UVAFinance



General Ledger (GL) Training Guide

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



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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.

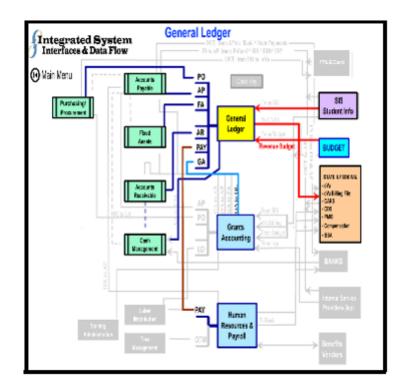
The other GL functions such as budgeting revenue, financial statements, and highlevel reporting are carried out largely in central financial offices, Deans' offices, and department heads' offices.

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 PTAEO. 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 PTAEO



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	11_
	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.xxxxx.1110.4710.xxxxx.0000



Line		Debit (USD)	Credit (USD)	Description	11 _
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.xxxxx.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.

UB.	L	INESS INTELLED	and the second se	Prosects	GA Reference	Change Rog	Rokes	Status Review	Award Weare	Org	hanning	gie a march tarts
Select Dates	() (-		1 12 annar					-				
Solat Ameri(s) Solat Print(s) Solat Other Film	Project Desc	C Award Num Nan	ee [*] ⁽⁷ Award Own Org Name IoC_ 31670 A3-Astronom	100 C 100 C 100 C	rpose Desc rent Funds - Restr	- Priv Gifts (Local)		² Project Num Name 105236 AS-ASTA	^{- C} Project O Name McC., 31670 A5-Ad		 Task Nore Name 101 Task 1 	* Award End Active Dt 6/30/202
						Purpose Des Jurrent Funds		riv Gifts (Loca	4)			



Project

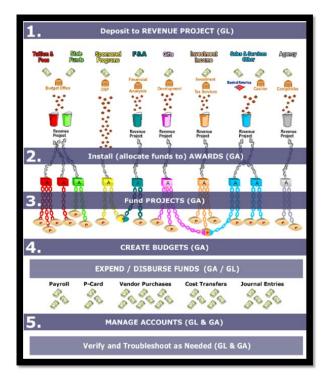
There are five (5) types of Projects:

- 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

This 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: <u>Processing</u> <u>Funds</u>



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 <u>UBI</u>, 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

- 4. 1120 Current Funds Unrestricted: Sales & Services of Auxiliary Enterprises (0306) COR Example: State Auxiliaries
- 5. 1125 Current Funds Unrestricted: Sales & Services of Auxiliary Enterprises (Local) COR Example: Local Auxiliaries
- 6. 1165 CF-Unrest: Other Sources (Local) COC 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.



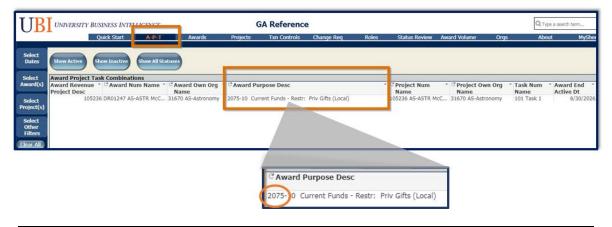
Fund Source	Fund Source Name
1005	Current Funds - Unrestricted: Tuition and Fees (State 0300)
1005	
1110	Current Funds - Unrestricted: Sales & Services of Educat Activities (State 0300)
1115	Current Funds - Unrestricted: Sales & Services of Educat Activities (Local)
1120	Current Funds - Unrestricted: 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 (<u>http://ubi.virginia.edu/</u>) GL_Reference Module

UB	UNIVERSITY BUSINESS INTE	ILLIGENCE	GL R	eference		1	
	Quick St	art Rev Proj Relationships	Parent - Child	GL Object Codes	GL Fund Source	About	MySheet
Select Dates	GL Fund Source is a stand alo Choose filters specifically from		report filters from oth	ier tabs.			
Select	GL Fund Source						
Award(s)	Parent Fund Source Num $ aa$ *	Parent Fund Source Name	Fund Source Num	Fund Source Name			
	1000	Current Funds - Unrestricted	1001	Current Funds - Unres	stricted: State E&G Fund		
Select	1000	Current Funds - Unrestricted	1002	Current Funds - Unres	stricted: Local General (Local)	
Project(s)	1000	Current Funds - Unrestricted	1005	Current Funds - Unres	stricted: Tuition and Fees (St	ate 0300)	
	1000	Current Funds - Unrestricted	1010	Current Funds - Unres	stricted: Tuition and Fees (Au	uxiliary 0306)	
Select	1000	Current Funds - Unrestricted	1015	Current Funds - Unres	stricted: Tuition and Fees (Lo	ocal)	
Other	1000	Current Funds - Unrestricted	1020	Current Funds - Unres	stricted: State Approp (State	General Funds 0100)	
Filters	1000	Current Funds - Unrestricted	1025	Current Funds - Unres	stricted: State Approp (State	0300)	

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.





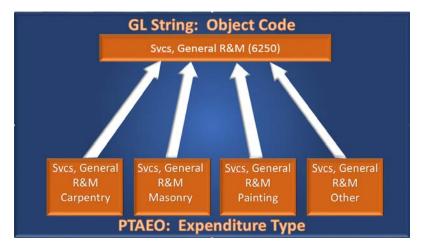
Object Codes

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 PTAEO 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.



USER PRODUCTIVITY KIT

JD	UNIVERSITY	BUSINESS INTEL	LIGENCE	GL Reference		
		Quick Star	t Rev Proj Re	ationships Parent - Child GL Object Codes Abo	ut MySheet	
elect Dates		eference Reports,		M Line Item is set to "GL Direct Expense" to note that a transacti s tab to determine the UMF Line Item associated with GA transac		ectly via a
Select Award(s)	Parent Flag	* Enabled Flag	* Object Code	Object Code Desc	* Module Flag	* UFM Lir
	P	Y	SALL	State Allocations	GL Only	-
elect	P	Y	SAPP	State Appropriations	GL Only	-
ject(s)	P	Y	SDRV	State Deferred Revenue	GL Only	-
_	P	N	SEXP	State Expenses	GL Only	-
lect	P	Y	SFA	State Fixed Assets	GL Only	-
icu	P	Y	SNON	Non-State Object Codes	GL Only	-
		V	SREV	State Revenue	GL Only	-
ther	P				CL Oaly	-
ther Iters	P	Y	SUNA	State Unallotted	GL ONIV	
ther Iters	P C P	Y	SUNA 1000	State Unallotted Assets	GL Only GL Only	-
ther Iters ar All	C	Y Y Y				-
ther Iters	C P	Y Y Y Y	1000	Assets	GL Only	-

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 (<u>http://its.virginia.edu/integratedsystem/finance/Organizations.xls</u>) 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 PTAEO. 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 <u>FIN-025</u>. 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	0000	\$\$\$\$\$\$	
				Owning Org			
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

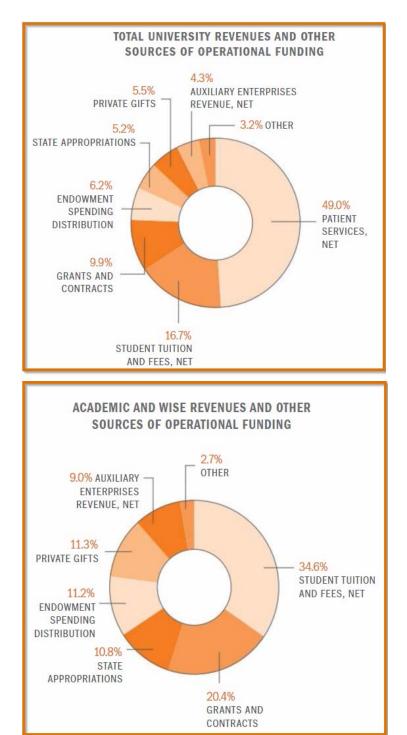
Entity	Project	Fund Source	Object Code	Org	Future	Debit	Credit
Same	128471	Same	Same	99999	0000	\$\$\$\$\$\$	
Entity	Project	Fund Source	1215/1216/1217	Project Owning Org	0000		\$\$\$\$\$\$

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 <u>2016 Financial Report</u> 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										
Journal	FI-DLH5BD 02-FEB-	2018 #5XX12345 Deposi	- Conversion							
Description	5XX12345 Deposit C	onference Fees	Currency	USD						
Ledger	University of Virginia	Category	UVA Receipts	Date	02-FEB-2018					
Period	Feb-18	Effective Date	02-FEB-2018	Туре	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
- CIO IT 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.

