



Work Instruction

Create a Journal or Batch

Purpose

Use this procedure to enter journals or batches.

Trigger

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

Prerequisites

- Appropriate approvals have been obtained.

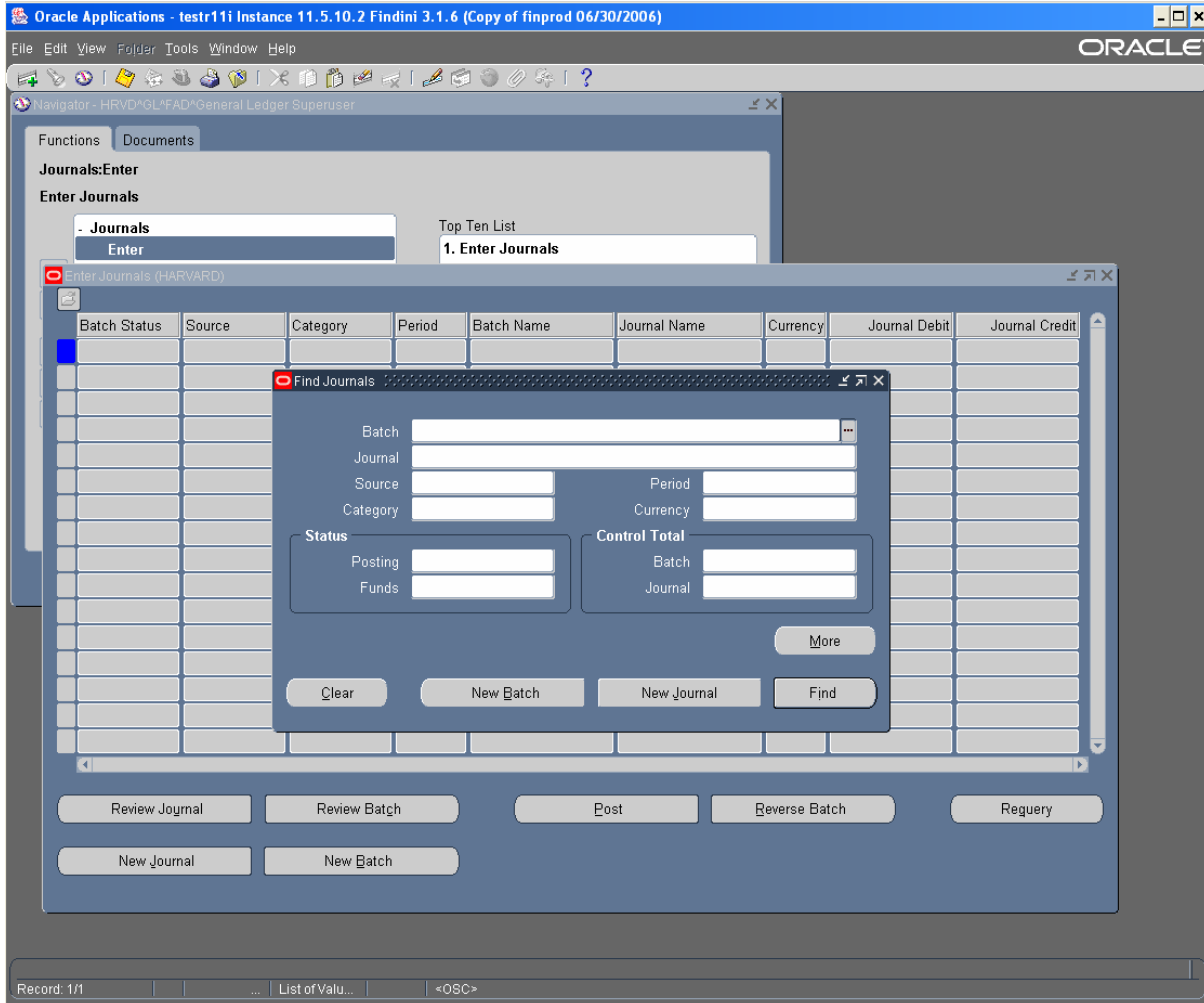
Navigator Path

- **Journals → Enter**

Helpful Hints

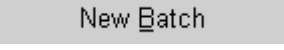
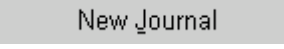
- All journal entries in a batch must share the same period.

