



General Ledger (GL) Training Guide

Finance Outreach & Compliance
<http://foc.virginia.edu>

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GL-General Ledger

GL Key Concepts

General Ledger Key Concepts

The most common functions for employees working with the General Ledger (GL):

- Depositing cash
- Creating GL Journal entries
- Adjusting journal entries
- Reconciling GL Transactions and Cash Balances

Less frequent but important:

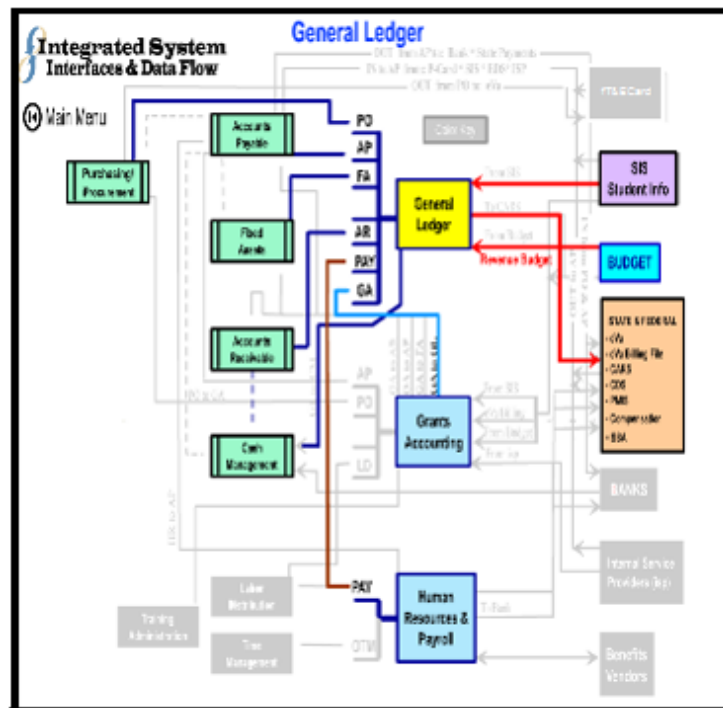
- Working with the Internal Investment Program (IIP)
- Reviewing financial reports from the Budget Office.

The other GL functions such as budgeting revenue, financial statements, and high-level reporting are carried out largely in central financial offices, Deans' offices, and department heads' offices.

This course will show you how to create journal entries and run the reports necessary for reconciliation. Before you can do those things effectively, you must understand some basic concepts of the General Ledger.

You need know:

1. How other Integrated System modules interact with the GL module and generally what kinds of information they pass to GL. The interactive graphic shown and linked below, *Integrated System Interfaces & Data Flow*, gives explicit information about module interactions.
2. The *Chart of Accounts* (COA) segments which are often referred to as the *GL STRING*.
3. How the GL String segments are organized.
4. How to select GL String segment values in order to create accurate *journal entries*.
5. How the GL String relates to the PTAE0. This knowledge will increase your understanding of reconciliation reports and help you understand how the University's funds are processed for distribution.



The GL String and the PTAE0



You will classify funds in the General Ledger with the six (6) segments of the GL String. The preceding graphic identifies each segment and illustrates how many characters are in the individual segments.

Entity

The GL String's *Entity* segment is the balancing segment in the GL which is used to segregate financial information for each of UVA's four state agencies. Within each state agency, Entity codes also mark the difference between state, local, and funds being held for agencies outside the University (e.g. scholarships, foundations, etc.). The Entity segment is structured this way to facilitate the creation of financial statements for each of the four agencies and to satisfy other high-level reporting requirements. The following table displays the organization of the Entity segment and the Entity values as they relate to state agencies and sources of funds.

	Local	State	Agency
Academic Division	10	20	80
Medical Center	15	25	85
UVa's College At Wise	16	26	86
Southwest Virginia Regional Center	17	27	87

Entity Codes

A Project is **owned by only one Org** and an Org belongs to only one Agency. Therefore, the Entity value must reflect the agency that owns the project identified in the Project segment of the GL string.

A Project can **only sponsor one category of Award**. Therefore, the Entity value must also reflect the appropriate source of funds (e.g. local, state, or outside).

Local Entity Codes

Select the **Local** Entity code associated with the state agency that owns the Project to perform such transactions as:

- Depositing revenue from local sales and services
- Depositing local gift revenue

EXAMPLE: If you are recording the deposit of a gift to a UVA-Wise project, you would begin the GL string with Entity code 16. Example string: 16.xxxxxx.2075.4510.xxxxx.0000

Line	Account	Debit (USD)	Credit (USD)	Description
	10.999999.9999.1182.99999.0000	1000.00		123456
	16.xxxxxx.2075.4510.xxxxx.0000		1000.00	123456 Gift to Athl

State Entity Codes

Select the **State** Entity code associated with the state agency that owns the Project to perform such transactions as:

- Depositing revenue from state sales and services.

EXAMPLE: If you are depositing conference registration payments at the Southwest Virginia Regional Center, you would begin the GL string with Entity code 27. Example string: 27.xxxxxx.1110.4710.xxxxx.0000

Line	Account	Debit (USD)	Credit (USD)	Description
1	10.999999.9999.1182.99999.0000	1000.00		123456
2	27.xxxxxx.1110.4710.xxxxx.0000		1000.00	123456 Conf Fees

Outside Entity Codes

Select the **Outside** Entity code associated with the state agency which owns the Project to perform such transactions as:

- Depositing funds to projects for outside agencies or on behalf of non-UVA organizations whose money is held by UVA (e.g., scholarships, etc.), where you are creating Journal Entries for projects that sponsor awards beginning with YY.

Example Outside Agencies:

University of Virginia Physicians Group (UPG)
Darden Foundation
Law School Foundation
Seven Society
Colonnade Club
ROTC Scholarships
VA Museum of Natural History

If your GL string includes a Fund Source beginning with 8 (Agency Funds), you **must** use an Entity code that begins with 8.

EXAMPLE: If you are recording the deposit of a gift to a UVA Foundation project, you would begin the GL string with Entity code 80.

Example string: 80.xxxxxx.8010.4505.xxxxx.0000

Line	Account	Debit (USD)	Credit (USD)	Description
1	10.999999.9999.1182.99999.0000	1000.00		123456
2	80.xxxxxx.8010.4505.xxxxx.0000		1000.00	123456 Gift to Dar

The Entity code can be found using the Award Purpose Description found in UBI's GA_Reference module. In the A-P-T tab, the Award Purpose Desc includes the Fund Source and the Entity. The Entity code is the 2 digit number after the dash.

The screenshot shows the UBI GA_Reference module interface. The 'A-P-T' tab is selected. The 'Award Purpose Desc' column in the table contains the text '207-10 Current Funds - Restr: Priv Gifts (Local)'. A callout box highlights the '207-10' portion, identifying it as the Entity code.

Project

There are five (5) types of Projects:

1. Balance Sheet/Clearing Projects (Project number begins with a 9)
2. GL Project
3. Revenue Parent Project (Project number begins with RP)
4. Revenue Project
5. Revenue/Expenditure Project

Most UVA GL Specialists will be concerned with deposits and monitoring the funds in Revenue Projects, Revenue/Expenditure Projects, and Expenditure Projects associated with the organization(s) they support.

Processing Funds

The Processing Funds graphic illustrates the steps by which the University's revenue is processed for use. More details on how UVA processes its funds can be found at: [Processing Funds](#)

Depending on the Project-Award structures created in your Organization, money is deposited to a GL Revenue Project or a Revenue/Expenditure Project.

Detailed information on individual projects can be found in [UBI](#), GA_Reference Module and GL_Reference Module.

Fund Source

The 'Fund Source' segment has a complex structure. The University's major sources of revenue dictate some of the high-level structure as well as some of its lower-level breakdowns. At the highest level, it is broken down into these major elements:

- 1000 Unrestricted Funds
- 2000 Restricted Funds
- 3000 Loan Funds
- 4000 Endowment Funds
- 4800 Annuity & Life Funds
- 5000 Expendable Plant Funds
- 5200 Renewal & Replacement Funds
- 5400 Debt Funds
- 8000 Agency Funds

The Descriptions of the individual Fund Sources provide further structural breakdowns that delineate key relationships like "State" and "Local" funds. Fund Sources also exist in "Parent-Child" relationships that may be of use to you when running and interpreting reports.

[Fund Sources for Routine Departmental Deposits](#)

Eight (8) of the most common Fund Sources are considered appropriate for the majority of deposits done in the University's departments. They are:

1. 1005 - Current Funds - Unrestricted: Tuition and Fees (State 0300)
-□□□□ Example: Admission and student fee deposits
2. 1110 - CF-Unrest: Sales & Services of Educat Activities (State 0300)
-□□□□ Example: Awards beginning with 'SS'
3. 1115 - CF-Unrest: Sales & Services of Educat Activities (Local)
-□□□□ Example: Awards beginning with 'LS'
4. 1120 - Current Funds - Unrestricted: Sales & Services of Auxiliary Enterprises (0306) -□□□□ Example: State Auxiliaries
5. 1125 - Current Funds - Unrestricted: Sales & Services of Auxiliary Enterprises (Local) -□□□□ Example: Local Auxiliaries
6. 1165 - CF-Unrest: Other Sources (Local) -□□□□ Example: Local Awards
7. 8005 - Agency Funds (Local) -□□□□ Example: Awards beginning with 'YY'
8. 8010 - Affiliated Foundations (Local) -□□□□ Example: Awards beginning with 'YY'

Pay close attention to **local** and **state** designations. Here are some examples.

Fund Source	Fund Source Name
1005	Current Funds - Unrestricted: Tuition and Fees (State 0300)
1110	Current Funds - Unrestricted: Sales & Services of Educat Activities (State 0300)
1115	Current Funds - Unrestricted: Sales & Services of Educat Activities (Local)
1120	Current Funds - Unrestricted: Sales & Services of Auxiliary Enterprises (Auxiliary Enterprises 0306)
1125	Current Funds - Unrestricted: Sales & Services of Auxiliary Enterprises (Local)
1165	Current Funds - Unrestricted: Other Sources (Local)
8005	Agency Funds (Local)
8010	Affiliated Foundations (Local)

NOTE: Using a GL string that includes an Agency Fund Source (those that begin with 8) means you **MUST** choose an Entity code that begins with 8 and is related to the state agency you support (i.e. 80 for UVA).

A list of all Fund Sources can be found in the [UBI GL_Reference Module](#)

[illegible]

The Fund Source can be found using the Award Purpose Description found in UBI's GA_Reference module. In the A-P-T tab, the Award Purpose Desc includes the Fund Source and the Entity. The Fund Source is the 4 digit number before the dash.

UBI UNIVERSITY BUSINESS INTERCHANGE

GA Reference

Quick Start **A-Z** Awards Projects Tim Controls Change Log Roles Status Review Award Volume Orgs About MyGO

Select Dates

Show Active Show Inactive Show All Statuses

Select Award(s)

Award Project Task Combinations

Award Revenue * Award Num Name * Award Own Org Name

Project Desc 105236 DR01247 AS-ASTR MCC... 33670 AS-Astronomy

Select Project(s)

Select Other Filters

Clear All

Award Purpose Desc	Project Num	Project Own Org Name	Task Num	Award End Active Dt
2075-0 Current Funds - Restr: Priv Gifts (Local)	105236 AS-ASTR MCC...	33670 AS-Astronomy	101 Task 1	6/30/2020

Award Purpose Desc

2075-0 Current Funds - Restr: Priv Gifts (Local)

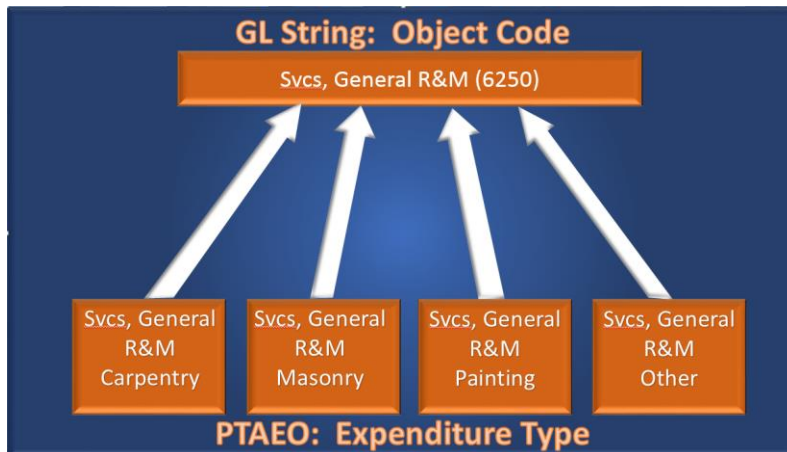
Object Codes

Object Codes also have a complex structure. The highest-level structure of Object Codes is:

- 1000 Assets
- 2000 Liabilities
- 3000 Fund Balance
- 4000 Revenue
- 5000 - 8950 Total Expenses

The GL String's Object Codes may not show you all the expected items. This is because the GL String is designed to **summarize** information from the PTAE0 and map it to the *Commonwealth Accounting and Reporting System (Cardinal)*.

Object Codes map in “one-to-many” relationships with Expenditure Types. This graphic illustrates one example.



Generally speaking, the UVA GL Specialist will be primarily interested in the “**Revenue**” Object Codes found in the range **4000-4999**.

In the majority of cases the correct Object Codes for recording departmental revenue will be:

- 4705 - Sales & Svcs - Edu Activities
- 4710 - Conference Income - Non Aux
- 4820 - Other Income

Object Codes are also organized into “Parent-child” relationships that are designed to facilitate roll-ups and summaries that appear in various levels of reporting.

You can produce a list of current Object Codes in UBI. In the GL Reference module, choose the GL Object Codes tab.

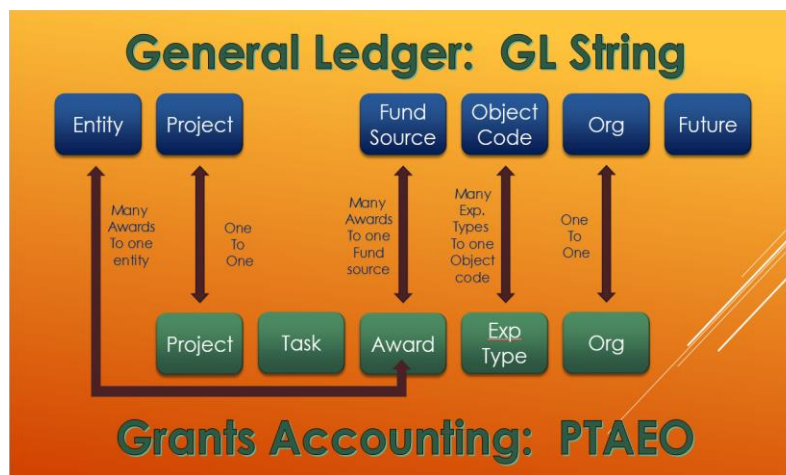
Parent Flag	Enabled Flag	Object Code	Object Code Desc	Module Flag	UBR Line Item	Account Type
Y	Y	5455	State Allocation	GL Only	1	Asset
Y	Y	5456	State Appropriations	GL Only	1	Asset
Y	Y	5457	State Deferred Revenue	GL Only	1	Liability
Y	Y	5458	State Expense	GL Only	1	Liability
Y	Y	5459	State Fund Assets	GL Only	1	Asset
Y	Y	5460	Non-State Object Codes	GL Only	1	Asset
Y	Y	5461	State Revenue	GL Only	1	Liability
Y	Y	5462	State Investment	GL Only	1	Asset
Y	Y	5463	State	GL Only	1	Asset
Y	Y	1000	Cash	GL Cash	1	Asset
Y	Y	1001	Cash-Allocated	GL Cash	1	Asset
Y	Y	1002	F&G Cash AP	GL Cash	1	Asset
Y	Y	1003	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1004	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1005	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1006	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1007	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1008	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1009	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1010	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1011	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1012	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1013	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1014	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1015	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1016	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1017	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1018	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1019	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1020	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1021	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1022	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1023	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1024	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1025	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1026	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1027	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1028	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1029	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1030	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1031	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1032	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1033	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1034	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1035	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1036	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1037	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1038	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1039	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1040	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1041	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1042	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1043	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1044	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1045	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1046	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1047	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1048	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1049	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1050	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1051	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1052	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1053	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1054	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1055	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1056	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1057	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1058	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1059	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1060	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1061	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1062	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1063	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1064	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1065	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1066	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1067	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1068	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1069	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1070	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1071	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1072	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1073	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1074	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1075	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1076	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1077	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1078	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1079	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1080	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1081	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1082	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1083	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1084	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1085	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1086	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1087	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1088	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1089	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1090	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1091	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1092	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1093	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1094	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1095	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1096	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1097	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1098	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1099	Cash-Adm. Support, Waikanae	GL Cash	1	Asset
Y	Y	1100	Cash-Adm. Support, Waikanae	GL Cash	1	Asset

All departments, business units, agencies, and support organizations, are assigned a five (5) digit Org code. You can download a complete list of the

University's organization codes from the Integrated System home page by clicking [Organizations](#) in the Finance Links.

NOTE: It is important for you to know the Org codes for the organization(s) you support and the other organizations they interact with. You should also note that Orgs are structured into "Parent-child" relationships that reflect several layers of UVA's organizational structure. Knowing this will help you understand data relationships that drive some aspects of reporting. UBI's **GL_Reference** module, the **Rev Proj Relationships** tab, can be sorted by Proj Owning Organization.

There is a relationship between some of the GL String segments and the PTAE0. Those relationships are shown in the following graphic.



Internal Investment Program

The Internal Investment Program (IIP) is a short-term investment vehicle with short-term returns that has the advantage of full liquidity. The following are the steps necessary to invest.

The source of funds has to be an allowable source. This is determined by the award purpose code of the project or the nature of the deposit entry if the project does not have an award.

The following Fund Sources are allowable in IIP:

Qualified Fund Types	Award Type (GA)	Fund Source (GL)
Gift & Endowment Distribution Funds	DR ER DU EU	2075 / 2090 / 1100 / 1105
Local Funds	LP LO LS	5045 / 5055 / 5110 / 5215 / 5430 1165 / 1115
E & G Reserves	SP	5212
Auxiliary Operating and Reserve Funds	SP LP SA LA	5210 / 5215 / 1010 / 1120 / 1140/1125
Medical Center Operating and Reserve Funds	N/A	1210

Calculating Funds Available

Run the UBI GL Cash Balance Summary module (using fiscal period and org/project). The available balance is the "PJTD (Project to Date) before Commitments" column total. A number with a dash in front indicates that cash is available.

If the project is linked to a Revenue Parent (RP), run the cash balance report for the parent.

Cash Balance = Project-to-Date Revenues – Project-to-Date Expenditures +/- Transfers – Investments

Investment Pools

University units holding surplus cash balances may invest those funds with the University's Internal Bank per policy [FIN-025](#). University units may choose from two investment pools offered under the Program. Investment in multiple pools is permitted.

The two pools are designed to offer investors short-term (ST) and intermediate-term (IM) options. In general, larger investments made for a longer term will earn a higher rate of return; however, preservation of the principal is not guaranteed.

Pool	Object Code	Minimum Average Balance	Minimum Term
ST	1215	\$10,000	1 year
IM	1216	\$100,000	2 years

See [Internal Investment Program page](#) for current rates.

The penalty for not meeting the time or minimum investment balance criteria is typically the loss of one quarter's interest.

The thresholds indicate the minimum balance to maintain in the account. You can always invest MORE than the minimum and divest that excess as needed. This concept applies to both pools.

Internal Investment Program Entries

The category for all Internal Investment Program entries is "***UVA Transfer.***"

You are required to create journal entries to:

- Invest in the Internal Investment Program
- Divest from the Internal Investment Program

Note: It is the responsibility of the department to initiate the journals to invest and divest funds. ***Revenues are not automatically invested, except for IIP interest allocations.***

Investing Funds

Entity	Project	Fund Source	Object Code	Org	Future	Debit	Credit
Entity	Project	Fund Source	1215/1216/1217	Project Owning Org	0000	\$\$\$\$\$	
Same	128471	Same	Same	99999	0000		\$\$\$\$\$

Interest is allocated in the month after quarter-end based on the project's quarterly average balance in the IIP. This rate is based on short-term investment market performance.

This ***interest allocation is automatically reinvested on the day of allocation.*** These are the only entries made centrally. If additional revenue is received, the department has the option to create another journal to invest those funds.

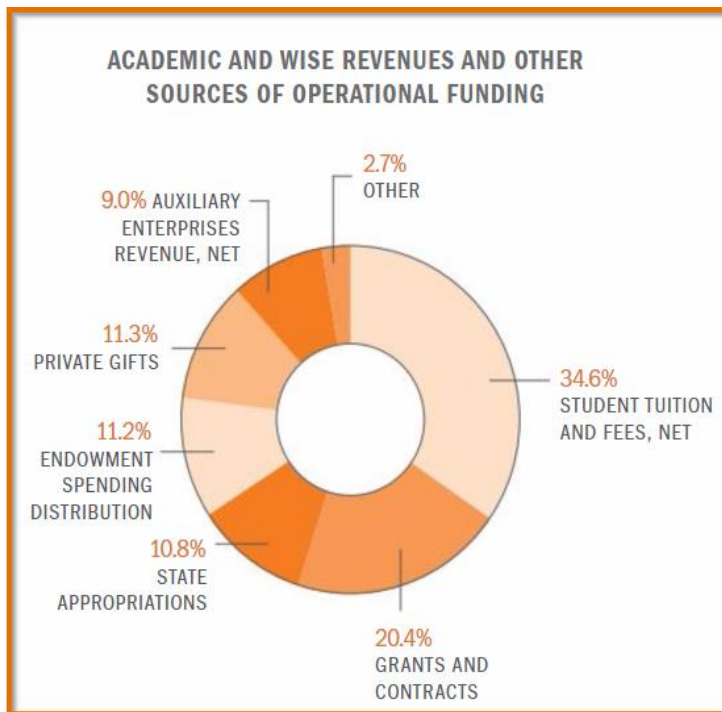
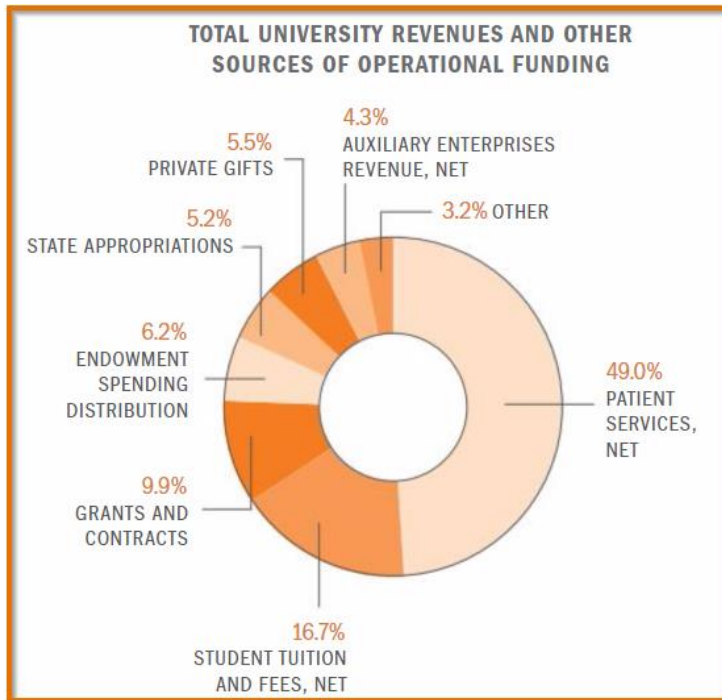
Divesting Funds

Entity	Project	Fund Source	Object Code	Org	Future	Debit	Credit
Same	128471	Same	Same	99999	0000	\$\$\$\$\$	
Entity	Project	Fund Source	1215/1216/1217	Project Owning Org	0000		\$\$\$\$\$

If your project has a cash deficit or anticipated expenditures exceeding your existing cash balance, you will need to make a divestment entry. The divestment entry will reduce the investment balance and increase the cash balance in your project.

Financial Reports

The following graphic from [2016 Financial Report](#) shows the sources of University revenue.



Creating a GL Journal Entry for Deposits

Journals for Depositing Cash

UVA's Naming Convention for GL Journals for Deposits

AA-USERID DD-MMM-YYYY Description

- **AA-** represents the ***Organizational Unit's identifying prefix**
- **USERID** represents **your University Computing ID**
- **Date** - 2 digit day-3 Letter month-4 digit year
- **Description** - 8 digit Deposit Control Number (DCN) from the bank deposit slip

Example

With this naming convention a Journal Name might appear as follows:

Journals (University of Virginia) - FI-DLH5BD 02-FEB-2018 #5XX12345 Deposit Conference Fees			
Journal	FI-DLH5BD 02-FEB-2018 #5XX12345 Deposit Conference Fees		Conversion
Description	5XX12345 Deposit Conference Fees		Currency USD
Ledger	University of Virginia	Category	UVA Receipts
Period	Feb-18	Effective Date	02-FEB-2018
		Type	User

- **FI-**: stands for UVA Finance - NOTE: The hyphen (dash) is the third character of the department identifier
- **DLH5BD**: University assigned computing ID
- **#12345678**: 8 digit deposit ticket number
- **Deposit Conference Fees**: describes the purpose of this journal entry

*PROJECT, AWARD, AND ORGANIZATION PREFIXES

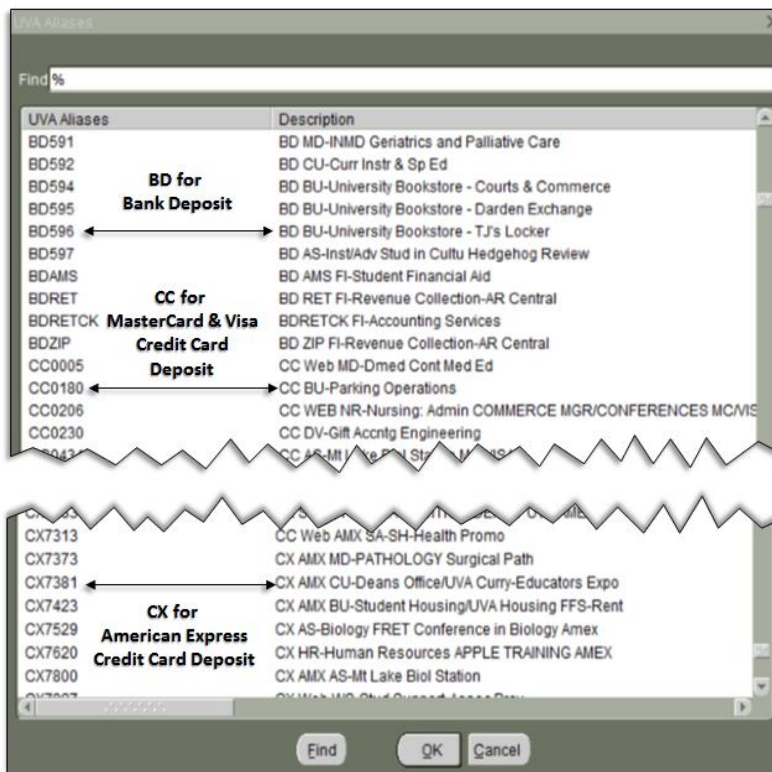
Prefix	Organizational Unit
AR	Architecture School
AS	College of Arts & Sciences
AT	Athletics
BA	Frank Batten School
BU	Business Operations
CO	Exec VP/COO
CP	School of Cont/Prof Studies
CU	Curry School
DA	Darden School
DE	VP/Diversity and Equity
DV	SVP University Advancement
EN	Engr School
FI	UVA Finance
FM	Facilities Management
HR	Human Resources
HS	EVP for Health Affairs
HS	HSF
IT	CIO
LB	Library-UVA
LW	Law School
MC	McIntire School
MD	School of Medicine
NR	Nursing School
OP	Architect-UVA
PR	President's Office
PV	VP/Provost
RS	VP for Research
SA	VP/Student Affairs
ST	VP Information Technology
SW	SW VA H Ed Ctr
WS	College at Wise

DEBITS and CREDITS

Departments must deposit all cash and credit card receipts into a specific suspense accounts or a single string revenue account. Your department is required to reconcile these accounts monthly.

When transferring from the suspense account to appropriate revenue account, debit the suspense account. Credit your Revenue Accounting String.

To help ensure the correct suspense account string is used, each suspense account is incorporated into an alias for your Org, bank deposit location, or credit card merchant number.



Be sure you use the correct alias for your org, bank deposit location, or credit card merchant number.

The accounting services department maintains the list of aliases.

DESCRIPTIONS

All Deposit journals REQUIRE specific information in the **Description fields** of the journal header, Debit, and Credit lines to insure proper reconciliation with Cash Management. Since the Description fields are **not validated** by the system, users must remember to include the required information and **approvers must check** for it.

For Cash or Check Receipts:

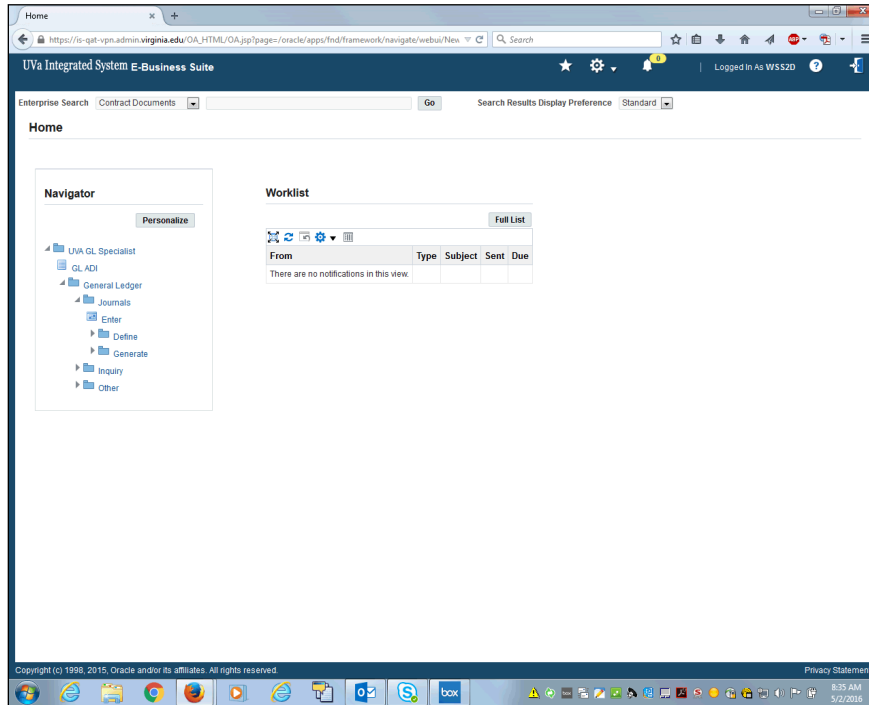
- Ensure you have used the correct Suspense Account string in the Debit line. The alias begins with BD.
- Debit/Credit Line Description = Deposit Control Number (DCN) from the bank deposit slip.
 - In the Debit line's Description field enter ONLY the DCN.
 - In the Credit line's Description field enter the DCN, and the date of the deposit in the format DD-MMM-YYYY. Other descriptive text may follow as desired
 - This text will be displayed in reports and should describe the funds deposited (i.e. conference fees, ticket sales, etc.).

For Credit Card Receipts:

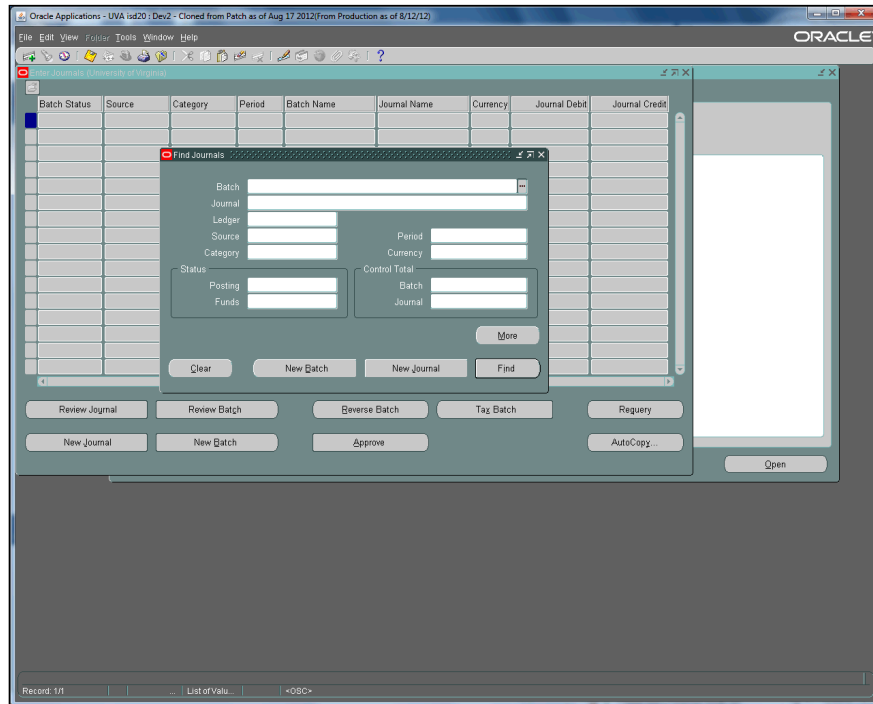
- Ensure you have used the correct Suspense Account string in the Debit line. The alias begins with C.
- Debit/Credit Line Description = The Batch number found in Merchant Connect or swipe machine.
 - The Line Description field MUST display the credit card Batch Number first in both the Debit and Credit line(s).
 - The Credit Line Description field may include explanatory text AFTER the Batch Number and date.
 - This text will be displayed in reports and should describe the funds deposited (i.e. conference fees, ticket sales, etc.).

Procedure

This topic illustrates creating a GL Journal entry.



Step	Action
1.	<p>Log into the GL module and expand to see Journals.</p> <p>Click the Enter link.</p> <p>Enter</p>



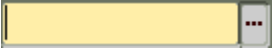
Step	Action
2.	<p>The Find Journals form opens.</p> <p>Click the New Journal button.</p> <div>New Journal</div>

Training Guide


General Ledger (GL)

Step	Action
3.	Enter the desired information into the Journal field. Enter " FI-DLH5BD #52312345 Deposit Conference Fees "

Step	Action
4.	<p>Information in the description field shows on reports.</p> <p>You are required to enter the deposit slip number in the description field so that you can refer to it when you reconcile.</p> <p>Enter the desired information into the Description field.</p> <p>Enter "52312345".</p>

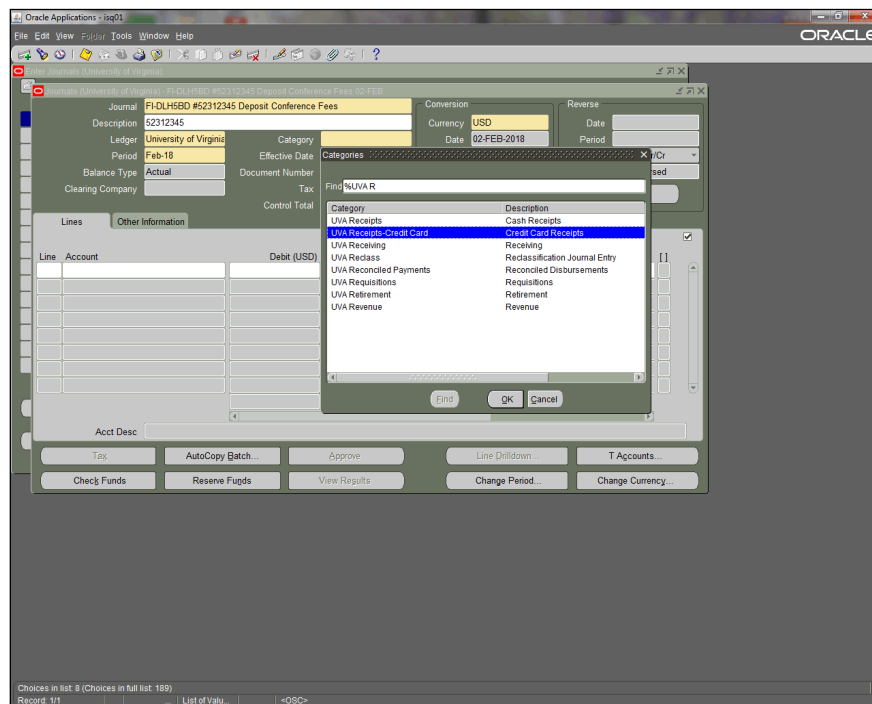
Step	Action
5.	<p>Click in the Category field.</p> 

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USER PRODUCTIVITY KIT

Step	Action
6.	Click the Category button. 

Page 20

Step	Action
7.	<p>Type UVA R after the wildcard (%) or scroll down to find UVA Receipts.</p> <p><i>Once the journal has been saved the Category cannot be changed.</i></p> <p>Click the UVA Receipts list item.</p> <p>UVA Receipts</p>

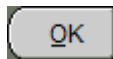


Step	Action
8.	<p>NOTE: Credit Card receipts have their own category.</p> <p>Make sure to select UVA Receipts-Credit Card if you are entering revenue from credit cards.</p>

Training Guide

General Ledger (GL)

Step	Action
9.	Click the OK button.



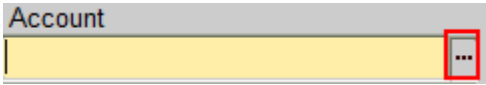
Step	Action
10.	<p>Enter the total amount of the transaction into the Control Total Field.</p> <p>While not a required field (required fields are yellow) it provides a helpful check that your deposit debits and credits are entered correctly.</p> <p>In this example, the total is \$500.00.</p> <p>Enter the desired information into the Control Total field. Enter "500.00".</p>

The screenshot displays the Oracle Applications Journal Entry interface. The top section contains metadata for the journal entry, including the Journal ID (FOLH5BD #52312345), Description (Deposit Conference Fees), Ledger (University of Virginia), Category (UVA Receipts), Date (02-FEB-2018), and Currency (USD). The Control Total field is highlighted in yellow and shows a value of 500.00. Below this, the 'Lines' section is visible, showing a table with columns for Line, Account, Debit (USD), Credit (USD), and Description. The bottom of the window features a series of buttons for actions such as 'Tax', 'AutoCopy Batch...', 'Approve', 'Line Drilldown...', 'T Accounts...', 'Check Funds', 'Reverse Funds', 'View Reports', 'Change Period...', and 'Change Currency...'.

Step	Action
11.	<p>Click in the Line field and enter the line number.</p> <p>As this is the first line of our example, Enter "1" in the Line field.</p>

Training Guide

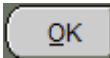
General Ledger (GL)

Step	Action
12.	<p>Click the Account LOV button.</p> 

The screenshot displays the Oracle Applications General Ledger interface. The main window shows a journal entry for 'Deposit Conference Fees' with a control total of 500.00. The entry is dated 02-FEB-2018 and is categorized as 'UVA Receipts'. An 'Accounting Flexfield' dialog box is open, showing the 'UVA Aliases' field. The dialog box has a search bar and a list of aliases. The 'UVA Aliases' field is highlighted with a red box.

Step	Action
13.	Click the UVA Aliases LOV cell.

The screenshot shows the Oracle Applications General Ledger interface. A 'Journal' entry is being processed for 'University of Virginia' with the description 'FOLH5BO #52312345 Deposit Conference Fees'. The 'UVA Aliases' dialog box is open, displaying a list of aliases. The selected alias is 'BD507' with the description 'BD AT-Ticket Office'. The dialog also shows other aliases like 'BD0501', 'BD0502', 'BD0503', etc. The background window shows the 'Journal' entry details, including the ledger 'University of Virginia', period 'Feb-18', and effective date '02-FEB-2018'.

Step	Action
14.	<p>Scroll down and select the correct alias for your Org, bank deposit location, or credit card merchant.</p> <p>BD507 has been selected.</p> <p>Click the OK button.</p> 

Oracle Applications - lga01

File Edit View **Format** Tools Window Help

Journals (University of Virginia) - FI-OLH5BD #52312345 Deposit Conference Fees 02-FEB

Journal: FI-OLH5BD #52312345 Deposit Conference Fees
Description: 52312345
Ledger: University of Virginia
Period: Feb-18
Balance Type: Actual
Clearing Company:
Category: UVA Receipts
Effective Date: 02-FEB-2018
Document Number:
Tax: Not Required
Control Total: 500.00
Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1
Reverse: Date:
Period:
Method: Switch Dr/Cr
Status: Not Reversed
Reverse

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	52312345	500.00		52312345

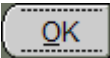
Accounting Flexfield

UVA Aliases: BD507 BD FI-Revenue Collection

OK Cancel Clear Help

Acct Desc:
Tax:
AutoCopy Batch...
Approve
Line Drilldown...
T Accounts...
Check Funds
Reverse Funds
View Results
Change Period...
Change Currency...

Choices in list: 451
Record: 1/1 List of Valu. <OSC>

Step	Action
15.	Click the OK button. 

Oracle Applications - lga01

File Edit View **Format** Tools Window Help

Journals (University of Virginia) - FI-OLH5BD #52312345 Deposit Conference Fees 02-FEB

Journal: FI-OLH5BD #52312345 Deposit Conference Fees
Description: 52312345
Ledger: University of Virginia
Period: Feb-18
Balance Type: Actual
Clearing Company:
Category: UVA Receipts
Effective Date: 02-FEB-2018
Document Number:
Tax: Not Required
Control Total: 500.00
Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1
Reverse: Date:
Period:
Method: Switch Dr/Cr
Status: Not Reversed
Reverse

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980406 1165 2610 20415 0000	500.00		52312345


Acct Desc: UVA-Local FI-BD Clearing Cashier's Current Funds - Unrestric Deposits FI-Revenue Collection Future


Tax:
AutoCopy Batch...
Approve
Line Drilldown...
T Accounts...
Check Funds
Reverse Funds
View Results
Change Period...
Change Currency...

Record: 1/1 <OSC>

Step	Action
16.	<p>Notice, the GL String populated from the alias.</p> <p>Now you need to enter the debit amount.</p> <p>Enter the desired information into the Debit field. Enter "500.00".</p>

The screenshot displays the Oracle Applications General Ledger interface. The window title is 'Oracle Applications - lga01'. The main window shows a journal entry for 'Deposit Conference Fees' with a debit of 500.00. The journal is titled 'Journals (University of Virginia) - FI-OLHSD #52312345 Deposit Conference Fees 02-FEB'. The journal description is '52312345'. The ledger is 'University of Virginia'. The category is 'UVA Receipts'. The currency is 'USD'. The date is '02-FEB-2018'. The period is 'Feb-18'. The effective date is '02-FEB-2018'. The type is 'User'. The rate is '1'. The status is 'Not Reversed'. The control total is '500.00'. The lines table shows a debit of 500.00 for line 10.980406.1165.2610.20415.0000. The description is '52312345'. The account description is 'UVA-Local FI-BO Clearing Cashier's Current Funds - Unrestricted Deposits FI-Revenue Collection Future'. The interface includes buttons for 'Tax', 'AutoCopy Batch...', 'Approve', 'Line Drilldown...', 'T Accounts...', 'Check Funds', 'Reverse Funds', 'View Results', 'Change Period...', and 'Change Currency...'.

Step	Action
17.	<p>The Description autopopulates from the description in the header.</p> <p>Move on to the Credit line. The line number will populate after you click on the line.</p> <p>Click in the Line field.</p> 

Step	Action
18.	Click the Account LOV button. 

Oracle Applications 11i201

File Edit View **Tools** Window Help

Oracle Applications 11i201

Journal

Journal: F10LH5BD #5212345 Deposit Conference Fees 02-FEB

Description: 5212345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Receipts

Effective Date: 02-FEB-2018

Document Number:

Tax: Not Required

Control Total: 500.00

Conversion

Currency: USD

Date: 02-FEB-2018

Type: User

Rate: 1

Reverse

Date:

Period:

Method: Switch Dr/Cr

Status: Not Reversed

Reverse

Lines

Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10.980406.1165.2610.20415.0000	500.00		5212345
2				5212345

Accounting Flexfield

UVA Aliases

OK Cancel Clear Help

Acct Desc

Tax

AutoCopy Batch...

Approve

Line Drilldown...

T Accounts...

Check Funds

Reserve Funds

View Receipts

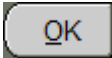
Change Period...

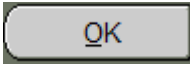
Change Currency...

Record 2/2

List of Values

Oracle Applications 11i201

Step	Action
19.	Click the OK button. 

Step	Action
20.	<p>Enter the GL string where the revenue funds belong.</p> <p>In this example, the Accounting Flexfield has been completed.</p> <p>NOTE: You can find part of your GL String from your PTAO by running the UBI module <i>GA_Reference</i>. In the Award tab, you will find the Award Purpose Code which gives you the Fund Source and the Entity. A list of the Object Codes can be found the UBI module <i>GL_Reference</i>.</p> <p>Click the OK button. </p>

Oracle Applications - Jeq01

File Edit View **Format** Tools Window Help

Enter Journals (University of Virginia)

Journal: FLDLH5BD #52312345 Deposit Conference Fees 02 FEB

Description: 52312345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Receipts

Effective Date: 02-FEB-2018

Document Number:

Tax: Not Required

Control Total: 500.00

Conversion:

Currency: USD

Date: 02-FEB-2018

Type: User

Rate: 1

Reverse:

Date:

Period:

Method: Switch Dr/Cr

Status: Not Reversed

Reverse

Lines

Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980406 1165 2610 20415 0000	500.00		52312345
2	80 115356 8005 4705 20405 0000		500.00	52312345
		500.00		

Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

Tax AutoCopy Batch... Approve Line Drilldown... T Accounts...

Check Funds Reserve Funds View Results Change Period... Change Currency...

Record 2/2 <OSC>

Step	Action
21.	<p>Now you need to enter the credit amount.</p> <p>Enter the desired information into the Credit field. Enter "500.00".</p>

Oracle Applications - Jeq01

File Edit View **Format** Tools Window Help

Enter Journals (University of Virginia)

Journal: FLDLH5BD #52312345 Deposit Conference Fees 02 FEB

Description: 52312345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Receipts

Effective Date: 02-FEB-2018

Document Number:

Tax: Not Required

Control Total: 500.00

Conversion:

Currency: USD

Date: 02-FEB-2018

Type: User

Rate: 1

Reverse:

Date:

Period:

Method: Switch Dr/Cr

Status: Not Reversed

Reverse

Lines

Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980406 1165 2610 20415 0000	500.00		52312345
2	80 115356 8005 4705 20405 0000		500.00	52312345
		500.00		

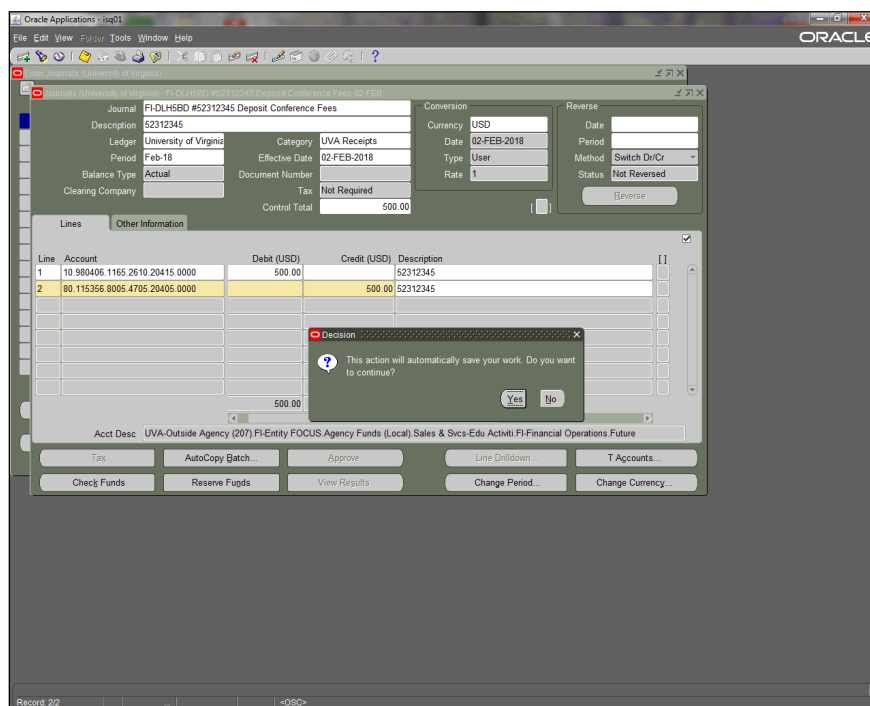
Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

Tax AutoCopy Batch... Approve Line Drilldown... T Accounts...

Check Funds Reserve Funds View Results Change Period... Change Currency...

Record 2/2 <OSC>

Step	Action
22.	Click the Reserve Funds button. <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin-top: 10px;">Reserve Funds</div>



Step	Action
23.	Click the Yes button. <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px;"> Decision </div> <p>This action will automatically save your work. Do you want to continue?</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 2px solid red; padding: 5px;">Yes</div> <div>No</div> </div> </div>

Oracle Applications - lga01

Journal: 52312345
Description: 52312345
Ledger: University of Virginia
Period: Feb-18
Balance Type: Actual
Clearing Company:
Category: UVA Receipts
Effective Date: 02-FEB-2018
Document Number: 180227
Tax: Not Required
Control Total: 500.00

Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1
Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed

Lines: Other Information

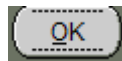
Line	Account	Debit (USD)	Credit (USD)	Description
1	10.980406.1165.2610.20415.0000	500.00		52312345
2	80.115356.8005.4705.20405.0000		500.00	52312345

Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

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

Step	Action
24.	Click the OK button.



Oracle Applications - lga01

Journal: 52312345
Description: 52312345
Ledger: University of Virginia
Period: Feb-18
Balance Type: Actual
Clearing Company:
Category: UVA Receipts
Effective Date: 02-FEB-2018
Document Number: 180227
Tax: Not Required
Control Total: 500.00

Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1
Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed

Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10.980406.1165.2610.20415.0000	500.00		52312345
2	80.115356.8005.4705.20405.0000		500.00	52312345


Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

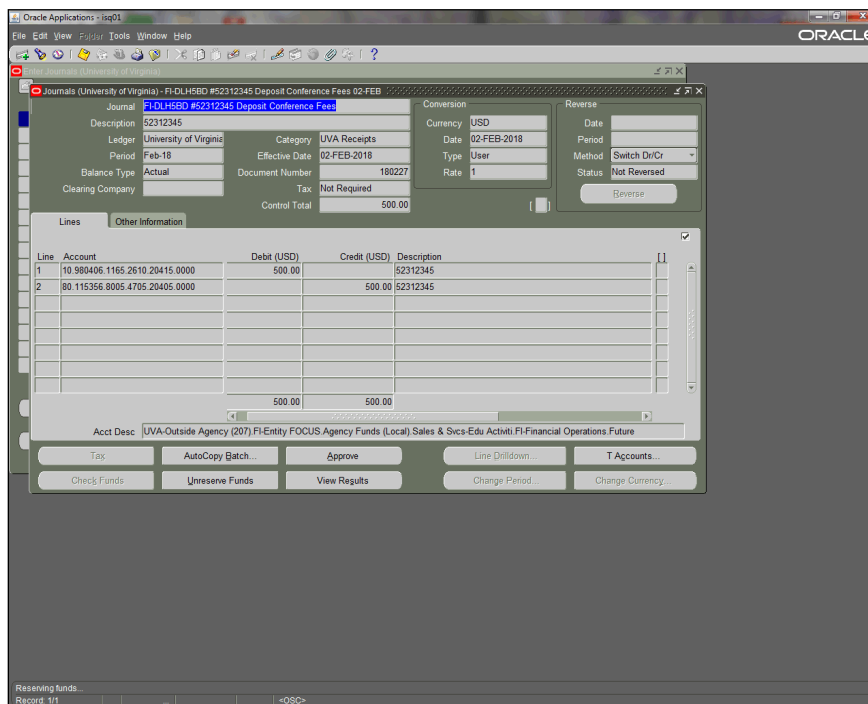
Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

Message: Your transaction(s) passed funds reservation.

Training Guide

General Ledger (GL)

Step	Action
25.	Click the OK button. 



