



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:

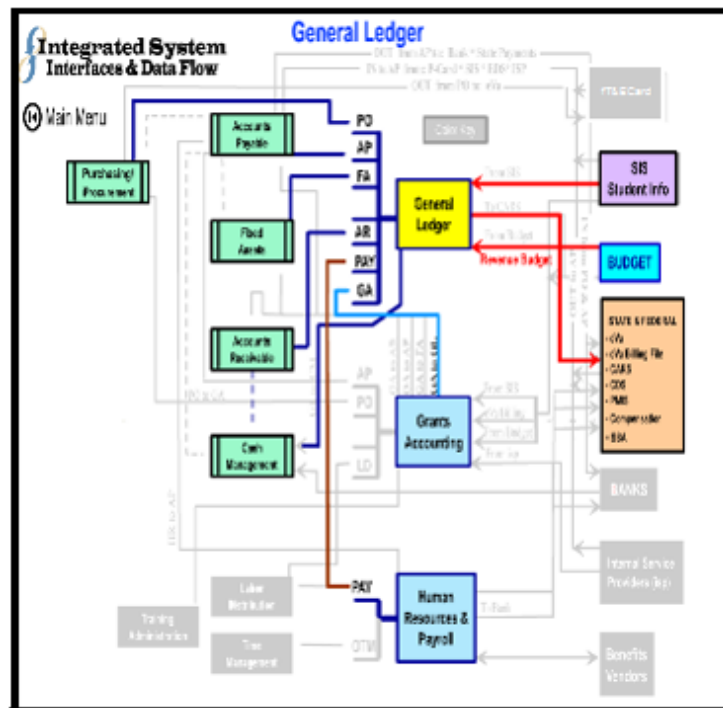
- Working with the Internal Investment Program (IIP)
- Reviewing financial reports from the Budget Office.

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

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

You need know:

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



The GL String and the PTAE0



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

Entity

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

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

Entity Codes

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

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

Local Entity Codes

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

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

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

Example string: 16.xxxxxx.2075.4510.xxxx.0000

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

State Entity Codes

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

- Depositing revenue from state sales and services.

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

Example string: 27.xxxxxx.1110.4710.xxxx.0000

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

Outside Entity Codes

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

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

Example Outside Agencies:

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

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

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

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

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

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

UBI UNIVERSITY BUSINESS ENVIRONMENT

GA Reference

Search a search term...

Quick Start A-P-T Awards Projects Task Controls Charge Stop Rules Status Review Award Volume Orgs About My Data

Select Action: More Actions: Show Inquiries: Show All Inquiries

Select Award(s):

Award Project Task Combinations

Award Name	Award Num	Award Name	Award Own Org	Award Purpose Desc	Project Num	Project Own Org	Task Num	Award End
105236 DR01247 AS-ASTR HCC...	31870 AS-Astronomy			2079-10 Current Funds - Restr: Priv Gifts (Local)	105236 AS-ASTR HCC...	31870 AS-Astronomy	101 Task 1	6/30/2024

Select Project(s):

Select Other (Blank):

Print All

Award Purpose Desc
2079-10 Current Funds - Restr: Priv Gifts (Local)

Project

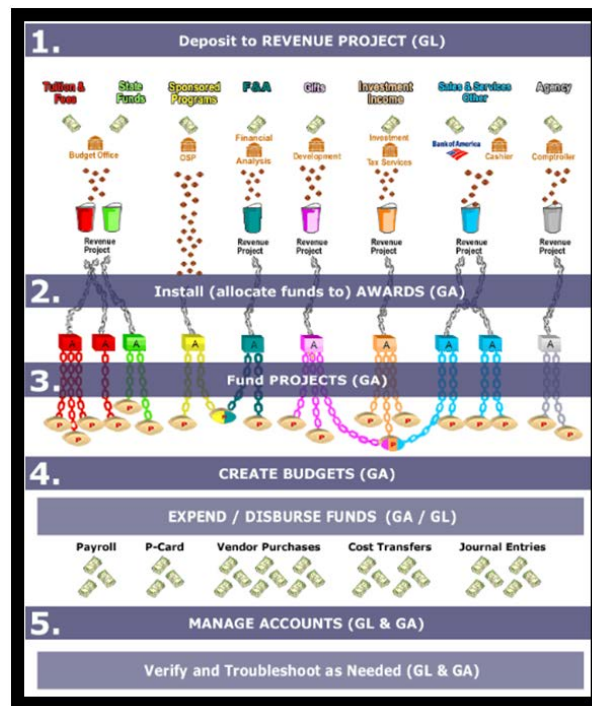
There are five (5) types of Projects:

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: [Processing Funds](#)



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

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

Fund Source

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

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

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

Fund Sources for Routine Departmental Deposits

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

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

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

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

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

A list of all Fund Sources can be found in the UBI (<http://ubi.virginia.edu/>) GL_Reference Module

UBI UNIVERSITY BUSINESS INTELLIGENCE

GL Reference

Quick Start Rev Proj Relationships Parent - Child GL Object Codes **GL Fund Source** About MySheet

Select Dates: GL Fund Source is a stand alone tab and does not consider report filters from other tabs. Choose filters specifically from this tab.

Select Award(s):

Select Project(s):

Select Other Filters:

Parent Fund Source Num	Parent Fund Source Name	Fund Source Num	Fund Source Name
1000	Current Funds - Unrestricted	1001	Current Funds - Unrestricted: State E&G Fund
1000	Current Funds - Unrestricted	1002	Current Funds - Unrestricted: Local General (Local)
1000	Current Funds - Unrestricted	1005	Current Funds - Unrestricted: Tuition and Fees (State 0300)
1000	Current Funds - Unrestricted	1010	Current Funds - Unrestricted: Tuition and Fees (Auxiliary 0306)
1000	Current Funds - Unrestricted	1015	Current Funds - Unrestricted: Tuition and Fees (Local)
1000	Current Funds - Unrestricted	1020	Current Funds - Unrestricted: State Approp (State General Funds 0100)
1000	Current Funds - Unrestricted	1025	Current Funds - Unrestricted: 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.

UBI UNIVERSITY BUSINESS INTELLIGENCE

GA Reference

Quick Start **A-P-T** Awards Projects Txn Controls Change Req Roles Status Review Award Volume Orgs About MySheet

Select Dates: Show Active Show Inactive Show All Statuses

Select Award(s):

Select Project(s):

Select Other Filters:

Clear All

Award Revenue	Award Num Name	Award Own Org Name	Award Purpose Desc	Project Num Name	Project Own Org Name	Task Num Name	Award End Active Dt
105236 DR01247 AS-ASTR, McC...	31670 AS-Astronomy	2075-10	Current Funds - Restr: Priv Gifts (Local)	105236 AS-ASTR, McC...	31670 AS-Astronomy	101 Task 1	6/30/2026

Award Purpose Desc

2075-10 Current Funds - Restr: Priv Gifts (Local)

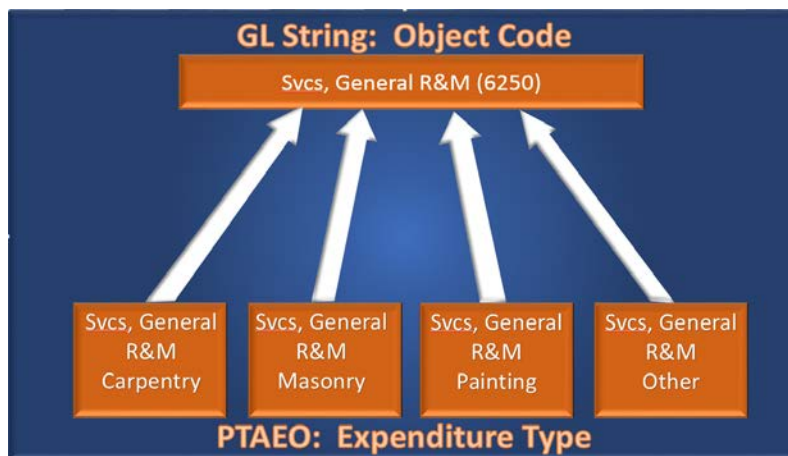
Object Codes

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

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

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

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



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

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

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

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

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

UBI UNIVERSITY BUSINESS INTELLIGENCE

GL Reference

Quick Start Rev Proj Relationships Parent - Child **GL Object Codes** About MySheet

Note: When the Module Flag is "GM Only" the UFM Line Item is set to "GL Direct Expense" to note that a transaction was entered in GL directly via a m See the GA Reference Reports, Expenditure Types tab to determine the UMF Line Item associated with GA transactions.

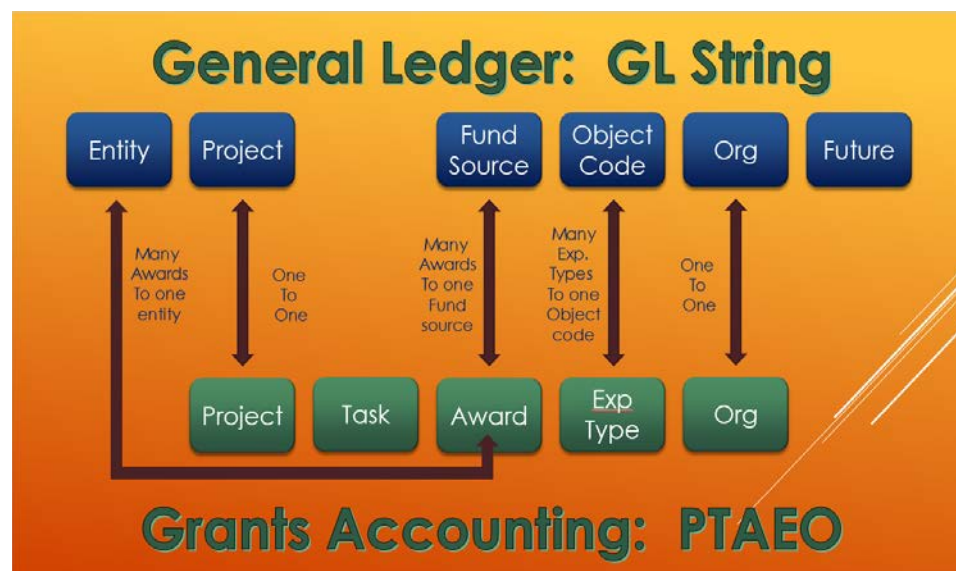
GL Object Codes

Parent Flag	Enabled Flag	Object Code	Object Code Desc	Module Flag	UFM Line
P	Y	SALL	State Allocations	GL Only	-
P	Y	SAPP	State Appropriations	GL Only	-
P	Y	SDRV	State Deferred Revenue	GL Only	-
P	N	SEXP	State Expenses	GL Only	-
P	Y	SFA	State Fixed Assets	GL Only	-
P	Y	SNON	Non-State Object Codes	GL Only	-
P	Y	SREV	State Revenue	GL Only	-
C	Y	SUNA	State Unallotted	GL Only	-
P	Y	1000	Assets	GL Only	-
P	Y	1100	Cash	GL Cash	-
C	Y	1101	Cash-Allocated	GL Cash	-
C	N	1110	FAS-Cash AP	GL Cash	-

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 (<http://its.virginia.edu/integratedsystem/finance/Organizations.xls>) in the Finance Links.

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

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



Internal Investment Program

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

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

The following Fund Sources are allowable in IIP:

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

Calculating Funds Available

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

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

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

Investment Pools

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

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

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

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

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

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

Internal Investment Program Entries

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

You are required to create journal entries to:

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

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

Investing Funds

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

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

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

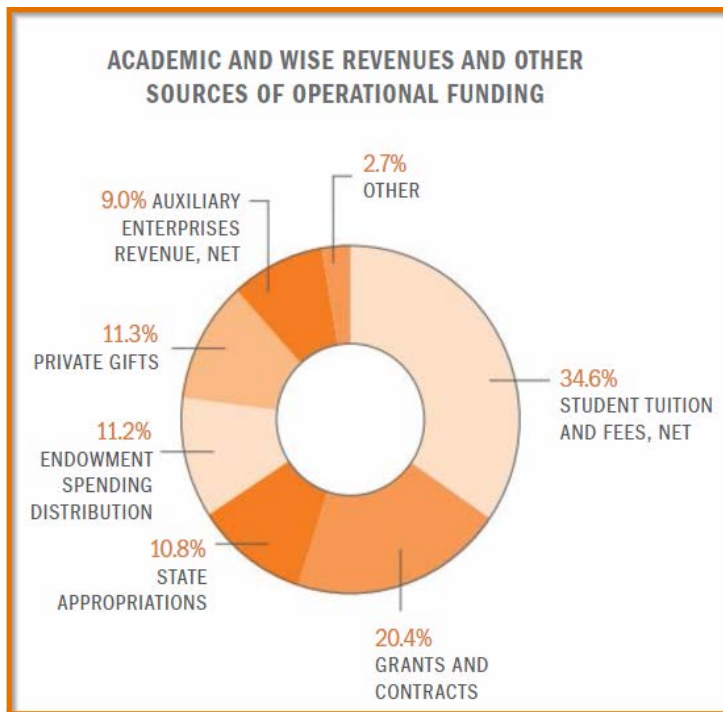
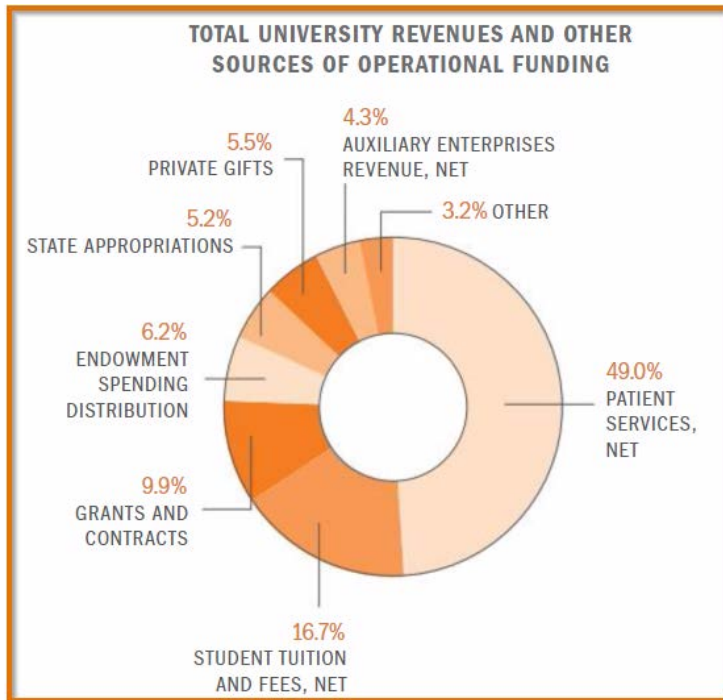
Divesting Funds

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

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

Financial Reports

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



Creating a GL Journal Entry for Deposits Journals for Depositing Cash

UVA's Naming Convention for GL Journals for Deposits

AA-USERID DD-MMM-YYYY Description

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

Example

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

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

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

*PROJECT, AWARD, AND ORGANIZATION PREFIXES

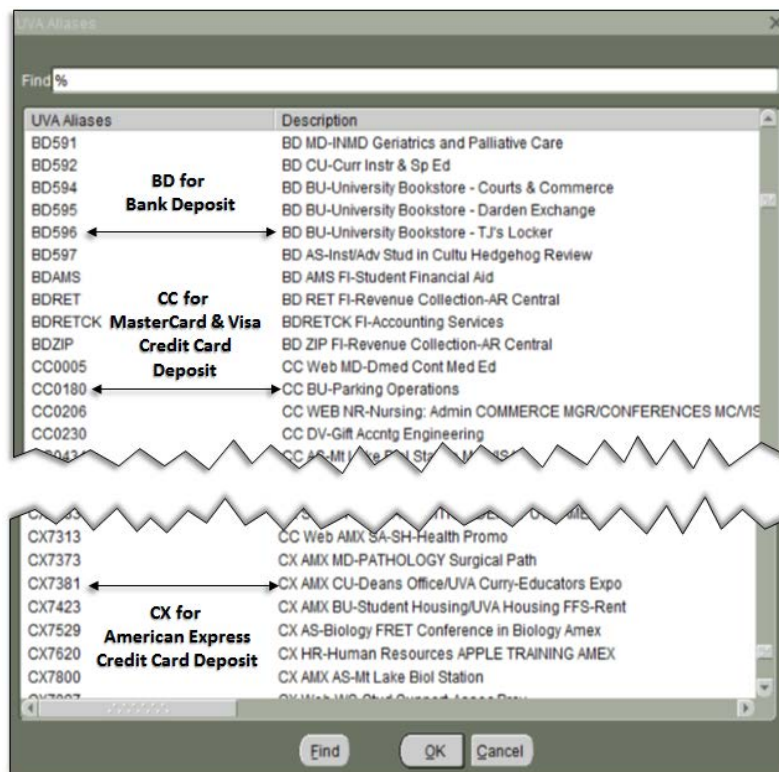
Prefix	Organizational Unit
AR	Architecture School
AS	College of Arts & Sciences
AT	Athletics
BA	Frank Batten School
BU	Business Operations
CO	Exec VP/COO
CP	School of Cont/Prof Studies
CU	Curry School
DA	Darden School
DE	VP/Diversity and Equity
DV	SVP University Advancement
EN	Engr School
FI	UVA Finance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

DEBITS and CREDITS

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

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

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



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

The [accounting services](#) department maintains the list of aliases.