Find Journals



The screenshot shows the Oracle Applications interface for 'Enter Journals'. A 'Find Journals' dialog box is open, allowing users to search for specific journal entries. The dialog includes fields for Batch, Journal, Source, Period, Category, Currency, Status (Posting, Funds), and Control Total (Batch, Journal). Buttons for 'Clear', 'New Batch', 'New Journal', and 'Find' are visible at the bottom of the dialog. The background window shows a table with columns for Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit.

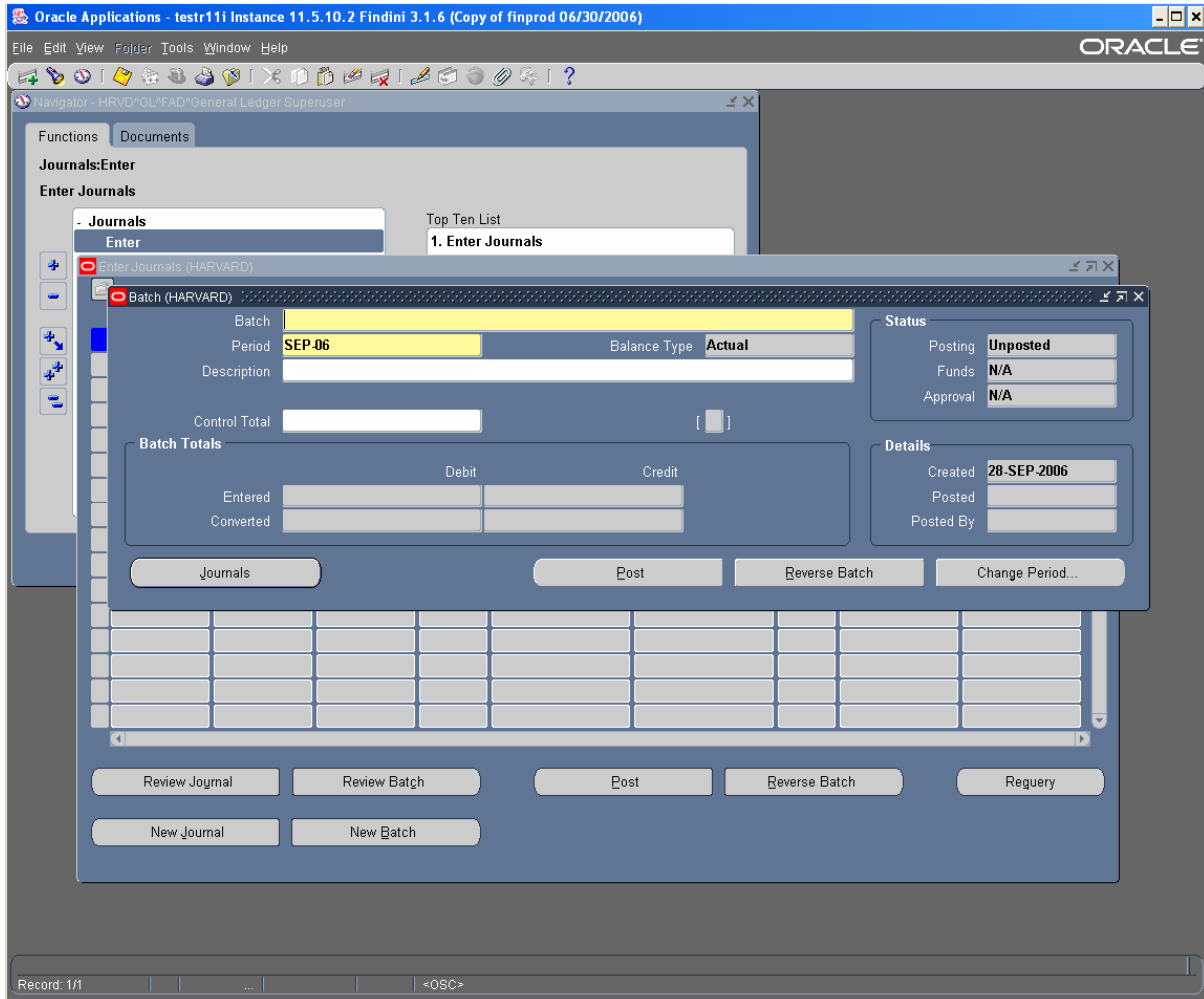
1. Perform one of the following:

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 enter a journal without a batch.




