24
Total Color Copies		140
Cost per Color Copies		\$0.7143
Subtotal		\$100.00

Department	Dates of Color Copies	Color Copies Amount
Chemistry	07/01/13 -> 07/06/13	16
	07/07/13 -> 07/13/13	23
Chemistry	07/14/13 -> 07/20/13	12
	07/21/13 -> 07/31/13	19
Total Color Copies		70
Cost per Color Copies		\$0.7143
Subtotal		\$50.00

Create a New Batch

1. Choose the USA GL - Internal responsibility and navigate to: **Journals>Enter Journals**.
2. The **Find Journals** form opens. To create a new batch, click the **New Batch** button.

The screenshot shows the 'Find Journals' form with the following fields and buttons:

- Batch: [Text Field]
- Journal: [Text Field]
- Ledger: [Text Field]
- Source: [Text Field]
- Category: [Text Field]
- Period: [Text Field]
- Currency: [Text Field]
- Status:
 - Posting: [Text Field]
 - Funds: [Text Field]
- Control Total:
 - Batch: [Text Field]
 - Journal: [Text Field]
- Buttons: Clear, **New Batch** (circled in red), New Journal, Find, More.

3. The **Batch** form opens. Enter a batch name, beginning with your User ID (all caps), in the **Batch** field to identify the batch.

Batch
(YOUR USER ID) - INTERNAL CHARGES (CURRENT PERIOD)

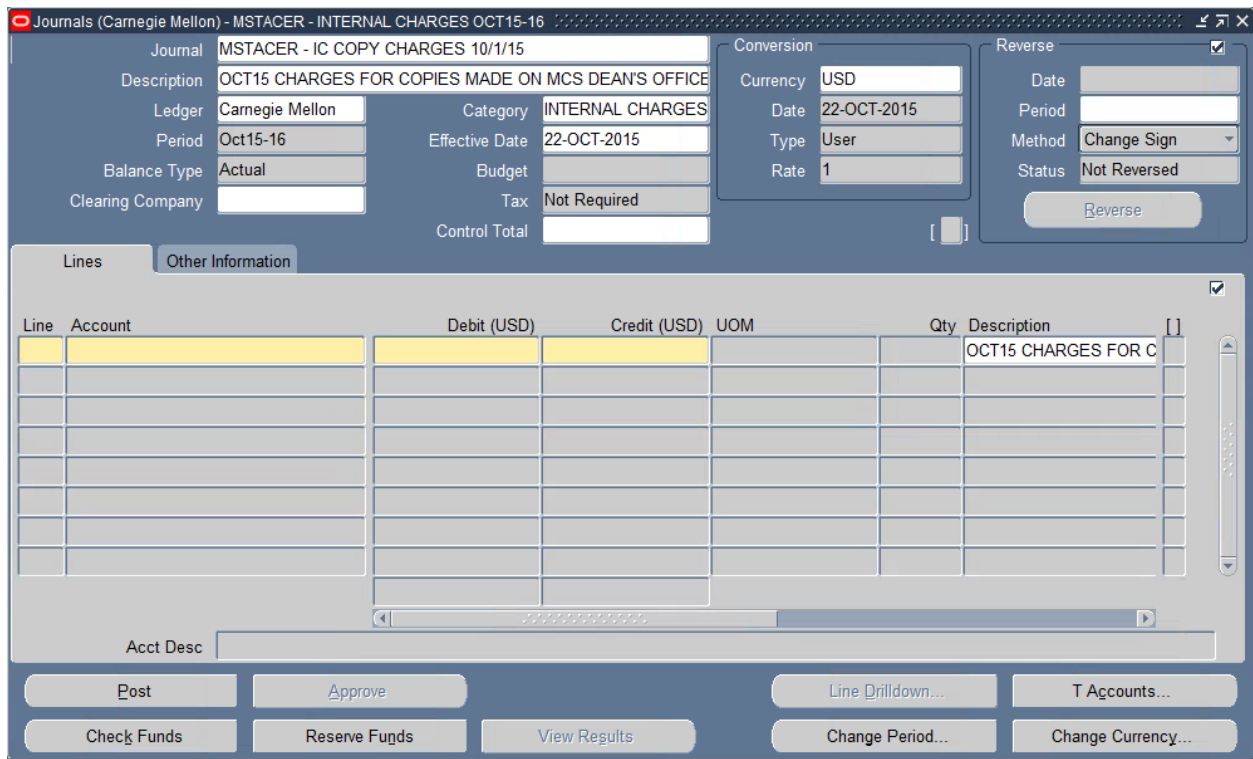
4. The latest open period defaults.
5. **Balance Type** is a display-only field. It displays *Actual* to represent that you are entering journals with actual (as opposed to budget) amounts.
6. Enter a description for the journal batch in the **Description** field.

Description
(CURRENT MONTH) INTERNAL CHARGES FROM MCS DEAN'S OFFICE

7. The **Control Total** field is optional and is used if there is a need to verify the total debits for the journal batch against the batch control total. Leave this field blank for this exercise.
8. The **Batch Totals** Region (the total debits and credits entered for a batch) are display only and cannot be entered. These fields will be automatically populated by the system as journals are created in the batch.


Enter Journals in a Batch

1. Click on the **Journals** button to add journals to the batch.
2. The **Journals** form will appear.



3. Enter a unique Journal name, beginning with your User ID (all caps), in the **Journal** field.

Journal
(YOUR USER ID)-IC COPY CHARGES (DATE)

 **Note:** If you do not enter a journal name, General Ledger automatically assigns a name using the following format: Source Journal ID Date Time.

4. Enter a **Description** for the journal entry. General Ledger uses this as the default description for each journal entry line. However, you can change the journal entry description on any selected journal line as necessary.

Description
(CURRENT MONTH) CHARGES FOR COPIES MADE ON MCS DEAN'S COLOR COPIER

5. The **Ledger** is automatically populated with the official name of the ledger associated with the responsibility you selected.
6. Enter a category in the **Category** field to describe the purpose of your journal entry. All lines in a journal entry share the same journal category. A list of available categories can be found on the Financial Systems Website.

Category
INTERNAL CHARGES

7. The latest open **Period** defaults for the journal entry. You cannot change the period at the at the journal level. All journal entries within a batch must have the same period as the batch.
8. The date in the **Effective Date** can be changed to reflect the actual date of the transaction. However, the date must be within period selected in the **Period** field.

9. **Source, Balance Type** and **Budget** fields are grayed out and cannot be changed.
10. **Clearing Company** is not used by Carnegie Mellon.
11. **Tax** is not required in the USA Ledger.
12. Leave the **Control Total** field blank. Control totals are used if you want to verify the total debits for the journal lines against the journal control total. This field is not required.
13. Under Conversion section, **Currency** will automatically default to the functional currency of the Ledger (USA – USD). To enter a foreign currency, use the List of Values to select one of the enabled currencies available in the GL.

The screenshot shows a 'Conversion' section with the following fields and values:

Currency	USD
Date	22-OCT-2015
Type	User
Rate	1

- a. If you select a foreign currency, it is necessary to have a currency exchange rate. To have the rate systematically entered into the **Rate** field, enter the actual date of the transaction into the **Date** field and select *Corporate* as the rate **Type**. Note: The date can be the present date or any date in the past and does not have to be within the period on the journal. However, the date cannot be in the future.
14. Under the Reverse section, leave the **Period** field blank. The **Period** field is optional and is used if there is a need to reverse the journal entry.

Note: Only **posted** journals can be **reversed**. **Unposted** journals should be deleted.

15. Enter the following journal lines.

Line	Account						Debit	Credit
	Object Code	Funding Source	Function	Activity	Organization	Entity		
1	88100 – IC Copying	000001– General Unrestricted	001 - Instruction	000 - Unspecified	260100 - Biological Sciences	01 - General	100.00	
2	88100 – IC COPYING	000001– General Unrestricted	001 - Instruction	000 - Unspecified	260200 - Chemistry	01 - General	50.00	
3	88100 - IC COPYING	000001– General Unrestricted	001 - Instruction	000 - Unspecified	260000 -MCS Dean’s Office	01 - General		150.00

16. The **Description** from the header is defaulted to the **Description** of each line, but can be altered. Add the following additional description to the appropriate lines.

Line	Additional Description
1	FOR BIOLOGY – 140 COPIES
2	FOR CHEMISTRY – 70 COPIES

17. Check the totals to verify that the journal is in balance (Debits=Credits).

Journal: MSTACER - IC COPY CHARGES 10/1/15
 Description: OCT15 CHARGES FOR COPIES MADE ON MCS DEAN'S OFFICE
 Ledger: Carnegie Mellon Category: INTERNAL CHARGES
 Period: Oct15-16 Effective Date: 22-OCT-2015
 Balance Type: Actual Budget: Not Required
 Clearing Company: Tax: Not Required
 Conversion: Currency: USD Date: 22-OCT-2015 Type: User Rate: 1
 Reverse: Date: Period: Method: Change Sign Status: Not Reversed
 Reverse button: Reverse

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	88100.000001.001.001.260100.01	100.00				OCT15 CHARGES FOR C
2	88100.000001.001.001.260200.01	50.00				OCT15 CHARGES FOR C
3	88100.000001.001.001.260000.01		150.00			OCT15 CHARGES FOR C
		150.00	150.00			

Acct Desc: IC COPYING.GENERAL UNRESTRICTED.INSTRUCTIO.ADVISORY BOARDS.MCS DEAN'S.GENERAL

Buttons: Post, Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...


Note: There is an *Account Description* at the bottom of the form that contains the text descriptions for each of the GL account string segments.

18. Click on the **Other Information** tab.

Status: Posting: Unposted, Funds: Required, Approval: N/A
 Source: MANUAL
 Reference:
 Reference Date:
 Reconciliation Reference:
 Accounting Sequencing: Number:
 Sequence Name:
 Reporting Sequencing: Number:
 Sequence Name:

- Under the *Status* section, **Posting**, **Funds** and **Approval** are systematically updated through the journal process.
- The **Source** is *Manual* because you are manually entering the journal into the GL.
- All the remaining fields are not used by Carnegie Mellon.

19. **Save** your work.

 **Note: Save and Proceed**, under the **File** menu option, means your journal entry would be saved and then a blank Journal Entry form would display to allow you to enter another journal in the same batch.

Attaching Supporting Documentation to Journals

All journals that require approval require backup support to be attached to a journal in the system, as a separate file, before the journal is routed for approval. This excludes funding journals and system generated reversals as they do not require systematic approval.

If you do not attach back up documentation, Oracle will allow you to reserve funds, however, you will not be able to submit your journal for approval until you have attached the required backup documentation. If you do click the approve button without the required backup documentation attached, Oracle will populate an error message stating “Your journal batch failed validation. Check your notifications for details.” To view your notifications, go to your Oracle Home Page under Worklist and select View All Notifications.

When deciding what documentation is appropriate, think about how you would justify the amount. You want to include documents that explain what the amount is for, why it was incurred and how the amount was calculated. Also, you should never attach documentation that has sensitive information, such as social security numbers, salary information, or data that is deemed confidential to your department or division.

JOURNAL ATTACHMENTS

- Journal entries requiring system approval must have an attachment in Oracle prior to being submitted for approval
 - ▣ Funding and system-generated reversed journals will not systematically *require* attachment
 - ▣ Attachments must be done at the journal level and in the journal header of a complete and saved unposted journal entry
 - ▣ Attached files can be any type but have a 7Mb limit

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JOURNAL ATTACHMENTS


- Attachments can not be added, changed, or deleted once the journal entry is posted
- Attachments can be viewed by approvers/reviewer
 - ▣ Financial Reporting will be notified by system to review attachments for journal lines \$100,000+

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SUPPORTING DOCUMENTATION

- What makes “Good” supporting documentation?
 - ▣ Defines what the entry is recording, correcting or changing
 - ▣ Explains why the entry is being made
 - ▣ Validates how the amounts were determined

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1. Attachments must be added from the header section of the Journals form, not the Batch form. The cursor cannot be sitting on the journal lines. Place cursor in the header section of the journal and click on the paperclip icon  to add attachments.

- The Attachments form will open on the Main tab.

Attachments (Carnegie Mellon) - MSTACER - IC COPY CHARGES JUL13-14 15-JUL-2013 14:45:29, MSTACER - IC COPY CH...

Seq	Category	Title	Description	May Be Changed
10				<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: Journal Entry

Include Related Documents

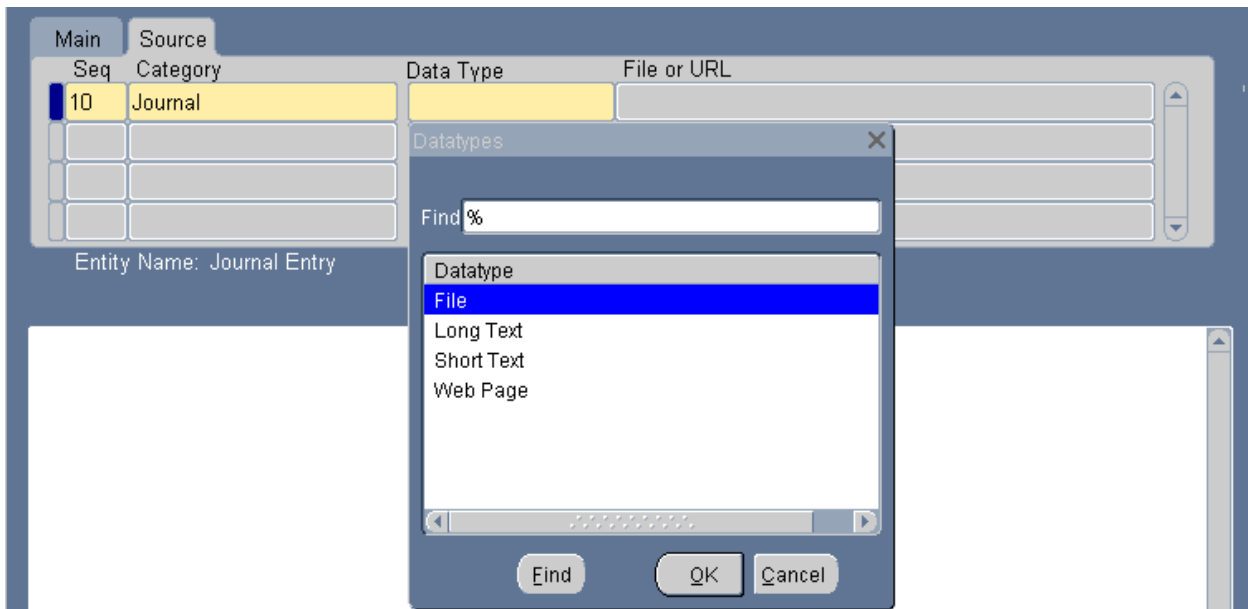
Publish to Catalog Document Catalog...