DESCRIPTIONS

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

For Cash or Check Receipts:


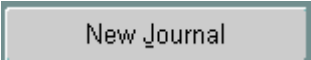
- Ensure you have used the correct Suspense Account string in the Debit line. The alias begins with BD.
- Debit/Credit Line Description = Deposit Control Number (DCN) from the bank deposit slip.
 - In the Debit line's Description field enter ONLY the DCN.
 - In the Credit line's Description field enter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

For Credit Card Receipts:

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


Procedure



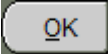
This topic illustrates creating a GL Journal entry.

Step	Action
1.	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 "

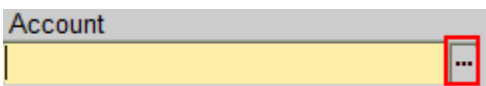

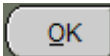
Step	Action
4.	<p>Information in the description field shows on reports.</p> <p>You are required to enter the deposit slip number in the description field so that you can refer to it when you reconcile.</p> <p>Enter the desired information into the Description field.</p> <p>Enter "52312345".</p>

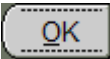
The screenshot shows the Oracle General Ledger 'Journals' window. The 'Description' field is highlighted in yellow, indicating it is the active field for data entry. The window also displays fields for Journal, Ledger, Period, Balance Type, Clearing Company, Category, Effective Date, Document Number, Tax, Control Total, Conversion, Currency, Date, Type, Rate, Reverse, Date, Period, Method, and Status. The 'Description' field is highlighted in yellow, indicating it is the active field for data entry.

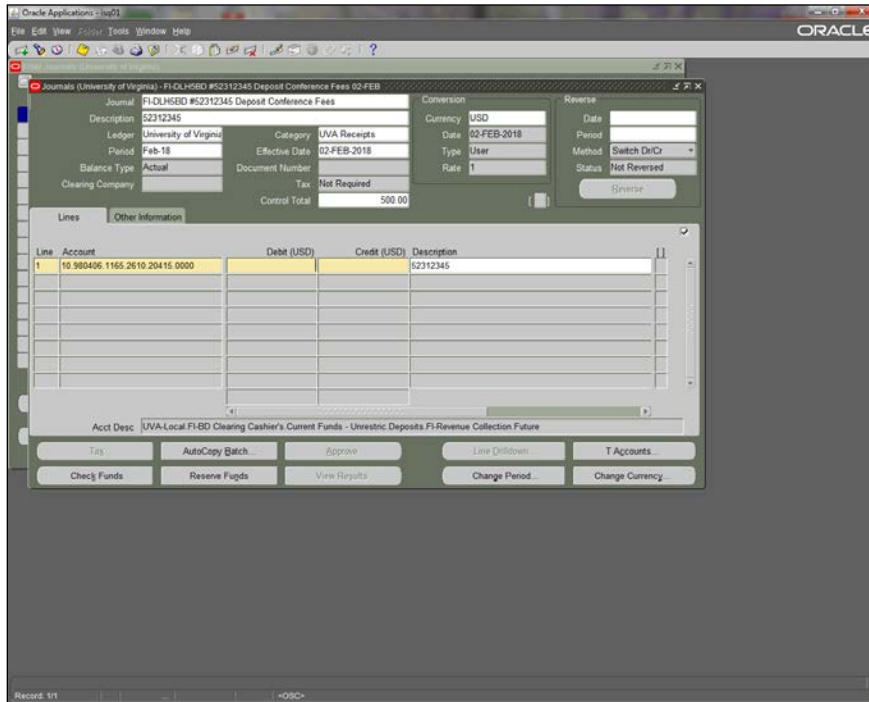
Step	Action
5.	<p>Click in the Category field.</p> <p></p>

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

Step	Action
12.	Click the Account LOV button. 
13.	Click the UVA Aliases LOV cell. 
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. 



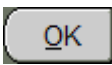
Step	Action
15.	Click the OK button. 

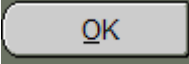


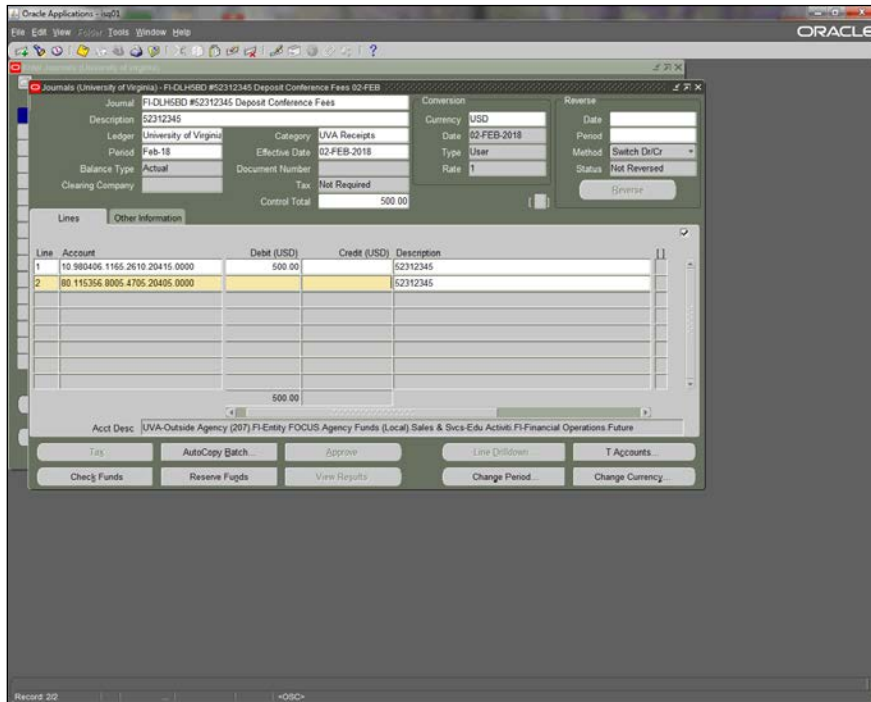
The screenshot displays the Oracle Applications window for 'Journal: University of Virginia - FI-GLHSD #52312345 Deposit Conference Fees 02-FEB'. The interface includes fields for Journal, Description, Ledger, Period, Balance Type, Clearing Company, Category, Effective Date, Document Number, Tax, Conversion, Currency, Date, Type, Rate, Reverse, Date, Period, Method, and Status. The 'Control Total' is shown as 500.00. Below these fields is a table with columns for Line, Account, Debit (USD), Credit (USD), and Description. The first line is populated with Account '10.980406.1165.2610.20415.0000' and Description '52312345'. At the bottom, there are buttons for 'Tax', 'AutoCopy Batch...', 'Approve', 'Line Drilldown', 'T Accounts...', 'Check Funds', 'Reverse Funds', 'View Reports', 'Change Period', and 'Change Currency'.

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

The screenshot displays the Oracle Applications window for 'Journals (University of Virginia)'. The journal is titled 'F1-GL-HSBD #52312345 Deposit Conference Fees 02-FEB'. The header section includes fields for Journal, Description, Ledger, Period, Balance Type, Clearing Company, Category, Effective Date, Document Number, Tax, Control Total, Conversion, Currency, Date, Type, Rate, and Reverse. The 'Lines' tab is selected, showing a table with columns for Line, Account, Debit (USD), Credit (USD), and Description. The first line is highlighted with a yellow background, showing Line 10, Account 980406.1165.2610.20415.0000, a Debit of 500.00, and Description 52312345. The bottom of the window shows various buttons like 'Tax', 'AutoCopy Batch...', 'Approve', 'Line Drilldown', 'T Accounts...', 'Check Funds', 'Reverse Funds', 'View Reports', 'Change Period...', and 'Change Currency...'.


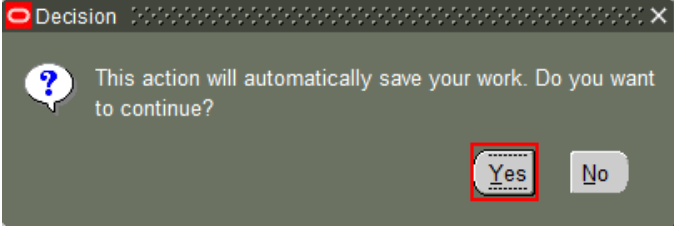
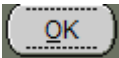
Step	Action
17.	<p>The Description autopopulates from the description in the header.</p> <p>Move on to the Credit line. The line number will populate after you click on the line.</p> <p>Click in the Line field.</p> 
18.	<p>Click the Account LOV button.</p> 
19.	<p>Click the OK button.</p> 

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




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

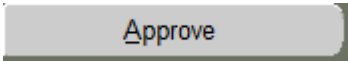
The screenshot displays the Oracle Applications window for 'Journals (University of Virginia)'. The journal entry is for 'F1-GL-HSBD #52312345 Deposit Conference Fees 02-FEB'. The journal number is 52312345, and the description is 'Deposit Conference Fees'. The ledger is 'University of Virginia', the category is 'UVA Receipts', and the effective date is '02-FEB-2018'. The balance type is 'Actual', and the clearing company is 'Not Required'. The control total is 500.00. The journal entry is shown in a table with two lines: Line 1 is a debit to account 10 980406 1165 2610 20415 0000 for 500.00, and Line 2 is a credit to account 80 115356 8005 4705 20405 0000 for 500.00. The account description is 'UVA-Outside Agency (207) F1-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activiti F1-Financial Operations Future'. The interface includes various buttons at the bottom such as 'Tax', 'AutoCopy Batch...', 'Approve', 'Line Drilldown', 'T Accounts...', 'Check Funds', 'Reverse Funds', 'View Reports', 'Change Period...', and 'Change Currency...'.

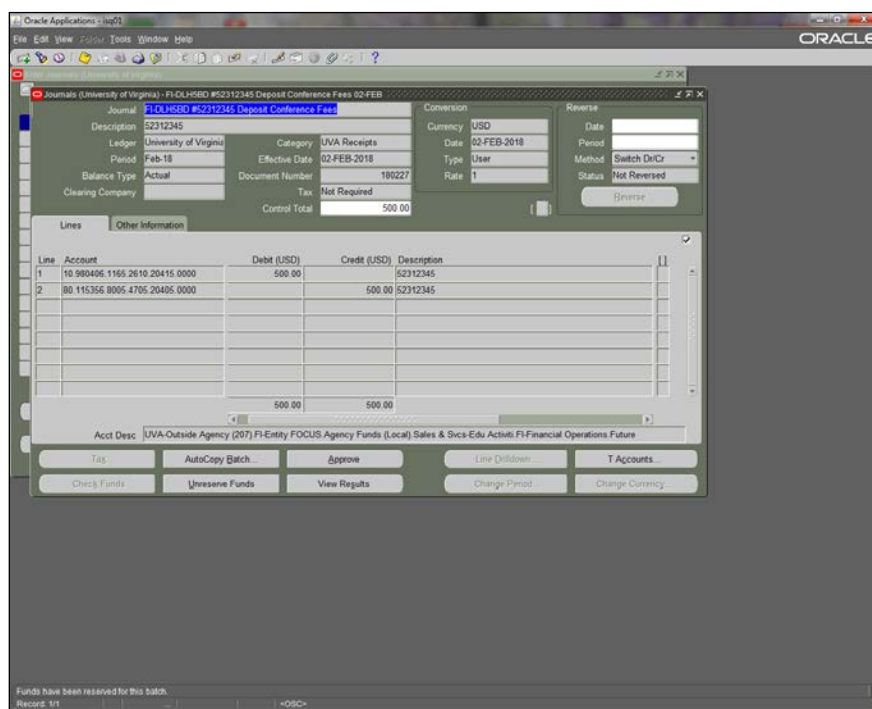
Step	Action
22.	Click the Reserve Funds button. 
23.	Click the Yes button. 
24.	Click the OK button. 

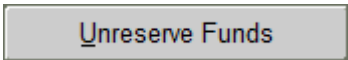
The screenshot shows the Oracle General Ledger interface. At the top, the title bar reads 'Oracle Applications - f101'. The menu bar includes 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. The main window displays a journal entry for 'F1-OLH500 #52312345 Deposit Conference Fees'. The entry details include: Journal 52312345, Description University of Virginia, Ledger University of Virginia, Category UVA Receipts, Effective Date 02-FEB-2018, Document Number 180227, Balance Type Actual, Clearing Company, Tax Not Required, Control Total 500.00, Currency USD, Date 02-FEB-2018, Type User, Rate 1, and Status Not Reversed. A modal window with a yellow notepad icon displays the message: 'Your transaction(s) passed funds reservation.' with an 'OK' button. The bottom of the window shows the account description 'UVA-Outside Agency (207) F1-Entity FOCUS Agency Funds (Local) Sales & Svcs-Edu Activs F1-Financial Operations Future' and several action buttons: Tax, AutoCopy Batch, Approve, Line Drilldown, T Accounts, Check Funds, Unreserve Funds, View Results, Change Period, and Change Currency. The status bar at the bottom indicates 'Reserving funds...' and 'Record 0/1'.

Step	Action
25.	Click the OK button. 

This screenshot shows the same Oracle General Ledger interface as the previous one, but without the modal window. The journal entry details and the bottom action buttons are identical. The status bar at the bottom now indicates 'Record 1/1'.