Batch



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

Field Name	Required/Optional/Conditional	Description
Batch	R	Use Naming convention for batch name (Tub initials Your initials description of journal content) Example: HBS RDP reclass of objects



Field Name	Required/ Optional/ Conditional	Description
Period	R	Accounting period of the batch  This field defaults to the most recent open accounting period.  During the month-end and year-end closes, you may need to change the period to the appropriate month.
Description	O	Description of the journal batch  For internal billings, the description should include the contact's last name, first name and 7-digit telephone number Example: Reclassification for computer supplies– Hemphill, Shirley 555-1234
Control Total	O	Amount against which the total debits/credits for the batch will be compared when saving the journal batch.





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 Name	R/O/C	Description
Journal	R	Use Naming convention for journal name (Tub initials Your initials description of journal content) Example: HBS RDP reclass of objects




Field Name	R/O/C	Description
Period	R	Accounting period of the journal  This field defaults to the most recent open accounting period.  During the month-end and year-end closes, you may need to change the period to the appropriate month.
Category	R	Appropriate journal category  The list of values can be selected by either clicking  or press F9
Description	O	Description of the journal
Control Total	O	Amount against which the total debits/credits for the journal will be compared when saving the journals.

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

Field Name	R/O/C	Description
Line	R	Number of the line Example: 10  After the first line number is entered, Oracle will automatically number the lines that follow

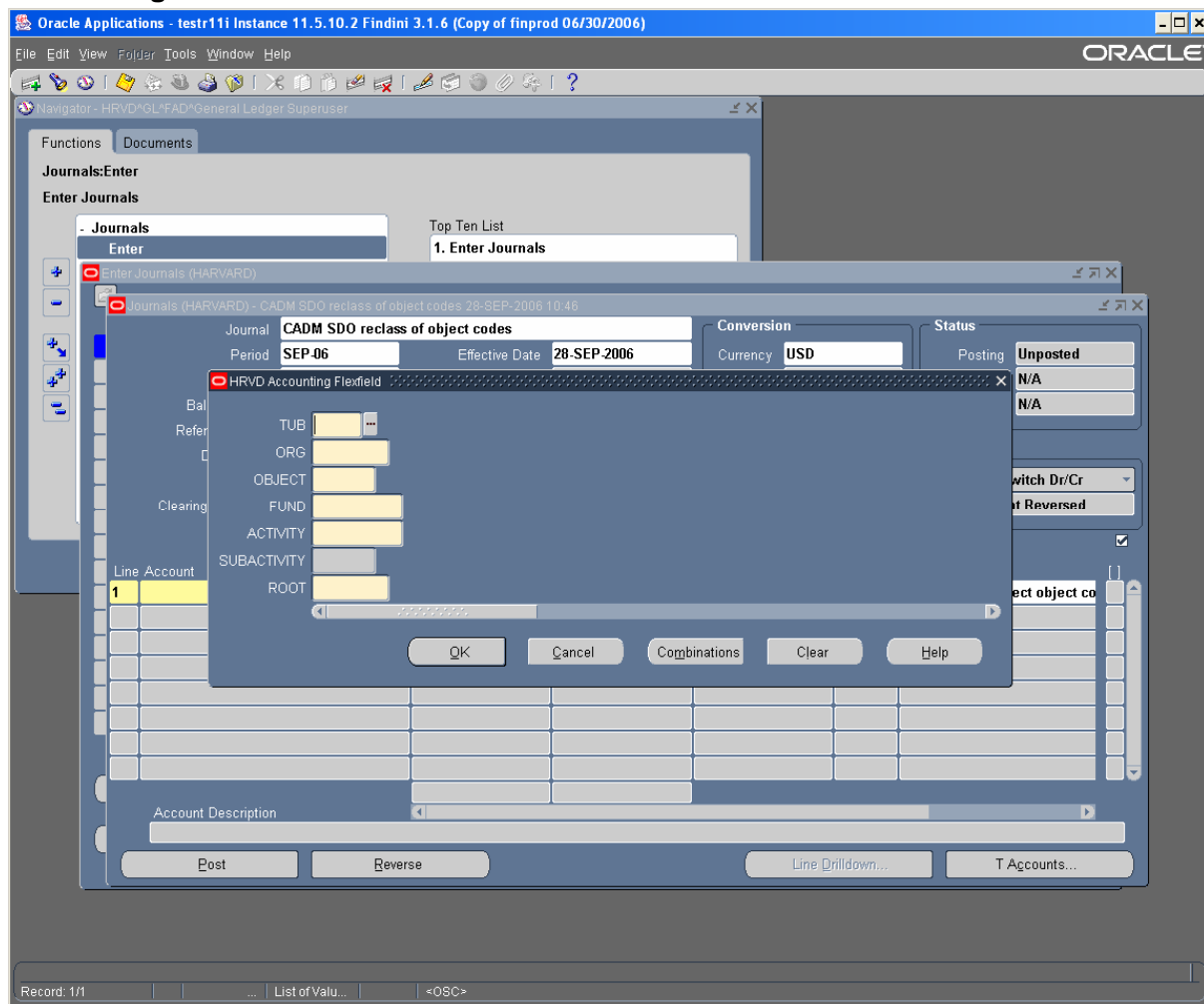
6. Perform one of the following:

If	Then	Go To
You are unsure of the 33-digit code	Click  or press F9 to prompt the <i>HRVD Accounting Flexfield</i> window.	Step 7
You know the 33-digit code	Type in the Account	Step 9

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

Field Name	R/O/C	Description
TUB	R	3-digit code for the school area
ORG	R	5-digit code for the organization within the school area
OBJECT	R	4-digit object code which classifies the amount
FUND	R	6-digit code describing the source of the money or funding
ACTIVITY	R	6-digit code describing for how the money is being used
SUBACTIVITY	R	4-digit code for the distinct task within an activity
ROOT	R	5-digit code for the faculty or building related to the transaction

Accounting Flexfield




The screenshot shows the Oracle Applications interface for entering a journal. A dialog box titled "HRVD Accounting Flexfield" is open, allowing the user to define the account structure. The background window shows the "Enter Journals" form with the following details:

- Journal: CADM SDO reclass of object codes
- Period: SEP-06
- Effective Date: 28-SEP-2006
- Currency: USD
- Posting: Unposted

The "HRVD Accounting Flexfield" dialog box contains the following fields:

- TUB: []
- ORG: []
- OBJECT: []
- FUND: []
- ACTIVITY: []
- SUBACTIVITY: []
- ROOT: []

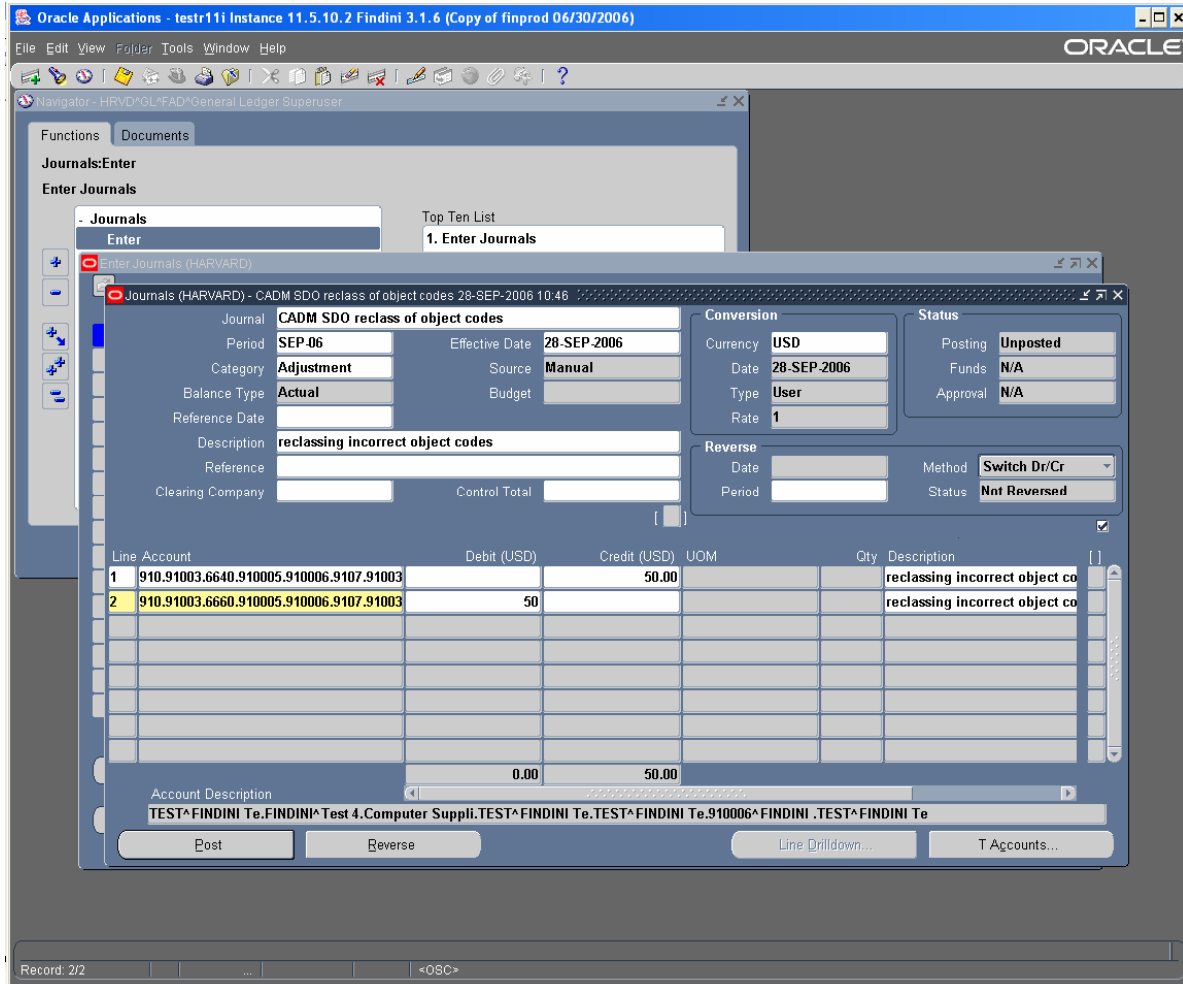
Buttons at the bottom of the dialog include: OK, Cancel, Combinations, Clear, and Help.