VA Aliases	Description
D591	BD MD-INMD Geriatrics and Palliative Care
D592	BD CU-Curr Instr & Sp Ed
D594 BD for	BD BU-University Bookstore - Courts & Commerce
D595 Bank Deposit	BD BU-University Bookstore - Darden Exchange
D596 🗲 😽	 BD BU-University Bookstore - TJ's Locker
D597	BD AS-Inst/Adv Stud in Cultu Hedgehog Review
DAMS	BD AMS FI-Student Financial Aid
DRET CC for	BD RET FI-Revenue Collection-AR Central
DRETCK MasterCard & Visa	BDRETCK FI-Accounting Services
DZIP Credit Card	BD ZIP FI-Revenue Collection-AR Central
C0005 Deposit	CC Web MD-Dmed Cont Med Ed
C0180 🛃	CC BU-Parking Operations
C0206	CC WEB NR-Nursing: Admin COMMERCE MGR/CONFERENCES MC/VIS
C0230	CC DV-Gift Accrtg Engineering
	Contraction and the contraction of the contraction
\sim	
(7313	CC Web AMX SA-SH-Health Promo
(7373	CX AMX MD-PATHOLOGY Surgical Path
The second s	CX AMX CU-Deans Office/UVA Curry-Educators Expo
(7423 CX for	CX AMX BU-Student Housing/UVA Housing FFS-Rent
	CX AS-Biology FRET Conference in Biology Amex
(7529 American Express	
American Express	CX HR-Human Resources APPLE TRAINING AMEX
American Express (7620 Credit Card Deposit (7800 Credit Card Deposit	

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

The <u>accounting services</u> 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.	Log into the GL module and expand to see Journals.
	Click the Enter link.
2.	The Find Journals form opens.
	Click the New Journal button.
3.	Enter the desired information into the Journal field.
	Enter "FI-DLH5BD #52312345 Deposit Conference Fees"



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

Jour	mite diaments of the	2 1 2 6 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0						27 X	
			45 Deposit Conference	Fees	Conversion		Reverse		
			1990 No. 100		Gurrency	02-FEB-2018	Date		
		University of Virginia Feb-18	Category Effective Date	02-FEB-2018	Dute Type		Period Method Switch Dr/Cr		
	Balance Type		Document Number	DET LEPEOTO	Rate		Status Not Reversed		
	Cleaning Company			Not Required	e Ofattic		Bewerse		
		13-0-14				. 🚮	Diverse		
1	Lines Other	Information				a biannaith			
								P 1	
10	Account		Debit (USD)	Credit (USD)	Description		Ц.		
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-		_	-				and the second se		
-	Check Funds	Reserve	Fugds	View Reputs		Change Period	Change Currency.	#=====	

Step	Action
5.	Click in the Category field.



Journal FI	 FI-DLH5ED #52312345 Deposit 0 DLH5ED #52312345 Deposit Confi 312345 		Conversion Currency USD	Z 7 × Revorse Date	
Ledger U Period Fe Balance Type	iversity of Virginia Car b-18 Effective	inder	Date 02-FEB-2018 Type User Rate 1	Period Method Switch Dr/Cr • Status Not Reversed	
Clearing Company Lines Other Info	Control	Tax Not Required		Beverae	
Line Account	Debit	(USD) Credit (USD)	Description	μ.	
4					
	4				
Acct Desc					
Tay Check Funds	AutoCopy Batch	Approve View Reputs	Line Drildown	T Accounts Change Currency	

Step	Action
б.	Click the Category button.
	Category
7.	Type UVA R after the wildcard (%) or scroll down to find UVA Receipts.
	Once the journal has been saved the Category cannot be changed.
	Click the UVA Receipts list item.
	UVA Receipts
8.	NOTE: Credit Card receipts have their own category.
	Make sure to select UVA Receipts-Credit Card if you are entering revenue from credit cards.
9.	Click the OK button.
	ΩK
10.	Enter the total amount of the transaction into the Control Total Field.
	While not a required field (required fields are yellow) it provides a helpful check that your deposit debits and credits are entered correctly.
	In this example, the total is \$500.00.
	Enter the desired information into the Control Total field. Enter "500.00".



Step	Action
11.	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.

Jour		loumat	FI-DLH5BD #5231234	12345 Deposit Conference		Conversion		Reverse	17	and a second	
			52312345 University of Virginia Feb-18	Category Effective Date	UVA Receipts 02-FEB-2018	Currency Date Type	02-FEB-2018	Date Period Method Switch	DuCr		
	Balanc Cleaning Co		Actual	Document Number Tax Control Total	Not Required 500.00	Rate	1	Status Not Re			
		Other	Information							2	
ine	Account		F	Debit (USD)	Credit (USD)	Description 52312345				*	
	2										
		t Desc	6			_	1	-	9] 		
3	Tay Check Fu	nds	AutoCopy Reserve	-	Approve View Reputs		Line Drildown Change Period	T Accou Change Cur			
		_							_		

Step	Action
12.	Click the Account LOV button.
13.	Click the UVA Aliases LOV cell.
	UVA Aliases
14.	Scroll down and select the correct alias for your Org, bank deposit location, or credit card merchant.
	BD507 has been selected.
	Click the OK button.
	QΚ



Step	Action
15.	Click the OK button.

	Journal Description		312345 Deposit Conference 45 Deposit Conference Category		Conversion Currency Date		Reverse Date Period		17×	
		Feb-18	Effective Date					Switch Dr/Cr		
	Balance Type	Actual		1		1	Status	Not Reversed		
			Tax Control Total	Not Required 500.00				Beverse		
1	Lines Other	Information	Control Local	500.00		BU .				
									9	
Line	Account		Debit (USD	Credit (USD)	Description			. 11		
1	10.980406.1165.26	10.20415.0000			52312345				1	
									1	
									19	
								388		
									-	
									_	
			લા					(6)	- 10	
_	Acct Desc	UVA-Local FI-BD Cle	earing Cashier's Curren	t Funds - Unrestric Depo	oits FI-Revenu	e Collection Future				
	Tay	AutoCopy	Batch	Approve		Line Drilldown	T	Accounts		
0	Check Funds	Reserve	Funds	View Reputs		Change Period	Char	sge Currency	1	
-	Chief Tenos	- Andrew	egus	(IIIIIIII)		country of contract.	One	de contenet		

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



	Journal Description	University of Virginia			Conversion Currency Date Type	USD 02-FEB-2018	Reverse Date Period Method Switch Drifer	17×	
	Balance Type Cleaning Company			Not Required	Rate		Status Not Reversed		
		Information		500.00		(🖬)	Beverse		
	Account		Debit (USD)	Credit (USD)			ц.		
	10 980406 1165 261	0.20415.0000	500.00	2	52312345				
			500.00	Funds - Unrestric Dept			()	_	
C	Acct Desc Tay	AutoCopy E	-	Approve		Line Drildown	T Accounts		
	Check Funds	Reserve F	lugds	View Reputs		Change Period	Change Currency		

Step	Action
17.	The Description autopopulates from the description in the header.
	Move on to the Credit line. The line number will populate after you click on the line.
	Click in the Line field.
18.	Click the Account LOV button.
19.	Click the OK button.



Step	Action
20.	Enter the GL string where the revenue funds belong.
	In this example, the Accounting Flexfield has been completed.
	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> .
	Click the OK button.

Journal Description Ledger	FI-DLH5BD #5231234			Conversion Currency	USD 02-FEB-2018	Reverse Date Period Method Switch DifCr	× (7) ×
Balance Type Cleaning Company	Actual		Not Required	Rate		Status Not Reversed	
Line Account 1 10 980406 1165 24 2 80 115356 8005 4		Debit (USD) 500.00	Credit (USD)	Description 52312345 52312345			•
Acct Desc	UVA-Outside Agency	500.00 4 111 (207) FI-Entity FOCU	S Agency Funds (L	ocal) Sales & Svcs	Edu Activiti FI-Financi	al Operations Future	•
Tay	AutoCopy	Batch	Approve		Line Drilldown	T Accounts	
Check Funds	Reserve	Fugds	View Repults		Change Period	Change Currency	

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



our	Journal	FI-DLH5BD #523123	312345 Deposit Conference		Conversion		고 기지 Reverse	×
	Description Ledger Period	University of Virginia	Category Effective Date	UVA Receipts 02-FEB-2018	Currency Date Type	02-FEB-2018 User	Date Period Method Switch D//Cr •	
	Balance Type Cleaning Company	Actual	Document Number Tax	Not Required	Rate		Statura Not Reversed	
	Lines Other	Information	Control Total	500	00	. (🖬)	1	
e	Account 10.980406.1165.26 80.115356.8005.47	and the second se	Debit (USD) 500.00		Description 62312345 52312345			
	Acres Deve	INA Outside Assess	500.00	9 Anneu Eurote II e	rali Salas & Sura	Ed. Artist D.Enser	(F)	
	Tax	AutoCopy	100	Approve		Line Dilldown	T Accounts	
	Check Funds	Reserve	Fugds	View Reputs		Change Period	Change Currency	

Step	Action
22.	Click the Reserve Funds button.
	Reserve Funds
23.	Click the Yes button.
	Decision Decessoroecececececececececececececececececece
24.	Click the OK button.



