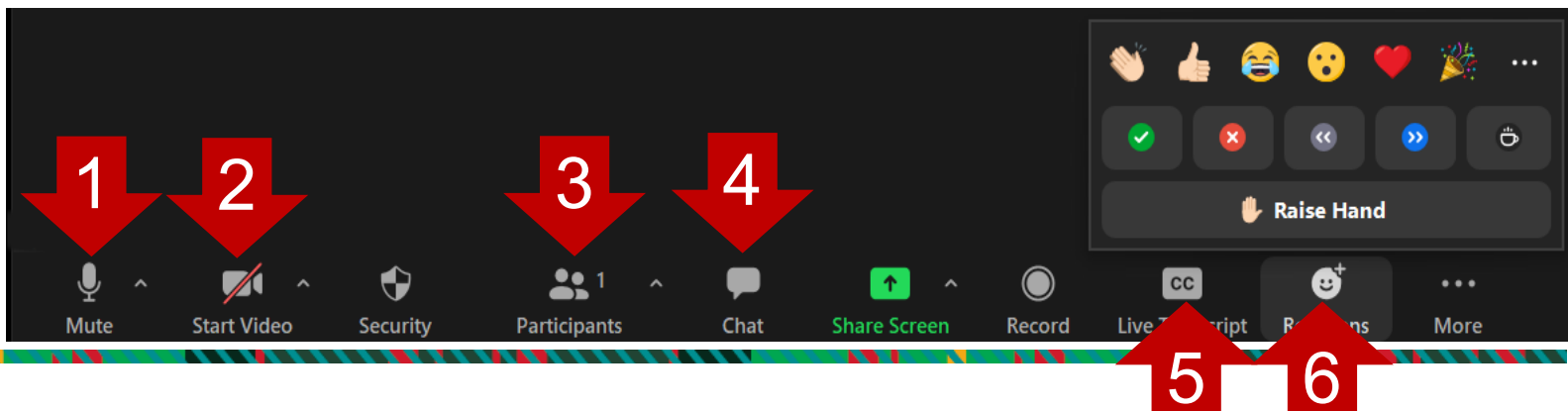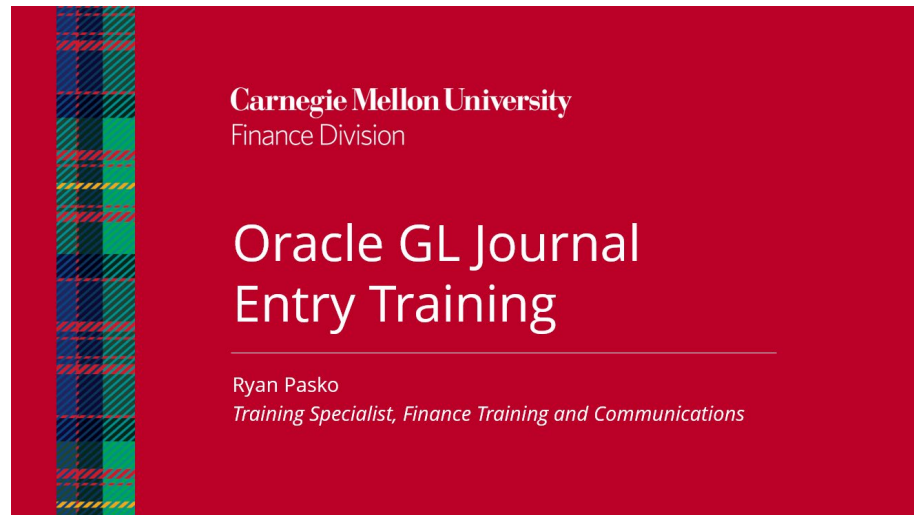# Please set up your computer

1. Mute your microphone
2. Start your video (if you like)
3. Show participants in sidebar (on right)
4. Click to bring chat view in sidebar; type your questions in chat
5. Click to open Closed Captions
6. Raise your hand if you need attention

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Finance Division

Oracle GL Journal Entry Training

Ryan Pasko
Training Specialist, Finance Training and Communications

Carnegie Mellon University
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LET'S AGREE TO…

- Be positive and in the present
- Affirm one another
- Be open to different ways of thinking
- Put phones away and on vibrate
- Take urgent calls on mute
- Recognize our common goals
- Welcome everyone into the discussion

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AGENDA

- Welcome and Introductions
- Journals – What, Where, Why, and When?
- GL Responsibilities used for Journals
- Batch vs. Single Journals
- Batch/Journal Creation (hands on)
- Attaching Supporting Documentation (hands on)
- Batch/Journal Approval & Posting (hands on)
- Reversing a Batch/Journal (hands on)
- Basic Accounting Reminders

JOURNALS- WHAT AND WHERE

What is a GL journal entry?