8. Click  to return to the *Journals* form.




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

Journals



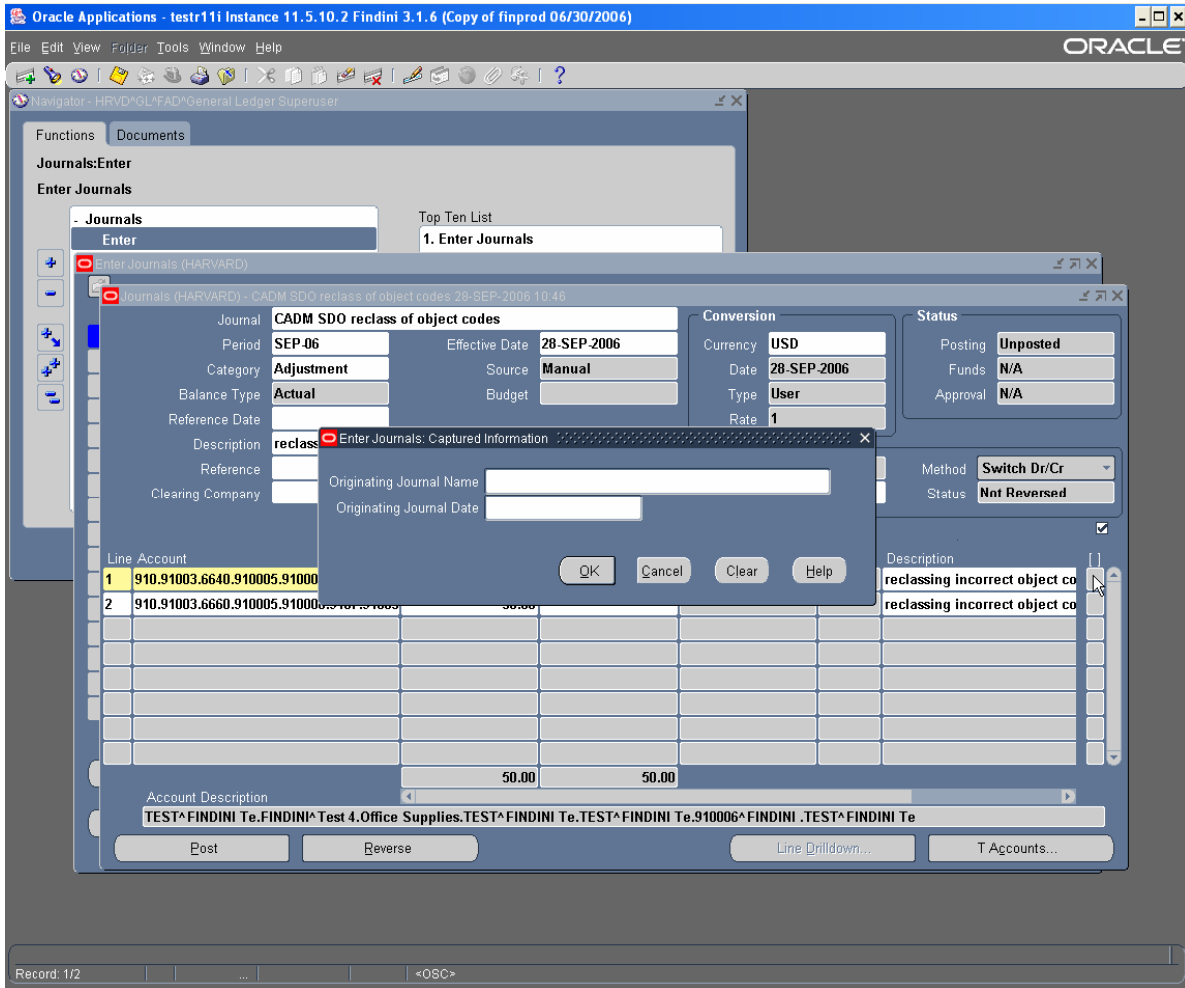
9. Complete the following fields to enter the journal entry line information:


Debit or Credit	R	Amount Debited or Credited
Description	O	Description of the journal line entry
		 <p>This field defaults in from the journal description above, but can be modified.</p>



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Descriptive Flexfields (DFF)