		TECHINGOLUS/20/20 52312345		20	Converse	USD	Reverse Date	XRX	
		University of Virginia Feb-18 Actual	Category Effective Date Document Number Tax Control Total	UVA Receipts 02-FEB-2018 1800 Not Required 500	1. 0000	User	Period Method Switch I Status Not Rev Bryerse		
L	Lines Other	Information							
1	Account 10.980406.1165.261 80.115356.8005.470		Debit (USD) 500.00		Description 52312345 52312345				
				and the second se		ssed funds reservation			
			500.00			œ		0	
_	Acct Desc	UVA-Outside Agency AutoCopy 8	1000	S Agency Funds (Lo Approve	cal) Sales & Svo	s-Edu Activiti FI-Finar	cial Operations Future T Account	s	
3	Check Funds	Unreserve	Funds	View Regults		Change Period	Otange Curr	ency	

Step	Action
25.	Click the OK button.
	<u>OK</u>

		FI-DLH58D #523123	312345 Deposit Conference 45 Deposit Conference		Conversion		Reverse Date	27×
	Ledger Period	University of Virginia Feb-18	Effective Date	UVA Receipts 02-FEB-2018	Dute Type	02-FEB-2018 User	Period Method Switch Dr/Cr	
	Balance Type Clearing Company	Actual	Document Number Tax Control Total	Not Required	2227 Rate		Status Not Reversed	
	Lines Other	Information						2
ine	Account 10.980406.1165.26	10.20415.0000	Debit (USD) 500.00	Credit (USD)	Description 52312345		μ	
	80 115356 8005 470				52312345			
	2							
	16							
								-
			500.00	500.00			•	
	Acct Desc	UVA-Outside Agency		S Agency Funds (Lo	ocal) Sales & Svcs	Edu Activiti FI-Financ		
	Tay	AutoCopy	Batch	Approve		Line Drildown	T Accounts	
3	Onesh Funds	Unreserve	Funds	View Regults		Change Period	Change Currency	

Step	Action
26.	Click the Approve button.
	Approve
27.	Your Journal will flow to your approver.
	The approver will receive a notification to approve the Journal.

ournals (University of Vie Journal Description	FI-DLH58D #523123	312345 Deposit Conference		Conversion		Reverse Date	27X 27X	
	University of Virginia Feb-18	Effective Date	and the second	Туре	02-FEB-2018 User	Period Method Switch Dr		
Balance Type Clearing Company	Actual	Document Number Tax Control Total	180 Not Required	2227 Rate	1	Status Not Rever	Hed	
Lines Other e Account 10.960406.1165.26 80.115356.8005.47		Debit (USD)	Credit (USD)				п -	
Acct Desc	UVA-Outside Agenc	500.00	500.00 S Agency Funds (Lo		Edu Activiti FI-Financ	al Operations Future		
Tay	AutoCopy	Batch	Approve		Line Dilldown	T Accounts		
Onesh Funds	Unreserve	e Funds	View Regults		Change Period	Otange Curre	w	

Step	Action
28.	The journal can be deleted, but only after the funds are Unreserved .
	Click the Unreserve Funds button.
29.	This concludes the topic. End of Procedure.



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 #5231	Conversion					
Description	Correct Org on line 2	? of doc #53212345	Currency	USD				
Ledger	University of Virginia	Category	UVA Adjustment	Date	02-FEB-2018			
Period	Feb-18	Effective Date	02-FEB-2018	Туре	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.	Log into the GL module and expand to see Journals.
	Click the Enter link.

								2 71 X		2×
Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit		
		Find Journals								
			12							
		Ba Jou				i				- 8
		Let Sou			Period					- 8
		Cates			Currency					
		Status Pos	100	10	Control Total Batch					- 18
	10	Fu			Journal					
						More	-			- 8
	1					mare				- 8
	1	Çlear		New Batch	New Journal	Find				- 8
Review Jo	umal	Review B	dch.	Reve	rse Batch	Tag Batch		Requery		- 18
		3								- 18
New Jou	mal	New Bat	ch	6	pprove			AutoCopy	-	_
	-								Qpen	

Step	Action
2.	The Find Journals form open.
	Click the New Journal button.
3.	Enter the desired information into the Journal field.
	Enter "FI-DLH5BD 02-Feb-2018 Correct doc #52312345 "



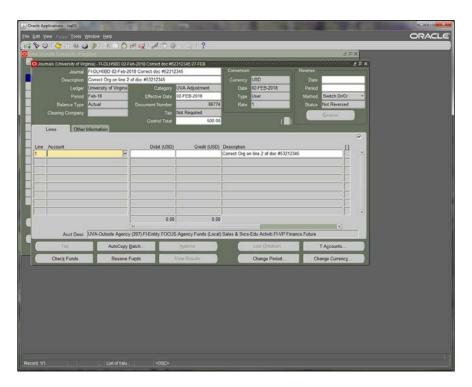
Step	Action
4.	Information in the description field shows on reports.
	The description should be understandable to anyone who may review the Journal. You should reference the original and the correction being made.
	Enter the desired information into the Description field.
	Enter "Correct Org on line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

Journal FH Description Co	►18 Efective	#52312345 45 legory 2 0 Date 02-FEB-2018	Conversion Currency USD Date 02-FEB-2018 Type User Rate 1	Service Switch Diffs + + + + + + + + + + + + + + + + + +
Lines Other lefor			1 Description	Beense 9
Acct Desc	(4) AutoCopy Batch	Beprove	Line Dilldown	T Agcounts
Check Funds	Reserve Funds	View Regults	Change Period	Change Currency

Step	Action
6.	Click the Category LOV button.
7.	Click the UVA Adjustment list item.
	Note: Once the journal has been saved the Category cannot be changed.
	UVA Adjustment Adjusting Journal Entry



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



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

Journa Description	FI-DLH58D 02-Feb-2 Correct Org on line 2	2018 Correct doc #5231 2 of doc #53212345		Conversion Currency USD	Reverse Date	17 X
		Effective Date Document Number	UVA Adjustment 02-FEB-2018 86774 Not Required	Date 02-FEB-2018 Type User Rate 1	Penod Method Switch DriCr Status Not Reversed	
	r Information	Control Total	500.00	(1).	Beverse	•
Line Account 1 80.115356.8005.4	705 20400 0000	Debit (USD)	Credit (USD)	Description Correct Org on line 2 of doc #53212345	<u> </u>	*
Aret Date	INA Outside Assor	500.00		Sales & Svcs-Edu Activiti FI-VP Financ	*	-
Tay	AutoCopy		Beprove	Line Dolldown	T Agcounts	
Check Funds	Reserve	Fugds	View Regults	Change Period	Change Currency	

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



ORACLE Elle Edit View 75 \$01\$+43\$1X00#41200 지<u>지</u> (또 지 X inia) - FI-DL H5ED 02-Feb-2018 Correct doc #52312345 27-FEB FI-DLH58D 02-Feb-2018 Correct doc #52312345 Correct Org on line 2 of doc #53212345 University of Virginia Cittegory UV Catego Effectivo Da cument Numb b-18 86774 Other Line Account 1 80.115356.8005.4705.20400.0000 Debit (USD) 500.00 dit (USD) De 500.00 0.00 Acct Desc UVA-Outside Agency (207) FI-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti FI-VP Finance Future AutoCopy Batch Change Currency Check Funds rve Funds Re Change P

Step	Action
14.	The Description autopopulates from the description in the header.
	Move on to the Credit line. The line number will populate after you click on the line.
	Click in the Line field.
15.	Click the Account LOV button.
16.	Click the OK button.
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.

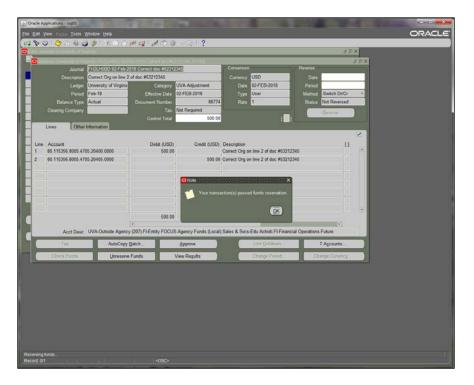


	Journal	FI-DLH58D 02-Feb-2	018 Correct doc #5231		Conversion	Reverse	17X	
	Ledger Period	Correct Org on line 2 University of Virginia Feb-18		UVA Adjustment 02-FEB-2018	Currency USD Date 02-FEB-2018 Type User	Dute Period Method Switch DriCr	,	
	Balance Type Clearing Company	Actual	Document Number Tax Control Total	Not Required 500.00	Rate 1	Status Not Reversed Beverse		
Line	Lines Other	Information	Debit (USD)	Credit (USD)	Description		2	
1	80.115356.8005.47	And a second	500.00		Correct Org on line 2 of doc #53			
2	80.115356.8005.47	05.20405.0000	-		Correct Org on line 2 of doc #53	1212345	-	
							-	
			500.00			•		
	Acct Desc	UVA-Outside Agenc	y (207) FI-Entity FOCU	S.Agency Funds (Local)	Sales & Svcs-Edu Activiti FI-Fin		_	
	Tax	AutoCopy	Batch	Boprove	Line Drildown	T Accounts		
	Check Funds	Reserve	Funds	View Regults	Change Period	Change Currency	v l	
-								

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

Jour	Journal	FI-DLH58D 02-Feb-2	018 Correct doc #52312		Conversion	reverse ≝ ∓)	8
	Ledger Period Balance Type	Correct Org on line 2 University of Virginia Feb-18 Actual	Category Effective Date Document Number	UVA Adjustment 02-FEB-2018 Not Required	Currency USD Date 02-FEB-2018 Type User Rate 1	Dute Period Method Switch Di/Cr + Status Not Reversed	
	Clearing Company	Information		500.00	1 🖬	Beerse	
	Account [80 115356 8005 470	5 20400 0000	Debit (USD) 500.00	-	Correct Org on line 2 of doc #5321234		
	80.115356.8005.470	15.20445.0000		500.00	Correct Org on line 2 of doc #5321234		
						F	
-							
	Aret Date	IVA Outside Associ	500.00		Sales & Svcs-Edu Activiti FI-Financial	Operations Future	
	Tag	AutoCopy	_	Beprove	Line Dolldown	T Agcounts	
	Check Funds	Reserve	Fueds	View Regults	Change Period	Change Currency	

Step	Action
19.	Click the Reserve Funds button.
20.	Click the Yes button.
21.	Click the OK button.



