

# **Create a Journal or Batch**

## Introduction

## Purpose

Use this procedure to enter journals or batches in Oracle Financials.

## Trigger

• You have journal entries that need to be entered online and posted to the Oracle General Ledger.

## Access General Ledger through the Oracle Gateway

1. To access the **General Ledger** go to <u>https://huit.harvard.edu/finance</u> under **Oracle Financial Gateway** click on the link for **Oracle System Applications, Personal Homepage**.

2. Log in through Harvard Key. The **Oracle Applications Home Page** will open.

3. From the Home Page, select your General Ledger Responsibility (HRVD^GL ...), then Journals, Enter.





If you receive a dialog box with one of the following messages:

- Do you want to run this application? Click the Run button.
- "The application's digital signature cannot be verified. Do you want to run the application?" Click the Run button. Note that you may see this message twice.
- "Your Java version is out of date." Click the "Later" button, unless directed by Oracle EBS FINDINI Release Notes to update.

## **Helpful Hints**

All journal entries in a batch must share the same accounting period.

August, 2022



## **Find Journals**

Selecting Journals, Enter brings up the Find Journals screen.

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
		Find Journals						
		Bato	h 🗌					
		Journ						
		Ledge	er 🦳					
		Source			Period			
		Category Status Posting			Currency			
				][	Control Total Batch			
		Fund	·		Journal			
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		Çlear		New Batch	New Journal	Find		
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Review Jo	umal	Review Batc	h	Reve	rse Batch	Ta <u>x</u> Batch		Reguery

**1.** Perform one of the following:

If you need to	Then	Go To
Create a journal batch	Click New Batch	Step 2
Create a journal entry	Click New Journal	Step 4

Oracle will create a batch for you if you create a journal without explicitly creating a batch.

i



# Batch

SITY)			-
		Sta	atus
DEC-12	Balance Type	ctual	Posting Unposted
			Funds N/A
	_	_	Approval N/A
	[		
P.11	0 . II	De	
Uebit	Credit		Created 24-JUL-2012 Posted
			Posted By
Autocopy Batch	Check Funds	Reserve Fugds	View Regults
Tag Batch	Approve	Change Period	
Clear	New Batch New J	ournal Find	
	N		
Review Batch	Reverse Batch	Tag Batch	Reguery
	DEC-12 Debit Autocopy Batch Tay Batch	DEC-12 Balance Type A	DEC-12 Balance Type Actual

**2.** As required, complete the following fields to enter batch information.

Note that all required fields appear in yellow on the screen.

Field	Required/Optional/Conditional	Description	
Batch	Required	Use Naming convention for batch name	
		<ul> <li>PREPARER'S TUB INITIALS (UPPERCASE)</li> <li>PREPARER'S INITIALS (UPPERCASE)</li> <li>Purpose of the journal (Title Case)</li> </ul>	
		Example: HBS SDO Funding Transfers	



Field	Required/Optional/Conditional	Description
Period	Required	<ul> <li>Accounting period of the batch</li> <li>This field defaults to the most recent open accounting period.</li> <li>During the month-end, quarterly-end and year-end closes, you may need to change the period to the appropriate month.</li> </ul>
Description	Optional	<ul> <li>Purpose of the journal batch.</li> <li>For internal billings, the description should include the contact's last name, first name and contact information such as telephone number.</li> <li>Example: Reclassification of computer supplies– Harvard, Jessica 508-555-1234</li> </ul>
(Batch) Control Total	Optional	Amount against which total debits / credits for the batch will be compared. If used, all the debits / credits in the Batch must agree to the control total.

**3.** Click Journals to go to the *Journals* form.



ournals (HARVARD UNIV	ERSITY) - [New]						_
Journal				Conversion		Reverse	
Description				Currency	USD	Date	
Ledger	HARVARD UNIVER	Category		Date	21-NOV-2012	Period	
Period	NOV-12	Effective Date	21-NOV-2012	Туре	User	Method	Switch Dr/Cr
Balance Type	Actual	Budget		Rate	1	Status	Not Reversed
Clearing Company		Tax	Not Required		C		-
		Control Total			( 🗌		Reverse
Lines Other	Information						
Carlos Control							6
Account		Debit (USD)	Credit (USD)	UOM	Qty	Description	Д
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Acct Desc		[ <b>4</b> ] ./					
				6	Line Drilldown		T Accounts
Acct Desc Tag	AutoCopy		Approve	C	Line Qrilldown		T Accounts

