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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

Carnegie Mellon University
Finance Division
JOURNALS- WHERE

- View the Journal Wizard Tutorial at https://www.cmu.edu/finance/training/e-learning/index.html

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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

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JOURNALS- WHEN

- Journals can be entered/posted during open accounting periods
  - Periods are the months of our fiscal year.
    - Periods follow the naming convention MONC-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

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5
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

Journal Entries

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 **USERID**
SINGLE ORACLE GL JOURNAL ENTRIES

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

Carnegie Mellon University
Finance Division
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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Dates of Color Copies</th>
<th>Color Copies Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>07/01/13 -&gt; 07/06/13</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>07/07/13 -&gt; 07/13/13</td>
<td>24</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>07/14/13 -&gt; 07/20/13</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>07/21/13 -&gt; 07/31/13</td>
<td>24</td>
</tr>
<tr>
<td>Total Color Copies</td>
<td></td>
<td>140</td>
</tr>
<tr>
<td>Cost per Color Copies</td>
<td></td>
<td>$0.7143</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Dates of Color Copies</th>
<th>Color Copies Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>07/01/13 -&gt; 07/06/13</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>07/07/13 -&gt; 07/13/13</td>
<td>23</td>
</tr>
<tr>
<td>Chemistry</td>
<td>07/14/13 -&gt; 07/20/13</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>07/21/13 -&gt; 07/31/13</td>
<td>19</td>
</tr>
<tr>
<td>Total Color Copies</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Cost per Color Copies</td>
<td></td>
<td>$0.7143</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>

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.

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 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.

![Conversion Table]

   - **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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account Code</th>
<th>Funding Source</th>
<th>Function</th>
<th>Activity</th>
<th>Organization</th>
<th>Entity</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88100 – IC Copying</td>
<td>000001 – General Unrestricted</td>
<td>001 - Instruction</td>
<td>000 - Unspecified</td>
<td>260100 - Biological Sciences</td>
<td>01 - General</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>88100 – IC COPYING</td>
<td>000001 – General Unrestricted</td>
<td>001 - Instruction</td>
<td>000 - Unspecified</td>
<td>260200 - Chemistry</td>
<td>01 - General</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>88100 - IC COPYING</td>
<td>000001 – General Unrestricted</td>
<td>001 - Instruction</td>
<td>000 - Unspecified</td>
<td>260000 -MCS Dean’s Office</td>
<td>01 - General</td>
<td>150.00</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Additional Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FOR BIOLOGY – 140 COPIES</td>
</tr>
<tr>
<td>2</td>
<td>FOR CHEMISTRY – 70 COPIES</td>
</tr>
</tbody>
</table>

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

![Image of a journal entry form]

**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.

![Image of the Other Information tab]

- **a.** Under the **Status** section, **Posting**, **Funds** and **Approval** are systematically updated through the journal process.
- **b.** The **Source** is **Manual** because you are manually entering the journal into the GL.
- **c.** 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.
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.

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
2. The Attachments form will open on the Main tab.

3. 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).

4. 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.

5. Let's add a **Title** for the attachment, type Biology Copy Charges for (Current Month/Year)

6. The **Description** field is not required.

7. 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

**TIP** Please do not upload files with sensitive information.
14. A confirmation page will appear stating the file has uploaded successfully, click **Close Window** to return to the Attachments form.

![Confirmation Page]

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

![Decision Box]

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

![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**

![Next Attachment]

18
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.

<table>
<thead>
<tr>
<th>User</th>
<th>Sent/Received</th>
<th>Fax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:aperkins@andrew.cmu.edu">aperkins@andrew.cmu.edu</a></td>
<td>Sent</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Received</td>
<td>752</td>
</tr>
<tr>
<td><a href="mailto:mstacer@andrew.cmu.edu">mstacer@andrew.cmu.edu</a></td>
<td>Sent</td>
<td>109</td>
</tr>
<tr>
<td></td>
<td>Received</td>
<td>615</td>
</tr>
<tr>
<td><a href="mailto:skonek@andrew.cmu.edu">skonek@andrew.cmu.edu</a></td>
<td>Sent</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>Received</td>
<td>512</td>
</tr>
<tr>
<td><a href="mailto:ccardone@andrew.cmu.edu">ccardone@andrew.cmu.edu</a></td>
<td>Sent</td>
<td>115</td>
</tr>
<tr>
<td></td>
<td>Received</td>
<td>607</td>
</tr>
<tr>
<td><a href="mailto:tream@andrew.cmu.edu">tream@andrew.cmu.edu</a></td>
<td>Sent</td>
<td>110</td>
</tr>
<tr>
<td></td>
<td>Received</td>
<td>715</td>
</tr>
<tr>
<td><strong>Total Faxes</strong></td>
<td></td>
<td><strong>3750</strong></td>
</tr>
<tr>
<td><strong>Cost per fax</strong></td>
<td></td>
<td><strong>$6.02</strong></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$75.00</strong></td>
</tr>
</tbody>
</table>

Enter a New Journal

1. Navigate to: Journals>Enter Journals.

2. The Find Journals form will display. Click the New Journal button.

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

   ![Journal Image]

   **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.

5. 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 Image]

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

6. 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.

7. 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.