- In the **Category** field, select Journal as the category value. Type a letter J and hit the Tab key. (Journal is the only value in this field).
- The **Title** field is optional. If you choose to enter a **Title** for the attachment this is what the approver(s) will see in their workflow notifications as the name of the link to the attachment. Adding a title to the attachment will not change the name or content of the actual attachment file.
- Let's add a **Title** for the attachment, type Biology Copy Charges for (Current Month/Year)

Seq	Category	Title	Description	May Be Changed
10	Journal	Copy Charges for July 201:		<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>


Entity Name: Journal Entry

- The Description field is not required.
- Click on the **Source** tab and select the **Data Type** of the attachment from the list of values.



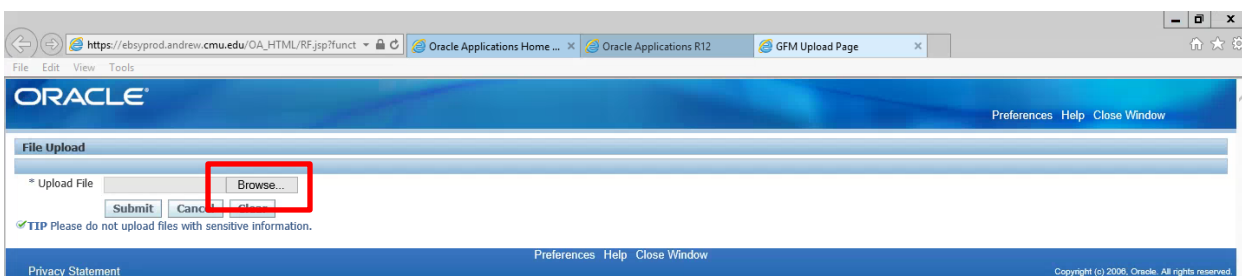
8. You will notice that you have the option of four different data types:

- **File** – This data type option allows you to attach a file of any file type (txt, xls, xlsx, doc, docx, pdf, etc). The file must be 7MB or less.
- **Long Text / Short Text** - The Long Text option allows for up to 32,000 characters in the text box. The Short Text option allows you to enter up to 4,000 characters in the text box. The only reason you should use either of these fields is if you need to provide backup that contains sensitive information (social security numbers, salary data, etc.) or that your business manager deems confidential to the department and you don't want to attach the document to the journal in Oracle. Use this data type to reference the location of the file on the shared drive. It is important to make sure your approver(s) have access to the location you reference in order to review the backup.
- **Web Page** - You would use this option if the information that you want to include as documentation is located on a webpage. Choosing this option allows you to add a URL in the **file or URL** field.

 **Note:** When working in Oracle within the Citrix (virtualized) environment, approvers will not be able to click on a URL in their notification and get to a web page. Access to the web is restricted in Citrix.

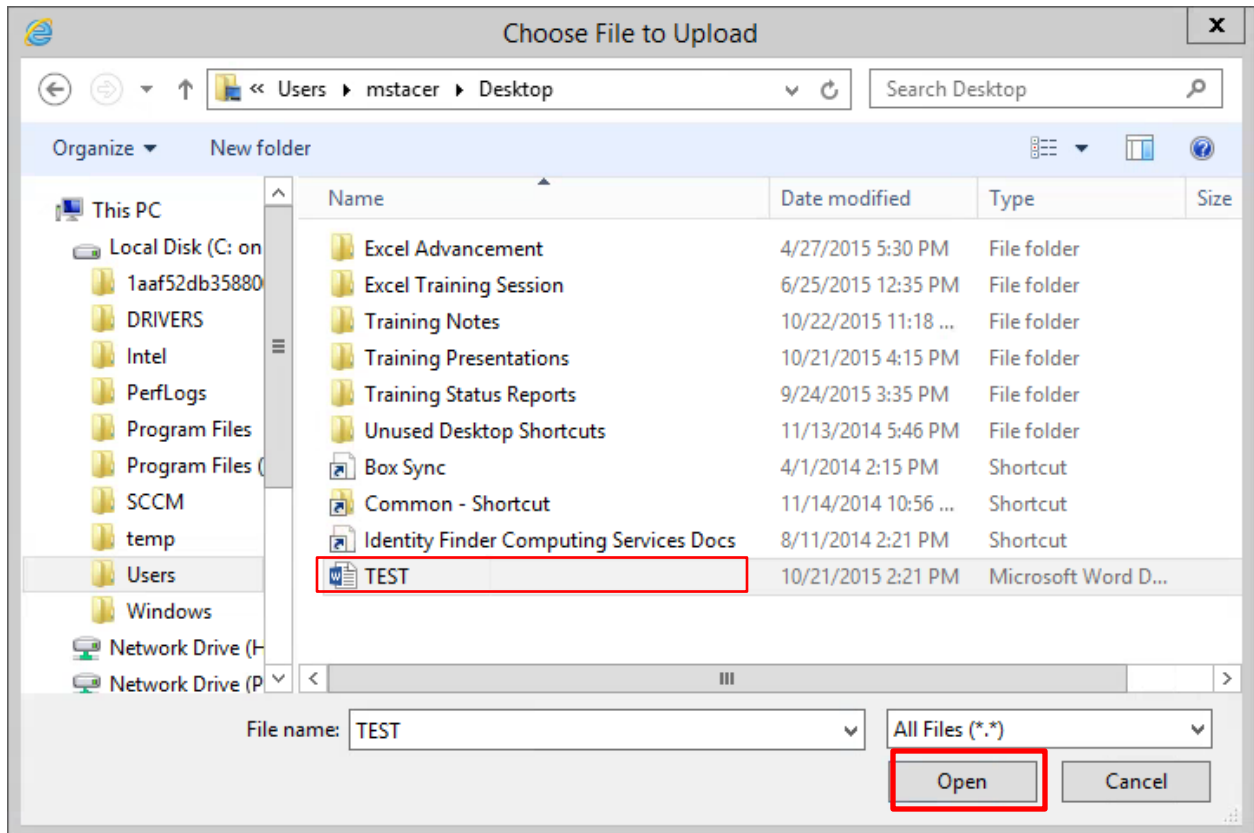
9. The preferred Data Type value at CMU is **File**. Select **File**, then **OK**.

10. A web form will launch to allow you to upload supporting documentation. **The web form might populate behind the Oracle forms instead of in front. Go to your internet browser to see if the GFM Upload Page is available.**



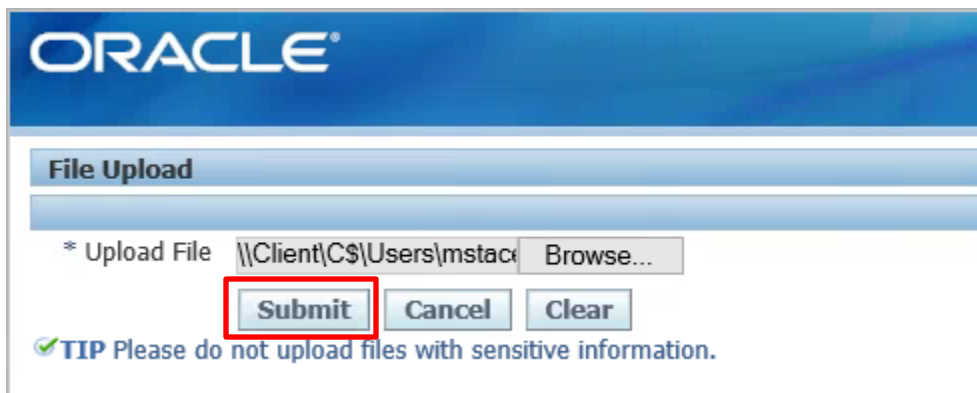
11. Click **Browse** to choose the file to upload.

- NOTE:** To upload/attach a document from your local computer to Oracle, select Browse and follow the path below specific to your operating system:
- **Windows 7:** This PC > Local Disk C: > Users > (folder with your username) > My Documents or Desktop or other specific to your computer.
 - **Windows XP:** This PC > Local Disk C: > Documents and Settings > (folder with your username) > My Documents or Desktop or other specific to your computer.
 - **Mac:** Computer > Local Disk C: > Users > (folder with your username) > My Documents or Desktop or other specific to your computer.

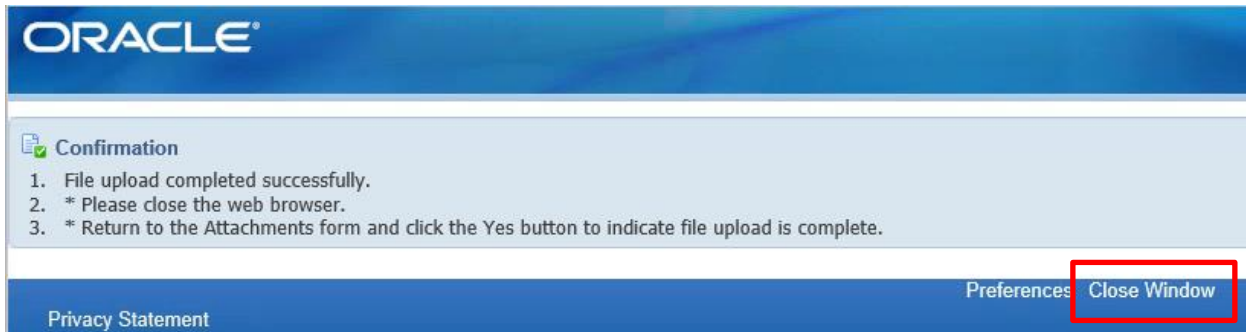


12. Once you've located the file to upload, click **Open**

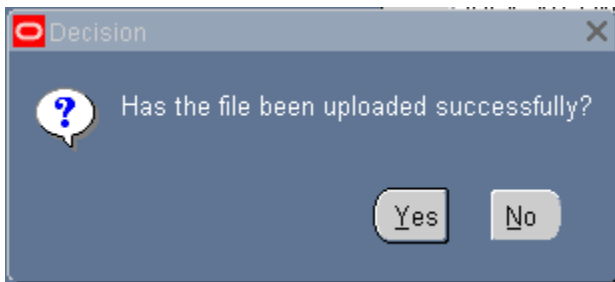
13. Click **Submit** to upload the file



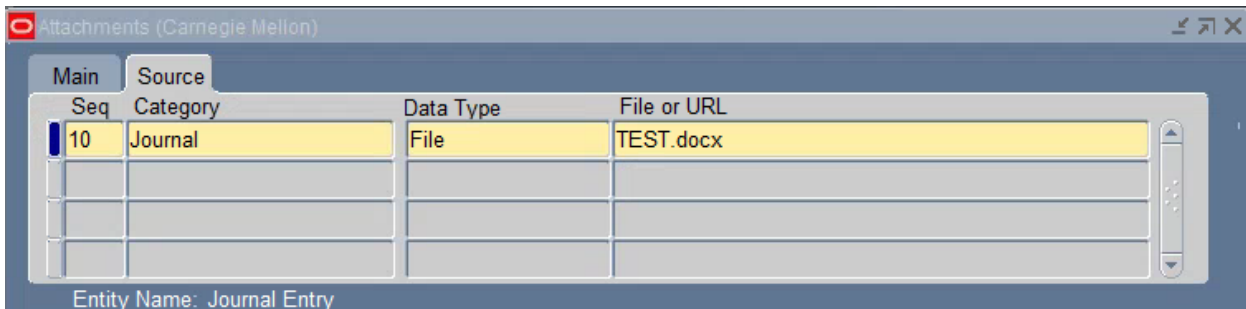
14. A confirmation page will appear stating the file has uploaded successfully, click **Close Window** to return to the Attachments form



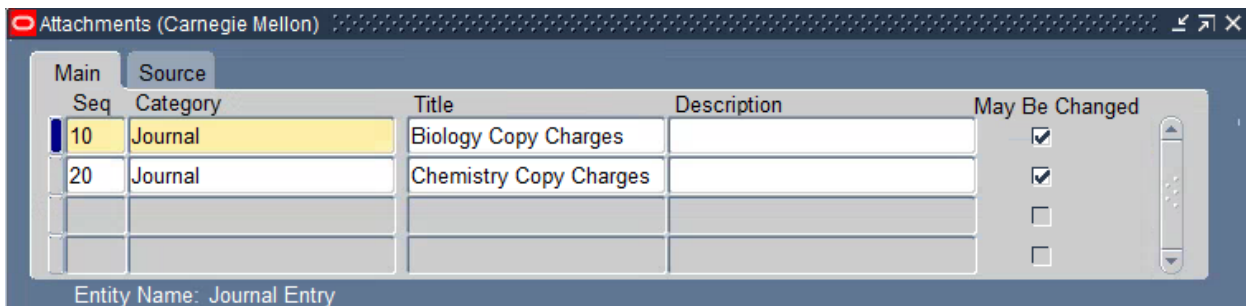
15. A Decision box will appear asking “Has the file been uploaded successfully?” Click **Yes**



16. The file name should now appear in the **File or URL Field**.





17. For this exercise, let's also attach the supporting documentation for the Chemistry color copier charge. Reference “Attaching Supporting Documentation to a Journal”, starting on page 14, **steps 1 through 16** for guidance as needed. *The file location for the next attachment is This PC > Local Disk C: > Users > (folder with your username) > Desktop > TEST.docx*



18. You may have noticed the **'Publish to Catalog'** and **'Document Catalog'** buttons at the bottom of the Attachments form. These are not used by Carnegie Mellon.



19. Click on the X in the upper right corner to close the Attachment form.
20. Re-query your journal; click into the journal lines region, then click into the journal header region; you will see the paperclip icon has changed to  denoting there is an attachment.