## **4.** As required, complete or review the following fields to enter the journal header information:

Field	Required/Optional/Conditional	Description
Journal	Required	Use Naming convention for batch name
		<ul> <li>PREPARER'S TUB INITIALS (UPPERCASE)</li> <li>PREPARER'S INITIALS (UPPERCASE)</li> <li>Purpose of the journal (Title Case)</li> </ul>
		Example: HBS SDO Funding Transfers



Field	Required/Optional/Conditional	Description
Period	Required	Accounting period of the batch
		<b>i</b> This field defaults to the most recent open accounting period.
		During the month-end, quarterly-end and year- end closes, you may need to change the period to the appropriate month.
Category	Required	Appropriate journal category
		<ul> <li>The list of values can be selected by clicking</li> <li>See the Appendix at the end of this document for a description of the most commonly used journal categories.</li> </ul>
Description	Optional	Purpose of the journal.
		<b>i</b> For internal billings, the description should include the contact's last name, first name and contact information such as telephone number.
		<b>Example:</b> Reclassification of computer supplies–
		Harvard, Jessica 508-555-1234
(Journal) Control Total	Optional	Amount against which total debits / credits for the batch will be compared. If used, all the debits / credits in the Batch must agree to the control total.

**5.** Complete the following field for the journal line entry:

Field	Required/Optional/Conditional	Description
Line	Required	Number of the line
		Example: 10



Field	Required/Optional/Conditional	Description
		After the first line number is entered, Oracle will automatically number the lines that follow. If started with 10, the next line will be 20. An advantage of starting with line number 10 is that additional lines can be added in between at a later time if desired, line 12, line 15, etc.

## **6.** Perform one of the following:

If	Then	Go To
You are unsure of the 33-digit code	Click to prompt the <i>HRVD Accounting Flexfield</i> window.	Step 7
You know the 33-digit code	Type in the Account , use a period as the delimiter between values	Step 9

## 7. Complete the following fields to enter the Account value:

Field	Required/Optional/Conditional	Description
Tub	Required	3-digit code for Tub.
Org	Required	5-digit code for the Organization.
Object	Required	4-digit code for the Object Code.
Fund	Required	6-digit describing the source of the money.
Activity	Required	6-digit code describing for what the money is being used.
SubActivity	Required	4-digit code for the discrete task within an activity.
Root	Required	5-digit code for the faculty or building related to the transaction.



#### **Accounting Flexfields** 9 \_ × \_ 0 × . 0 × Journal CADM JSH Object Adjustment Conversion Reverse Description Correct expense from Office Supplies to Computer Equipment Currency USD Date Ledger HARVARD UNIVER Date 01-DEC-2012 Category Adjustment Period Period DEC-12 Effective Date 01-DEC-2012 Type User Method Switch Dr/Cr \* Balance Type Actual Budget Rate 1 Status Not Reversed **Clearing Company** Tax Not Required Reverse Control Total [] Lines Other Information $\checkmark$ 0 RVD Accounting Flexifield × Line A [] pense from Offic 1 TUB ORG OBJECT FUND ACTIVITY SUBACTIVITY ROOT 4 Þ QK Cancel Combinations Clear Help Tag AutoCopy Batch. Line Drilldown. T Accounts. Approve Reserve Funds View Regults Change Period. Change Currency.

To search for a segment value:

1. Select the it to the right of the segment. The segment screen will appear. In this example, **Object** will be used.



ind %	
OBJECT	Description
0000	Unspecified
0010	CO*Cash Misc
0011	Cash MC+Visa
0012	Cash Lockbox
0013	CO/Petty Cash
0014	Cash Misc
0015	Cash Receipts to Be Distributed
0016	HPRE*Cash Investments
0017	HPRE*Cash Restricted Deposits+Escrows
0020	CO*Foreign Cash
0029	CO^S001 Cash F/S Adj
0040	CO*Cash Equivalents Gen Investments
0041	CO*Cash Equivalents Spec Investments
0050	CO-Working Capital Inv Adjustment
0060	CO*GIA General Suspense
0000	CONDERS Day Journal CO. Add

2. The wildcard (%) already appears in the Find screen. Type the in all or part of the segment

QΚ

f values will appear.