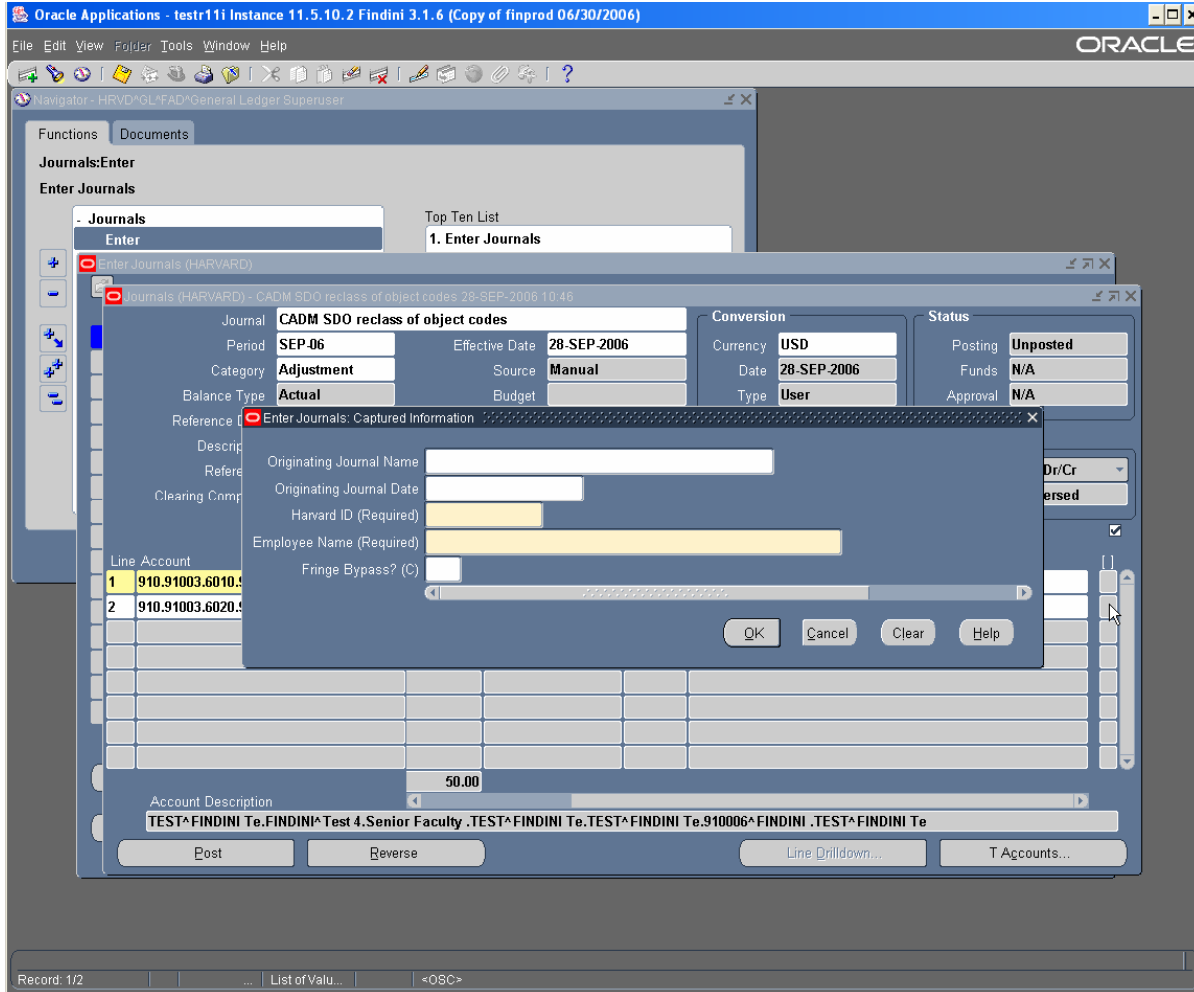


10. If desired or required, select or tab into the Descriptive Flexfields (DFF) field  to enter additional information about the journal line.

The *Enter Journals: Captured Information* window displays the Originating Journal Name and the Originating Journal Date fields. Fill in these fields when making an adjustment to a previous journal entry. This enables users to keep a good audit trail.

Field Name	R/O/C	Description
Original Journal Name	O	Fill in when adjusting a previous journal entry
Original Journal Date	O	Fill in when adjusting a previous journal entry

Descriptive Flexfields (DFF)



Additional DFF fields may appear and be required depending on the object code that you use in the account coding. For example, when journaling Payroll the system will require the user to fill in Harvard ID and Employee Name and give the option to fill in the Fringe By-Pass Code.