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



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

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

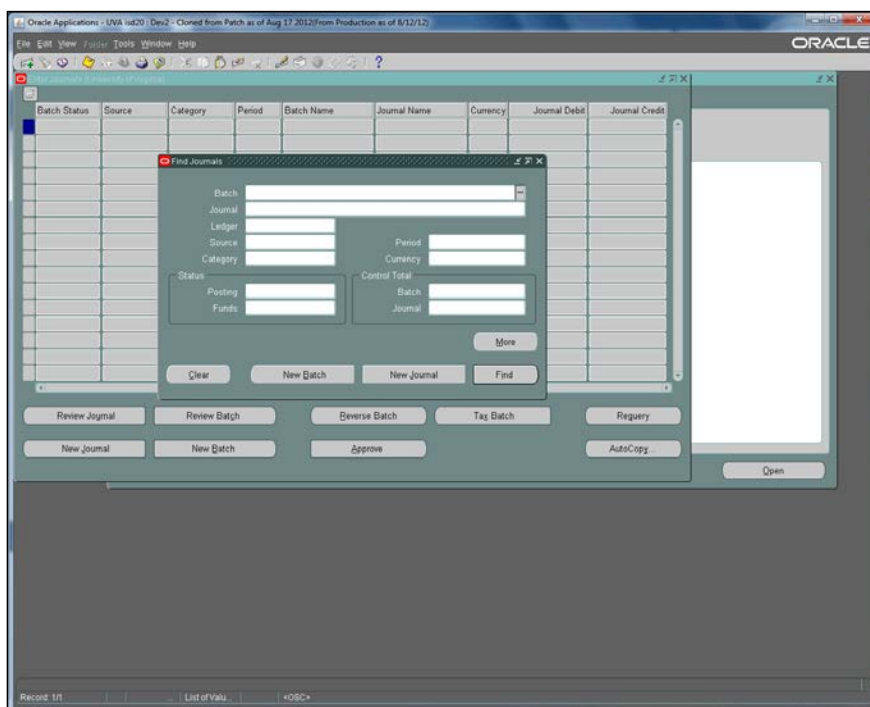
*PROJECT, AWARD, AND ORGANIZATION PREFIXES

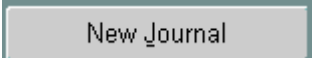
Prefix	Organizational Unit
AR	Architecture School
AS	College of Arts & Sciences
AT	Athletics
BA	Frank Batten School
BU	Business Operations
CO	Exec VP/COO
CP	School of Cont/Prof Studies
CU	Curry School
DA	Darden School
DE	VP/Diversity and Equity
DV	SVP University Advancement
EN	Engr School
FI	UVA Finance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

Procedure


This topic illustrates creating a GL Journal entry.

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




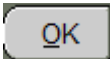
Step	Action
2.	The Find Journals form open. Click the New Journal button. 
3.	Enter the desired information into the Journal field. Enter " FI-DLH5BD 02-Feb-2018 Correct doc #52312345 "

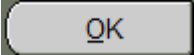
Step	Action
4.	<p>Information in the description field shows on reports.</p> <p>The description should be understandable to anyone who may review the Journal. You should reference the original and the correction being made.</p> <p>Enter the desired information into the Description field.</p> <p>Enter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

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



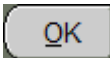
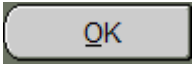
Step	Action
8.	<p>Enter the total amount of the transaction into the Control Total Field.</p> <p>While not a required field (required fields are yellow) it provides a helpful check that your deposit debits and credits are entered correctly.</p> <p>In this example, the total is \$500.00.</p> <p>Enter the desired information into the Control Total field. Enter "500.00".</p>
9.	<p>Click in the Line field and enter the line number.</p> <p>As this is the first line of our example, Enter "1" in the Line field.</p>

The screenshot displays the Oracle General Ledger (GL) interface. The top section contains various fields for journal entry details, including Journal, Description, Ledger, Period, Balance Type, Clearing Company, Category, Effective Date, Document Number, Tax, Conversion, Currency, Date, Type, Rate, Reverse, Date, Period, Method, and Status. The Control Total field is set to 500.00. The Lines section shows a single line with a debit of 500.00 and a credit of 0.00. The bottom section contains buttons for various actions such as Tag, AutoCopy, Approve, Line Drilldown, T Accounts, Check Funds, Reverse Funds, View Results, Change Period, and Change Currency.

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

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

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

Step	Action
14.	<p>The Description autopopulates from the description in the header.</p> <p>Move on to the Credit line. The line number will populate after you click on the line.</p> <p>Click in the Line field.</p> 
15.	<p>Click the Account LOV button.</p> 
16.	<p>Click the OK button.</p> 
17.	<p>Enter the GL string making the necessary adjustments.</p> <p>In this example, the Accounting Flexfield has been completed, where the Org was changed.</p> <p>Click the OK button.</p> 

Journal: FI-DUHSBO 02-Feb-2018 Correct doc #5212345

Description: Correct Org on line 2 of doc #53212345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Adjustment

Effective Date: 02-FEB-2018

Document Number:

Tax: Not Required

Control Total: 500.00

Line	Account	Debit (USD)	Credit (USD)	Description
1	80 115356 8005 4705 20400 0000	500.00		Correct Org on line 2 of doc #53212345
2	90 115356 8005 4705 20405 0000		500.00	Correct Org on line 2 of doc #53212345
		500.00		

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

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

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

Journal: FI-DUHSBO 02-Feb-2018 Correct doc #5212345

Description: Correct Org on line 2 of doc #53212345

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Adjustment

Effective Date: 02-FEB-2018

Document Number:

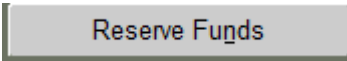

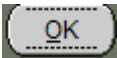
Tax: Not Required

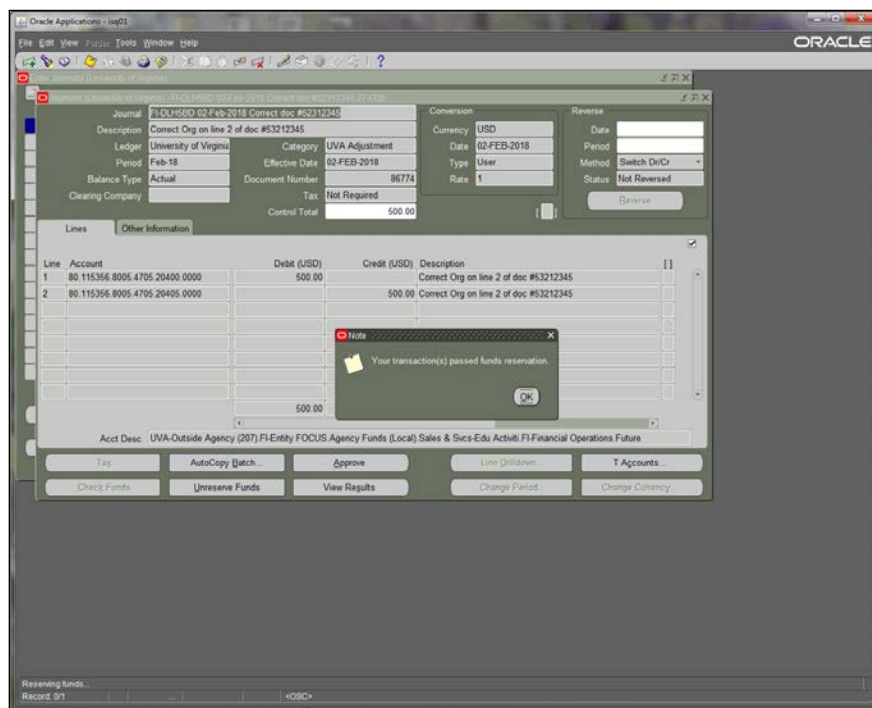
Control Total: 500.00


Line	Account	Debit (USD)	Credit (USD)	Description
1	80 115356 8005 4705 20400 0000	500.00		Correct Org on line 2 of doc #53212345
2	90 115356 8005 4705 20405 0000		500.00	Correct Org on line 2 of doc #53212345
		500.00		

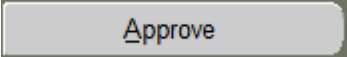
Acct Desc: UVA-Outside Agency (207) FI-Entry FOCUS Agency Funds (Local) Sales & Svcs-Edu Activs FI-Financial Operations Future

Buttons: Tag, AutoCopy Batch..., Approve, Line Drilldown, T Accounts..., Check Funds, Reserve Funds, View Results, 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. 

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.

The screenshot shows the Oracle Applications General Ledger Journal Entry form. The journal entry is for 'Correct Org on line 2 of doc #53212345' with a date of 02-FEB-2018 and a total of 500.00. The 'Unreserve Funds' button is highlighted.

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

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

Creating a GL Journal Entry for Transfers

Journals for Transferring Cash from One Project to Another

UVA's Naming Convention for GL Journals for Transfers

AA-USERID Description

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

Example

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

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


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

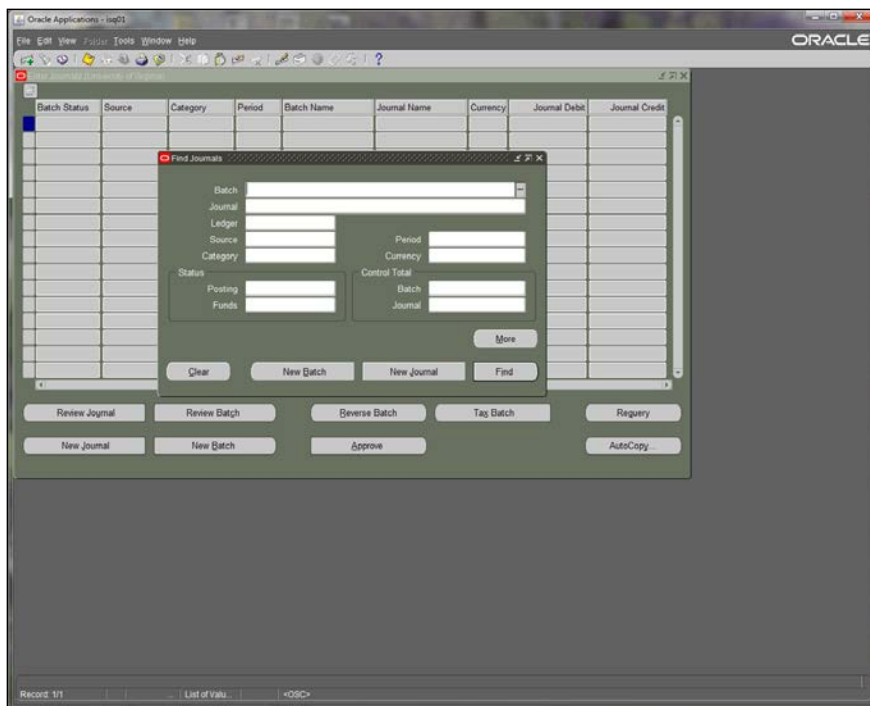
*PROJECT, AWARD, AND ORGANIZATION PREFIXES

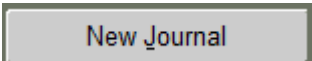
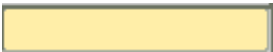
Prefix	Organizational Unit
AR	Architecture School
AS	College of Arts & Sciences
AT	Athletics
BA	Frank Batten School
BU	Business Operations
CO	Exec VP/COO
CP	School of Cont/Prof Studies
CU	Curry School
DA	Darden School
DE	VP/Diversity and Equity
DV	SVP University Advancement
EN	Engr School
FI	UVA Finance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



Procedure

This topic illustrates creating a GL Journal entry for Transfers.

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


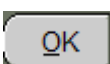


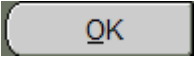
Step	Action
2.	<p>The Find Journals form will open.</p> <p>Click the New Journal button.</p> 
3.	<p>Enter the desired information into the Journal field.</p> <p>Enter "FI-DLH5BD Transfer from Sundry to DDF "</p>
4.	<p>Information in the description field shows on reports.</p> <p>The description should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

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. 
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.



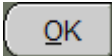
Training Guide

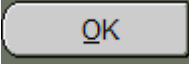
General Ledger (GL)

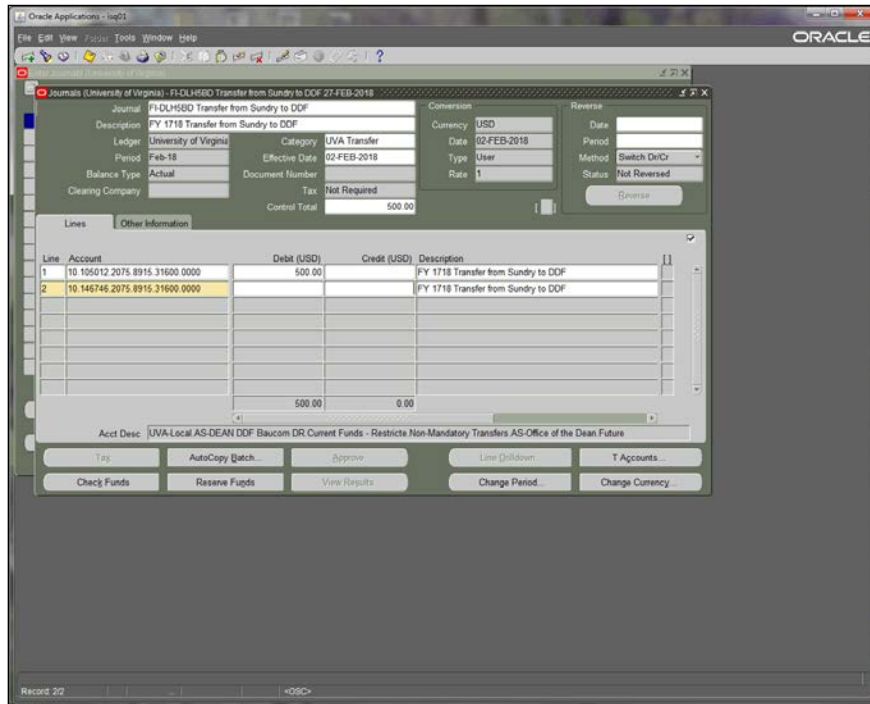
Step	Action
10.	Click the Account LOV button. 
11.	Click the UVA Aliases LOV cell. 

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

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

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

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



The screenshot shows the Oracle Applications Journal Entry window. The window title is "Journals (University of Virginia) - FI-DLHSD Transfer from Sundry to DDF 27-FEB-2018". The window is divided into several sections:

- Journal:** Journal Description: "FY 1718 Transfer from Sundry to DDF", Ledger: "University of Virginia", Category: "UVA Transfer", Effective Date: "02-FEB-2018", Document Number: "", Tax: "Not Required", Control Total: "500.00".
- Conversion:** Currency: "USD", Date: "02-FEB-2018", Type: "User", Rate: "1".
- Reverse:** Date: "", Period: "", Method: "Switch Dr/Cr", Status: "Not Reversed", Reverse: "Reverse".
- Lines:** A table with columns: Line, Account, Debit (USD), Credit (USD), Description.

Line	Account	Debit (USD)	Credit (USD)	Description
1	10.105012.2075.8915.31600.0000	500.00		FY 1718 Transfer from Sundry to DDF
2	10.146746.2075.8915.31600.0000			FY 1718 Transfer from Sundry to DDF
		500.00	0.00	
- Acct Desc:** "UVA-Local AS-DEAN DDF Baucem DR Current Funds - Restrict Non-Mandatory Transfers AS-Office of the Dean Future".
- Buttons:** "Tag", "AutoCopy Batch...", "Approve", "Line Dropdown", "T Accounts...", "Check Funds", "Reverse Funds", "View Results", "Change Period...", "Change Currency..."

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

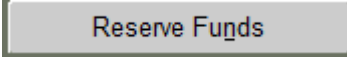

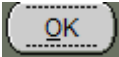
Training Guide

General Ledger (GL)

The screenshot shows the Oracle Applications General Ledger interface. The window title is "Oracle Applications - log01". The menu bar includes File, Edit, View, Tables, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main window is titled "Journals (University of Virginia) - FI-DUHSB Transfer from Sundry to DCF 27-FEB-2018".