Step	Action
22.	Click the OK button.



	Correct Org on line University of Virginia		2345	Conversion	Reverse		
				Currency USD	Date		
		and the second se	UVA Adjustment 02-FEB-2018	Date 02-FEB-2018 Type User	Period Method Switch DriCr		
		Document Number	86774	1 AAAA	Status Not Reversed		
saring Company			Not Required			THE R. LANSING MICH.	
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	5 20400 0000				45		
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						1	
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Acct Desc	UVA-Outside Agen	(207) FI-Entity FOCUS	S Agency Funds (Local)	Sales & Svcs-Edu Activiti FI-Financia			
	-	and the second			-		
						-	
	Unreserv	e Funds	View Results	Change Penod.	Change Corrency		
	count 115356 8005 470 115356 8005 470	COther Information Count TISSE 8005.4705 20400.0000 TISSE6 8005.4705 20406.0000 Acct Desc (UVA Outside Agen TS) AutoCopy AutoCopy	Control Total count Debit (USD) 115356 8005 4705 20400 0000 500 00 115356 8005 4705 20405 0000 500 00 Acct Desc. JVAA-Outlide Agency (287) FI-Esthy FOOL3 Tray AutoCopy Batch	Control Total 500 00 count Debit (USD) Credit (USD) 115355 8005 4705 20405 0000 500 00 500 00 115356 8005 4705 20405 0000 500 00 500 00 115356 8005 4705 20405 0000 500 00 500 00 115356 8005 4705 20405 0000 500 00 500 00 115356 8005 4705 20405 0000 500 00 500 00 4 500 00 500 00 4 500 00 500 00 4 500 00 500 00 5 500 00 500 00	Current Total 500 00 count 500 00 1 IT5356 8005 4705 20400 0000 Debt (USD) Credit (USD) Credit (USD) 115356 8005 4705 20400 0000 500 00 500 00 Correct Org on line 2 of doc #532123 115356 8005 4705 20405 0000 500 00 500 00 Correct Org on line 2 of doc #532123 6 500 00 500 00 500 00 Correct Org on line 2 of doc #532123 6 500 00 500 00 500 00 Correct Org on line 2 of doc #532123 6 500 00 500 00 500 00 Correct Org on line 2 of doc #532123 6 500 00 500 00 500 00 Correct Org on line 2 of doc #532123 6 500 00 500 00 500 00 S00 00 Acct Desc WAR-Outside Agency 207) F1Exity FOCUS Agency Funds (Local) Sales & Sice Edu Actedi F1Financia 7rs Auto-Copy Batch Agency Line Drift/sem	Coverol Total 500 00 Coverol Total 500 00 count Debat (USD) Credit (USD) Description 115356 8005 4705 20400 0000 500 00 Coverol Org on line 2 of doc #53212345 []] 115356 8005 4705 20400 0000 500 00 Coverol Org on line 2 of doc #53212345 []] 115356 8005 4705 20405 0000 500 00 S00 00 Coverol Org on line 2 of doc #53212345 []] Acct Desc VMA Outside Agency (207) F1-Enthy FOCUS Agency Funds (Local) Sales & Sics Edu Activiti F1-Financial Operations Future	Control Total 500 00 Control Total 500 00 Control Total 500 00 Control Total Control Total T15356 8005 4705 20400 0000 Deski (USD) T15356 8005 4705 20400 0000 S00 00 S00 00 S00 00 Control Total Control Total T15356 8005 4705 20400 0000 S00 00 S00 00 S00 00 Control Total S00 00 <td< th=""></td<>

Step	Action
23	Click the Approve button.
24.	Your Journal will flow to your approver. The approver will receive a notification to approve the Journal.



USER PRODUCTIVITY KIT

HSBD 02 Feb 2013 Correct doc # ct Orgon line 2 of doc #5321234 mity of Virginia Cate 8 Effective 1 Document Jun Control 1 ation	5 pory UVA Adjustment Date 02-FEB-2018 nber 86774 Tax Not Required	Currency USD Date 02:FEB-2018 Type User Rate 1	Date Penod Method Switch DirCr Status Not Reversed	
8 Effective I Document Nur Control 1	Date 02-FEB-2018 ober 86774 Tax Not Required	Type User	Method Switch Dr/Cr	
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Step	Action
25.	The journal can be deleted, but only after the funds are Unreserved .
	Click the Unreserve Funds button.
	Unreserve Funds
26.	This concludes the topic. End of Procedure.

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:

OJournals (University of Virg					
Journal	FI-DLH5BD Transfer	from Sundry to DDF	- Conversion		
Description	FY 1718 Transfer fro	m Sundry to DDF		Currency	USD
Ledger	University of Virginia	Category	UVA Transfer	Date	02-FEB-2018
Period	Feb-18	Effective Date	02-FEB-2018	Туре	User

- FI-: stands for UVA Finance NOTE: The hyphen (dash) is the third character of the • department identifier
- DLH5BD: University assigned computing ID ٠

*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
- СР 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
- EVP for Health Affairs HS HS HSE
- IT
- CIO LB Library-UVA
- LW Law School
- McIntire School MC
- MD School of Medicine
- NR Nursing School
- OP Architect-UVA PR President's Office
- ΡV 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.	Log into the GL module and expand to see Journals.
	Click the Enter link.

latch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit		
									Î	
		Find Journals	200000	dina ana ang ang ang ang ang ang ang ang a		noridanani z	X			
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le la	2	Led	1000					-		
		Sou Categ			Period Currency					
		Status			Control Total					
	0	Post Fut			Batch Journal					
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1		-				More				
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Review Jo	ymal	Review Ba	itgh	Beve	erse Batch	Tay Batch		Requery		
New Jou	mal	New Bat	ch	6	pprove			AutoCopy		

Step	Action
2.	The Find Journals form will open.
	Click the New Journal button.
3.	Enter the desired information into the Journal field.
	Enter "FI-DLH5BD Transfer from Sundry to DDF "
4.	Information in the description field shows on reports.
	The description should be understandable to anyone who may review the Journal.
	Enter the desired information into the Description field.
	Enter "FY 1718 Transfer from Sundry to DDF".
5.	Click in the Category field.



	Journal Description Ledger Period Balance Type ering Company	FI-DLH58D Transfer f FY 1718 Transfer from University of Virginia Feb-18	tem Sundry to DDF n Sundry to DDF Category Effective Date Document Number	02-FEB-2018 02-FEB-2018 Not Required	Conversion Currency Date	USD 02-FEB-2018 User	Reverse Date Period Method Switch Status Not Rev Bourse	DriCr + ersed	
Line Acc	ount		Debit (USD)	Credit (USD)	Description			е П	
								-	
	Acct Desc	а <u>В</u> Г	<u>e</u> l		2	R.			
	Tay	AutoCopy	_	Shbuova		Line (Initidown	T Agcoun		
c	heck Funds	Reserve	Fugds	View Results		Change Period	Change Cur	ency	

Step	Action
6.	Click the Category button.
7.	Type UVA T after the wildcard (%) or scroll down to find UVA Transfers.
	Note: Once the journal has been saved the Category cannot be changed.
	Click the UVA Transfer list item.
	UVA Transfer Transfer
8.	Enter the total amount of the transaction into the Control Total Field.
	While not a required field (required fields are yellow) it provides a helpful check that your deposit debits and credits are entered correctly.
	In this example, the total is \$500.00.
	Enter the desired information into the Control Total field. Enter "500.00".
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.