 **Note:** If one of the journal lines is \$100,000 or more (debit or credit), the user will also receive a notification that the attachment (back up support) will be reviewed and retained by Financial Reporting for University audit reasons when the journal is submitted for approval.

21. F4 to return to the navigator

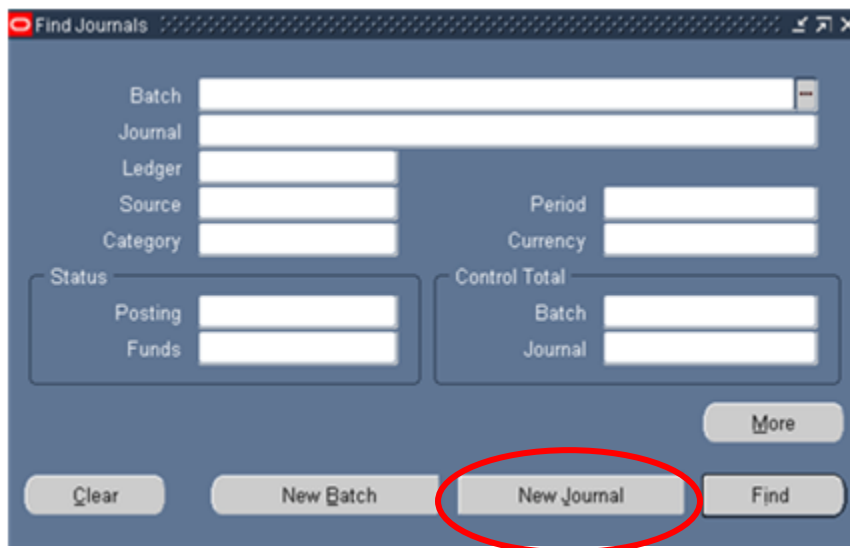
Exercise #2: Entering a Single Journal Entry

Assume that you work in the MCS Dean's Office and you need to charge the Physics department (\$75.00) for faxes they made on the MCS Dean's Office fax machine. Below is the supporting documentation you will use to create the journal entry. Enter a journal entry to charge the Physics department for the expense.

User	Sent/Received	Fax Amount
aperkins@andrew.cmu.edu	Sent	120
	Received	752
mstacer@andrew.cmu.edu	Sent	109
	Received	615
skonek@andrew.cmu.edu	Sent	95
	Received	512
ccardone@andrew.cmu.edu	Sent	115
	Received	607
eream @andrew.cmu.edu	Sent	110
	Received	715
Total Faxes		3750
Cost per fax		\$0.02
Subtotal		\$75.00

Enter a New Journal

1. Navigate to: **Journals>Enter Journals**.
2. The **Find Journals** form will display. Click the **New Journal** button.



The screenshot shows a software interface titled "Find Journals". It contains several input fields for "Batch", "Journal", "Ledger", "Source", "Category", "Period", and "Currency". There are also sections for "Status" (with "Posting" and "Funds" fields) and "Control Total" (with "Batch" and "Journal" fields). At the bottom, there are four buttons: "Clear", "New Batch", "New Journal", and "Find". The "New Journal" button is circled in red.

3. The **Journals** form opens.

- Enter a unique Journal name, beginning with your User ID (all caps), in the **Journal** field.

Journal
(YOUR USER ID) - IC FAX SERVICE (CURRENT PERIOD)

Note: If you do not enter a journal name, General Ledger automatically assigns a name using the following format: Source Journal ID Date Time.

- Enter a **Description** for the journal entry. General Ledger uses this as the default description for each journal entry line. You can change the journal entry description on any selected journal line as necessary.

Description
(CURRENT MONTH) FAX CHARGES FOR FIVE USERS IN PHYSICS

- The **Ledger** defaults to the official name of the ledger associated with the GL responsibility selected. You are in a USA responsibility (USA-GL Internal) so the default is Carnegie Mellon.

- The latest open period defaults for the journal entry (a period is defined as a month).

Note: You can change the period at the journal level.

- Enter a category in the **Category** field to describe the purpose of your journal entry. All lines in a journal entry must share the same journal category.

Category
INTERNAL CHARGES

- Leave the **Control Total** field blank. Control totals are used if you want to verify the total debits for the journal lines against the journal control total. This field is not required.

Note: A control total can be helpful when entering numerous journal lines. If the total debits in the journal do not equal the control total, a dialog box will display with a warning when you attempt to save.

10. Under the Reverse section, leave the **Period** field blank. The **Period** field is optional and is used if there is a need to reverse the journal entry.

Note: Only **posted** journals can be **reversed**. **Unposted** journals should be deleted.

11. Enter the following journal lines.

Line	Account						Debit	Credit
	Object Code	Funding Source	Function	Activity	Organization	Entity		
1	88095 - IC Fax Service	000001 – General Unrestricted	001 - Instruction	000 - Unspecified	260500 - Physics	01 - General	75.00	
2	88095 - IC Fax Service	000001 – General Unrestricted	001 - Instruction	000 - Unspecified	260000 - MCS Dean's Office	01 - General		75.00

Note: The **Journal Description** defaults to the **Description** of each line, but can be altered. Also, there is an **Account Description** at the bottom of the form that contains the text descriptions for each of the GL account string segments.

12. Check the totals at the bottom of the form to verify that the journal is in balance (Debits=Credits).

13. **Save** your work.

14. Attach the required supporting documentation for this Journal. Refer back to Pages 14 - 19 for help. *The file location is This PC > Local Disk C: > Users > (folder with your username) > Desktop > TEST.docx*
15. Refresh your journal form to see if the attachment is there.
16. F4 to return to the navigator

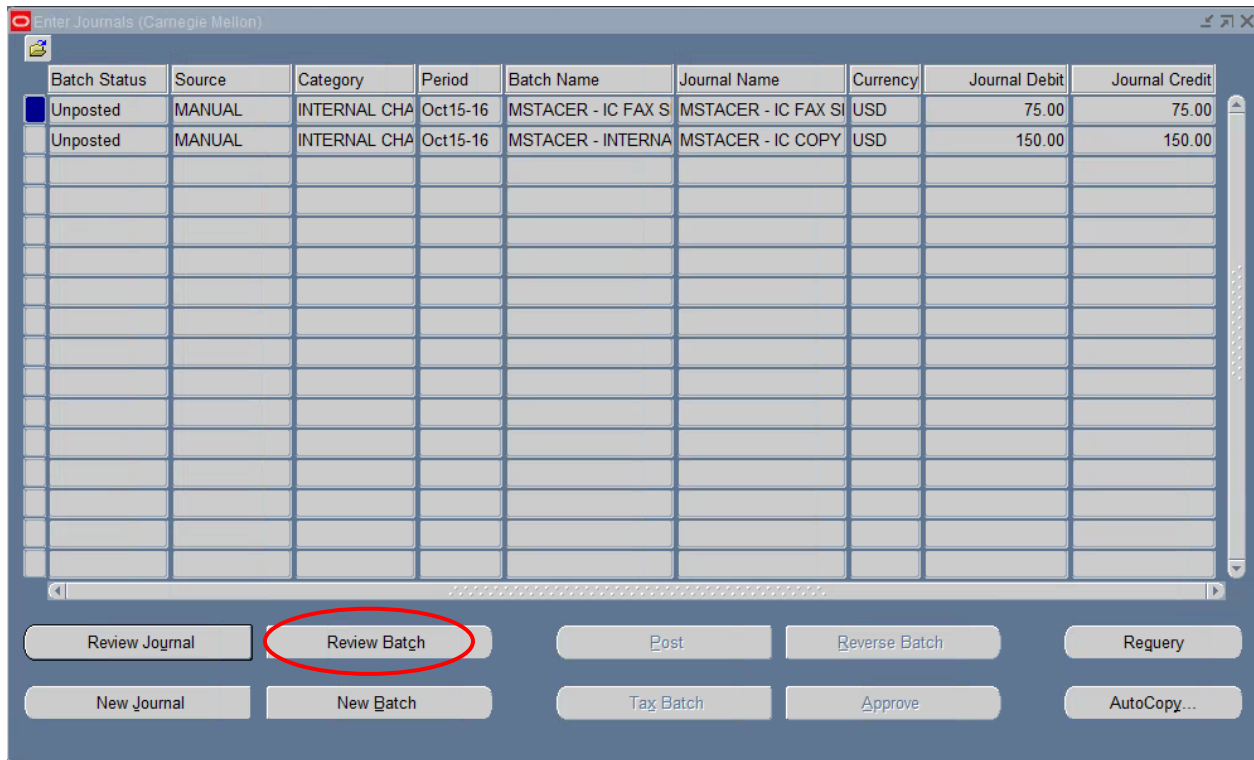
Exercise #3: Adding another Journal Entry to a Batch

Assume you now need to charge the Mathematical Sciences department (\$100.00) for copies that they made on the MCS Dean’s Office copy machine. Below is the supporting documentation you will use to create the journal entry. Find the Journal Batch that you previously created for the MCS Dean’s Office Internal Charges and enter an additional internal charge journal entry to the journal batch. Charge the Mathematical Sciences department for the expense.

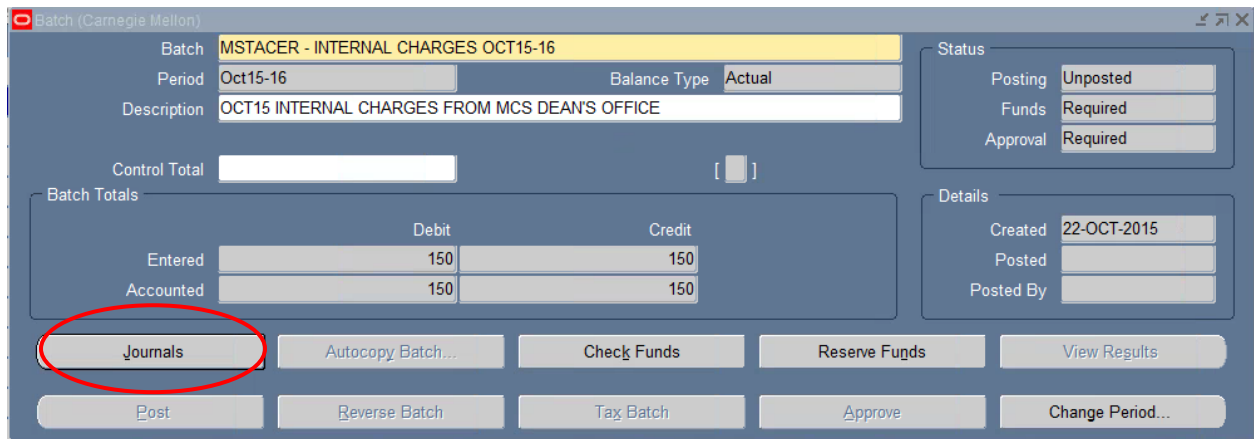
Department	Dates of Color Copies	Color Copies Amount
Mathematical Sciences	07/01/13 -> 07/06/13	26
	07/07/13 -> 07/13/13	36
Mathematical Sciences	07/14/13 -> 07/20/13	57
	07/21/13 -> 07/31/13	21
Total Color Copies		140
Cost per Color Copies		\$0.7143
Subtotal		\$100.00

1. Navigate to: **Journals>Enter Journals.**
2. The **Find Journals** from opens. Enter search criteria for the batch that you previously created. Click on the **Find** button.

3. The **Enter Journals** form opens. Select your batch and click the **Review Batch** button.





4. The **Batch** form opens. Click the **Journals** button.

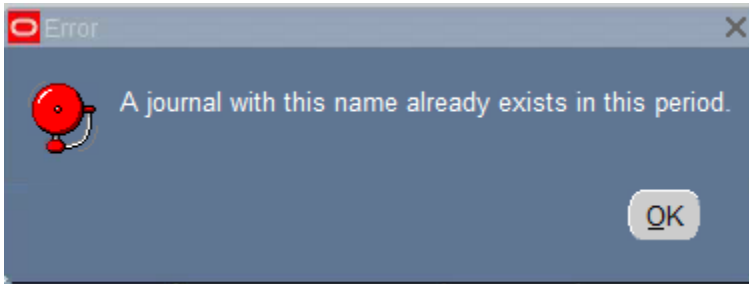


5. The **Journals** form opens and displays your previously created journal entry.

7. Enter a unique Journal name beginning with your User ID in the **Journal** field.

Journal
(YOUR USER ID) - IC COPY CHARGES (DATE)

-  **Note:** If you do not enter a journal name, General Ledger automatically assigns a name using the following format: Source Journal ID Date Time.
-  **Note:** Every Journal name must be unique; cannot re-use a journal name. The system will display a message



8. Enter a **Description** for the journal entry. General Ledger uses this as the default description for each journal entry line. You can change the journal entry description on any selected journal line as necessary.

Description
(CURRENT MONTH) COPY CHARGES FOR PROF SMITH

9. The **Ledger** defaults to the official name of the ledger associated with the GL responsibility selected. You are in a USA responsibility (USA-GL Internal) so the default is Carnegie Mellon.
10. The open period defaults from the batch. You cannot change the period at the at the journal level. All journal entries within a batch must have the same period as the batch.
11. Enter a category in the **Category** field to describe the purpose of your journal entry. All lines in a journal entry share the same journal category.


Category
INTERNAL CHARGES

12. Leave the **Control Total** field blank. Control totals are used if you want to verify the total debits for the journal lines against the journal control total. This field is not required.
13. Under the Reverse section, leave the **Period** field blank. The **Period** field is optional and is used if there is a need to reverse the journal entry.

-  **Note:** Only **posted** journals can be **reversed**. **Unposted** journals should be deleted.

14. Enter the following journal lines

Line	Account	Funding Source	Function	Activity	Organization	Entity	Debit	Credit
1	88100 - IC Copying	000001 - General Unrestr.	001 - Instruction	000 - Unspecified	260300 - Mathematical Sciences	01 - General	100.00	
2	88100 - IC Copying	000001 - General Unrestr.	001 - Instruction	000 - Unspecified	260000 - MCS Dean's Office	01 - General		100.00

 **Note:** The **Journal Description** defaults to the **Description** of each line, but can be altered. Also, there is an **Account Description** at the bottom of the form that contains the text descriptions for each of the GL account string segments.