8. 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 Image]

   **Category**
   INTERNAL CHARGES

9. 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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88095 - IC Fax Service</td>
<td>000001 - General Unrestricted</td>
<td>001 - Instruction</td>
</tr>
<tr>
<td>2</td>
<td>88095 - IC Fax Service</td>
<td>000001 - General Unrestricted</td>
<td>001 - Instruction</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Dates of Color Copies</th>
<th>Color Copies Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematical Sciences</td>
<td>07/01/13 -&gt; 07/06/13</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>07/07/13 -&gt; 07/13/13</td>
<td>36</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>07/14/13 -&gt; 07/20/13</td>
<td>57</td>
</tr>
<tr>
<td></td>
<td>07/21/13 -&gt; 07/31/13</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total Color Copies</strong></td>
<td></td>
<td><strong>140</strong></td>
</tr>
<tr>
<td><strong>Cost per Color Copies</strong></td>
<td></td>
<td><strong>$0.7143</strong></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$100.00</strong></td>
</tr>
</tbody>
</table>

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.

![Image of the Enter Journals form](image1)

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

![Image of the Batch form](image2)

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

![Image of the Journals form](image3)
Note: Your batch name (USER ID - INTERNAL CHARGES (CURRENT PERIOD)) appears in the title of the form.

6. Click on the New Record icon on the tool bar. A blank Journals form opens.
7. Enter a unique Journal name beginning with your User ID in the **Journal** field.

<table>
<thead>
<tr>
<th>Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>(YOUR USER ID) - IC COPY CHARGES (DATE)</td>
</tr>
</tbody>
</table>

**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 if you try to enter an already used name.

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.

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(CURRENT MONTH) COPY CHARGES FOR PROF SMITH</td>
</tr>
</tbody>
</table>

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 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.

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNAL CHARGES</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88100 - IC Copying</td>
<td>001 - Instruction</td>
<td>000 - Unspecified</td>
</tr>
<tr>
<td>2</td>
<td>88100 - IC Copying</td>
<td>001 - Instruction</td>
<td>000 - Unspecified</td>
</tr>
</tbody>
</table>

**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 Categories:

**GL JOURNAL APPROVAL BY TYPE**

- **Internal Charge Journal**
  - Approval required
  - Object code names begin 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

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**GL JOURNAL APPROVAL BY TYPE**

- **Funding Journal**
  - No approval required
  - Reviewed monthly for misuse
  - Object codes 72100-72400 only
The journal approval method used at Carnegie Mellon is called One Stop – Go Direct.

**JOURNAL APPROVAL**

**ONE STOP - GO DIRECT**

Preparer creates journal. Highest net line is $5,000

Journal goes to first reviewer/approver. They have approval limits up to $10,000.

**Carnegie Mellon University**
Finance Division

Journal is approved

**JOURNAL APPROVAL**

**ONE STOP – GO DIRECT**

Preparer creates journal. Highest net line is $45,000

First Reviewer/Approver

Limit of $10,000  Limit of $25,000  Limit of $50,000

Journal is approved

**Carnegie Mellon University**
Finance Division
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.

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

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”.

8. 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.

9. 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.

![Find Journal Batches form]

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.
4. 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.

5. If you want to review the batch prior to posting, click the **Review Batch** button and then the **Journals** button on the **Batch** form.

6. 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.

![Image of Journal Batch form]

On the Journal Batch form (Review Batch).

On the Journal Batch form (Review Batch).

![Image of Journal Batch form]

On the Enter Journals form.

![Image of Enter Journals form]

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.

1. Navigate to: Journals> Enter Journals.

2. The Find Journals form displays. Enter search criteria to locate the batch and click the Find button.
1. The **Enter Journals** form will display with all batches matching the search criteria. Select a batch and click the **Reverse Batch** button.

2. The periods available for posting the reversal batch will display. The reversing process creates a reversing batch that can only be created in an open or future entry period. Select the period for the reversing entry and click **OK**.
3. A **Note** form will display verifying that a concurrent request has been submitted.

![Note form](image)

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.

6. The system creates a separate batch for each journal reversed in the original batch.

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:

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

<table>
<thead>
<tr>
<th>Oracle Home Page</th>
<th>Navigator Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Oracle Home Page" /></td>
<td><img src="image2.png" alt="Navigator Menu" /></td>
</tr>
</tbody>
</table>

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

10. The Period field is next.
11. 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.

12. The list of values for Accounting Date is a calendar.

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

14. 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.

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

16. Now simply use the Excel copy command to copy the Batch Name and Description into the Journal Name and Description.
17. The **Header** is now complete.

**Lines**

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.
5. 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.

6. Type a **5** into the Search field.
   a. Click on the Go button to narrow the list of values to those starting with ‘5’.

   a. Select **Function 520**

7. Type a zero into the **Activity** and click into the **Organization** field. Once again the leading zeroes will populate.
8. Open the Search and Select window for Organization.

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.

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

   a. Select Financial Systems Team from the list.
11. Type **01** into the **Entity** field. The segments are complete. Click on the **Select** button.

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

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

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

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.

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.

   a. Remember you will need to select the account again for validation and then select again to place the new string into the journal.
19. Type 100 into the Credit and copy the Line Description from the first line.

20. The journal is complete. Always verify that the debits equal the credits on the journal.

![Image of journal spreadsheet]

**Uploading the Journal**

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

![Image of Add-Ins tab]

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

![Image of Oracle menu]

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.
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

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

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INTERFUND JOURNALS

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

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INTERFUND JOURNALS

- System creates interfund lines to balance the entities in the GL.
- Users may or may not see these balancing entries.

AGENCY JOURNAL REMINDERS

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

- Use object code 85802 to fund an agency
- Do not use Income Transfers (72xxx)
- Do not use Internal Charge object codes (68xxx, 88xxx)

THANK YOU

- Please complete the evaluation before you leave
- Journal questions:
  
  *Financial Systems Help Desk*
  
  orclhelp@andrew.cmu.edu
  
  412-268-4666

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