Entering Journal Entries in the General Ledger

Journal entries (JEs) are used to transfer/reclassify expenses from one account or object code to another. JEs are entered under the UAB FN Document Entry/Approval responsibility in Oracle.

Responsibility Access by Assignment Category

- 01 – Full-time Regular Employees
- 03 – Full-time Temp Employees
- 04 – Affiliated No Pay
- 04 – Retirees

End-Users are not permitted to create:

- JEs involving cash receipts
- JEs involving cash disbursements
- JEs using Oracle Grants Accounting project strings
- JEs using salary object codes

Debits & Credits

Before you begin entering journal entries, it is vital to understand the effect of Debits and Credits on various types of account strings.

Effect on Accounts

- *If Normal Balance = Debit*
  - *Then Debit account to increase & Credit account to decrease*

- *If Normal Balance = Credit*
  - *Then Credit account to increase & Debit account to decrease*

Normal Balances of Common Accounts

<table>
<thead>
<tr>
<th></th>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME STATEMENT</td>
<td>Expenses</td>
<td>Revenues</td>
</tr>
<tr>
<td></td>
<td>Cost of Goods Sold</td>
<td>Transfers In</td>
</tr>
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<td></td>
<td>Transfers Out</td>
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</tr>
<tr>
<td>BALANCE SHEET</td>
<td>Assets</td>
<td>Liabilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Net Assets Balances</td>
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</tbody>
</table>
Journal Batches

In the General Ledger system, it is UAB policy to create journal entries as part of a batch. Batches are used by UAB to track and reference journal entries.

All journals in a batch must share the same:
- Balance Type
- Accounting Period
- Common purpose

For a detailed how-to on creating a Batch & Journal Entries, click here for a video tutorial!