3. Highlight the appropriate value and click

ind %		
OBJECT	Description	2
6702	Computer Peripherals*Supplies+Materials, Cost of Goods Sold	
6710	Computer Software <\$5000, GENERAL	
6711	Packaged Software, INTERTUB Sales of Computer Software <\$5000	
6713	SW Media, INTERTUB Sales of Computer Software <\$5000	
6714	SW License Sales, INTERTUB*Computer Software <\$5000	
6720	Computer Software <\$5000, Cost of Goods Sold, GENERAL	
6722	Software Licenses*Computer Software <\$5000, Cost of Goods Sold	
6723	Software Media*Computer Software <\$5000, Cost of Goods Sold	
6724	Software Packages*Computer Software <\$5000, Cost of Goods Sold	
6750	Computer Hardware <\$5000, GENERAL	
6760	Noncomputer Equip, Furniture+Fixtures <\$5000, GENERAL	
6761	Vehicles*Noncomputer Equip, Furn+Fixt <\$5000	
6801	Noncomputer Equip, Non-Sponsored*Equip >=\$5000	
6802	Noncomputer Equip, Sponsored^Equip >=\$5000	
6803	Computer, Non-Sponsored*Equip >=\$5000	
4	Computer Deseased#Faule x=#£000	Ð

**8**. When you have completed searching for and/or typing in your account values, click close the *HRVD Accounting Flexfield* window and return to the *Journals* window.





Navigator - HRVD*( Enter Journals (HA		<sup>M</sup> Sr Financial Administra	tor:	_ ×	1				- 0
		ERSITY) - CADM JSH rei	rlass of object codes 7	5.111-2012 14:37					
	ournal	CADM JSH reclass of		5.006-2012 14:01	Conversion		Reverse		
	ription	reclassing incorrect of			Currency	USD	Date		
	edaer	HARVARD UNIVER	Category	Adjustment	Date	01-DEC-2012	Period		_
F	Period	DEC-12	Effective Date	01-DEC-2012	Туре	User	Method	Switch Dr/Cr	
Balance	Түре	Actual	Budget			1	Status	Not Reversed	
Clearing Con	npany		Tax	Not Required				Reverse	
			Control Total			τĒ		Generae	
Lines	Other	Information							
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			1,500.00	1,500.00					
Acct	Desc	F	4	4	CADM <sup>A</sup> Trainin	ng 780302*Unspeci	f.Unspecified		
Acct	Desc	F	41 DM*Center for Office S	and and a state of the state of	CADM^Trainin	ng.780302*Unspec		T Agcounts	

**i** A description of the account displays in the **Acct Desc** field on the Journal form.

**9.** Complete the following fields to enter the journal entry line information:

Field	Required/Optional/Conditional	Description
Debit or Credit	Required	Amount Debited or Credited
Description	Required	Purpose of the journal line entry This field defaults in from the journal description above, if that is filled in, but can be modified.



#### **Descriptive Flexfields**

The Oracle General Ledger contains fields that Harvard has customized to serve specific information needs related to journal entries. These additional fields are termed descriptive flexfields (DFFs). The journal line descriptive flexfields are located on the journal screen and are indicated by the small boxes to the right of the journal lines section.

Harvard has many journal line descriptive flexfields (DFFs). Most of the descriptive flexfields are context sensitive. This means that the additional field may be available depending on the object code that is entered in the account coding for that journal line. When descriptive flexfield (DFF) information is required for a particular journal line, a new window displays on the screen with additional fields to be completed.

The journal line descriptive flexfields are listed below:

- Originating Journal Name
- Originating Journal Date
- Harvard ID
- Employee or Student Name
- GSAS Dept Affiliation
- Fringe By-Pass
- Effective Month
- Period of Work Performed

**10.** If desired or required, select or tab into the DFF field to enter the additional information.

If you are making an adjustment to a	Go To
previous journal entry	Step 11
journal and have entered an object code that journals Payroll	Step 12
to a stipend, student receivable, or student loan transaction journal	Step 13