The interface is divided into several sections:

- Journal Information:**
 - Journal: FI-DUHSB Transfer from Sundry to DCF
 - Description: FY 1718 Transfer from Sundry to DCF
 - Ledger: University of Virginia
 - Period: Feb-18
 - Balance Type: Actual
 - Clearing Company:
 - Category: UVA Transfer
 - Effective Date: 02-FEB-2018
 - Document Number:
 - Tax: Not Required
 - Control Total: 500.00
- Conversion:**
 - Currency: USD
 - Date: 02-FEB-2018
 - Type: User
 - Rate: 1
- Reverse:**
 - Date:
 - Period:
 - Method: Switch Dr/Cr
 - Status: Not Reversed
 - Reverse button
- Lines:**
 - Line 1: Account 10 105012 2075 8915 31600 0000, Debit (USD) 500.00, Description FY 1718 Transfer from Sundry to DCF
 - Line 2: Account 10 146746 2075 8915 31600 0000, Credit (USD) 500.00, Description FY 1718 Transfer from Sundry to DCF
 - Control Total: 500.00
- Acct Desc:** UVA-Local AS-DEAN DCF Baucorn DR Current Funds - Restricts Non-Mandatory Transfers AS-Office of the Dean Future
- Buttons:** Tag, AutoCopy Batch..., Approve, Line Drilldown, T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

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

Oracle Applications - jae01

Journal: FLDHSD Transfer from Sundry to DOF

Description: FY 1718 Transfer from Sundry to DOF

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Transfer

Effective Date: 02-FEB-2018

Document Number: 18210

Tax: Not Required

Control Total: 500.00

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

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

Lines: [Tab] Other Information


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

Acct Desc: UVA-Local AS-DEAN DOF Baucorn DR Current Funds - Restricts Non-Mandatory Transfers AS-Office of the Dean Future

Buttons: Tag, AutoCopy, Approve, Line Drilldown, T Accounts, Check Funds, Unreserve Funds, View Regits, Change Period, Change Currency

Reserving Funds... Record: 01

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

Step	Action
22.	Click the OK button. 

Oracle Applications - jae01

Journal: FLDHSD Transfer from Sundry to DOF

Description: FY 1718 Transfer from Sundry to DOF

Ledger: University of Virginia

Period: Feb-18

Balance Type: Actual

Clearing Company:

Category: UVA Transfer

Effective Date: 02-FEB-2018

Document Number: 18210

Tax: Not Required

Control Total: 500.00

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

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

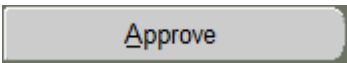
Lines: [Tab] Other Information

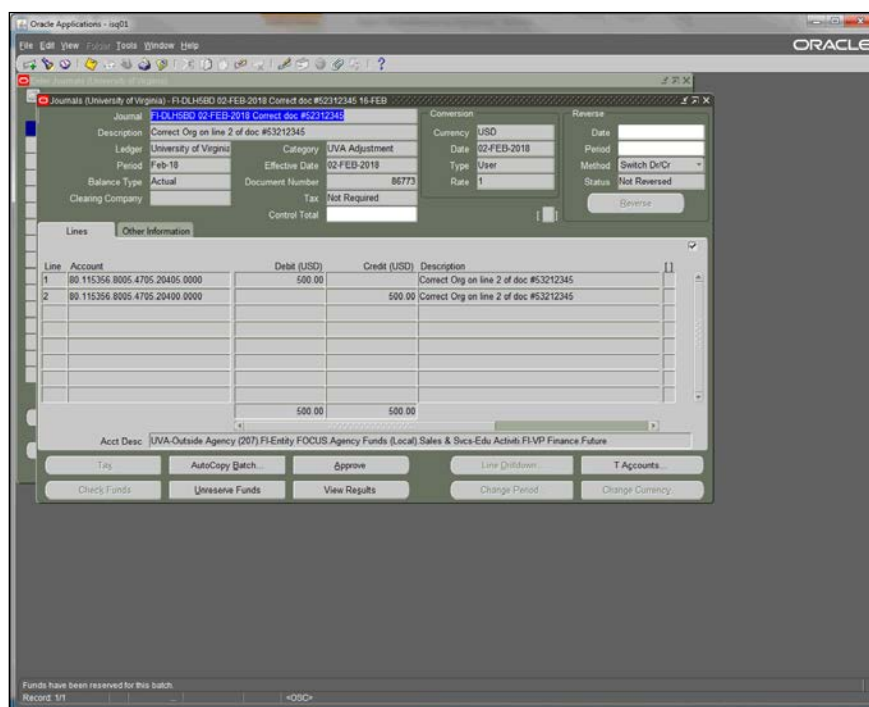
Line	Account	Debit (USD)	Credit (USD)	Description
1	10.105012.2075.8915.31600.0000	500.00		FY 1718 Transfer from Sundry to DOF
2	10.146746.2075.8915.31600.0000		500.00	FY 1718 Transfer from Sundry to DOF
		500.00	500.00	

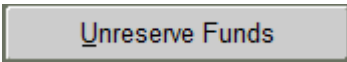
Acct Desc: UVA-Local AS-DEAN DOF Baucorn DR Current Funds - Restricts Non-Mandatory Transfers AS-Office of the Dean Future

Buttons: Tag, AutoCopy, Approve, Line Drilldown, T Accounts, Check Funds, Unreserve Funds, View Regits, Change Period, Change Currency

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

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.



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

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

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

To narrow the search enter the period as shown.

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

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

Training Guide

General Ledger (GL)

Find Journals

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

Status	Control Total
Posting	Batch
Funds	Journal

[More](#)

[Clear](#) [New Batch](#) [New Journal](#) [Find](#)

Find Journals

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

Status	Control Total
Posting	Batch
Funds	Journal

Balance Type [Any](#) Budget

Reference

Document Numbers	Dates Created
From	From
To	To

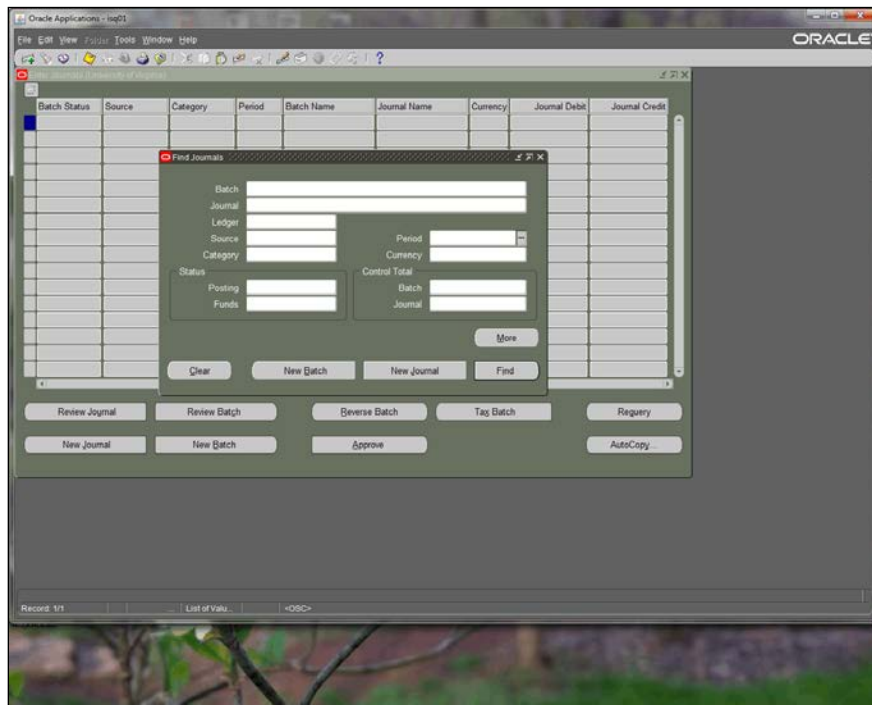
[Less](#)

[Clear](#) [New Batch](#) [New Journal](#) [Find](#)

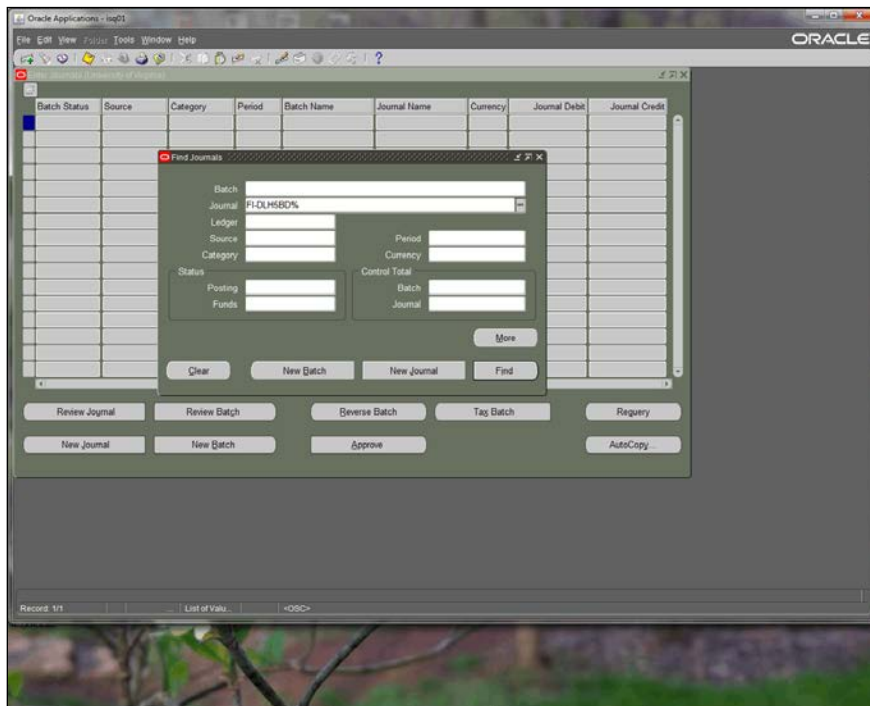
Procedure



This topic illustrates finding a GL Journal entry.

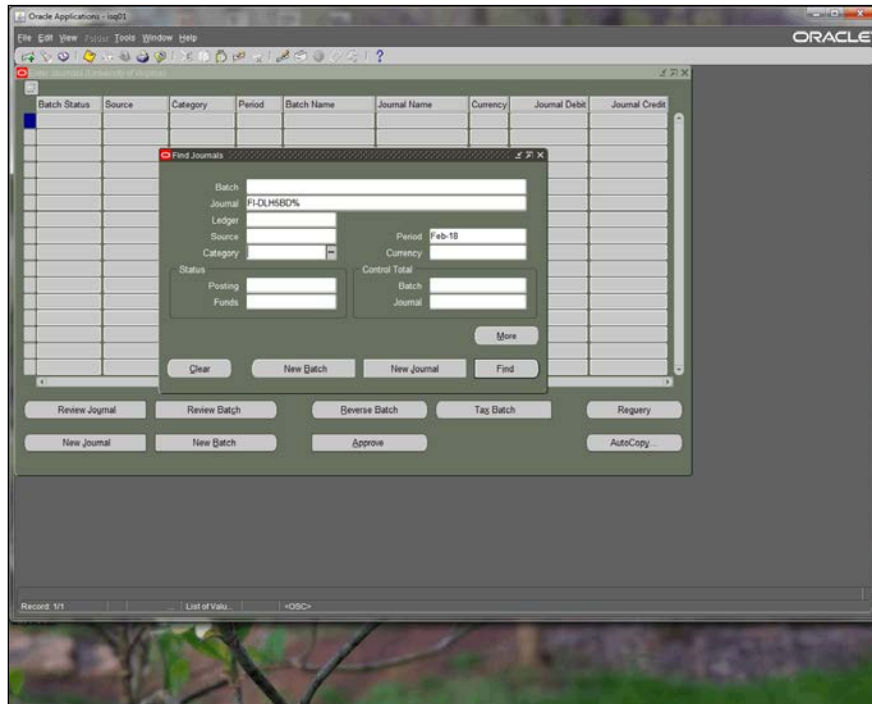
Step	Action
1	<p>Log into the GL module and expand to see Journals, Enter.</p> <p>Click the Enter link.</p> <p>Enter</p>

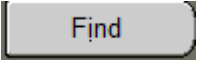


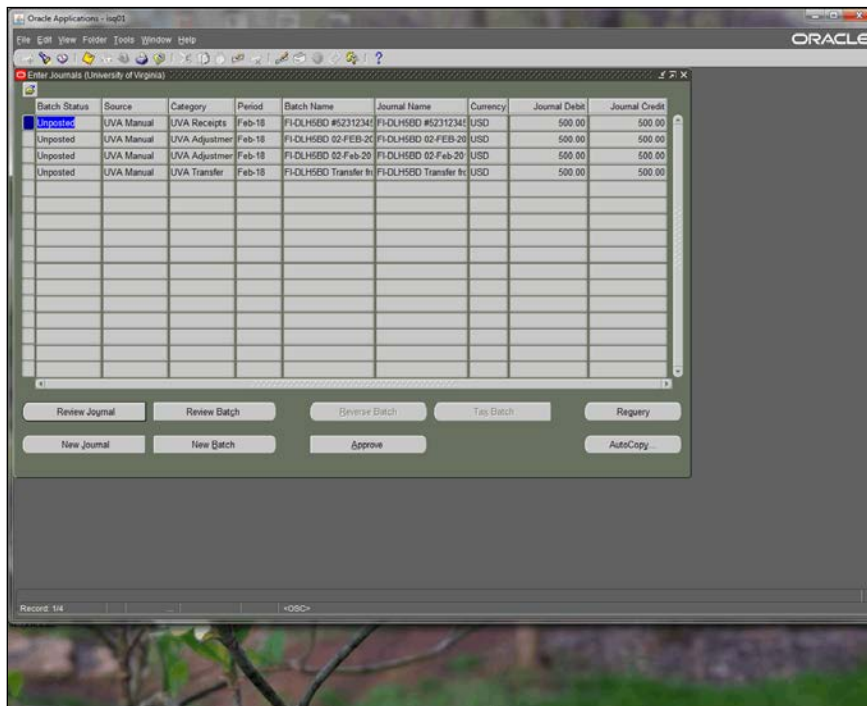
Step	Action
2.	<p>The <i>Journals</i> form opens automatically.</p> <p>In this example, find a journal created by user, DLH5BD, who works in the FI organization.</p> <p>The % is a wildcard. By placing it at the end of the Organization/UserID combination, the system will search for anything that starts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



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



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



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

Step	Action
9.	<p>The selected Journal is now open and ready to be reviewed.</p> <p>Press [Enter] to continue.</p>
10.	<p>This concludes the topic.</p> <p>End of Procedure.</p>

Approving a GL Journal

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

The routing is determined by the user Reserves and Approves.

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

Notifications

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

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

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

Time Out Functionality

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

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

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

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

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

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

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

Delegation of a Notification

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

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

No Approver Found for Your Journal Entry

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

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



Procedure

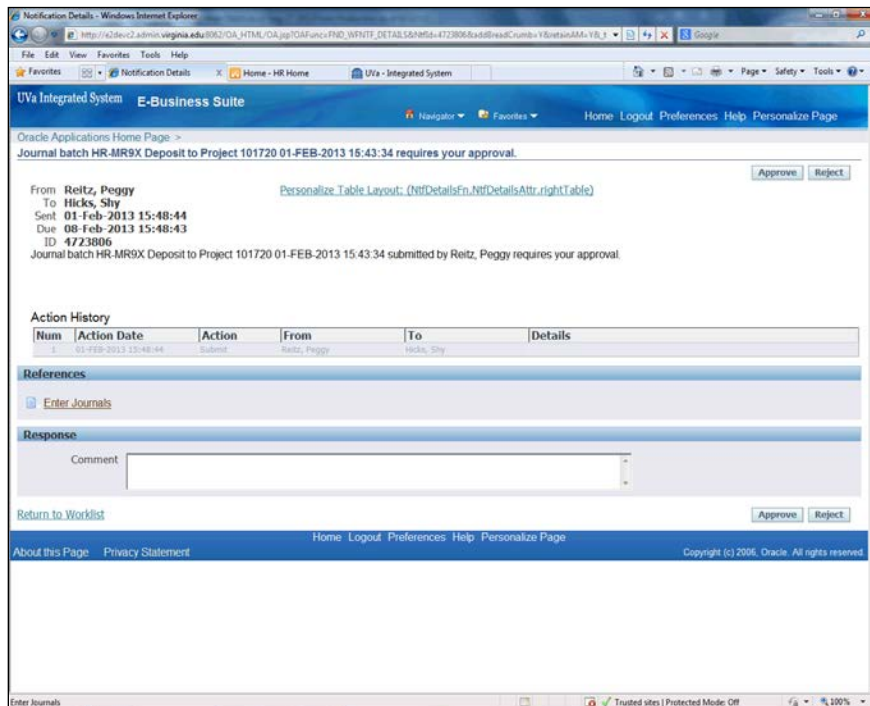
Approvers receive email notifications and system notifications when they have a journal to approve.

