



Create a Journal or Batch

Introduction

Purpose

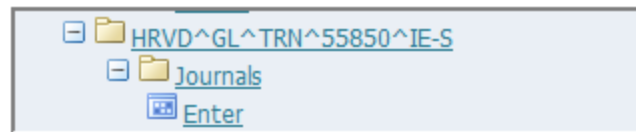
Use this procedure to enter journals or batches in Oracle Financials.

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

- To access the **General Ledger** go to <https://huit.harvard.edu/finance> under **Oracle Financial Gateway** click on the link for **Oracle System Applications, Personal Homepage**.
- Log in through Harvard Key. The **Oracle Applications Home Page** will open.
- From the **Home Page**, select your **General Ledger Responsibility** (HRVD^GL ...), then **Journals, Enter**.



i 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- “Your Java version is out of date.”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.

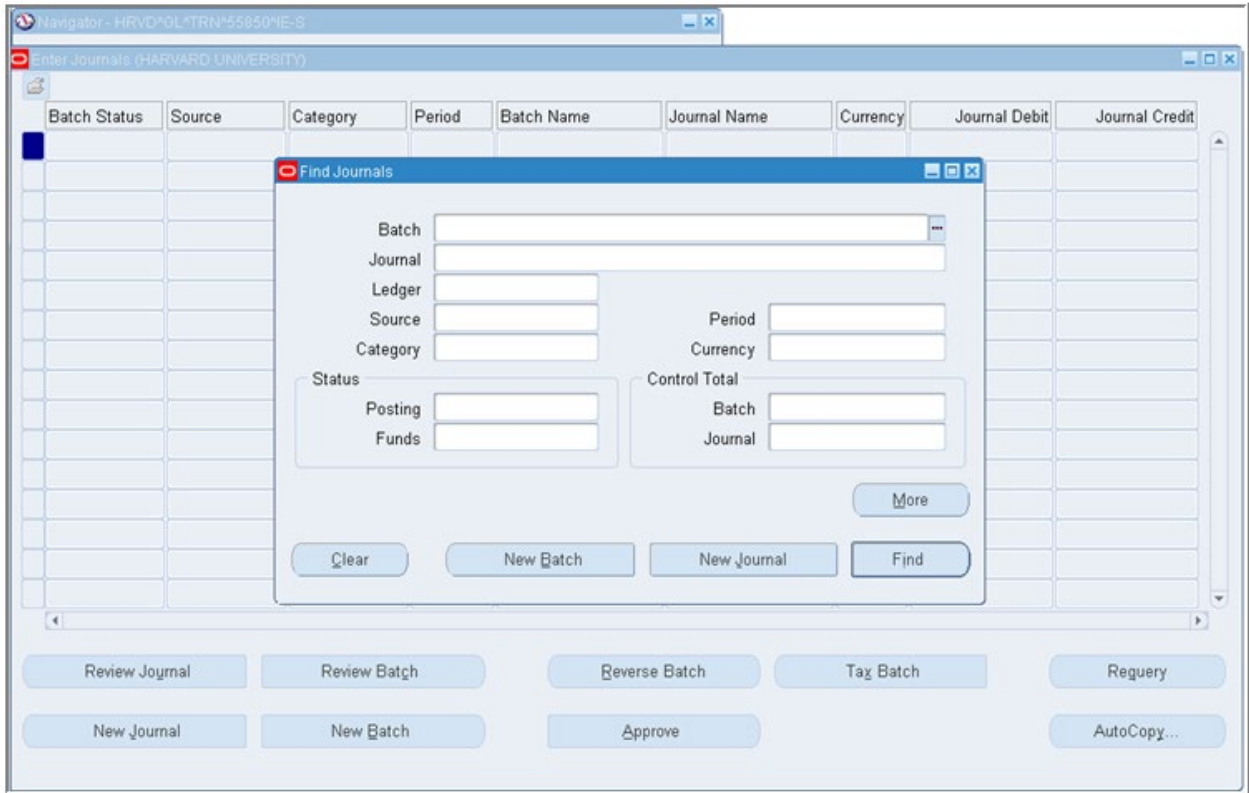
Helpful Hints

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

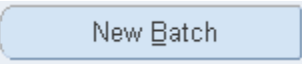



Find Journals

Selecting **Journals**, **Enter** brings up the **Find Journals** screen.