			_ ×					
mals (HARVARD UNIV	(ERSITY) - CADM JSH rei	lass of object codes 2	5-JUL-2012 14:37					-
Journal	CADM JSH reclass of	object codes		Conversion		Reverse		
Description	reclassing incorrect of	oject codes		Currency	USD	Date		
Ledger	HARVARD UNIVER	Category	Adjustment	Date	01-DEC-2012	Period		
Period	DEC-12	Effective Date	01-DEC-2012	Туре	User	Method	Switch Dr/Cr	
Balance Type	Actual	Budget		Rate	1	Status	Not Reversed	
Clearing Company		Тах	Not Required				Reverse	
		Control Total			[		Hereiter	
Originating Journal I				DM	Qty	Description reclassing inco		
Originating Journal I	Name Date	QK Qancel	Clear Help		Qty	reclassing inco	orrect object	
Originating Journal I	Name Date		Clear Help		Qty	reclassing inco	orrect object	5
Originating Journal I	Name   Date	1,500.00	Clear Help		Qty	reclassing inco	prrect object	5
Originating Journal I Originating Journal	Name   Date	1,500.00	Clear Help	рм		reclassing inco	orrect object	5
Originating Journal I Originating Journal	Name   Date	1,500.00 I DM^Center for Compu	Clear Help 1,500.00	рм		reclassing inco reclassing inco ecif. Unspecified	prrect object	5

**11.** These fields are available on every journal line regardless of the object code entered. They are expected to be completed when an adjustment journal is created for a prior transaction.

• Originating Journal Name -

Enter the batch or journal name associated with the transaction that is being corrected.

• **Originating Journal Date** -Enter the batch or journal date associated with the transaction that is being corrected.



Journal	CADM JXH Transfer Pyr			Conversion		Reverse	
Description	Transfer payroll charges		0 GSX	Currency	USD	Date	
Ledger	HARVARD UNIVER	Category	Pyrl Weekly		01-DEC-2012	Period	
Period	DEC-12	Effective Date	01-DEC-2012	Туре	User	Method	Switch Dr/Cr
Balance Type	Actual	Budget		Rate	1	Status	Not Reversed
Clearing Company		Tax	Not Required				Reverse
		Control Total			t 🗌		
Lines Other	Information						
ine Account	(U	ISD) UOM	Qty	Description			[]
Enter Journals: Captured	Information				2	d to GSX	
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Originating Journal Da Harvard ID (Require Employee Name (Require Fringe Bypass? (	ne	tch	QK	Çancel (C	ear Help	specified	

## **Payroll Adjustment Journaling-Descriptive Flex Fields**

**12.** Payroll Adjustment Journaling is expected to be done in the GL-PCR Tool.

If a user is told by central accounting to instead enter a manual journal, these fields are to be completed when a journal is created. If a payroll object code is used, Harvard ID and Employee Name fields are required; the system will not let the user continue with the journal until these fields are completed.

Originating Journal Name -

Enter the batch or journal name associated with the transaction that is being corrected.

- **Originating Journal Date** -Enter the batch or journal date associated with the transaction that is being corrected.
- **Harvard ID** (Required) The 8-digit Harvard ID number for the employee whose payroll transactions are being adjusted should be entered in this field.
- **Employee Name** (Required) The full name of the employee whose payroll transactions are being adjusted should be entered in this field. The format is Last Name First Name.

See Appendix 2 at the end of this document for a complete listing of object codes and their DFF requirements.



The Description of the fields is as follows:

Field	Required/Optional/Conditional	Description
Harvard ID	Required	Required for all Payroll & college work study transactions; optional for other student loan and receivable transactions. Must be 8 digits.
Employee Name	Required	Required for all Payroll transactions; optional for other student loan and receivable transactions.
Fringe Bypass?	Conditional	The Fringe By-Pass DFF is an indicator to the fringe benefit program to ignore the payroll lines on the journal when the fringe benefit allocation is run. If a payroll journal is created and the fringe benefits associated with the payroll lines will be manually adjusted, this field should be filled in with a "C". Enter the letter "C" in the DFF for the Fringe program to By- Pass calculating the fringe. If it is desired that the fringe benefit program calculate the fringe, this field should be left blank.