Field Name	R/O/C	Description
Harvard ID	C	Required when journaling payroll
Employee Name	C	Required when journaling payroll
Fringe By-Pass	O	Fill in when you don't want fringe to calculate automatically



11. Perform one of the following:

If	Then	Go To
You need to add additional lines	Tab or arrow down to the next line	Step 6
You do not need to add additional lines		Step 12

12. Perform one of the following:

If You Need To	Then	Go To
Create another journal entry in the batch	Select Edit → Save and Proceed.	Step 4
Add additional journal line entries	Tab to the next Line field.	Step 5

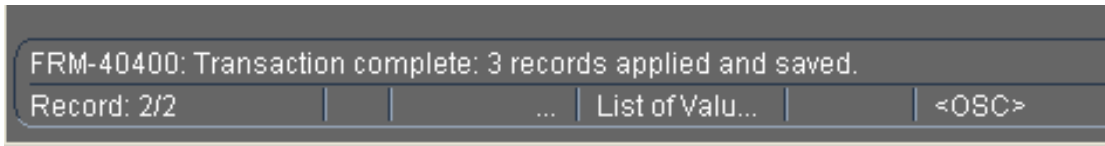
13. If you have finished your data entry, click  or **F10** or select **File → Save** to save the journal.

Result

You have created a journal.

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

Status Bar



Select **File → Close Form** to exit the Journal form.

Comments

You have completed this work instruction.