1. Perform one of the following:

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



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



Batch

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 style="list-style-type: none"> • PREPARER'S TUB INITIALS (UPPERCASE) • PREPARER'S INITIALS (UPPERCASE) • Purpose of the journal (Title Case) Example: HBS SDO Funding Transfers



Field	Required/Optional/Conditional	Description
Period	Required	Accounting period of the batch <p>i This field defaults to the most recent open accounting period.</p> <p>! During the month-end, quarterly-end and year-end closes, you may need to change the period to the appropriate month.</p>
Description	Optional	Purpose of the journal batch. <p>i For internal billings, the description should include the contact's last name, first name and contact information such as telephone number.</p> <p>Example: Reclassification of computer supplies– Harvard, Jessica 508-555-1234</p>
(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  to go to the *Journals* form.




Journals

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 style="list-style-type: none"> • PREPARER'S TUB INITIALS (UPPERCASE) • PREPARER'S INITIALS (UPPERCASE) • Purpose of the journal (Title Case) Example: HBS SDO Funding Transfers




Field	Required/Optional/Conditional	Description
Period	Required	Accounting period of the batch i 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 i The list of values can be selected by clicking  . See the Appendix at the end of this document for a description of the most commonly used journal categories.
Description	Optional	Purpose of the journal. i For internal billings, the description should include the contact's last name, first name and contact information such as telephone number. Example: 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:

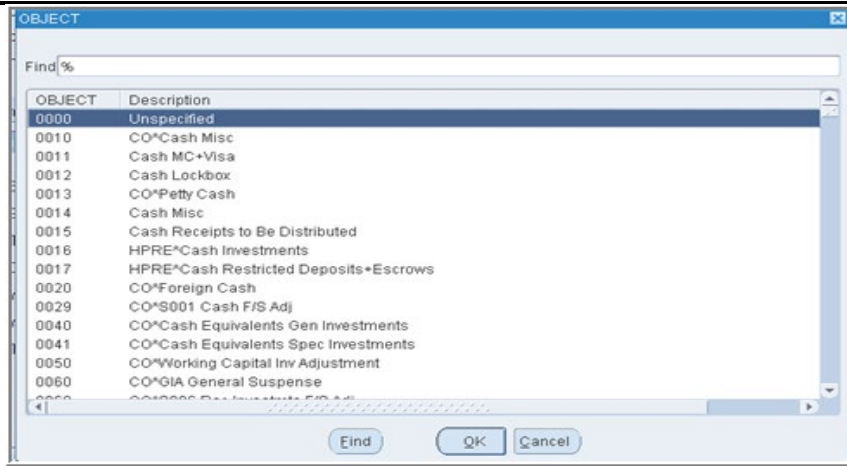
Field	Required/Optional/Conditional	Description
Tub	Required	3-digit code for Tub.
Org	Required	5-digit code for the Organization.
Object	Required	4-digit code for the Object Code.
Fund	Required	6-digit describing the source of the money.
Activity	Required	6-digit code describing for what the money is 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.




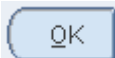
Accounting Flexfields

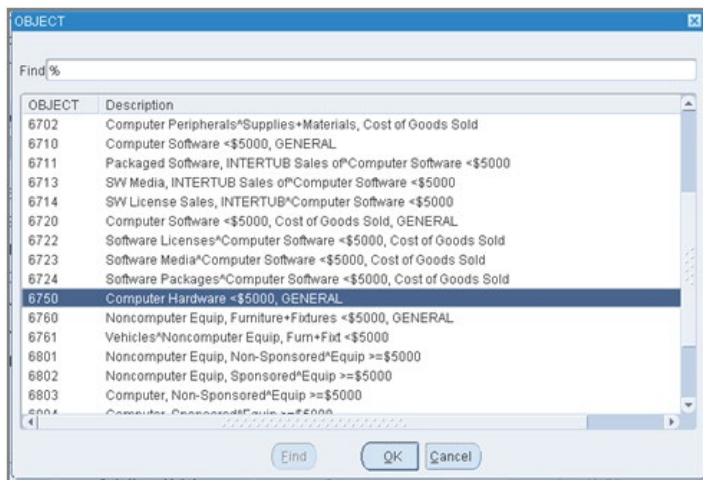
To search for a segment value:

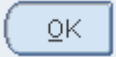
1. Select the  to the right of the segment. The segment screen will appear. In this example, **Object** will be used.