# Stipend, Student Receivables, or Student Loan Adjustment Journaling-Descriptive Flex Fields

4	DUNIVERSITY)							
Journals (HARVARD UN	VERSITY) - CADM JXH recta	ass of object codes 2	5-JUL-2012 15:46					_ 0
Journa	CADM JXH reclass of o	bject codes		Conversion	1	Reverse		
Description	reclass of object codes			Currency	USD	Date		
Ledge	HARVARD UNIVER	Category	Adjustment	Date	01-DEC-2012	Period		
Period	DEC-12	Effective Date	01-DEC-2012	Туре	User	Method	Switch Dr/Cr	,
Balance Type	Actual	Budget		Rate	1	Status	Not Reversed	
Clearing Company	(	Tax	Not Required				Reverse	
		Control Total			1	1		
Lines Othe	r Information							
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Originating Journal Nam				ject o	codes			
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Harvard ID (Require Student Name (Require	d)		_					
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Harvard ID (Require Student Name (Require Department Affiliatio	te d) d)							
Harvard ID (Require Student Name (Require	te				partm.600100^Unspe	cif.Unspecified		
Harvard ID (Require Student Name (Require Department Affiliatio	te d) d)	History.Grad Tuitio			partm.600100°Unspe Line Qrilldown		T Agcounts	

**13.** These fields are to be completed when a journal is created to make an adjustment to a stipend, student receivable, or student loan transaction. Appendix 2 at the end of this document indicates when these fields are required; if the field is required, the system will not let the user continue with the journal until these fields are completed.

- Originating Journal Name -
  - Enter the batch or journal name associated with the transaction that is being corrected.
- Originating Journal Date -Enter the batch or journal date associated with the transaction that is being corrected.
- **Harvard ID** The 8-digit Harvard ID number for the student whose stipend, receivable, or loan transactions are being adjusted should display in this field.
- **Student Name** The full name of the student whose stipend, receivable, or loan transactions are being adjusted should display in this field. The format is Last Name First Name.



The Description of the fields is as follows:

Field	Required/Optional/Conditional	Description
Harvard ID	Required	The 8-digit Harvard ID number for the student whose stipend, receivable, or loan transactions are being adjusted should display in this field Must be 8 digits.
Student Name	Required	The full name of the student whose stipend, receivable, or loan transactions are being adjusted should display in this field. The format is First Name Last Name
Fringe Bypass?	Conditional	The Fringe By-Pass DFF is an indicator to the fringe benefit program to ignore the payroll lines on the journal when the fringe benefit allocation is run. If a payroll journal is created and the fringe benefits associated with the payroll lines will be manually adjusted, this field should be filled in with a "C". Enter the letter "C" in the DFF for the Fringe program to By- Pass calculating the fringe. If it is desired that the fringe benefit program calculate the fringe, this field should be left blank.
Dept. Aff	Conditional	This field is to be completed for GSAS student receivables transactions to indicate the 2-digit GSAS department to which the student belongs. The window displays if objects 6410, 6430, or 6440 are used. It is an optional field.



## **14.** Perform one of the following:

If	Then	Go To
You need to add additional lines	Tab or arrow down to the next line	Step 5
You do not need to add additional lines	You are required user to fill in Harvard ID and Employee Name and give the option to fill in the Fringe By-Pass Code.	Step 16

**i** If you need to delete a line, click on the line to highlight it (a highlighted line will turn yellow in color). Select the **Edit** menu, then **Delete**, (or, if using keyboard equivalents, Alt-E,

then D), or click on the Delete icon: 🗖 .

## **15.** Perform one of the following:

If you need to	Then	Go To
Create another journal entry in the batch	Select the <b>File</b> menu, then <b>Save and Proceed</b> , , (or, if using keyboard equivalents, Alt-F, then V).	Step 4
Add additional journal line entries	Tab to the next <b>Line</b> field.	Step 5

**16.** If you have finished your data entry, click the **Save** icon: or select the **File** menu, then **Save** (or, if using keyboard equivalents, Alt-F, then S) to save the journal.

## **Status and Closing the Form**

Note the message "Transaction Complete: XX records applied and saved," on the bottom left of your screen in the status bar.

 FRM-40400: Transaction complete: 3 records applied and saved.

 Record: 1/2
 |
 ... |



To close the form, select File, then Close Form (or, if using keyboard equivalents, Alt-F, then C), or select

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Daten Status	Source	Caregory	Feriou	Daten Name	oournai rearrie	Contency	Joannai Debit	Southar Crean
8	1							
		_						
	-		_	1	-			
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					1			
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1								
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	1							
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4				china contraction		10.1		
Review Jo	umal	Review Ba	tch	Reve	rse Batch	Tag Batch		Reguery
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New Jou	mal	New Bat	ch	) 8	pprove			AutoCopy

the Close Form icon: 🥙 . You will return to the Enter Journals window:

To enter another Batch, select New Batch . To enter another journal, select

To close the General Ledger application, choose **File**, then **Exit Oracle Applications** (or, if using keyboard equivalents, Alt-F, then X).