15. Check the totals to verify that the journal is in balance (Debits=Credits).


16. **Save** your work.

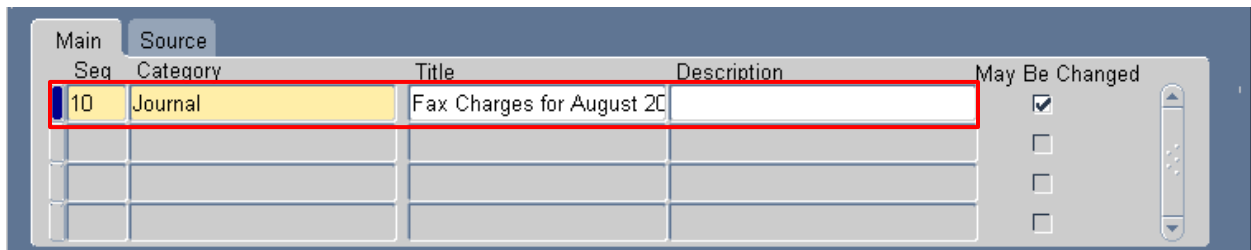
17. Attach the required supporting documentation for this Journal. Refer back to Pages 14 - 19 for help. *The file location is This PC > Local Disk C: > Users > (folder with your username) > Desktop > TEST.docx*


18. Refresh your journal form to see if the attachment is there.

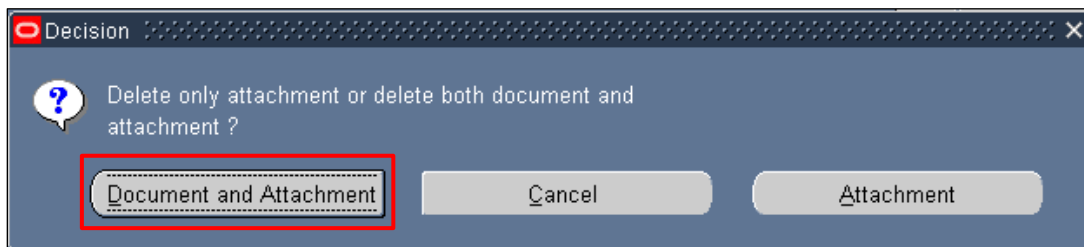
Deleting Attachments

There are instances when you may want to delete or remove documentation that you have attached to a Journal. Suppose that after you have attached a file, you realize that you have attached the wrong file and would like to attach a different file instead. Or, suppose your journal was rejected by the approver because the documentation was not sufficient. In either of these two scenarios, you would need to delete your existing attachment, and then attach a different file. In the instance your journal was rejected by the approver, you would need to re-submit it for approval after attaching new backup documentation. Note: You cannot delete an attachment from a journal that has a 'posted' status.

1. Find and open the fax charges journal. Click on the paperclip icon  to open the Attachments form.
2. Place your cursor on the line that contains the attachment you would like to delete.



3. Click the **Delete** icon  on the toolbar.
4. A Decision box will appear. Always select '**Document and Attachment**' so the attachment is removed from the journal and the document is removed from the database.



5. Click the **Save** icon. 

Note: After deleting the attachment, you may need to repeat the process for adding an attachment to add the correct backup documentation.

Journal Approval/Journal Posting

Journal Approval Categories:

GL JOURNAL APPROVAL BY TYPE

- Internal Charge Journal
 - **Approval required**
 - Object code names begins with "IC"
 - > Recharge units 68xxx- Revenue/88xxx – Expense
 - > Non-Recharge units 88xxx for both sides of the entry
- Activity Change Journal
 - **Approval Required**
 - Only GL redistribution that can be done by campus
 - > All other GL segment changes must be done through redistribution forms at the source

84106.000001.520.000.540700.01	25.00
84106.000001.520.201.540700.01	25.00

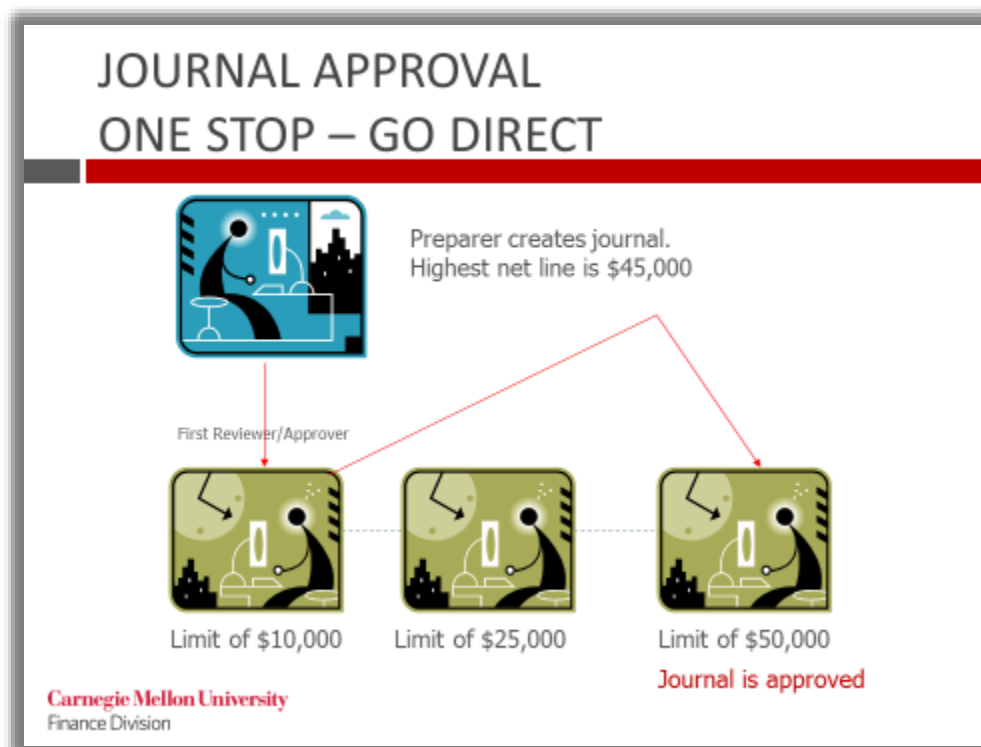
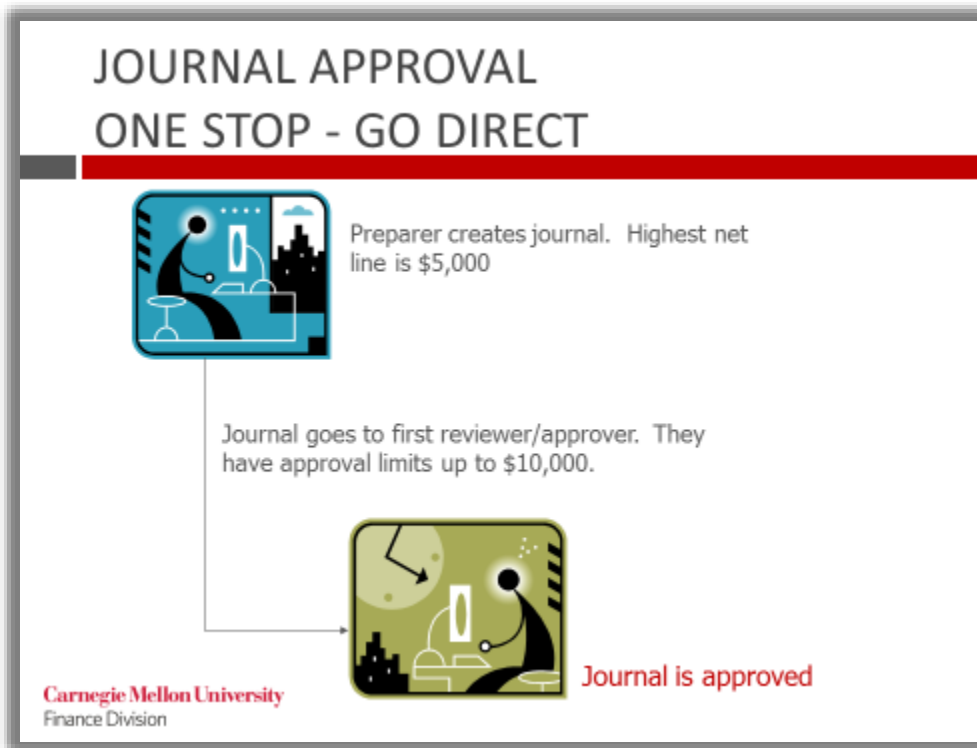
Carnegie Mellon University
Finance Division

GL JOURNAL APPROVAL BY TYPE

- Funding Journal
 - No approval required
 - Reviewed monthly for misuse
 - Object codes 72100-72400 only

Carnegie Mellon University
Finance Division

The journal approval method used at Carnegie Mellon is called One Stop – Go Direct.



Exercise #4: Journal Approval and Journal Posting

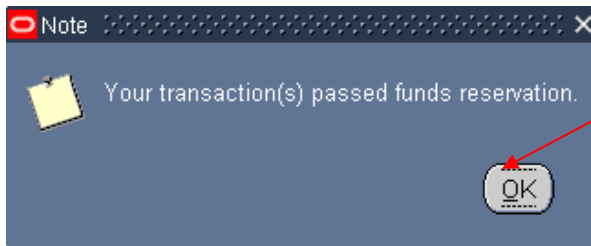
Steps for Journal Approval

1. Find one of the journals you've entered.
2. Note the **Post** and **Approve** buttons are not available.

The screenshot shows the 'Journals' window for 'APERVINS - IC FAX SERVICE'. The journal description is 'JAN12-12 FAX CHARGES FOR ED JONES - 40 FAXES'. The 'Post' and 'Approve' buttons are disabled. The 'Reserve Funds' button is highlighted with a red arrow. The 'Next Desc' field is also highlighted with a red arrow.

Line	Account	Debit (USD)	Credit (USD)	UCM	Qty	Description
1	88095 00000 001 000 260900 01	75.00				JAN12-12 FAX CHARGES
2	88095 00000 001 000 260000 01		75.00			JAN12-12 FAX CHARGES
		75.00	75.00			

3. Click on **Reserve Funds**. The following note will display. Click on **OK**.

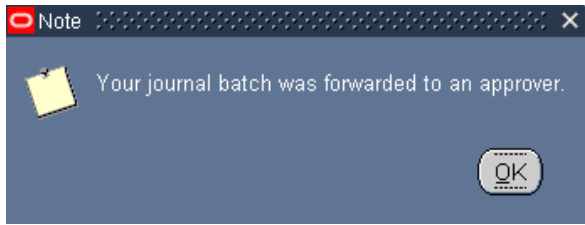


4. The **Approve** button is now available. The status of **Funds** on the *Other Information* tab changed to Passed

The 'Other Information' tab shows the following status information:

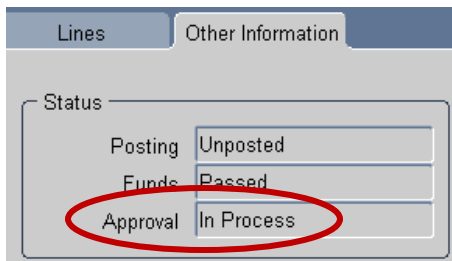
Status	
Posting	Unposted
Funds	Passed
Approval	Required

5. Click on the **Approve** button. The following note will display.
6. The system will notify you that your journal has gone to an approver. Click OK to close the note.

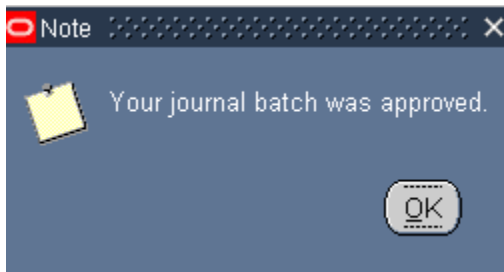


- Note:** If the journal systematically requires back up documentation and you have not included an attachment, the system will allow you to reserve funds; however, you will not be able to submit your journal for approval until you have attached backup documentation.
- Note:** If one of the journal lines is \$100,000 or more (debit or credit), the user will also receive a notification that the attachment (backup support) will be reviewed and retained by Financial Reporting for University audit reasons when the journal is submitted for approval.

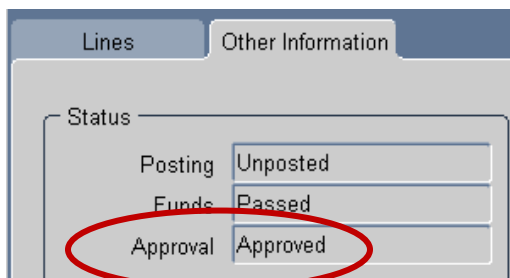
7. The Approval status on the Other Information tab will change to "In Process".



- At this point, the journal batch has been forwarded to your first level reviewer or approver for review. All journals successfully approved will be automatically posted nightly.
- If the Journal category does not require approval, the message will say (applies to the Funding Category) :




10. The status will show "Approved" and will require manual posting.

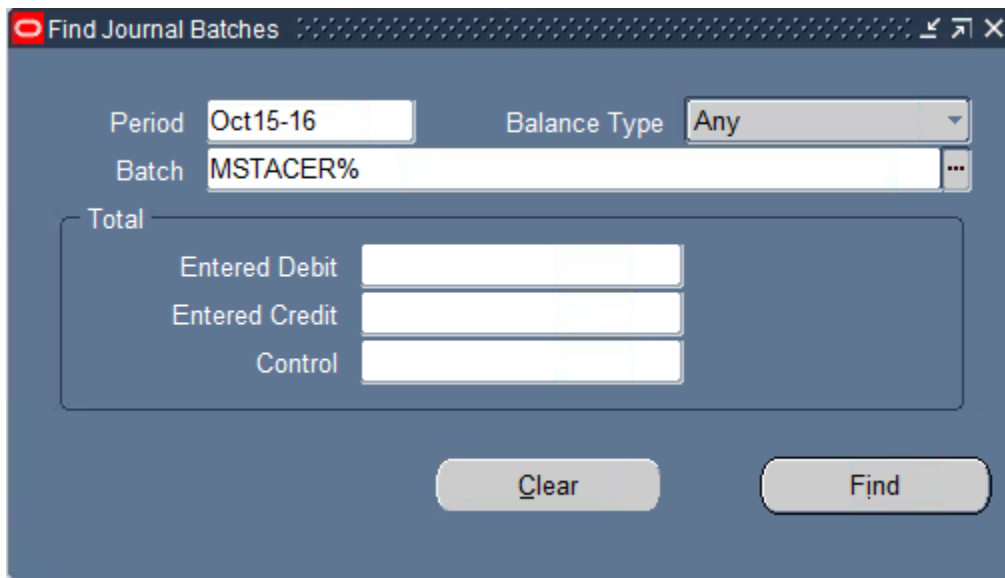


Steps for Journal Posting

Journal categories that do not require approval are not automatically posted nightly. Posting must be done manually. Once a journal is approved, you can manually post it also.