Journal Description	FI-DLH58D Transfer fro FY 1718 Transfer from	m Sundry to DDF Sundry to DDF	UVA Transfer	Conversion Currency USD Date 02/FEB-2018	Reverse Date Period	
	Feb-18		02-FEB-2018	Type User	Motizos Switch Do'Cr ·	
Balance Type Clearing Company	Actual	Document Number	Not Required	Rate 1	Status Not Reversed	
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Step	Action
10.	Click the Account LOV button.
11.	Click the UVA Aliases LOV cell.
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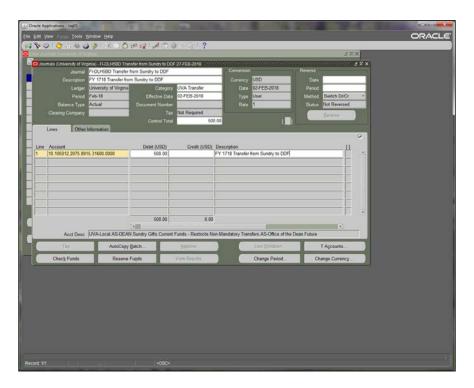


Step	Action
12.	Enter the GL string for the account in which you want to debit.
	Note: Object codes for all Internal Investment Program (IIP) investment/divestments are:
	Pool 1 - 1215 Pool 2 - 1216
	All other transfers must have an object code that begins with 89xx on all lines.
	The Org for the IIP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

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



Step	Action
14.	The Description autopopulates from the description in the header.
	Move on to the Credit line. The line number will populate after you click on the line.
	Click in the Line field.
15.	Click the Account LOV button.
16.	Click the OK button.



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

		(nis) - FI-DLH580 Tran FI-DLH58D Transfer FY 1718 Transfer fro	from Sundry to DDF	27-FEB-2018	Conversion		Reverse		17 X
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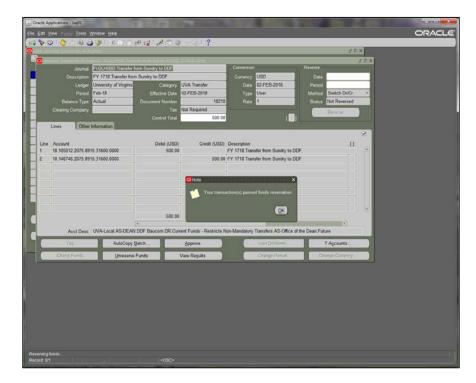
Step	Action
18.	Now you need to enter the amount to be credited.
	Enter the desired information into the Credit field. Enter "500.00".



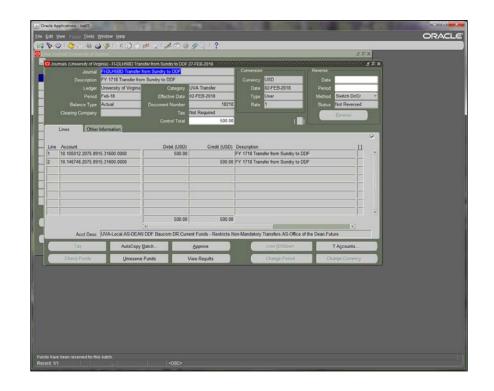
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Step	Action
19.	Click the Reserve Funds button.
	Reserve Funds
20.	Click the Yes button.
	Yes
21.	Click the OK button.
	<u>OK</u>





Step	Action
22.	Click the OK button.



Step	Action
23.	Click the Approve button.
24.	Your Journal will flow to your approver.
	The approver will receive a notification to approve the Journal.

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Step	Action
25.	The journal can be deleted, but only after the funds are Unreserved . Click the Unreserve Funds button.
26.	This concludes the topic. End of Procedure.



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

	Journals (University of Virg					
	Journal	FI-DLH5BD 02-FEB-	2018 #5XX12345 Deposi	t Conference Fees	Conversion	
	Description	5XX12345 Deposit C	onference Fees		Currency	USD
Į	Ledger	University of Virginia	Category	UVA Receipts	Date	02-FEB-2018
	Period	Feb-18	Effective Date	02-FEB-2018	Туре	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.

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Batch			
Journal	FI-DLH5BD%		
Ledger			
Source		Period Feb-18	
Category		Currency	
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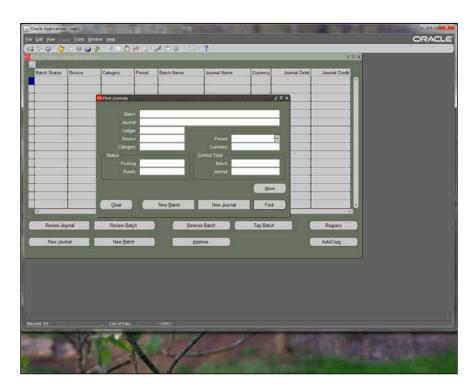
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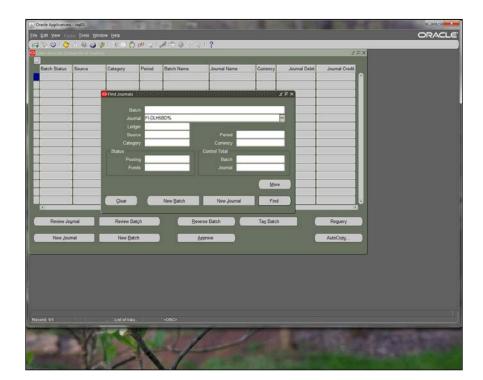
Procedure

This topic illustrates finding a GL Journal entry.

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



Step	Action
2.	The Journals form opens automatically.
	In this example, find a journal created by user, DLH5BD, who works in the FI organization.
	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.
	Enter the search parameter into the Journal field. Enter "FI-DLH5BD%".



Step	Action
3.	If you have created more than a few journals, you should narrow the search.
	One way to narrow the search is by searching the Period in which the Journal was created.
	Click in the Period field.
4.	Click the LOV button.
5.	In this example, look for a Journal that was created in February of 2018. Use the UVA Period naming conventions of 3 letter month followed by a hyphen and 2 digit year: MMM-YY. Enter the desired information into the Find field. Enter " FEB-18 ".
6.	Click the Find button.



	-	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit	~	
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Step	Action
7.	You are now back on the Find Journals form. Click the Find button.



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



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

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.

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Step	Action
1.	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.
	Once you have completed your journal, you will need to have it approved.
	Click the Approve button.
	Approve
2.	Click the OK button.
3.	The approver receives an email from which to
	Approve, Reject or
	Request Information about the journal.
4.	Alternately, the approver can log in and see the notification in the E-Business Suite Worklist.
	The approver's worklist shows the notification of the journal requiring approval.
	The journal name is an active link.



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



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Step	Action
6.	Select the GL Specialist responsibility.
	Click the OK button.



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Step	Action
7.	The batch opens.
	Approvers click the Journals button to review the full journal.
	Journals
8.	In the full journal, the approver can see the GL strings for the clearing account and the revenue project.
	This is an example journal, in an actual journal you should include all parts described in earlier, <i>Creating a GL Journal</i> ,modules.



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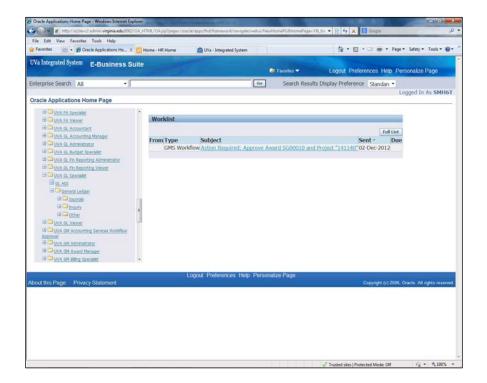
Step	Action
9.	After reviewing the accounting information, approvers close the window and return to the notification. Press [Enter] to continue.



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





Step	Action
12.	The approver's worklist does not show the journal after it is approved.
	Press [Enter] to continue.
13.	The journal creator logs in and sees the notification that the journal is approved.
	Click the Notification link.



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Step	Action
14.	Click the Enter Journals link.
	Enter Journals
15.	Select the GL Specialist responsibility.
	Click the OK button.



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Step	Action
16.	The batch opens.
	Click the Journals button.



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Step	Action
17.	Click the Other Information tab.
	Other Information

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

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Step	Action
19.	Once approved no response is required.
	Click the Enter button.
20.	This concludes the topic.
	End of Procedure.



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 Imelda Carter.

Procedure

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

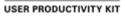
Reconciling monthly is a requirement at UVA. Do not forget to reconcile your General Ledger projects!



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Step	Action
1.	Find and open the posted journal that you need to reverse. Click the Reverse button.
	Reverse
2.	The Default reversal box appears. In this example, the current date has been entered and the Reversal period has populated.
	Note: The reversal date is DD-MMM-YYYY and the reversal period is MMM-YY.
	Click the OK button.