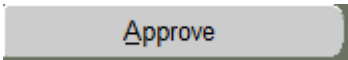
The screenshot displays the Oracle Applications General Ledger interface. The window title is 'Oracle Applications - lsq01'. The menu bar includes 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The main window is titled 'Journals (University of Virginia) - FI-OU-RECD #52312345 Deposit Conference Fees 02-FEB'. The journal entry details are as follows:

Journal	Description	Ledger	Category	Period	Effective Date	Document Number	Balance Type	Clearing Company	Tax	Control Total
52312345	52312345	University of Virginia	UVA Receipts	FEB-18	02-FEB-2018	180227	Actual		Not Required	500.00

The 'Conversion' section shows 'Currency' as USD, 'Date' as 02-FEB-2018, 'Type' as User, and 'Rate' as 1. The 'Reverse' section shows 'Date' as blank, 'Period' as blank, 'Method' as Switch Dr/Cr, and 'Status' as Not Reversed. A 'Reverse' button is present. The 'Lines' section shows two lines:

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980406 1165 2610 20415 0000	500.00		52312345
2	80 115356 8005 4705 20405 0000		500.00	52312345

The 'Acct Desc' field shows 'UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future'. The bottom of the window shows a status bar with 'Reserving funds...' and 'Record: 1/1'.

Step	Action
26.	Click the Approve button. 

Oracle Applications - lq01

File Edit View Format Tools Window Help

Journals (University of Virginia) - FI-DLH5BD #52312345 Deposit Conference Fees 02 FEB

Journal: 52312345
Description: 52312345
Ledger: University of Virginia
Category: UVA Receipts
Period: Feb-18
Effective Date: 02-FEB-2018
Balance Type: Actual
Document Number: 180227
Clearing Company:
Tax: Not Required
Control Total: 500.00

Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1
Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980406 1165 2610 20415 0000	500.00		52312345
2	80 115356 8005 4705 20405 0000		500.00	52312345
		500.00	500.00	

Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

Tax AutoCopy Batch... Approve Line Drilldown... T Accounts...
Check Funds Unreserve Funds View Results Change Period... Change Currency...

Funds have been reserved for this batch.
Record: 1/1

Step	Action
27.	<p>Your Journal will flow to your approver.</p> <p>The approver will receive a notification to approve the Journal.</p>

Oracle Applications - lq01

File Edit View Format Tools Window Help

Journals (University of Virginia) - FI-DLH5BD #52312345 Deposit Conference Fees 02 FEB

Journal: 52312345
Description: 52312345
Ledger: University of Virginia
Category: UVA Receipts
Period: Feb-18
Effective Date: 02-FEB-2018
Balance Type: Actual
Document Number: 180227
Clearing Company:
Tax: Not Required
Control Total: 500.00

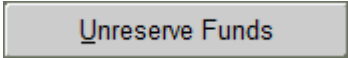
Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1
Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed

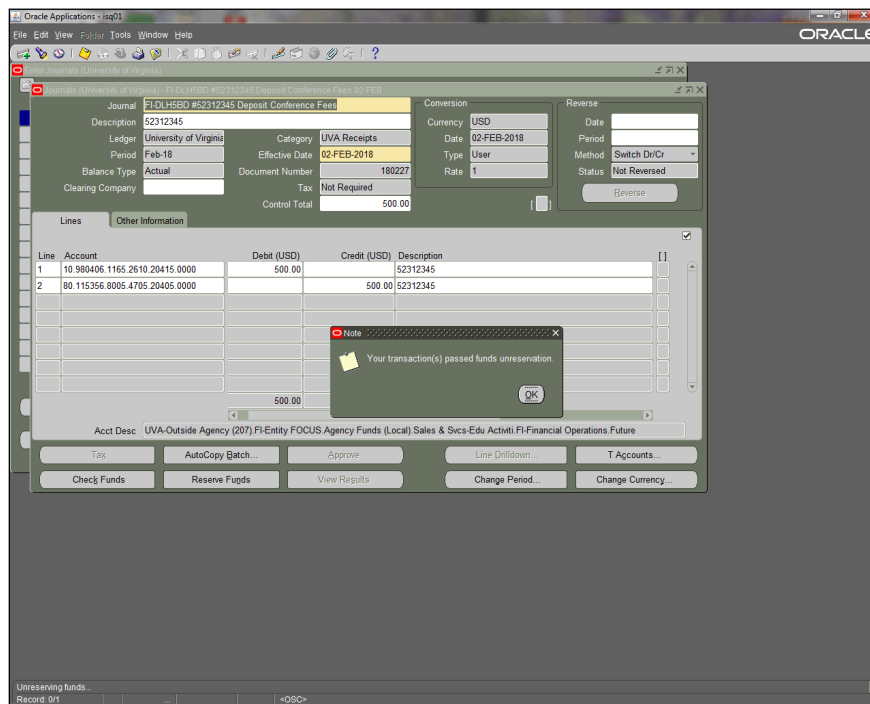
Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980406 1165 2610 20415 0000	500.00		52312345
2	80 115356 8005 4705 20405 0000		500.00	52312345
		500.00	500.00	

Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

Tax AutoCopy Batch... Approve Line Drilldown... T Accounts...
Check Funds Unreserve Funds View Results Change Period... Change Currency...

Funds have been reserved for this batch.
Record: 1/1

Step	Action
28.	<p>The journal can be deleted, but only after the funds are Unreserved.</p> <p>Click the Unreserve Funds button.</p> 



Step	Action
29.	<p>This concludes the topic.</p> <p>End of Procedure.</p>

Creating a GL Journal Entry for Adjustments

Journals for making an Adjustment to a Journal

UVA's Naming Convention for GL Journals for Adjustments

AA-USERID DD-MMM-YYYY Description

- **AA-** represents the ***Organizational Unit's identifying prefix**
- **USERID** represents **your University Computing ID**
- **Date** - 2 digit day-3 Letter month-4 digit year
- **Description** - The description should be understandable to anyone who may review the Journal. You should reference the original and the correction being made.

Example

With this naming convention a Journal Name might appear as follows:

Journals (University of Virginia) - FI-DLH5BD 02-FEB-2018 Correct doc #52312345 16-FEB					
Journal	FI-DLH5BD 02-FEB-2018 Correct doc #52312345			Conversion	
Description	Correct Org on line 2 of doc #52312345			Currency	USD
Ledger	University of Virginia	Category	UVA Adjustment	Date	02-FEB-2018
Period	Feb-18	Effective Date	02-FEB-2018	Type	User

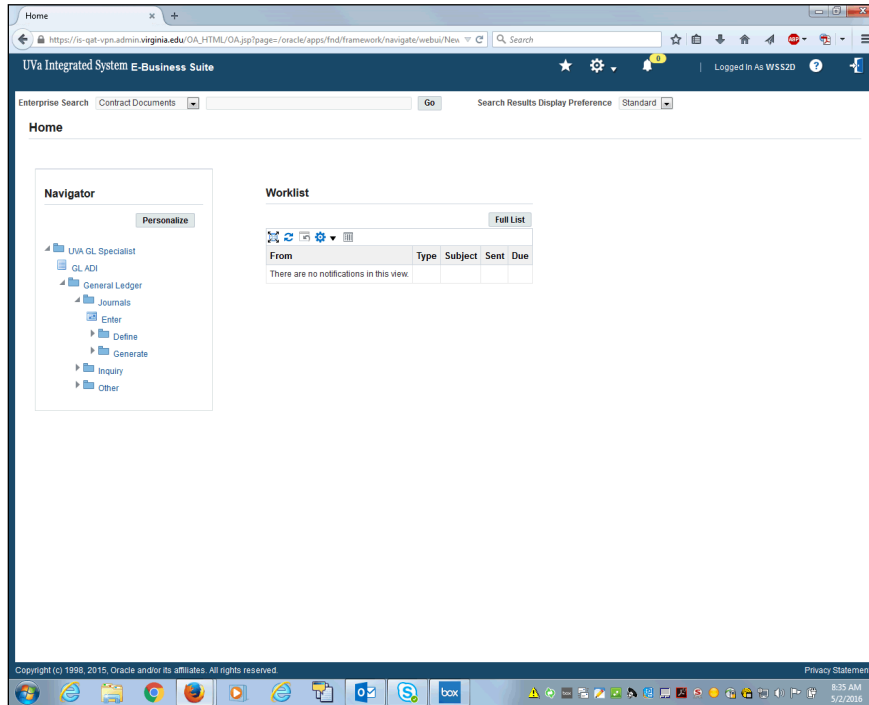
- **FI-:** stands for UVA Finance - NOTE: The hyphen (dash) is the third character of the department identifier
- **DLH5BD:** University assigned computing ID

***PROJECT, AWARD, AND ORGANIZATION PREFIXES**

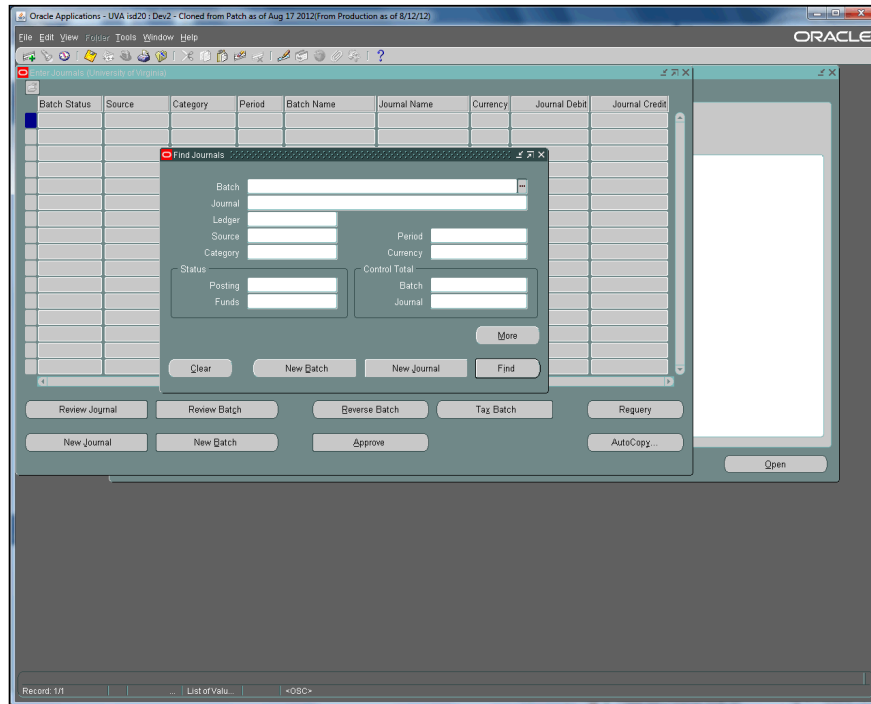
Prefix	Organizational Unit
AR	Architecture School
AS	College of Arts & Sciences
AT	Athletics
BA	Frank Batten School
BU	Business Operations
CO	Exec VP/COO
CP	School of Cont/Prof Studies
CU	Curry School
DA	Darden School
DE	VP/Diversity and Equity
DV	SVP University Advancement
EN	Engr School
FI	UVA Finance
FM	Facilities Management
HR	Human Resources
HS	EVP for Health Affairs
HS	HSF
IT	CIO
LB	Library-UVA
LW	Law School
MC	McIntire School
MD	School of Medicine
NR	Nursing School
OP	Architect-UVA
PR	President's Office
PV	VP/Provost
RS	VP for Research
SA	VP/Student Affairs
ST	VP Information Technology
SW	SW VA H Ed Ctr
WS	College at Wise

Procedure

This topic illustrates creating a GL Journal entry.



Step	Action
1.	<p>Log into the GL module and expand to see Journals.</p> <p>Click the Enter link.</p> <p>Enter</p>



Step	Action
2.	<p>The Find Journals form open.</p> <p>Click the New Journal button.</p> <div>New Journal</div>

Training Guide

General Ledger (GL)


Step	Action
3.	<p>Enter the desired information into the Journal field.</p> <p>Enter "FI-DLH5BD 02-Feb-2018 Correct doc #52312345"</p>

Step	Action
4.	<p>Information in the description field shows on reports.</p> <p>The description should be understandable to anyone who may review the Journal. You should reference the original and the correction being made.</p> <p>Enter the desired information into the Description field.</p> <p>Enter "Correct Org on line 2 of doc #52312345".</p>

Step	Action
5.	<p>Click in the Category field.</p> <p>Category <input type="text"/></p>

Training Guide

General Ledger (GL)

Step	Action
6.	Click the Category LOV button. 


Step	Action
7.	<p>Click the UVA Adjustment list item.</p> <p>Note: Once the journal has been saved the Category cannot be changed.</p> <p>UVA Adjustment Adjusting Journal Entry</p>

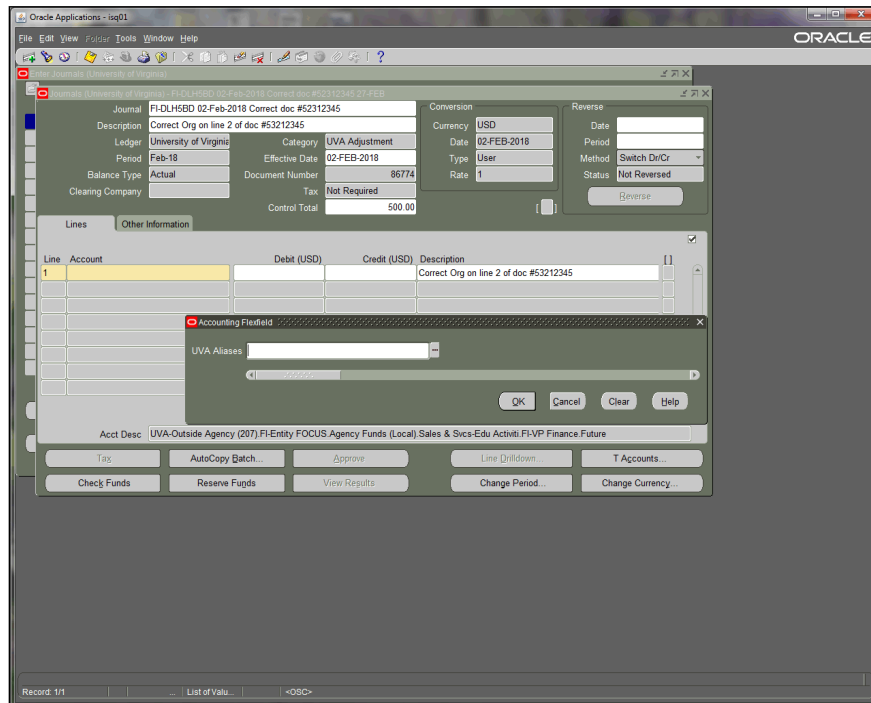
Step	Action
8.	<p>Enter the total amount of the transaction into the Control Total Field.</p> <p>While not a required field (required fields are yellow) it provides a helpful check that your deposit debits and credits are entered correctly.</p> <p>In this example, the total is \$500.00.</p> <p>Enter the desired information into the Control Total field. Enter "500.00".</p>

Training Guide

General Ledger (GL)

Step	Action
9.	Click in the Line field and enter the line number. As this is the first line of our example, Enter "1" in the Line field.

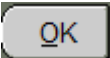
Step	Action
10.	Click the Account LOV button. 



The screenshot shows the Oracle Applications - ieq01 window. The main form is the 'Journal Entry' form, which displays the following details:

- Journal: FI-DLH5BD 02-Feb-2018 Correct doc #53212345
- Description: Correct Org on line 2 of doc #53212345
- Ledger: University of Virginia
- Period: Feb-18
- Balance Type: Actual
- Effective Date: 02-FEB-2018
- Category: UVA Adjustment
- Document Number: 86774
- Tax: Not Required
- Control Total: 500.00

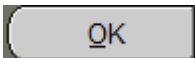
A pop-up window titled 'Accounting Flatfield' is open, showing a search for 'UVA Alases'. The search results list 'UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activ: FI-VP Finance Future'. The 'OK' button is highlighted.

Step	Action
11.	Click the OK button. 

The screenshot shows the Oracle Applications - iSQL interface. The main window is titled "Journal Entry" and displays a form for creating or editing a journal entry. The form includes fields for Journal, Description, Ledger, Period, Balance Type, Clearing Company, Category, Effective Date, Document Number, Tax, Control Total, Currency, Date, Type, Rate, and Reverse. The "Accounting Flexfield" dialog box is open, showing a tree structure for selecting accounting information. The tree structure is as follows:

- Entity: 00 - UVA-Outside Agency (207)
- Project: 115356 - FI-Entity FOCUS
- Fund Source: 8005 - Agency Funds (Local)
- Object Code: 4705 - Sales & Svcs-Edu Activities
- Organization: 20400 - FI-VP Finance
- Future: 0000 - Future

The dialog box has buttons for OK, Cancel, Combinations, Clear, and Help. The main form also has buttons for Check Funds, Reserve Funds, View Results, Change Period..., and Change Currency... at the bottom.

Step	Action
12.	<p>Enter the GL string as it appeared on the line that is being corrected.</p> <p>In this example, the Accounting Flexfield has been completed.</p> <p>Click the OK button.</p> 

The screenshot displays the Oracle Applications General Ledger (GL) interface. The window title is 'Oracle Applications - usq01'. The menu bar includes File, Edit, View, Format, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main window is titled 'Journals (University of Virginia) - FI-DLH5BD 02-Feb-2018 Correct doc #53212345 27-FEB'. The interface is divided into several sections:


- Journal Information:**
 - Journal: FI-DLH5BD 02-Feb-2018 Correct doc #53212345
 - Description: Correct Org on line 2 of doc #53212345
 - Ledger: University of Virginia
 - Period: Feb-18
 - Balance Type: Actual
 - Clearing Company:
 - Category: UVA Adjustment
 - Effective Date: 02-FEB-2018
 - Document Number: 86774
 - Tax: Not Required
 - Control Total: 500.00
- Conversion:**
 - Currency: USD
 - Date: 02-FEB-2018
 - Type: User
 - Rate: 1
- Reverse:**
 - Date:
 - Period:
 - Method: Switch Dr/Cr
 - Status: Not Reversed
 - Reverse button
- Lines:**
 - Line 1: Account 80.115356.8005.4705.20400.0000, Debit (USD) 500.00, Credit (USD) 0.00, Description: Correct Org on line 2 of doc #53212345
- Acct Desc:** UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-VP Finance Future
- Buttons:**
 - Print, AutoCopy Batch..., Approve, Line Drilldown, T Accounts...
 - Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

Step	Action
13.	<p>The GL String populates from the information entered.</p> <p>Now enter the amount originally entered in the credit field into the debit field.</p> <p>Enter the desired information into the Debit field. Enter "500.00".</p>


Training Guide

General Ledger (GL)

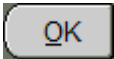
The screenshot displays the Oracle Applications General Ledger (GL) interface. The window title is 'Oracle Applications - usq01'. The main menu bar includes 'File', 'Edit', 'View', 'Format', 'Tools', 'Window', and 'Help'. The 'Journals (University of Virginia)' window is open, showing a journal entry for 'FI-DLH5BD 02-Feb-2018 Correct doc #53212345'. The journal entry details include: Journal: FI-DLH5BD 02-Feb-2018 Correct doc #53212345, Description: Correct Org on line 2 of doc #53212345, Ledger: University of Virginia, Category: UVA Adjustment, Currency: USD, Date: 02-FEB-2018, Period: Feb-18, Effective Date: 02-FEB-2018, Type: User, Balance Type: Actual, Document Number: 86774, Clearing Company: Not Required, Tax: Not Required, Control Total: 500.00. The 'Lines' tab is selected, showing a table with columns: Line, Account, Debit (USD), Credit (USD), and Description. The first line is highlighted, showing Line 1, Account 80.115356.8005.4705.20400.0000, Debit (USD) 500.00, and Description 'Correct Org on line 2 of doc #53212345'. The 'Acct Desc' field shows 'UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-VP Finance Future'. The bottom of the window shows 'Record: 1/1' and '<ORG>'.

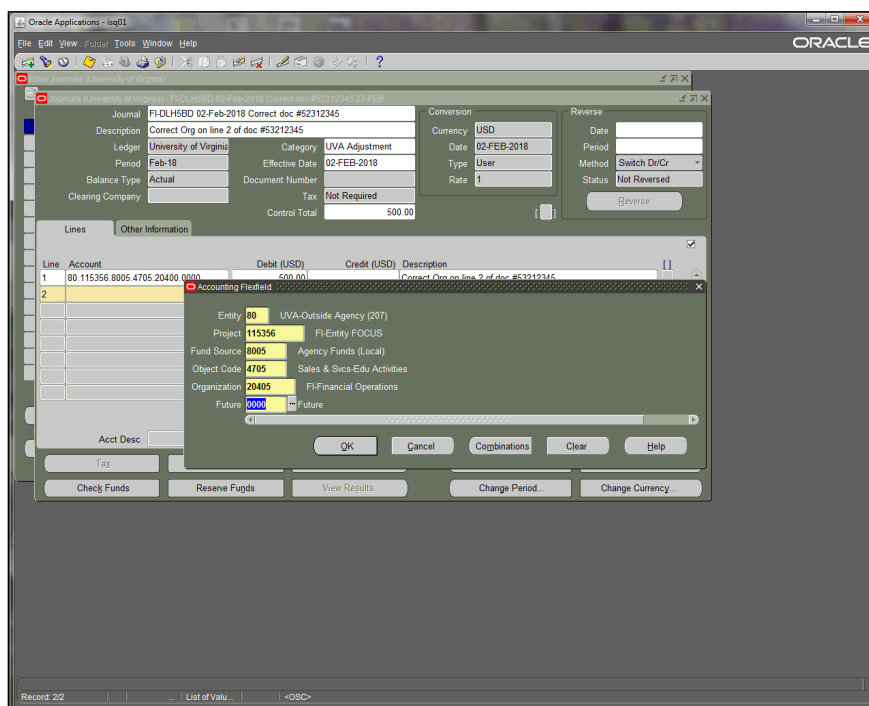
Step	Action
14.	<p>The Description autopopulates from the description in the header.</p> <p>Move on to the Credit line. The line number will populate after you click on the line.</p> <p>Click in the Line field.</p> 

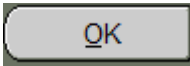
The screenshot shows the Oracle Applications General Ledger interface. The journal entry is for 'Correct Org on line 2 of doc #53212345'. The ledger is 'University of Virginia', the category is 'UVA Adjustment', and the effective date is '02-FEB-2018'. The currency is 'USD'. The balance type is 'Actual'. The control total is '500.00'. The journal entry has two lines: Line 1 with account '80 115356 8005 4705 20400 0000' and a debit of '500.00', and Line 2 with a credit of '500.00'. Both lines have the description 'Correct Org on line 2 of doc #53212345'. The interface includes buttons for 'Tax', 'AutoCopy Batch...', 'Approve', 'Line Drilldown...', 'T Accounts...', 'Check Funds', 'Reserve Funds', 'View Results', 'Change Period...', and 'Change Currency...'.

Step	Action
15.	Click the Account LOV button. 

The screenshot shows the Oracle Applications General Ledger interface with the 'Accounting Flexfield' dialog box open. The dialog box is titled 'Accounting Flexfield' and contains a text field for 'UVA Alias'. The background interface is the same as the previous screenshot, showing the journal entry for 'Correct Org on line 2 of doc #53212345'. The 'Accounting Flexfield' dialog box has buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

Step	Action
16.	Click the OK button. 



Step	Action
17.	Enter the GL string making the necessary adjustments. In this example, the Accounting Flexfield has been completed, where the Org was changed. Click the OK button. 

Oracle Applications - JGL01

File Edit View Format Tools Window Help

Journals (University of Virginia) - FI-DLH5BD 02-Feb-2018 Correct doc #53212345 27-FEB

Journal: FI-DLH5BD 02-Feb-2018 Correct doc #53212345

Description: Correct Org on line 2 of doc #53212345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Adjustment

Effective Date: 02-FEB-2018

Document Number:

Tax: Not Required

Conversion: USD

Currency: USD

Date: 02-FEB-2018

Type: User

Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed

Reverse button

Control Total: 500.00

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	80 115356 8005 4705 20400 0000	500.00		Correct Org on line 2 of doc #53212345
2	80 115356 8005 4705 20405 0000		500.00	Correct Org on line 2 of doc #53212345
		500.00		

Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

Trns AutoCopy Batch... Approve Line Drilldown T Accounts...

Check Funds Reserve Funds View Results Change Period... Change Currency...

Record 22

Step	Action
18.	<p>Now you need to enter the credit amount.</p> <p>Enter the desired information into the Credit field. Enter "500.00".</p>

Oracle Applications - JGL01

File Edit View Format Tools Window Help

Journals (University of Virginia) - FI-DLH5BD 02-Feb-2018 Correct doc #53212345 27-FEB

Journal: FI-DLH5BD 02-Feb-2018 Correct doc #53212345

Description: Correct Org on line 2 of doc #53212345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Adjustment

Effective Date: 02-FEB-2018

Document Number:

Tax: Not Required

Conversion: USD

Currency: USD

Date: 02-FEB-2018

Type: User

Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed

Reverse button

Control Total: 500.00

Lines Other Information

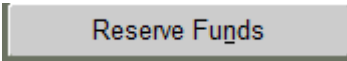
Line	Account	Debit (USD)	Credit (USD)	Description
1	80 115356 8005 4705 20400 0000	500.00		Correct Org on line 2 of doc #53212345
2	80 115356 8005 4705 20405 0000		500.00	Correct Org on line 2 of doc #53212345
		500.00		

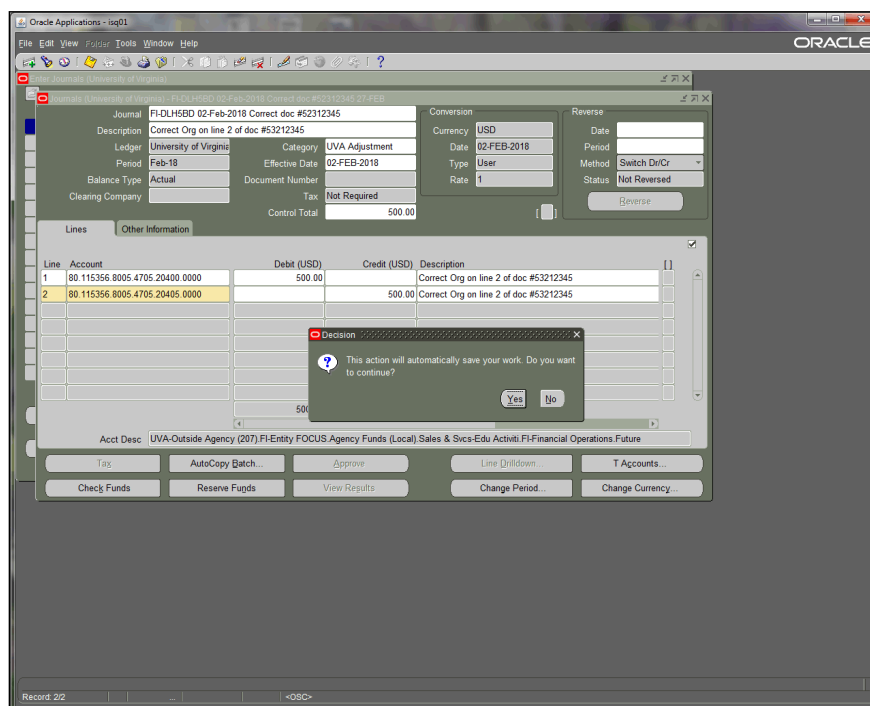
Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future


Trns AutoCopy Batch... Approve Line Drilldown T Accounts...

Check Funds Reserve Funds View Results Change Period... Change Currency...

Record 22

Step	Action
19.	Click the Reserve Funds button. 



Step	Action
20.	Click the Yes button. 

Oracle Applications - Jsq01

Journal: FI-DLH5DD 02-Feb-2018 Correct doc #53212345

Description: Correct Org on line 2 of doc #53212345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Adjustment

Effective Date: 02-FEB-2018

Document Number: 86774

Tax: Not Required

Control Total: 500.00

Currency: USD

Date: 02-FEB-2018

Type: User

Rate: 1

Reverse: Date, Period, Method, Status, Reverse

Lines

Line	Account	Debit (USD)	Credit (USD)	Description
1	80.115356.8005.4705.20400.0000	500.00		Correct Org on line 2 of doc #53212345
2	80.115356.8005.4705.20405.0000		500.00	Correct Org on line 2 of doc #53212345

Forms

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

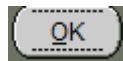
OK

Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown, T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

FRM-40400: Transaction complete: 3 records applied and saved.
Record: 1/1

Step	Action
21.	Click the OK button.



Oracle Applications - Jsq01

Journal: FI-DLH5DD 02-Feb-2018 Correct doc #53212345

Description: Correct Org on line 2 of doc #53212345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Adjustment

Effective Date: 02-FEB-2018

Document Number: 86774

Tax: Not Required

Control Total: 500.00

Currency: USD

Date: 02-FEB-2018

Type: User

Rate: 1

Reverse: Date, Period, Method, Status, Reverse

Lines

Line	Account	Debit (USD)	Credit (USD)	Description
1	80.115356.8005.4705.20400.0000	500.00		Correct Org on line 2 of doc #53212345
2	80.115356.8005.4705.20405.0000		500.00	Correct Org on line 2 of doc #53212345

Note

Your transaction(s) passed funds reservation.

OK


Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

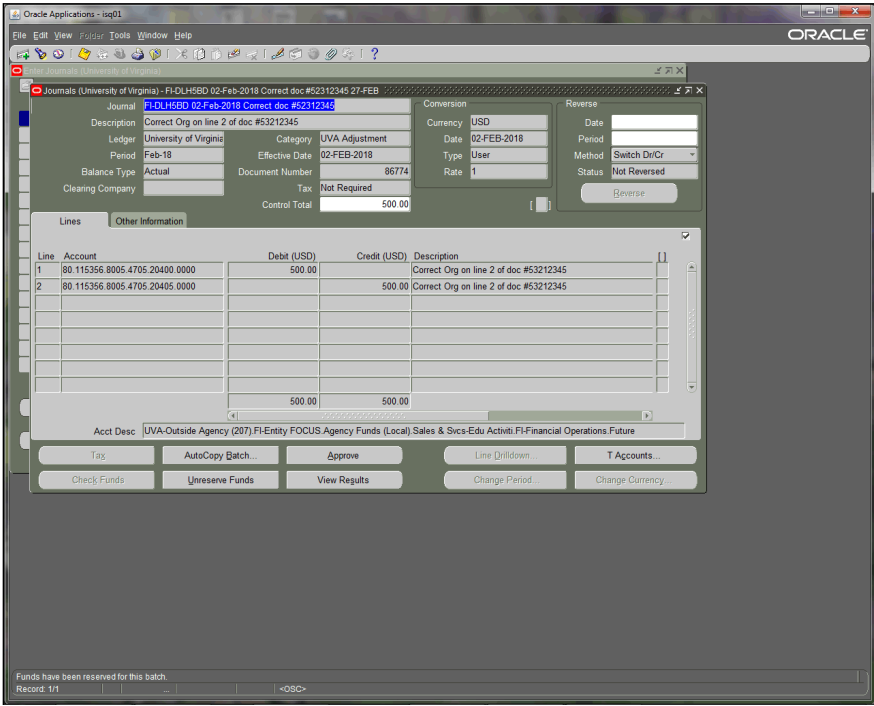
Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown, T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

Reserving Funds.
Record: 0/1

Training Guide

General Ledger (GL)

Step	Action
22.	Click the OK button. 



Oracle Applications - JGL01

Journal: JGL01H5BD 02-FEB-2018 Correct doc #53212345 27-FEB

Description: Correct Org on line 2 of doc #53212345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Adjustment

Effective Date: 02-FEB-2018

Document Number: 86774

Tax: Not Required

Control Total: 500.00

Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1

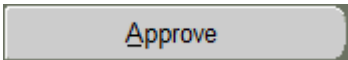
Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed, Reverse button

Line	Account	Debit (USD)	Credit (USD)	Description
1	80.115356.8005.4705.20400.0000	500.00		Correct Org on line 2 of doc #53212345
2	80.115356.8005.4705.20405.0000		500.00	Correct Org on line 2 of doc #53212345
		500.00	500.00	

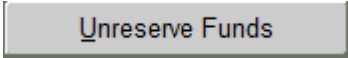
Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-Financial Operations Future

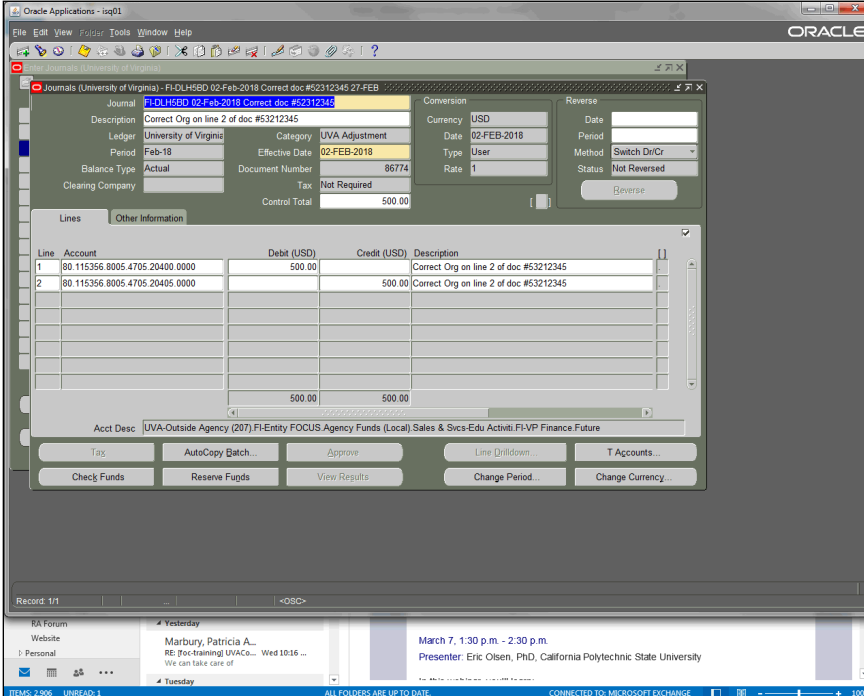
Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency

Funds have been reserved for this batch.
Record: 1/1

Step	Action
23.	Click the Approve button. 

Step	Action
24.	<p>Your Journal will flow to your approver.</p> <p>The approver will receive a notification to approve the Journal.</p>

Step	Action
25.	<p>The journal can be deleted, but only after the funds are Unreserved.</p> <p>Click the Unreserve Funds button.</p> 



Oracle Applications - JGL01

File Edit View Folder Tools Window Help

Journal: FLDH5ED 02-Feb-2018 Correct doc #53212345 27-FEB

Description: Correct Orig on line 2 of doc #53212345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Adjustment

Effective Date: 02-FEB-2018

Document Number: 86774

Tax: Not Required

Control Total: 500.00

Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1

Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed, Reverse: Reverse

Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	80 115356 8005 4705 20400 0000	500.00		Correct Orig on line 2 of doc #53212345
2	80 115356 8005 4705 20405 0000		500.00	Correct Orig on line 2 of doc #53212345
		500.00	500.00	

Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-VP Finance Future

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

Record: 1/1

RA Forum, Website, Personal, Marbury, Patricia A., RE Proc-training UVA Co., Wed 10:16 ... We can take care of, March 7, 1:30 p.m. - 2:30 p.m., Presenter: Eric Olsen, PhD, California Polytechnic State University

ITEMS: 2,906 UNREAD: 1 ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE 100%

Step	Action
26.	<p>This concludes the topic.</p> <p>End of Procedure.</p>

Creating a GL Journal Entry for Transfers

Journals for Transferring Cash from One Project to Another

UVA's Naming Convention for GL Journals for Transfers

AA-USERID Description

- **AA-** represents the ***Organizational Unit's identifying prefix**
- **USERID** represents **your University Computing ID**
- **Description** - The description should be understandable to anyone who may review the Journal.

Example

With this naming convention a Journal Name might appear as follows:

Journals (University of Virginia) - FI-DLH5BD Transfer from Sundry to DDF 27-FEB-2018			
Journal	FI-DLH5BD Transfer from Sundry to DDF		Conversion
Description	FY 1718 Transfer from Sundry to DDF		Currency USD
Ledger	University of Virginia	Category	UVA Transfer
Period	Feb-18	Effective Date	02-FEB-2018
		Type	User

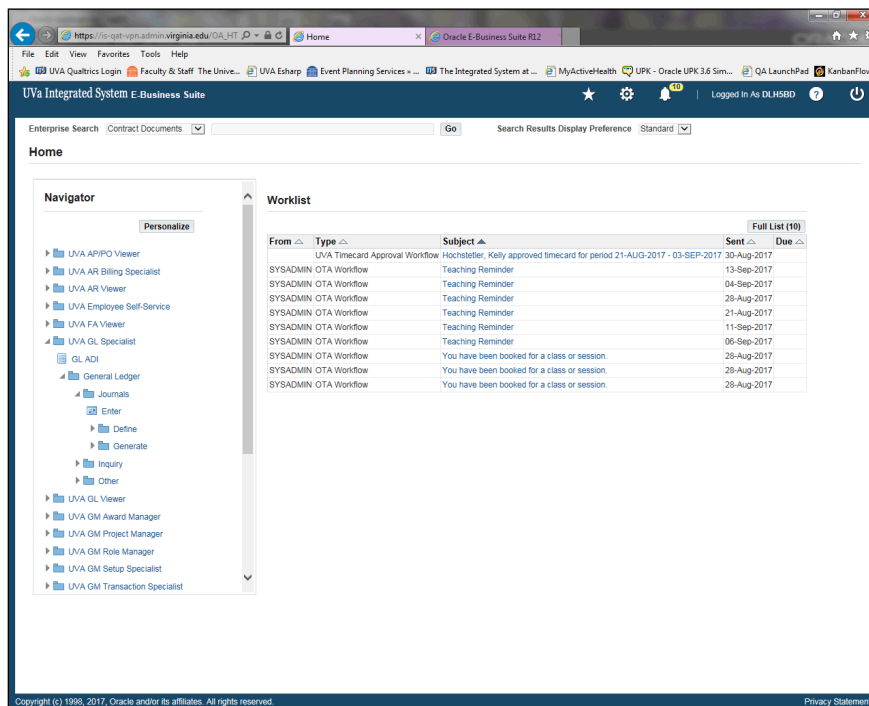
- **FI-:** stands for UVA Finance - NOTE: The hyphen (dash) is the third character of the department identifier
- **DLH5BD:** University assigned computing ID


***PROJECT, AWARD, AND ORGANIZATION PREFIXES**

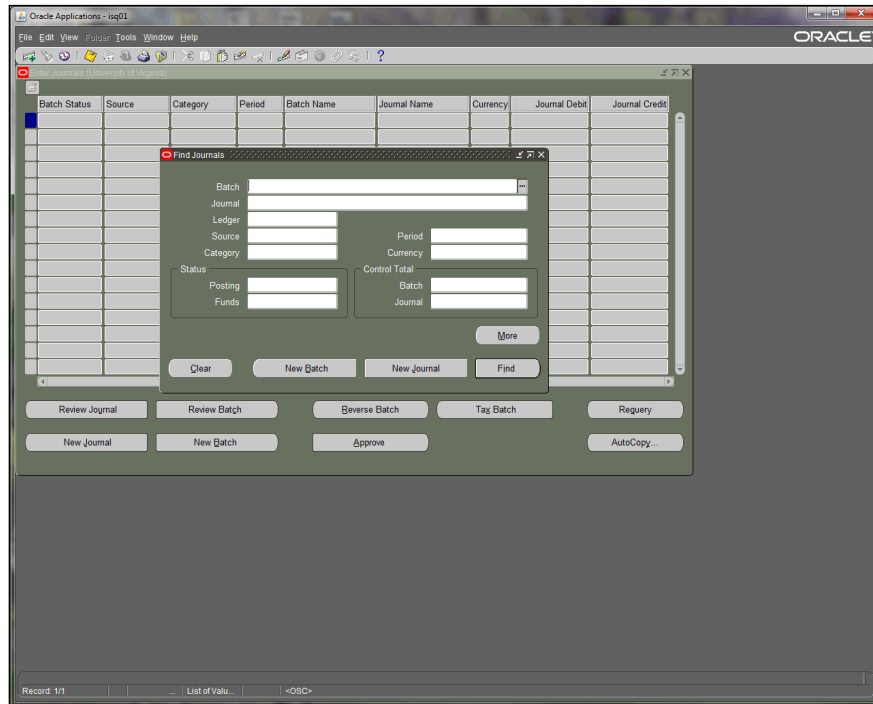
Prefix	Organizational Unit
AR	Architecture School
AS	College of Arts & Sciences
AT	Athletics
BA	Frank Batten School
BU	Business Operations
CO	Exec VP/COO
CP	School of Cont/Prof Studies
CU	Curry School
DA	Darden School
DE	VP/Diversity and Equity
DV	SVP University Advancement
EN	Engr School
FI	UVA Finance
FM	Facilities Management
HR	Human Resources
HS	EVP for Health Affairs
HS	HSF
IT	CIO
LB	Library-UVA
LW	Law School
MC	McIntire School
MD	School of Medicine
NR	Nursing School
OP	Architect-UVA
PR	President's Office
PV	VP/Provost
RS	VP for Research
SA	VP/Student Affairs
ST	VP Information Technology
SW	SW VA H Ed Ctr
WS	College at Wise

Procedure

This topic illustrates creating a GL Journal entry for Transfers.



Step	Action
1.	<p>Log into the GL module and expand to see Journals.</p> <p>Click the Enter link.</p> <p> Enter</p>



Step	Action
2.	<p>The Find Journals form will open.</p> <p>Click the New Journal button.</p> <div> New Journal </div>

Training Guide

General Ledger (GL)

Oracle Applications - isq01

File Edit View Folder Tools Window Help

Journals (University of Virginia) - View

Journal: **Journal** (highlighted)
 Description: University of Virginia
 Ledger: University of Virginia
 Period: Feb-18
 Balance Type: Actual
 Clearing Company:
 Category:
 Effective Date: 02-FEB-2018
 Document Number:
 Tax: Not Required
 Control Total:
 Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1
 Reverse: Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed
 Reverse:
 Lines:
 Other Information:
 Line:
 Account:
 Debit (USD):
 Credit (USD):
 Description:
 Acct Desc:
 Tax:
 AutoCopy Batch...
 Approve
 Line Drilldown...
 T Accounts...
 Check Funds
 Reserve Funds
 View Results
 Change Period...
 Change Currency...
 Record: 1/1

Step	Action
3.	<p>Enter the desired information into the Journal field.</p> <p>Enter "FI-DLH5BD Transfer from Sundry to DDF"</p>

Oracle Applications - isq01

File Edit View Folder Tools Window Help

Journals (University of Virginia) - FI-DLH5BD Transfer from Sundry to DDF


Journal: **FI-DLH5BD Transfer from Sundry to DDF** (highlighted)
 Description: University of Virginia
 Ledger: University of Virginia
 Period: Feb-18
 Balance Type: Actual
 Clearing Company:
 Category:
 Effective Date: 02-FEB-2018
 Document Number:
 Tax: Not Required
 Control Total:
 Conversion: Currency: USD, Date: 02-FEB-2018, Type: User, Rate: 1
 Reverse: Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed
 Reverse:
 Lines:
 Other Information:
 Line:
 Account:
 Debit (USD):
 Credit (USD):
 Description:
 Acct Desc:
 Tax:
 AutoCopy Batch...
 Approve
 Line Drilldown...
 T Accounts...
 Check Funds
 Reserve Funds
 View Results
 Change Period...
 Change Currency...
 Record: 1/1

Step	Action
4.	<p>Information in the description field shows on reports.</p> <p>The description should be understandable to anyone who may review the Journal.</p> <p>Enter the desired information into the Description field.</p> <p>Enter "FY 1718 Transfer from Sundry to DDF".</p>

The screenshot displays the Oracle Applications General Ledger Journal Entry form. The form is titled 'Journals (University of Virginia) - FI-DLH5BD Transfer from Sundry to DDF 27-FEB-2018'. The 'Description' field is highlighted in yellow and contains the text 'FY 1718 Transfer from Sundry to DDF'. Other fields include 'Ledger' (University of Virginia), 'Period' (Feb-18), 'Effective Date' (02-FEB-2018), 'Currency' (USD), 'Date' (02-FEB-2018), 'Type' (User), and 'Rate' (1). The 'Reverse' section shows 'Date', 'Period', 'Method' (Switch Dr/Cr), and 'Status' (Not Reversed). The 'Lines' section is empty. The 'Acct Desc' field is also empty. The bottom of the form contains several buttons: 'Check Funds', 'AutoCopy Batch...', 'Approve', 'Line Drilldown...', 'T Accounts...', 'Change Period...', and 'Change Currency...'.

Step	Action
5.	<p>Click in the Category field.</p> <div style="border: 1px solid black; height: 20px; width: 150px; margin: 5px 0;"></div>

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Step	Action
6.	Click the Category button. 

Page 62


Step	Action
7.	<p>Type UVA T after the wildcard (%) or scroll down to find UVA Transfers.</p> <p>Note: Once the journal has been saved the Category cannot be changed.</p> <p>Click the UVA Transfer list item.</p> <div style="background-color: blue; color: white; padding: 2px; display: flex; justify-content: space-between;"> UVA Transfer Transfer </div>

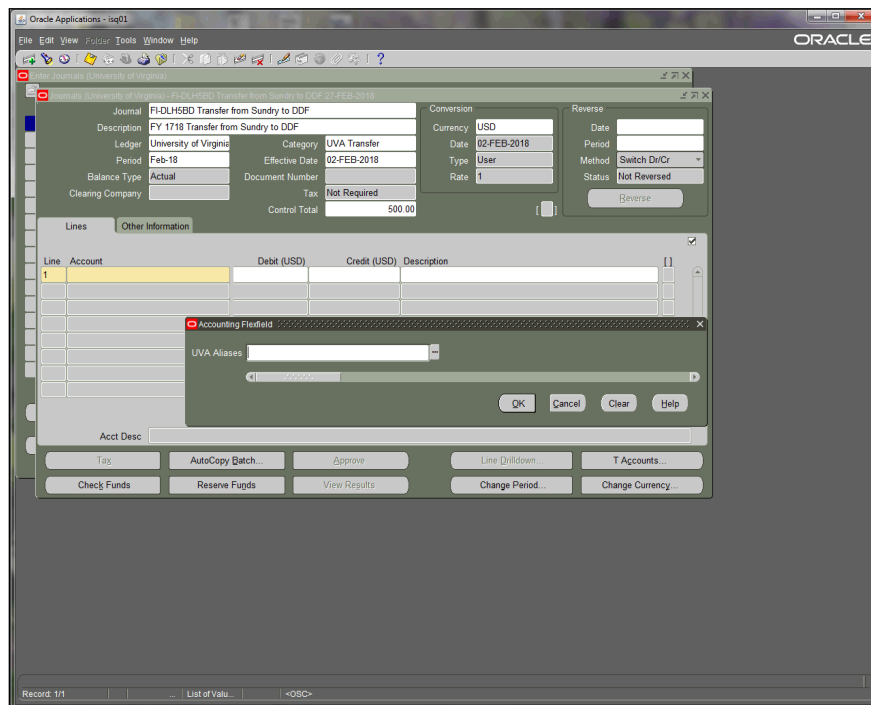
Step	Action
8.	<p>Enter the total amount of the transaction into the Control Total Field.</p> <p>While not a required field (required fields are yellow) it provides a helpful check that your deposit debits and credits are entered correctly.</p> <p>In this example, the total is \$500.00.</p> <p>Enter the desired information into the Control Total field. Enter "500.00".</p>

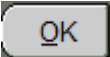
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Step	Action
9.	Click in the Line field and enter the line number. As this is the first line of our example, Enter " 1 " in the Line field.

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Step	Action
10.	Click the Account LOV button. 

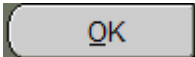


Step	Action
11.	Click the UVA Aliases LOV cell. 

The screenshot shows the Oracle Applications General Ledger interface. The main window displays a journal entry for 'FY 1718 Transfer from Sundry to DDF'. The Accounting Flexfield is expanded, showing the following fields:

- Entity: 10 UVA-Local
- Project: 105912 AS-DEAN Sundry Gifts
- Fund Source: 2075 Current Funds - Restricted Private Gifts (Local)
- Object Code: 8915 Non-Mandatory Transfers
- Organization: 31600 AS-Office of the Dean
- Future: 0000 Future


The main window also shows the journal entry details, including the date (02-FEB-2018), currency (USD), and a control total of 500.00. The Accounting Flexfield is a critical component for defining the accounting entry, and the fields shown in the screenshot are used to specify the account and organization for the transfer.

Step	Action
12.	<p>Enter the GL string for the account in which you want to debit.</p> <p>Note: Object codes for all Internal Investment Program (IIP) investment/divestments are:</p> <p>Pool 1 - 1215 Pool 2 - 1216</p> <p>All other transfers must have an object code that begins with 89xx on all lines.</p> <p>The Org for the IIP project, 128471, is 99999.</p> <p>In this example, we are moving cash from the Sundry account to the DDF account. The Accounting Flexfield has been completed.</p> <p>Click the OK button.</p> 

Step	Action
13.	<p>Notice the GL String populated from the information entered.</p> <p>Now enter the amount originally entered in the credit field into the debit field.</p> <p>Enter the desired information into the Debit field. Enter "500.00".</p>

The screenshot displays the Oracle Applications General Ledger interface. The main window is titled 'Journals (University of Virginia) - FLDLH5BD Transfer from Sundry to DDF 27-FEB-2018'. The interface is divided into several sections:


- Journal Header:** Contains fields for Journal, Description, Ledger, Period, Balance Type, Clearing Company, Category, Effective Date, Document Number, Tax, and Control Total. The Control Total is 500.00.
- Conversion:** Includes Currency (USD), Date (02-FEB-2018), Type (User), and Rate (1).
- Reverse:** Includes Date, Period, Method (Switch Dr/Cr), Status (Not Reversed), and a Reverse button.
- Lines:** A table with columns for Line, Account, Debit (USD), Credit (USD), and Description. The first line (Line 1) has a Debit of 500.00 and a Description of 'FY 1718 Transfer from Sundry to DDF'.
- Acct Desc:** A field showing the account description: 'UVA-Local AS-DEAN Sundry Gifts Current Funds - Restrict Non-Mandatory Transfers AS-Office of the Dean Future'.
- Buttons:** Includes buttons for Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., and Change Currency...

Step	Action
14.	<p>The Description autopopulates from the description in the header.</p> <p>Move on to the Credit line. The line number will populate after you click on the line.</p> <p>Click in the Line field.</p> 

The screenshot shows the Oracle Applications General Ledger interface. The journal entry is titled "FY 1718 Transfer from Sundry to DDF". The ledger is "University of Virginia", the category is "UVA Transfer", and the effective date is "02-FEB-2018". The currency is "USD". The balance type is "Actual", and the clearing company is "Not Required". The control total is "500.00". The journal entry lines are as follows:

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 105012 2075 8915 31600 0000	500.00		FY 1718 Transfer from Sundry to DDF
2				FY 1718 Transfer from Sundry to DDF

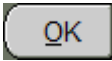
The interface includes buttons for "Tax", "AutoCopy Batch...", "Approve", "Line Drilldown...", "T Accounts...", "Check Funds", "Reserve Funds", "View Results", "Change Period...", and "Change Currency...".

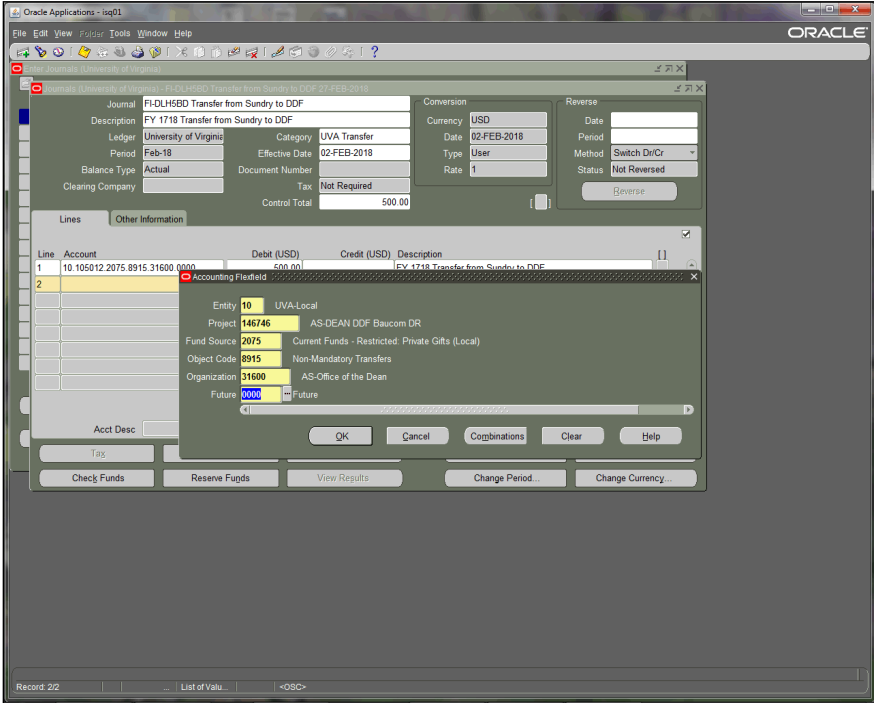
Step	Action
15.	Click the Account LOV button. 