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

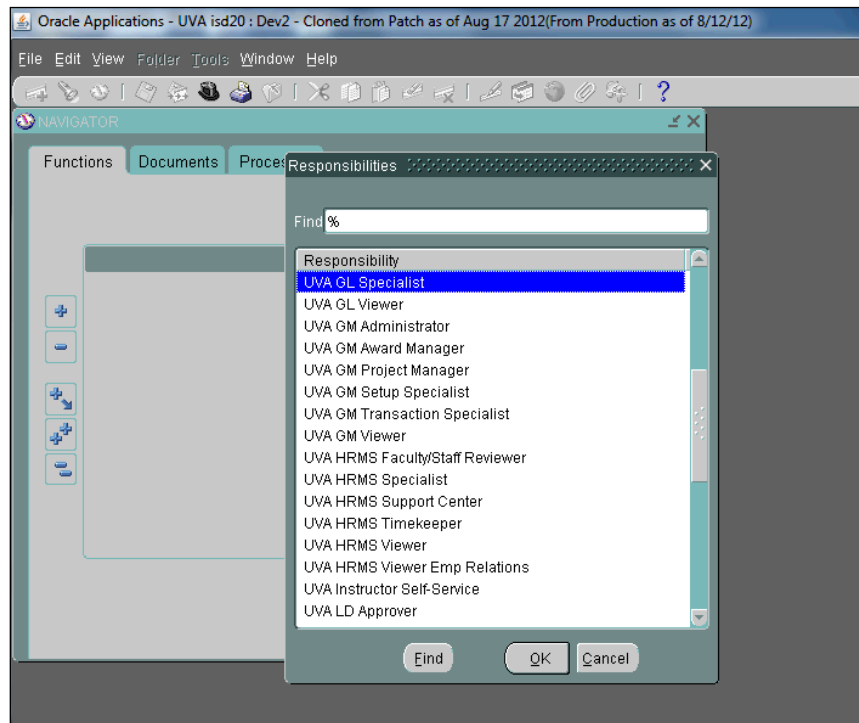
The screenshot displays the Oracle Applications General Ledger interface. The window title is 'Oracle Applications - UVA isq01:QA_Test - Cloned from Production as of Jul 6 2014'. The main menu bar includes 'File', 'Edit', 'View', 'Fnd', 'Tools', 'Window', and 'Help'. The title bar shows 'Enter Journals (University of Virginia)'. The main window is titled 'Journals (University of Virginia) - RSP-TEST Approval Process 04-AUG-2014 15:41:22'. The interface is divided into several sections: 'Journal' (RSP-TEST Approval Process), 'Conversion' (Currency: USD, Date: 04-AUG-2014, Type: User, Rate: 1), and 'Reverse' (Date, Period, Method: Switch Dr/Cr, Status: Not Reversed). Below these are fields for 'Ledges' (University of Virginia), 'Category' (UVA Receipts), 'Effective Date' (04-AUG-2014), 'Document Number' (150060), 'Balance Type' (Actual), 'Tax' (Not Required), and 'Control Total'. The 'Lines' section shows a table with columns 'Line', 'Account', 'Debit (USD)', 'Credit (USD)', and 'Description'. The table contains two lines: Line 10 with Account 10 999999 9999 1182 99999 0000 and Debit 2,000.00, and Line 20 with Account 10 104826 2075 4510 40200 0000 and Credit 2,000.00. The 'Acct Desc' field shows 'UVA-Local MD-DMEDSundry Gifts Med S Current Funds - Restrictd Gifts-All Other MD-DMED Deans Office Future'. At the bottom, there are buttons for 'Tab', 'AutoCopy Batch...', 'Approve', 'Line Drilldown...', 'T Accounts...', 'Check Funds', 'Unreserve Funds', 'View Results', 'Change Period...', and 'Change Currency...'. The Windows taskbar at the bottom shows the time as 3:21 PM on 8/5/2014.


Line	Account	Debit (USD)	Credit (USD)	Description
10	10 999999 9999 1182 99999 0000	2,000.00		
20	10 104826 2075 4510 40200 0000		2,000.00	
		2,000.00	2,000.00	


Step	Action
1.	<p>This is a test Journal to show you the approval process. If this were a real journal, you would want to have included a description, control total, etc.</p> <p>Once you have completed your journal, you will need to have it approved.</p> <p>Click the Approve button.</p> 
2.	<p>Click the OK button.</p> 
3.	<p>The approver receives an email from which to Approve, Reject or Request Information about the journal.</p>
4.	<p>Alternately, the approver can log in and see the notification in the E-Business Suite Worklist.</p> <p>The approver's worklist shows the notification of the journal requiring approval.</p> <p>The journal name is an active link.</p>



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



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

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

Oracle Applications - UVA usd20 : Dev2 - Cloned from Patch as of Aug 17 2012/From Production as of 8/12/12

Journal: **DR-MR91 Deposit to Project 101720**

Description: **Deposit to Project 101720 Deposit slip ##**

Ledger: **University of Virginia** Category: **UVA Receipts**

Period: **Feb-13** Effective Date: **01-FEB-2013**

Balance Type: **Actual** Document Number: **125916**

Clearing Company: **Not Required** Tax: **Not Required** Control Total: **6,000.00**

Currency: **USD** Date: **01-FEB-2013** Period: **01-FEB-2013**

Type: **User** Rate: **1** Reverse: **Not Reversed**

Method: **Switch De/Cr** Status: **Not Reversed**

Lines: **Other Information**

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

Acct Desc: **UVA-Local PV-CD Clearing Cooper Ctr Current Funds - Unrestricted Deposits PV-CTR for Public Sec Future**

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

Record: 1/1 | +OSC+

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

Notification Details - Windows Internet Explorer

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

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

Personalize Table Layout: (nfrDetailsFn.NfrDetailsAttr.rightTable)

Approve Reject

Action History

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

References

Enter Journals

Response

Comment

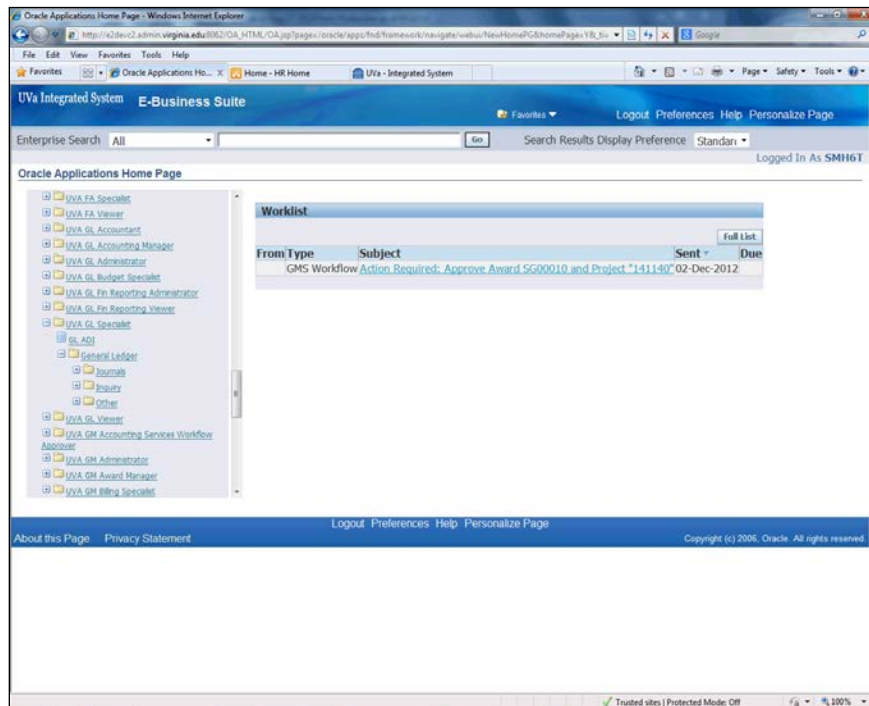
Return to Worklist

Approve Reject

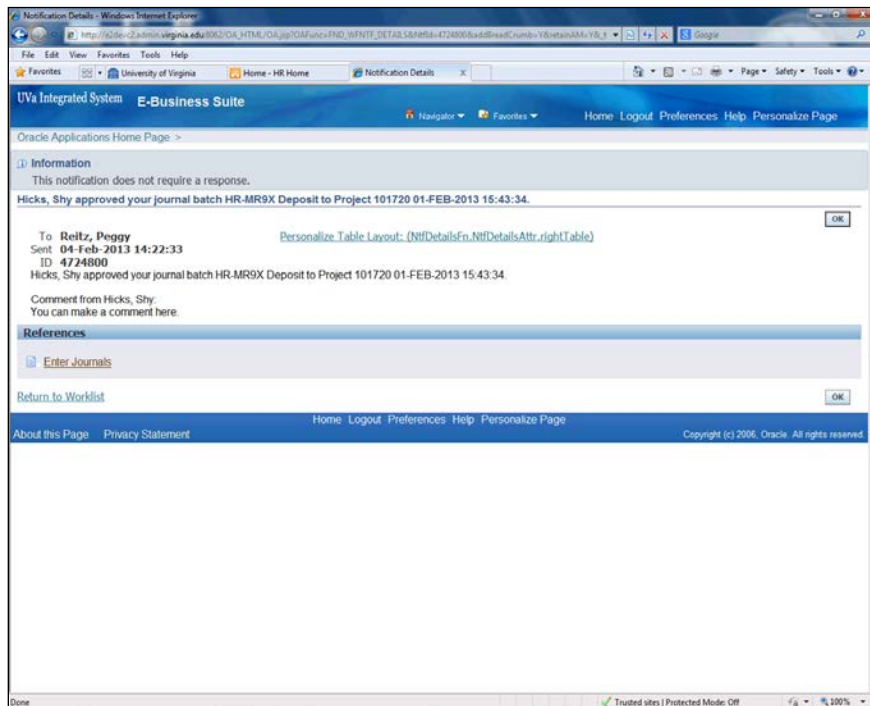
About this Page Privacy Statement Home Logout Preferences Help Personalize Page


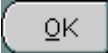
Copyright (c) 2006, Oracle. All rights reserved.

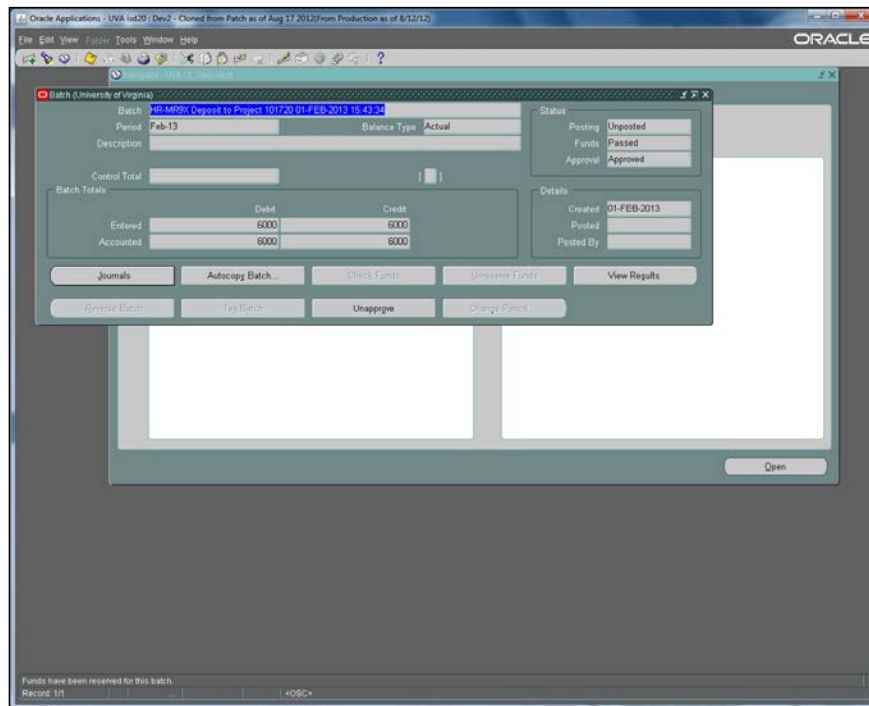
Step	Action
10.	<p>Approvers may enter a comment.</p> <p>It is especially efficient to enter a comment if the approver <i>rejects</i> the journal.</p> <p>Enter the desired information into the Comment field. Type the word "comment".</p>
11.	<p>Click the Approve button.</p> <p>Approve</p>




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



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



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

Oracle Applications - UNA lsd201 Dev2 - Cloned from Patch as of Aug 17 2012/From Production as of 8/12/12

File Edit View Window Help

Web Applications at Virginia

Journals (University of Virginia) - HR-MR0X Deposit to Project 101720 01-FEB-2013 164

Journal: **HR-MR0X Deposit to Project 101720**

Description: Deposit to Project 101720 Deposit slip ##

Ledger: University of Virginia Category: UNA Receipts

Period: Feb-13 Effective Date: 01-FEB-2013

Balance Type: Actual Document Number: 129916

Closing Company: Tax: Not Required

Control Total: 6,000.00

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

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

Lines Other Information

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

Acct Desc: UNA-Local PV-CD Clearing Cooper Ctr Current Funds - Unrestricted Deposits PV-Ctr for Public Sec Future

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

Record: 1/1

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

Oracle Applications - UNA lsd201 Dev2 - Cloned from Patch as of Aug 17 2012/From Production as of 8/12/12

File Edit View Window Help

Web Applications at Virginia

Journals (University of Virginia) - HR-MR0X Deposit to Project 101720 01-FEB-2013 164

Journal: **HR-MR0X Deposit to Project 101720**

Description: Deposit to Project 101720 Deposit slip ##

Ledger: University of Virginia Category: UNA Receipts

Period: Feb-13 Effective Date: 01-FEB-2013

Balance Type: Actual Document Number: 129916

Closing Company: Tax: Not Required

Control Total: 6,000.00

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

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

Lines Other Information

Status: Posting: Unposted, Funds: Passed, Approval: Approved

Source: UNA Manual


Reference: Reference Date: Reconciliation Reference:

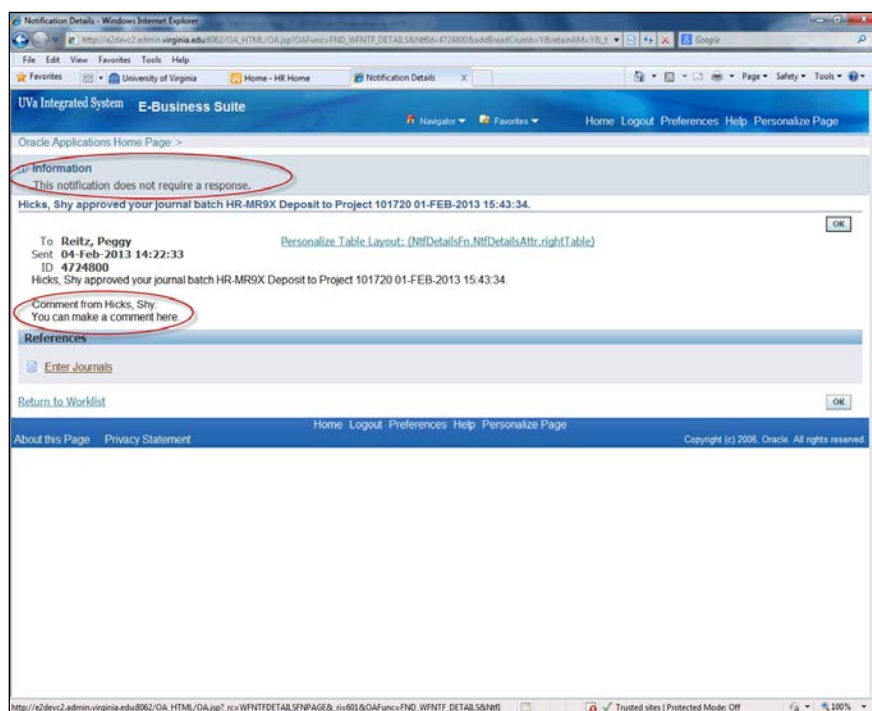
Accounting Sequencing: Number: Sequence Name:


Reporting Sequencing: Number: Sequence Name:

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

Record: 1/1

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



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

Reversing a GL Journal Entry

Correcting errors in posted GL Journal Entries

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

Incorrect Category

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

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

Wrong Revenue Project

If you credited the wrong revenue project:

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

Wrong Clearing Account Alias

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

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

*If you are unsure of the Alias you need to use, please contact [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!