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Step	Action
3.	Acknowledge the concurrent process note.
	Click the OK button.
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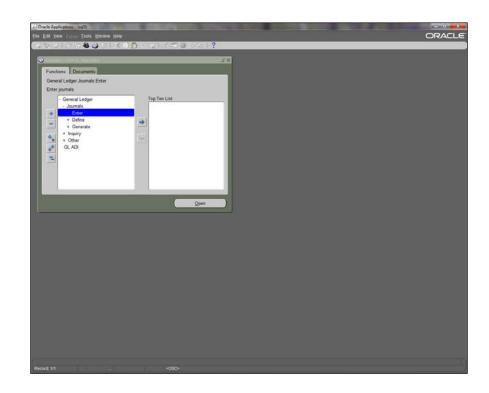
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Step	Action
4.	Click the Close button.
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Step	Action
5.	Click the Close button.
	×



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

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





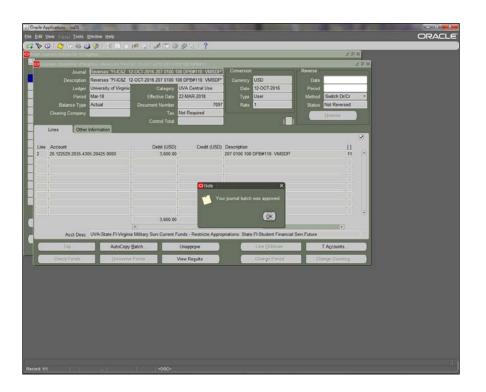
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Step	Action
8.	Click the Review Journal button.
	Review Jo <u>u</u> rnal

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Step	Action
9.	Notice the system generated journal name.
	Click the Reserve Funds button.
	Reserve Funds
10.	Click the OK button.
	OK
11.	Click the Approve button.
	Approve



Step	Action
12.	Click the OK button.
	<u>OK</u>
13.	Click the Close button.
	×
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.

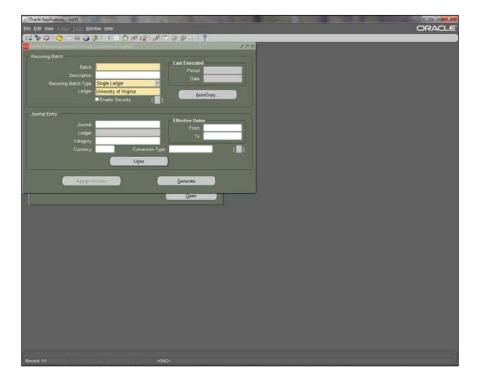
NOTE: Define a skeleton journal for the category of journal you frequently create. For example:

- UVA Receipts
- UVA Receipts-Credit Cards

Procedure

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

Step	Action
30.	Log in as a UVA GL Specialist.
	Navigate to:
	Journals
	Define
	Recurring
	Click the Recurring link.
	Recurring



Step	Action
1.	Follow the UVA naming convention for Journal entries.
	In this case, the Recurring entry is for credit card receipts, so CC Recurring is added to the name.
	If it was for cash or checks you would use " BD " in the name to indicate bank deposit.
	Enter the desired information into the Recurring Batch: Batch field.
	Enter "FI-DLH5BD CC Recurring".
2.	Enter the same journal name as the batch name.
	Now choose a Category.
	Click the Category cell.



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

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Step	Action
4.	Do not save yet.
	Click the Lines button.
5.	Line number 1 has been entered for you.
	Click the Account LOV.



Step	Action
6.	Click the UVA Aliases LOV to see the list.
7.	The alias for the credit card clearing account has been selected.
	NOTE: MasterCard, Discover Card, & Visa aliases begin with CC. American Express aliases begin with CX.
	Click the OK button.
8.	Click the OK button.
9.	Don't save yet.
	Press the [Down] arrow to go to the next account line.
10.	Line number 2 has been entered for you and the Account field LOV was engaged. Instead of selecting an alias, enter your <i>GL string</i> .
	Click the OK button.
11.	If you are not sure what your GL string is, you can lookup the parts in UBI,
	GA Reference module -Awards Tab
	GL Reference module - Rev Proj Relationship Tab
12.	The GL String has been entered for you.
	Click the OK button.
	<u>O</u> K
13.	Now it is time to save.
	Click the SAVE button.
14.	Click the Close button.
	×



/- Oracle Applications - isq01			 ORACL
Define Recurring Journal Formula (University of Virginia)	100000100010501000000000000000000000000	XXXXX	
Batch FI-DLH5BD CC Res	Last Executed Period		
Description	Date		
Recurring Batch Type Single Ledger	·		
Ledger University of Virgini			
Enable Security	1 1		
Journal Entry			
	Effective Dates		
Journal FI-DUH5BD CC Rec			
Ledger University of Virgini Category UVA Receipts-Cred			
	Conversion Type	1 1	
10.12.22.00 Conservation 10 12			
	Liges		
Agsign Access	Generate		
	<u>Qpen</u>		
Record 2/2			

Step	Action
15.	Close the window.
16.	This concludes the topic Defining a Recurring Journal Template. End of Procedure.

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

/- Oracle Applications - iup01

Functions Documents		2×1	
General Ledger.Journals Generate Re Generate recurring journals	curring		
General Ledger Journals Enter * Define	Top Ten List	-	
- Generate Recurring + Inquiry			
+ Other			
GL ADI			
and the second s		_	
1	Qpen		

Step	Action
1.	Navigate to:
	Journals
	Generate
	Recurring
	Click the Open button.
	Open
2.	These are all the Recurring Journal entries.
	Search for yours.
	Initiate a query by Pressing [F11].
3.	Enter the parameter for your query into the Recurring Batch field.
	Use your computing ID to search.
	Enter "%DLH5BD%".



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

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Sub	mission Details Last Run	Details	_	_	_		-
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	Becuri	g Journal		-	serate		-
	Becurrie	g Journal		-	nerāta		
	Becurrie	g Journal		-	afpia		

Step	Action
5.	Select the Recurring Journal Template that is needed.
	Be sure to choose the template with the correct category. Click the Checkbox option.

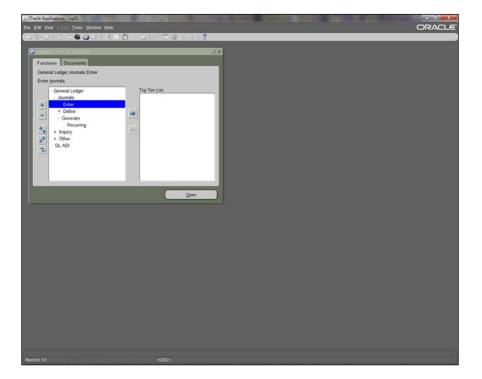
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erate Recurring Journals (Une				in and the second	11111111 S F	×			
mission Details Last Run	Details								
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Bearin	ng Journal		-	rrerate					
Becuti	ng Journal		-	anerate	•				
Beari	ng Journal		-						

Step	Action
6.	Enter the desired information into the Period field.
	Enter "Apr-18".
7.	The Journal date and calculation date populate automatically when you tab through the fields.
	Press [Enter] to continue.
8.	Click the Generate button.
	Generate



bmission Details Last Run	Details								
a an			ctive Date	-	Request				
Recurring Batch FI-DLH5BD CC Recurring	Period Apr-18	Journal 01-APR-2018	Calculation 01-APR-2018	Budget	ID 18619961				
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Step	Action
9.	A concurrent request is created when you click generate.
	It will take a few minutes to complete.
	Press [Enter] to continue.



Step	Action
10.	Your journal was generated, but the deposit number and the amounts are missing.
	Journals, Enter has been selected for you.
	Click Open .
	<u>Open</u>
11.	Search for your newly generated journal using the percent sign (%) before and after your user id.
	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.
	Enter the desired information into the Period field. Enter "MAR-18".



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Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit	1	
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						They are the				
New Jour	nal	New Bat	ch		Approve			AutoCopy		

Step	Action
12.	Click the Find button.
	Find
13.	Find the Recurring Journal Template you want to use.
	Click the Review Journal button.
	Review Journal



	Description Ledger Period Balance Type	Dreated by recurring University of Virginia Mar-18	Effective Date Docurrent Number	UVA Receipts-Credit C 22-MAR-2018 206492	Conversion Currency Date Type Rate	USD 22-MAR-2018 User	Reverse Date Period Method Switch Di/Cr Status Not Reversed	22×	
	Cleaning Company Lines Other In	formation	Control Total	Not Required		.(2)	Bewrite		
Line 1 2	Account 10 980328 1165 2610 10 980406 1165 2610		Debit (USD)	Credit (USD)	Description				
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6	Acct Desc	JVA-Local AT-CC C AutoCopy		EFunds - Unrestric Depo	osits AT-Ticker	Line Dilldown	T Agcounts		
6	Check Funds	Reserve	Fugds	View Reputs		Change Period	Change Currency		

Step	Action
14.	The generated description is not adequate for a journal entry.
	Click in the Description field.
	Created by recurring journal entry program
15.	The Description has been entered for you.
	Note: The Description must be copied & pasted into the description fields for the debit and credit.
	Press [Ctrl+C] to copy.
16.	The control total and the debit amount for the clearing account has been entered.
	Press [Ctrl V] to see the description pasted into line one.
17.	The credit amount has been entered.
	Press [Shift+F5].
18.	Shift F5 copied the field above.
	Press [Enter] to continue.



