

Entering GL Journal Entries

Journal entries (JE) are used to transfer/reclassify expenses from one account or object code to another.

UAB FN Document Entry/Approval → General Ledger: Journals → Enter

Creating a New Batch

1. The Enter Journals window will appear as shown below. **All journals must be created as a part of a batch. The Batch screen must be completed first.**
2. Click on the **NEW BATCH** button to create a new batch.

The screenshot shows the 'Enter Journals (UAB)' window with a table of journal entries. The table has columns for Batch, Balance, Source, Category, Batch Name, Journal Name, Approv, Period, and Posted Date. The first row is highlighted in blue and has a 'Posted' status. Below the table, there are three buttons: 'Review Journal', 'Review Batch', and 'New Batch'. The 'New Batch' button is circled in red, and an arrow points to it from the text above.

Batch	Balance	Source	Category	Batch Name	Journal Name	Approv	Period	Posted Date
Posted	Actual	Payables	Purchase Ir	1 Payables 687785: A 119718	Purchase Invoices USD	N/A	OCT-2004	02-OCT-2004
Posted	Actual	Payables	Payments	101 Payables 744939: A 121602	Payments USD	N/A	OCT-2004	08-OCT-2004
Posted	Actual	Payables	Purchase Ir	101 Payables 744939: A 121602	Purchase Invoices USD	N/A	OCT-2004	08-OCT-2004
Posted	Actual	Payables	Payments	121 Payables 746295: A 121743	Payments USD	N/A	OCT-2004	09-OCT-2004
Posted	Actual	Payables	Purchase Ir	121 Payables 746295: A 121743	Purchase Invoices USD	N/A	OCT-2004	09-OCT-2004
Posted	Actual	Payables	Payments	141 Payables 752667: A 121843	Payments USD	N/A	OCT-2004	11-OCT-2004
Posted	Actual	Payables	Purchase Ir	141 Payables 752667: A 121843	Purchase Invoices USD	N/A	OCT-2004	11-OCT-2004
Posted	Actual	Payables	Payments	161 Payables 755437: A 121894	Payments USD	N/A	OCT-2004	12-OCT-2004
Posted	Actual	Payables	Purchase Ir	161 Payables 755437: A 121894	Purchase Invoices USD	N/A	OCT-2004	12-OCT-2004
Posted	Actual	Payables	Payments	162 Payables 761316: A 122128	Payments USD	N/A	OCT-2004	14-OCT-2004
Posted	Actual	Payables	Purchase Ir	162 Payables 761316: A 122128	Purchase Invoices USD	N/A	OCT-2004	14-OCT-2004
Posted	Actual	Payables	Payments	182 Payables 762491: A 122736	Payments USD	N/A	OCT-2004	14-OCT-2004
Posted	Actual	Payables	Purchase Ir	182 Payables 762491: A 122736	Purchase Invoices USD	N/A	OCT-2004	14-OCT-2004
Posted	Actual	Payables	Payments	202 Payables 765606: A 123615	Payments USD	N/A	OCT-2004	16-OCT-2004
Posted	Actual	Payables	Purchase Ir	202 Payables 765606: A 123615	Purchase Invoices USD	N/A	OCT-2004	16-OCT-2004
Posted	Actual	Payables	Payments	21 Payables 691042: A 121203	Payments USD	N/A	OCT-2004	04-OCT-2004

Important Note

When the **BATCH** window opens, the cursor is in the **BATCH** field. Click into the **DESCRIPTION** field before entering any information. **Do not click or enter anything into the BATCH field.** Otherwise, Oracle assumes that you want to override the automatic batch name assignment feature, in which case the form will have to be closed and the process started again. The same applies when the journal form opens: **do not enter anything in the JOURNAL field.**

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- Click once in the **DESCRIPTION** field to move your cursor out of the **BATCH** field.

- Type in a description for the batch such as the following: **CORRECT CODING ERRORS XXX** where **XXX** is your initials or BlazerID.

Important Note

It is strongly recommended that some sort of unique personal identification be used in each Batch and Journal **DESCRIPTION** field. For example, consider using initials or your BlazerID. This will greatly simplify the search process when searching for a batch or journal that a particular end user has created.

Details about this screen are shown in the table below.