Oracle Applications - log01

File Edit View Window Help

Journals (University of Virginia) FVMS2 12-OCT-2016 207 0100 108 DFB#110 VMSPD 1

Journal: **207 0100 108 DFB#110 VMSPD**

Description: 207 0100 108 DFB#110 VMSPD

Ledger: University of Virginia Category: UVA Central Use

Period: Oct-16 Effective Date: 12-OCT-2016

Balance Type: Actual Document Number: 7952

Clearing Company: Tax: Not Required

Conversion: Currency: USD Date: 12-OCT-2016

Type: User Rate: 1

Reverse: Date: Period: Method: Switch DND Status: Not Reversed

Reverse button

Lines Other Information

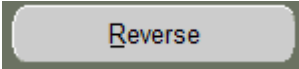
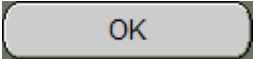
Line	Account	Debit (USD)	Credit (USD)	Description
2	20 122529 2035 4305 20425 0000		3,600.00	207 0100 108 DFB#110 VMSPD
		3,600.00	3,600.00	

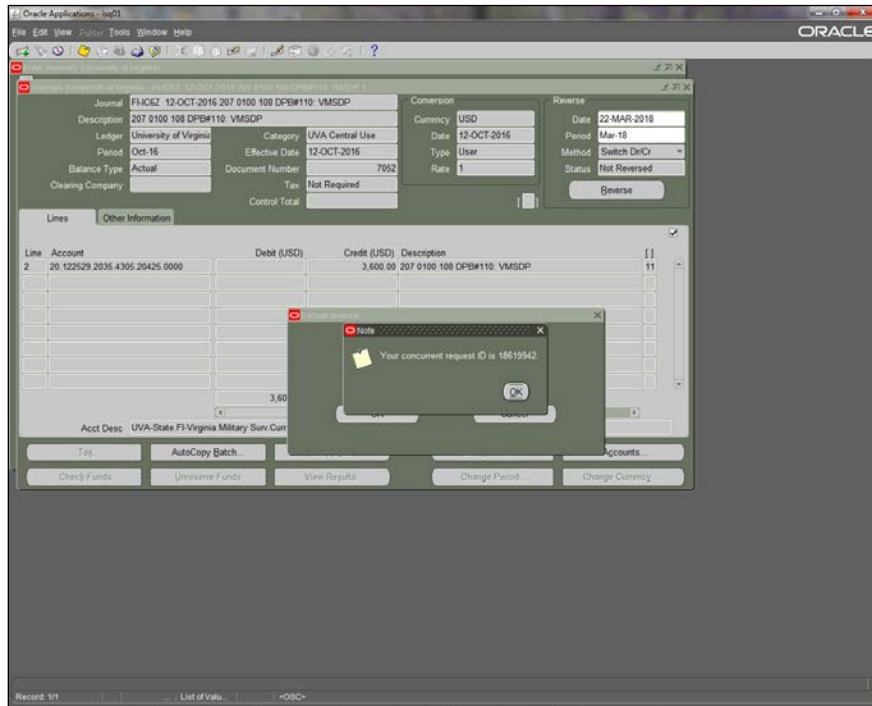
Acct Desc: UVA-State F3-Virginia Military Surv Current Funds - Restrictive Appropriations: State F3-Student Financial Serv Future


Tag AutoCopy Batch Unapprove Line Drilldown T Accounts

Check Funds Unreverse Funds View Results Change Period Change Currency

This batch has been posted
Record: 1/1

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



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

Training Guide

General Ledger (GL)

Oracle Applications - iap01

File Edit View Folder Tools Window Help

Enter Journals (University of Virginia)

Journal: **F1AC62 12-OCT-2016 207 0100 108 DFB#110 VMSPD**

Description: 207 0100 108 DFB#110 VMSPD

Ledger: University of Virginia

Period: Oct-16

Balance Type: Actual

Closing Company:

Category: UVA Central Use

Effective Date: 12-OCT-2016

Document Number: 7952

Tax: Not Required

Control Total:

Conversion:

Currency: USD

Date: 12-OCT-2016

Type: User

Rate: 1

Reverse:

Date: 22-MAR-2018

Period: Mar-18

Method: Switch DND

Status: Not Reversed

Reverse:

Lines

Other Information

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


Acct Desc: UVA-State F3-Virginia Military Surv Current Funds - Restrictive Appropriations: State F3-Student Financial Serv Future

Tag AutoCopy Batch Unapprove Line Dropdown T Accounts

Check Funds Unreverse Funds View Results Change Period Change Currency

This batch has been posted

Record: 1/1

Step	Action
4.	Click the Close button. 

Oracle Applications - iap01

File Edit View Folder Tools Window Help


Enter Journals (University of Virginia)

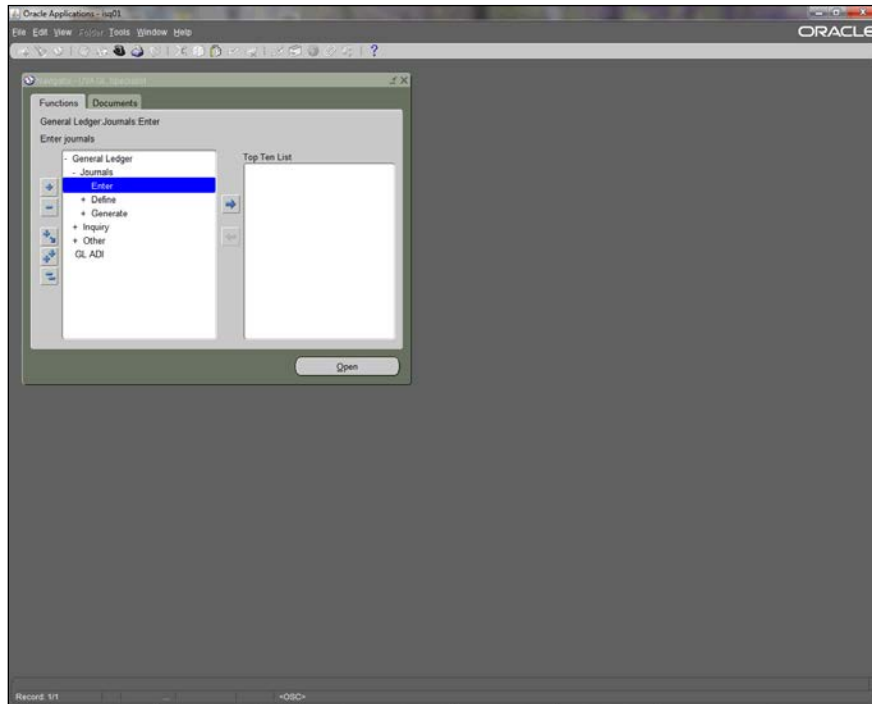
Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	UVA Manual	UVA Central Use	Oct-16	F1AC62 12-OCT-2016	F1AC62 12-OCT-2016	USD	3,600.00	3,600.00

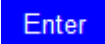
Review Journal Review Batch Reverse Batch Tax Batch Query

New Journal New Batch Unapprove AutoCopy

Record: 1/1

Step	Action
5.	Click the Close button. 



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

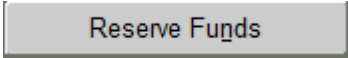

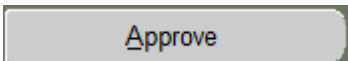
The screenshot shows the Oracle Applications General Ledger interface. A search window is open, displaying the following fields and values:

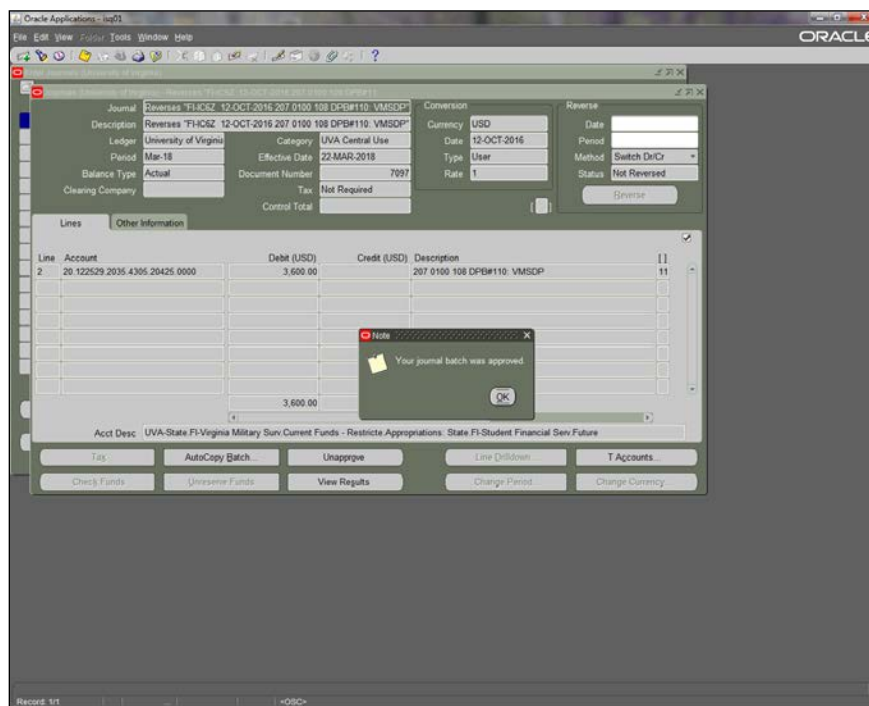
- Batch:
- Journal:
- Ledger:
- Source:
- Category:
- Status:
- Period:
- Currency:
- Control Total:
- Batch:
- Journal:



Buttons at the bottom of the search window include: Clear, New Batch, New Journal, Find, Review Journal, Review Batch, Reverse Batch, Tax Batch, Requery, New Journal, New Batch, Approve, and AutoCopy.

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

Step	Action
8.	Click the Review Journal button. <div>Review Journal</div>

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



Step	Action
12.	<p>Click the OK button.</p> 
13.	<p>Click the Close button.</p> 
14.	<p>This concludes the topic.</p> <p>End of Procedure.</p>

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:

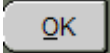
- **UVA Receipts**
- **UVA Receipts-Credit Cards**

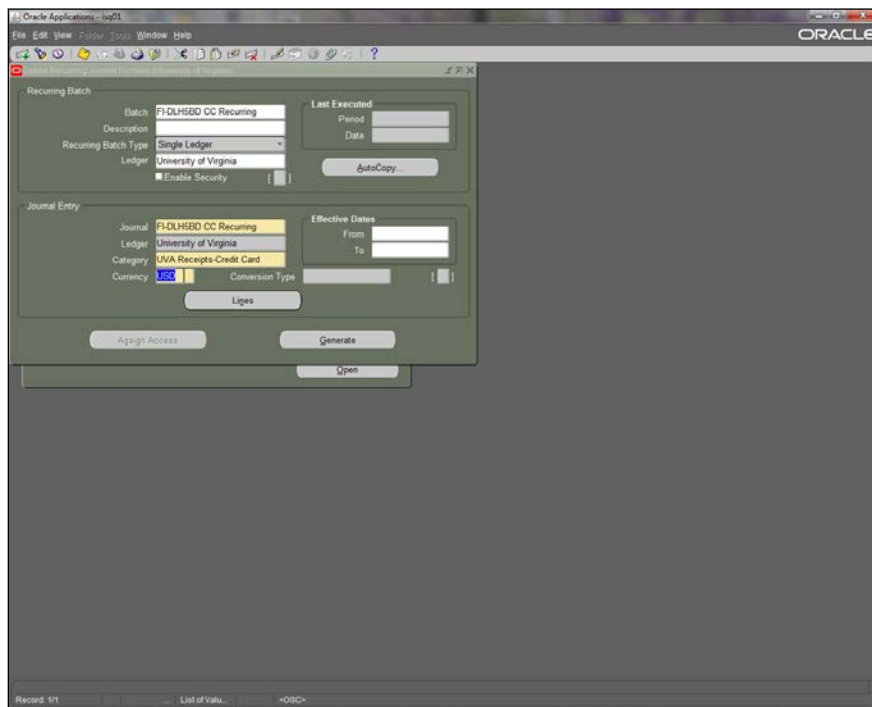
Procedure

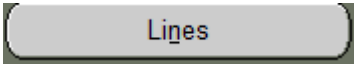

In Integrated System, the Recurring journal template can save time and help prevent errors.


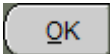
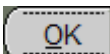
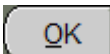
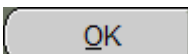


Step	Action
30.	<p>Log in as a UVA GL Specialist.</p> <p>Navigate to:</p> <ul style="list-style-type: none"> Journals Define Recurring <p>Click the Recurring link.</p> <p> Recurring</p>


Step	Action
1.	<p>Follow the UVA naming convention for Journal entries.</p> <p>In this case, the Recurring entry is for credit card receipts, so CC Recurring is added to the name.</p> <p>If it was for cash or checks you would use "BD" in the name to indicate bank deposit.</p> <p>Enter the desired information into the Recurring Batch: Batch field.</p> <p>Enter "FI-DLH5BD CC Recurring".</p>
2.	<p>Enter the same journal name as the batch name.</p> <p>Now choose a Category.</p> <p>Click the Category cell.</p> <div style="border: 1px solid black; height: 20px; width: 200px; margin-top: 10px;"></div>

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



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

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 GL string . 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. 
13.	Now it is time to save. Click the SAVE button. 
14.	Click the Close button. 