- 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
    - *Online form completed in Oracle*
  - Journal Wizard
    - *Excel template that can be uploaded into Oracle*

JOURNALS- WHERE

GL Journal Form

- Available in the Oracle EBS application.
- Header contains general information about the entry
- Lines contains the strings being debited and credited.

JOURNALS- WHERE

Journal Wizard Form

- Excel workbook that is launched from Oracle

- Can be saved and updated as needed

- Once complete, can be uploaded to Oracle using WebADI functionality

- 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

We create journal entries to record things like:

- Internal Charges
    - *Fax shared by multiple departments*
- Funding Transfers
    - *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

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JOURNALS- WHEN

Journals can be entered/posted during open accounting period.

- Periods are the months of our fiscal year.

- Periods follow the naming convention <u>MON</u>CY-FY. For example, for August 2023 the period name is Aug23-24.

  - *Business Systems and Services 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
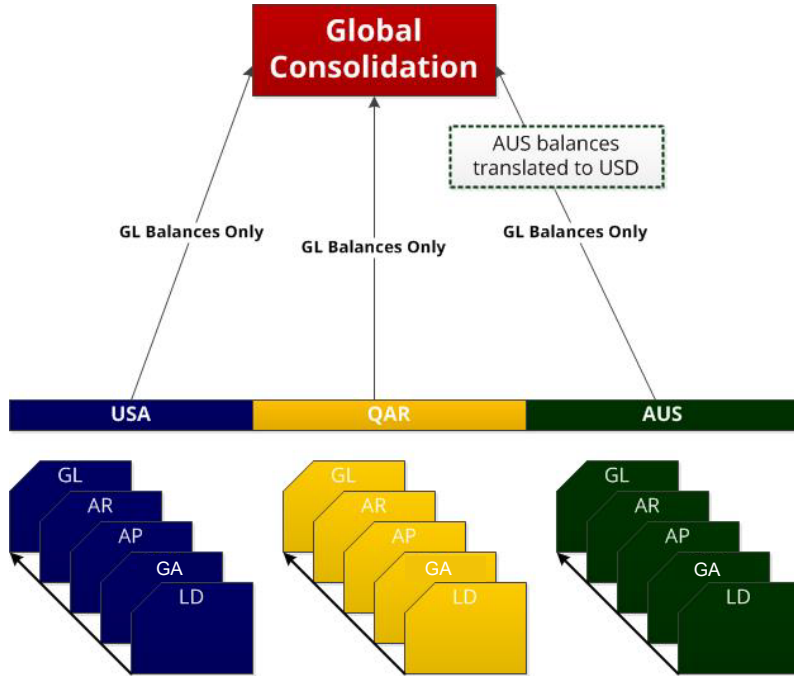
Modules close in the following order:

- Labor Distribution (LD)

- Grants Accounting (GA)

- Accounts Payable (AP)

- Accounts Receivable (AR)

- General Ledger (GL)

Summary information from each module goes into the General Ledger in each set of books, then consolidation process occurs.

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

BATCH ORACLE GL JOURNAL ENTRIES

- Create a batch for:
- Multiple journals
- Ease of finding your journals
- Ease of printing your journals

Start batch names with **Andrew ID**

SINGLE ORACLE GL JOURNAL ENTRIES

- Create a single journal for infrequent entries

- Start journal names with **Andrew ID**

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LOGIN INFORMATION

Username: Andrew ID

Password: **Training!123**

Password Requirements

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

- No repeating characters (11, ee, etc.)
- Cannot contain username or last name
- Cannot contain common words (welcome, Oracle, etc.)

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. Create a journal batch and enter a journal entry to charge the Biological Sciences and Chemistry departments for their expenses.

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 <u>not</u> systematically *require* attachment

- Attachments must be done on the journal header

- Attached files can be any type but have a 7Mb limit

- **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+

SUPPORTING DOCUMENTATION

What makes "Good" supporting documentation?