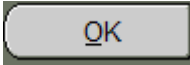
The screenshot shows the Oracle Applications General Ledger interface with the "Accounting Flexfield" dialog box open. The dialog box is titled "Accounting Flexfield" and contains the following fields:

- UVA Alias: [Empty field]
- OK, Cancel, Clear, Help buttons

The journal entry lines are the same as in the previous screenshot.

Step	Action
16.	Click the OK button. 



Step	Action
17.	Enter the GL string for the account you want to credit. Click the OK button. 

Oracle Applications - JG01

Journals (University of Virginia) - FI-DLH5BD Transfer from Sundry to DDF 27-FEB-2018

Journal: FI-DLH5BD Transfer from Sundry to DDF
Description: FY 1718 Transfer from Sundry to DDF
Ledger: University of Virginia
Period: Feb-18
Balance Type: Actual
Clearing Company:
Category: UVA Transfer
Effective Date: 02-FEB-2018
Document Number:
Tax: Not Required
Control Total: 500.00

Conversion: USD
Date: 02-FEB-2018
Type: User
Rate: 1

Reverse:
Date:
Period:
Method: Switch Dr/Cr
Status: Not Reversed
Reverse

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 105012 2075 8915 31600 0000	500.00		FY 1718 Transfer from Sundry to DDF
2	10 146746 2075 8915 31600 0000		500.00	FY 1718 Transfer from Sundry to DDF
		500.00	0.00	

Acct Desc: UVA-Local AS-DEAN DDF Baucum DR Current Funds - Restrict Non-Mandatory Transfers AS-Office of the Dean Future

Trns AutoCopy Batch... Approve Line Drilldown T Accounts...
Check Funds Reserve Funds View Results Change Period... Change Currency...

Record 22

Step	Action
18.	<p>Now you need to enter the amount to be credited.</p> <p>Enter the desired information into the Credit field. Enter "500.00".</p>

Oracle Applications - JG01

Journals (University of Virginia) - FI-DLH5BD Transfer from Sundry to DDF 27-FEB-2018

Journal: FI-DLH5BD Transfer from Sundry to DDF
Description: FY 1718 Transfer from Sundry to DDF
Ledger: University of Virginia
Period: Feb-18
Balance Type: Actual
Clearing Company:
Category: UVA Transfer
Effective Date: 02-FEB-2018
Document Number:
Tax: Not Required
Control Total: 500.00

Conversion: USD
Date: 02-FEB-2018
Type: User
Rate: 1

Reverse:
Date:
Period:
Method: Switch Dr/Cr
Status: Not Reversed
Reverse

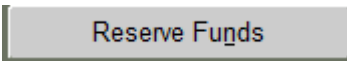
Lines Other Information

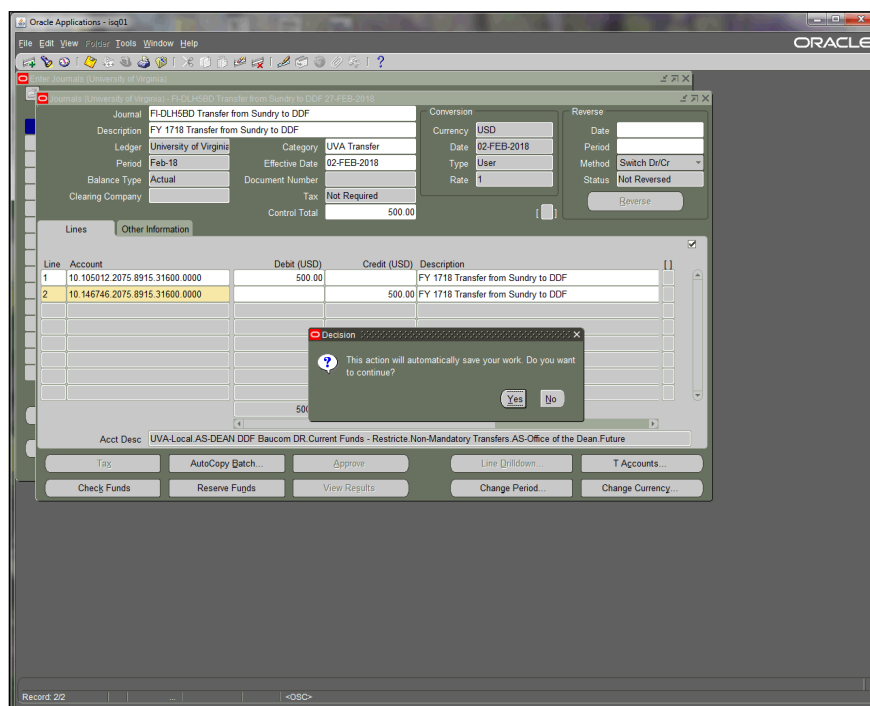
Line	Account	Debit (USD)	Credit (USD)	Description
1	10 105012 2075 8915 31600 0000	500.00		FY 1718 Transfer from Sundry to DDF
2	10 146746 2075 8915 31600 0000		500.00	FY 1718 Transfer from Sundry to DDF
		500.00	0.00	


Acct Desc: UVA-Local AS-DEAN DDF Baucum DR Current Funds - Restrict Non-Mandatory Transfers AS-Office of the Dean Future

Trns AutoCopy Batch... Approve Line Drilldown T Accounts...
Check Funds Reserve Funds View Results Change Period... Change Currency...

Record 22

Step	Action
19.	Click the Reserve Funds button. 



Step	Action
20.	Click the Yes button. 

Oracle Applications - usq01

Journal Entry (University of Virginia) - FIDELHSD Transfer from Sundry to DDF 27-FEB-2018

Journal: FIDELHSD Transfer from Sundry to DDF
Description: FY 1718 Transfer from Sundry to DDF
Ledge: University of Virginia
Period: Feb-18
Balance Type: Actual
Clearing Company:
Category: UVA Transfer
Effective Date: 02-FEB-2018
Document Number: 18210
Tax: Not Required
Control Total: 500.00

Conversion: USD
Date: 02-FEB-2018
Type: User
Rate: 1

Reverse: Date:
Period:
Method: Switch Dr/Cr
Status: Not Reversed
Reverse

Lines

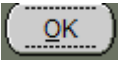
Line	Account	Debit (USD)	Credit (USD)	Description
1	10 105012 2075 8915 31600 0000	500.00		FY 1718 Transfer from Sundry to DDF
2	10 146746 2075 8915 31600 0000		500.00	FY 1718 Transfer from Sundry to DDF

Acct Desc: UVA-Local AS-DEAN DDF Baucum DR Current Funds - Restrict Non-Mandatory Transfers AS-Office of the Dean Future

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown, T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

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

FRM-40400 Transaction complete: 3 records applied and saved.
Record: 1/1

Step	Action
21.	Click the OK button. 

Oracle Applications - usq01

Journal Entry (University of Virginia) - FIDELHSD Transfer from Sundry to DDF 27-FEB-2018

Journal: FIDELHSD Transfer from Sundry to DDF
Description: FY 1718 Transfer from Sundry to DDF
Ledge: University of Virginia
Period: Feb-18
Balance Type: Actual
Clearing Company:
Category: UVA Transfer
Effective Date: 02-FEB-2018
Document Number: 18210
Tax: Not Required
Control Total: 500.00

Conversion: USD
Date: 02-FEB-2018
Type: User
Rate: 1

Reverse: Date:
Period:
Method: Switch Dr/Cr
Status: Not Reversed
Reverse

Lines

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 105012 2075 8915 31600 0000	500.00		FY 1718 Transfer from Sundry to DDF
2	10 146746 2075 8915 31600 0000		500.00	FY 1718 Transfer from Sundry to DDF

Acct Desc: UVA-Local AS-DEAN DDF Baucum DR Current Funds - Restrict Non-Mandatory Transfers AS-Office of the Dean Future


Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown, T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

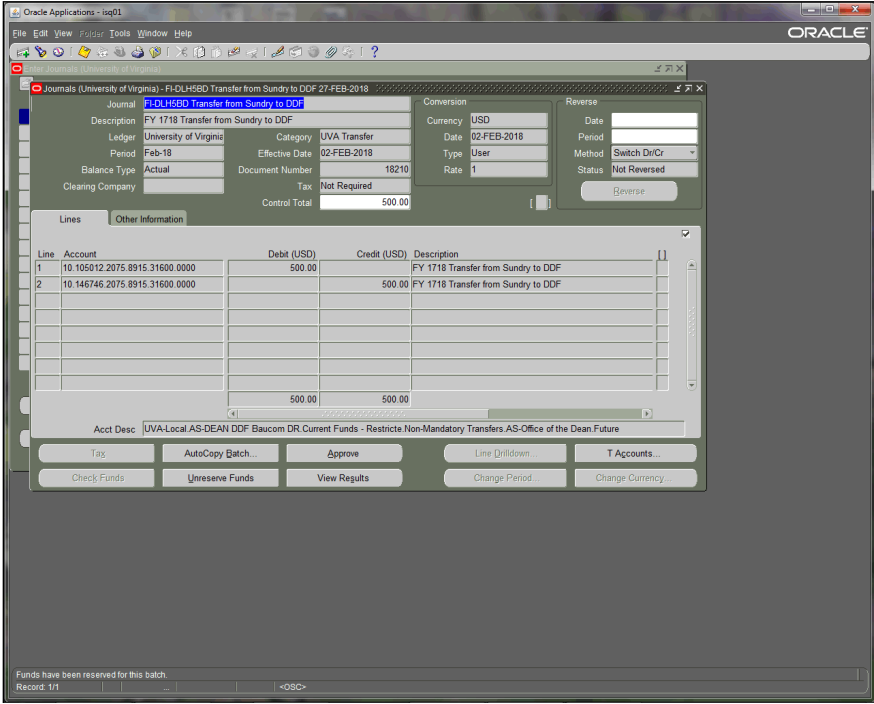
Message Box: Note Your transaction(s) passed funds reservation. OK

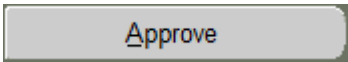
Reserving Funds
Record: 0/1

Training Guide

General Ledger (GL)

Step	Action
22.	Click the OK button. 



Step	Action
23.	Click the Approve button. 

Oracle Applications - usq01

Journal (University of Virginia) - FLDLH5BD Transfer from Sundry to DDF 27-FEB-2018

Journal: FLDLH5BD Transfer from Sundry to DDF
 Description: FY 1718 Transfer from Sundry to DDF
 Ledger: University of Virginia
 Period: Feb-18
 Balance Type: Actual
 Clearing Company:
 Category: UVA Transfer
 Effective Date: 02-FEB-2018
 Document Number: 18210
 Tax: Not Required
 Conversion: USD
 Date: 02-FEB-2018
 Type: User
 Rate: 1
 Reverse: Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed
 Reverse:
 Control Total: 500.00

Lines

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 105012 2075 8915 31600 0000	500.00		FY 1718 Transfer from Sundry to DDF
2	10 146746 2075 8915 31600 0000		500.00	FY 1718 Transfer from Sundry to DDF
		500.00	500.00	

Acct Desc: UVA-Local AS-DEAN DDF Baucum DR Current Funds - Restrict Non-Mandatory Transfers AS-Office of the Dean Future

Tax: AutoCopy Batch: Approve: Line Drilldown: T Accounts:
 Check Funds: Unreserve Funds: View Results: Change Period: Change Currency:

Funds have been reserved for this batch.
 Record: 1/1

Step	Action
24.	<p>Your Journal will flow to your approver.</p> <p>The approver will receive a notification to approve the Journal.</p>

Oracle Applications - usq01

Journal (University of Virginia) - FLDLH5BD 02-FEB-2018 Correct doc #53212345 16-FEB

Journal: FLDLH5BD 02-FEB-2018 Correct doc #53212345
 Description: Correct Org on line 2 of doc #53212345
 Ledger: University of Virginia
 Period: Feb-18
 Balance Type: Actual
 Clearing Company:
 Category: UVA Adjustment
 Effective Date: 02-FEB-2018
 Document Number: 86773
 Tax: Not Required
 Conversion: USD
 Date: 02-FEB-2018
 Type: User
 Rate: 1
 Reverse: Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed
 Reverse:
 Control Total: 500.00

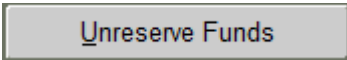
Lines

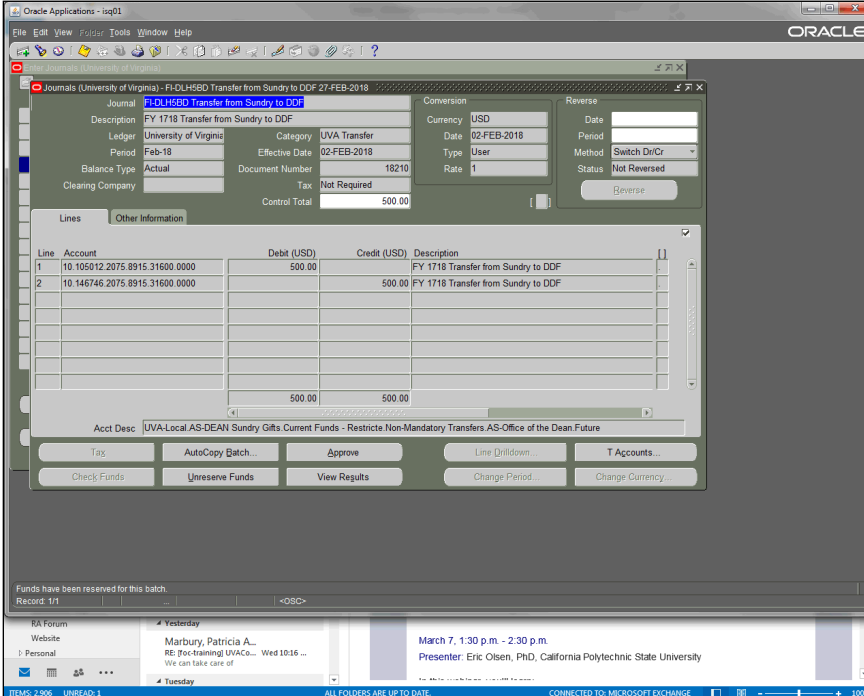
Line	Account	Debit (USD)	Credit (USD)	Description
1	80 115356 8005 4705 20405 0000	500.00		Correct Org on line 2 of doc #53212345
2	80 115356 8005 4705 20400 0000		500.00	Correct Org on line 2 of doc #53212345
		500.00	500.00	

Acct Desc: UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activi FI-VP Finance Future

Tax: AutoCopy Batch: Approve: Line Drilldown: T Accounts:
 Check Funds: Unreserve Funds: View Results: Change Period: Change Currency:

Funds have been reserved for this batch.
 Record: 1/1

Step	Action
25.	<p>The journal can be deleted, but only after the funds are Unreserved.</p> <p>Click the Unreserve Funds button.</p> 



Oracle Applications - JGL01

File Edit View Folder Tools Window Help

Journal: **FY 1718 Transfer from Sundry to DDF**

Description: **FY 1718 Transfer from Sundry to DDF**

Ledger: **University of Virginia** Category: **UVA Transfer** Currency: **USD**

Period: **Feb-18** Effective Date: **02-FEB-2018** Date: **02-FEB-2018**

Balance Type: **Actual** Document Number: **18210** Type: **User**

Cleaning Company: **Not Required** Tax: **Not Required** Rate: **1**

Control Total: **500.00**

Reverse: **Not Reversed**

Lines

Line	Account	Debit (USD)	Credit (USD)	Description
1	10.105012.2075.8915.31600.0000	500.00		FY 1718 Transfer from Sundry to DDF
2	10.146746.2075.8915.31600.0000		500.00	FY 1718 Transfer from Sundry to DDF
		500.00	500.00	

Acct Desc: **UVA-Local AS-DEAN Sundry Gifts Current Funds - Restrict Non-Mandatory Transfers AS-Office of the Dean Future**

Buttons: **Check Funds** **Unreserve Funds** **View Results** **Change Period** **Change Currency**

Funds have been reserved for this batch.

Record: 1/1

RA Forum
Website
Personal
Marbury, Patricia A...
RE Procurement UVA... Wed 10:16 ...
We can take care of
March 7, 1:30 p.m. - 2:30 p.m.
Presenter: Eric Olsen, PhD, California Polytechnic State University

ITEMS: 2,906 UNREAD: 1 ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE 100%

Step	Action
26.	<p>This concludes the topic.</p> <p>End of Procedure.</p>

Finding a GL Journal Entry

Finding a Journal

Following UVA's Naming Convention for GL Journals will make finding them easier.

Naming convention for a Deposit

AA-USERID DD-MMM-YYYY Description

- **AA-** represents the Organizational Unit's identifying prefix
- **USERID** represents your University Computing ID
- **Date** - 2 digit day-3 Letter month-4 digit year
- **Description** - 8 digit Deposit Control Number (DCN) from the bank deposit slip

Example

With this naming convention a Journal Name might appear as follows:

NOTE: The hyphen (dash) is the third character of the department identifier

Journal	FI-DLH5BD 02-FEB-2018 #5XX12345 Deposit Conference Fees		Conversion	
Description	5XX12345 Deposit Conference Fees		Currency	USD
Ledger	University of Virginia	Category	UVA Receipts	Date
Period	Feb-18	Effective Date	02-FEB-2018	Type
				User

When searching for this journal you can use the wildcard (%) after the user id.

This search will find ALL journals created by this user if they were created with the organizational prefix, HR.

To narrow the search enter the period as shown.

If you know more details, such as the document number, click the *More* button where additional search details can be entered.

All Journals should start with two letter organization prefix, a hyphen, and a computing ID. So this will work for all types of Journals.

Training Guide

General Ledger (GL)

Find Journals

Batch

Journal FI-DLH5BD%

Ledger

Source

Category

Period Feb-18

Currency

Status

Posting

Funds

Control Total

Batch

Journal

More

Clear New Batch New Journal Find

Find Journals

Batch

Journal FI-DLH5BD

Ledger

Source

Category

Period Feb-18

Currency

Status

Posting

Funds

Control Total

Batch

Journal

Balance Type Any

Budget

Reference

Document Numbers

From

To

Dates Created

From

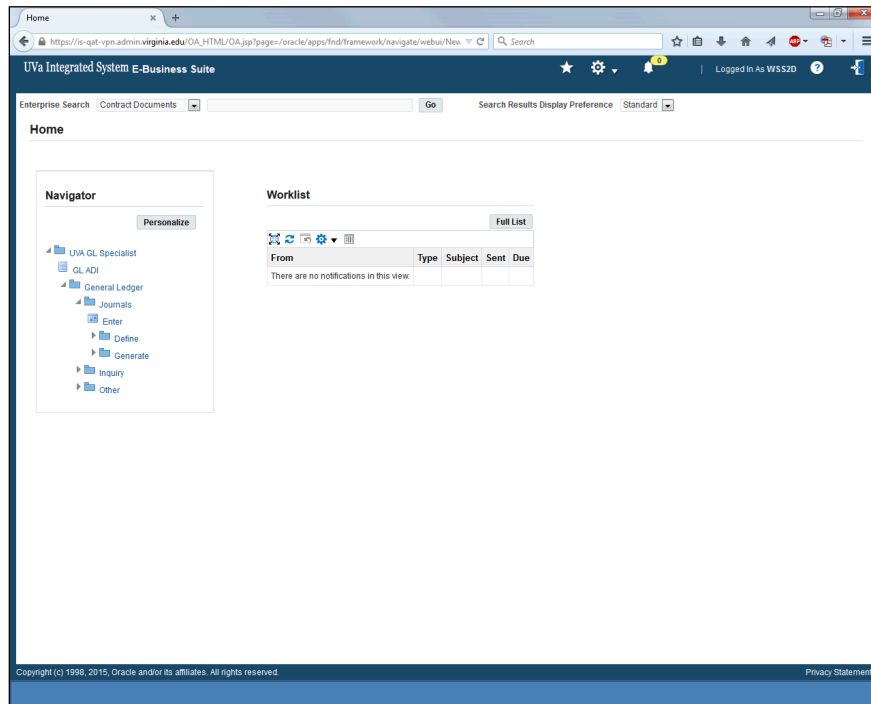
To

Less

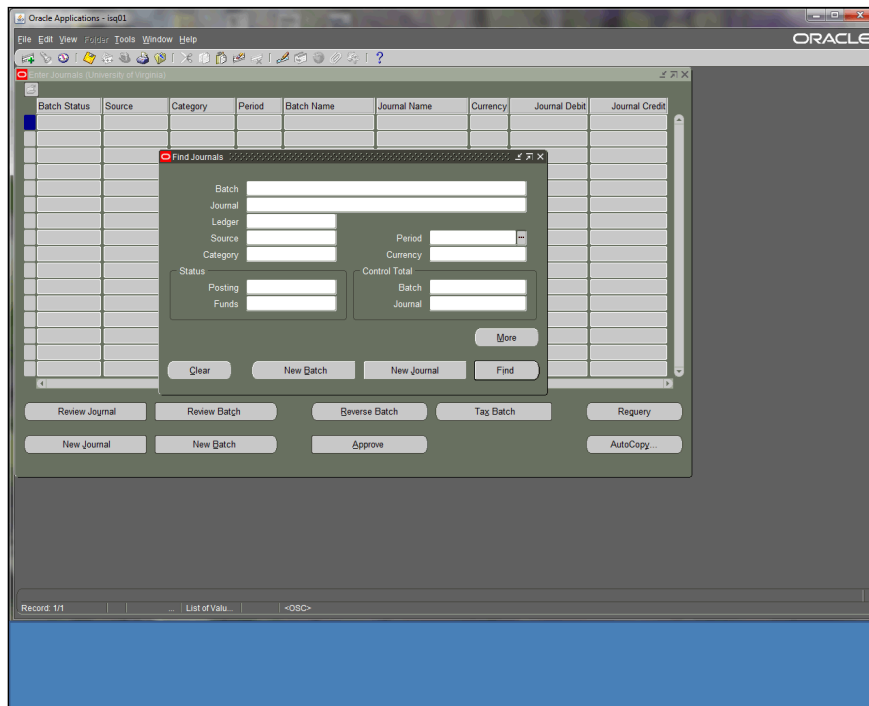
Clear New Batch New Journal Find

Procedure

This topic illustrates finding a GL Journal entry.

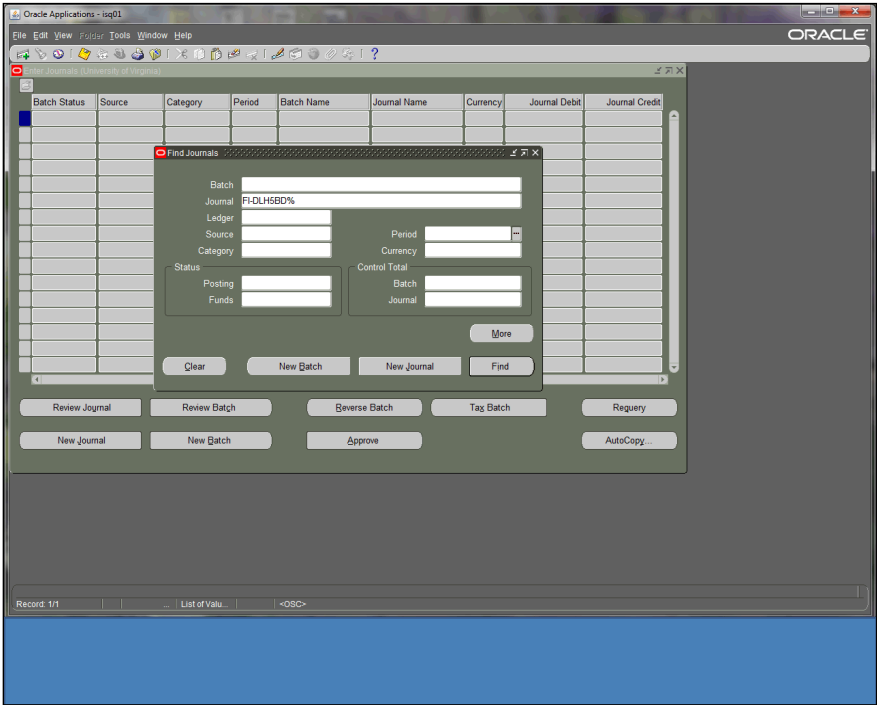



Step	Action
1.	<p>Log into the GL module and expand to see Journals, Enter.</p> <p>Click the Enter link.</p> <p>Enter</p>

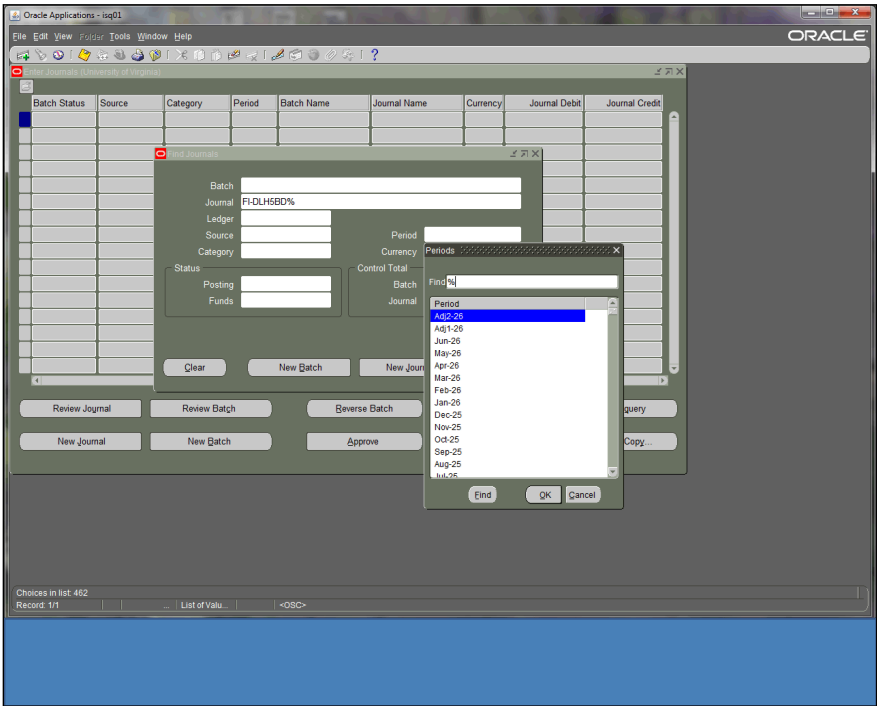


Step	Action
2.	<p>The <i>Journals</i> form opens automatically.</p> <p>In this example, find a journal created by user, DLH5BD, who works in the FI organization.</p> <p>The % is a wildcard. By placing it at the end of the Organization/UserID combination, the system will search for anything that starts with FI-DLH5BD.</p> <p>Enter the search parameter into the Journal field. Enter "FI-DLH5BD%".</p>

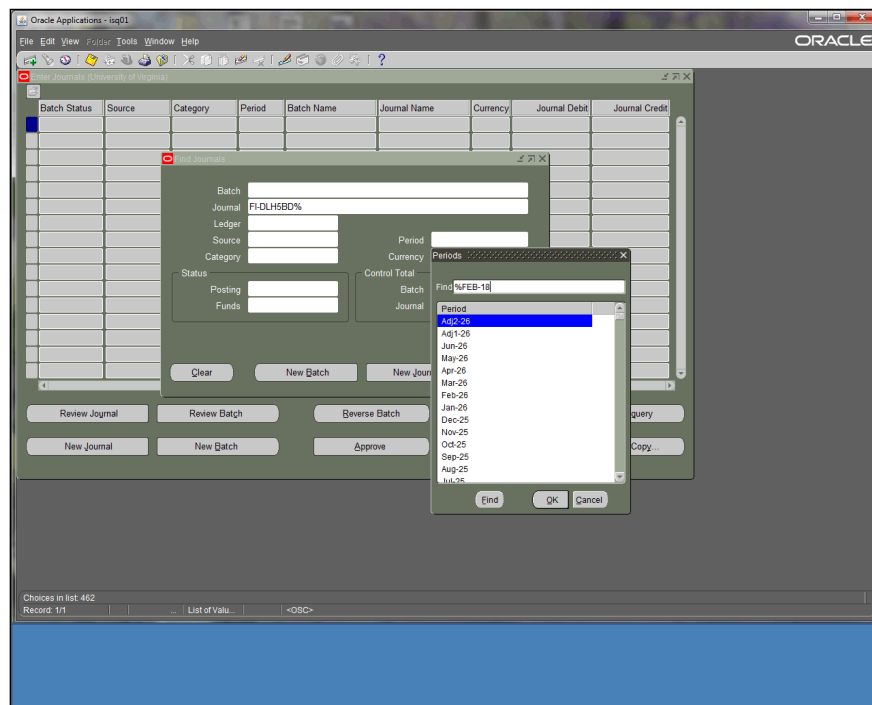
Step	Action
3.	<p>If you have created more than a few journals, you should narrow the search.</p> <p>One way to narrow the search is by searching the Period in which the Journal was created.</p> <p>Click in the Period field.</p> <div style="border: 1px solid black; height: 20px; width: 150px; margin-top: 5px;"></div>




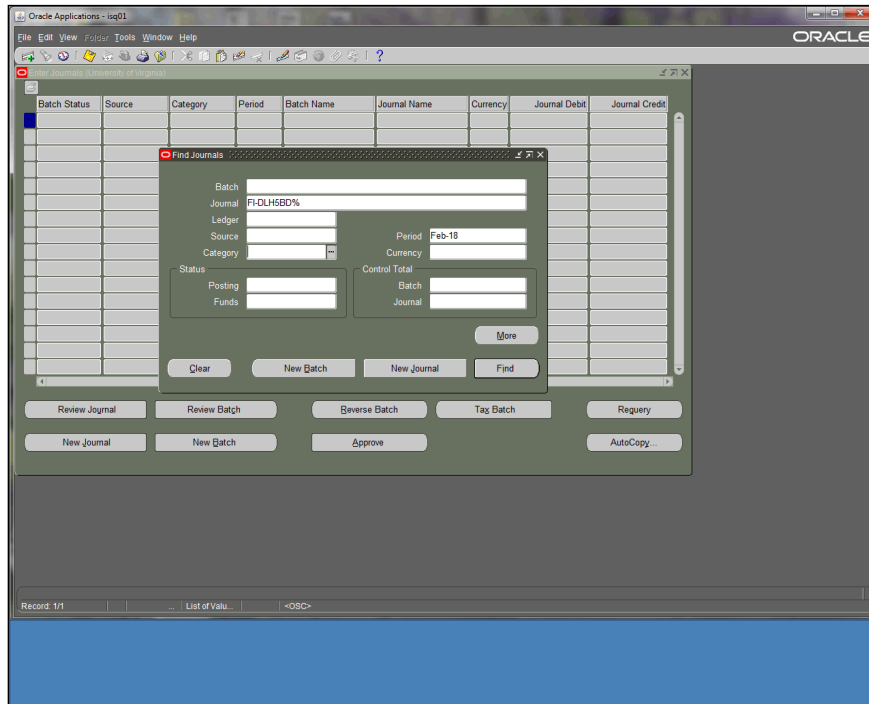
Step	Action
4.	Click the LOV button. 

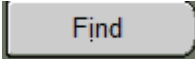


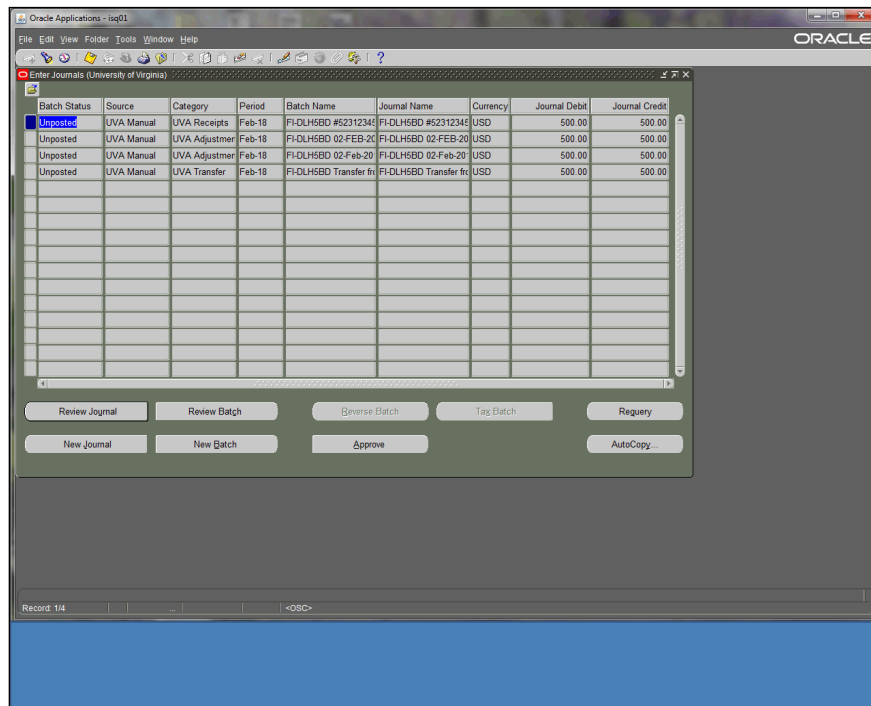
Step	Action
5.	<p>In this example, look for a Journal that was created in February of 2018.</p> <p>Use the UVA Period naming conventions of 3 letter month followed by a hyphen and 2 digit year: MMM-YY.</p> <p>Enter the desired information into the Find field. Enter "FEB-18".</p>



Step	Action
6.	<p>Click the Find button.</p> 



Step	Action
7.	<p>You are now back on the Find Journals form.</p> <p>Click the Find button.</p> 



Step	Action
8.	<p>You are presented with a list of all the Journals that match the parameters entered.</p> <p>If the search brought back more than one journal, chose the appropriate Journal entry.</p> <p>Click the Review Journal button.</p> <div>Review Journal</div>

Training Guide

General Ledger (GL)

The screenshot displays the Oracle Applications General Ledger interface. The main window is titled 'Journals (University of Virginia) - FLDLH5BD #52312345 Deposit Conference Fees 02-FEB'. The interface includes a menu bar (File, Edit, View, Format, Tools, Window, Help) and a toolbar. The main area is divided into several sections:

- Journal Information:** Journal #52312345, Description 'Deposit Conference Fees', Ledger 'University of Virginia', Category 'UVA Receipts', Effective Date '02-FEB-2018', Date '02-FEB-2018', Type 'User', Rate '1', Document Number '180227', Balance Type 'Actual', Clearing Company, Tax 'Not Required', and Control Total '500.00'.
- Conversion and Reverse:** Currency 'USD', Date '02-FEB-2018', Type 'User', Rate '1', and a 'Reverse' button.
- Lines:** A table with columns 'Line', 'Account', 'Debit (USD)', 'Credit (USD)', and 'Description'. It shows two lines:

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980406 1165.2610.20415.0000	500.00		52312345
2	80 115356 8005.4705.20405.0000		500.00	52312345
- Buttons:** 'Tax', 'AutoCopy Batch...', 'Approve', 'Line Drilldown...', 'T Accounts...', 'Check Funds', 'Unreserve Funds', 'View Results', 'Change Period...', and 'Change Currency...'.
- Footer:** 'Funds have been reserved for this batch.' and 'Record 1/1'.

Step	Action
9.	<p>The selected Journal is now open and ready to be reviewed.</p> <p>Press [Enter] to continue.</p>

Step	Action
10.	This concludes the topic. End of Procedure.

Approving a GL Journal

Any journal entry that exceeds a preparer's self-approval limit will be forwarded to **only one approver**. The employee to receive that journal entry is the first approver in that chain of employees with the appropriate approval level. Once that approver has approved the journal entry, it is ready to be posted.

The routing is determined by the user Reserves and Approves.

In the General Ledger Workflow hierarchy, both the preparer and approver must have a General Ledger responsibility. The approver's limit must be higher than the person who is preparing the Journal.

Notifications

Users will receive both emails and notifications in the Integrated System E-Business Suite Worklist

- when a journal entry requires approval
- and when it has been approved, rejected or cancelled.

Even though approvers can approve or reject journals through email it is not recommended as it leaves much room for error. As a rule, Journals should be carefully reviewed before approving. Approvers can open the notification from the worklist on the E-Business Suite, then click the link to see the journal batch and from there they are able to open the full journal for thorough review.

Time Out Functionality

IS provides a time out function to push along those journal entries that have not been approved within a specified time frame. UVA has selected to use the Time Out Functionality to handle any expected or unexpected absences and has set the time frame at 81 hours.

Any journal entry notification that has not been approved or rejected after 81 hours will be returned to the preparer.

The preparer may resend the notification to the Approver or to the Approver's Manager.

If that approver does not respond within 81 hours, it will again return to the preparer

NOTE: once the preparer selects to 'Resend to the Approver's Manager' the routings are adjusted up one level if the notification times-out again.

For example, if the preparer initially selects to 'Resend to the Approver's Manager' and the notification times-out, the next time the preparer chooses to resend to the Approver, it will actually go to the Approver's Manager. If the next time the preparer chooses resend the Approver's Manager, it will actually go the Approver's Manager's Manager.

UVA has elected to use the Time Out Functionality to handle any expected or unexpected absences.

Delegation of a Notification

Notifications may be delegated to anyone at any responsibility level by selecting the notification and clicking on the Delegate button. By delegating the notification, you are granting that user the ability to do the same thing you can do with the notification.

For example, if you are an approver and you delegate a notification to another individual, you are asking him/her to review the journal entry and approve or reject it. If you are a preparer and you delegate a notification that you received because it timed out, you are asking that individual to either resend it to your Approver or resend it to your Approver's Manager. Thus a preparer is not bypassing the established approval route by selecting the Delegate button.

No Approver Found for Your Journal Entry


A user with access to General Ledger may create journal entries without being set up in the Workflow hierarchy. However, if that user creates a journal entry and tries to route it for approval, the system will notify the preparer that no approver can be found. In this situation, a notification is also sent to **ISDS Workflow Administrator**.

To release the transaction for processing, the **UVA Workflow Specialist** must first set up the preparer in the Workflow hierarchy. Then, the UVA Workflow Specialist should notify the preparer and approver that the problem is fixed; then, **SYSADMIN** can release the transaction. Upon release, the preparer's approver is sent a notification regardless of whether or not the transaction is above the preparer's self-approval limit. The approver must approve or reject the transaction before it can be posted or before any changes can be made to it.

Procedure


Approvers receive email notifications and system notifications when they have a journal to approve.

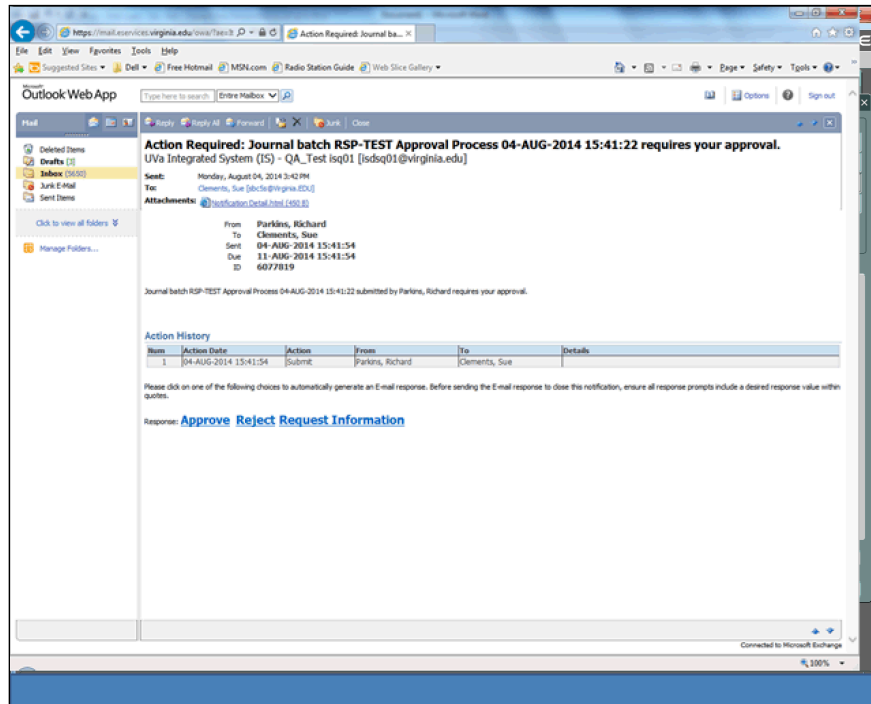
Approvers can approve or reject journals from the email notification or log in to review and either approve or reject the journal.

Step	Action
1.	<p>This is a test Journal to show you the approval process. If this were a real journal, you would want to have included a description, control total, etc.</p> <p>Once you have completed your journal, you will need to have it approved.</p> <p>Click the Approve button.</p> 

Training Guide

General Ledger (GL)

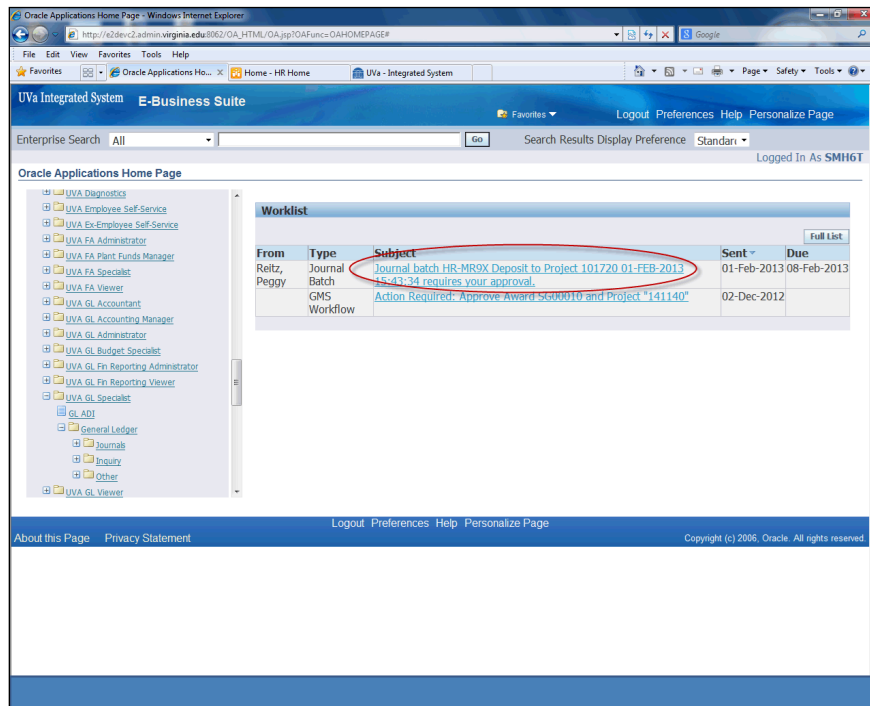
Step	Action
2.	Click the OK button.
	



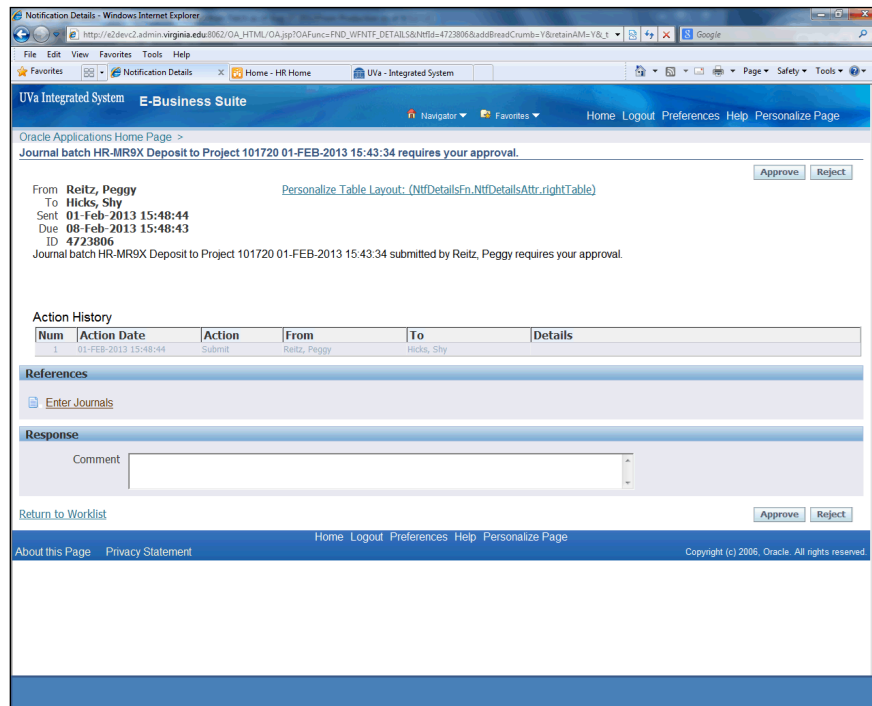
Step	Action
3.	The approver receives an email from which to Approve , Reject or Request Information about the journal.

Training Guide

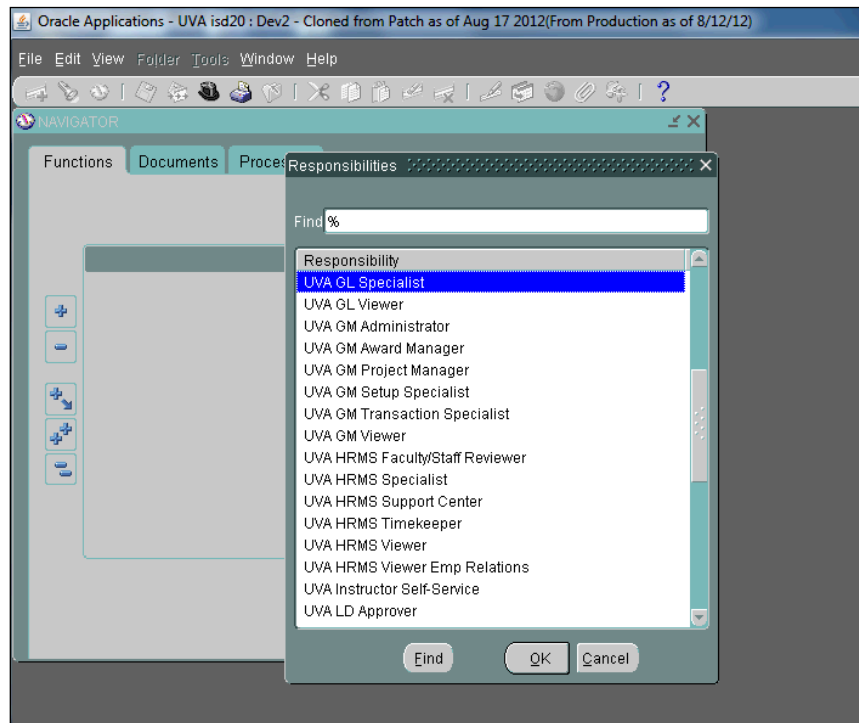
General Ledger (GL)





Step	Action
4.	<p>Alternately, the approver can log in and see the notification in the E-Business Suite Worklist.</p> <p>The approver's worklist shows the notification of the journal requiring approval.</p> <p>The journal name is an active link.</p>



Step	Action
5.	<p>E-Business Suite gives general information about the journal batch needing approval.</p> <p>Click the Enter Journals link to see the journal itself.</p> <p>Enter Journals</p>



Step	Action
6.	<p>Select the GL Specialist responsibility.</p> <p>Click the OK button.</p> 

Step	Action
7.	<p>The batch opens.</p> <p>Approvers click the Journals button to review the full journal.</p> 

Training Guide

General Ledger (GL)

Oracle Applications - UVA isd20 : Dev2 - Cloned from Patch as of Aug 17 2012/From Production as of 8/12/12

File Edit View Publisher Tools Window Help

ORACLE®

UVA University of Virginia

Journals (University of Virginia) - HR-MRXX Deposit to Project 101720 01-FEB-2013 15.4

Journal: HR-MRXX Deposit to Project 101720
Description: Deposit to Project 101720 Deposit slip ##
Ledger: University of Virginia
Category: UVA Receipts
Period: Feb-13
Effective Date: 01-FEB-2013
Balance Type: Actual
Document Number: 129916
Clearing Company: Tax: Not Required
Control Total: 6,000.00

Conversion: Currency: USD
Date: 01-FEB-2013
Type: User
Rate: 1

Reverse: Date:
Period:
Method: Switch Dr/Cr
Status: Not Reversed

Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980922 1165 2610 30015 0000	6,000.00		Deposit to Project 101720 Deposit slip ##
2	10 101720 1165 4820 31150 0000		6,000.00	Deposit to Project 101720 Deposit slip ##
		6,000.00	6,000.00	

Acct Desc: UVA-Local PV-CD Clearing Cooper Ctr Current Funds - Unvested Deposits PV-Ctr for Public Svc Future

Tax: AutoCopy Batch... Approve Line Breakdown T Accounts...
Check Funds Unreserve Funds View Results Change Period Change Currency

Open

Record: 1/1 <ORG>

Step	Action
8.	<p>In the full journal, the approver can see the GL strings for the clearing account and the revenue project.</p> <p>This is an example journal, in an actual journal you should include all parts described in earlier, <i>Creating a GL Journal...</i>, modules.</p>

Oracle Applications - UVA lsd20 : Dev2 - Cloned from Patch as of Aug 17 2012/From Production as of 8/12/12

File Edit View Editor Tools Window Help

ORACLE

Journals (University of Virginia) - HR-MR0X Deposit to Project 101720 01-FEB-2013 15.4

Journal: HR-MR0X Deposit to Project 101720
 Description: Deposit to Project 101720 Deposit slip ##
 Ledger: University of Virginia
 Period: Feb-13
 Balance Type: Actual
 Clearing Company:
 Category: UVA Receipts
 Effective Date: 01-FEB-2013
 Document Number: 129916
 Tax: Not Required
 Control Total: 6,000.00

Conversion: Currency: USD, Date: 01-FEB-2013, Type: User, Rate: 1

Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed, Reverse button

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10.980922.1165.2610.30015.0000	6,000.00		Deposit to Project 101720 Deposit slip ##
2	10.101720.1165.4820.31150.0000		6,000.00	Deposit to Project 101720 Deposit slip ##
		6,000.00	6,000.00	

Acct Desc: UVA-Local PV-CD Clearing Cooper Ctr Current Funds - Unrestric Deposits PV-Ctr for Public Svc Future

Tax: AutoCopy Batch... Approve Line Breakdown... T Accounts...
 Check Funds Unreconc Funds View Results Change Period... Change Currency... Open

Record: 1/1 <PGC>

Step	Action
9.	<p>After reviewing the accounting information, approvers close the window and return to the notification.</p> <p>Press [Enter] to continue.</p>

Notification Details - Windows Internet Explorer

http://r2devc2.admin.virginia.edu:8062/OA_HTML/OA.jsp?OAFunc=FND_WFNFTF_DETAIL_S&hfid=4723806&addBreadcrumb=Y&retainAM=Y&... Google

File Edit View Favorites Tools Help

UVA Integrated System E-Business Suite

Oracle Applications Home Page >

Journal batch HR-MR9X Deposit to Project 101720 01-FEB-2013 15:43:34 requires your approval.

Approve Reject

From Reitz, Peggy
To Hicks, Shy
Sent 01-Feb-2013 15:48:44
Due 08-Feb-2013 15:48:43
ID 4723806
Journal batch HR-MR9X Deposit to Project 101720 01-FEB-2013 15:43:34 submitted by Reitz, Peggy requires your approval.

Personalize Table Layout: (NtfDetailsFn.NtfDetailsAttr.rightTable)

Action History

Num	Action Date	Action	From	To	Details
1	01-FEB-2013 15:48:44	Submit	Reitz, Peggy	Hicks, Shy	

References

Enter Journals

Response

Comment

Return to Worklist

Approve Reject

About this Page Privacy Statement Home Logout Preferences Help Personalize Page

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Enter Journals

Step	Action
10.	<p>Approvers may enter a comment.</p> <p>It is especially efficient to enter a comment if the approver <i>rejects</i> the journal.</p> <p>Enter the desired information into the Comment field. Type the word "comment".</p>

Notification Details - Windows Internet Explorer

Oracle Applications Home Page >

Journal batch HR-MR9X Deposit to Project 101720 01-FEB-2013 15:43:34 requires your approval.