BATCH	Name of the batch automatically generated by the system. <u>Do not type anything in this field.</u>
PERIOD	Accounting period for which the entries in the batch apply. The value defaults to the current month; however, select other periods from a List of Values (LOV). Can choose any open or Future Enterable period.
BALANCE TYPE	Actual – real dollars
DESCRIPTION	A meaningful description for the batch that the user supplies. It is recommended to always enter a description. This is useful for the approvers who will be approving the entries.

- Click on the **SAVE** icon in the toolbar.

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6. **The Batch name will be automatically assigned as shown below.** Make a note of the name assigned to the Batch and especially the number (in this case, **2914**). This is a unique number assigned to each Batch and can be used to locate the Batch at a later date.

The screenshot shows the 'Batch (UAB)' window with the following details:

- Batch: Manual 2914 01-NOV-2004 15:01:17
- Period: OCT-2004
- Description: Correct coding errors kfm
- Balance Type: Actual
- Status: Posting Unposted, Funds Required, Approval Required
- Date: Created 01-NOV-2004
- Buttons: Check Funds, Reserve Funds, Reverse Batch, Approve, Change Period...

The 'Journals' button is circled in black, and an arrow points from it to the 'Creating a New Journal' section below.

Creating a New Journal

Once a batch has been created, end users submit their journal entries using the manual **JOURNALS** screen.

1. Click on the **JOURNALS** button.
2. The **JOURNALS** window will appear as shown below. Click in the **CATEGORY** field. (A List of Values (LOV) button will appear.)

The screenshot shows the 'Journals (UAB)' window with the following details:

- Journal: Manual 2914 01-NOV-2004 15:01:17
- Period: OCT-2004
- Effective Date: 31-OCT-2004
- Category: (Circled in black)
- Source: Manual
- Currency: USD
- Date: 31-OCT-2004
- Type: User
- Rate: 1
- Status: Posting Unposted, Funds Required, Approval Required
- Reverse: Date, Period, Method Switch Dr/Cr, Status Not Reversed

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description

Buttons: Reverse, Line Drilldown..., Change Period...

3. From the list of values, select an appropriate category. For example, **MISCELLANEOUS TRANSACTION**.

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Details about this screen are shown in the table below:

Field Name	Field Description
JOURNAL	Name of the Journal automatically generated by the system. <u>Do not type anything in this field.</u>
PERIOD	Accounting period for which the entries in the batch apply. The value defaults to the current month; however, other periods can be selected from a List of Values (LOV). Can choose any open or Future Enterable period.
CATEGORY	Purpose of the journal entry.
SOURCE	Can not change – will always be Manual
BALANCE TYPE	Actual for actual dollars.
DESCRIPTION	Optional field used to enter a further description of the journal. It is recommended that users place a description of the journal in this field.
CURRENCY	USD – US dollars – Should not be changed.

- As in the Batch header, a name for the Journal will be automatically assigned. Make a note of the name assigned to the Journal and especially the number (in this case, 5077). This is a unique number assigned to each Journal and can be used to locate the Journal at a later date.


- In the **DESCRIPTION** field, type a description such as the following: ***Correct Coding Errors xxx*** where xxx is your initials or your BlazerID (If the batch will consist of only **one** journal, it is possible to use the same description as the batch). Then press the **TAB** key.
- The screen will resemble the one below. Enter the lines for the Journal. Click in the field under the **LINE** column. Type in the journal detail information as shown in the table below. **It is recommended to start with a line number of 10.** The system will automatically increment each line by 10 so the next line would be 20. Type in the number **10**.

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7. Click in the Account field and enter the **ACCOUNT NUMBER** including the object code. Remember, the **ALIAS** can be used for the Account Number.
8. Enter the amount of the **CREDIT**. A description field is available for each line to further describe the detail of the entry.
9. Click in the **ACCOUNT NUMBER** field. The number 20 will automatically appear for the line number. The lines will continue to be automatically numbered.
10. Enter the **ACCOUNT NUMBER** including the object code for the second account.
11. Enter the amount of the **DEBIT**.
12. The completed journal will resemble the one below:

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
10	2222222.000.120000001.000000001.0000		100.00			Correct object code
20	2222222.000.120000001.000000001.0000	100.00				correct object code
30	3333333.000.213333333.000000001.0000		56.42			Change to correct Account
40	2222222.000.120000001.000000001.0000	56.42				Change to correct Account
		156.42	156.42			