- Defines **<u>what</u>** the entry is recording, correcting or changing

- Explains **<u>why</u>** the entry is being made

- Validates **<u>how</u>** the amounts were determined

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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.

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. Enter a journal entry to charge the Physics department for the expense.

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. 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.

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

Funding Journal

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

JOURNAL APPROVAL

- An approver must be specified for each ledger that the user is requesting access to create journal entries in.

- This approver will be the first stop in the approval path for that user's entries.

- Carnegie Mellon uses One-Stop Go Direct approval which means:
  - The journal will always stop with the first approver
  - The journal will skip any approvers in the hierarchy that lack sufficient approval authority to approve the entry.

JOURNAL APPROVAL – EXAMPLE #1

This journal is now approved and available for posting

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JOURNAL APPROVAL – EXAMPLE #2

This journal is now approved and available for posting

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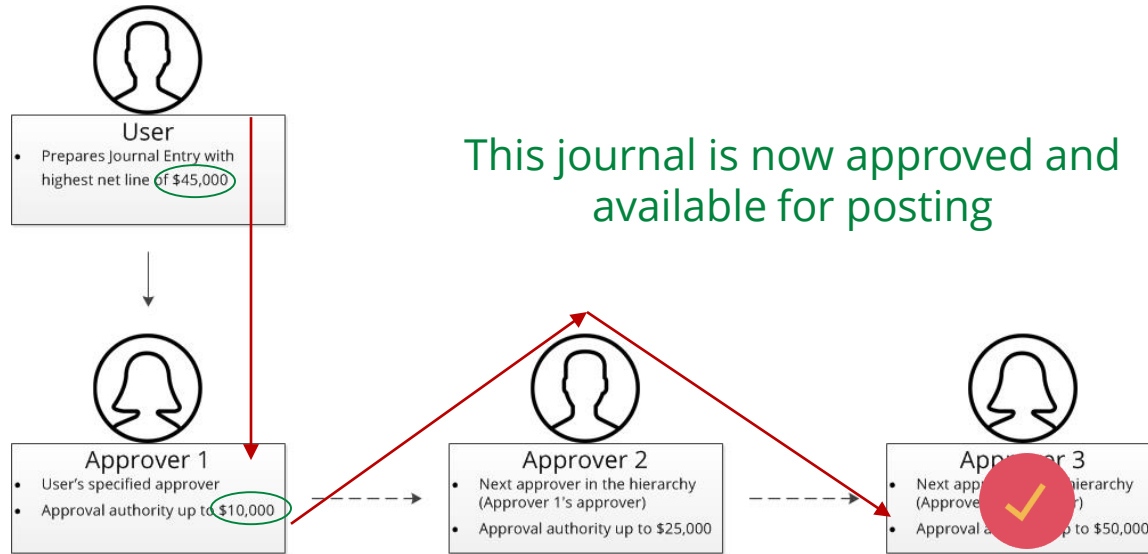
Exercise #4: Journal Approval and Journal Posting

Exercise #5: Reversing Journals

The MCS Dean's Office wants to reverse the posted batch ($250.00) that was previously posted for the copying charges.

INTERFUND JOURNALS

- User creates transaction between two different entities in the same ledger
- The entities are now out of balance

INTERFUND JOURNALS

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

- These additional lines become visible after the entry has posted.

- These lines have description "Intracompany balancing line added by Posting" making it easy to distinguish them in reports

AGENCY JOURNAL REMINDERS

xxxxx.901215.610.000.750131.95

Agency Funding Source – Quilting Club

Custodian

Agency Entity

Agencies are not part of university operations or reporting, but use Oracle to receive funding and record transactions

University acts as custodian of those funds.

Examples:

- Some student organizations
- Some CMU professional organizations
- ASTM Test Monitoring Center

AGENCY JOURNAL REMINDERS

Agency journal entries:

- Are their own category of journal, "Agency Funding"

- Use object code 85802 to fund an agency

- Do not use Income Transfers (72xxx)

- Do not use Internal Charge object codes (68xxx, 88xxx)

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THANK YOU

- Request Access via the Core Access Request form in the Oracle Provisioning System: https://fsg-web.andrew.cmu.edu/prod/srvc/post/main.html
  - **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*
- Journal questions:
  - *Business Systems Help Desk*
  - *orclhelp@andrew.cmu.edu*

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