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

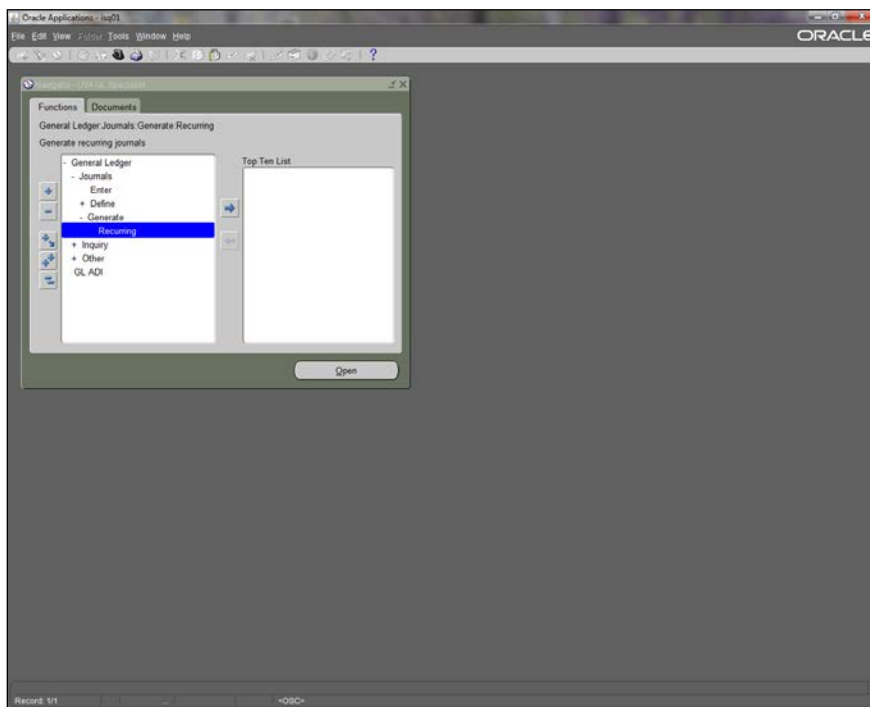
- Find the Recurring Journal Template
- Enter a description
- Enter the debit and credit amounts
- Reserve and Approve

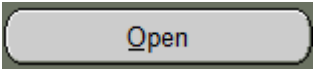
NOTE: Remember to generate the journal from a template with the appropriate category. For example:

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

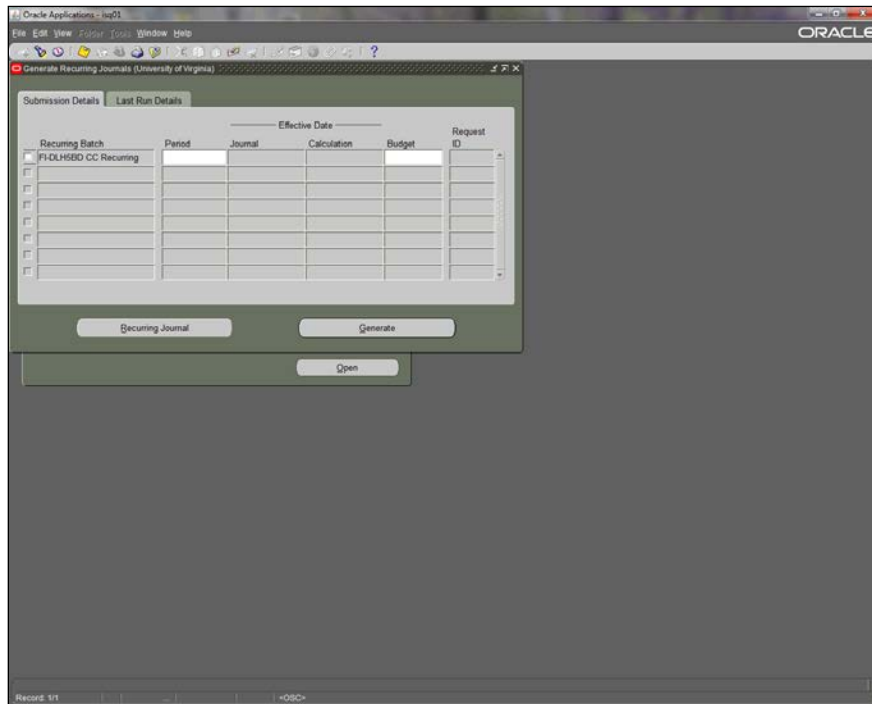
Procedure

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

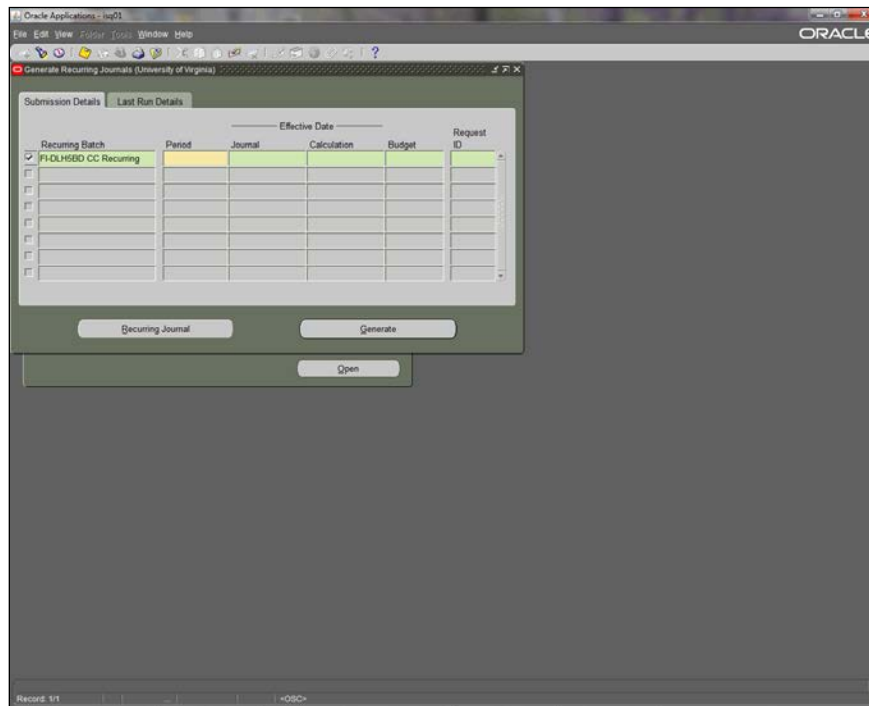


Step	Action
1.	<p>Navigate to:</p> <ul style="list-style-type: none"> Journals Generate Recurring <p>Click the Open button.</p> 
2.	<p>These are all the Recurring Journal entries.</p> <p>Search for yours.</p> <p>Initiate a query by Pressing [F11].</p>
3.	<p>Enter the parameter for your query into the Recurring Batch field.</p> <p>Use your computing ID to search.</p> <p>Enter "%DLH5BD%".</p>

Step	Action
4.	<p>Execute the query.</p> <p>Press [Ctrl+F11].</p>



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



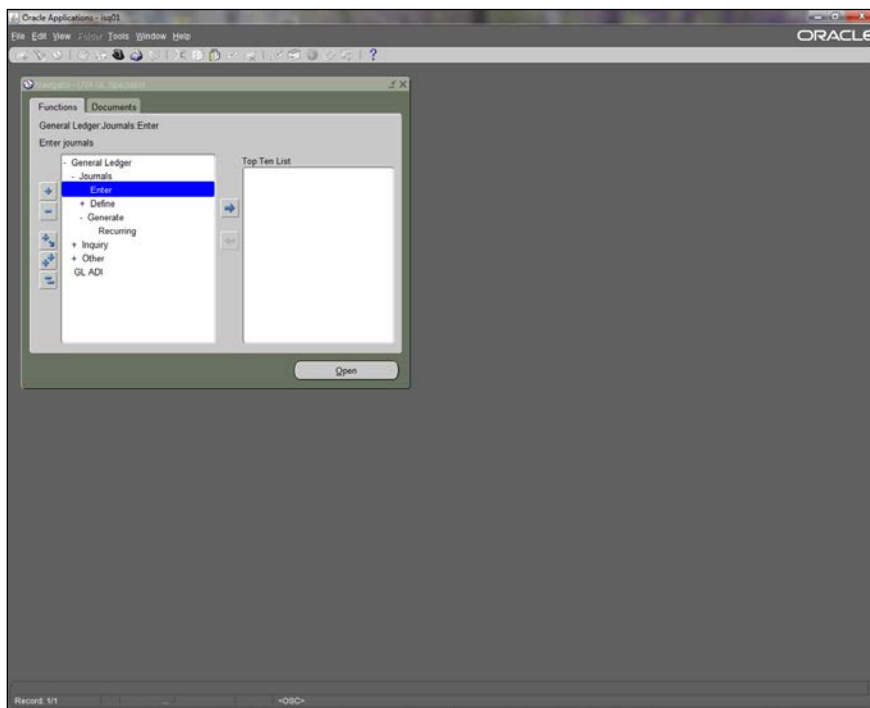
Step	Action
6.	<p>Enter the desired information into the Period field.</p> <p>Enter "Apr-18".</p>
7.	<p>The Journal date and calculation date populate automatically when you tab through the fields.</p> <p>Press [Enter] to continue.</p>
8.	<p>Click the Generate button.</p> <div data-bbox="354 1377 813 1446" data-label="Image"> </div>

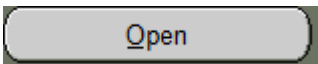
Recurring Batch	Period	Journal	Calculation	Budget	Request ID
FI-DLH580 CC Recurring	Apr-18	01-APR-2018	01-APR-2018		18619961

Buttons: Recurring Journal, Generate, Open

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

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

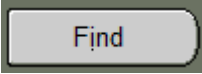
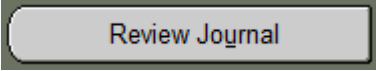


Step	Action
10.	<p>Your journal was generated, but the deposit number and the amounts are missing.</p> <p>Journals, Enter has been selected for you.</p> <p>Click Open.</p> 
11.	<p>Search for your newly generated journal using the percent sign (%) before and after your user id.</p> <p>When you have created many journals, you will find it helpful to limit your search. This example limits the search to the period March 2018.</p> <p>Enter the desired information into the Period field. Enter "MAR-18".</p>

The screenshot displays the Oracle Applications General Ledger interface. A main window titled "Batch Entry" is open, showing a table with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debt, and Journal Credit. A modal dialog box is overlaid on top of the main window, containing the following fields and buttons:

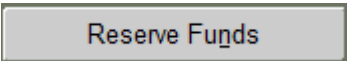



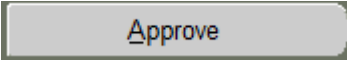
- Batch: %DLMSB0%
- Journal: %DLMSB0%
- Ledger: %DLMSB0%
- Source: %DLMSB0%
- Category: %DLMSB0%
- Status: %DLMSB0%
- Posting: %DLMSB0%
- Funds: %DLMSB0%
- Period: MAR-18
- Currency: %DLMSB0%
- Control Total: %DLMSB0%
- Batch: %DLMSB0%
- Journal: %DLMSB0%

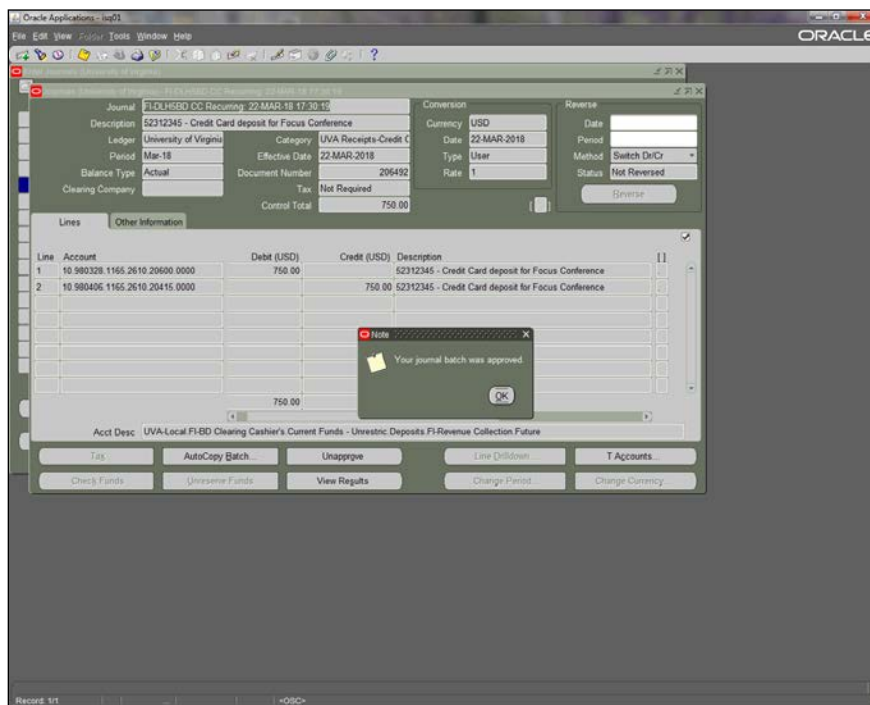
Buttons at the bottom of the dialog include: Clear, New Batch, New Journal, Find, More, Review Journal, Review Batch, Reverse Batch, Tax Batch, Requery, New Journal, New Batch, Approve, and AutoCopy.


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

The screenshot shows the Oracle Applications General Ledger (GL) interface. The main window is titled 'Oracle Applications - hq01'. The 'Journal' tab is selected, and the 'Description' field contains the text 'Created by recurring journal entry program'. The 'Ledger' is set to 'University of Virginia', the 'Period' is 'Mar-18', and the 'Balance Type' is 'Actual'. The 'Conversion' section shows 'Currency' as 'USD', 'Date' as '22-MAR-2018', 'Type' as 'User', and 'Rate' as '1'. The 'Reverse' section shows 'Date' as '22-MAR-2018', 'Period' as 'Mar-18', 'Method' as 'Switch Dr/Cr', and 'Status' as 'Not Reversed'. The 'Lines' table has two columns: 'Line' and 'Account'. The first line is '1' with account '10 980328 1165 2610 20600 0000'. The second line is '2' with account '10 980406 1165 2610 20415 0000'. The 'Debit (USD)' and 'Credit (USD)' columns are empty. The 'Description' column contains the text 'Created by recurring journal entry program'. The 'Acct Desc' field at the bottom contains the text 'UVA-Local AT-CC Clearing Athletics Current Funds - Unrestric Deposits AT-Ticket Office Future'. The 'Tax' field is empty. The 'AutoCopy Batch' field is empty. The 'Approve' button is highlighted. The 'Line Drilldown' button is also visible. The 'T Accounts' button is visible. The 'Check Funds' button is visible. The 'Reverse Funds' button is visible. The 'View Reports' button is visible. The 'Change Period...' button is visible. The 'Change Currency...' button is visible. The 'Record: 1/1' and '<DB>' buttons are visible at the bottom.

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

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



Step	Action
24.	Click the OK button. 

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

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

GL Quick Reference Guides: UBI Community
([https://ubicomunity.virginia.edu/community/resources-documentation/content?filterID=contentstatus\[published\]~category\[gl\]](https://ubicomunity.virginia.edu/community/resources-documentation/content?filterID=contentstatus[published]~category[gl])) (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

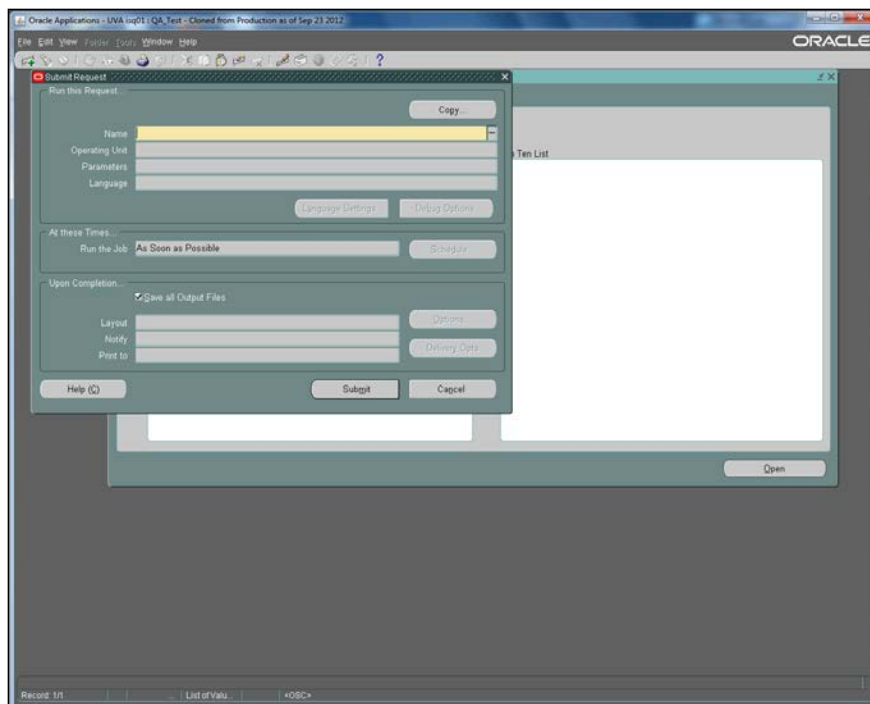
Running a Standard Report within the General Ledger will yield all data that has processed through the GL for the span of months queried.