 **Note:** Journal entries you create in your GL – Internal responsibility must be posted using the same GL – Internal responsibility. If not, when you try to post the entry, the Posting: Single Ledger concurrent request may end in Warning. If the occurs, simply post the journal from your GL – Internal responsibility.

1. Navigate to: **Journals>Post Journals**.
2. The **Find Journal Batches** form appears. Enter search criteria for the journal batch that you want to post in the **Batch** field. (This would be the batch you created earlier, which was named: USER ID-INTERNAL CHARGES). Click the **Find** button.



The screenshot shows a software window titled "Find Journal Batches". The window has a dark blue header with the title and standard window controls (minimize, maximize, close). Below the header, there are several input fields and buttons. The "Period" field contains "Oct15-16". The "Balance Type" field is a dropdown menu currently set to "Any". The "Batch" field contains "MSTACER%". Below these fields is a section titled "Total" which contains three input fields: "Entered Debit", "Entered Credit", and "Control". At the bottom of the window are two buttons: "Clear" and "Find".

3. The **Post Journals** form appears and displays the **Period**, **Batch**, **Balance Type** (Budget, Actual, or Encumbrance), **Debit**, **Credit**, and **Control Total** fields. Check the **Control Total** field for the journal entry batch, if you entered one. If the **Control Total** does not equal **Total Entered Debits** and **Total Entered Credits**, you cannot post the batch.

Post Journals (Carnegie Mellon)

	Period	Batch	Balance Type	Total Entered		Control Total
				Debit	Credit	
<input checked="" type="checkbox"/>	Oct15-16	MSTACER - IC FAX SERVICE	Actual	75.00	75.00	
<input checked="" type="checkbox"/>	Oct15-16	MSTACER - INTERNAL CHAR	Actual	250.00	250.00	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Batch Information

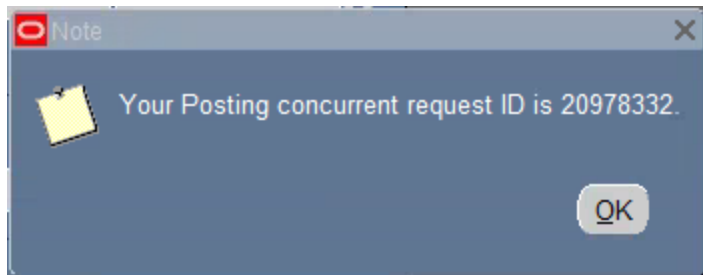
Post Status:

Batch Status:

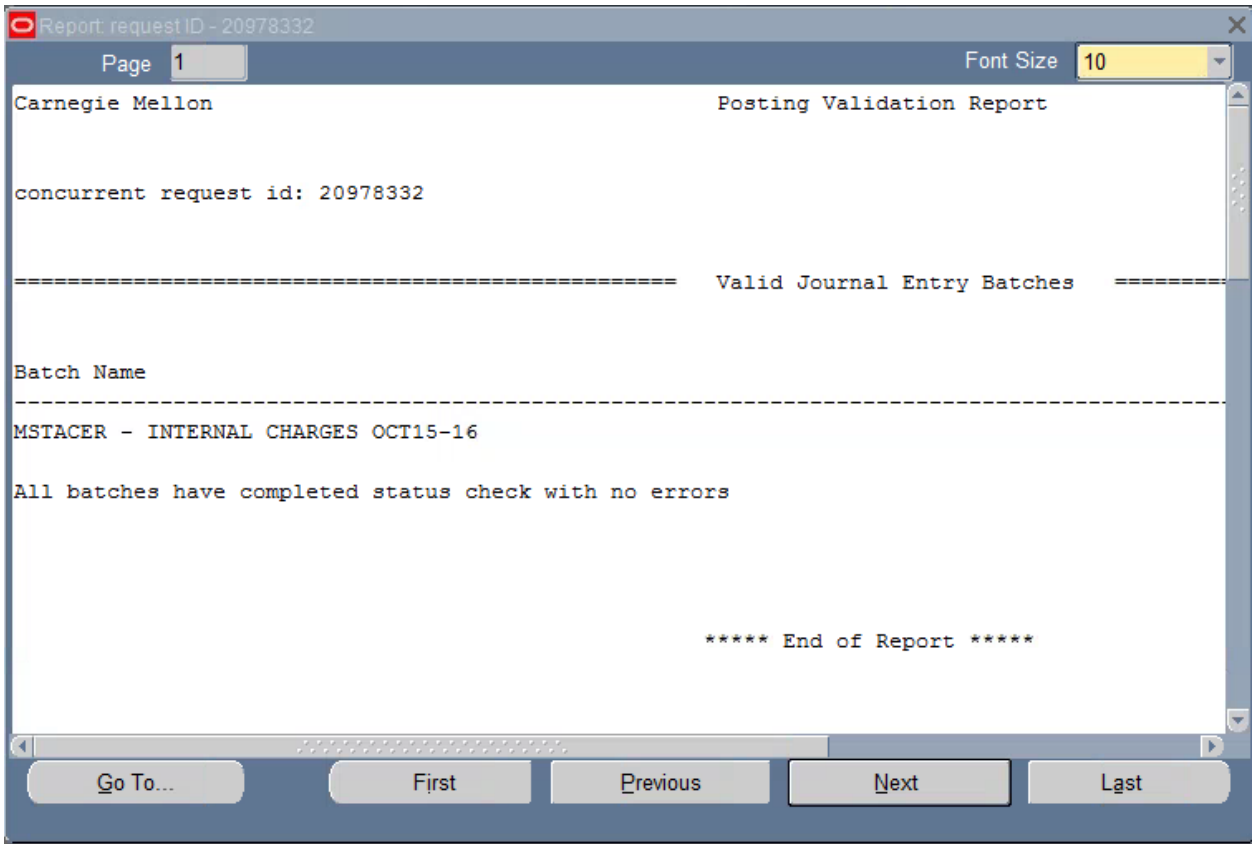
- In the **Batch Information** region located at the bottom of the screen, review the **Post Status** and **Period Status** fields to determine if your batch is available for posting.
- If you want to review the batch prior to posting, click the **Review Batch** button and then the **Journals** button on the **Batch** form.
- When ready to post, from the **Post Journals** form, select the journal batch you want to post by clicking the box next to the batch. A checkmark will appear in the box and the line will be highlighted in blue. You can post more than one batch at the same time by simply clicking in the checkboxes. Click the **Post** button to post the batch.



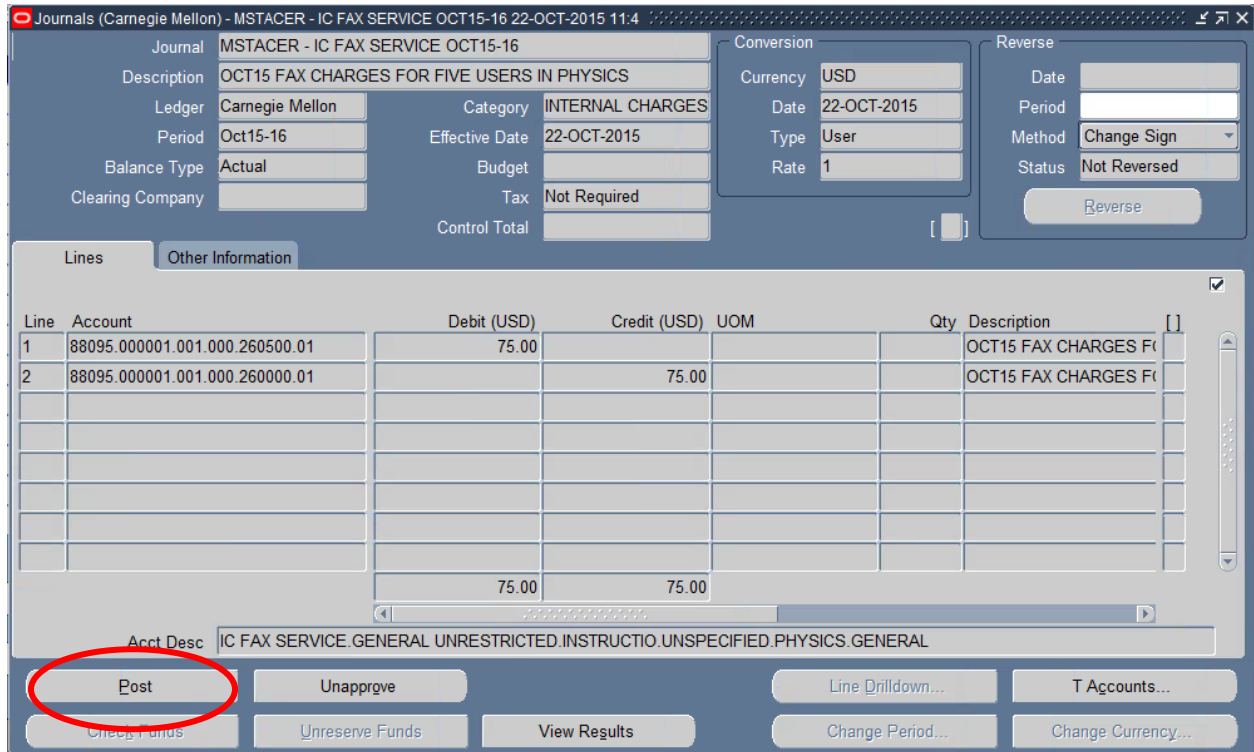
7. A **Note** form opens displaying your concurrent request ID number. Make a note of the request number. Check your request output after the request has completed to verify that the entries posted without errors.

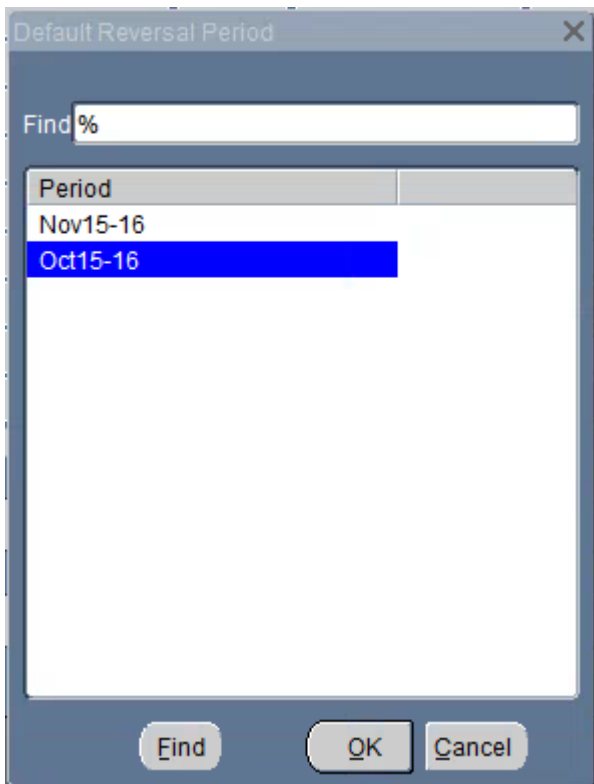


8. Check your request output by navigating to the **View** and **Requests** menu options.

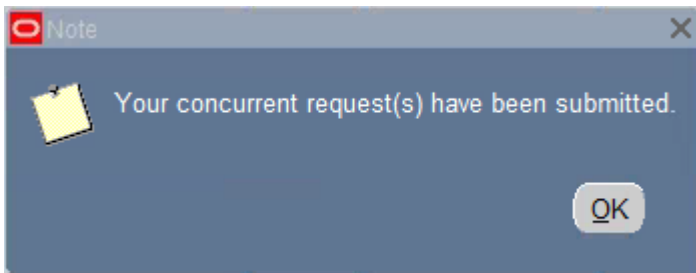


9. The Post Button is also available on the following forms
 - a. On the Journal form itself, after approval.






3. A **Note** form will display verifying that a concurrent request has been submitted.



4. General Ledger will create an individual reversing batch for each journal in the original batch. The batch name for each journal will begin with the word "Reverses" and then the original journal name in quotes. Transactions as far as accounts and descriptions will be exactly the same but all the numbers will be negative (unless you original had negative numbers than they will be positive). For example, if the first line of your original entry was a debit of 100.00, that same line in the Reversing entry will be for -100.00.

 **Note:** System-generated reversed journals will not systematically require supporting documentation to be attached to the journal.

5. Navigate back to the **Find Journals** form and enter search criteria to verify the reversing batch was created.

Note: Be sure to put the % signs on both sides of your **Userid** when entering search criteria to retrieve the reversing batch.