From **Reitz, Peggy** To **Hicks, Shy** [Personalize Table Layout: \(NtfDetailsFn.NtfDetailsAttr.rightTable\)](#)

Sent **01-Feb-2013 15:48:44**

Due **08-Feb-2013 15:48:43**

ID **4723806**

Journal batch HR-MR9X Deposit to Project 101720 01-FEB-2013 15:43:34 submitted by Reitz, Peggy requires your approval.

[Approve](#) [Reject](#)

Action History

Num	Action Date	Action	From	To	Details
1	01-FEB-2013 15:48:44	Submit	Reitz, Peggy	Hicks, Shy	

References

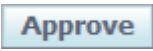
[Enter Journals](#)

Response

Comment

[Return to Worklist](#) [Approve](#) [Reject](#)

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Step	Action
11.	Click the Approve button.
	

Oracle Applications Home Page - Windows Internet Explorer

Enterprise Search: [Go](#) Search Results Display Preference: [Standard](#) [Standards](#) Logged In As SMH6T

Oracle Applications Home Page

- UVA FA Specialist
- UVA FA Viewer
- UVA GL Accountant
- UVA GL Accounting Manager
- UVA GL Administrator
- UVA GL Budget Specialist
- UVA GL GL Fin Reporting Administrator
- UVA GL GL Fin Reporting Viewer
- UVA GL Specialist
- GL ADI
- General Ledger
- Journals
- Inquiry
- Other
- UVA GL Viewer
- UVA GL Accounting Services Workflow Approver
- UVA GL Administrator
- UVA GL Award Manager
- UVA GL Billing Specialist

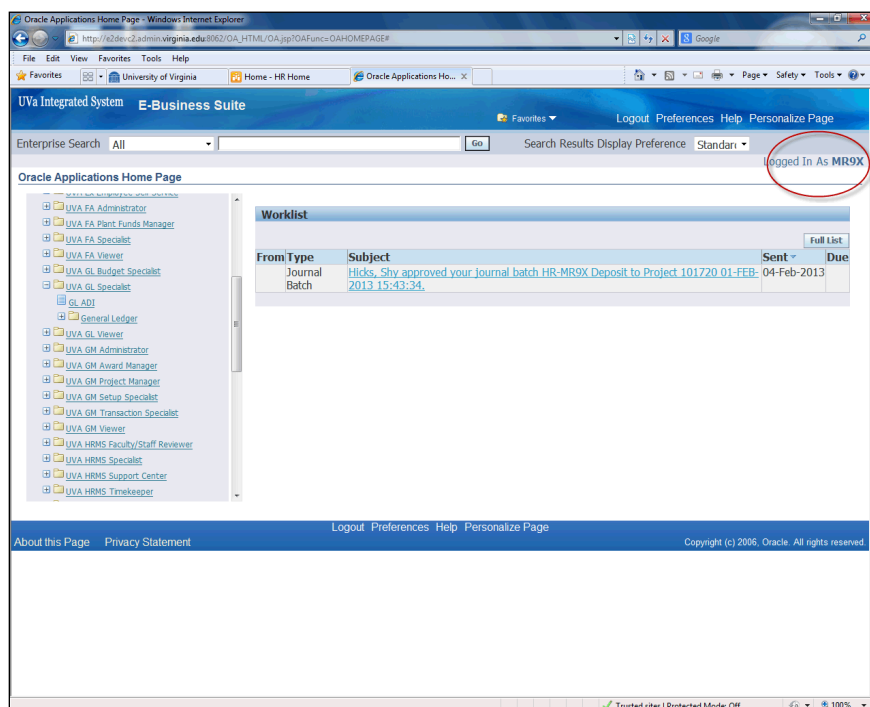
Worklist

From Type	Subject	Sent	Due
	GMS Workflow Action Required: Approve Award SG00010 and Project "141140"	02-Dec-2012	

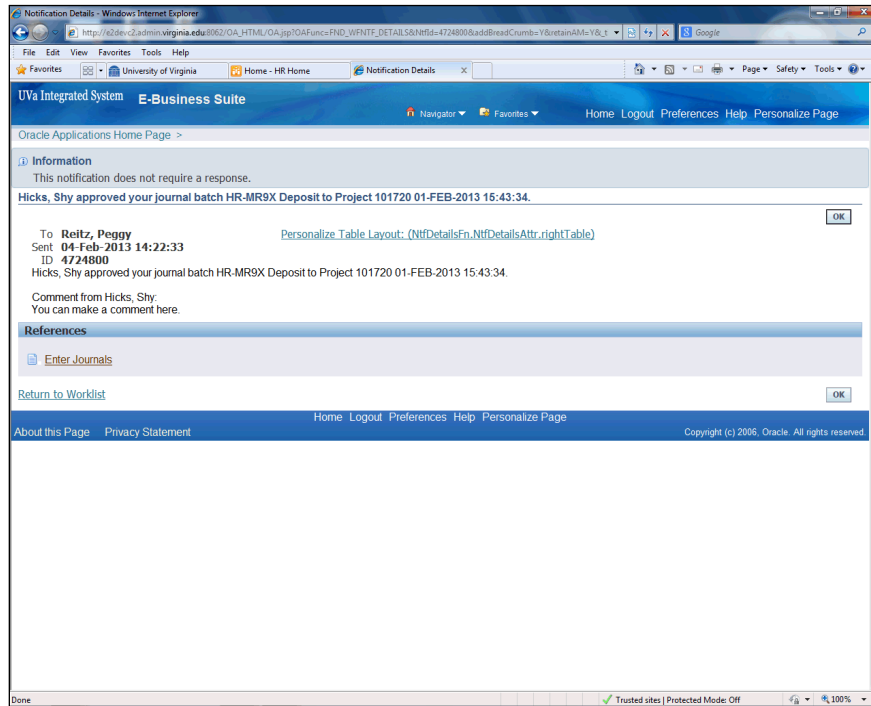
[Full List](#)

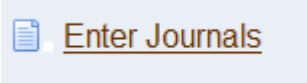
About this Page Privacy Statement Logout Preferences Help Personalize Page Copyright (c) 2006, Oracle. All rights reserved.

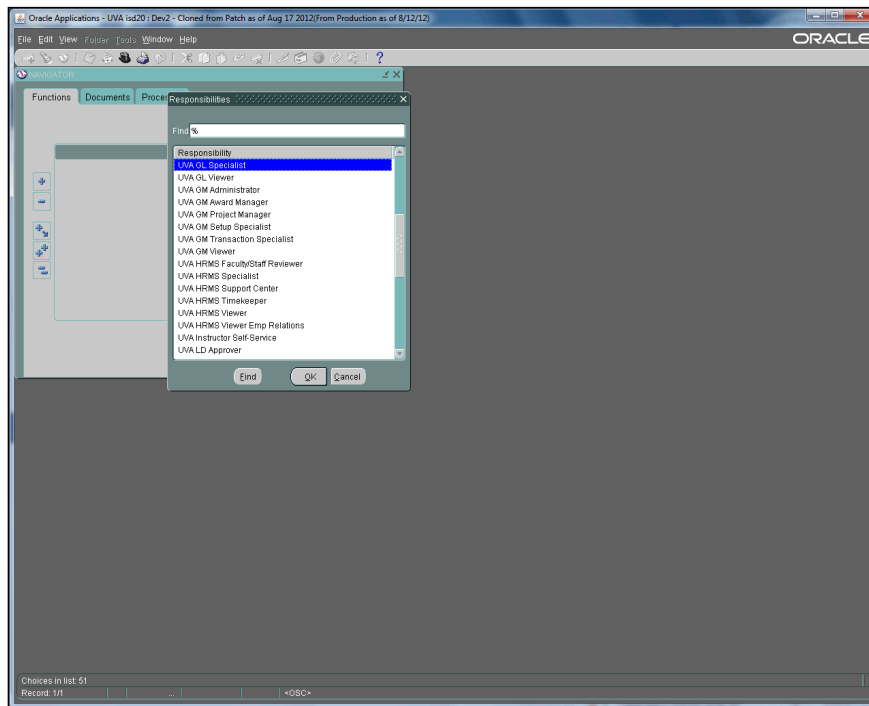
Step	Action
12.	<p>The approver's worklist does not show the journal after it is approved.</p> <p>Press [Enter] to continue.</p>




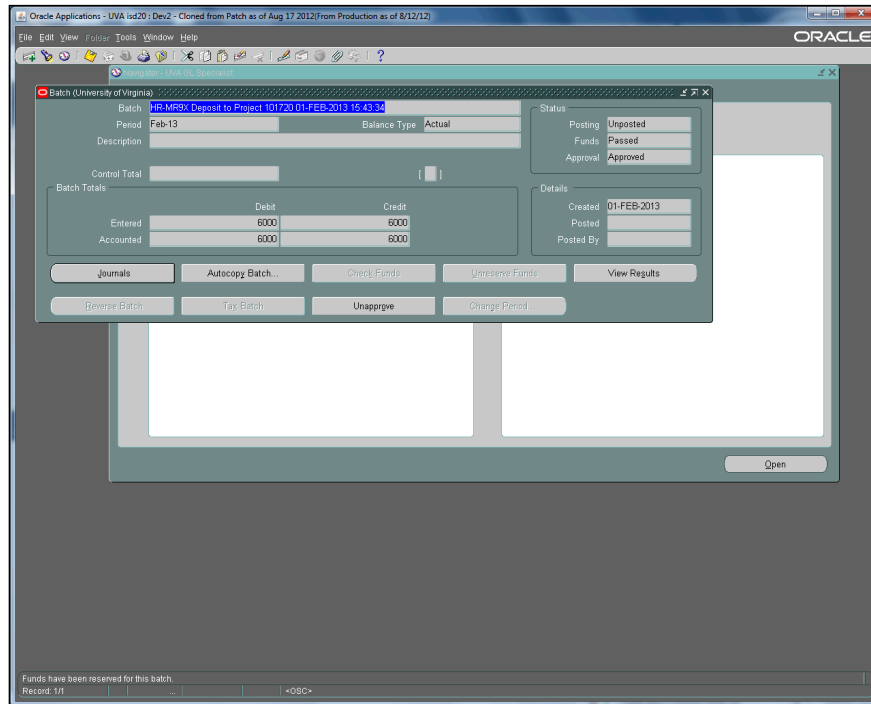
Step	Action
13.	<p>The journal creator logs in and sees the notification that the journal is approved.</p> <p>Click the Notification link.</p>




Step	Action
14.	<p>Click the Enter Journals link.</p> 



Step	Action
15.	<p>Select the GL Specialist responsibility.</p> <p>Click the OK button.</p> 



Step	Action
16.	<p>The batch opens.</p> <p>Click the Journals button.</p> 

Training Guide

General Ledger (GL)

Oracle Applications - UVA (sid20 : Dev2 - Cloned from Patch as of Aug 17 2012/From Production as of 8/12/12)

File Edit View Folders Tools Window Help

Navigation - Look up, Separators

Journal: HR-MRSL Deposit to Project 101720
 Description: Deposit to Project 101720 Deposit slip ##
 Ledger: University of Virginia
 Category: UVA Receipts
 Period: Feb-13
 Effective Date: 01-FEB-2013
 Balance Type: Actual
 Document Number: 129916
 Clearing Company: Tax Not Required
 Control Total: 6,000.00

Conversion: Currency: USD, Date: 01-FEB-2013, Type: User, Rate: 1
 Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed, Reverse button

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 380922.1165.2610.30015.0000	6,000.00		Deposit to Project 101720 Deposit slip ##
2	10 101720.1165.4820.31150.0000		6,000.00	Deposit to Project 101720 Deposit slip ##
		6,000.00	6,000.00	

Act Desc: UVA-Local PV-CD Clearing Cooper Ctr Current Funds - Unvestic Deposits PV-Ctr for Public Svc Future

Tax, AutoCopy Batch..., Unapprove, Line Drilldown..., T Accounts..., Open, Check Funds, Unreverse Funds, View Results, Change Period, Change Currency...

Record: 1/1, <OBC>

Step	Action
17.	Click the Other Information tab. <div>Other Information</div>

Oracle Applications - UVA (sid20 : Dev2 - Cloned from Patch as of Aug 17 2012/From Production as of 8/12/12)

File Edit View Folders Tools Window Help

Navigation - Look up, Separators

Journal: HR-MRSL Deposit to Project 101720
 Description: Deposit to Project 101720 Deposit slip ##
 Ledger: University of Virginia
 Category: UVA Receipts
 Period: Feb-13
 Effective Date: 01-FEB-2013
 Balance Type: Actual
 Document Number: 129916
 Clearing Company: Tax Not Required
 Control Total: 6,000.00

Conversion: Currency: USD, Date: 01-FEB-2013, Type: User, Rate: 1
 Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed, Reverse button

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 380922.1165.2610.30015.0000	6,000.00		Deposit to Project 101720 Deposit slip ##
2	10 101720.1165.4820.31150.0000		6,000.00	Deposit to Project 101720 Deposit slip ##
		6,000.00	6,000.00	


Act Desc: UVA-Local PV-CD Clearing Cooper Ctr Current Funds - Unvestic Deposits PV-Ctr for Public Svc Future

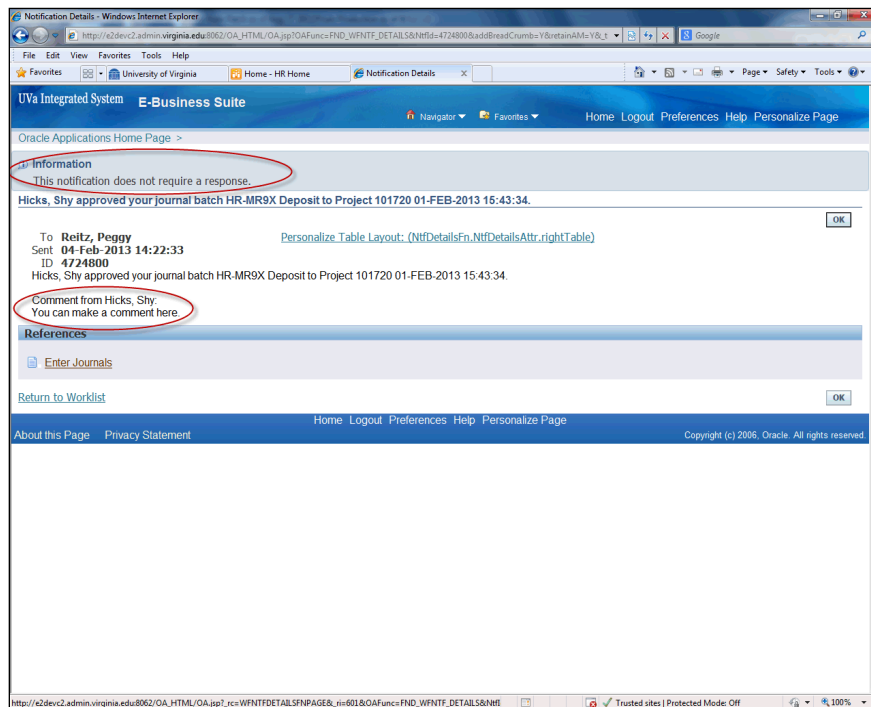
Tax, AutoCopy Batch..., Unapprove, Line Drilldown..., T Accounts..., Open, Check Funds, Unreverse Funds, View Results, Change Period, Change Currency...


Record: 1/1, <OBC>

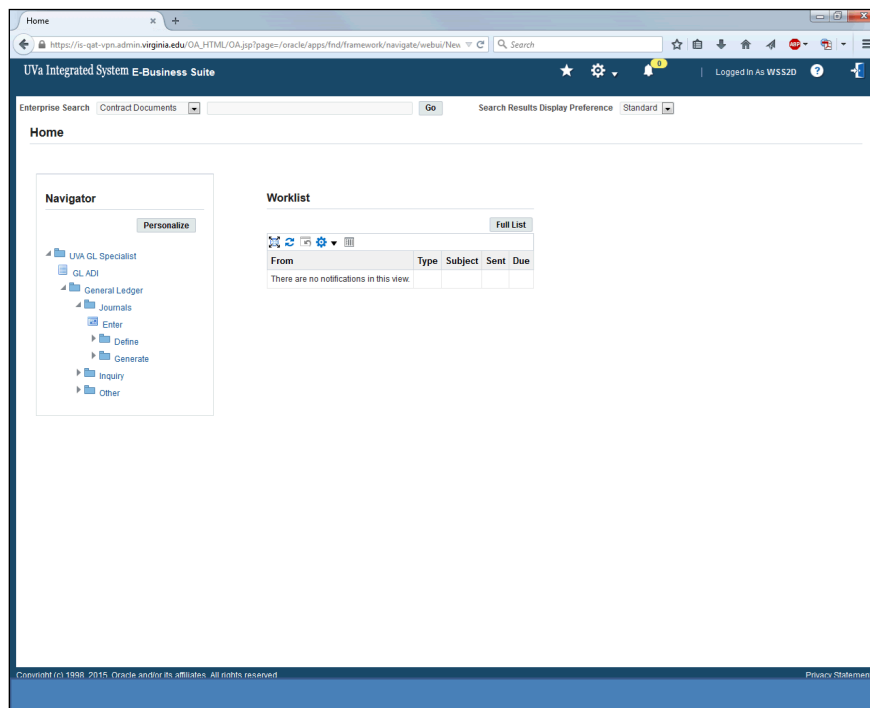
Status: Posting: Unposted, Funds: Passed, Approval: Approved
 Source: UVA Manual
 Reference: , Reference Date: , Reconciliation Reference:

Accounting Sequencing: Number: , Sequence Name: , Reporting Sequencing: Number: , Sequence Name:

Step	Action
18.	<p>Note the Journal is Approved though not yet posted.</p> <p>Most approved journals are posted in the nightly process.</p> <p>Close the window.</p> 



Step	Action
19.	<p>Once approved no response is required.</p> <p>Click the Enter button.</p> 



Step	Action
20.	<p>This concludes the topic.</p> <p>End of Procedure.</p>

Reversing a GL Journal Entry

Correcting errors in posted GL Journal Entries

A journal that has been posted to the General Ledger is permanent. However, there are ways to correct errors. There are times when it is appropriate to do an adjustment and other times it is appropriate to reverse the journal. Once a journal has been reversed, it is harder to find. Do not reverse a journal that you did not create. Instead, contact the creator of the journal for guidance.

Incorrect Category

If you selected the incorrect category and the journal has posted you must reverse:

- **Reverse** the original journal
- Create a new journal with the correct category

Wrong Revenue Project

If you credited the wrong revenue project:

- Create a new journal
- Select **UVA Adjustment** as the category
- Debit the incorrect revenue project
- Credit the correct revenue project

Wrong Clearing Account Alias

If you selected the wrong Alias for your bank clearing (suspense) account but the correct category:

- Select **UVA Adjustment** as the category
- Credit the incorrect clearing account (alias)
- Debit the correct clearing account (alias).

*If you are unsure of the Alias you need to use, please contact Kimberly Smith (kse8h@virginia.edu (<https://search.people.virginia.edu/kse8h@virginia.edu>)).

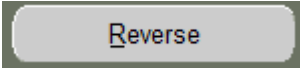
Procedure

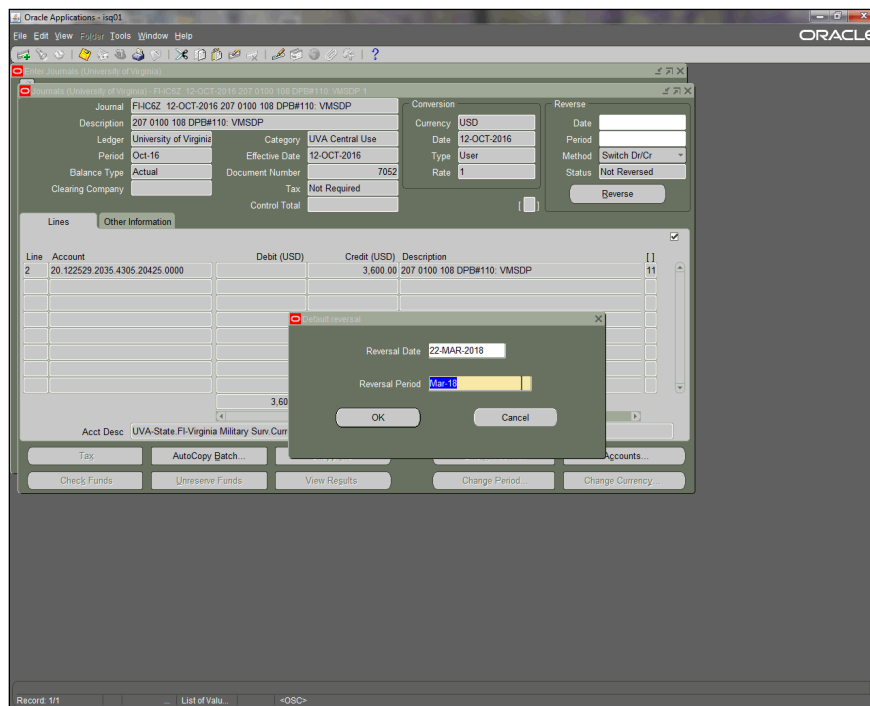
If errors have been made, you will discover them during reconciliation.

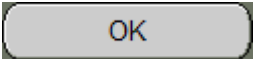
Reconciling monthly is a requirement at UVA. Do not forget to reconcile your General Ledger projects!

The screenshot displays the Oracle Applications General Ledger interface. The top menu bar includes File, Edit, View, Format, Tools, Window, and Help. The main window is titled "Journals (University of Virginia) - FHC6Z 12-OCT-2016 207 0100 108 DPB#110: VMSPD 1". The interface is divided into several sections:


- Journal Information:**
 - Journal: FHC6Z 12-OCT-2016 207 0100 108 DPB#110: VMSPD
 - Description: 207 0100 108 DPB#110: VMSPD
 - Ledger: University of Virginia
 - Period: Oct-16
 - Balance Type: Actual
 - Clearing Company:
- Category and Conversion:**
 - Category: UVA Central Use
 - Effective Date: 12-OCT-2016
 - Document Number: 7052
 - Tax: Not Required
 - Control Total:
 - Currency: USD
 - Date: 12-OCT-2016
 - Type: User
 - Rate: 1
- Reverse Section:**
 - Date:
 - Period:
 - Method: Switch Dr/Cr
 - Status: Not Reversed
 - Reverse button
- Lines Section:**
 - Line: 2
 - Account: 20-122529-2035-4305-20425-0000
 - Debit (USD):
 - Credit (USD): 3,600.00
 - Description: 207 0100 108 DPB#110: VMSPD
- Footer:**
 - Acct Desc: UVA-State FI-Virginia Military Serv Current Funds - Restrict Appropriations: State FI-Student Financial Serv Future
 - Buttons: Tap, AutoCopy Batch..., Unapprove, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period, Change Currency
 - Status: This batch has been posted. Record: 1/1

Step	Action
1.	<p>Find and open the posted journal that you need to reverse.</p> <p>Click the Reverse button.</p> 




Step	Action
2.	<p>The Default reversal box appears. In this example, the current date has been entered and the Reversal period has populated.</p> <p>Note: The reversal date is DD-MMM-YYYY and the reversal period is MMM-YY.</p> <p>Click the OK button.</p> 


The screenshot shows the Oracle Applications General Ledger interface. A journal entry is being viewed for line 2, which is a credit of 3,600.00 USD to account 20 122529 2035 4305 20425 0000. A concurrent process note dialog box is overlaid on the screen, displaying the message: "Your concurrent request ID is 18619942." The dialog box has an "OK" button.

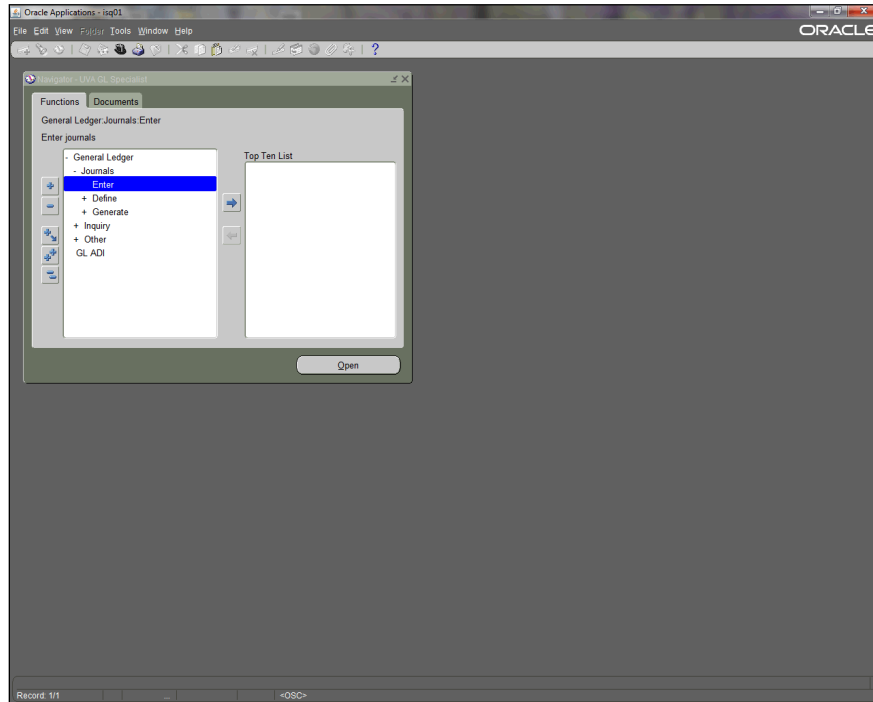
Step	Action
3.	<p>Acknowledge the concurrent process note.</p> <p>Click the OK button.</p> 

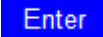
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USER PRODUCTIVITY KIT

Step	Action
4.	Click the Close button. 

Page 110

Step	Action
5.	Click the Close button. 

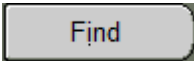


Step	Action
6.	Now you can find the reversed journal. Click the Enter menu. 

The screenshot shows the Oracle Applications General Ledger interface. A search dialog box is open over the 'Enter Journals' window. The dialog box contains the following fields and buttons:

- Batch:** Reverses%FI-IC6Z%
- Journal:** (empty)
- Ledger:** (empty)
- Source:** (empty)
- Category:** (empty)
- Status:** Unposted
- Posting:** (empty)
- Funds:** (empty)
- Period:** Mar-18
- Control Total:** (empty)
- Batch:** (empty)
- Journal:** (empty)
- Buttons:** Clear, New Batch, New Journal, Find, More

The background window shows a table with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. Below the table are buttons: Review Journal, Review Batch, Reverse Batch, Tax Batch, Requery, New Journal, New Batch, Approve, and AutoCopy.

Step	Action
7.	<p>Search for the journal. Make sure you use the wildcard (%) before and after your Org prefix and USERID.</p> <p>Example: Reverses%FI-IC6Z%</p> <p>The journal name will begin with the word Reverses followed by the original journal name in quotes and the date and time of the reversal (not in quotes).</p> <p>In this example, we use the period of the reversing journal, MAR-18, and Unposted as parameters.</p> <p>Click the Find button.</p> 

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	UVA Manual	UVA Central Use	Mar-18	Reverses *FHC6Z 12-	Reverses *FHC6Z 12-	USD	3,600.00	3,600.00

Buttons: Review Journal, Review Batch, Reverse Batch, Tax Batch, Requery, New Journal, New Batch, Approve, AutoCopy

Step	Action
8.	Click the Review Journal button.

Review Journal

Journal: Reverses *FHC6Z 12-OCT-2016 207 0100 108 DPB#110: VMSDP

Description: Reverses *FHC6Z 12-OCT-2016 207 0100 108 DPB#110: VMSDP

Ledger: University of Virginia

Period: Mar-18

Balance Type: Actual

Clearing Company:

Category: UVA Central Use

Effective Date: 22-MAR-2018

Document Number: 7097

Tax: Not Required

Control Total:

Conversion: USD

Currency: USD

Date: 12-OCT-2016

Type: User

Rate: 1

Reverse Date:

Period:

Method: Switch Dr/Cr

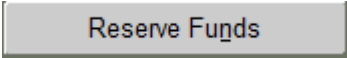
Status: Not Reversed

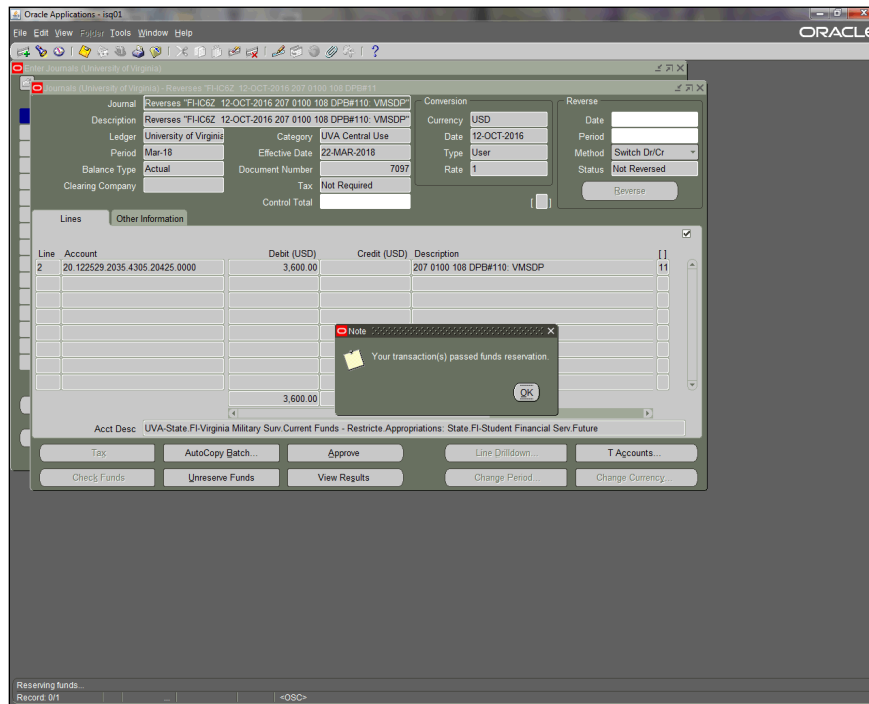
Reverse Button


Line	Account	Debit (USD)	Credit (USD)	Description
2	20 122529 2035 4305 20425 0000	3,600.00		207 0100 108 DPB#110: VMSDP

Acct Desc: UVA-State FI-Virginia Military Surv Current Funds - Restrict Apporations: State FI-Student Financial Serv Future

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown, T Accounts..., Check Funds, Reserve Funds, View Reports, Change Period, Change Currency

Step	Action
9.	<p>Notice the system generated journal name.</p> <p>Click the Reserve Funds button.</p> 




Step	Action
10.	<p>Click the OK button.</p> 

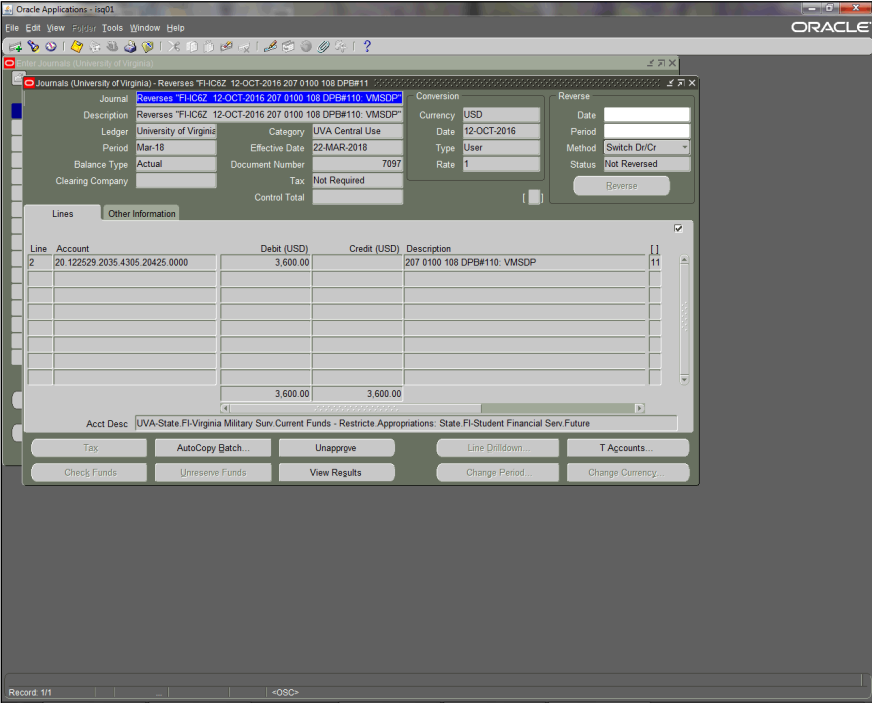
Step	Action
11.	Click the Approve button. 


[illegible]

Training Guide

General Ledger (GL)

Step	Action
12.	Click the OK button. 



Step	Action
13.	Click the Close button. 

The screenshot displays the Oracle Applications General Ledger interface. The main window shows a journal entry for 'Reverses THIC6Z 12-OCT-2016 207 0100 108 DFB#110: VMSPD'. The entry is dated 12-OCT-2016 and has a document number of 7097. The currency is USD. The entry is categorized as 'UVA Central Use'. The balance type is 'Actual'. The clearing company is 'Not Required'. The control total is 3,600.00. The entry is shown in a table with columns for Line, Account, Debit (USD), Credit (USD), and Description. The entry is for line 2, account 20 122529 2035 4395 20425 0000, with a debit of 3,600.00. The description is '207 0100 108 DFB#110: VMSPD'. The entry is shown in a table with columns for Line, Account, Debit (USD), Credit (USD), and Description. The entry is for line 2, account 20 122529 2035 4395 20425 0000, with a debit of 3,600.00. The description is '207 0100 108 DFB#110: VMSPD'. The entry is shown in a table with columns for Line, Account, Debit (USD), Credit (USD), and Description. The entry is for line 2, account 20 122529 2035 4395 20425 0000, with a debit of 3,600.00. The description is '207 0100 108 DFB#110: VMSPD'.

Step	Action
14.	This concludes the topic. End of Procedure.

Defining a Recurring Journal Template

In situations where bank deposits and credit card reconciliations are made frequently, it can be convenient to

- **Define** a Recurring, or Skeleton, journal template.

The Recurring entry can contain multiple GL strings.

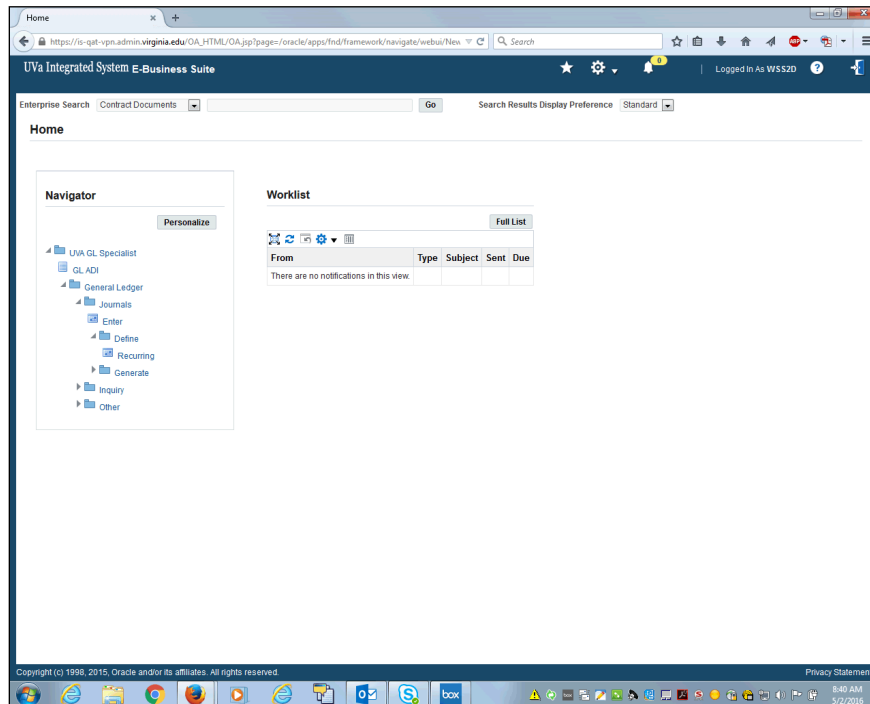
This process can be a time saver and can eliminate the possibility of errors in the entry of the GL string.


NOTE: Define a skeleton journal for the category of journal you frequently create. For example:

- **UVA Receipts**
- **UVA Receipts-Credit Cards**

Procedure

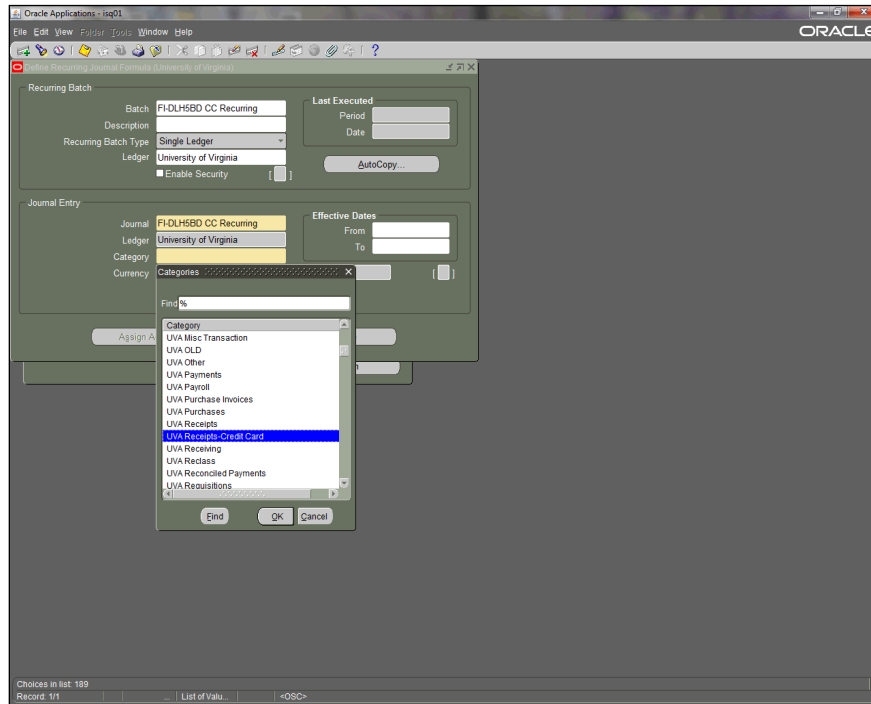
In Integrated System, the Recurring journal template can save time and help prevent errors.

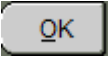


Step	Action
1.	<p>Log in as a UVA GL Specialist.</p> <p>Navigate to:</p> <ul style="list-style-type: none"> Journals Define Recurring <p>Click the Recurring link.</p> <p> Recurring</p>

Step	Action
2.	<p>Follow the UVA naming convention for Journal entries.</p> <p>In this case, the Recurring entry is for credit card receipts, so CC Recurring is added to the name.</p> <p>If it was for cash or checks you would use "BD" in the name to indicate bank deposit.</p> <p>Enter the desired information into the Recurring Batch: Batch field.</p> <p>Enter "FI-DLH5BD CC Recurring".</p>

Step	Action
3.	<p>Enter the same journal name as the batch name.</p> <p>Now choose a Category.</p> <p>Click the Category cell.</p> <div></div>



Step	Action
4.	<p>Select the category. In this example, the category is UVA Receipts- Credit Card.</p> <p>If your deposit is cash or check you would select the category, <i>UVA Receipts</i>, instead.</p> <p>NOTE: The category cannot be changed.</p> <p>Click the OK button.</p> 

Training Guide

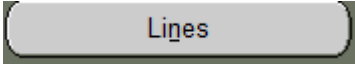
General Ledger (GL)


The screenshot shows the Oracle Applications interface for creating a recurring batch and journal entry. The 'Recurring Batch' window is active, displaying the following fields:

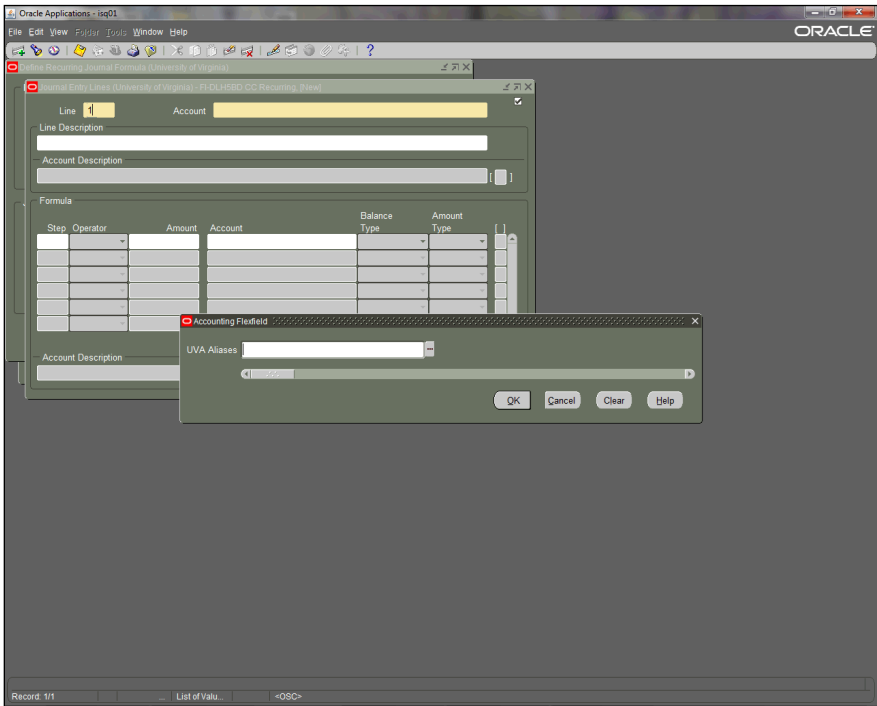
- Batch:** FI-DLHSD CC Recuring
- Description:** (empty)
- Recurring Batch Type:** Single Ledger
- Ledger:** University of Virginia
- Enable Security:** ☒
- Last Executed:** Period and Date fields (empty)
- Buttons:** AutoCopy...

The 'Journal Entry' window is also visible, showing the following fields:

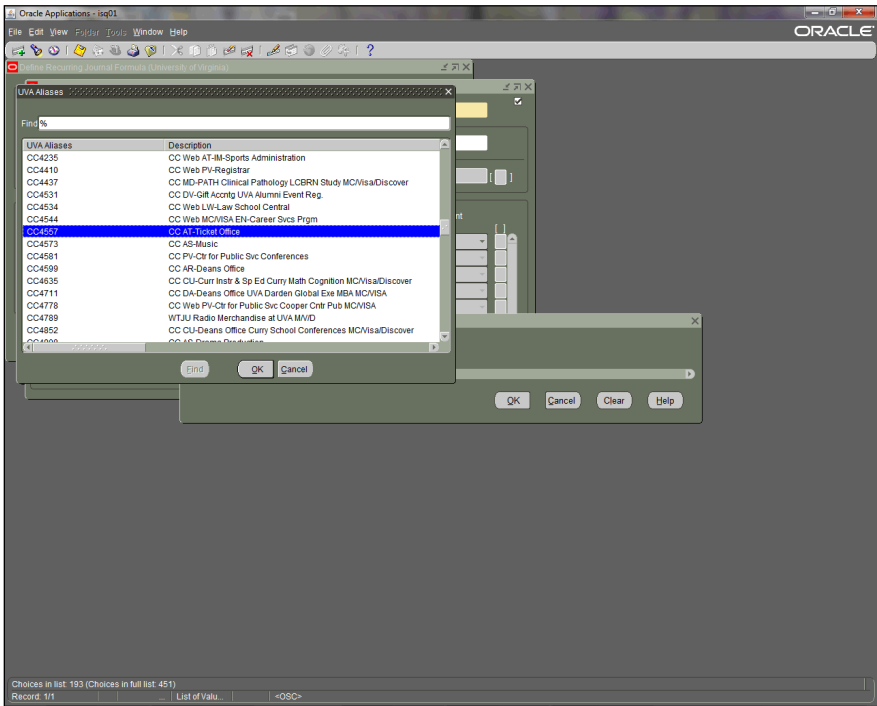
- Journal:** FI-DLHSD CC Recuring
- Ledger:** University of Virginia
- Category:** UVA Receipts-Credit Card
- Currency:** USD
- Conversion Type:** (empty)
- Effective Dates:** From and To fields (empty)
- Buttons:** Assign Access, Generate, Open, Lines

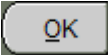
Step	Action
5.	<p>Do not save yet.</p> <p>Click the Lines button.</p> 

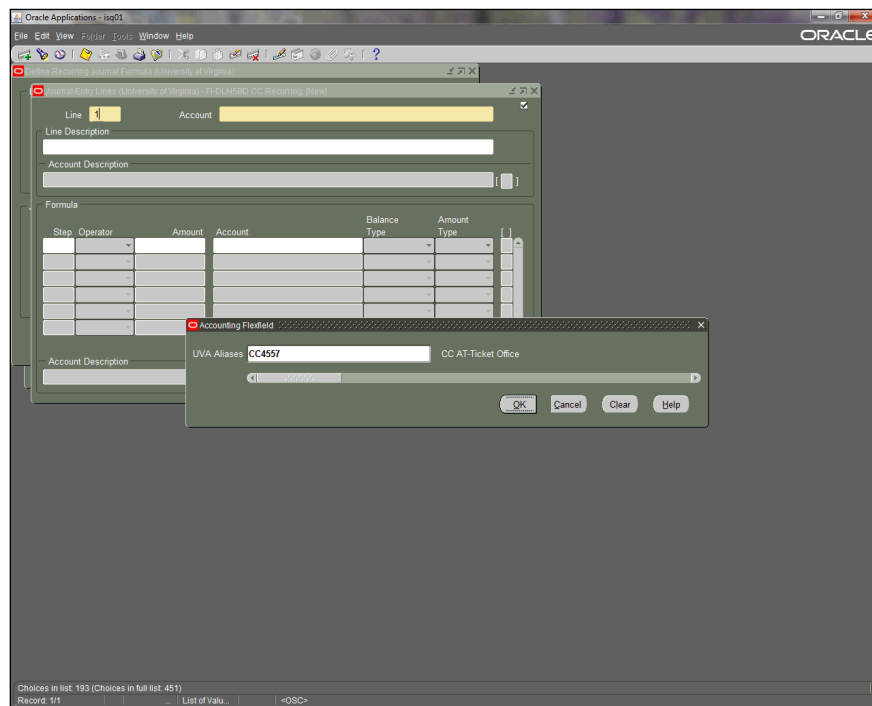
Step	Action
6.	<p>Line number 1 has been entered for you.</p> <p>Click the Account LOV.</p> 




Step	Action
7.	Click the UVA Aliases LOV to see the list.



Step	Action
8.	<p>The alias for the credit card clearing account has been selected.</p> <p>NOTE: Mastercard, Discover Card, & Visa aliases begin with CC. American Express aliases begin with CX.</p> <p>Click the OK button.</p> 



Step	Action
9.	<p>Click the OK button.</p> 

Training Guide

General Ledger (GL)

Oracle Applications - lq01

Journal Entry Lines (University of Virginia) - F10LH000-CC-Recurring-Bonds

Line 1 Account 10.980328.1165.2610.20600.0000

Line Description

Account Description UVA-Local-AT-CC Cleaning Athletics Current Funds - Unrestric Deposits AT-Ticket Office Future

Formula

Step	Operator	Amount	Account	Balance Type	Amount Type

Account Description

Record: 1/1 <OSC>

Step	Action
10.	<p>Don't save yet.</p> <p>Press the [Down] arrow to go to the next account line.</p>

Oracle Applications - lq01

Journal Entry Lines (University of Virginia) - F10LH000-CC-Recurring-Bonds

Line 2 Account

Line Description

Account Description

Formula

Step	Operator	Amount	Account	Balance Type	Amount Type

Account Description

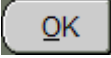
Accounting Flexfield

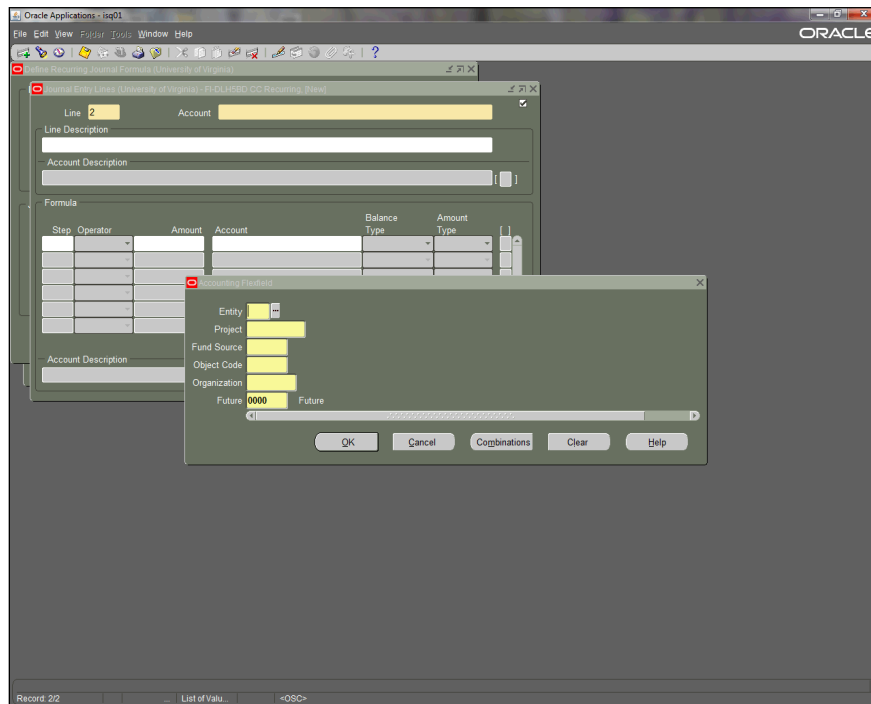
UVA Alases

10.980328.1165.2610.20600.0000

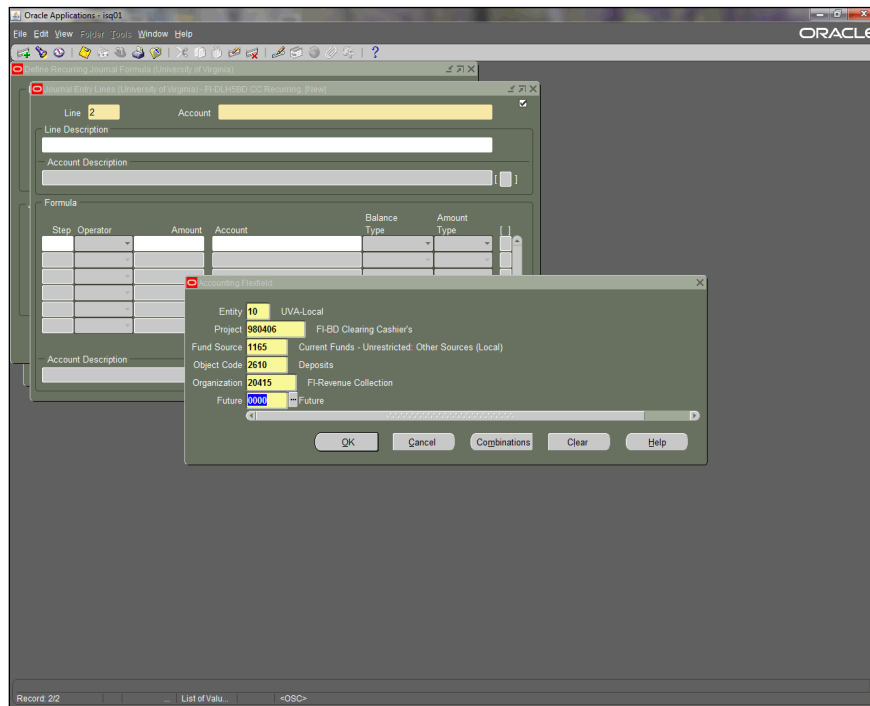
OK Cancel Clear Help

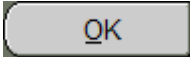
Record: 1/1 <OSC>


Step	Action
11.	<p>Line number 2 has been entered for you and the Account field LOV was engaged.</p> <p>Instead of selecting an alias, enter your GL string.</p> <p>Click the OK button.</p> 



Step	Action
12.	<p>If you are not sure what your GL string is, you can lookup the parts in UBI,</p> <p>GA Reference module -Awards Tab</p> <p>GL Reference module - Rev Proj Relationship Tab</p>





Step	Action
13.	<p>The GL String has been entered for you.</p> <p>Click the OK button.</p> 

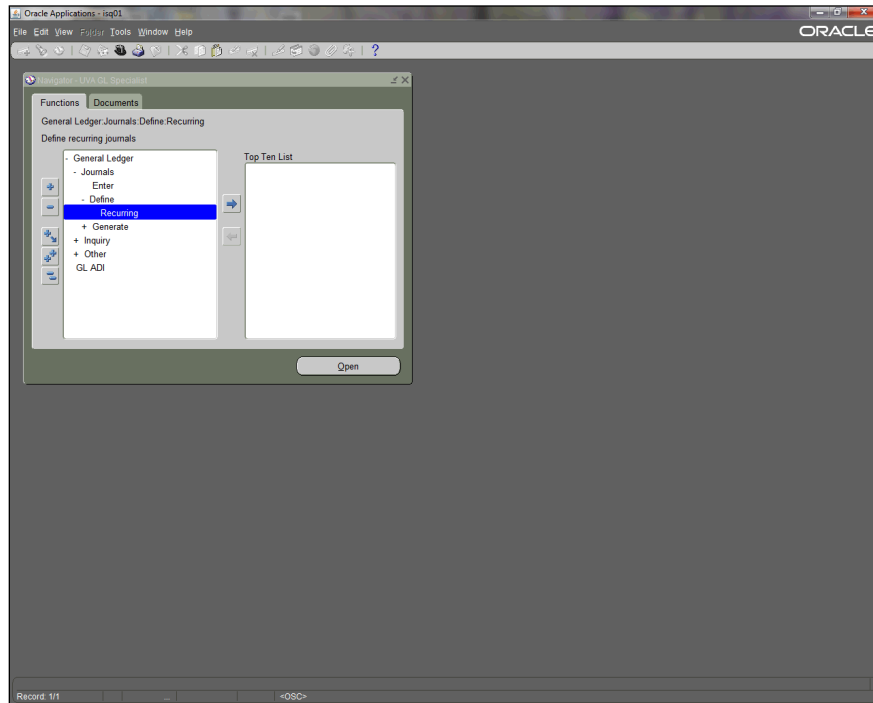
Step	Action
14.	<p>Now it is time to save.</p> <p>Click the SAVE button.</p> 

Training Guide

General Ledger (GL)

Step	Action
15.	Click the Close button. 