# **Appendix 1: Journal Categories**

Correctly completing the Category field on the Journal Entry form identifies the purpose of the journal.

Category	Description	Local or Central	Usage
Accrual	Month End Accrual Entry	Local or Central	Month-end and year-end journal entries. Used to accurately record income and/or expense in the month or year in which the expense is incurred or income is earned. The University primarily operates on a cash basis and the use of accruals is a local Tub Financial Office (TFO) decision.
Adjustment	Adjusting Journal Entry	Local or Central	Correction of charges incurred against inappropriate chart values. For example, to move a transaction from an inappropriate fund to the correct fund.
Allocation	Allocation	Local or Central	Redistributing or assessing income or expenses across various chart values. For example, charging building expenses across a number of roots or charging a fixed fee to a group of funds.
Balance Forward	Balance Forward	Local or Central	Used to record adjustments to Balance Forward entries created during the year-end balance forward process.
Cap Asset Sale	Capital Asset Sale	Central	Sales of land, buildings, or equipment.



Category	Description	Local or Central	Usage				
Cap Equip Reclass	Capital Equipment Reclassification	Central	Reclassification of capitalized equipment from expense objects to asset objects.				
Carry Forward	Carry Forward Journal Entry	Local or Central	Entries to move year-end balance sheet balances from the old fiscal year to beginning balance sheet balances for the new fiscal year.				
Chargebacks	Chargebacks	Central	Used by General Accounts Receivable when writing off receivables.				
Debt Issuance	Debt Issuance - Internal, External, Debt, Bond	Central	Recording receipt of external loan proceeds or the issuance of internal loans from the Center to the tubs.				
Debt Service	Debt Service - Internal, External, Debt, Bond	Central	Payment of interest and /or repayment of principle associated with debt financing.				
Depreciation	Fixed Asset Depreciation	Central	Entries to reduce book value of assets over the assets' useful lives.				
Discounts	Discounts	Central	Used by University Financial Services Accounts Payable.				
Endow Capitalizations	Endowment Capitalizations	Central	Recording of non-gift additions to endowment principal balances.				
Endow Decapitalizations	Endow Decapitalizations	Central	Reductions of endowment principal balances to support current operations or projects.				



Category	Description	Local or Central	Usage
HMC Journals	Harvard Management Company Journals	Central	Journal entries created by or for the Harvard Management. Company
Internal Billings	Internal University Billing Activity	Local or Central	Transactions that occur within or between tubs. Examples include internal sales of goods or services, transfer of funds between units, support from University funds, or cost reallocations. This category is required for all internal billings, as well as anytime an intertub or intratub object code is used.
MELO Activity	Mortgage and Educational Loan Office Activity	Central	Journal entries created for the Mortgage and Educational Loan Office.
Month End Entry	Month End Entry	Local or Central	Journal entries created to record month-end reclassifications and adjustments.
Other	Other Miscellaneous Transactions	Local or Central	Entries that do not fall into any of the other journal categories.
Payments	Cash Disbursements	Central	Entries to identify cash disbursements from the University to external parties (includes payments to students and employees).
Purchase Invoices	Accounts Payable Invoices	Central	Entries to record all invoices (including credits) from payables.
Pyrl Casual	Casual Payroll	Local or Central	All casual payroll entries, including manual adjustments.
Pyrl Faculty	Faculty Payroll	Local or Central	All faculty payroll entries, including manual adjustments.



Category	Description	Local or Central	Usage
Pyrl Pension	Pension Payroll	Local or Central	All pension payroll entries, including manual adjustments.
Pyrl Semi Monthly	Semi Monthly Payroll	Local or Central	All staff payroll entries, including manual adjustments.
Pyrl Special	Special Payroll	Local or Central	Any payroll transaction that does not fall into and of the other payroll categories, including manual adjustments.
Pyrl TFellow	Teaching Fellow Payroll	Local or Central	All teaching fellow payroll expense entries, including manual adjustments.
Pyrl Weekly	Weekly Payroll	Local or Central	All weekly payroll expense entries, including adjustments.
Quick Checks	Quick Checks	Central	Transactions requiring a check to be cut on-the-spot.
Receipts	Cash, Gifts, other Receipts	Local or Central	Any receipt of funds.
Revenue	Revenue	Local or Central	Transactions to record revenue.
Standing Orders	Standing Orders	Central	Entries to endowment and gift funds required by the donor or by University policy.
Stu Loan Activity	Student Loan Activity	Local and Central	All entries relating to student loans.
Stu Rcvbl Activity	Student Receivable Activity	Local and Central	All entries relating to student receivables.
Year End Entry	Year End Entry	Local and Central	Journal entries created to record year-end reclassifications and adjustments.