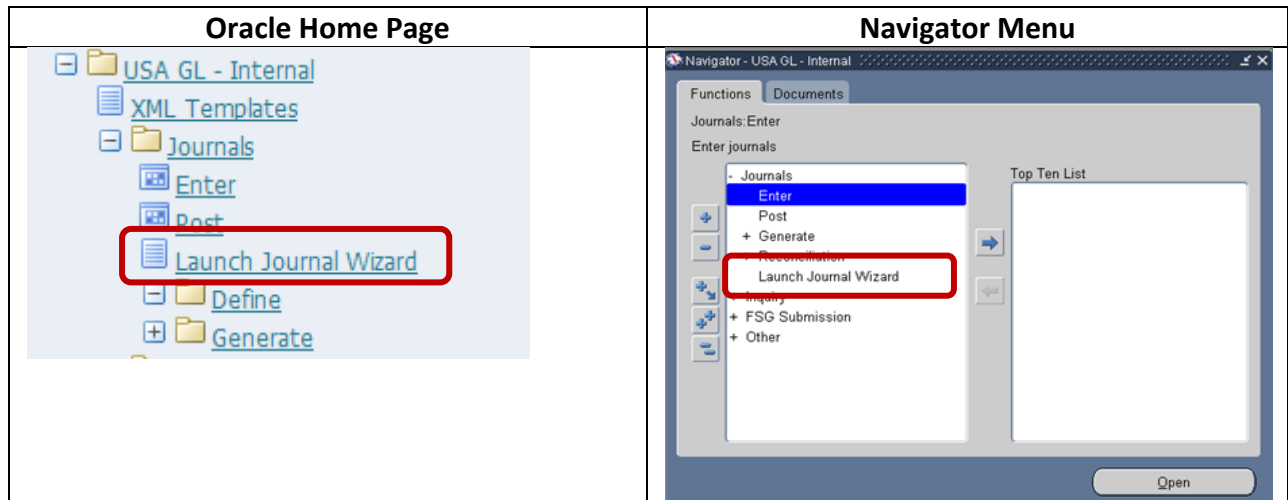
Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	MANUAL	INTERNAL CHA	Oct15-16	MSTACER - IC FAX S	MSTACER - IC FAX SI	USD	75.00	75.00
Posted	MANUAL	INTERNAL CHA	Oct15-16	MSTACER - INTERNA	MSTACER - IC COPY	USD	150.00	150.00
Posted	MANUAL	INTERNAL CHA	Oct15-16	MSTACER - INTERNA	MSTACER - IC COPY	USD	100.00	100.00
Unposted	MANUAL	INTERNAL CHA	Oct15-16	Reverses "MSTACER	Reverses "MSTACER	USD	(150.00)	(150.00)
Unposted	MANUAL	INTERNAL CHA	Oct15-16	Reverses "MSTACER	Reverses "MSTACER	USD	(100.00)	(100.00)

- The system creates a separate batch for each journal reversed in the original batch.
- The category Internal Charges requires Journal Approval. Review each reversing journal, reserve funds and click on Approve to send it through Journal Approval. Refer to the Journal Approval and Journal Posting section in this manual.

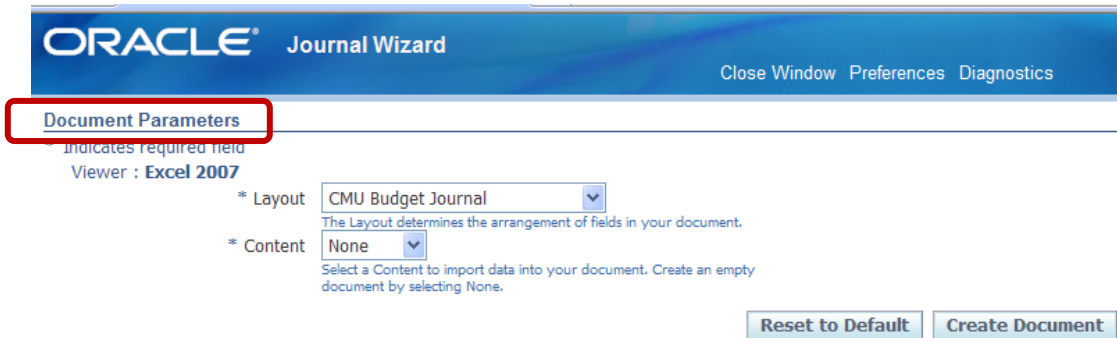
Using the GL Journal Wizard

Journal Wizard is used to download a journal template into an Excel workbook. Having a journal in an Excel worksheet allows a user to easily cut and paste transactions into the journal. This is especially convenient when dealing with a lot of transactions. In addition, some users are more comfortable working in Excel rather than the Oracle Apps.

Open the *Journals* menu branch either on the home page or on the *Navigator Menu* as shown here:

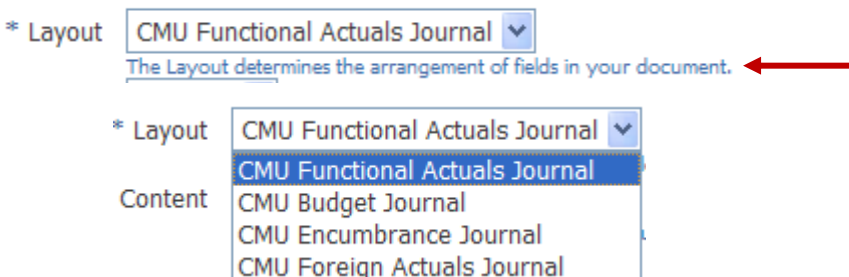


Select *Launch Journal Wizard*.



The *Journal Wizard* form opens. In this page you will choose the type of journal you want to enter which is why it is called *Document Parameters*.

Layout defaults to *CMU Functional Actuals Journal*. When selecting a layout, you are actually selecting a pre-designed Excel Journal Entry template.



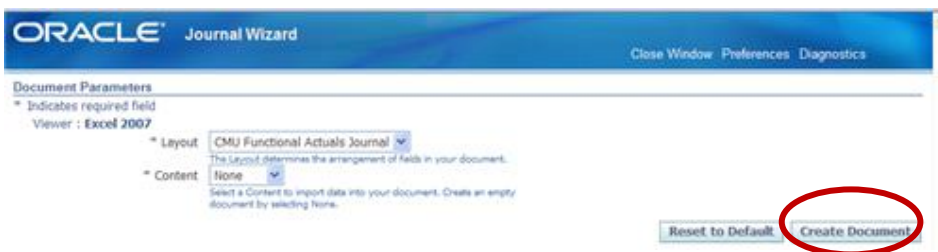
There are only two layouts that a typical user may select:

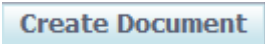
- **CMU Functional Actuals Journal** – transactions in this journal are entered in the functional currency of the ledger. We are in USA GL-Internal so the functional currency for the USA ledger is US dollar. This is the most commonly used journal.
- **CMU Foreign Actuals Journal** – transactions in this journal are entered in a currency other than the functional currency of the ledger. For example, the Australia ledger’s functional currency is AUD- Australian dollar. Thus, if you wanted to enter transactions in US dollars into the Australia ledger, you would have to use the CMU Foreign Actuals Journal.
- **CMU Budget Journal and CMU Encumbrance Journals** are used by Central Administration to make occasional corrections in the system.

Today we will use the default: **CMU Functional Actuals Journal**.

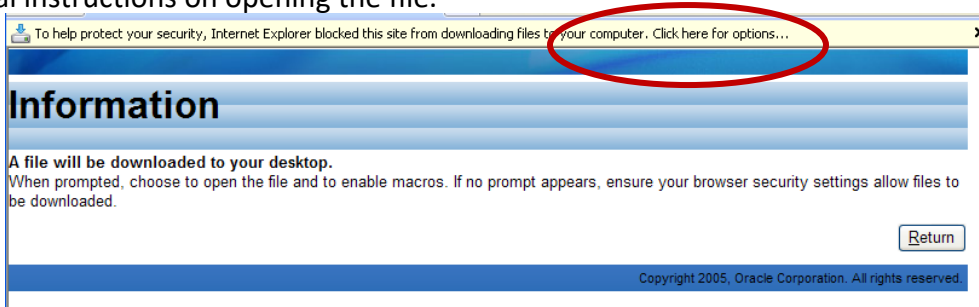
Content is not used at Carnegie Mellon. It is a required field for Oracle so it is automatically defaulted to None.

That’s all that is required on this page.



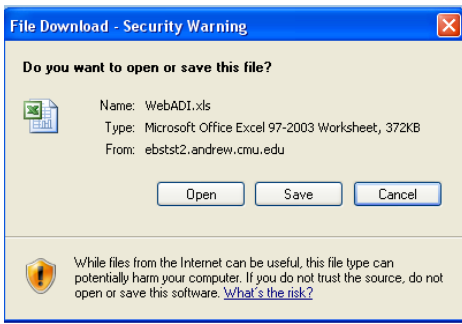
Now you want to download the template which is done by clicking on the  button.

An informational message will display letting you know a file will be downloaded to your desktop with additional instructions on opening the file.

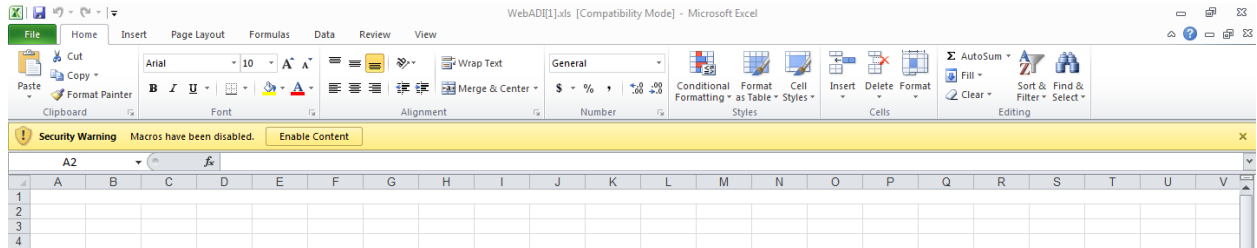


- a. Depending on your computer security setup, you may have to take action to allow the download.

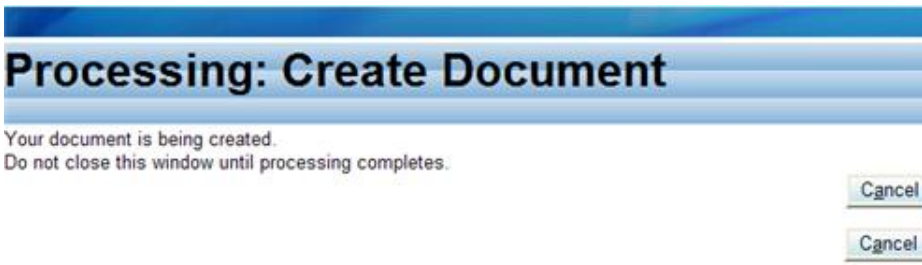
Once the download is allowed, you will be prompted to open or save the file or just cancel. This is standard form. At this point, you can only open the file.



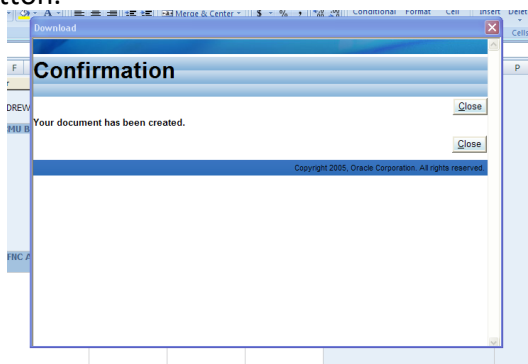
Excel automatically opens. A security warning appears, click on Enable Content to download the macro-enable workbook.



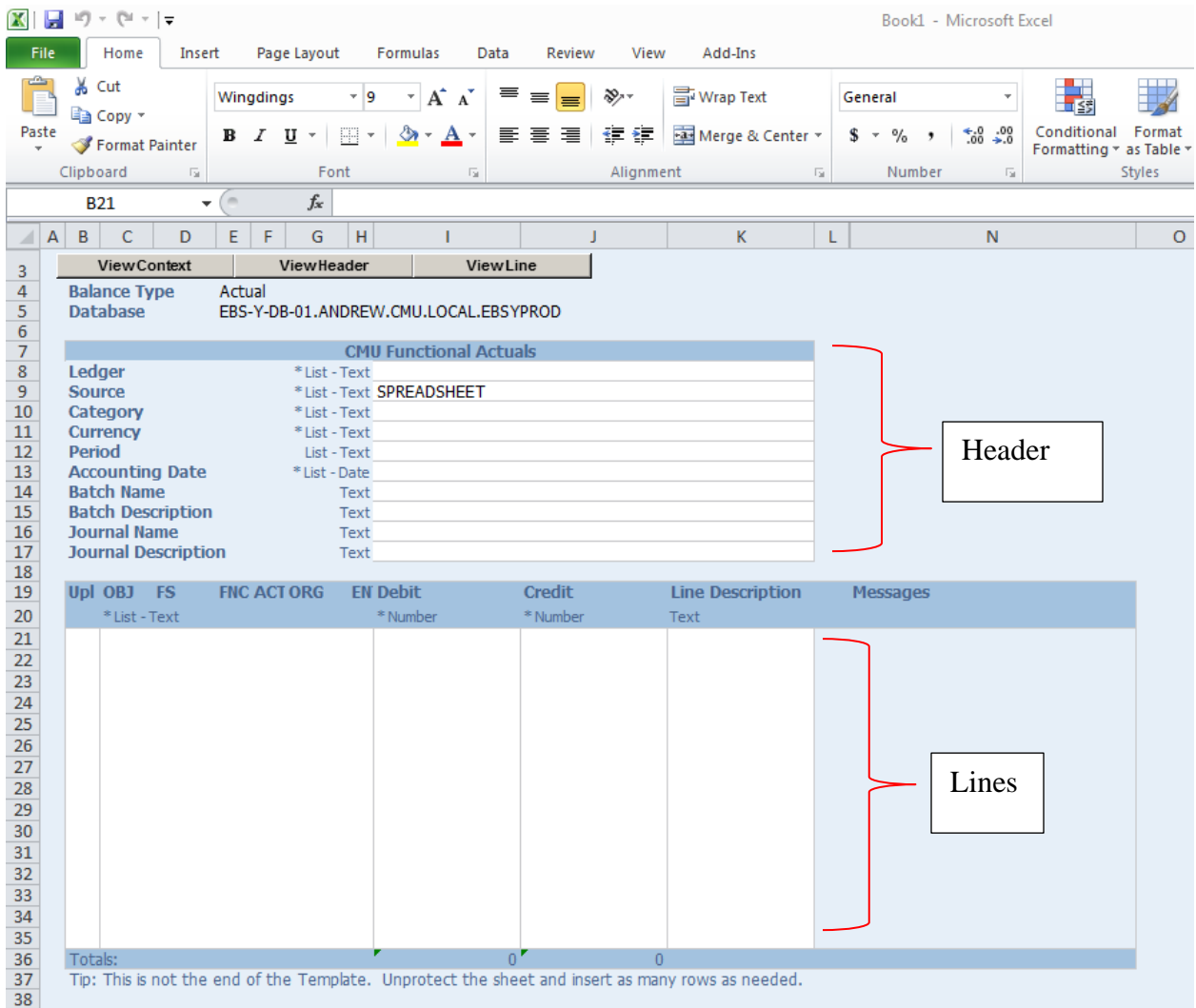
While downloading the file you will get this 'processing' message. You do have the option to cancel at this point.