Step	Action
19.	Click the Reserve Funds button.
	Reserve Funds
20.	Click the Yes button.
	Yes
21.	Click the OK button.
22.	Click the OK button.
	OK
23.	Click the Approve button.
	Approve

2	Journal Description	52312345 - Credit Ca	nog 22 MARSIB 17 st rd deposit for Focus C	onference	Conversion	USD	Reverse Date	27	× 27×	
	Ledger Period Balance Type Cleaning Company	University of Virginia Mar-18 Actual	Category Effective Date Document Number Tax	UVA Receipts-Credit 22-MAR-2018 20545 Not Required	Туре	22-MAR-2018 User 1	Penod Method Status	Switch Dr/Cr Not Reversed		
	Lines Other Account 10.980328.1165.26	Information	Control Total Debit (USD) 750.00	Credit (USD)	Pescription	Card deposit for Focu	Contempor	n	8	
2	10 980406 1165 26		750.00	• Note		Card deposit for Focu	s Conference		(4)	
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	Check Funds	Unreserve	Funds	View Regults		Change Period	Chi	inge Cummicy_		

Step	Action
24.	Click the OK button.
	QK



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 (<u>https://ubi.virginia.edu/get-started</u>)

GL Quick Reference Guides: UBI Community (<u>https://ubicommunity.virginia.edu/community/resources-</u> <u>documentation/content?filterID=contentstatus[published]~category[gl]</u>) (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
2.	Single Request is selected.
	Click the OK button.
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Step	Action
3.	Click the Name List of Values button.
	···
4.	Click the Account Analysis list item.
5.	Click the OK button.
	<u>o</u> k
6.	Click the LOV button.
7.	Click the OK button.
	Entry Item is selected.
	<u>o</u> k
8.	Actual is selected as the Balance Type.
	Click the OK button.
	QK
9.	Click the Starting Period LOV button.
10.	Jul-12 is selected.
	Click the OK button.
11.	The ending period, May-13 is selected.
	Click the Ok button.
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12.	Click in the Flexfield From field.





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

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Choices in list 3		- Lá
Record 1/1		

Step	Action
14.	Order by Account Segment is selected.
	Click the OK button.
	Qκ
15.	Click the OK button.
16.	Click the Submit button.



Bet	resh Data	Find Requests		Submit a New Request		
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	el Request	View Detailg		NerrOdge NerrOdge		
						Qpen

Step	Action							
17.	The report is in the Pending Phase.							
	Click the Refresh Data button.							
18.	The report is in the Running Phase.							
	Click the Refresh Data button.							
	Refresh Data							
19.	When the phase is completed, view the output.							
	Click the View Output button.							
	View Output							



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



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Step	Action
22.	The report is viewed in a browser window.
	Click the Close button.
23.	This concludes the section on GL Reports. End of Procedure.

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.	Expand Inquiry.
	Click the Account link.

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Step	Action
2.	Close the Account Inquiry form.
	Click the Close button.

Step	Action
3.	Click Tools on the menu bar.
	Tools

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Step	Action
4.	Uncheck the Close Other Forms menu.



Step	Action
5.	Inquiry, Account is selected for you.
	Click the Open button. Account

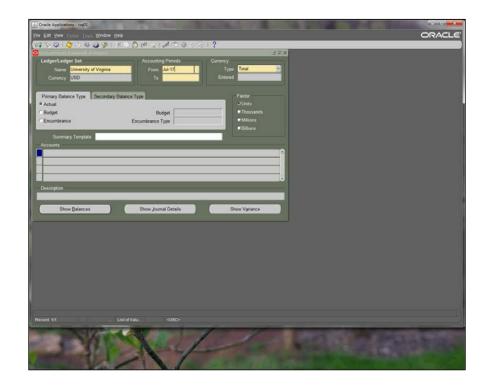
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Step	Action
6.	Press [Tab].



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



Step	Action
8.	Enter the desired information into the To field. Enter " Dec-17 ".
9.	Click in the Account field.
10.	You will drill down to the module in which a transaction occurred.
	The object code chosen helps focus the inquiry in the area of interest.
	The highest-level structure of GL Object Codes is shown in this table:
	1000 Assets2000 Liabilities3000 Fund Balance
	4000 Revenue 5000- 8950 Total Expenses
	9000 Statistical Units
11.	The GL String has been entered for you. The object code, 6515, falls in the expense range (Supplies, Office).
	NOTE: You could enter a range for the segments of the accounting string.
	Click the OK button.
	<u>o</u> k
12.	The Description field shows the name of the GL String segments separated by periods.
	Press [Enter] to continue.
13.	Click the Show Balances button.
	Show Balances





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Sep-17	USD	0.00		16.32				
Oct-17	USD	0.00		16.32				
Nov-17 Dec-17	USD	0.00		16.32				
Dec-17	USD	0.00		16.32				
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Step	Action
14.	Jul-17 has \$16.32 in the PTD column. It is selected.
	Click the Journal Details button.
15.	One line was processed on this GL string in Jul-17.
	The line is selected with a debit of \$16.32.
	Click the Drilldown button.
	Drilldown



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Step	Action
16.	The \$16.32 total debit includes one debit.
	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.
	Click the View Transaction button. View Transaction



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Step	Action
17.	Click the All Distributions button.
	All Distributions

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Step	Action
18.	In this example, the first distribution is highlighted. This distribution of \$9.44 is on line number two on the purchase order.
	This information can be found in the Line Number field, top left.
	Press [Enter].
19.	Click the close button to close the distribution window.

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



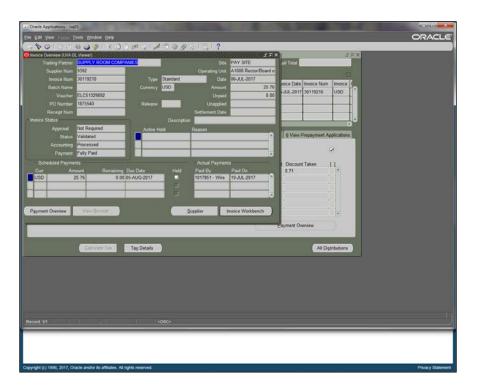
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Step	Action
21.	Click the Payment Overview button.
	Payment Overview

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Step	Action
22.	Quite a few invoices were paid in the check for \$18,769.40.
	The invoice number can be found on the previous window.
	Click the Scroll down arrow to find the invoice associated.
23.	When you click on the Selection box in front of the Invoice, it will take you to the Invoice Overview form.
	Click in the Selection Box field.



Step	Action
24.	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. Click the Window menu to see all the open windows.



Step	Action
25.	Here is a list of all open windows. The radial button is on 6 Invoice Overview because that is the current window.
	Choose number 3 option.
	Click the 3 Journals (University of Virginia) option.
	C 3 Journals (University of Virginia) - 10.119464.2075.6515.31670.0000,Jul-17

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Step	Action
26.	This takes you back to the Journals window.
	You can go to any of the previous windows by choosing it in the windows dropdown menu. Click the Close button.
27.	This concludes the topic. End of Procedure.

Drilling Down to Accounts Receivable

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- General Leo - Inquiry	Close Other Forms		Navigator window.

Procedure

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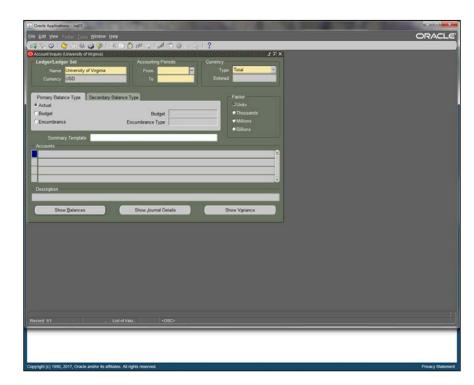
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Step	Action
1.	Double-click the Account list item.
	Account



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Step	Action
2.	Enter the period of inquiry.
	Enter "Jul-17".
3.	Click in the Accounting Periods: To field.
4.	In this instance, only the Jul-17 accounting period is being queried, but the Integrated System allows an inquiry of a span of time. Click in the Account field.



Oracle Applications - isq01			
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Step	Action
5.	The Accounting string has been entered for you.
	Click the OK button.
6.	Click the Show Balances button.
	Show <u>B</u> alances





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



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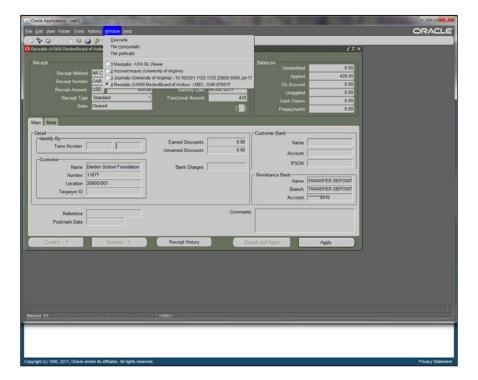
Step	Action						
9.	Two transactions make up the total, \$3073.00.						
	The first line, \$420.00 credit, is selected.						
	Click the View Transaction button.						
	View Transaction						



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Step	Action
10.	Review the receipt.
	Press [Enter] to continue.
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.
	O 3 Journals (University of Virginia) - 10.100301.1125.1335.20800.0000,Jul-17
13.	Click an entry in the Debit column.
14.	Click the Drilldown button.