# **Appendix 2: DFF Requirements**

Object Codes & Asso	ciated DFF		Captur	ed Info Di	F (Format: Th	e object cod	e appears aft	er the global dffs.	Periods separate	each field.)			**Asset Obje	1.00	
Requirements as of M	larch 2020	Global DFF 1	Global DFF 2	DFF 4	DFF 5	DF	F 3	DFF 6	DFF 7	DFF 8	DFF 9		DFF 3	DFF 4	DFF 5
C = Fill in if Adjustment for an D = Optional	n Audit Trail	Attribute 11	Attribute 12	Attribute 14	Attribute 15	Attrit	ute 13	Attribute 16	Attribute 17	Attribute 18	Attribute 19		Attribute 13	Attribute 14	Attribute 15
	Captured Info Context (Object Code)	Originating Journal Name	Originating Journal Date	Harvard ID	Employee or Student Name	Fringe By-pass	Effective Month	Dept. Affiliation	Bidg Component	CIP Activity	Period of Work Performed		Asset Object**	Asset Number**	Asset Activity**
Format / Example		100 characters	2-Jul-99	8 characters	40 characters	с	Jul-99	10 characters	1 character	activity code	FY2018Q4 APR- JUN		object code	10 characters	activity code
All Object codes not listed below	blank	x	x												
Student Receivables	0070, 0071	х	х	0	0										
ederal Work Study	0139-0160, 0170-0171	х	х	Required	Required										
Student Loans	0768 - 0769, 0850	х	х	0	0										
quipment ( UIS )	1170 - 1184	х	х										0	0	0
IP Plant	1200, 1240								Required	Required					
Payroll	2071	х	х	0	0										
Student Receivables	2603	x	x	0	0										
Student Loans	2785, 2951- 2953, 4500	x	x	0	0										
ees	5721	x	x	0	0										
	8010, 6020, 6030, 6040, 6050, 6051, 6070, 6071, 6080, 6090, 6110, 6120, 6140, 6150, 6152	x	x	Required	Required	o					Required for Sponsored Fund or Activity				
Payroll	8052, 8054, 8072, 8074, 8190, 8191, 8200 - 8208, 8210, 8220	x	x	Required	Required	o									
	6049, 6055, 6059, 6075, 6129, 6229, 8590	x	x	Required	Required						Required for				
	6079, 6089	x	x	Required	Required						Sponsored Fund or Activity				
	6410, 6430, 6432, 6440	х	х	Required	Required			0							
Grants/Awards/Flwsp	6450	X	X	Required	Required										
	6452	X	X	0	0										-
uipment ( UIS )	7570 - 7571	x	X X	0	0								0	0	0
Nrite offs Non-Operating	7761, 7762, 7763 9120, 9510, 9537-9544, 9560, 9562, 9564, 9570, 9572, 9574, 9590, 9595, 9610 - 9613, 9618 - 9628, 9630, 9650, 9651, 9653, 9655, 9680 - 9682, 9684,	x	x		0		Required					The Effective Month field is used in the Treasurer's			
	9750, 9755, 9810, 9815, 9832, 9838, 9910, 9915, 9930, 9932, 9934, 9936, 9938, 9960 9520, 9820, 9836, 9890	x	x				0					Distribution Allocation			
HDW Ad-hoc query columns	Dw_Transaction_Details_F _SV	Originating Je Name	Originating Je Date	UNIV_ID	Univ Id Name	Fringe Bypass Flag	Unit Rate Effect Period Name	Department Key	Bldg Component Cd	CIP Activity Key	Period of Work Performed				
HART reporting	Transaction Listing	Originating Doc ID	Originating Doc Date	HUID	HUID Name	PYRL - Fringe Bypass	GFT - Effective Month			CIP - CIP Activity	PYRL - Perod of Work Performed				

e Oracle Assets went live in July 2014