When the download is complete you'll get a confirmation notification which can be closed by clicking on the Close button.



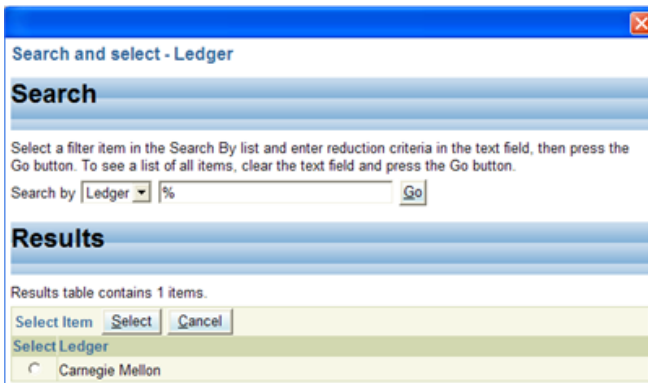
Here is our CMU Functional Actuals Journal ready for us to enter data.



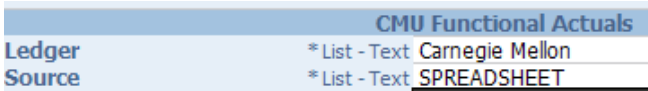
Entering data into the journal template

Header

1. The name of the journal template, CMU Functional Actuals is highlighted in the blue bar at the top of the header. List indicates there is a list of values available for this particular field. Also shown is the format of the field such as text or date. An asterisk indicates a required field in Oracle; however, all the header fields are required for Carnegie Mellon.
2. The first field is the Ledger field. Double-click into the **Ledger** field.



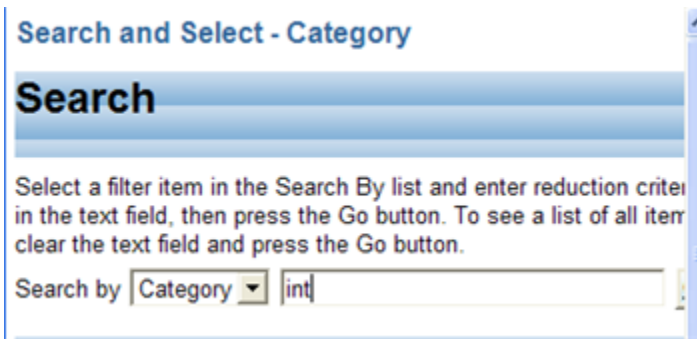
3. A Search and select window opens. The field designation is shown next to the window name. There is only one value to select so it is automatically displayed. It is Carnegie Mellon which is the official name of the USA ledger. To select it, click into the radio button preceding the ledger name and then click on the **Select** button.



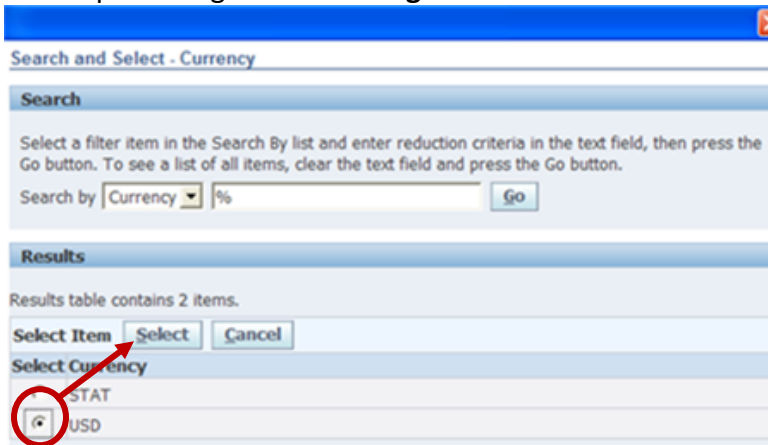
4. The source field defaults to Spreadsheet and should not be changed unless you are designated to do so as in the case of a feeder or recharge organization.
5. Double-click into the Category field.



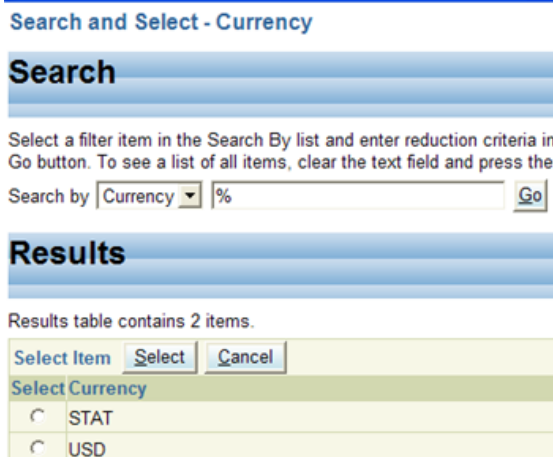
6. The Search and Select window for Category opens. The List of Values for Category contains 198 items so you will need to narrow the search. The category you want is **Internal Charges**.
7. In the *Search* region enter **int** into the Search field. The wild card (%) is implied. Click on the **Go** button (scroll to the right to see the Go button.)



8. If there are two categories with the same name, always pick the one in uppercase. Click into the radio button preceding **Internal Charges** then click on the **Select** button.



9. Now that the category has been selected, I'll bet you know what to do next. You're right. Double-click into the Currency field.



- a. Select **USD** (US Dollar) which is the functional currency of the USA Ledger.

10. The Period field is next.

Search and Select - Period Name

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by %

Results

Results table contains 3 items.

Select Item	Select	Cancel
Select Period Name		
Jun12-12		
May12-12		

- The period list displays the current open period and the future entry period (**the instructor will tell you what period to use.**) You can create a journal in the future period but you would not be able to have it approved or posted until the period has been opened.
- The list of values for **Accounting Date** is a calendar.

Search and Select - Accounting Date

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

23-May-2012

- Click on the date in the calendar. The date will then appear in the field below the calendar and then you can select it.

CMU Functional Actuals	
Ledger	* List - Text Carnegie Mellon
Source	* List - Text SPREADSHEET
Category	* List - Text INTERNAL CHARGES
Currency	* List - Text USD
Period	List - Text May12-12
Accounting Date	* List - Date 5/23/2012
Batch Name	Text
Batch Description	Text
Journal Name	Text
Journal Description	Text

- Click into the **Batch Name** field. Start the **Batch Name** with your userid followed by ' - INTERNAL CHARGES' in uppercase. Click into the **Batch Description** field.

Batch Name	Text PERKINS - INTERNAL CHARGES
Batch Description	Text
Journal Name	Text
Journal Description	Text

- In the **Batch Description**, type *COPY CHARGES FOR (use current period)*.

Batch Name	Text PERKINS - INTERNAL CHARGES
Batch Description	Text COPY CHARGES FOR MAY12-12
Journal Name	Text
Journal Description	Text

- Now simply use the Excel copy command to copy the Batch Name and Description into the Journal Name and Description.

CMU Functional Actuals	
Ledger	* List - Text Carnegie Mellon
Source	* List - Text SPREADSHEET
Category	* List - Text INTERNAL CHARGES
Currency	* List - Text USD
Period	List - Text May12-12
Accounting Date	* List - Date 5/23/2012
Batch Name	Text PERKINS - INTERNAL CHARGES
Batch Description	Text COPY CHARGES FOR MAY12-12
Journal Name	Text PERKINS - INTERNAL CHARGES
Journal Description	Text COPY CHARGES FOR MAY12-12

17. The *Header* is now complete.

Lines







Upl	OBJ	FS	FNC ACT ORG	EN Debit	Credit	Line Description	Messages
	* List - Text			* Number	* Number	Text	
Totals:				0	0		

The Upl and Messages columns are used when uploading the completed journal to the General Ledger. After the Upl column are the segments of the GL account string, the debit and credit columns and the Line Description column.

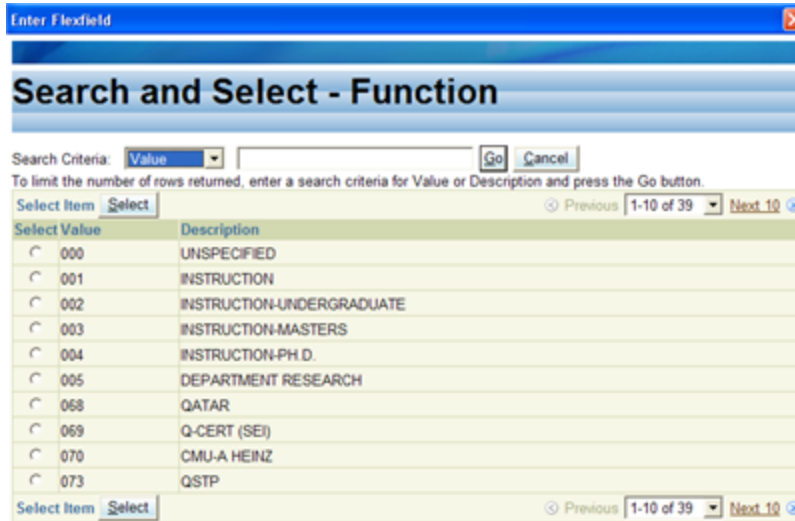
1. Double-click into the first cell in the **OBJ** column.

2. Here are the six segments of the General Ledger (GL) account string.
3. You can type the value directly into the field if you know it. Type **88100** directly into the **Object Code** field then click into the **Funding Source** field.

4. Type a 1 into the Funding Source field and click into the Function field.

Object Code	88100	
Funding Source	000001	
Function		
Activity		
Organization		
Entity		

- The leading zeros are populated for the **Funding Source**. For the **Function**, click on the *Search and Select* icon to the right of the field.



Enter Flexfield

Search and Select - Function

Search Criteria: Value

To limit the number of rows returned, enter a search criteria for Value or Description and press the Go button.

Select Item Previous 1-10 of 39 Next 10

Select Value	Description
<input type="radio"/> 000	UNSPECIFIED
<input type="radio"/> 001	INSTRUCTION
<input type="radio"/> 002	INSTRUCTION-UNDERGRADUATE
<input type="radio"/> 003	INSTRUCTION-MASTERS
<input type="radio"/> 004	INSTRUCTION-PH.D.
<input type="radio"/> 005	DEPARTMENT RESEARCH
<input type="radio"/> 068	QATAR
<input type="radio"/> 069	Q-CERT (SEI)
<input type="radio"/> 070	CMU-A HEINZ
<input type="radio"/> 073	QSTP

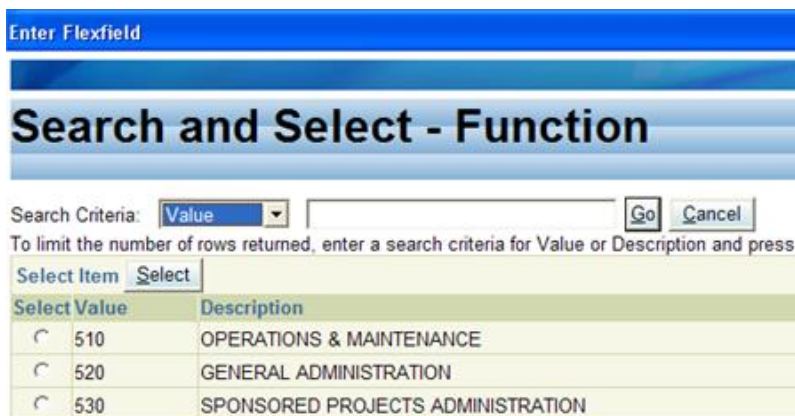
Select Item Previous 1-10 of 39 Next 10

- Type a **5** into the Search field.

Search Criteria: Value

To limit the number of rows returned, enter a search criteria for Value or Description and press t

- Click on the **Go** button to narrow the list of values to those starting with '5'.



Enter Flexfield

Search and Select - Function

Search Criteria: Value

To limit the number of rows returned, enter a search criteria for Value or Description and press t

Select Item

Select Value	Description
<input type="radio"/> 510	OPERATIONS & MAINTENANCE
<input type="radio"/> 520	GENERAL ADMINISTRATION
<input type="radio"/> 530	SPONSORED PROJECTS ADMINISTRATION

- Select **Function 520**

- Type a zero into the **Activity** and click into the **Organization** field. Once again the leading zeroes will populate.

Accounting Flexfield

Object Code	88100		IC COPYING
Funding Source	000001		GENERAL UNRESTRICTED
Function	520		GENERAL ADMINISTRATION
Activity	000		
Organization			
Entity			

8. Open the *Search and Select* window for **Organization**.

Enter Flexfield

Search and Select - Organization

Search Criteria: Value

To limit the number of rows returned, enter a search criteria for Value or Description and press the Go button.

Select Item 1-10 of 1290

Select Value	Description
<input type="radio"/> 000001	CENTRAL OPERATIONS
<input type="radio"/> 000002	FINANCIAL REPORTING ADJUSTMENTS
<input type="radio"/> 000003	BENEFITS POOL
<input type="radio"/> 000004	GIFT ANNUITIES
<input type="radio"/> 000005	GIFTS PENDING DESIGNATION
<input type="radio"/> 000006	SEI FACILITY OVERHEAD
<input type="radio"/> 000007	INTERNATIONAL BENEFITS POOL
<input type="radio"/> 000009	CONVERSION
<input type="radio"/> 000011	UNDERGRADUATE EMPLOYMENT
<input type="radio"/> 000012	GRADUATE EMPLOYMENT

Select Item 1-10 of 1290

9. The list of values displays showing ten at a time. The organization you want is the Financial Systems Team but you don't know the number. Click on the pull-down icon for the Search Criteria. Change the Search Criteria to **Description**.

Search Criteria: Value

To limit the number of rows returned, enter a search criteria for Value or Description and press the Go button.