Step	Action
16.	<p>Close the window.</p> 



Step	Action
17.	<p>This concludes the topic Defining a Recurring Journal Template.</p> <p>End of Procedure.</p>

Using a Recurring Journal Template

When you are ready to make a journal entry using the Recurring Journal Template you defined:

Generate the journal

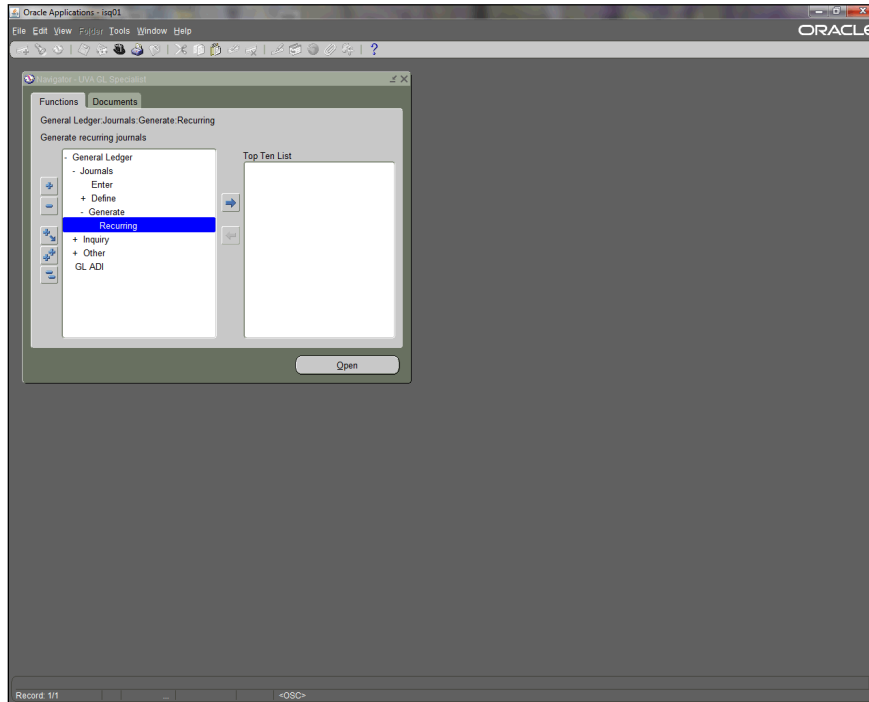
- Find the Recurring Journal Template
- Enter a description
- Enter the debit and credit amounts
- Reserve and Approve

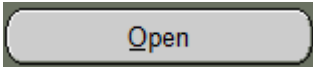
NOTE: Remember to generate the journal from a template with the appropriate category. For example:

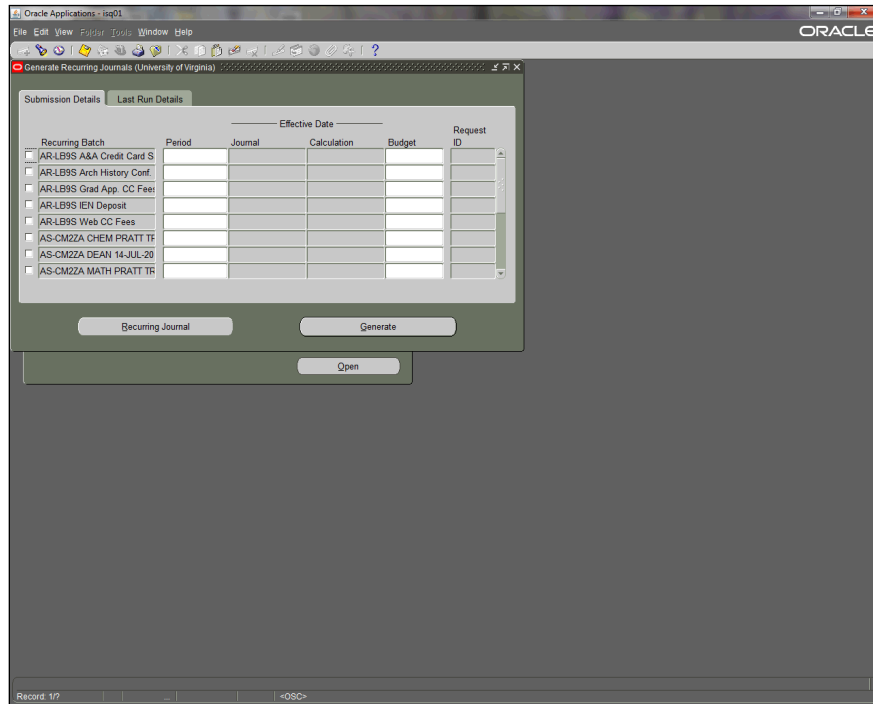
- **UVA Receipts**
- **UVA Receipts-Credit Cards**

Procedure

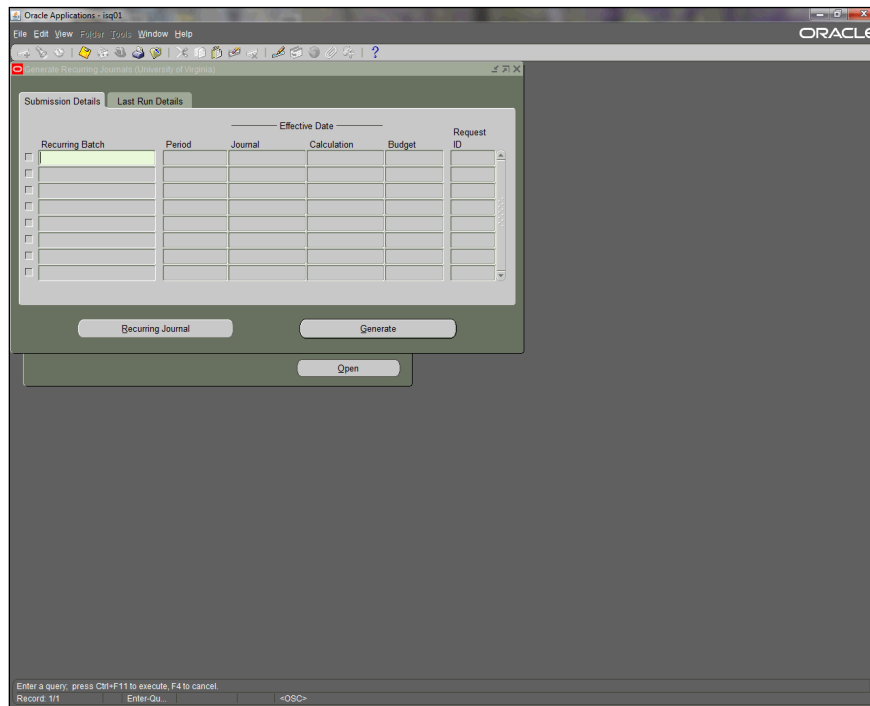
This topic illustrates how to use a *recurring journal template* to enter a deposit.



Step	Action
1.	<p>Navigate to:</p> <ul style="list-style-type: none"> Journals Generate Recurring <p>Click the Open button.</p> 



Step	Action
2.	<p>These are all the Recurring Journal entries.</p> <p>Search for yours.</p> <p>Initiate a query by Pressing [F11].</p>



Step	Action
3.	<p>Enter the parameter for your query into the Recurring Batch field.</p> <p>Use your computing ID to search.</p> <p>Enter "%DLH5BD%".</p>

Oracle Applications - lq01

File Edit View **Format** Tools Window Help

Generate Recurring Journals (University of Virginia)

Submission Details Last Run Details

Effective Date

Recurring Batch	Period	Journal	Calculation	Budget	Request ID
%DLH6BD%					

Recurring Journal Generate

Open

Enter a query, press Ctrl+F11 to execute, F4 to cancel.
Record: 1/1 Enter-Qu. <OSC>

Step	Action
4.	Execute the query. Press [Ctrl+F11] .

Oracle Applications - lq01

File Edit View **Format** Tools Window Help

Generate Recurring Journals (University of Virginia)

Submission Details Last Run Details

Effective Date

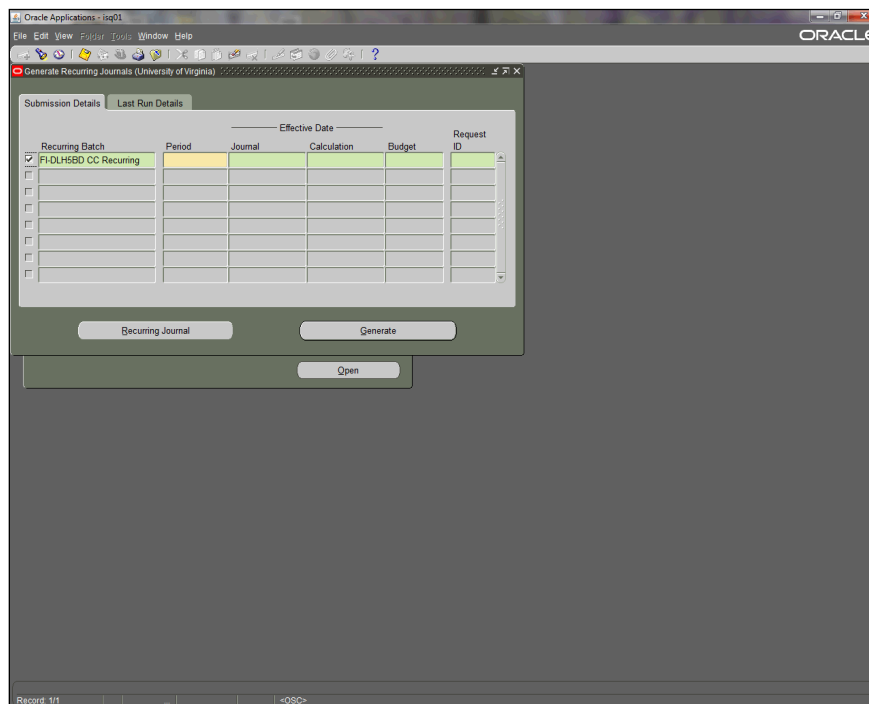
Recurring Batch	Period	Journal	Calculation	Budget	Request ID
F1-DLH6BD CC Recurring					

Recurring Journal Generate

Open

Record: 1/1 <OSC>

Step	Action
5.	<p>Select the Recurring Journal Template that is needed.</p> <p>Be sure to choose the template with the correct category.</p> <p>Click the Checkbox option.</p> <p><input type="checkbox"/></p>

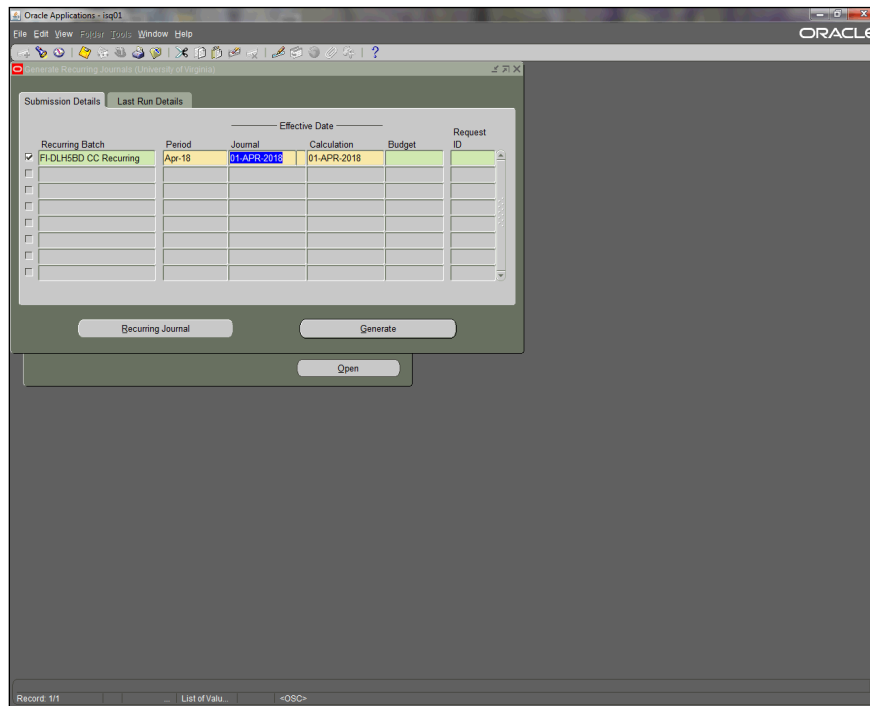


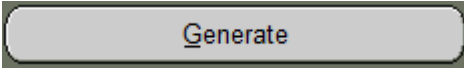
Step	Action
6.	<p>Enter the desired information into the Period field.</p> <p>Enter "Apr-18".</p>

Recurring Batch	Period	Journal	Calculation	Budget	Request ID
<input checked="" type="checkbox"/> FLDH580 CC Recurring	Apr-18	01-APR-2018	01-APR-2018		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Buttons: Recurring Journal, Generate, Open

Step	Action
7.	<p>The Journal date and calculation date populate automatically when you tab through the fields.</p> <p>Press [Enter] to continue.</p>



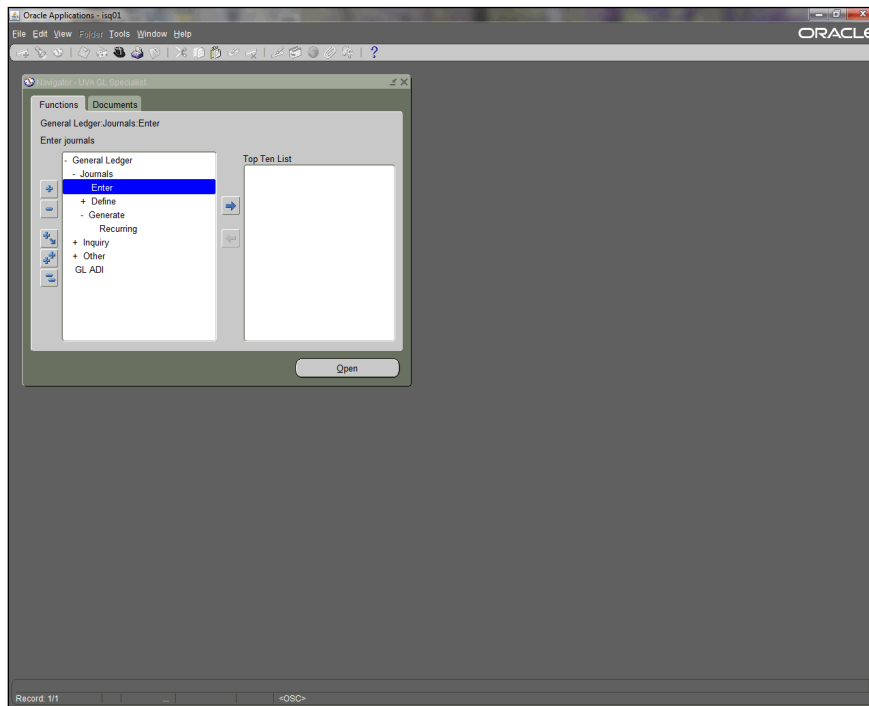
Step	Action
8.	Click the Generate button.
	

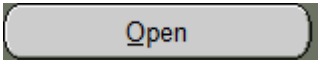
Recurring Batch	Period	Journal	Calculation	Budget	Request ID
<input type="checkbox"/> FIDLH680 CC Recurring	Apr-18	01-APR-2018	01-APR-2018		18619961
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Recurring Journal Generate Open

FRM-40400: Transaction complete. 1 records applied and saved.
Record: 1/1 <OSC>

Step	Action
9.	<p>A concurrent request is created when you click generate.</p> <p>It will take a few minutes to complete.</p> <p>Press [Enter] to continue.</p>



Step	Action
10.	<p>Your journal was generated, but the deposit number and the amounts are missing.</p> <p>Journals, Enter has been selected for you.</p> <p>Click Open.</p> 

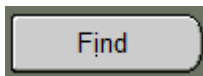
The screenshot displays the Oracle Applications General Ledger interface. A 'Find Journals' dialog box is open, allowing users to search for journals. The dialog box includes fields for Batch, Journal, Ledger, Source, Category, Period, Currency, Status, Posting, Funds, Control Total, Batch, and Journal. The 'Batch' field is populated with '%DLH680%'. Below the dialog box are buttons for Review Journal, Review Batch, Reverse Batch, Tag Batch, Requery, New Journal, New Batch, Approve, and AutoCopy. The background shows a table with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit.

Step	Action
11.	<p>Search for your newly generated journal using the percent sign (%) before and after your user id.</p> <p>When you have created many journals, you will find it helpful to limit your search. This example limits the search to the period March 2018.</p> <p>Enter the desired information into the Period field. Enter "MAR-18".</p>

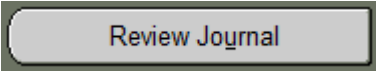
Training Guide

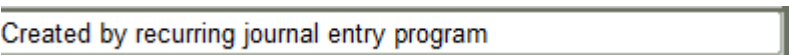
General Ledger (GL)

Step	Action
12.	Click the Find button.



Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	UVA Manual	UVA Receipts	Feb-18	FIDLH5BD #5231234	FIDLH5BD #5231234	USD	500.00	500.00
Unposted	UVA Manual	UVA Receiving	Mar-18	FIDLH5BD #5231234	FIDLH5BD #5231234	USD	500.00	500.00
Unposted	UVA Manual	UVA Adjustmer	Feb-18	FIDLH5BD 02-FEB-20	FIDLH5BD 02-FEB-20	USD	500.00	500.00
Unposted	UVA Manual	UVA Adjustmer	Feb-18	FIDLH5BD 02-FEB-20	FIDLH5BD 02-FEB-20	USD	500.00	500.00
Unposted	UVA Recurring	UVA Receipts-C	Mar-18	FIDLH5BD CC Recum	FIDLH5BD CC Recum	USD	0.00	0.00
Unposted	UVA Manual	UVA Transfer	Feb-18	FIDLH5BD Transfer In	FIDLH5BD Transfer In	USD	500.00	500.00

Step	Action
13.	<p>Find the Recurring Journal Template you want to use.</p> <p>Click the Review Journal button.</p> 

Step	Action
14.	<p>The generated description is not adequate for a journal entry.</p> <p>Click in the Description field.</p> 

Training Guide

General Ledger (GL)

The screenshot displays the Oracle Applications General Ledger (GL) interface. The window title is 'Oracle Applications - lq01'. The menu bar includes File, Edit, View, Paper, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main window is titled 'Journal: University of Virginia - 22-MAR-18 17:30:19'. It shows a journal entry for 'Credit Card deposit for Focus Conference' with a date of '22-MAR-18'. The ledger is 'University of Virginia', the category is 'UVA Receipts-Credit C', and the effective date is '22-MAR-2018'. The balance type is 'Actual', the document number is '206492', and the clearing company is 'Not Required'. The conversion currency is 'USD', the date is '22-MAR-2018', the type is 'User', and the rate is '1'. The reverse status is 'Not Reversed'. The lines section shows two lines with accounts '10 980328 1165 2610 20600 0000' and '10 980406 1165 2610 20415 0000'. The debit and credit amounts are both 0.00. The account description is 'UVA-Local AT-CC Clearing Athletics Current Funds - Unrestrict Deposits AT-Ticket Office Future'. The bottom of the window shows 'Record: 1/1' and '<OSC>'.

Step	Action
15.	<p>The Description has been entered for you.</p> <p>Note: The Description must be copied & pasted into the description fields for the debit and credit.</p> <p>Press [Ctrl+C] to copy.</p>

The screenshot displays the Oracle Applications General Ledger (GL) interface. The window title is "Oracle Applications - lq01". The menu bar includes File, Edit, View, Format, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation.

The main window is titled "Journal" and shows the following details:

- Journal:** FOLH580 CC Recurring: 22-MAR-18 17:30:19
- Description:** 52312345 - Credit Card deposit for Focus Conference
- Ledger:** University of Virginia
- Period:** Mar-18
- Balance Type:** Actual
- Clearing Company:**
- Category:** UVA Receipts-Credit C
- Effective Date:** 22-MAR-2018
- Document Number:** 206492
- Tax:** Not Required
- Control Total:** 750.00
- Currency:** USD
- Date:** 22-MAR-2018
- Type:** User
- Rate:** 1
- Reverse:** Date, Period, Method (Switch Dr/Cr), Status (Not Reversed), Reverse button

The "Lines" tab is selected, showing a table with the following columns: Line, Account, Debit (USD), Credit (USD), and Description.

Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980328 1165 2610 20600 0000	750.00		
2	10 980406 1165 2610 20415 0000			
		750.00	0.00	

The "Acct Desc" field shows: "UVA-Local AT-CC Clearing Athletics Current Funds - Unrestrict Deposits AT-Ticket Office Future".

At the bottom, there are several buttons: "Tas", "AutoCopy Batch...", "Approve", "Line Drilldown...", "T Accounts...", "Check Funds", "Reverse Funds", "View Results", "Change Period...", and "Change Currency...".

Step	Action
16.	<p>The control total and the debit amount for the clearing account has been entered.</p> <p>Press [Ctrl V] to see the description pasted into line one.</p>

Training Guide

General Ledger (GL)

Oracle Applications - Jiq01

Journal Entry (University of Virginia)

Journal: FIDUHSD CC Recurring: 22-MAR-18 17:30:19

Description: 52312345 - Credit Card deposit for Focus Conference

Ledger: University of Virginia

Period: Mar-18

Balance Type: Actual

Clearing Company:

Category: UVA Receipts-Credit C

Effective Date: 22-MAR-2018

Document Number: 206492

Tax: Not Required

Control Total: 750.00

Conversion: Currency: USD, Date: 22-MAR-2018, Type: User, Rate: 1

Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed, Reverse button

Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10.980328.1165.2610.20600.0000	750.00		52312345 - Credit Card deposit for Focus Conference
2	10.980406.1165.2610.20415.0000		750.00	
		750.00	0.00	

Acct Desc: UVA-Local AT-CC Clearing Athletics Current Funds - Unresric Deposits AT-Ticket Office Future

Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Resene Fudgs, View Results, Change Period..., Change Currency...

Record: 1/2, <OSC>

Step	Action
17.	<p>The credit amount has been entered.</p> <p>Press [Shift+F5].</p>

Oracle Applications - Jiq01

Journal Entry (University of Virginia)

Journal: FIDUHSD CC Recurring: 22-MAR-18 17:30:19

Description: 52312345 - Credit Card deposit for Focus Conference

Ledger: University of Virginia

Period: Mar-18

Balance Type: Actual

Clearing Company:

Category: UVA Receipts-Credit C

Effective Date: 22-MAR-2018

Document Number: 206492

Tax: Not Required

Control Total: 750.00

Conversion: Currency: USD, Date: 22-MAR-2018, Type: User, Rate: 1

Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed, Reverse button

Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	10.980328.1165.2610.20600.0000	750.00		52312345 - Credit Card deposit for Focus Conference
2	10.980406.1165.2610.20415.0000		750.00	52312345 - Credit Card deposit for Focus Conference
		750.00	0.00	

Acct Desc: UVA-Local AT-CC Clearing Athletics Current Funds - Unresric Deposits AT-Ticket Office Future

Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Resene Fudgs, View Results, Change Period..., Change Currency...

Record: 1/2, <OSC>

Step	Action
18.	<p>Shift F5 copied the field above.</p> <p>Press [Enter] to continue.</p>

The screenshot displays the Oracle Applications General Ledger interface. The main window shows a journal entry for 'Credit Card deposit for Focus Conference' with a date of 22-MAR-18. The entry is categorized as 'UVA Receipts-Credit C' and has a document number of 206492. The control total is 750.00. The interface includes fields for Journal, Description, Ledger, Period, Balance Type, Clearing Company, Conversion, Currency, Date, Type, Rate, Reverse, Date, Period, Method, Status, and a Reverse button. Below these fields is a table with columns for Line, Account, Debit (USD), Credit (USD), and Description. The table contains two lines: Line 1 with a debit of 750.00 and Line 2 with a credit of 750.00. The bottom of the screen shows the account description 'UVA-Local AT-CC Clearing Athletics Current Funds - Unrestrict Deposits AT-Ticket Office Future' and several buttons including Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., and Change Currency....

Step	Action
19.	<p>Click the Reserve Funds button.</p> <p>Reserve Funds</p>

Training Guide

General Ledger (GL)

Oracle Applications - iqq01

Journal Entry Form: 52312345 - Credit Card deposit for Focus Conference

Description: 52312345 - Credit Card deposit for Focus Conference

Ledger: University of Virginia

Period: Mar-18

Effective Date: 22-MAR-2018

Category: UVA Receipts-Credit C

Document Number: 206492

Balance Type: Actual

Clearing Company: Tax Not Required

Control Total: 750.00

Conversion: Currency USD, Date 22-MAR-2018, Type User, Rate 1

Reverse: Date, Period, Method Switch Dr/Cr, Status Not Reversed, Reverse button

Lines:


Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980328 1165 2610 20600 0000	750.00		52312345 - Credit Card deposit for Focus Conference
2	10 980406 1165 2610 20415 0000		750.00	52312345 - Credit Card deposit for Focus Conference

Decision dialog box: This action will automatically save your work. Do you want to continue? (Yes/No)

Acct Desc: UVA-Local FI-BO Clearing Cashier's Current Funds - Unrestric Deposits FI-Revenue Collection Future

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

Record: 2/2

Step	Action
20.	Click the Yes button. 

Oracle Applications - iqq01

Journal Entry Form: 52312345 - Credit Card deposit for Focus Conference

Description: 52312345 - Credit Card deposit for Focus Conference

Ledger: University of Virginia

Period: Mar-18

Effective Date: 22-MAR-2018

Category: UVA Receipts-Credit C

Document Number: 206492

Balance Type: Actual

Clearing Company: Tax Not Required

Control Total: 750.00

Conversion: Currency USD, Date 22-MAR-2018, Type User, Rate 1

Reverse: Date, Period, Method Switch Dr/Cr, Status Not Reversed, Reverse button

Lines:


Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980328 1165 2610 20600 0000	750.00		52312345 - Credit Card deposit for Focus Conference
2	10 980406 1165 2610 20415 0000		750.00	52312345 - Credit Card deposit for Focus Conference

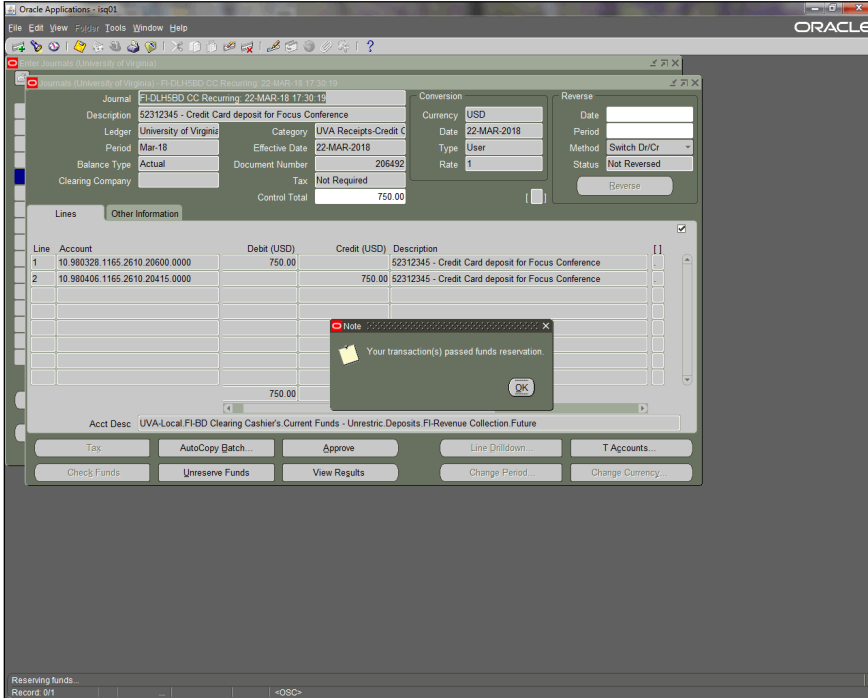
Forms dialog box: FRM-40400: Transaction complete: 3 records applied and saved. (OK)

Acct Desc: UVA-Local FI-BO Clearing Cashier's Current Funds - Unrestric Deposits FI-Revenue Collection Future

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

Record: 1/1

Step	Action
21.	Click the OK button. 



Oracle Applications - ieq01

File Edit View *Palettes* Tools Window Help

Enter Journals (University of Virginia)

Journal: FLDLH5BD CC Recuring: 22-MAR-18 17:30:10

Description: 52312345 - Credit Card deposit for Focus Conference

Ledger: University of Virginia Category: UVA Receipts-Credit C

Period: Mar-18 Effective Date: 22-MAR-2018

Balance Type: Actual Document Number: 206492

Clearing Company: Tax: Not Required

Control Total: 750.00

Conversion: Currency: USD Date: 22-MAR-2018 Type: User Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed Reverse

Lines: Other Information


Line	Account	Debit (USD)	Credit (USD)	Description
1	10 980328 1165 2610 20600 0000	750.00		52312345 - Credit Card deposit for Focus Conference
2	10 980406 1165 2610 20415 0000		750.00	52312345 - Credit Card deposit for Focus Conference
		750.00		

Acct Desc: UVA-Local FI-BD Clearing Cashier's Current Funds - Unrestric Deposits FI Revenue Collection Future

Reserving funds... Record: 0/1 <OSC>

Buttons: Yes, AutoCopy Batch..., Approve, Line Drilldown, T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period, Change Currency

Note: Your transaction(s) passed funds reservation. OK

Step	Action
22.	Click the OK button. 

Training Guide

General Ledger (GL)

Oracle Applications - lq01

File Edit View **Format** Tools Window Help

Journal Entry (University of Virginia)

Journal: 52312345 - Credit Card deposit for Focus Conference
 Description: University of Virginia
 Ledger: UVA Receipts-Credit C
 Period: Mar-18
 Effective Date: 22-MAR-2018
 Balance Type: Actual
 Document Number: 206492
 Clearing Company: Tax: Not Required
 Control Total: 750.00

Conversion: Currency: USD
 Date: 22-MAR-2018
 Type: User
 Rate: 1

Reverse: Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed
 Reverse

Lines: Other Information

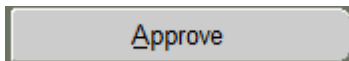
Line	Account	Debit (USD)	Credit (USD)	Description
1	10.980328.1165.2610.20600.0000	750.00		52312345 - Credit Card deposit for Focus Conference
2	10.980406.1165.2610.20415.0000		750.00	52312345 - Credit Card deposit for Focus Conference
		750.00	750.00	

Acct Desc: UVA-Local FI-BD Clearing Cashier's Current Funds - Unrestricted Deposits FI-Revenue Collection Future

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

Funds have been reserved for this batch.
 Record: 1/1 <OSC>

Step	Action
23.	Click the Approve button.



Oracle Applications - lq01

File Edit View **Format** Tools Window Help

Journal Entry (University of Virginia)

Journal: 52312345 - Credit Card deposit for Focus Conference
 Description: University of Virginia
 Ledger: UVA Receipts-Credit C
 Period: Mar-18
 Effective Date: 22-MAR-2018
 Balance Type: Actual
 Document Number: 206492
 Clearing Company: Tax: Not Required
 Control Total: 750.00

Conversion: Currency: USD
 Date: 22-MAR-2018
 Type: User
 Rate: 1

Reverse: Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed
 Reverse

Lines: Other Information


Line	Account	Debit (USD)	Credit (USD)	Description
1	10.980328.1165.2610.20600.0000	750.00		52312345 - Credit Card deposit for Focus Conference
2	10.980406.1165.2610.20415.0000		750.00	52312345 - Credit Card deposit for Focus Conference
		750.00	750.00	

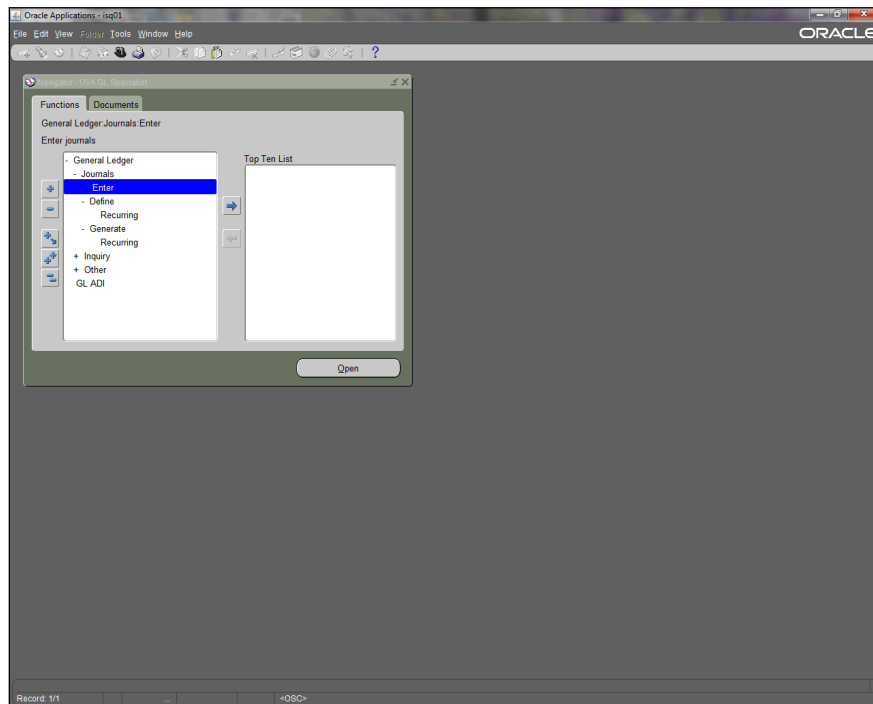
Acct Desc: UVA-Local FI-BD Clearing Cashier's Current Funds - Unrestricted Deposits FI-Revenue Collection Future

Buttons: Tax, AutoCopy Batch..., Unapprove, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

Note: Your journal batch was approved. OK

Record: 1/1 <OSC>

Step	Action
24.	Click the OK button. 



Step	Action
25.	Your approved journal will be posted during the nightly process. This concludes the topic. End of Procedure.

GL Reports

General Ledger Reporting

Reporting in UBI

Reporting from UBI yields data from the Enterprise Data Warehouse (EDW), a copy of the IS tables. Data in the EDW is copied each night during the nightly processes.

- Reports on current month's activities will be one day old.
- Reporting on closed accounting period (GL Periods) will yield the same result one day after closing and one year after closing, because no further activity can occur on a closed accounting period.

The **GL_Cash_Balance_Summary** Module in UBI can be used to determine cash available.

The **GL_Details_Recon** Module in UBI can be used to view transaction details.

The **GL_Reference** Module in UBI can be used to find Revenue Project metrics, with project and award attributes, and GL Object Code information.

The **GL_Balances** Module in UBI provides the balance sheet values for all projects including revenue projects, revenue/expenditure projects or expenditure projects. It also includes fixed asset and associated depreciation information. Additional functionality is added by including investment balances.

Need access to UBI: [Getting Started](#)

GL Quick Reference Guides: [UBI Community](#) (behind Netbadge)

Reporting in the Integrated System

While logged in as GL Viewer, you can run an inquiry on Funds Available.

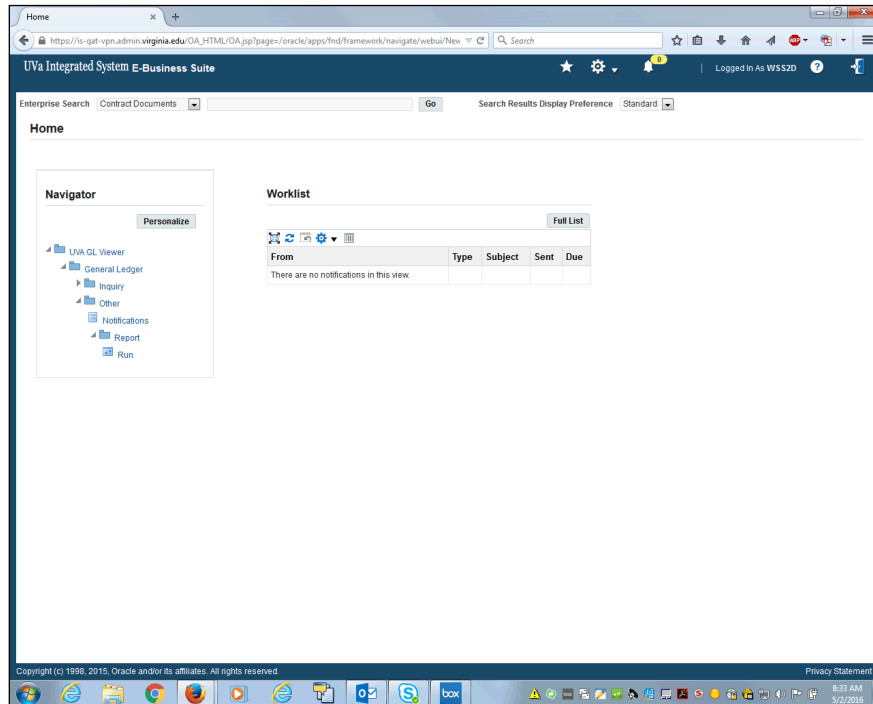
Running the Account Analysis GL Standard Report


Running a Standard Report within the General Ledger will yield all data that has processed through the GL for the span of months queried.

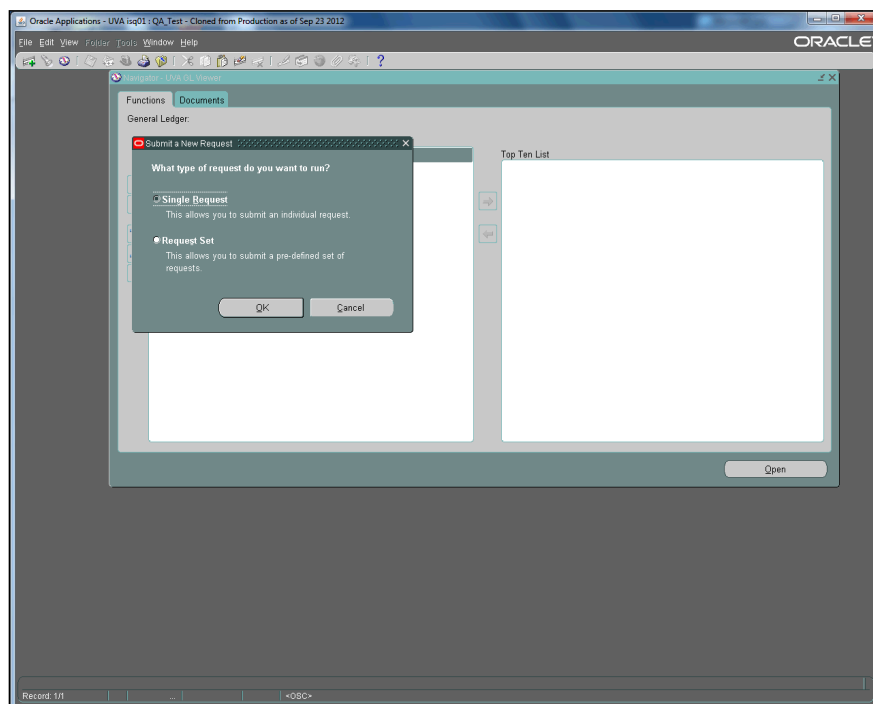
Procedure

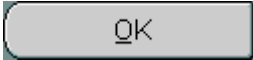
This topic illustrates how to run the Account Analysis GL standard report.

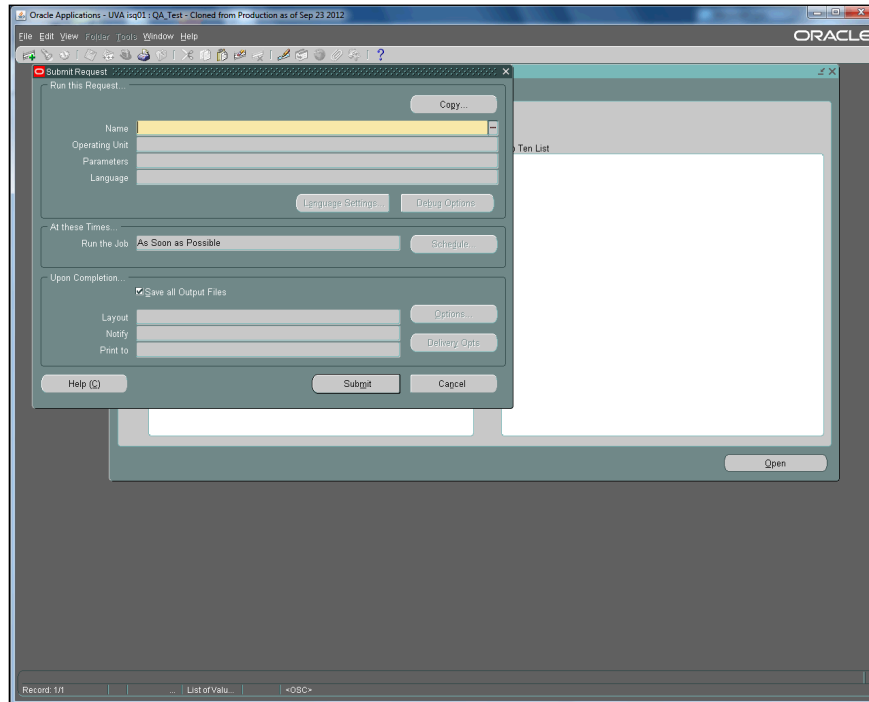
Log in as a GL Viewer.




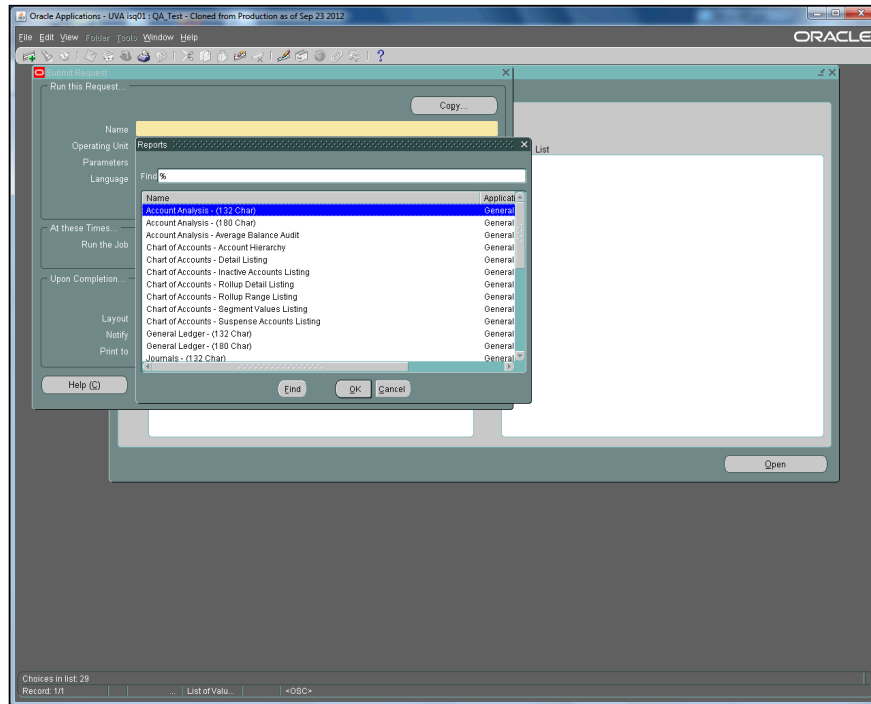
Step	Action
1.	Double-click the Run menu.  Run



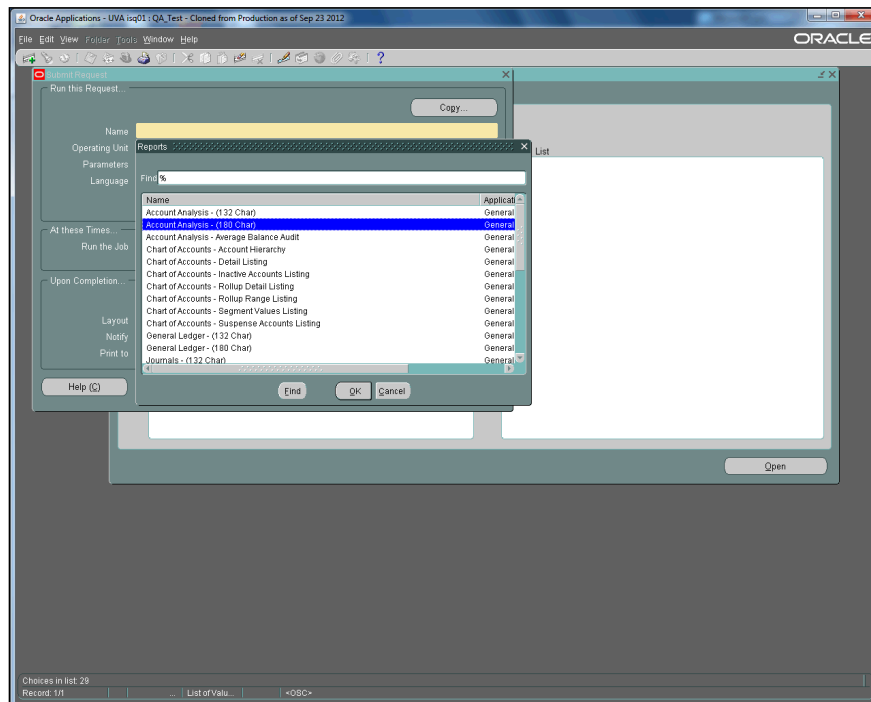
Step	Action
2.	<p>Single Request is selected.</p> <p>Click the OK button.</p> 

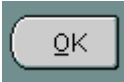


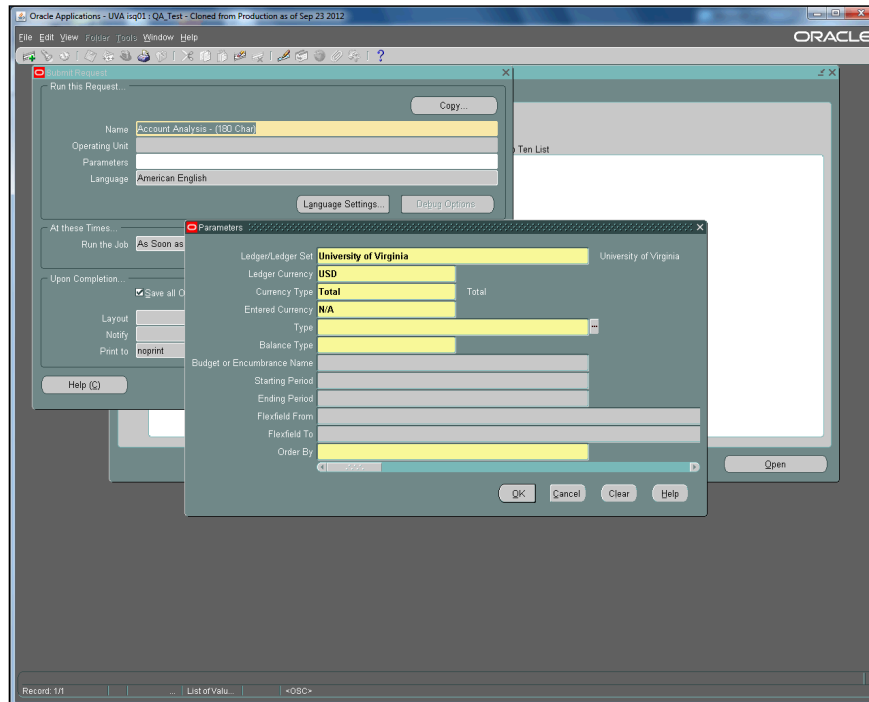
Step	Action
3.	<p>Click the Name List of Values button.</p> 




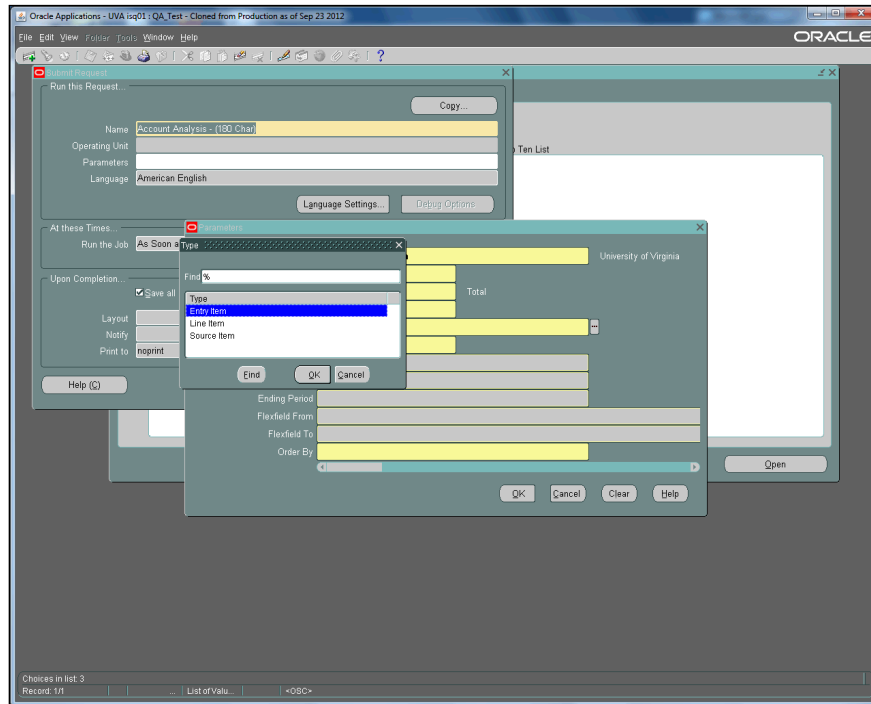
Step	Action
4.	Click the Account Analysis list item.