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Step	Action
15.	The debit is \$3974.
	Click the Row 2 option. It is a debit of \$850.
16.	Click the View Transaction button.
	View Transaction

ORACLE 10 0 0000 0 9 9 1 ? i ⊈ ⊼ X JUL-201 0.00 1000058475 SD ice-Local 8 000 Rector/Board of Visitor Befrest Details N Reference Information Bit To Law School Foundation 2617 20800 B01 20800 P O BOX 400405 CHARLOTTESVILLE, VA 22044 United S Sold To Name Law School Foundation Number 2617 Paying Customer Name Law School Foundation Number 2617 Location 20800-B01 ent Details Receipt Method Payment Method Instrument Number Commitment Payment Term 30 NET Invoicing Rule Due Date 13-AUG-2017 Lige Items Тақ Distributions Sales Credits

Step	Action
17.	Click the Line Items button.
	Line Items

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Step	Action
18.	Highlight the field to see more.
	Click in the Description field. Affiliate Employee Membership
19.	Click the Editor icon to review the full description on the selected line.

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Step	Action				
20.	The full Description is now visible.				
	Press [Enter].				
21.	This concludes the topic. End of Procedure.				



Drilling Down to Fixed Assets

🐁 Oracle Applications - U	VA isp11 : Production	_	
Eile ⊑dit ⊻iew Polder	<u>Tools</u> Window Help		Before beginning an account inquiry in GL that will involve
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🚳 Navigator - UVA GL Vi	Expand <u>B</u> ranch Expand <u>A</u> ll		* <u>un-check</u>
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General Ledger:	Function List Top Ten List		in the Tools menu on the
- General Leo	Close Other Forms		Navigator window.

Procedure

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

Step	Action
1.	Double-click the Account list item.
2.	The accounting period, Jul-17, has been entered.
2.	Click in the Accounts field.
3.	A partial accounting string has been entered.
	Object code 1705 is FA-Equipment.
	Click the OK button.
	QK
4.	Click the Show Balances button.
	Show Balances



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Step	Action
5.	Click the Journal Details button.
	Journal Details
6.	Click the Drilldown button.
	Drilldown



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Period: Juit of	iew Journal E	ntry Line	15 1												Save Sear
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Step	Action
7.	There is only one transaction and it is automatically selected.
	Click the View Transaction button. View Transaction



USER	PRODUCTIVITY

Number					
1376884	Transaction Type TRANSFER	Asset Number - Description T0381 - UTILITY VEHICLE	Effective Jul-17	Entered Upl-17	
		-			
				_	
	ook UVA FA BOOK Amortized Adjustmen	-		Qetails	
		<05C>			

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

Step	Action
9.	Review the details and close the window.
	Press [Enter] to continue.
10.	This concludes the topic. End of Procedure.

Drilling Down to Labor via GA

Source Applications - UVA isp11 : Production			
Eile Edit View Folder	Tools Window Help		Before beginning an account inquiry in GL that will involve
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	Collapse		module,
🚳 Navigator - UVA GL Vi	Expand Branch		* <u>un-check</u>
Functions Docun	Expand <u>A</u> ll		
	Collapse All		Close Other Forms
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	_ Top Ten List		in the Tools menu on the
- General Let			Navigator window.



Procedure

Designed the OL server 3 X	
Functions Documents	
General Ledger Inquiry Account	
Inquire on account balances General Ledger Top Ten List	
- Inquiry	
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E Budget	
Journal Funds	
Account Analysis and Drilldown	
* Other	
Open	

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



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1420 0 0 - 9 9 9 0	ISDD PRIZO	21 ?	
Ledger/Ledger Set	Accounting Periods	Currency	
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C Budget	Budget Encumbrance Type	Millions	
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Description			
Show Balances	Show Journal Details	Show Variance	
=			
Record 1/1	List of Valu. <0SC>		
Record III	. ListofValu., «OSC»		1

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

🔄 Oracle Applications - ise01		
Elle Edit View Folder Toole Window Help	ORACI	E
	2/31 2	
Ledger/Ledger Set Accounting Periods	Currency	
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Carrency USD 10 July 10		
Primary Balance Type Secondary Balance Type	Factor	
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	Billions	
Summary Template Accounts		
	Find Accounts	
	Low High	
	Entry	
Description	Project 149518 -	
	Fund Source 2065 2065	
Show Balances Show Journal Details	Organization	
	Future	
	QK Cancel Clear Help	
		-
Record 1/1 List of Valu. <09C+		



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

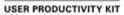
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	Show Balance	Share Investi Datala	Ohm Vinimus	
	Show Darances	onon gournal certains	Show variance	

Step	Action
4.	Click the Show Balances button.
	Show Balances
5.	Jan-16 period shows activity. It is selected.
	Click the Journal Details button.
	gouinai Details
6.	Click the Drilldown button.

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University of Virginia	20.149518.2	065 5010 31670 0	UNA	State AS-ASTR APO ricle Salary, Faculty, T	GEE-2 99P47	1. Current Funds -		31-Jan-201	16 Cost		557.	50		,

Step	Action
7.	Two transactions make up the \$2277.75 debit.
	The first transaction, \$1,720.23, is selected.
	Click the View Transaction.
	View Transaction
8.	Review the transaction.
	This view is also available through GA Expenditure Inquiry, View Actuals.
	Press [Enter] to continue.
9.	Return to the Journals window.
	The Window menu is selected.
	Click the 3 Journals (University of Virginia)
	O 3 Journals (University of Virginia) - 20.149518.2065.5010.31670.0000,Jan-16





	nais (University of Virgin Bulanc	a) - 20 149518 20 FType Actual	65.5010 31670 0000.	lan-16	ency Type Total	17	×	
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Step	Action
10.	Now back at the Journal window, drilldown to find out about the second debit line.
	Click the Drilldown button.
	Drilldown



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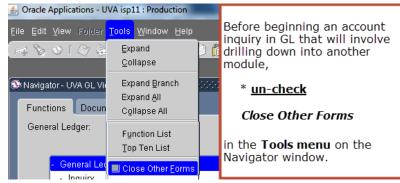
Step	Action
11.	Change the radio button to the second line.
	Click the second Radio Button option.



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Vrgi	ginia (California)	20.149518.2	.065.50	010.31670.0000	Rest	riche Salary, Fa	culty, T	&R AS-Asbo	nomy Futur	•		314	Jan-2016	Cost			557.50		. U.	00
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Step	Action
12.	The second line is selected for review.
	Click the View Transaction.
	View Transaction
13.	Review the transaction.
	Press [Enter].
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.
2.	The Accounting Period range of Jul-17 to Dec-17 has been entered.
	Click in the Accounts field.
3.	A partial accounting string has been entered.
	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).
	Click the OK button.
	QK
4.	Click in the first line in Account field.
5.	Click the Show Balances button.
	Show <u>B</u> alances
6.	There hasn't been any charges for Svcs, Telecom, DIT to this GL String.
	Click the Close button.
	T × T



Step	Action
7.	Click in the 20.104088.1001.6145.20020 row.
	20.104088.1001.6145.20020.0000
8.	Click the Show Balances button.
	Show <u>B</u> alances

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🖸 Detail Bi			1.6145.20020.0000		00000000 £7	×		
	Balance Ty	You Actual		Currency Type Total	-			
3								
Period	Currency	DIG	PTD Converted	YTD	YTD Converted			
Jul-17	USD	158.04		158.04		1		
Aug-17	USD	34.03		192.07				
Sep-17	USD	0.00		192.07				
Oct-17	USD	0.00		192.07				
Nov-17 Dec-17	USD	0.00		192.07				
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Step	Action
9.	There were charges for Svcs, Telecom, DIT for this GL String. The first line, Jul- 17, has been selected.
	Click the Journal Details button.
10.	The \$158.04 Jul-17 debit is comprised of two debits. The first line, \$128.09, is selected. Click the Drilldown button. Drilldown

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Step	Action				
11.	Click the View Transaction button.				
	View Transaction				



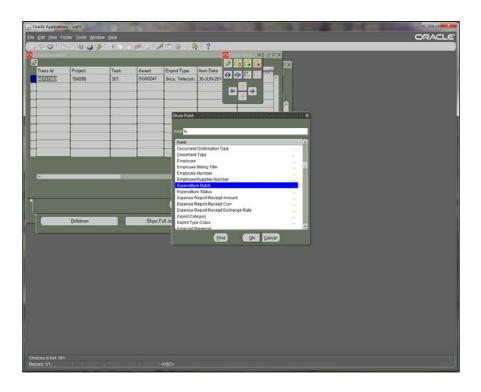
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Step	Action
12.	This is the same window you can see in Expenditure Inquiry, Actuals.
	Click Scroll >.
13.	Select other columns to add to the view.
	Click the Folder Tools toolbar.



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Step	Action
14.	Click the Show Field button.
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Step	Action
15.	Add the Expenditure Batch column, by finding and selecting Expenditure Batch.
	Click the OK button.
16.	The batch name for the charge populates.
	Note: The PTA distribution for the charge are now visible. Press [Enter] to continue.
17.	This concludes the topic. End of Procedure.