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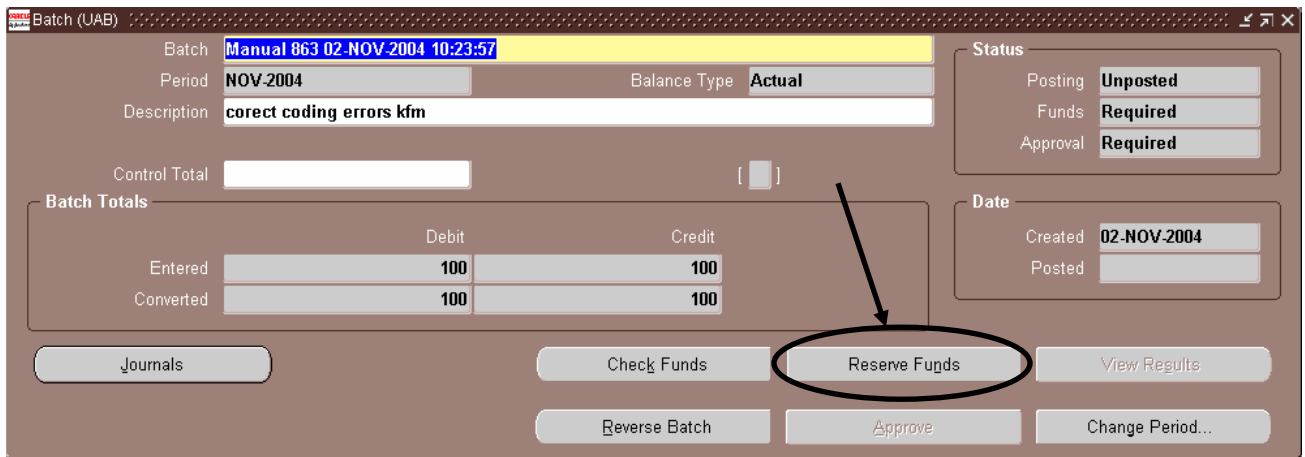
13. Click on the **SAVE** Icon . A message similar to the one below will display at the bottom of the screen, indicating the changes have been saved.

FRM-40400: Transaction complete: 6 records applied and saved.

14. Close the Journals window by clicking on the **CLOSE** button .

Submitting the Batch

15. To submit the batch, click on the **RESERVE FUNDS** button.



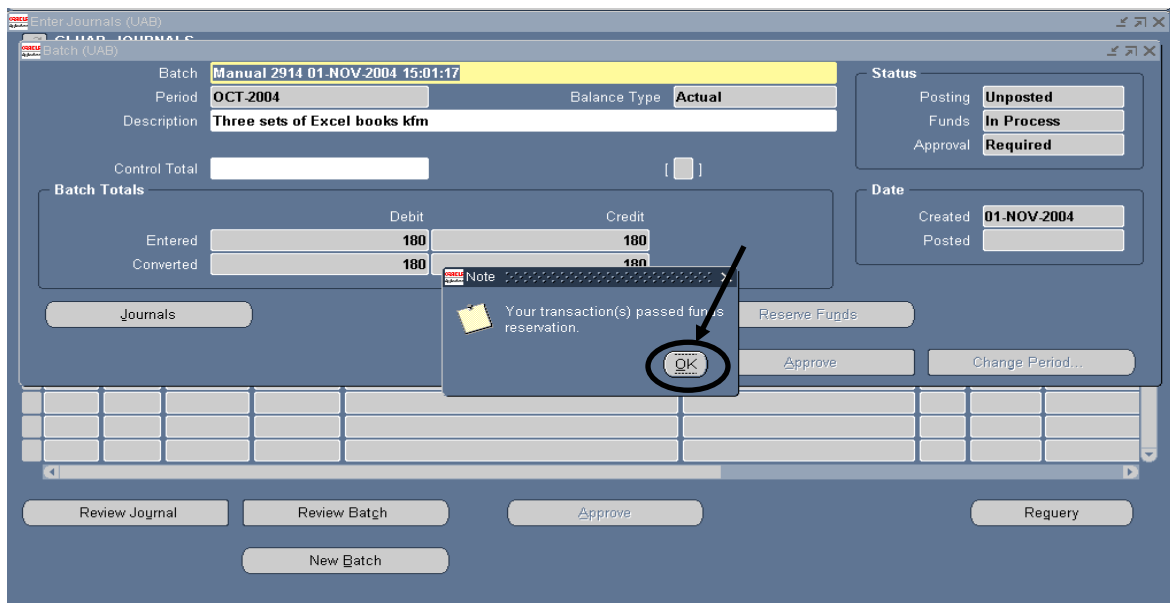
The screenshot shows the 'Batch (UAB)' window with the following details:

- Batch: Manual 863 02-NOV-2004 10:23:57
- Period: NOV-2004
- Balance Type: Actual
- Description: correct coding errors kfm
- Status: Posting Unposted, Funds Required, Approval Required
- Date: Created 02-NOV-2004
- Batch Totals table:

	Debit	Credit
Entered	100	100
Converted	100	100

The 'Reserve Funds' button is circled in red, and an arrow points to it from the right side of the window.

16. A message will appear indicating that the transaction(s) passed funds reservation. Click on the **OK** button.



The screenshot shows the 'Enter Journals (UAB)' window with the following details:

- Batch: Manual 2914 01-NOV-2004 15:01:17
- Period: OCT-2004
- Balance Type: Actual
- Description: Three sets of Excel books kfm
- Status: Posting Unposted, Funds In Process, Approval Required
- Date: Created 01-NOV-2004
- Batch Totals table:

	Debit	Credit
Entered	180	180
Converted	180	180

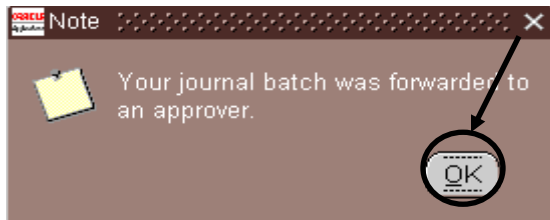
A 'Note' dialog box is displayed in the foreground with the text: "Your transaction(s) passed funds reservation." The 'OK' button in the dialog box is circled in red, and an arrow points to it from the right side of the window.

17. To submit the batch, click on the **APPROVE** button as shown below.

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Batch Totals		
	Debit	Credit
Entered	100	100
Converted	100	100

18. A message pop-up will appear like the one shown below indicating the **BATCH** was forwarded to an approver.



19. Click **OK**.
20. Close the **BATCH** window.

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Sample of a Posted Batch

When a manual batch has been posted, some additional line entries may be seen when viewing the journal. Activity on an income statement account string must be reflected on its balance sheet account string. Once a journal is posted, the system automatically reflects this activity on the balance sheet and then on the original journal form with a description of "Offset-Indirect Update."

The screenshot shows a software window titled "Journals (UAB) - Manual 105 12-NOV-2003 18:15:49 GL-HXK:001". The form contains the following fields:

- Journal: Manual 191 12-NOV-2003 18:17:28 GL-HXK:001-A
- Period: APR-2004
- Effective Date: 02-APR-2004
- Category: Addition
- Source: Manual
- Balance Type: A
- Budget: (empty)
- Description: Step 57 - Enter Manual Journal Entry - Addition-IU
- Control Total: (empty)
- Conversion: Currency USD, Date 02-APR-2004, Type User, Rate 1

Line	Account	Debit (USD)	Credit (USD)	Description
10	1100001.000.123100000.310000000.000	60.00		Step 57 - Enter Manu
20	0000000.000.123100000.310000000.000		60.00	Step 57 - Enter Manu
30	7110010.000.130000000.707400000.000	30.00		Step 57 - Enter Manu
40	0000000.000.130000000.700000000.000		30.00	Step 57 - Enter Manu
41	0000000.000.123100000.310000000.000		60.00	Offset - Indirect Upda
42	0000000.000.123100000.310000000.000	60.00		Offset - Indirect Upda
		180.00	180.00	

Acct Desc: STATE APPROPRIATIONS.DEFAULT SUBACCOUNT.SCH MED GEN OPER FDS.SCHOOL OF MEDIC

More Details

To learn about deleting journal entries, click [here](#).

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