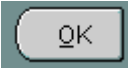


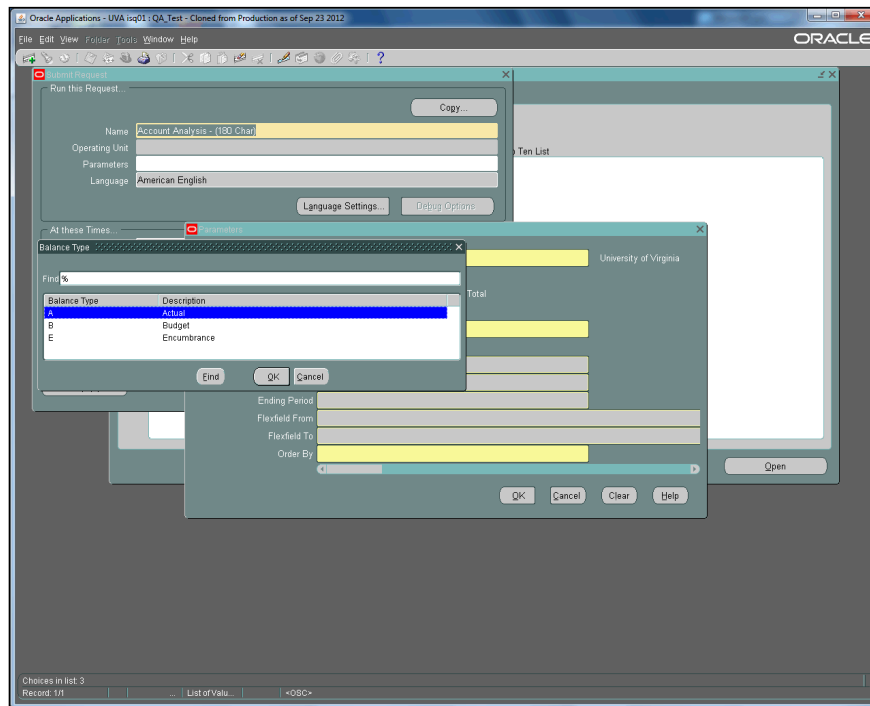
Step	Action
5.	Click the OK button. 

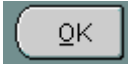


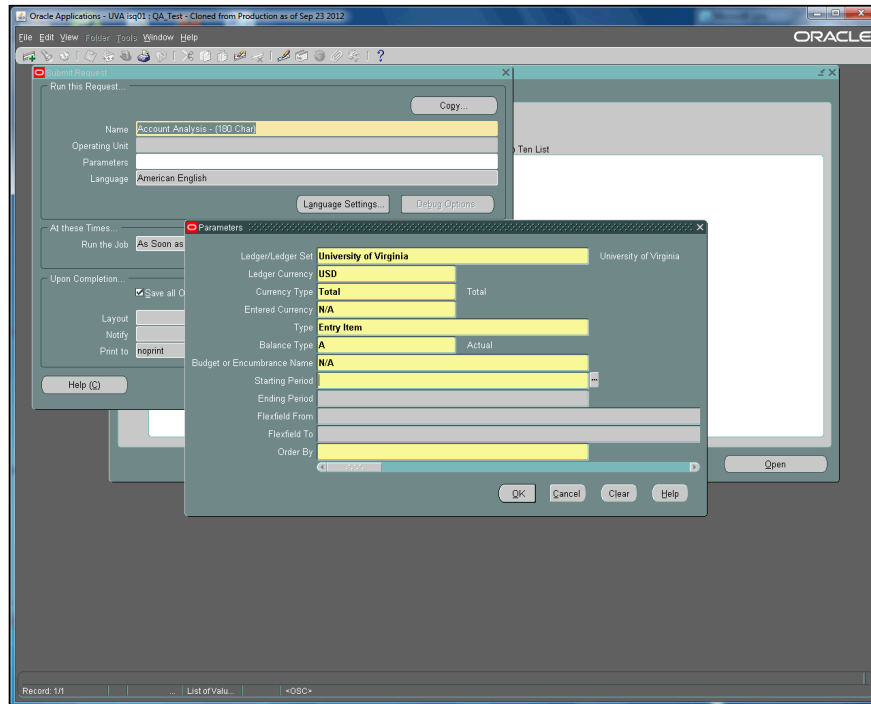
Step	Action
6.	Click the LOV button. 




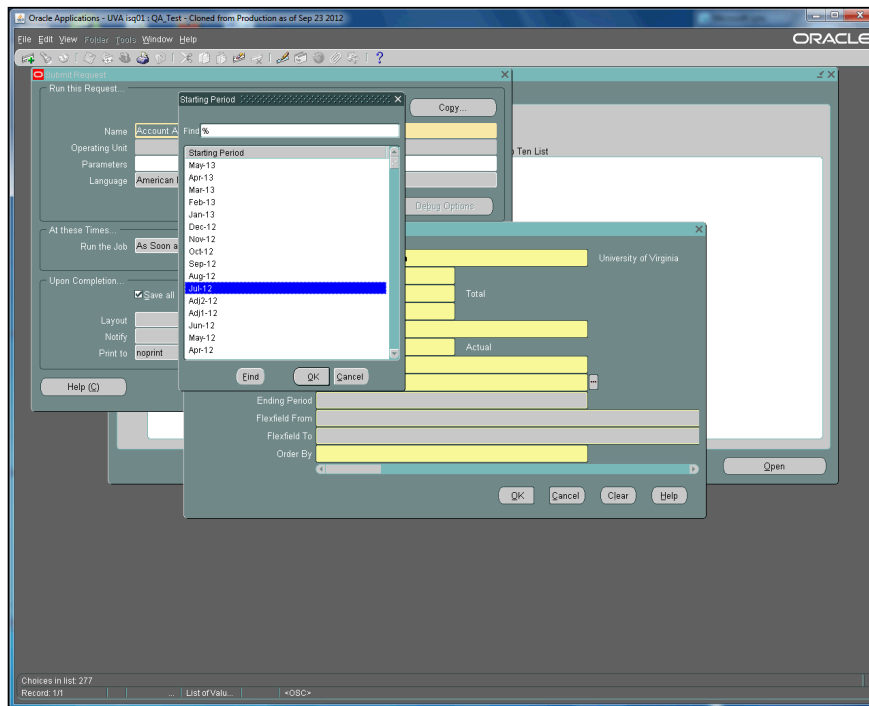
Step	Action
7.	<p>Click the OK button. Entry Item is selected.</p> 

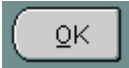


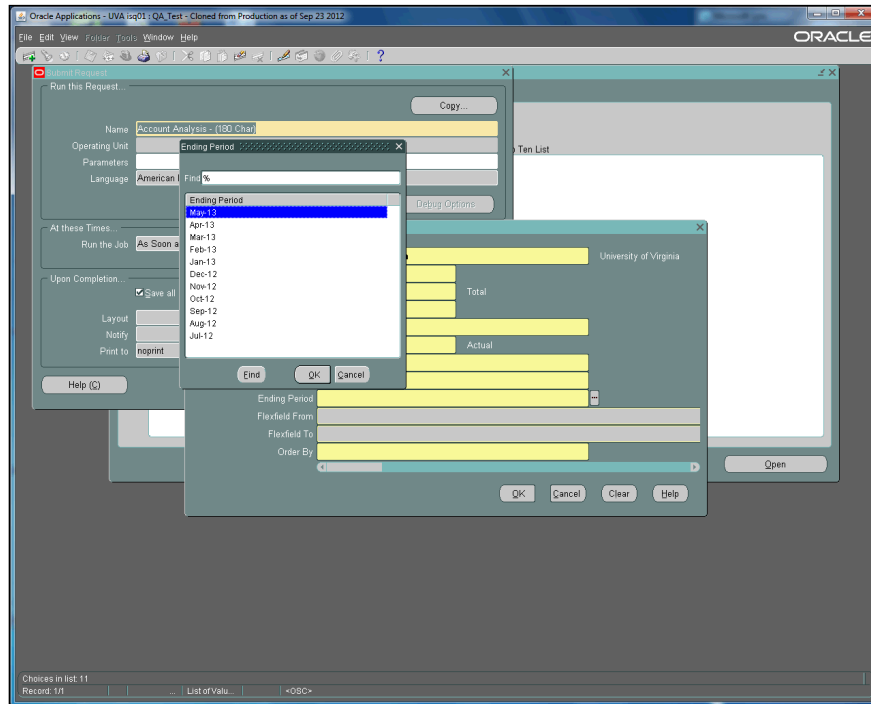
Step	Action
8.	<p>Actual is selected as the Balance Type.</p> <p>Click the OK button.</p> 

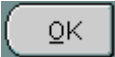


Step	Action
9.	Click the Starting Period LOV button.
	



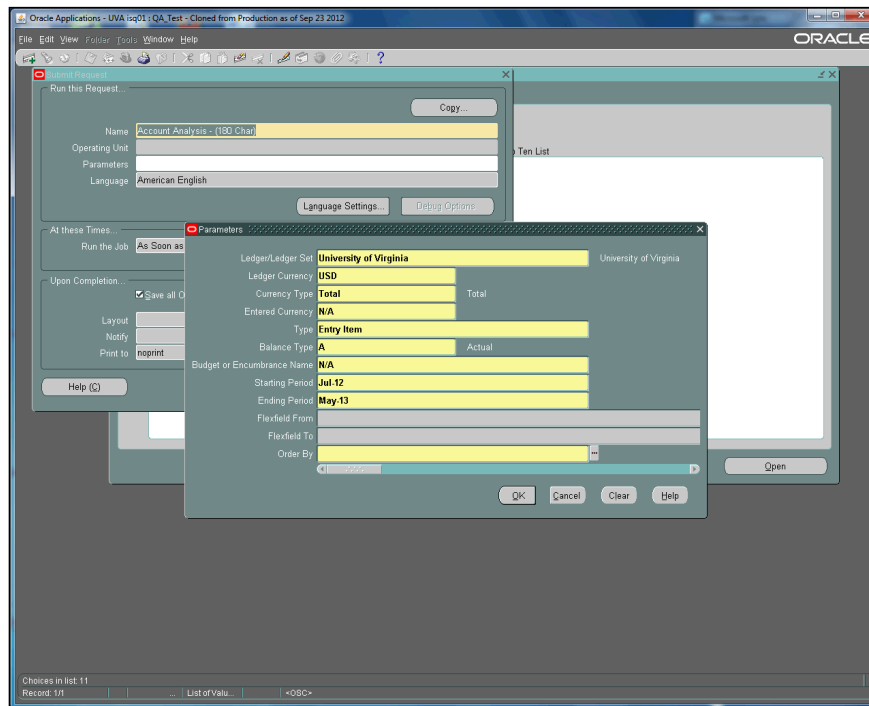
Step	Action
10.	<p>Jul-12 is selected. Click the OK button.</p> 



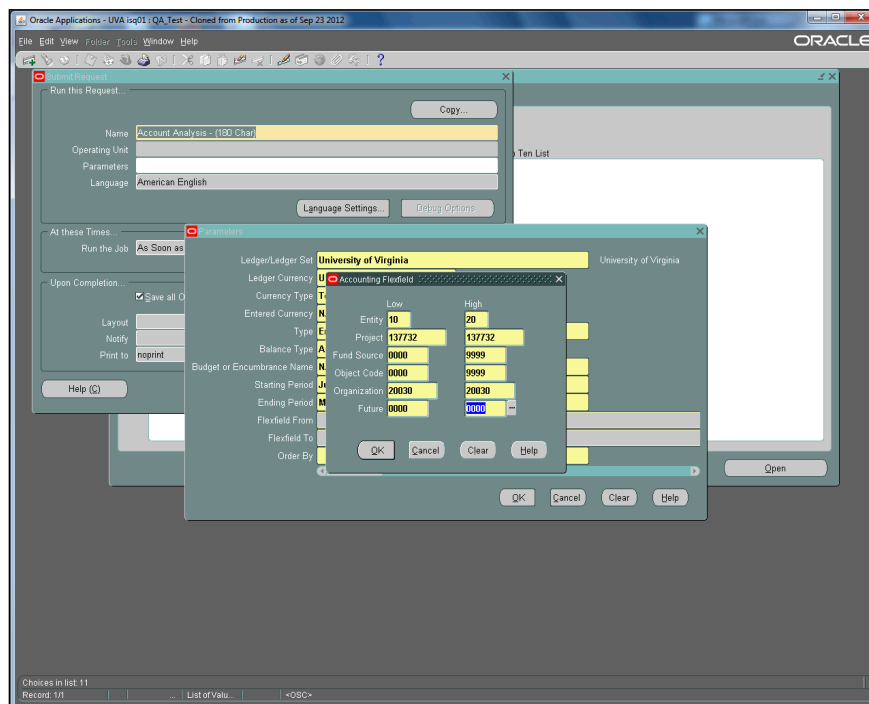
Step	Action
11.	<p>The ending period, May-13 is selected.</p> <p>Click the Ok button.</p> 

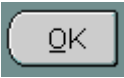
Training Guide

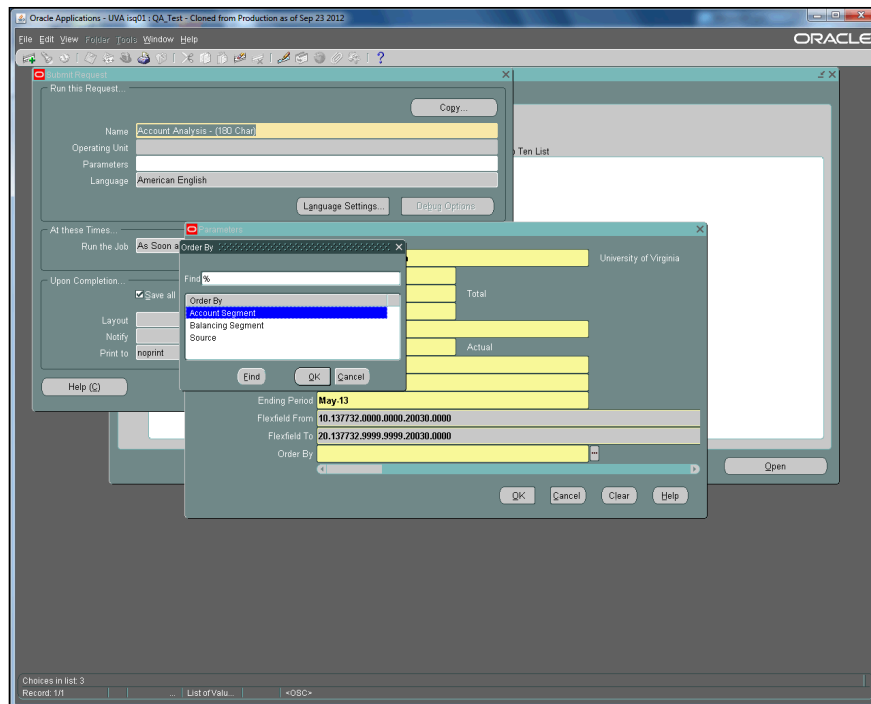
General Ledger (GL)




Step	Action
12.	Click in the Flexfield From field.

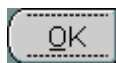



Step	Action
13.	<p>The accounting flexfield is completed with the query parameters.</p> <p>NOTE: The Fund Source and Object Code fields are all inclusive. This query is set to return all entries on this project and organization.</p> <p>Click the OK button.</p> 

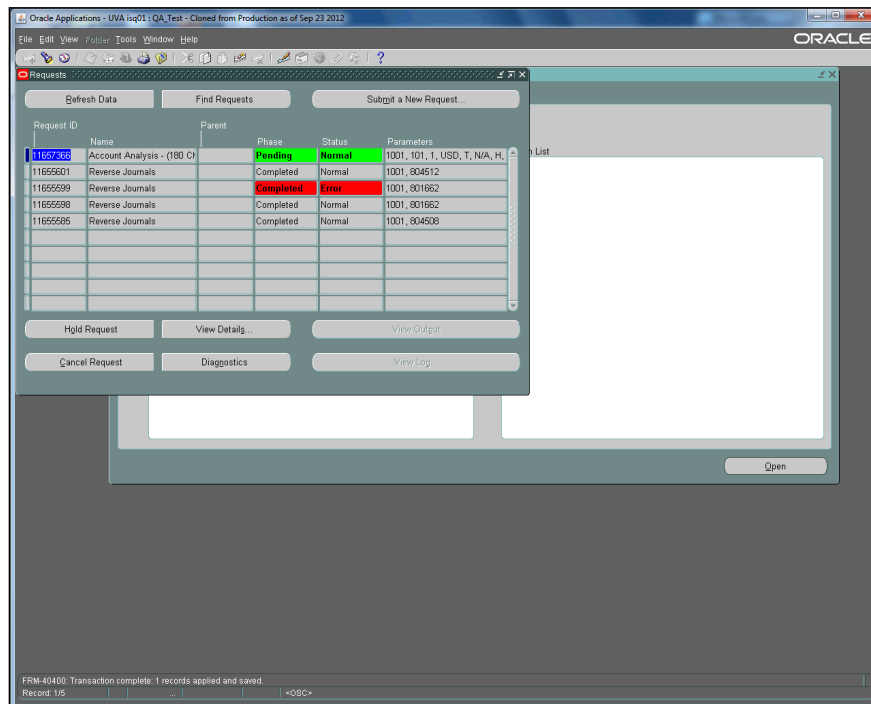



Step	Action
14.	<p>Order by Account Segment is selected.</p> <p>Click the OK button.</p> 

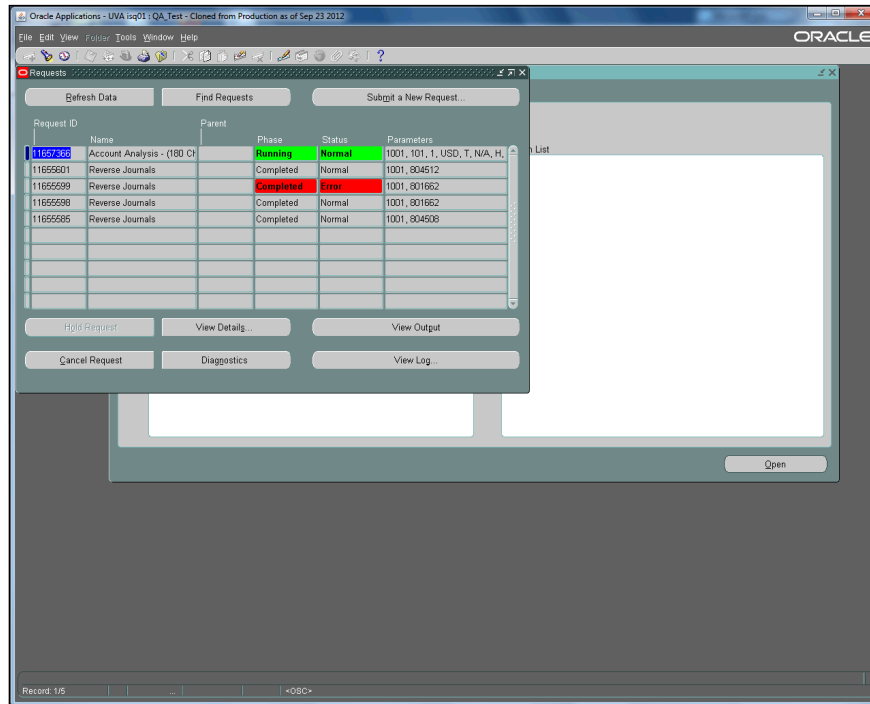
Step	Action
15.	Click the OK button.



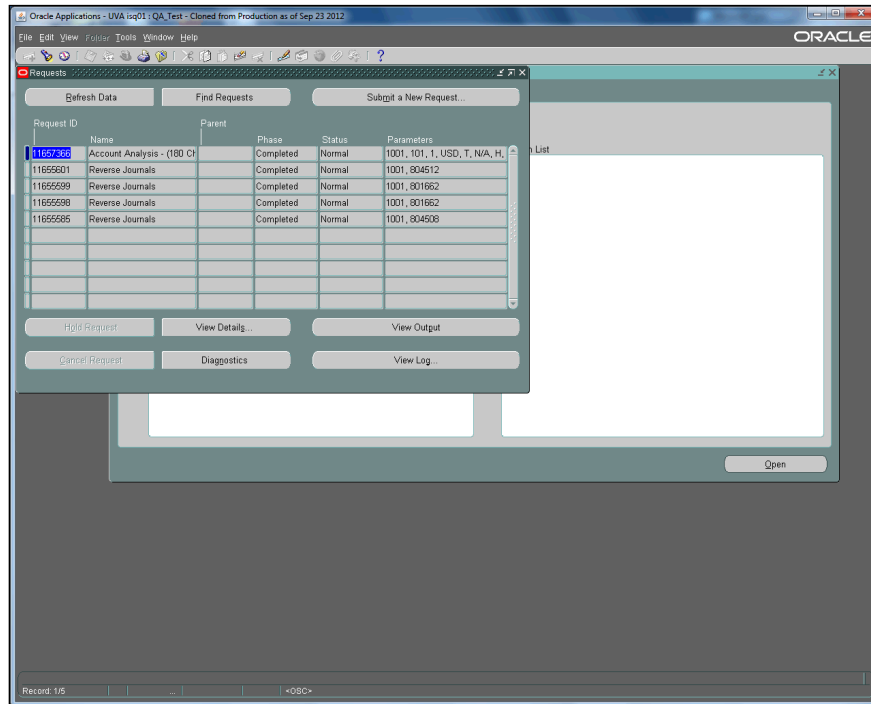
Step	Action
16.	Click the Submit button. 



Step	Action
17.	The report is in the Pending Phase. Click the Refresh Data button. 



Step	Action
18.	<p>The report is in the Running Phase.</p> <p>Click the Refresh Data button.</p> <div>Refresh Data</div>



Step	Action
19.	<p>When the phase is completed, view the output.</p> <p>Click the View Output button.</p> <div>View Output</div>

Training Guide

General Ledger (GL)

University of Virginia

Account Analysis Report

Entry Item

Period: Jul-12 To May-13

Report Date: 21-MAY-2013 11:11

Page: 1 of 1

Accounts From: 10.137732.0000.0000.20030.0000

To: 20.137732.9999.9999.20030.0000

Balance Type: Actual

Ledger: University of Virginia

Period: Jul-12

Source	Category	Batch Name	JE Name	Account	Description	Entry Item	Debits (USD)	Credits (USD)
UVA Manual	UVA Receipt	HR LBSH CREDIT DEPOSITS 240712	HR LBSH C	20.137732.1110.4705.20030.0000	CREDIT CARD			300.01
UVA Manual	UVA Receipt	HR LBSH CREDIT DEPOSITS 240712	HR LBSH C	20.137732.1110.4705.20030.0000	CREDIT CARD			750.01
UVA Payabl	UVA Purchase Highlyly	UVA Payables A 569646	19-JUL-20	20.137732.1110.6155.20030.0000	Journal Imp Journal Import Cr		1,500.00	
UVA Payabl	UVA Purchase Highlyly	UVA Payables A 569646	19-JUL-20	20.137732.1110.6168.20030.0000	Journal Imp Journal Import Cr		636.05	
UVA Payabl	UVA Purchase Highlyly	UVA Payables A 567856	01-JUL-20	20.137732.1110.6176.20030.0000	Journal Imp Journal Import Cr		3,450.00	
UVA Projec	UVA Usage	USAGE UVA Projects A 568932	11 31-JUL-20	20.137732.1110.6188.20030.0000	Journal Imp Journal Import Cr		80.15	
UVA Projec	UVA Usage	USAGE UVA Projects A 571570	11 31-JUL-20	20.137732.1110.6188.20030.0000	Journal Imp Journal Import Cr		29.63	
UVA Payabl	UVA Purchase Highlyly	UVA Payables A 570402	28-JUL-20	20.137732.1110.6815.20030.0000	Journal Imp Journal Import Cr		83.50	
UVA Projec	UVA Usage	USAGE UVA Projects A 570463	11 31-JUL-20	20.137732.1110.7115.20030.0000	Journal Imp Journal Import Cr		5.29	
Total for Period: Jul-12							8,784.62	1,080.01
Beginning Balance:							553.22	DR
Ending Balance:							5,287.84	DR

University of Virginia

Account Analysis Report

Entry Item

Period: Jul-12 To May-13

Report Date: 21-MAY-2013 11:11

Page: 2 of 2

Accounts From: 10.137732.0000.0000.20030.0000

To: 20.137732.9999.9999.20030.0000

Balance Type: Actual

Ledger: University of Virginia

Period: Aug-12

Step	Action
20.	<p>The header shows the parameters entered for the account analysis.</p> <p>The report contains a section for each month in the span of the report, in this case July 2012 through May 2013.</p> <p>Each month shows all activity, a beginning balance and an ending balance.</p> <p>Press [Enter] to continue.</p>

Oracle Applications - UVA (sq01: QA Test - Cloned from Production as of Sep 23 2012)

https://e2qatn2.admin.virginia.edu/8000/OA_CGLFNDWRR.exe?temp_id=1637711972

Oracle Applications R12 | e2qatn2.admin.virginia.edu | UVA - Integrated System | University of Virginia

W Val... | Ansh... | U.S... | viz... | R12... | Onl... | eha... | Long... | Cour... | Rel... | Rhet... | How... | E-le... | Astr... | Sl... | 6Sec... | CLAL... | goog... | Thou...

UVA Project UVA Usage USAGE UVA Projects A 875587 11 91-AUG-20 20.137732.1110.7515.20030.0000 Journal Imp Journal Import Cr 147.99
UVA Project UVA Usage USAGE UVA Projects A 875664 11 91-AUG-20 20.137732.1110.7515.20030.0000 Journal Imp Journal Import Cr 79.00

Total for Period: Aug-12 265.23 5,780.01

Beginning Balance: 5,287.84 DR
Ending Balance: 196.99 CR

University of Virginia Account Analysis Report Entry Item Report Date: 21-MAY-2013 11
Period: Jul-12 To May-13 Page: 3 of 3

Accounts From: 10.137732.0000.0000.20030.0000
To: 20.137732.9999.9999.20030.0000
Balance Type: Actual
Ledger: University of Virginia
Period: Sep-12

Source	Category	Batch Name	JE Name	Account	Description	Entry Item	Debits (USD)	Credits (USD)
UVA Manual	UVA Receipt	88 128H CREDIT DEPOSITS 170912	88 128H C	20.137732.1110.4706.20030.0000	CREDIT CARD			
UVA Payable	UVA Purchase	Highly UVA Payable A 876474	05-SEP-20	20.137732.1110.6165.20030.0000	Journal Imp Journal Import Cr		262.57	1,400.00
UVA Project	UVA Usage	USAGE UVA Projects A 876536 11	30-SEP-20	20.137732.1110.6188.20030.0000	Journal Imp Journal Import Cr		99.43	
UVA Project	UVA Usage	USAGE UVA Projects A 876633 11	30-SEP-20	20.137732.1110.6188.20030.0000	Journal Imp Journal Import Cr		88.75	
Total for Period: Sep-12							450.95	1,400.00
Beginning Balance:							196.99	CR
Ending Balance:							1,145.98	CR

University of Virginia Account Analysis Report Entry Item Report Date: 21-MAY-2013 11
Period: Jul-12 To May-13 Page: 4 of 4

Accounts From: 10.137732.0000.0000.20030.0000
To: 20.137732.9999.9999.20030.0000
Balance Type: Actual
Ledger: University of Virginia
Period: Sep-12

Record 1/5 <OBC>

Step	Action
21.	Press [Enter] to continue.

Oracle Applications - UVA (sq01: QA Test - Cloned from Production as of Sep 23 2012)

https://e2qatn2.admin.virginia.edu/8000/OA_CGLFNDWRR.exe?temp_id=1637711972

Oracle Applications R12 | e2qatn2.admin.virginia.edu | UVA - Integrated System | University of Virginia

W Val... | Ansh... | U.S... | viz... | R12... | Onl... | eha... | Long... | Cour... | Rel... | Rhet... | How... | E-le... | Astr... | Sl... | 6Sec... | CLAL... | goog... | Thou...

Entry Item Period: Jul-12 To May-13 Page: 10 of 11

Accounts From: 10.137732.0000.0000.20030.0000
To: 20.137732.9999.9999.20030.0000
Balance Type: Actual
Ledger: University of Virginia
Period: Apr-13

Source	Category	Batch Name	JE Name	Account	Description	Entry Item	Debits (USD)	Credits (USD)
Total for Period: Apr-13								
Beginning Balance:							1,145.98	CR
Ending Balance:							1,145.98	CR


University of Virginia Account Analysis Report Entry Item Report Date: 21-MAY-2013 11
Period: Jul-12 To May-13 Page: 11 of 11

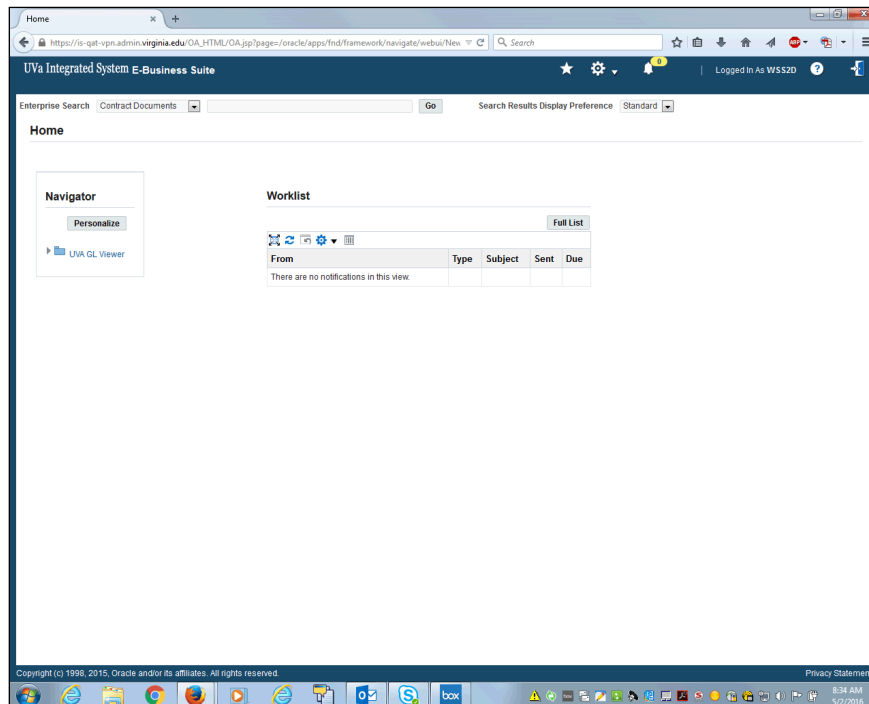
Accounts From: 10.137732.0000.0000.20030.0000
To: 20.137732.9999.9999.20030.0000
Balance Type: Actual
Ledger: University of Virginia
Period: May-13

Source	Category	Batch Name	JE Name	Account	Description	Entry Item	Debits (USD)	Credits (USD)
Total for Period: May-13								
Beginning Balance:							1,145.98	CR
Ending Balance:							1,145.98	CR

Grand Total for report from Jul-12 through May-13 6,500.80 6,200.00

Record 1/5 <OBC>

Step	Action
22.	<p>The report is viewed in a browser window.</p> <p>Click the Close button.</p> 



Step	Action
23.	<p>This concludes the section on GL Reports.</p> <p>End of Procedure.</p>

GL Inquiries

Use Account Inquiry to drill down to other IS modules from the General Ledger.

- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Labor through GA
- GA Usages

NOTE: Log in as **GL Viewer**. This functionality is not available in using GL Specialist module.

Drilling Down to AP

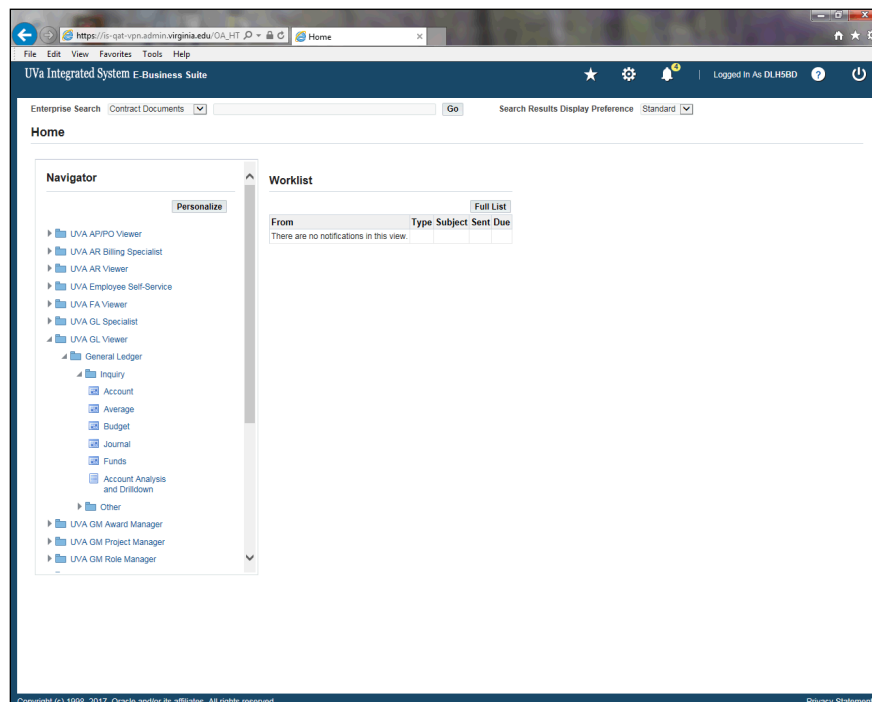
Drilling down to another module involves opening forms in General Ledger and in the module in which the transaction originated, and having them open simultaneously.


The default for the Integrated System is to close forms when another is open. The setting will need to be changed before initiating your query.

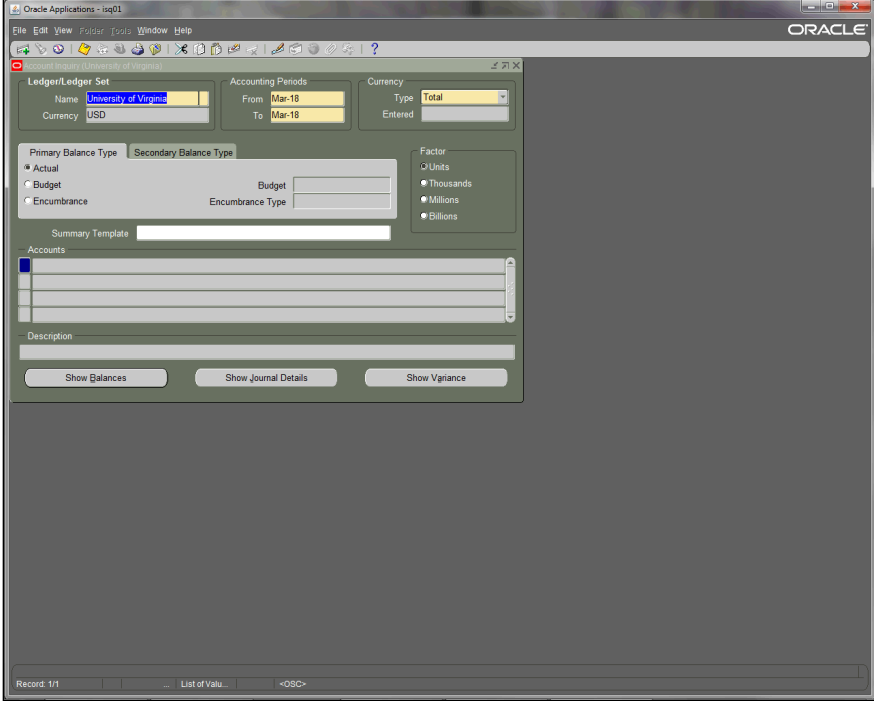
Procedure


Log in as **GL Viewer**.

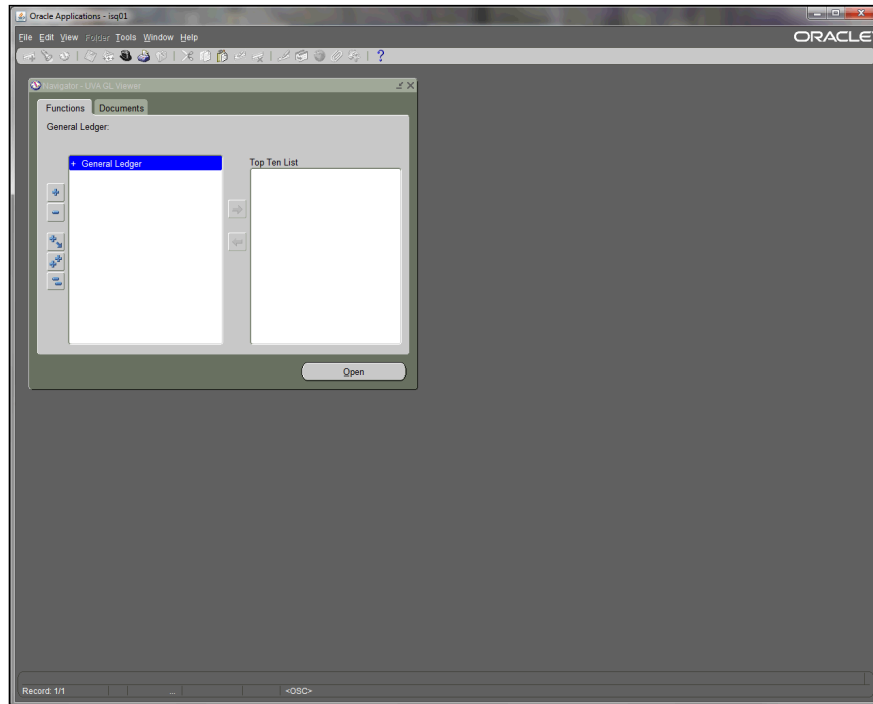
In this example, we illustrate drilling down to Accounts Payable to see the source for transaction.



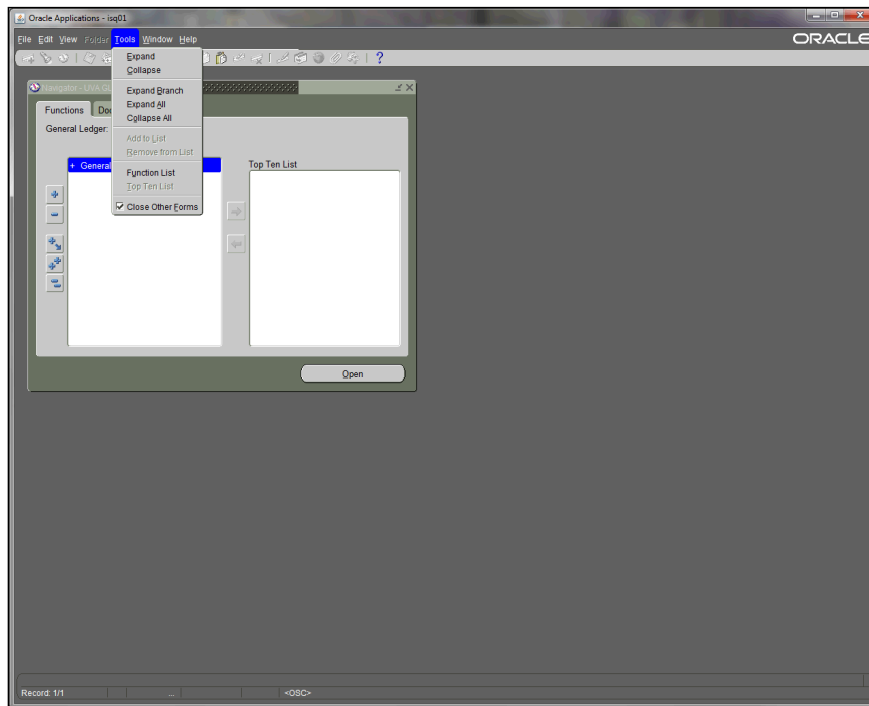
Step	Action
1.	<p>Expand Inquiry.</p> <p>Click the Account link.</p>  Account



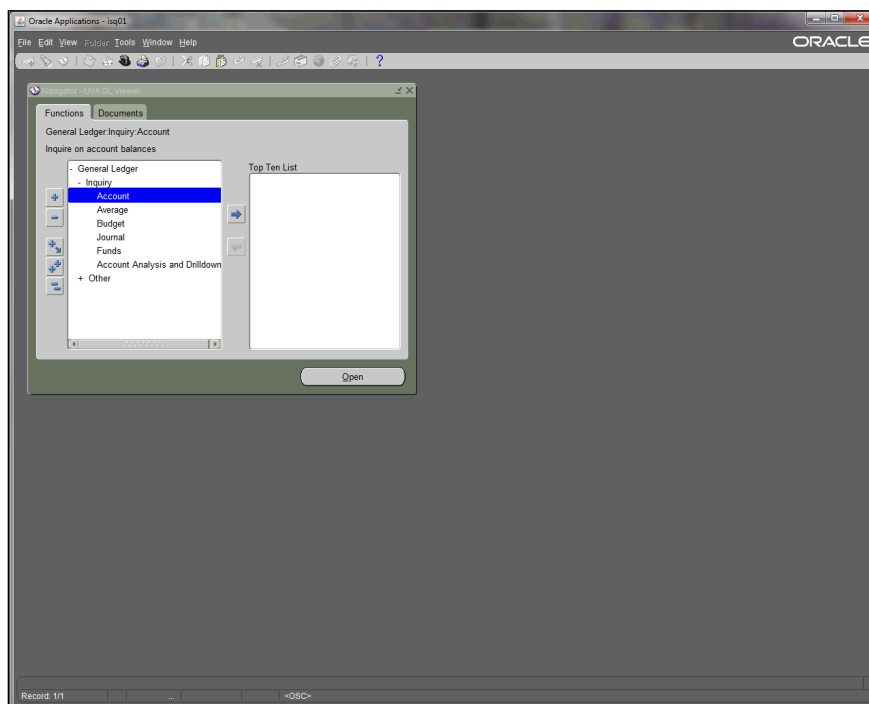
Step	Action
2.	<p>Close the Account Inquiry form.</p> <p>Click the Close button.</p> 



Step	Action
3.	Click Tools on the menu bar.
	<div>Tools</div>



Step	Action
4.	Uncheck the Close Other Forms menu.



Step	Action
5.	<p>Inquiry, Account is selected for you.</p> <p>Click the Open button.</p> <p>Account</p>

Oracle Applications - log21

File Edit View Folder Tools Window Help

Account Inquiry (University of Virginia)

Ledger/Ledger Set

Name: University of Virginia
Currency: USD

Accounting Periods: From Mar-18 To Mar-18
Currency Type: Total
Entered:

Primary Balance Type: ☒ Actual ☐ Budget ☐ Encumbrance
Secondary Balance Type: ☐ Budget ☐ Encumbrance Type

Summary Template:

Factor: ☐ Units ☒ Thousands ☐ Millions ☐ Billions

Accounts:

Description:

Show Balances Show Journal Details Show Variance

Record: 1/1 List of Valu. <OSD>

Step	Action
6.	Press [Tab] .

Training Guide

General Ledger (GL)

Oracle Applications - isq01

File Edit View Folders Tools Window Help

Accounting Periods of University of Virginia

Ledger/Ledger Set

Name University of Virginia

Currency USD

Accounting Periods

From Jul-17 To

Currency Type Total

Entered

Primary Balance Type

Actual

Budget

Encumbrance

Budget

Encumbrance Type

Summary Template

Accounts

Description

Show Balances Show Journal Details Show Variance

Record: 1/1 List of Valu... <OSB>

Step	Action
7.	Enter the desired information into the Accounting Periods: From field. Enter "Jul-17" .

Oracle Applications - isq01

File Edit View Folders Tools Window Help

Accounting Periods of University of Virginia

Ledger/Ledger Set

Name University of Virginia

Currency USD

Accounting Periods

From Jul-17 To

Currency Type Total

Entered

Primary Balance Type

Actual

Budget

Encumbrance

Budget

Encumbrance Type

Summary Template

Accounts

Description

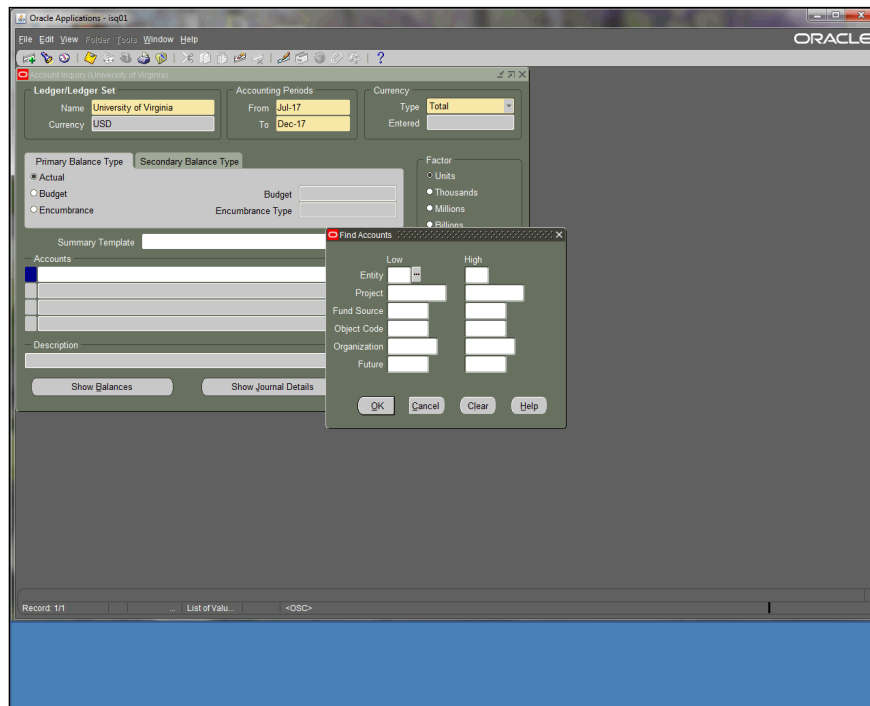
Show Balances Show Journal Details Show Variance

Record: 1/1 List of Valu... <OSB>

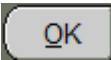
Step	Action
8.	Enter the desired information into the To field. Enter " Dec-17 ".

The screenshot shows the 'Ledger/Ledger Set' window in Oracle Applications. The 'Accounting Periods' section is active, showing 'From Jul-17' and 'To Dec-17'. The 'Currency' section shows 'Type Total' and 'Entered'. The 'Primary Balance Type' section has 'Actual' selected. The 'Secondary Balance Type' section has 'Budget' selected. The 'Summary Template' field is empty. The 'Accounts' list is empty. The 'Description' field is empty. The 'Show Balances', 'Show Journal Details', and 'Show Variance' buttons are at the bottom.

Step	Action
9.	Click in the Account field.



Step	Action
10.	<p>You will drill down to the module in which a transaction occurred.</p> <p>The object code chosen helps focus the inquiry in the area of interest.</p> <p>The highest-level structure of GL Object Codes is shown in this table:</p> <ul style="list-style-type: none"> 1000 Assets 2000 Liabilities 3000 Fund Balance 4000 Revenue 5000- 8950 Total Expenses 9000 Statistical Units

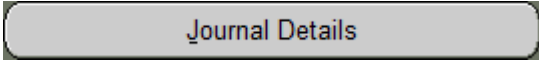
Step	Action
11.	<p>The GL String has been entered for you. The object code, 6515, falls in the expense range (Supplies, Office).</p> <p>NOTE: You could enter a range for the segments of the accounting string.</p> <p>Click the OK button.</p> 

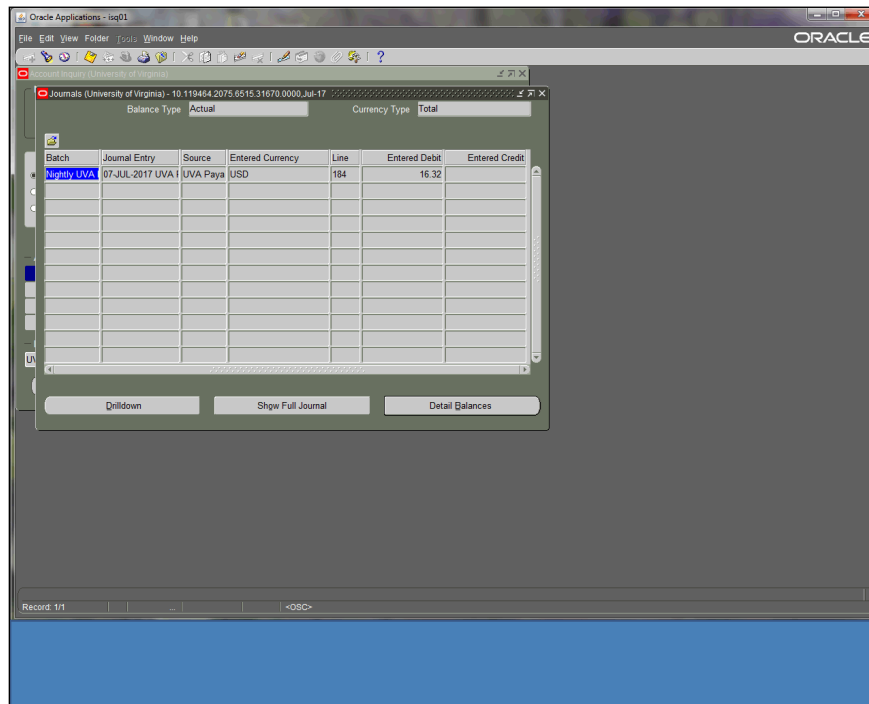
Step	Action
12.	<p>The Description field shows the name of the GL String segments separated by periods.</p> <p>Press [Enter] to continue.</p>


Step	Action
13.	Click the Show Balances button.

Show Balances

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
Jul-17	USD	16.32		16.32	
Aug-17	USD	0.00		16.32	
Sep-17	USD	0.00		16.32	
Oct-17	USD	0.00		16.32	
Nov-17	USD	0.00		16.32	
Dec-17	USD	0.00		16.32	

Step	Action
14.	<p>Jul-17 has \$16.32 in the PTD column. It is selected.</p> <p>Click the Journal Details button.</p> 



Step	Action
15.	<p>One line was processed on this GL string in Jul-17.</p> <p>The line is selected with a debit of \$16.32.</p> <p>Click the Drilldown button.</p> 

View Journal Entry Lines ☆ Save Search

Ledger: University of Virginia GL Batch Name: Nightly UVA Payables A 2991533 18018781 2
 Period: Jul-17 GL Journal Entry Name: 07-JUL-2017 UVA Purchase Invoices USD
 Currency: USD Accounted DR: 16.32
 Account: 10.119464.2075.6515.31670.0000 Accounted CR

Advanced Search
 Specify parameters and values to filter the data that is displayed in your results set.

Match: ☒ All ☐ Any

Balancing Segment is
 Natural Account Segment is
 GL Date is

Select Subledger Journal Entry Line:

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	10.119464.2075.6515.31670.0000	UVA-Local AS-ASTR Fmds McCormick/Oba Current Funds - Restrictd Supplies, Office AS-Astronomy Future	07-Jul-2017	Item Expense	16.32		00

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Step	Action
16.	<p>The \$16.32 total debit includes one debit.</p> <p>There could be more than one debit in the total. If multiple debits combine to make the total, you will see more than one line on this screen.</p> <p>Click the View Transaction button.</p> <p>View Transaction</p>


Training Guide

General Ledger (GL)

Step	Action
17.	Click the All Distributions button.