2. The wildcard (%) already appears in the Find screen. Type the in all or part of the segment number or the description and click . A list of values will appear.

3. Highlight the appropriate value and click .



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



Journals

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 i 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



Journal Entry-Descriptive Flexfields

The screenshot shows the 'Enter Journals' interface with the following details:

- Journal:** CADM JSH reclass of object codes
- Description:** reclassing incorrect object codes
- Ledger:** HARVARD UNIVER
- Period:** DEC-12
- Balance Type:** Actual
- Clearing Company:** [Empty]
- Category:** Adjustment
- Effective Date:** 01-DEC-2012
- Budget:** [Empty]
- Tax:** Not Required
- Control Total:** [Empty]
- Conversion:** Currency: USD, Date: 01-DEC-2012, Type: User, Rate: 1
- Reverse:** Date: [Empty], Period: [Empty], Method: Switch Dr/Cr, Status: Not Reversed

A pop-up window titled 'Enter Journals: Captured information' is overlaid on the main interface. It contains the following fields:

- Line 1: Originating Journal Name [Text Box]
- Line 2: Originating Journal Date [Text Box]

Buttons at the bottom of the pop-up include OK, Cancel, Clear, and Help. A red arrow points from the 'OK' button to the 'Description' column of the journal entry table below.

Line	Originating Journal Name	Originating Journal Date	DM	Qty	Description
1					reclassing incorrect object
2					reclassing incorrect obies

At the bottom of the main interface, the 'Acct Desc' is: CADM*Central Ad.CADM*Center for.Computer Hardwa.Unrestricted Un.CADM*Training.780302*Unspecif Unspecified. Buttons for Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Fugds, View Results, Change Period..., and Change Currency... are visible.

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.



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. i 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

The screenshot shows the 'Enter Journals' interface for Harvard University. The main window displays a journal entry with the following details:

- Journal:** CADM JXH reclass of object codes
- Description:** reclass of object codes
- Ledger:** HARVARD UNIVER
- Period:** DEC-12
- Balance Type:** Actual
- Clearing Company:** (empty)
- Category:** Adjustment
- Effective Date:** 01-DEC-2012
- Budget:** (empty)
- Tax:** Not Required
- Control Total:** (empty)
- Conversion:** Currency: USD, Date: 01-DEC-2012, Type: User, Rate: 1
- Reverse:** Date: (empty), Period: (empty), Method: Switch Dr/Cr, Status: Not Reversed

A pop-up window titled 'Enter Journals: Captured Information' is open, showing the following fields:

- Originating Journal Name
- Originating Journal Date
- Harvard ID (Required)
- Student Name (Required)
- Department Affiliation

Buttons for 'OK', 'Cancel', 'Clear', and 'Help' are visible at the bottom of the pop-up. The main window also has buttons for 'Tag', 'AutoCopy Batch...', 'Approve', 'Line Drilldown...', 'T Accounts...', 'Check Funds', 'Reserve Funds', 'View Results', 'Change Period...', and 'Change Currency...'.

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. i 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. i 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: .

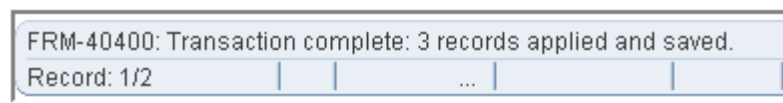
15. Perform one of the following:

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


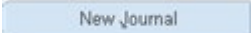
Status and Closing the Form

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





To close the form, select **File**, then **Close Form** (or, if using keyboard equivalents, Alt-F, then C), or select the **Close Form icon**:  . You will return to the **Enter Journals** window:

To enter another Batch, select  . 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.

