Entering GL Journal Entries

Journal entries (JEs) 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.

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

4. 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.

<table>
<thead>
<tr>
<th>BATCH</th>
<th>Name of the batch automatically generated by the system. <strong>Do not type anything in this field.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PERIOD</td>
<td>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.</td>
</tr>
<tr>
<td>BALANCE TYPE</td>
<td>Actual – real dollars</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>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.</td>
</tr>
</tbody>
</table>

5. Click on the **SAVE** icon in the toolbar.
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, *9078403*). This is a unique number assigned to each Batch and can be used to locate the Batch at a later date. You may also receive an error message that states: “**Please enter one or more journals.**” Click on the OK button to clear this message.

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

Details about this screen are shown in the table below:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JOURNAL</strong></td>
<td>Name of the Journal automatically generated by the system. <em>Do not type anything in this field.</em></td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>CATEGORY</strong></td>
<td>Purpose of the journal entry.</td>
</tr>
<tr>
<td><strong>PERIOD</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>BALANCE TYPE</strong></td>
<td>Actual for actual dollars.</td>
</tr>
<tr>
<td><strong>CURRENCY</strong></td>
<td>USD – US dollars – Should not be changed.</td>
</tr>
</tbody>
</table>

4. 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, 9340877). This is a unique number assigned to each Journal and can be used to locate the Journal at a later date.

5. 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.

6. 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**.
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:
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. 4 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.

16. A message will appear indicating that the transaction(s) passed funds reservation. Click on the **OK** button.
17. To submit the batch, click on the **APPROVE** button as shown below.

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.
Entering GL Journal Entries

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.”

To learn about deleting journal entries, click here.

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