All Distributions

Step	Action
18.	<p>In this example, the first distribution is highlighted. This distribution of \$9.44 is on line number two on the purchase order.</p> <p>This information can be found in the Line Number field, top left.</p> <p>Press [Enter].</p>

Step	Action
19.	<p>Click the close button to close the distribution window.</p> 

Training Guide

General Ledger (GL)

Oracle Applications - 11q01

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (UVA GL Viewer)

Batch Control Total: _____ Batch Actual Total: _____

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
A1000 Rector/Board		Standard			SUPPLY R 3392	PAY SITE	06-JUL-2017	30119210	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	25.76
Retainage	
Prepayments Applied	
Withholding	
Subtotal	25.76
Tax	0.00
Freight	
Miscellaneous	
Total	25.76

Amount Paid: USD 25.05

Status:

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description: _____

Calculate Tax Tax Details All Distributions

Record 1/1 <OSC>

Step	Action
20.	Click the View Payments tab. 4 View Payments

Oracle Applications - 11q01

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (UVA GL Viewer)

Batch Control Total: _____ Batch Actual Total: _____

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
A1000 Rector/Board		Standard			SUPPLY R 3392	PAY SITE	06-JUL-2017	30119210	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

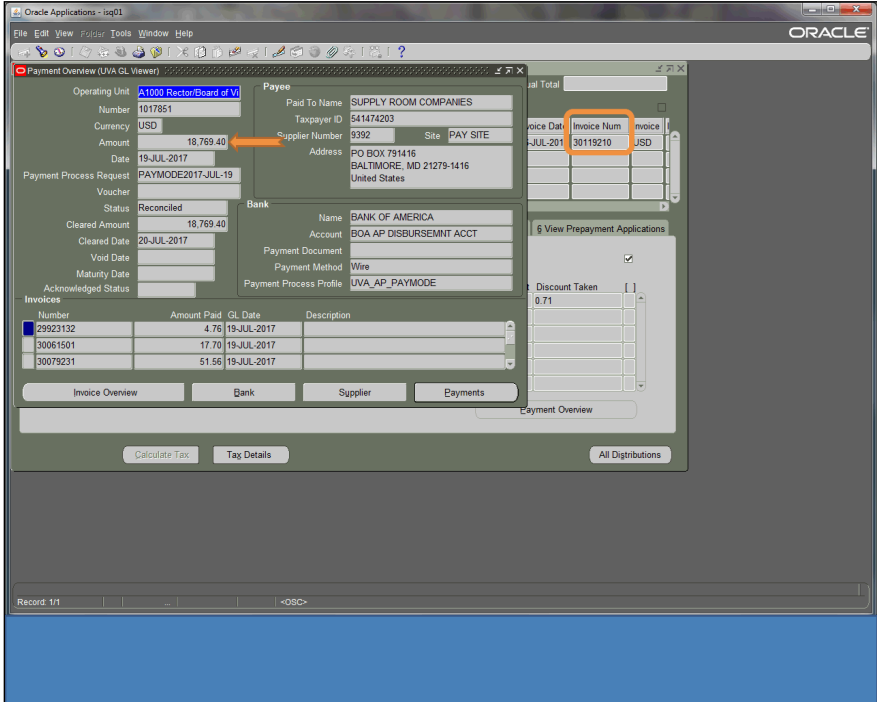
Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
Wire	1017851	19-JUL-2017	19-JUL-2017	<input type="checkbox"/>	25.05	0.71

Payment Overview

Calculate Tax Tax Details All Distributions

Record 1/1 <OSC>

Step	Action
21.	Click the Payment Overview button. 



Oracle Applications (UVA GL Viewer)

Operating Unit: A1000 Rector/Board of V
 Number: 1017851
 Currency: USD
 Amount: 18,769.40
 Date: 19-JUL-2017
 Payment Process Request: PAYMODE2017-JUL-19
 Voucher:
 Status: Reconciled
 Cleared Amount: 18,769.40
 Cleared Date: 20-JUL-2017
 Void Date:
 Maturity Date:
 Acknowledged Status:

Payee
 Paid To Name: SUPPLY ROOM COMPANIES
 Taxpayer ID: 541474203
 Supplier Number: 9392
 Site: PAY SITE
 Address: PO BOX 791416
 BALTIMORE, MD 21279-1416
 United States

Bank
 Name: BANK OF AMERICA
 Account: BOA AP DISBURSEMENT ACCT
 Payment Document:
 Payment Method: Wire
 Payment Process Profile: UVA_AP_PAYMODE

Invoice Num: 30119210
 Invoice Date: 19-JUL-2017
 Invoice Currency: USD

View Prepayment Applications


Discount Taken: 0.71

Number	Amount Paid	GL Date	Description
29923132	4.76	19-JUL-2017	
30061501	17.70	19-JUL-2017	
30079231	51.56	19-JUL-2017	

Invoice Overview Bank Supplier Payments

Calculate Tax Tax Details All Distributions

Record: 1/1

Step	Action
22.	<p>Quite a few invoices were paid in the check for \$18,769.40.</p> <p>The invoice number can be found on the previous window.</p> <p>Click the Scroll down arrow to find the invoice associated.</p> 

Oracle Applications - usq01

File Edit View Window Help

Payment Overview (UVA GL Viewer)

Operating Unit: A1000 Rector/Board of Vi
 Number: 1017851
 Currency: USD
 Amount: 18,769.40
 Date: 19-JUL-2017
 Payment Process Request: PAYMODE2017-JUL-19
 Voucher:
 Status: Reconciled
 Cleared Amount: 18,769.40
 Cleared Date: 20-JUL-2017
 Void Date:
 Maturity Date:
 Acknowledged Status:

Payee
 Paid To Name: SUPPLY ROOM COMPANIES
 Taxpayer ID: 541474203
 Supplier Number: 9392
 Site: PAY SITE
 Address: PO BOX 791416
 BALTIMORE, MD 21279-1416
 United States

Bank
 Name: BANK OF AMERICA
 Account: BOA AP DISBURSEMNT ACCT
 Payment Document:
 Payment Method: Wire
 Payment Process Profile: UVA_AP_PAYMODE


Invoices

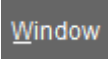
Number	Amount Paid	GL Date	Description
30118380	20.56	19-JUL-2017	
30119130	140.52	19-JUL-2017	
30119210	25.05	19-JUL-2017	

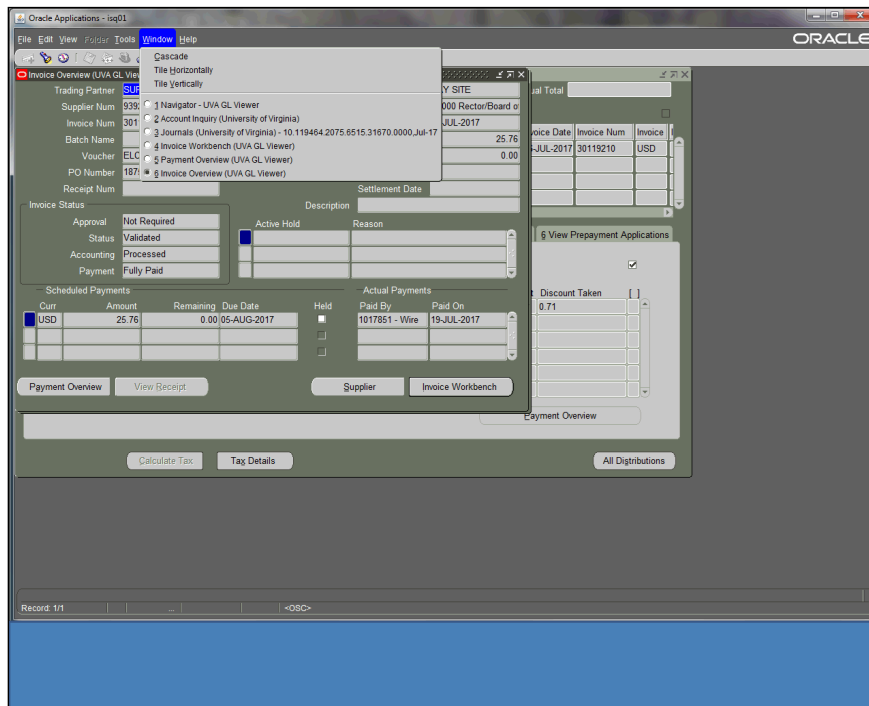
Invoice Overview Bank Supplier Payments

Calculate Tax Tax Details All Distributions

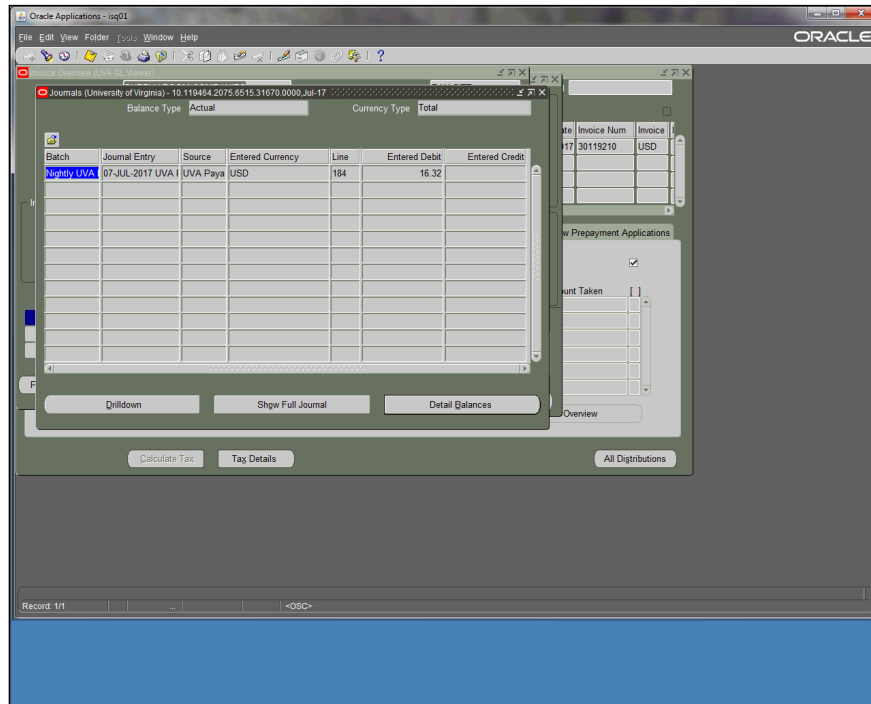
Record: 807


Step	Action
23.	<p>When you click on the Selection box in front of the Invoice, it will take you to the Invoice Overview form.</p> <p>Click in the Selection Box field.</p> 

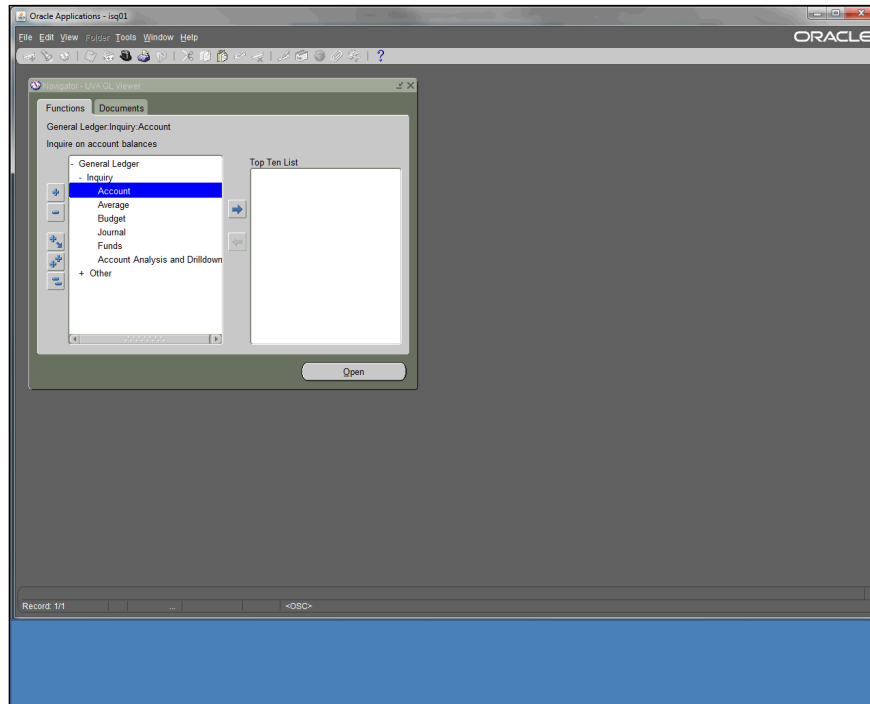
Step	Action
24.	<p>The Invoice Overview form provides you with information about the payment associated with the invoice number, such as the Paid By method, Paid on date, and the PO Number.</p> <p>Click the Window menu to see all the open windows.</p> <p></p>



Step	Action
25.	<p>Here is a list of all open windows. The radial button is on 6 Invoice Overview because that is the current window.</p> <p>Choose number 3 option.</p> <p>Click the 3 Journals (University of Virginia) option.</p> <p><input type="radio"/> 3 Journals (University of Virginia) - 10.119464.2075.6515.31670.0000,Jul-17</p>

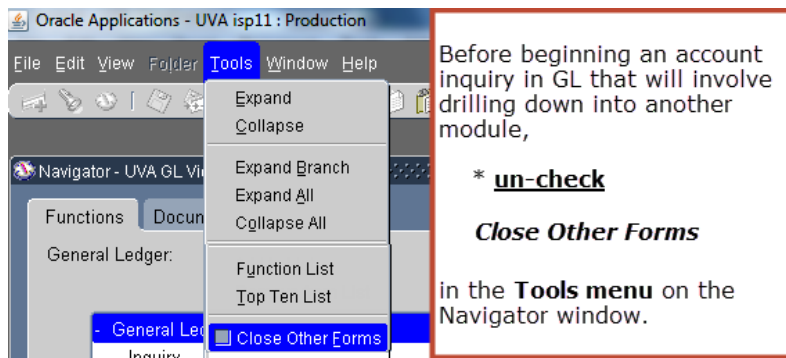


Step	Action
26.	<p>This takes you back to the Journals window.</p> <p>You can go to any of the previous windows by choosing it in the windows dropdown menu.</p> <p>Click the Close button.</p> 



Step	Action
27.	This concludes the topic. End of Procedure.

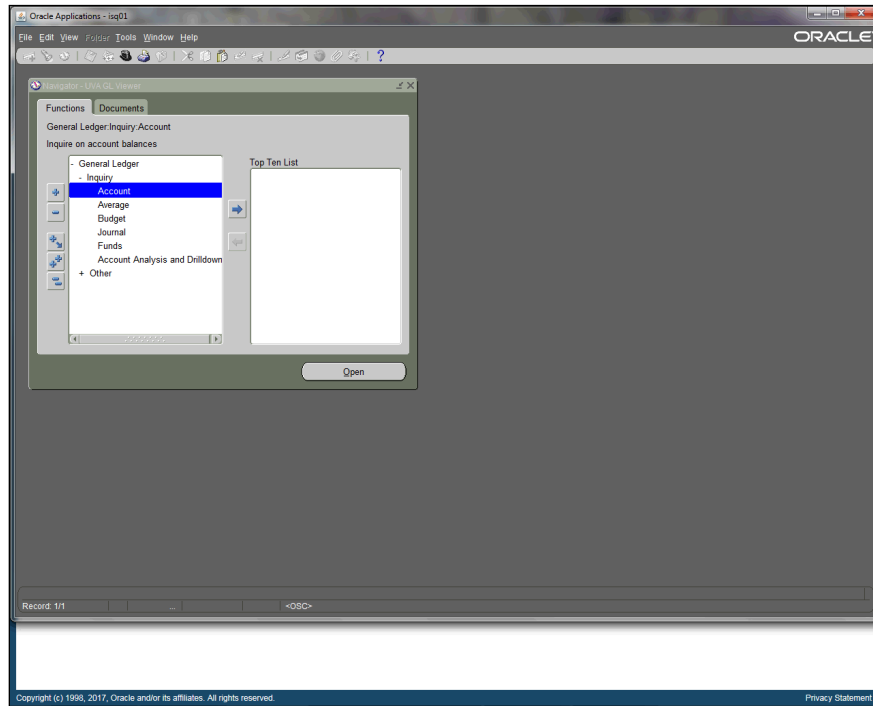
Drilling Down to Accounts Receivable



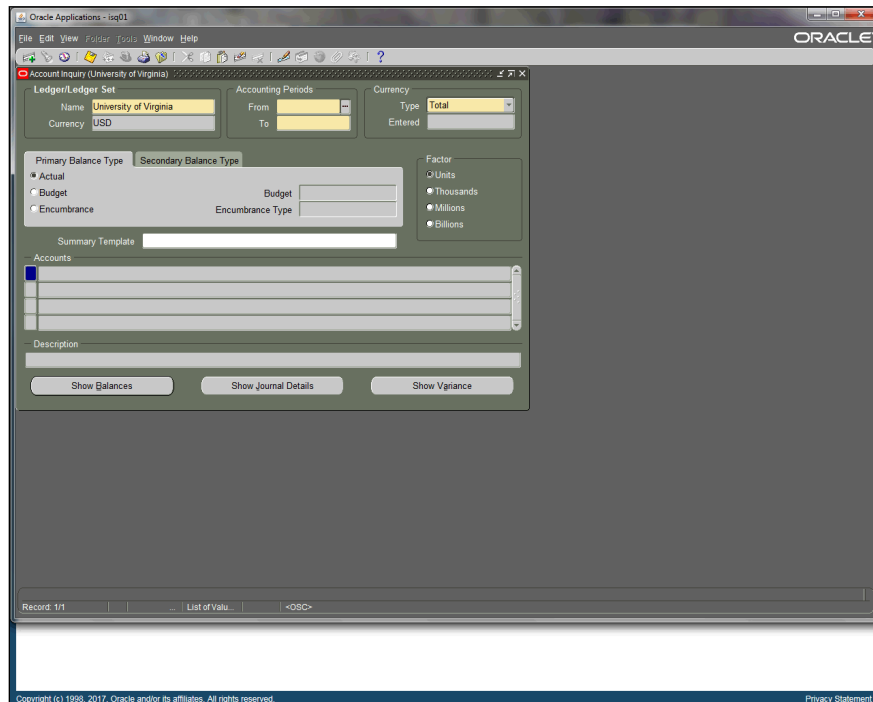
Procedure

Log in as GL Viewer responsibility.

Remember to uncheck Close Other Windows on the Navigation window before running your inquiry.



Step	Action
1.	Double-click the Account list item.



Training Guide

General Ledger (GL)

Step	Action
2.	Enter the period of inquiry. Enter " Jul-17 ".

Oracle Applications - isq01

File Edit View Folder Tools Window Help

Account Inquiry (University of Virginia)

Ledger/Ledger Set

Name University of Virginia

Currency USD

Accounting Periods

From Jul-17

To

Currency

Type Total

Entered

Primary Balance Type

Actual

Budget

Encumbrance

Secondary Balance Type

Budget

Encumbrance Type

Factor

Units

Thousands

Millions

Billions

Summary Template

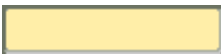
Accounts

Description

Show Balances Show Journal Details Show Variance

Record: 1/1 List of Valu... <OBC>

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Step	Action
3.	Click in the Accounting Periods: To field. 

Oracle Applications - usq01

File Edit View Tables Tools Window Help

Account Inquiry (University of Virginia)

Ledger/Ledger Set

Name: University of Virginia

Currency: USD

Accounting Periods

From: Jul-17

To: Jul-17

Currency

Type: Total

Entered: Entered

Primary Balance Type

Actual

Budget

Encumbrance

Secondary Balance Type

Budget

Encumbrance Type

Factor

Units

Thousands

Millions

Billions

Summary Template

Accounts

Description

Show Balances

Show Journal Details

Show Variance

Record: 1/1

List of Valu...

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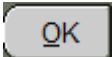
Step	Action
4.	<p>In this instance, only the Jul-17 accounting period is being queried, but the Integrated System allows an inquiry of a span of time.</p> <p>Click in the Account field.</p>

Training Guide

General Ledger (GL)

The screenshot shows the Oracle Applications - ieq01 window. The main form is 'Ledger/Ledger Set' with fields for Name (University of Virginia), Currency (USD), Accounting Periods (From Jul-17 To Jul-17), and Currency Type (Total). A 'Find Accounts' dialog box is open in the foreground, displaying a table of account ranges. The table has columns for Entity, Project, Fund Source, Object Code, Organization, Future, Low, and High. The 'Low' and 'High' columns are populated with the same values as the other columns. The 'OK' button is highlighted.

Entity	Project	Fund Source	Object Code	Organization	Future	Low	High
10	100301	1125	1335	20800	0000	10	100301

Step	Action
5.	<p>The Accounting string has been entered for you.</p> <p>Click the OK button.</p> 

Oracle Applications - usq01

File Edit View Folder Tools Window Help

Account Inquiry (University of Virginia)

Ledger/Ledger Set

Name: University of Virginia

Currency: USD

Accounting Periods: From: Jul-17 To: Jul-17

Currency Type: Total

Entered:

Primary Balance Type: Actual Budget Encumbrance

Secondary Balance Type:

Factor: Units Thousands Millions Billions

Summary Template:

Accounts:

10.100301.1125.1335.20800.0000

Description:

UVA-Local AT-IM Other Revenue Current Funds - Unrestricted Receivables-OAR Billed AT-IM Sports Administrat. Future

Show Balances Show Journal Details Show Variance

Record: 1/1

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Step	Action
6.	Click the Show Balances button.

Show Balances

Oracle Applications - usq01

File Edit View Folder Tools Window Help

Detail Balances (University of Virginia) - 10.100301.1125.1335.20800.0000

Balance Type: Actual

Currency Type: Total

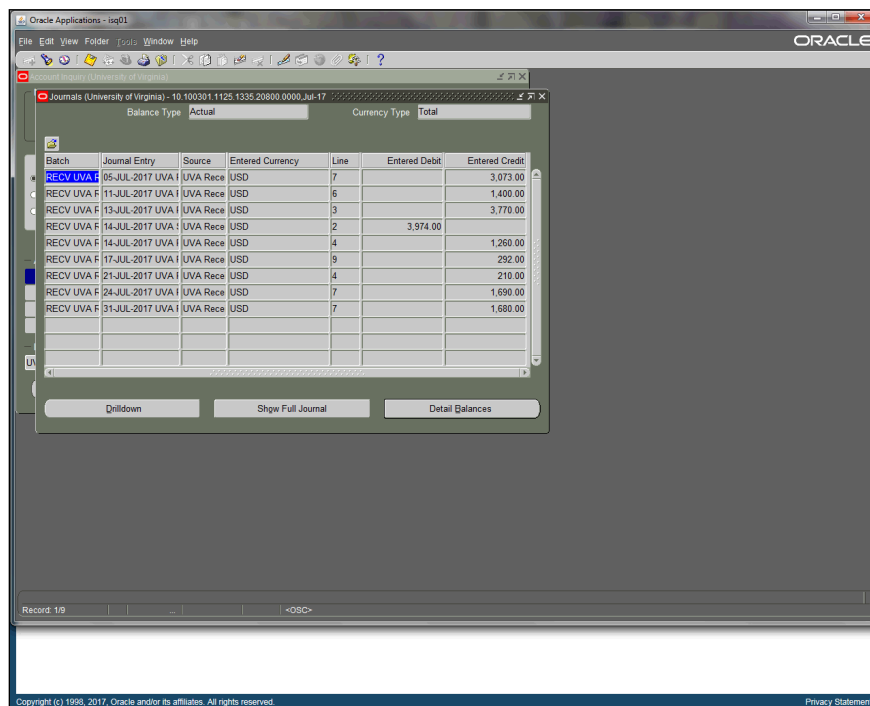
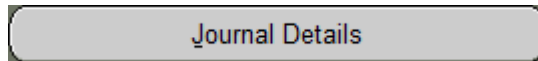
Period	Currency	PTD	PTD Converted	YTD	YTD Converted
Jul-17	USD	<9,401.00>		3,344.00	

Journal Details Summary Balances

Record: 1/1

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Step	Action
7.	Click the Journal Details button.



Step	Action
8.	<p>There are multiple entries for this string for the month of July 2017.</p> <p>The first line, a credit for \$3073.00, is selected.</p> <p>Click the Drilldown button.</p>



View Journal Entry Lines ☆ Save Search

Ledger: University of Virginia GL Batch Name: RECV UVA Receivables A 296534 18010250
 Period: Jul-17 GL Journal Entry Name: 05-JUL-2017 UVA Receipts USD
 Currency: USD Accounted DR
 Account: 10.100301.1125.1335.20800.0000 Accounted CR: 3073

Advanced Search
 Specify parameters and values to filter the data that is displayed in your results set.

Match: ☒ All ☐ Any

Balancing Segment is
 Natural Account Segment is
 GL Date is

Select Subledger Journal Entry Line:

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/> University of Virginia	10.100301.1125.1335.20800.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestrict Receivables-OAR Billed AT-IM-Sports Administrative Future	05-Jul-2017	Receivable		420.00	00
<input type="radio"/> University of Virginia	10.100301.1125.1335.20800.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestrict Receivables-OAR Billed AT-IM-Sports Administrative Future	05-Jul-2017	Receivable		2,653.00	00

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Step	Action
9.	<p>Two transactions make up the total, \$3073.00.</p> <p>The first line, \$420.00 credit, is selected.</p> <p>Click the View Transaction button.</p> <p>View Transaction</p>

Training Guide

General Ledger (GL)

Oracle Applications - isq01

File Edit View Folder Tools Actions Window Help

Receipts (A1000) Redon/Board of Visitors - USD - 0AR 070517

Receipt

Receipt Method: AR CENTRAL CASH/CHECK
Receipt Number: 0AR 070517 077419
Receipt Amount: USD 420.00
Receipt Type: Standard
State: Cleared

Receipt Date: 05-JUL-2017
GL Date: 05-JUL-2017
Maturity Date: 05-JUL-2017
Functional Amount: 420

Balances

Unidentified: 0.00
Applied: 420.00
On Account: 0.00
Unapplied: 0.00
Cash Claims: 0.00
Prepayments: 0.00

Main More

Detail

Identify By: Trans Number

Earned Discounts: 0.00
Unearned Discounts: 0.00

Customer

Name: Darden School Foundation
Number: 11577
Location: 20800-B01
Taxpayer ID:

Bank Charges:

Customer Bank

Name:
Account:
PSON:

Remittance Bank

Name: TRANSFER DEPOSIT
Branch: TRANSFER DEPOSIT
Account: *****8910

Reference:
Postmark Date:
Comments:

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

Record: 1/1 <OSC>

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Step	Action
10.	Review the receipt. Press [Enter] to continue.

Oracle Applications - isq01

File Edit View Folder Tools Actions Window Help

Receipts (A1000) Redon/Board of Visitors - USD - 0AR 070517

Receipt

Receipt Method: AR CENTRAL CASH/CHECK
Receipt Number: 0AR 070517 077419
Receipt Amount: USD 420.00
Receipt Type: Standard
State: Cleared

Receipt Date: 05-JUL-2017
GL Date: 05-JUL-2017
Maturity Date: 05-JUL-2017
Functional Amount: 420

Balances

Unidentified: 0.00
Applied: 420.00
On Account: 0.00
Unapplied: 0.00
Cash Claims: 0.00
Prepayments: 0.00

Main More

Detail

Identify By: Trans Number

Earned Discounts: 0.00
Unearned Discounts: 0.00

Customer

Name: Darden School Foundation
Number: 11577
Location: 20800-B01
Taxpayer ID:

Bank Charges:

Customer Bank

Name:
Account:
PSON:

Remittance Bank

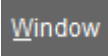
Name: TRANSFER DEPOSIT
Branch: TRANSFER DEPOSIT
Account: *****8910

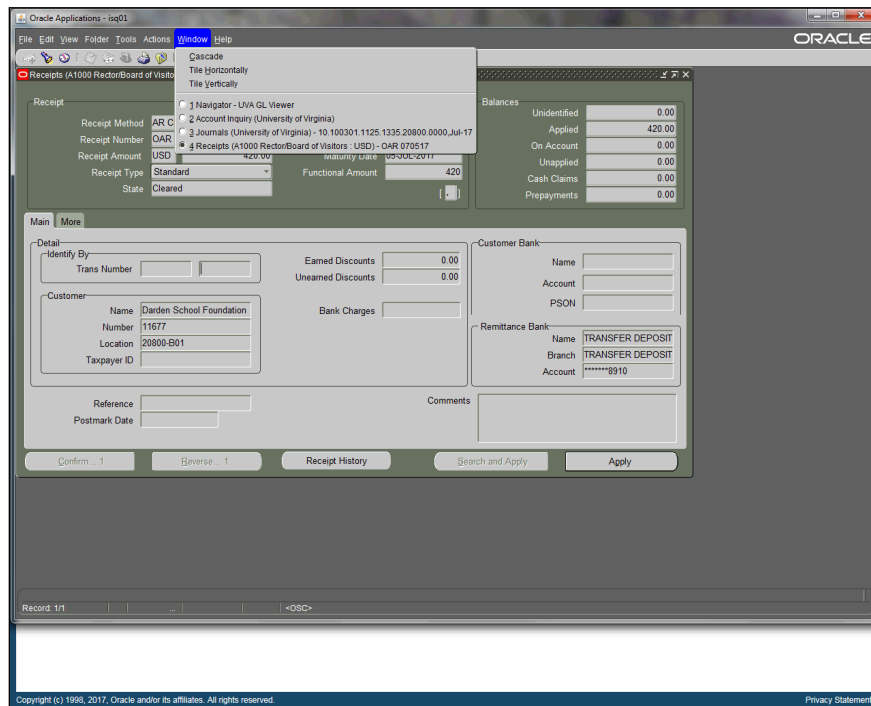
Reference:
Postmark Date:
Comments:


Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

Record: 1/1 <OSC>

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Step	Action
11.	Click the Window menu. 




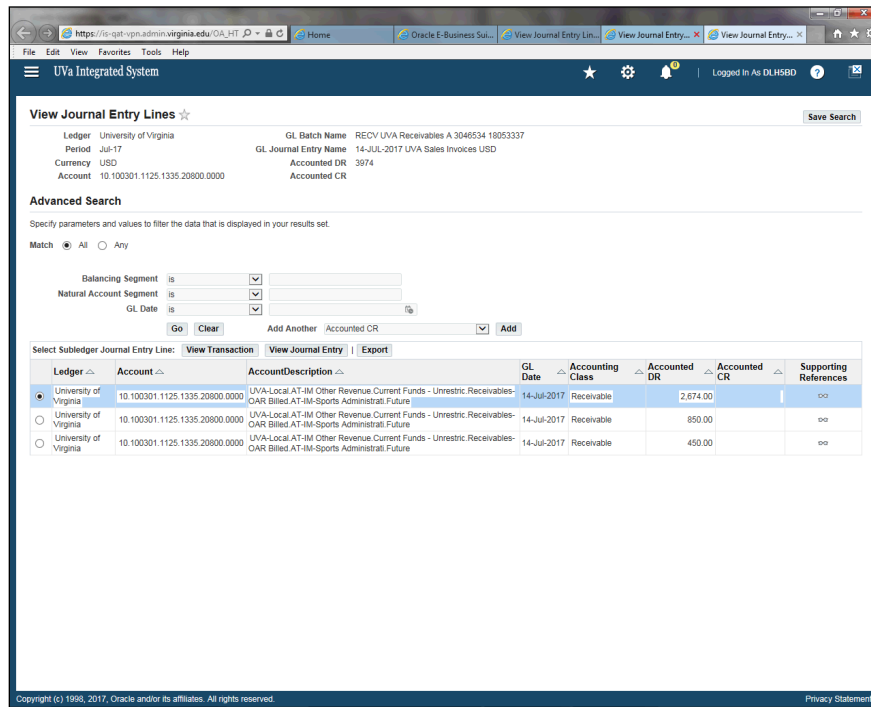
Step	Action
12.	To view other transactions in July 2017, go back to the Journals window. Click in #3 Journals field. 

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USER PRODUCTIVITY KIT

Step	Action
13.	Click an entry in the Debit column.

Page 202

Step	Action
14.	Click the Drilldown button. 



View Journal Entry Lines Save Search

Ledger: University of Virginia GL Batch Name: RECV UVA Receivables A 3040534 18053337
 Period: Jul-17 GL Journal Entry Name: 14-JUL-2017 UVA Sales Invoices USD
 Currency: USD Accounted DR: 3974
 Account: 10.100301.1125.1335.20800.0000 Accounted CR

Advanced Search
 Specify parameters and values to filter the data that is displayed in your results set.
 Match: ☒ All ☐ Any
 Balancing Segment is
 Natural Account Segment is
 GL Date is

Select Subledger Journal Entry Line:

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/> University of Virginia	10.100301.1125.1335.20800.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestricted Receivables-OAR Billed AT-IM-Sports Administrative Future	14-Jul-2017	Receivable		2,674.00	∞
<input type="radio"/> University of Virginia	10.100301.1125.1335.20800.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestricted Receivables-OAR Billed AT-IM-Sports Administrative Future	14-Jul-2017	Receivable	850.00		∞
<input type="radio"/> University of Virginia	10.100301.1125.1335.20800.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestricted Receivables-OAR Billed AT-IM-Sports Administrative Future	14-Jul-2017	Receivable	450.00		∞

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Step	Action
15.	The debit is \$3974. Click the Row 2 option. It is a debit of \$850. <input type="radio"/>

Training Guide

General Ledger (GL)

View Journal Entry Lines

Ledger: University of Virginia
Period: Jul-17
Currency: USD
Account: 10.100301.1125.1335.20800.0000

GL Batch Name: RCOV UVA Receivables A 3046534 18053337
GL Journal Entry Name: 14-JUL-2017 UVA Sales Invoices USD
Accounted DR: 3974
Accounted CR:

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match: ☒ All ☐ Any

Balancing Segment:
Natural Account Segment:
GL Date:

Select Subledger Journal Entry Line:

Ledger	Account	Account Description	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	10.100301.1125.1335.20800.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestrict Receivables-OAR Billed AT-IM-Sports Administrat Future	14-Jul-2017	Receivable		2,674.00	000
University of Virginia	10.100301.1125.1335.20800.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestrict Receivables-OAR Billed AT-IM-Sports Administrat Future	14-Jul-2017	Receivable	850.00		000
University of Virginia	10.100301.1125.1335.20800.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestrict Receivables-OAR Billed AT-IM-Sports Administrat Future	14-Jul-2017	Receivable		450.00	000

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Step	Action
16.	Click the View Transaction button.
	<input type="button" value="View Transaction"/>

Oracle Applications - usq01

File Edit View Folder Tools Actions Window Help

Transactions (A1000 RectorBoard of Visitors - USD)

Transaction

Source: Invoice
Number: 1000058475
Class: Invoice
Type: Invoice-Local
Reference: A1000 RectorBoard of Visitors
Legal Entity: A1000 RectorBoard of Visitors
Date: 14-JUL-2017
GL Date: 14-JUL-2017
Currency: USD
Document Num:
Transaction:
Complete: ☒

Balance Due

Line	0.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	0.00

Main

Ship To

Name: Law School Foundation
Number: 2617
Location: 20800-B01
Address: P O BOX 400405
Contact: CHARLOTTESVILLE, VA 22904 United S

Sold To

Name: Law School Foundation
Number: 2617

Paying Customer

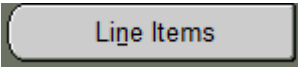
Name: Law School Foundation
Number: 2617
Location: 20800-B01

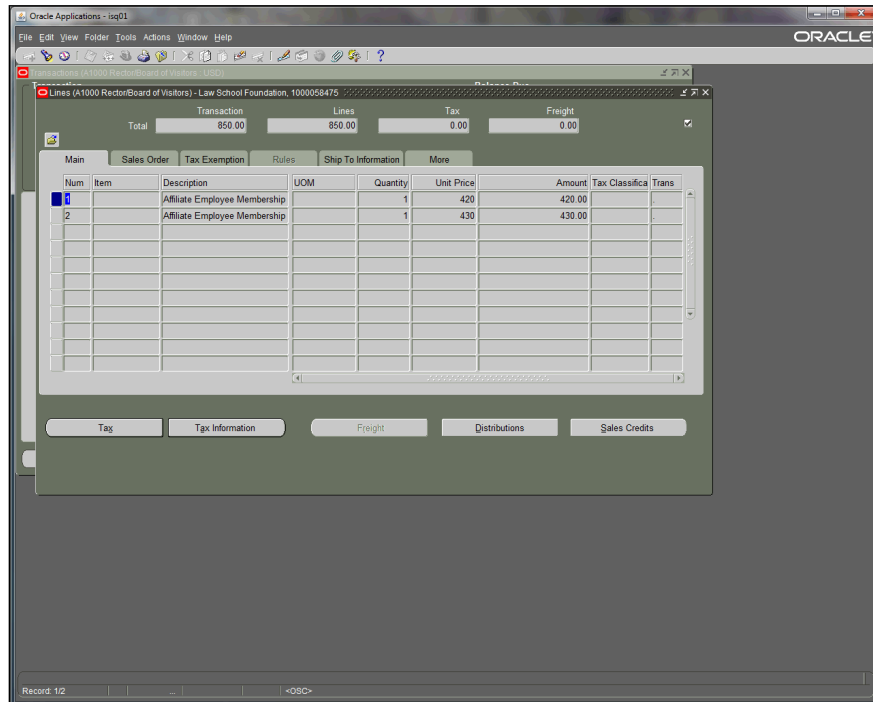
Payment Details

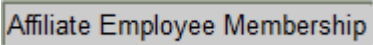
Receipt Method:
Payment Method:
Instrument Number:

Record: 1/1

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Step	Action
17.	Click the Line Items button. 



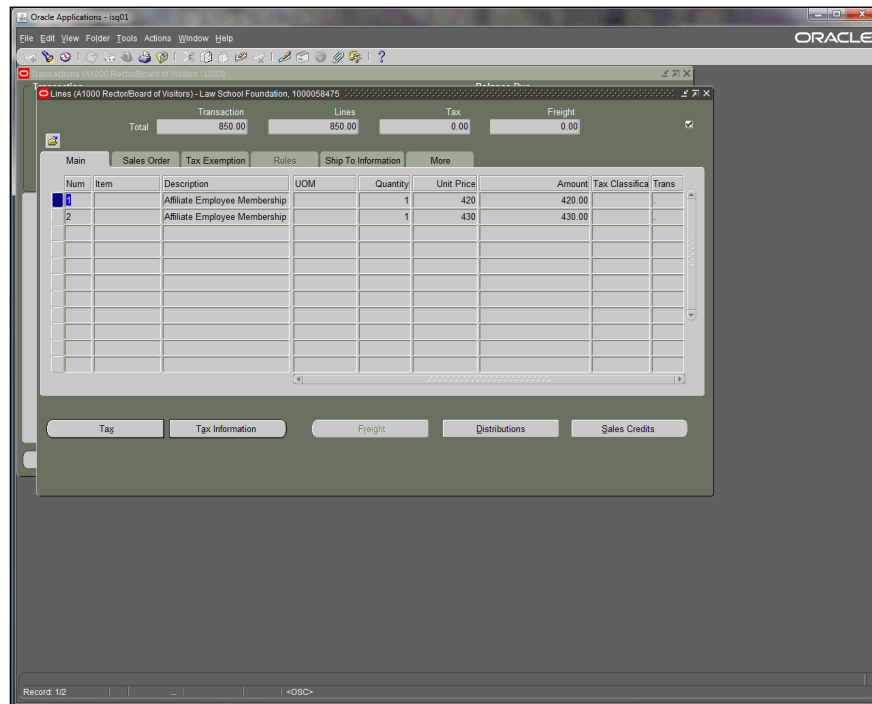
Step	Action
18.	Highlight the field to see more. Click in the Description field. 

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans
1		Affiliate Employee Membership		1	420	420.00		
2		Affiliate Employee Membership		1	430	430.00		

Step	Action
19.	Click the Editor icon to review the full description on the selected line.

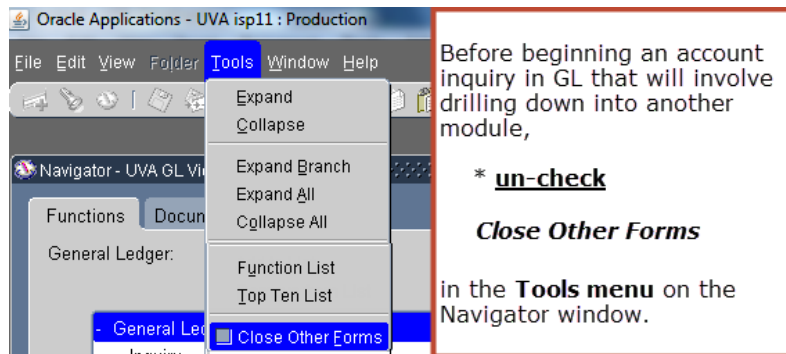


Step	Action
20.	The full Description is now visible. Press [Enter] .



Step	Action
21.	This concludes the topic. End of Procedure.

Drilling Down to Fixed Assets

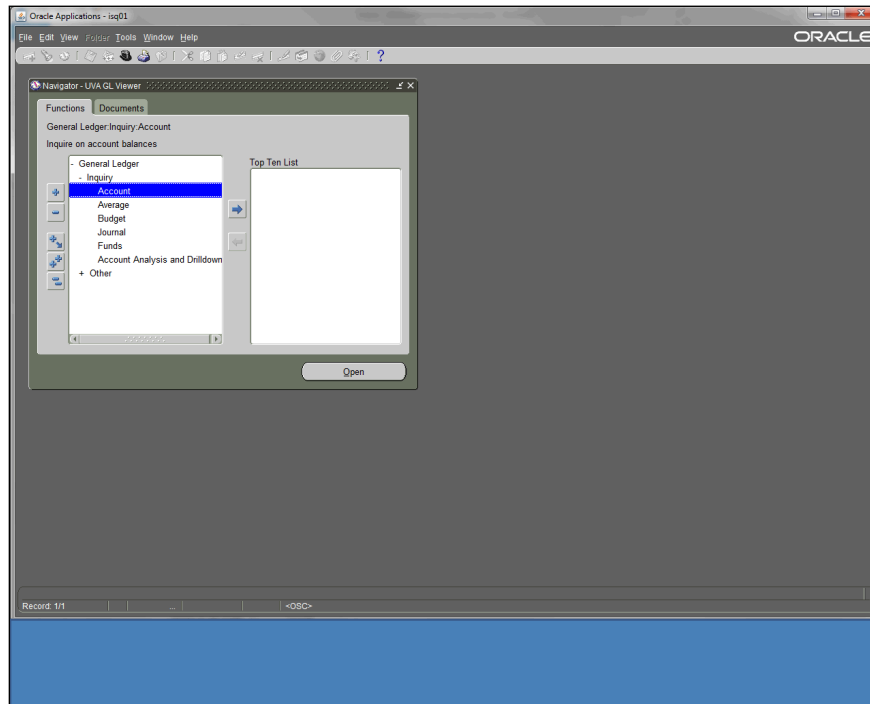


Procedure

Training Guide

General Ledger (GL)

You can review the location and the amortization history for Fixed Assets.



Step	Action
1.	Double-click the Account list item. Account

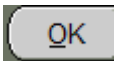
The screenshot shows the Oracle Applications - isq01 window. The main form is titled "General Ledger Set". It includes fields for "Name" (University of Virginia), "Currency" (USD), "Accounting Periods" (From Jul-17 to Jul-17), and "Currency Type" (Total). Below these are sections for "Primary Balance Type" (Actual, Budget, Encumbrance) and "Secondary Balance Type" (Budget, Encumbrance Type). There is also a "Summary Template" field and a "Factor" section (Units, Thousands, Millions, Billions). The "Accounts" field is highlighted in blue. At the bottom, there are buttons for "Show Balances", "Show Journal Details", and "Show Variance".

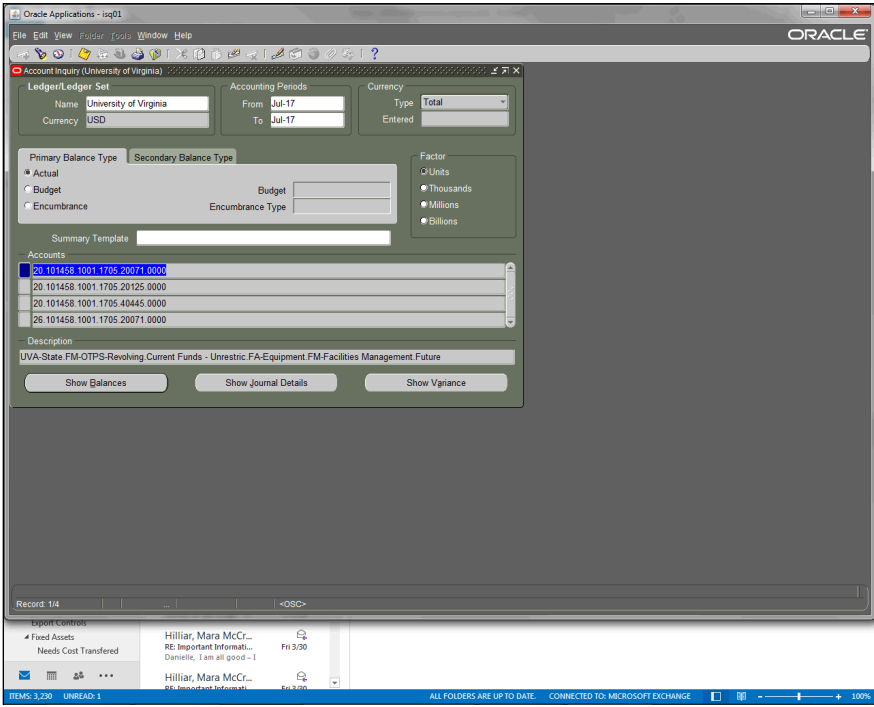
Step	Action
2.	The accounting period, Jul-17, has been entered. Click in the Accounts field.

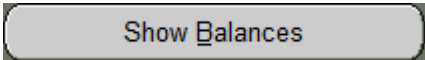
The screenshot shows the Oracle Applications - isq01 window with the "Find Accounts" dialog box open. The dialog box has fields for "Entity" (101458), "Project" (101458), "Fund Source" (1705), "Object Code" (1705), "Organization", and "Future". It also has "Low" and "High" value fields. The "OK" button is highlighted. The background form is the same as the previous screenshot, but the "Accounts" field is no longer highlighted.

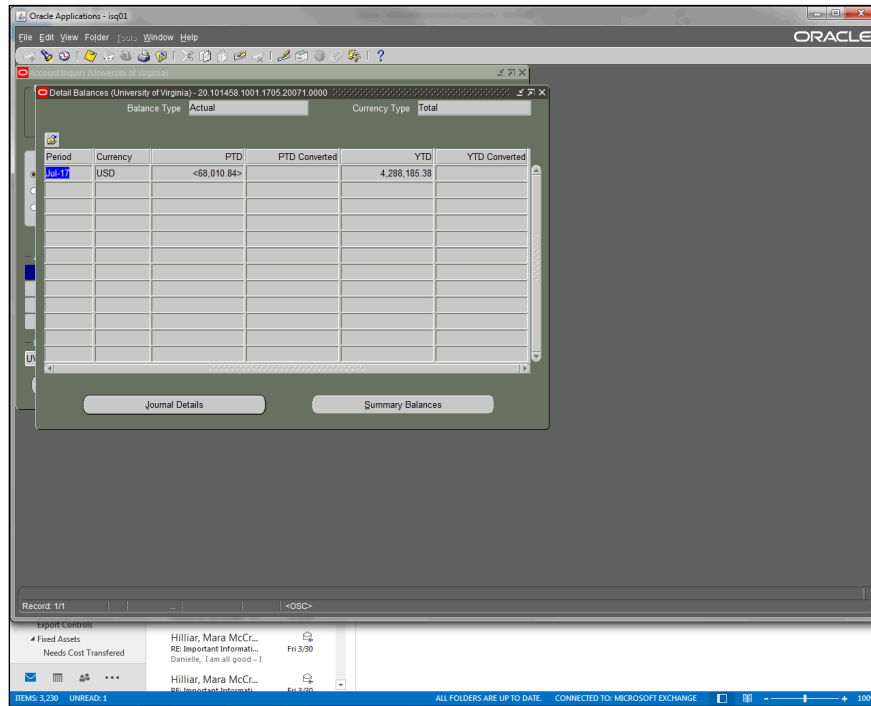
Training Guide

General Ledger (GL)

Step	Action
3.	<p>A partial accounting string has been entered.</p> <p>Object code 1705 is FA-Equipment.</p> <p>Click the OK button.</p> 

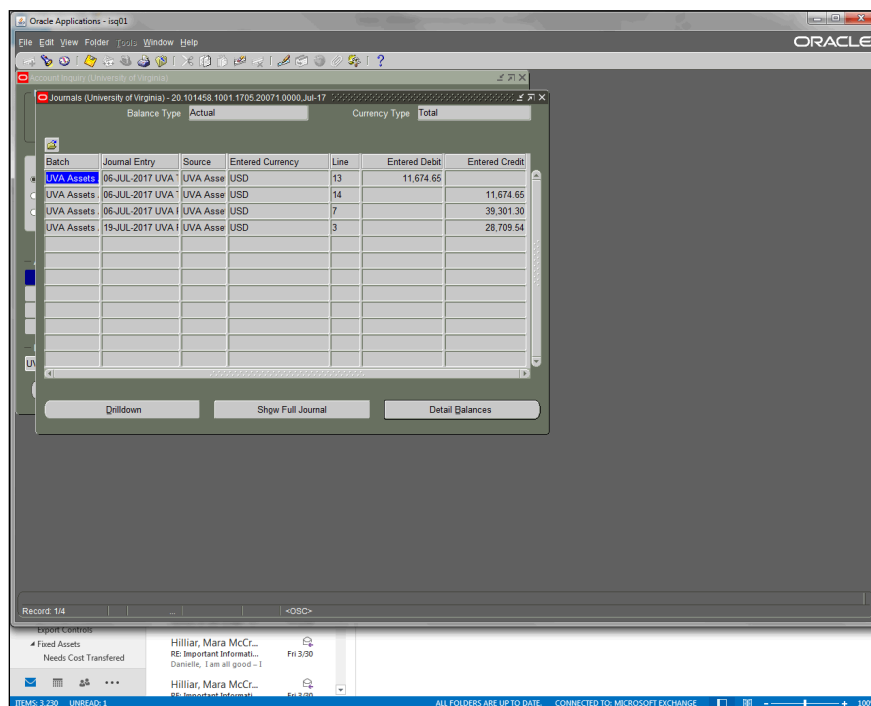



Step	Action
4.	<p>Click the Show Balances button.</p> 

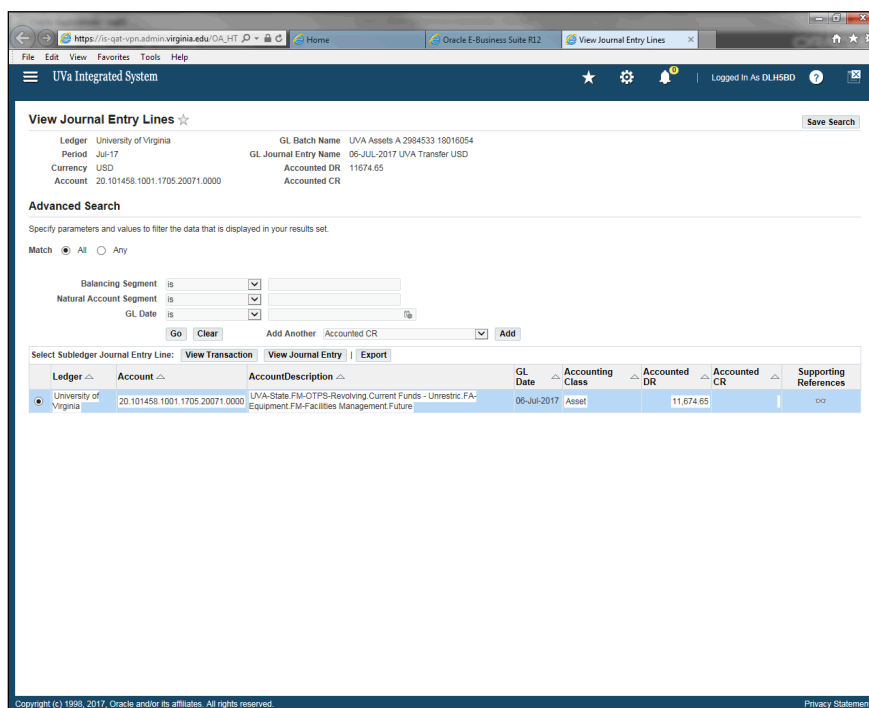


Step	Action
5.	Click the Journal Details button.

Journal Details



Step	Action
6.	Click the Drilldown button. 