Select Item 1-10 of 1290

Select Value	Description
<input type="radio"/> 000002	FINANCIAL REPORTING ADJUSTMENTS

10. Type **fin** into the *Search* field and click on the **Go** button.

Search and Select - Organization

Search Criteria: Value

To limit the number of rows returned, enter a search criteria for Value or Description and press the Go button.

Select Item 1-10 of 1290

Select Value	Description
<input type="radio"/> 000002	FINANCIAL REPORTING ADJUSTMENTS
<input type="radio"/> 114000	FINANCIAL SERVICES GROUP (COMP SVCS)
<input type="radio"/> 116005	FINANCIAL SYSTEMS DEVELOPMENT (COMP SVCS)
<input type="radio"/> 233070	FINANCE CENTER (TEPPER)
<input type="radio"/> 500020	FINANCE ADMINISTRATION
<input type="radio"/> 540400	FINANCIAL REPORTING
<input type="radio"/> 540420	FINANCE BENEFITS ADMINISTRATION
<input type="radio"/> 540540	FINANCE OPERATIONS
<input type="radio"/> 540700	FINANCIAL SYSTEMS TEAM
<input type="radio"/> 920130	FINANCE (QATAR)

Select Item 1-10 of 1290

- a. Select **Financial Systems Team** from the list.

11. Type **01** into the **Entity** field. The segments are complete. Click on the **Select** button.

Accounting Flexfield

Object Code	88100	IC COPYING
Funding Source	000001	GENERAL UNRESTRICTED
Function	520	GENERAL ADMINISTRATION
Activity	000	UNSPECIFIED
Organization	540700	FINANCIAL SYSTEMS TEAM
Entity	01	

12. At this point the account is validated. This combination is valid.

Accounting Flexfield

Information

This combination is valid.

Object Code	88100	IC COPYING
Funding Source	000001	GENERAL UNRESTRICTED
Function	520	GENERAL ADMINISTRATION
Activity	000	UNSPECIFIED
Organization	540700	FINANCIAL SYSTEMS TEAM
Entity	01	GENERAL

13. If it fails validation the form would look something like this.

Accounting Flexfield

Error

Please resolve the following error to continue.

Function - (1-EX-FN-NOT-000) Expense Object Codes cannot have a Function Code of 000

Object Code	88100	IC COPYING
Funding Source	000001	GENERAL UNRESTRICTED
Function	000	UNSPECIFIED
Activity	000	UNSPECIFIED
Organization	540700	FINANCIAL SYSTEMS TEAM
Entity	01	GENERAL

14. If this happens, correct the error and click on select again. Even though your account string is valid you still must select it to place it into the journal.

15. The first account string is now in the journal. Notice a flag has appeared in the Upl column. Enter 100 into the **Debit** column and go to the **Line Description**.

Upl	OBJ	FS	FNC	ACT	ORG	EN	Debit	Credit	Line Description
	* List - Text						* Number	* Number	Text
Ⓜ	88100	000001	520	000	540700	01			

16. Type **50 copies, Aloma** into the **Line Description**. The first line is done. Click into the second.

View Context	View Header	View Line							
Balance Type	Actual								
Database	EBS-DB-T01.ANDREW.CMU.LOCAL.EBSTST3								
CMU Functional Actuals									
Ledger	* List - Text Carnegie Mellon								
Source	* List - Text SPREADSHEET								
Category	* List - Text INTERNAL CHARGES								
Currency	* List - Text USD								
Period	List - Text May12-12								
Accounting Date	* List - Date 5/23/2012								
Batch Name	Text PERKINS - INTERNAL CHARGES								
Batch Description	Text COPY CHARGES FOR MAY12-12								
Journal Name	Text PERKINS - INTERNAL CHARGES								
Journal Description	Text COPY CHARGES FOR MAY12-12								
Upl	OBJ	FS	FNC	ACT	ORG	EN	Debit	Credit	Line Description
	* List - Text						* Number	* Number	Text
Pe	88100	000001	520	000	540700	01		100	50 COPIES, ALOMA
Totals:							100	0	

17. The credit account string is 88100.000001.520.000.540100.01. The only difference in this account string is the organization. So use an Excel command to copy the account string down from the first line.

Upl	OBJ	FS	FNC	ACT	ORG	EN	Debit	Credit
	* List - Text						* Number	
Pe	88100	000001	520	000	540700	01		100
Pe	88100	000001	520	000	540700	01		

18. Change the organization to 540100. You can do this by overwriting the current organization value or double-clicking on the organization value then change the organization in the Accounting Flexfield window.

Cancel Combinations Select

Accounting Flexfield

Object Code	88100	?	IC COPYING
Funding Source	000001	?	GENERAL UNRESTRICTED
Function	520	?	GENERAL ADMINISTRATION
Activity	000	?	UNSPECIFIED
Organization	540100	?	FINANCIAL SYSTEMS TEAM
Entity	01	?	GENERAL

Cancel Combinations Select

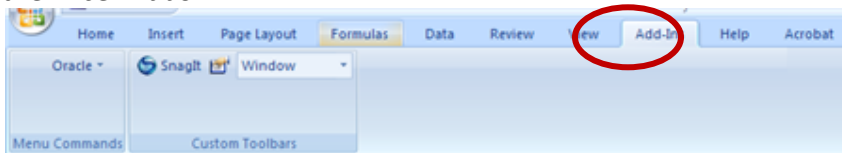
- a. Remember you will need to select the account again for validation and then select again to place the new string into the journal.

- Type 100 into the **Credit** and copy the **Line Description** from the first line.
- The journal is complete. Always verify that the debits equal the credits on the journal.

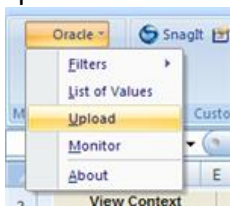
Upl	OBJ	FS	FNC	ACT	ORG	EH	Debit	Credit	Line Description	Messages
		* List - Text				* Number	* Number		Text	
R	88100	000001	520	000	540700	01		100	50 COPIES, ALOMA	
R	88100	000001	520	000	540100	01			100 50 COPIES, ALOMA	
Totals:								100	100	

Uploading the Journal

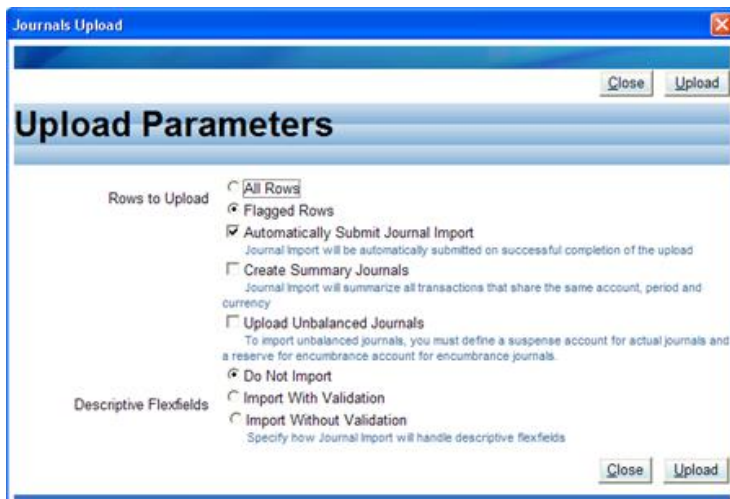
- Now you will upload the completed journal to the Oracle General Ledger. Click on the **Add-Ins** tab on the Excel ribbon.



- In the *Menu Commands* grouping, the only choice you have is **Oracle**. Click on Oracle to see the list of options.



- Select **Upload** by clicking on it. The **Journals Upload** window opens.



4. **Rows to Upload** – You can select either All or Flagged. If you select Flagged Rows be sure all lines in the journal have a flag in the Upl column or you might upload an unbalanced journal.
5. **Automatically Submit Journal Import** - Should be checked. This request actually creates the journal in the GL.
6. **Descriptive Flexfields** – Accept the default of ‘Do Not Import’.
7. You’re ready to upload. Click on the **Upload** button.
8. A processing message will appear.



9. Then a Confirmation or an Error message will appear.



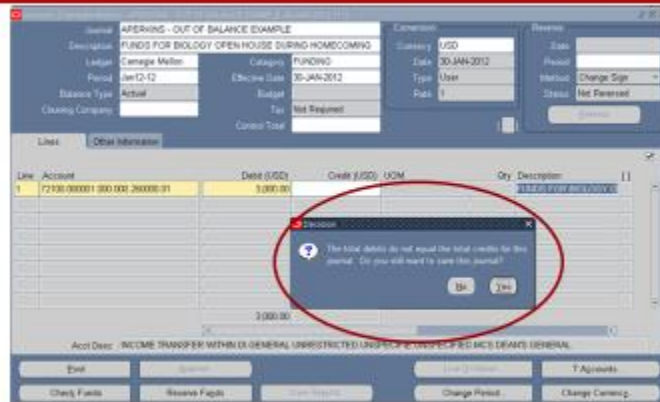
10. Happy faces will appear in the **Messages** column.

View Context		View Header		View Line			
Balance Type	Actual						
Database	EBS-DB-T01.ANDREW.CMU.LOCAL.EBSTST3						
CMU Functional Actuals							
Ledger	* List - Text Carnegie Mellon						
Source	* List - Text SPREADSHEET						
Category	* List - Text INTERNAL CHARGES						
Currency	* List - Text USD						
Period	* List - Text May12-12						
Accounting Date	* List - Date				5/23/2012		
Batch Name	Text PERKINS - INTERNAL CHARGES						
Batch Description	Text COPY CHARGES FOR MAY12-12						
Journal Name	Text PERKINS - INTERNAL CHARGES						
Journal Description	Text COPY CHARGES FOR MAY12-12						
Upl	OBJ	FS	FNC ACTORG	EN Debit	Credit	Line Description	Messages
	* List - Text			* Number	* Number	Text	
	88100	000001	520 000	540700 01	100	50 COPIES, AL	MA
	88100	000001	520 000	540100 01		100 50 COPIES, AL	MA

11. If you encountered an error, the error message would be in the Messages column with a red unhappy face.
12. Remember you are not done with this journal. You still have to sign into the apps to add any required supporting documentation, submit the journal for approval and post it.

Basic Accounting Reminders

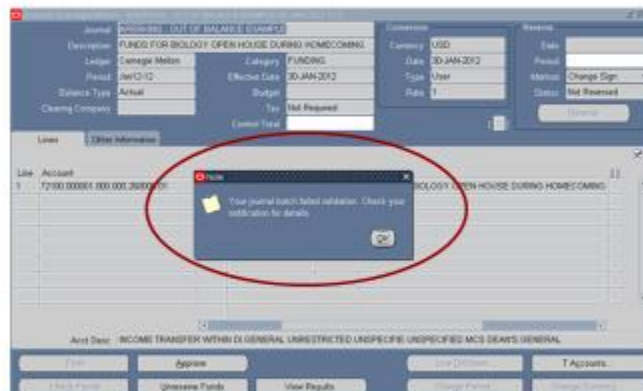
UNBALANCED GL JOURNAL ENTRY



- Journals must be in balance (debits = credits)
- Can save out of balance, but will get warning message

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UNBALANCED GL JOURNAL ENTRY



- Will fail validation and will not enter journal approval

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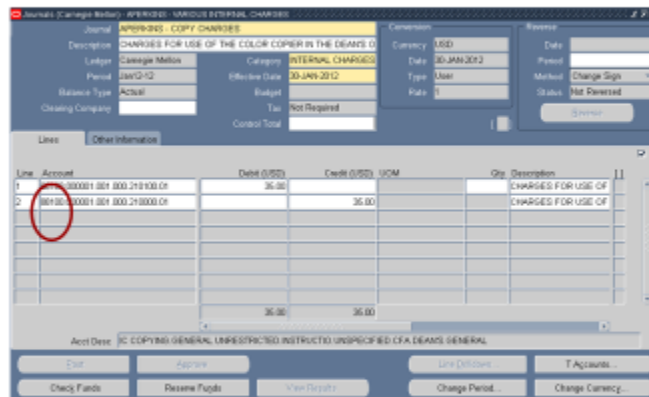
FUNDING JOURNAL REMINDERS



- Use same object code on both sides of the entry
- Examples:
 - 72100 – Within Division
 - 72200 – Outside Division

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INTERNAL CHARGE JOURNAL REMINDERS



- Non-recharge operations use the IC expense objects (88xxx) on both sides of journal

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INTERNAL CHARGE JOURNAL REMINDERS

Line	Account	Debit (USD)	Credit (USD)	UCM	Qty	Description
1	6888 00000 000 000 26067 01	40.00				LABORATORY SUPPLIES FROM STOREROOM - 2 KM CHARTS
2	8888 00000 000 000 26067 01		40.00			LABORATORY SUPPLIES FROM STOREROOM - 2 KM CHARTS
		40.00	40.00			

- Recharge centers use IC revenue objects (68xxx) with corresponding IC expense objects (88xxx)

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INTERFUND JOURNALS

Line	Account	Debit (USD)	Credit (USD)	UCM	Qty	Description
1	0000 00000 700 000 8007 01	300.36				DIGITAL WIDGET FOR M...
2	8888 00000 000 000 26067 01		300.36			DIGITAL WIDGET FOR M...
		300.36	300.36			

- User creates transaction between two different entities in the same Ledger = entities out of balance

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INTERFUND JOURNALS

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	80086.00000.700.000.000.1.32	300.00				DIGITAL WIDGET FOR M
2	80086.00000.000.000.260.01.01		300.00			DIGITAL WIDGET FOR M
3	30105.00000.000.000.000.1.32	300.00				Intracompany balancing fr
4	30105.00000.000.000.000.1.01		300.00			Intracompany balancing fr
		000.00	000.00			

- ❑ System creates interfund lines to balance the entities in the GL.

- ❑ Users may or may not see these balancing entries

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AGENCY JOURNAL REMINDERS

xxxxx.901215.610.000.750131.95

Agency Funding Source - Quilting Club Custodian Agency Entity

- ❑ Agencies:
 - ❑ Not part of university operations/reporting, but use Oracle to receive funding and record transactions
 - ❑ University organization acts as custodian

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