View Journal Entry Lines ☆ Save Search

Ledger: University of Virginia GL Batch Name: UVA Assets A 2964533 18016054
 Period: Jul-17 GL Journal Entry Name: 06-JUL-2017 UVA Transfer USD
 Currency: USD Accounted DR: 11674.65
 Account: 20.101458.1001.1705.20071.0000 Accounted CR

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

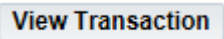
Match ☒ All ☐ Any

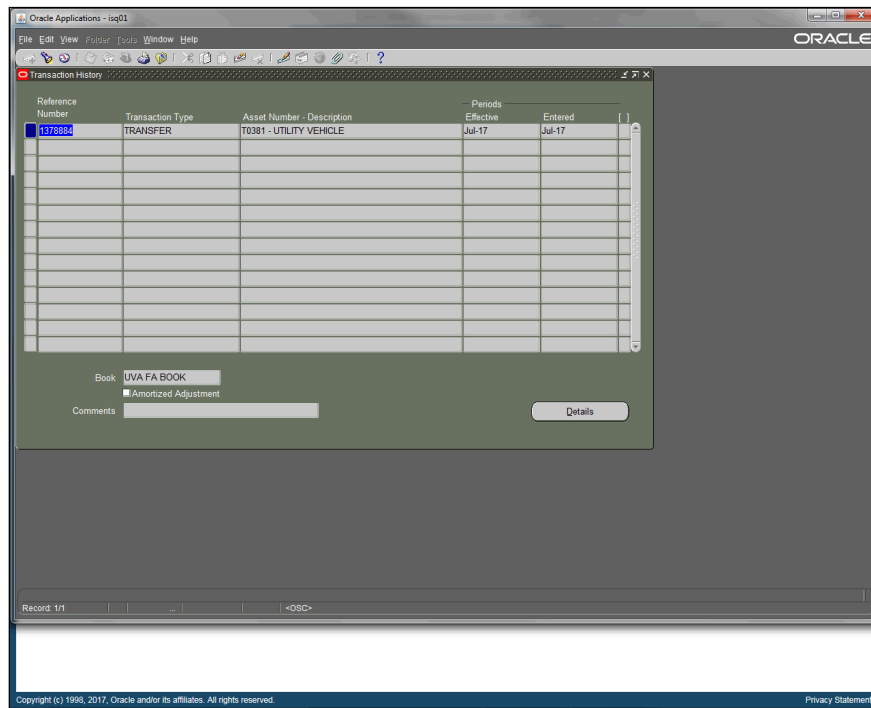
Balancing Segment is ☐
 Natural Account Segment is ☐
 GL Date is ☐

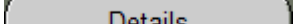
Select Subledger Journal Entry Line:

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	20.101458.1001.1705.20071.0000	UVA-State FM-OTPS-Revolving Current Funds - Unrestrict FA-Equipment FM-Facilities Management Future	06-Jul-2017	Asset		11,674.65	

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Step	Action
7.	There is only one transaction and it is automatically selected. Click the View Transaction button. 



Step	Action
8.	<p>The Transaction History window in the Fixed Assets book opens.</p> <p>Click the Details button.</p> 

Oracle Applications - isq01

File Edit View Folder Tools Window Help

Transaction Detail

Unit	Change	Units	Name	Number	Expense Account	Location	Entered
1	1		Bates, June Marie	100196	20.101458.1001.8585.20071.0000	6228.0.00000.Charlotte	6-17
1	1		Hopkins, Richard M	115235	20.101458.1001.8585.20071.0000	6228.0.00000.Charlotte	

Book: UVA FA BOOK

☐ Amortized Adjustment

Comments:

Details

Record 1/2 <OBC>

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Step	Action
9.	Review the details and close the window. Press [Enter] to continue.

Oracle Applications - isq01

File Edit View Folder Tools Window Help

Transaction Detail

Unit	Change	Units	Name	Number	Expense Account	Location	Entered
1	1		Bates, June Marie	100196	20.101458.1001.8585.20071.0000	6228.0.00000.Charlotte	6-17
1	1		Hopkins, Richard M	115235	20.101458.1001.8585.20071.0000	6228.0.00000.Charlotte	

Book: UVA FA BOOK

☐ Amortized Adjustment

Comments:

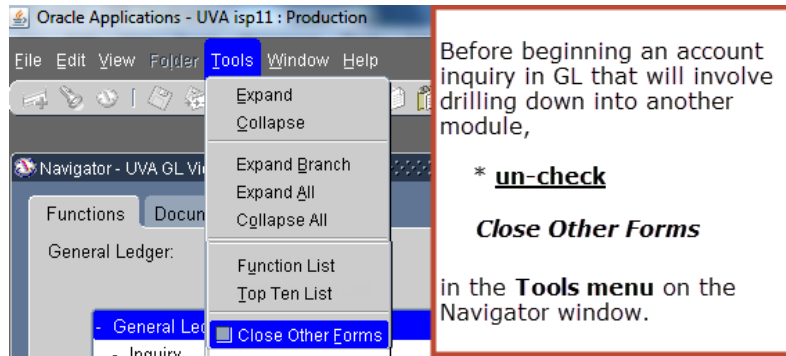
Details

Record 1/2 <OBC>

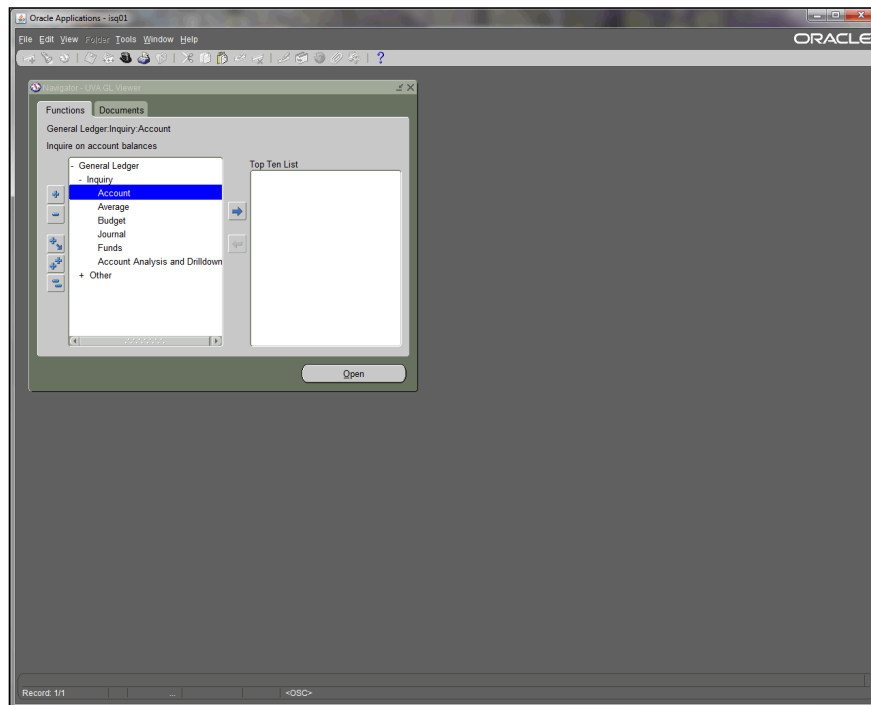
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Step	Action
10.	This concludes the topic. End of Procedure.

Drilling Down to Labor via GA



Procedure



Step	Action
1.	Double-click the Account list item. Account

Training Guide

General Ledger (GL)

Oracle Applications - ieq01

File Edit View Folder Tools Window Help

Account Inquiry (University of Virginia)

Ledger/Ledger Set

Name: University of Virginia
Currency: USD

Accounting Periods

From: Jan-16
To: Jul-16

Currency

Type: Total
Entered:

Primary Balance Type

☒ Actual
☐ Budget
☐ Encumbrance

Secondary Balance Type

Budget:
Encumbrance Type:

Factor

☐ Units
☒ Thousands
☐ Millions
☐ Billions

Summary Template:

Accounts

Description

Show Balances Show Journal Details Show Variance

Record: 1/1 List of Valu... <OSC>

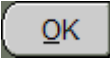
Step	Action
2.	The Accounting Period range, Jan-16 - Jul-16, has been entered. Click in the Account field.

The screenshot shows the Oracle Applications General Ledger (GL) interface. The main window displays the 'Ledger/Ledger Set' tab with the following fields:

- Ledger/Ledger Set:** Name (University of Virginia), Currency (USD), Accounting Periods (From Jan-16 to Jul-16), Currency Type (Total).
- Primary Balance Type:** * Actual, Budget, Encumbrance.
- Secondary Balance Type:** Budget, Encumbrance Type.
- Factor:** Units, Thousands, Millions, Billions.
- Summary Template:** (Empty field)
- Accounts:** (List of accounts)
- Description:** (Empty field)
- Show Balances:** (Button)
- Show Journal Details:** (Button)

A 'Find Accounts' dialog box is open, displaying a table with columns 'Low' and 'High' for various account fields. The 'Object Code' field is highlighted with the value 5010. The dialog box has buttons for OK, Cancel, Clear, and Help.

	Low	High
Entity		
Project	149518	149518
Fund Source	2065	2065
Object Code	5010	5010
Organization		
Future		

Step	Action
3.	<p>A partial accounting string has been entered.</p> <p>The object code 5010 is for Labor (Salary, Faculty).</p> <p>Click the OK button.</p> 

Training Guide

General Ledger (GL)

Oracle Applications - usq01

File Edit View Forms Tools Window Help

Account Inquiry (University of Virginia)

Ledger/Ledger Set
Name: University of Virginia
Currency: USD

Accounting Periods
From: Jan-16
To: Jul-16

Currency
Type: Total
Entered:

Primary Balance Type
Actual
Budget
Encumbrance

Secondary Balance Type
Budget
Encumbrance Type

Summary Template

Factor
Units
Thousands
Millions
Billions

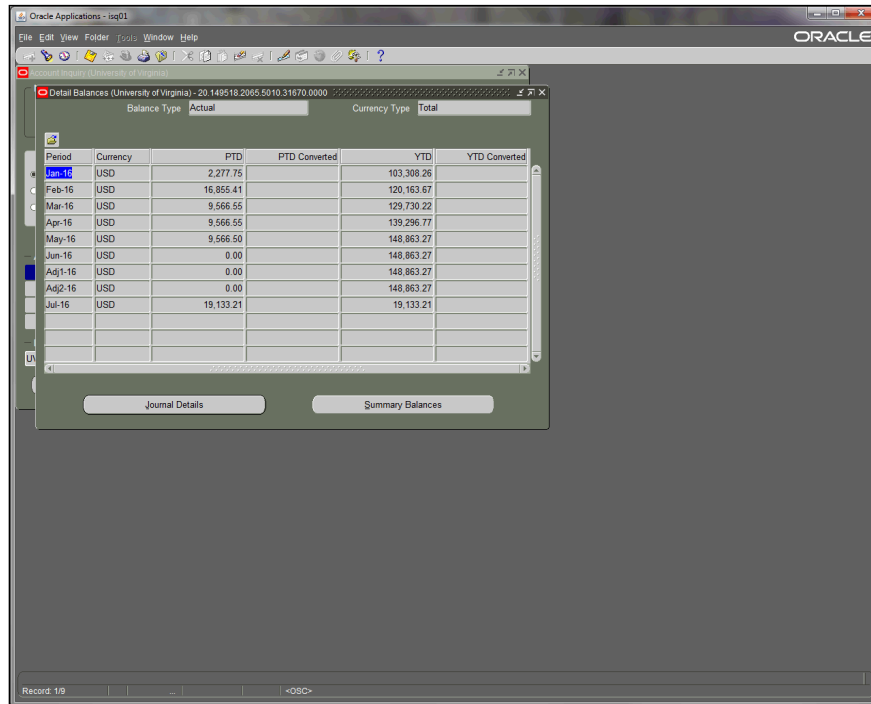
Accounts
20.149518.2065.5010.31670.0000

Description
UVA-State AS-ASTR APOGEE-2 SSP471 Current Funds - Restrictive Salary, Faculty, T&R-AS-Astronomy Future

Show Balances Show Journal Details Show Variance

Record: 1/1

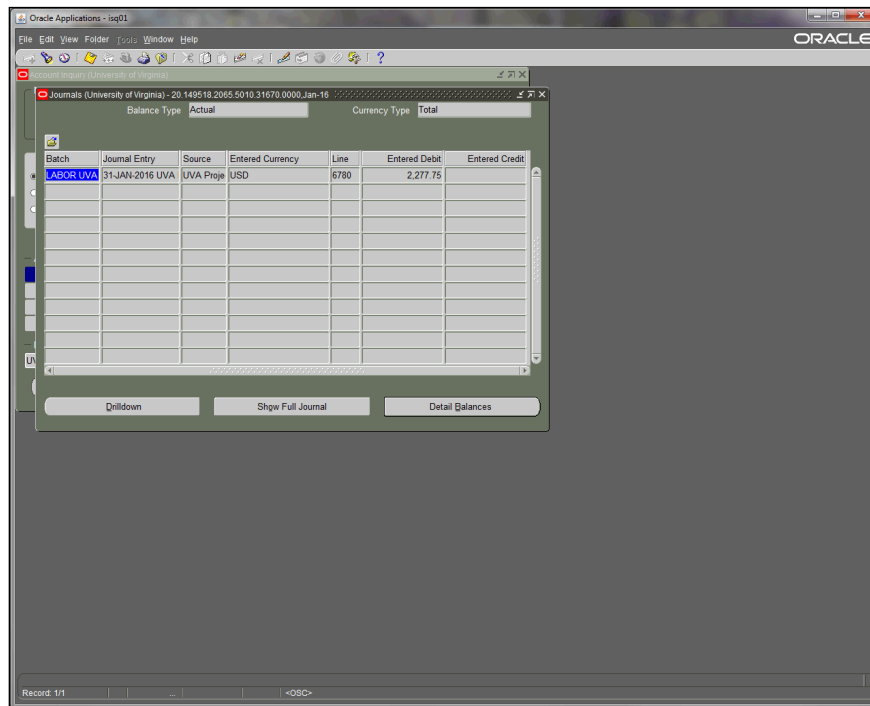
Step	Action
4.	Click the Show Balances button.



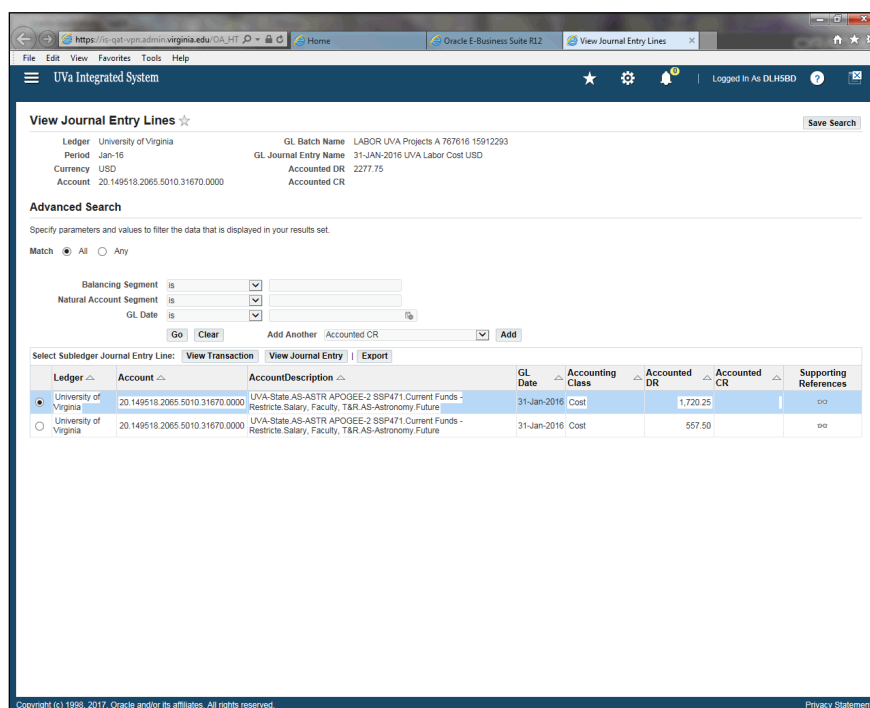
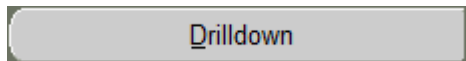
Step	Action
5.	<p>Jan-16 period shows activity. It is selected.</p> <p>Click the Journal Details button.</p> <div>Journal Details</div>

Training Guide

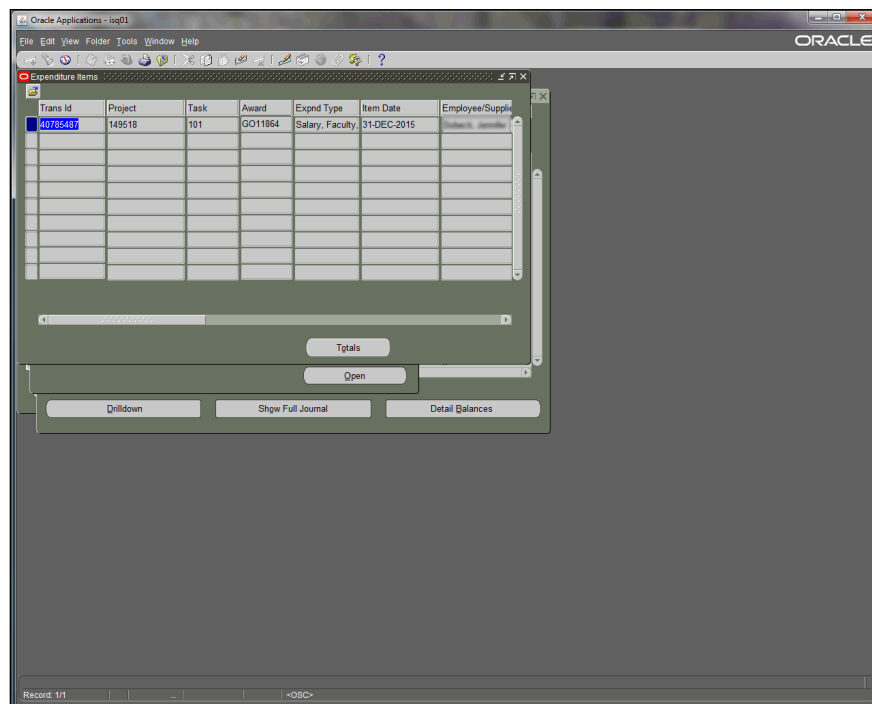
General Ledger (GL)



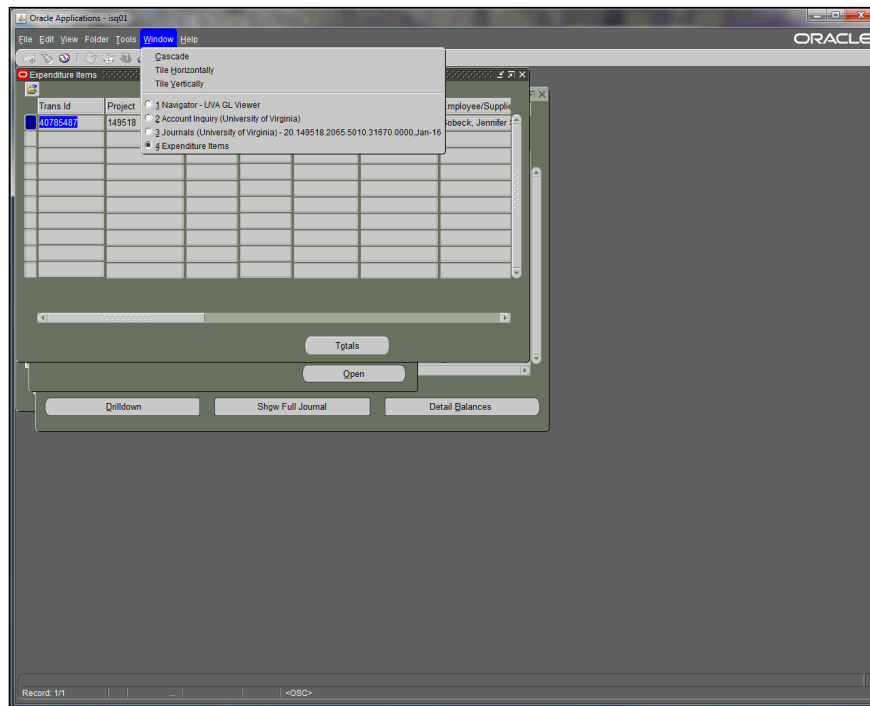
Step	Action
6.	Click the Drilldown button.



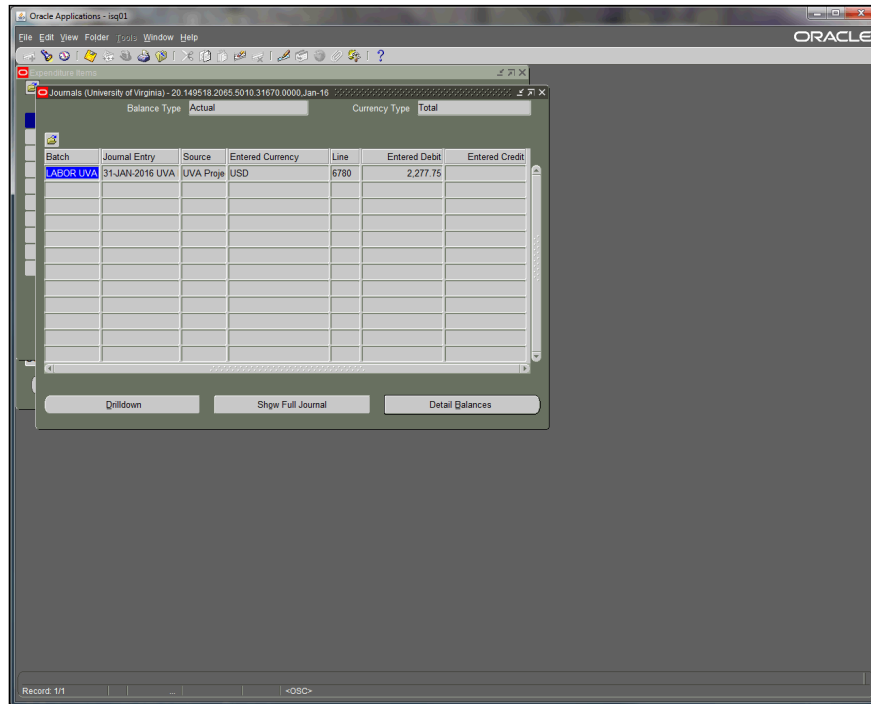
Step	Action
7.	<p>Two transactions make up the \$2277.75 debit.</p> <p>The first transaction, \$1,720.23, is selected.</p> <p>Click the View Transaction.</p> <p>View Transaction</p>




Step	Action
8.	<p>Review the transaction.</p> <p>This view is also available through GA Expenditure Inquiry, View Actuals.</p> <p>Press [Enter] to continue.</p>



Step	Action
9.	<p>Return to the Journals window.</p> <p>The Window menu is selected.</p> <p>Click the 3 Journals (University of Virginia) -...</p> <p>3 Journals (University of Virginia) - 20.149518.2065.5010.31670.0000,Jan-16</p>



Step	Action
10.	<p>Now back at the Journal window, drilldown to find out about the second debit line.</p> <p>Click the Drilldown button.</p> 

Training Guide

General Ledger (GL)

View Journal Entry Lines ☆ Save Search

Ledger: University of Virginia GL Batch Name: LAGOR UVA Projects A 767616 15912293
 Period: Jan-16 GL Journal Entry Name: 31-JAN-2016 UVA Labor Cost USD
 Currency: USD Accounted DR: 2277.75
 Account: 20.149518.2065.5010.31670.0000 Accounted CR

Advanced Search
 Specify parameters and values to filter the data that is displayed in your results set.

Match: ☒ All ☐ Any


Balancing Segment is
 Natural Account Segment is
 GL Date is

Go Clear Add Another Accounted CR Add

Select Subledger Journal Entry Line: View Transaction View Journal Entry Export

Ledger	Account	Account Description	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/> University of Virginia	20.149518.2065.5010.31670.0000	UVA-State AS-ASTR APOGEE-2 SSP471 Current Funds - Restrict Salary, Faculty, T&R AS-Astronomy Future	31-Jan-2016	Cost		1,720.25	oo
<input type="radio"/> University of Virginia	20.149518.2065.5010.31670.0000	UVA-State AS-ASTR APOGEE-2 SSP471 Current Funds - Restrict Salary, Faculty, T&R AS-Astronomy Future	31-Jan-2016	Cost		557.50	oo

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Step	Action
11.	<p>Change the radio button to the second line.</p> <p>Click the second Radio Button option.</p> 

View Journal Entry Lines ☆ Save Search

Ledger: University of Virginia GL Batch Name: LAGOR UVA Projects A 767616 15912293
 Period: Jan-16 GL Journal Entry Name: 31-JAN-2016 UVA Labor Cost USD
 Currency: USD Accounted DR: 2277.75
 Account: 20.149518.2065.5010.31670.0000 Accounted CR

Advanced Search
Specify parameters and values to filter the data that is displayed in your results set.

Match: ☒ All ☐ Any

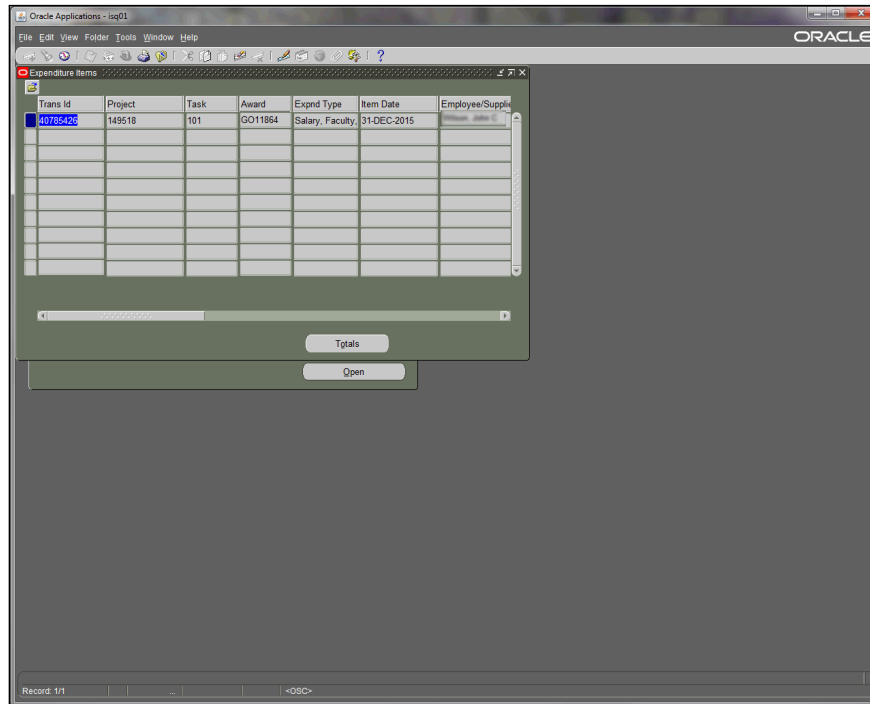
Balancing Segment is
 Natural Account Segment is
 GL Date is

Select Subledger Journal Entry Line:

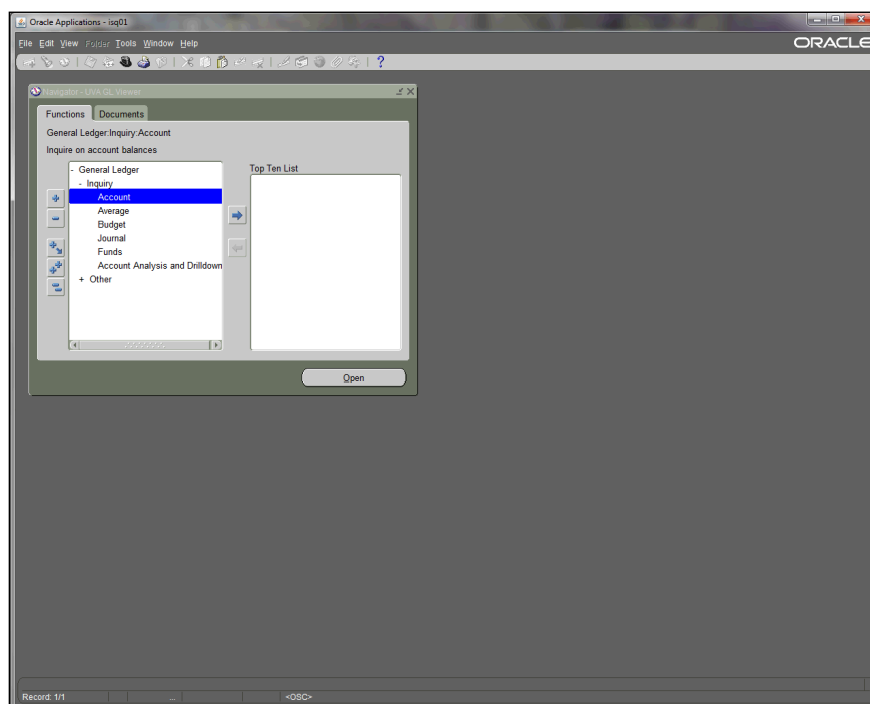
Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	20.149518.2065.5010.31670.0000	UVA-State AS-ASTR APOGEE-2 SSP471 Current Funds - Restrictive Salary, Faculty, T&R AS-Astronomy Future	31-Jan-2016	Cost		1,720.25	000
University of Virginia	20.149518.2065.5010.31670.0000	UVA-State AS-ASTR APOGEE-2 SSP471 Current Funds - Restrictive Salary, Faculty, T&R AS-Astronomy Future	31-Jan-2016	Cost		557.50	000

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Step	Action
12.	<p>The second line is selected for review.</p> <p>Click the View Transaction.</p> <p>View Transaction</p>

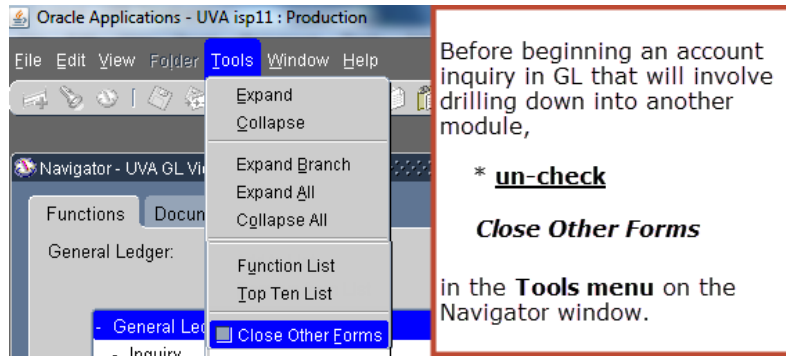


Step	Action
13.	Review the transaction. Press [Enter] .



Step	Action
14.	This concludes the topic. End of Procedure.

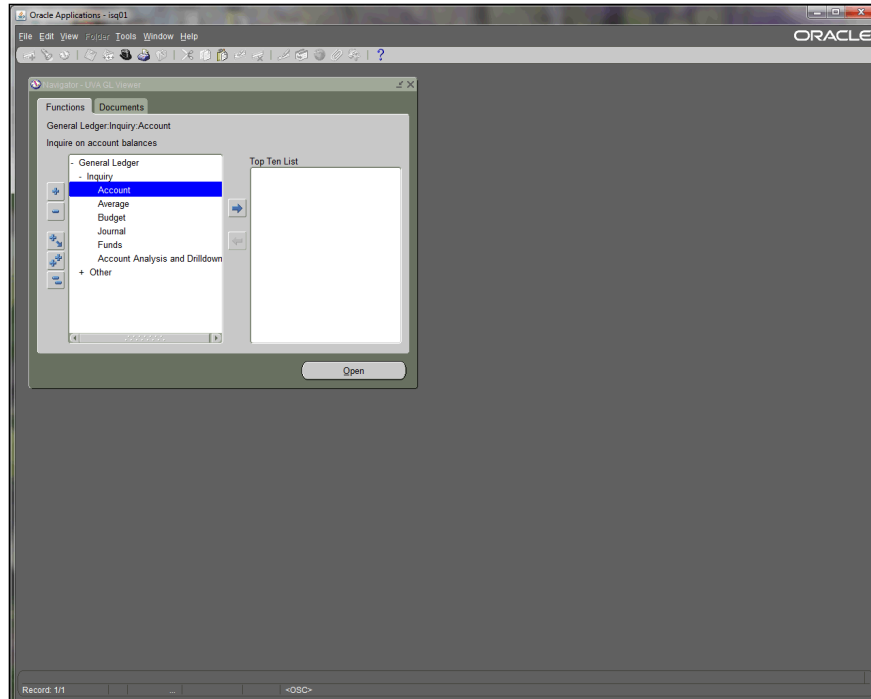
Drilling Down to GA Usages



Procedure

Drilldown to internal transactions by selecting an object code used by Internal Service Providers.

In this example, we illustrate drilling down to a telecommunications charge.



Step	Action
1.	Double-click the Account list item.

Oracle Applications - ieq01

File Edit View Folder Tools Window Help

Account Inquiry (University of Virginia)

Ledger/Ledger Set

Name: University of Virginia
Currency: USD

Accounting Periods

From: Jul-17
To: Dec-17

Currency

Type: Total
Entered:

Primary Balance Type

☒ Actual
☐ Budget
☐ Encumbrance

Secondary Balance Type

Budget:
Encumbrance Type:

Factor

☐ Units
☒ Thousands
☐ Millions
☐ Billions

Summary Template:

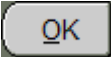
Accounts

Description

Show Balances Show Journal Details Show Variance

Record: 1/1 List of Value <OSC>

Step	Action
2.	<p>The Accounting Period range of Jul-17 to Dec-17 has been entered.</p> <p>Click in the Accounts field.</p>

Step	Action
3.	<p>A partial accounting string has been entered.</p> <p>This inquiry will return lines for all projects owned by this org - regardless of whether there are transactions in the project for the object code, 6145 (Svcs, Telecom, DIT).</p> <p>Click the OK button.</p> <div>  </div>

Training Guide

General Ledger (GL)

Oracle Applications - isq01

Account Inquiry (University of Virginia)

Ledger/Ledger Set
Name: University of Virginia
Currency: USD

Accounting Periods
From: Jul-17
To: Dec-17

Currency
Type: Total
Entered: Entered

Primary Balance Type: Actual
Secondary Balance Type: Budget
Encumbrance Type: Encumbrance

Factor
Units: Units
Thousands: Thousands
Millions: Millions
Billions: Billions

Summary Template

Accounts

10.102973.1002.6145.20020.0000
10.104088.1002.6145.20020.0000
20.100090.1001.6145.20020.0000
20.104088.1001.6145.20020.0000

Description
UVA-Local.CO-ISP Phase 2 Current Funds - Unrestric Svcs, Telecom, DIT.IT-ITS Enterprise Applica Future

Show Balances Show Journal Details Show Variance

Record: 1/7

Step	Action
4.	Click in the first line in Account field.

Oracle Applications - isq01

Account Inquiry (University of Virginia)

Ledger/Ledger Set
Name: University of Virginia
Currency: USD

Accounting Periods
From: Jul-17
To: Dec-17

Currency
Type: Total
Entered: Entered

Primary Balance Type: Actual
Secondary Balance Type: Budget
Encumbrance Type: Encumbrance

Factor
Units: Units
Thousands: Thousands
Millions: Millions
Billions: Billions

Summary Template

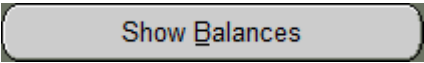
Accounts

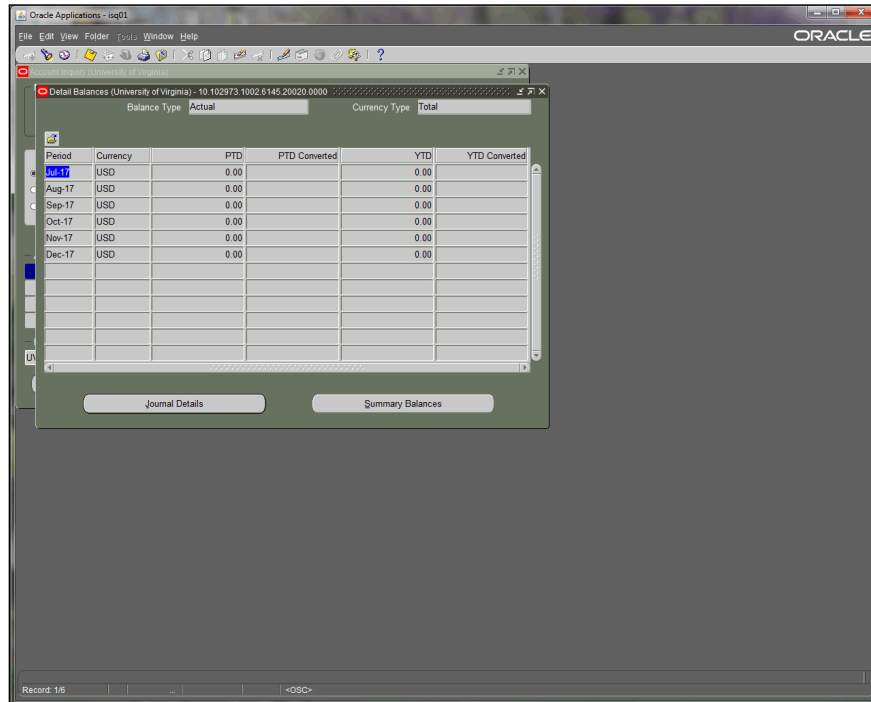
10.102973.1002.6145.20020.0000
10.104088.1002.6145.20020.0000
20.100090.1001.6145.20020.0000
20.104088.1001.6145.20020.0000


Description
UVA-Local.CO-ISP Phase 2 Current Funds - Unrestric Svcs, Telecom, DIT.IT-ITS Enterprise Applica Future

Show Balances Show Journal Details Show Variance

Record: 1/7

Step	Action
5.	Click the Show Balances button. 



Step	Action
6.	There hasn't been any charges for Svcs, Telecom, DIT to this GL String. Click the Close button. 

Training Guide

General Ledger (GL)

Oracle Applications - usq01

Account Inquiry (University of Virginia)

Ledger/Ledger Set: Name: University of Virginia, Currency: USD

Accounting Periods: From: Jul-17, To: Dec-17

Currency: Type: Total, Entered:

Primary Balance Type: ☒ Actual, ☐ Budget, ☐ Encumbrance

Secondary Balance Type: Budget: , Encumbrance Type:

Factor: ☐ Units, ☒ Thousands, ☐ Millions, ☐ Billions

Summary Template:


Accounts:

10.102973.1002.6145.20020.0000
10.104088.1002.6145.20020.0000
20.100090.1001.6145.20020.0000
20.104088.1001.6145.20020.0000

Description: UVA-State IT-SDS Fin & HR Operatin Current Funds - Unrestric Svcs, Telecom, DIT IT-ITS Enterprise Applica Future

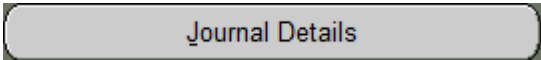
Show Balances Show Journal Details Show Variance

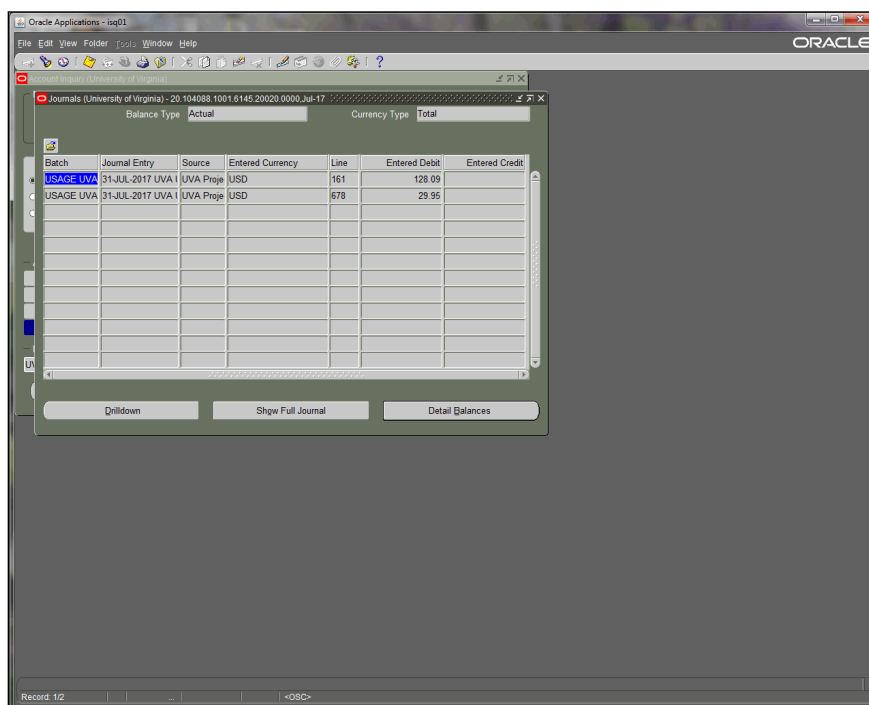
Record: 4/7


Step	Action
7.	<p>Click in the 20.104088.1001.6145.20020 row.</p> 

Step	Action
8.	Click the Show Balances button.

Show Balances

Step	Action
9.	<p>There were charges for Svcs, Telecom, DIT for this GL String. The first line, Jul-17, has been selected.</p> <p>Click the Journal Details button.</p> 



Step	Action
10.	<p>The \$158.04 Jul-17 debit is comprised of two debits. The first line, \$128.09, is selected.</p> <p>Click the Drilldown button.</p> 

View Journal Entry Lines ☆ Save Search

Ledger: University of Virginia GL Batch Name: USAGE UVA Projects A 2080533 18054772
 Period: Jul-17 GL Journal Entry Name: 31-JUL-2017 UVA Usage Cost USD
 Currency: USD Accounted DR: 128.09
 Account: 20.104088.1001.6145.20020.0000 Accounted CR

Advanced Search
Specify parameters and values to filter the data that is displayed in your results set.

Match: ☒ All ☐ Any

Balancing Segment is
 Natural Account Segment is
 GL Date is

Select Subledger Journal Entry Line: View Transaction View Journal Entry Export

Ledger	Account	Account Description	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	20.104088.1001.6145.20020.0000	UVA-State IT-ASOS Fin & HR Operatin Current Funds - Unrestric Svcs, Telecom, DIT.IT-ITS Enterprise Applica Future	31-Jul-2017	Cost		128.09	00

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Step	Action
11.	Click the View Transaction button.


View Transaction

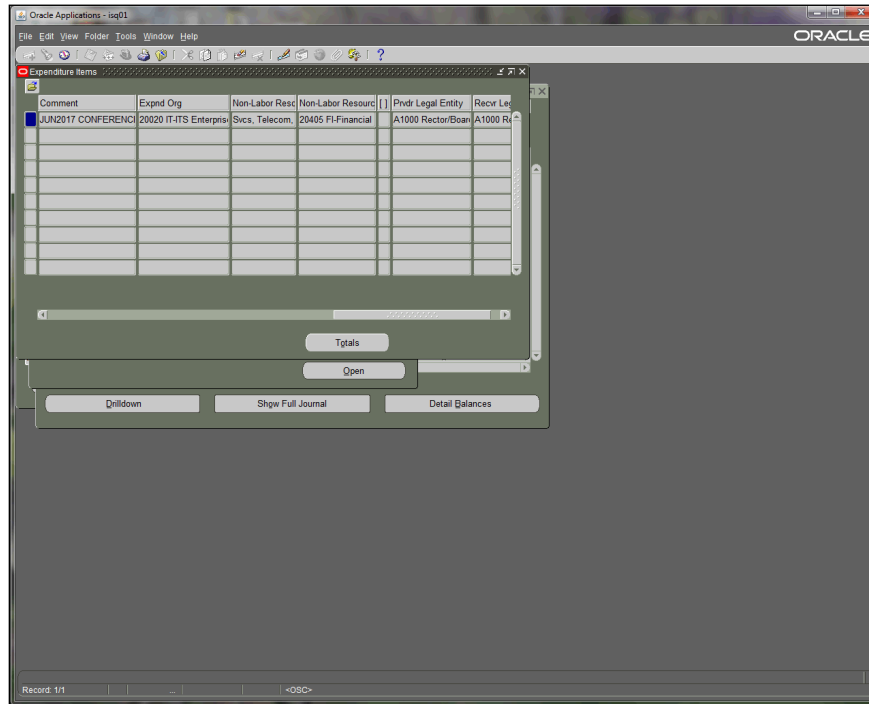
Expenditure Items


Trans Id	Project	Task	Award	Expend Type	Item Date	Employee/Supplier
43743500	104088	301	SG00247	Svcs, Telecom	30-JUN-2017	

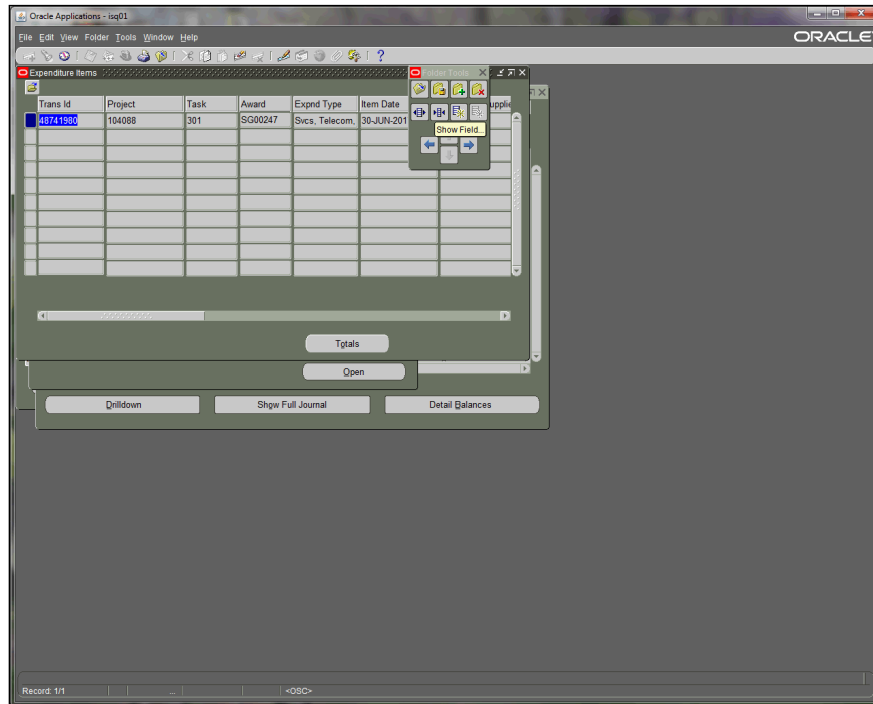
Totals
Open
Drilldown Show Full Journal Detail Balances


Record 1/1

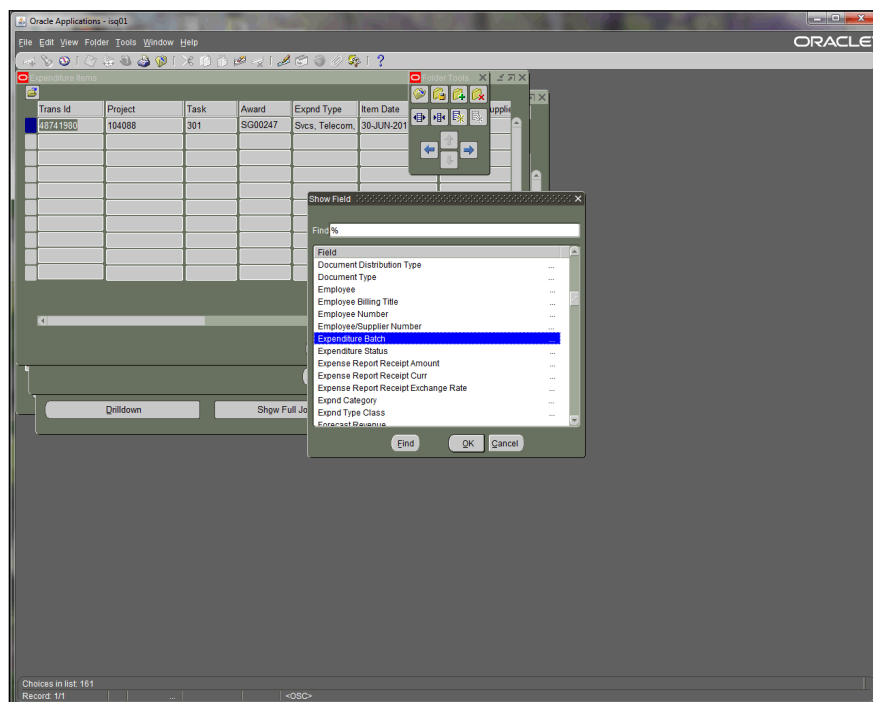
Step	Action
12.	<p>This is the same window you can see in Expenditure Inquiry, Actuals.</p> <p>Click Scroll >.</p> 

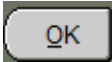


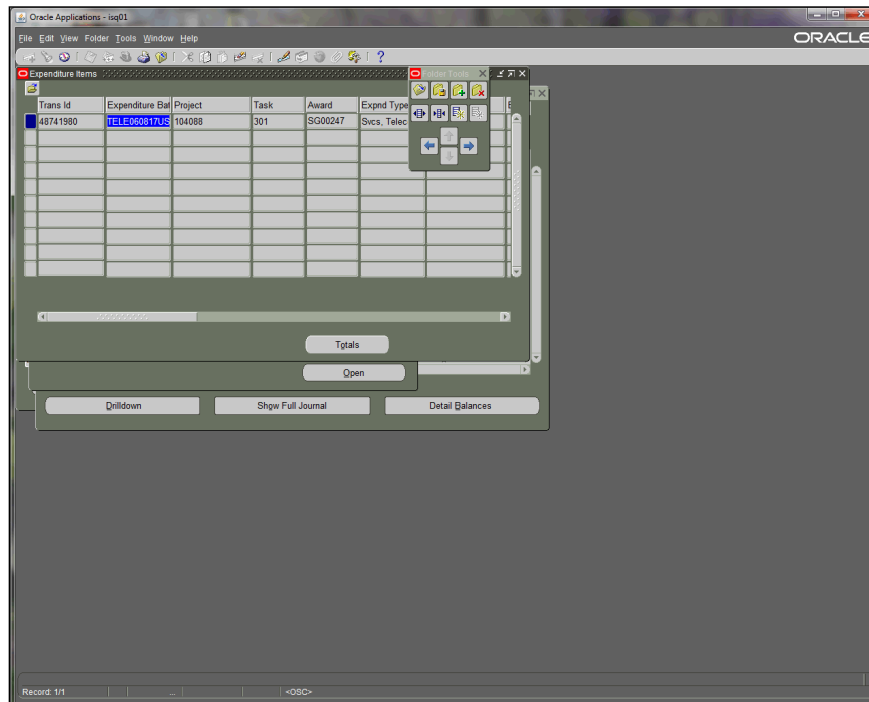
Step	Action
13.	<p>Select other columns to add to the view.</p> <p>Click the Folder Tools toolbar.</p> 



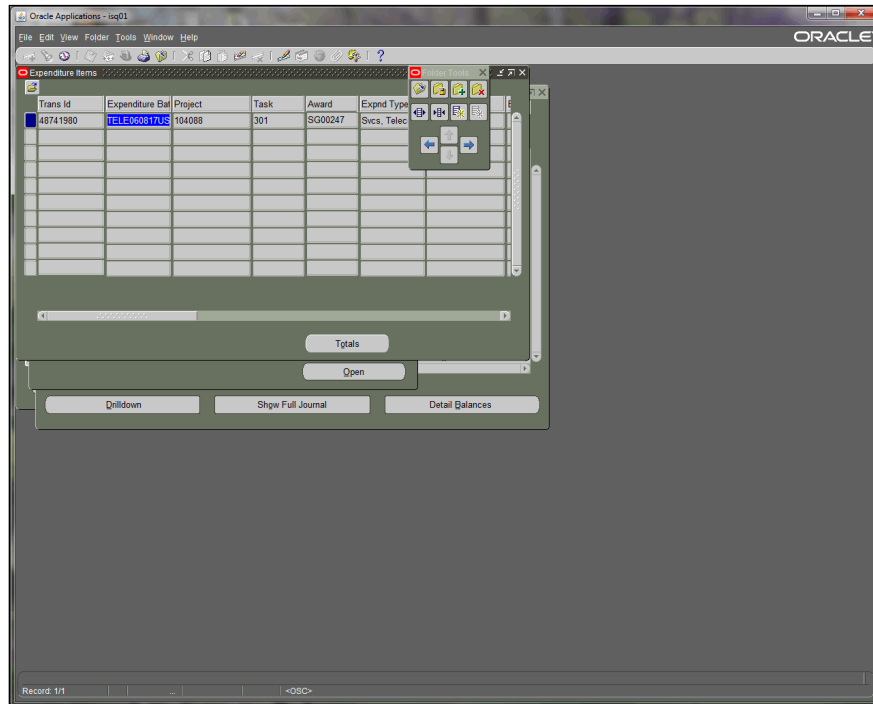
Step	Action
14.	Click the Show Field... button. 



Step	Action
15.	<p>Add the Expenditure Batch column, by finding and selecting Expenditure Batch.</p> <p>Click the OK button.</p> 



Step	Action
16.	<p>The batch name for the charge populates.</p> <p>Note: The PTA distribution for the charge are now visible.</p> <p>Press [Enter] to continue.</p>



Step	Action
17.	This concludes the topic. End of Procedure.