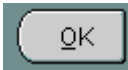
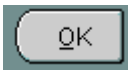

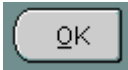
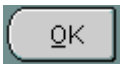
Procedure

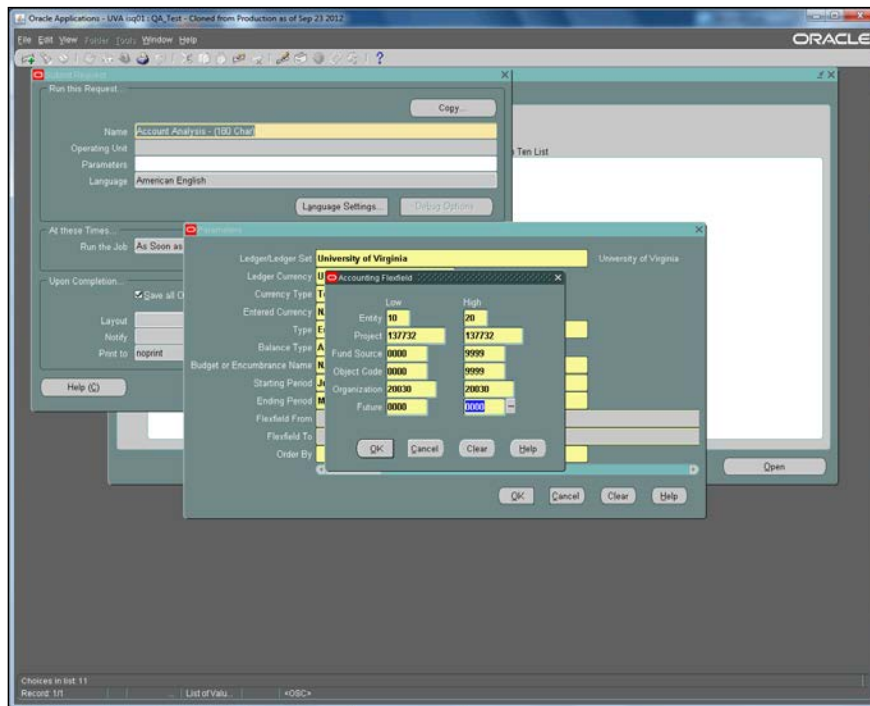
This topic illustrates how to run the Account Analysis GL standard report.

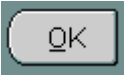
Log in as a GL Viewer.

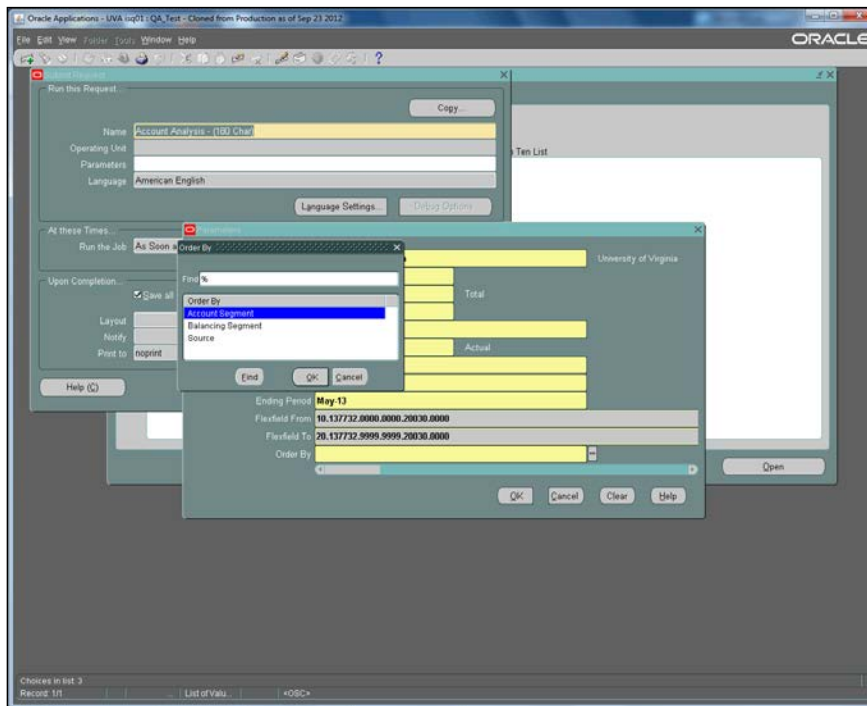
Step	Action
1.	Double-click the Run menu.  Run
2.	Single Request is selected. Click the OK button. 


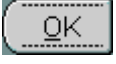



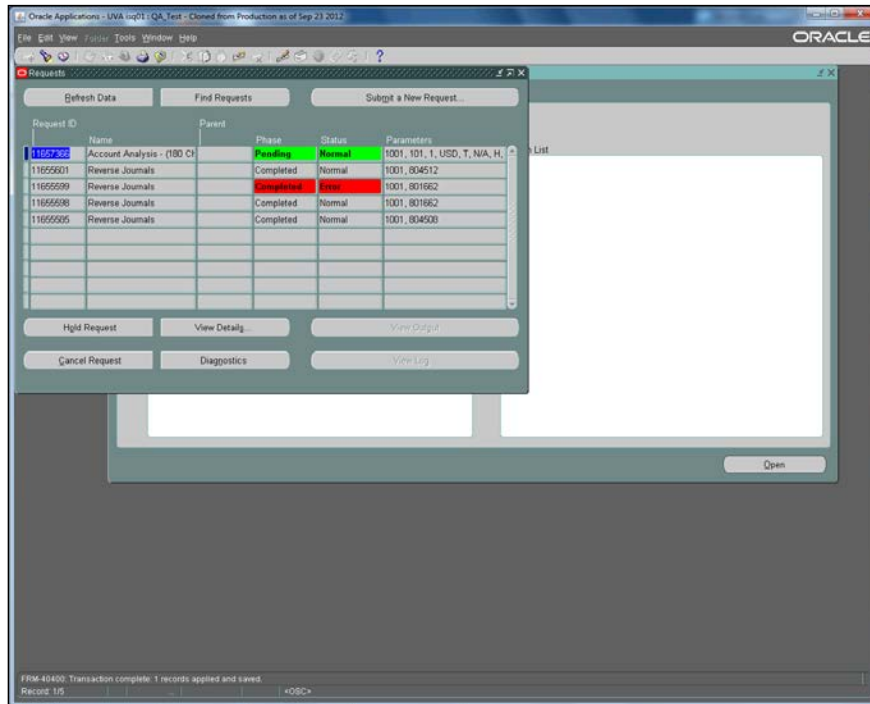
Step	Action
3.	Click the Name List of Values button. 
4.	Click the Account Analysis list item.
5.	Click the OK button. 
6.	Click the LOV button. 
7.	Click the OK button. Entry Item is selected. 
8.	Actual is selected as the Balance Type. Click the OK button. 
9.	Click the Starting Period LOV button. 
10.	Jul-12 is selected. Click the OK button. 
11.	The ending period, May-13 is selected. Click the Ok button. 
12.	Click in the Flexfield From field.






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



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



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

Training Guide

General Ledger (GL)

Oracle Applications - UVA (up01) QA Test - Cloned from Production as of Sep 23 2012

Oracle Applications Home Page | Oracle Applications R12 | e2gladm2.admin.virginia.edu | UVA: Integrated System | University of Virginia

Account Analysis Report
Entry Item
Period: Jul-12 To May-13
Report Date: 21-MAY-2013 11
Page: 1 of 1

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

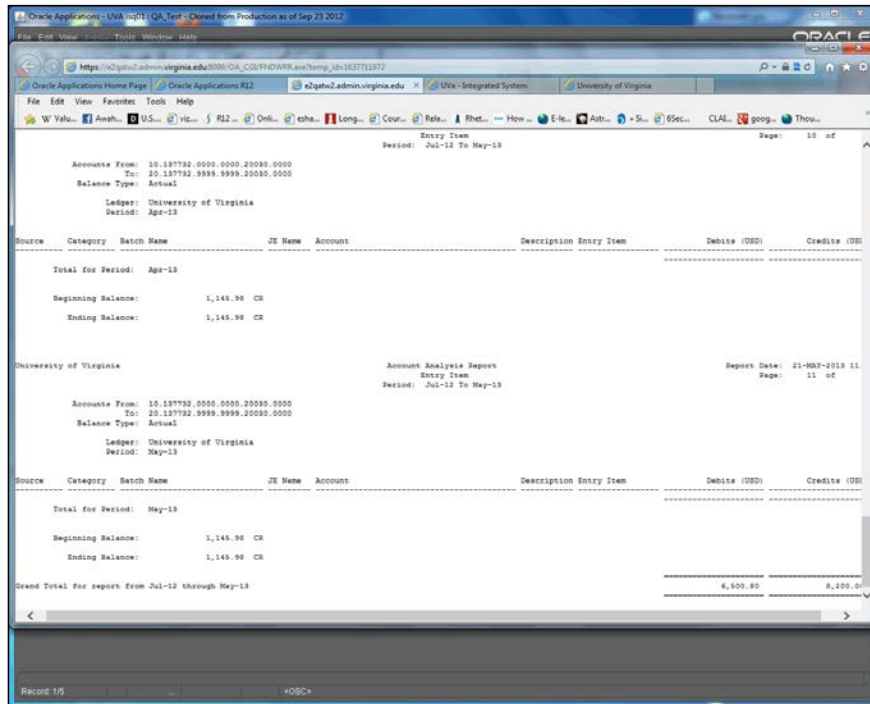
Source	Category	Batch Name	JE Name	Account	Description	Entry Item	Debits (USD)	Credits (USD)
UVA Manual	UVA Receipt	HR L&B CREDIT DEPOSITS 240712	HR L&B C	20.137732.1110.4709.20030.0000	CREDIT CARD		900.01	750.01
UVA Manual	UVA Receipt	HR L&B CREDIT DEPOSITS 240712	HR L&B C	20.137732.1110.4709.20030.0000	CREDIT CARD		1,600.00	
UVA Payable	UVA Payable	Highly UVA Payables A 549645	19-JUL-20	20.137732.1110.4155.20030.0000	Journal Imp Journal Import Cr		634.06	
UVA Payable	UVA Payable	Highly UVA Payables A 549645	19-JUL-20	20.137732.1110.4155.20030.0000	Journal Imp Journal Import Cr		3,450.00	
UVA Payable	UVA Payable	Highly UVA Payables A 549645	01-JUL-20	20.137732.1110.4175.20030.0000	Journal Imp Journal Import Cr		80.16	
UVA Payable	UVA Payable	Highly UVA Payables A 549645	11-JUL-20	20.137732.1110.4155.20030.0000	Journal Imp Journal Import Cr		29.63	
UVA Payable	UVA Payable	Highly UVA Payables A 549645	18-JUL-20	20.137732.1110.4155.20030.0000	Journal Imp Journal Import Cr		9.29	
Total for Period: Jul-12							6,784.62	1,050.01
Beginning Balance:							539.22	DR
Ending Balance:							8,287.84	DR


University of Virginia
Account Analysis Report
Entry Item
Period: Jul-12 To May-13
Report Date: 21-MAY-2013 11
Page: 2 of 2

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

Record 1/5 | <OSC>

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



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

GL Inquiries

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

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

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

Drilling Down to AP


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

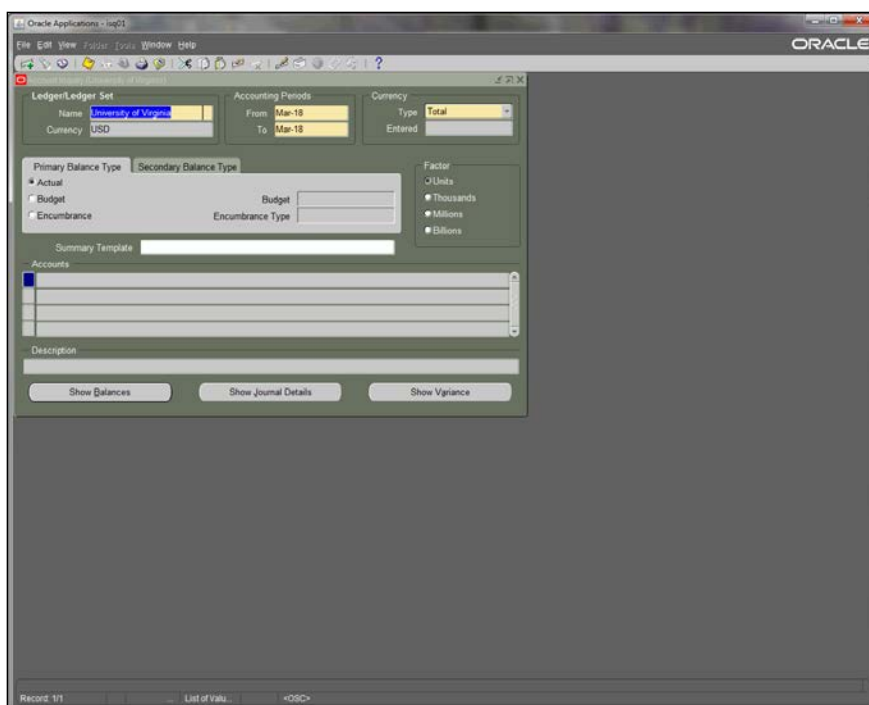
The default for the Integrated System is to close forms when another is open. The setting will need to be changed before initiating your query.

Procedure

Log in as *GL Viewer*.

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

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



Oracle Applications - log01

File Edit View F1001 Tools Window Help

Ledger/Ledger Set

Name: University of Maryland Accounting Periods: From: Mar-18 To: Mar-18 Currency: Total

Currency: USD Entered:

Primary Balance Type: ☒ Actual ☐ Budget ☐ Encumbrance

Secondary Balance Type: Budget: Encumbrance Type:

Factor: ☐ Units ☐ Thousands ☐ Millions ☐ Billions


Summary Template:


Accounts:

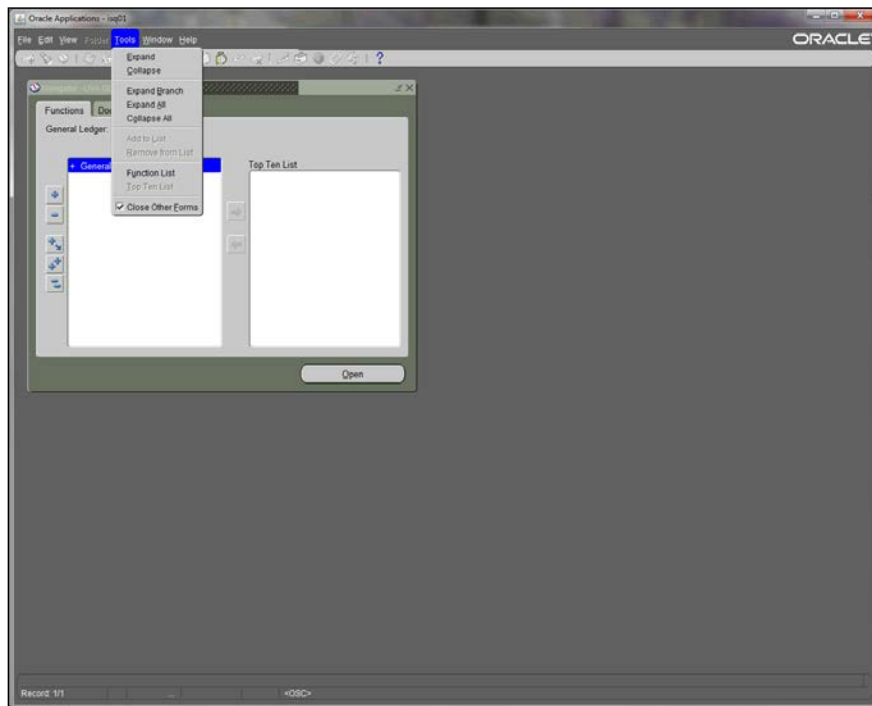
Description:


Show Balances Show Journal Details Show Variance

Record: 1/1 List of Values: <OSC>

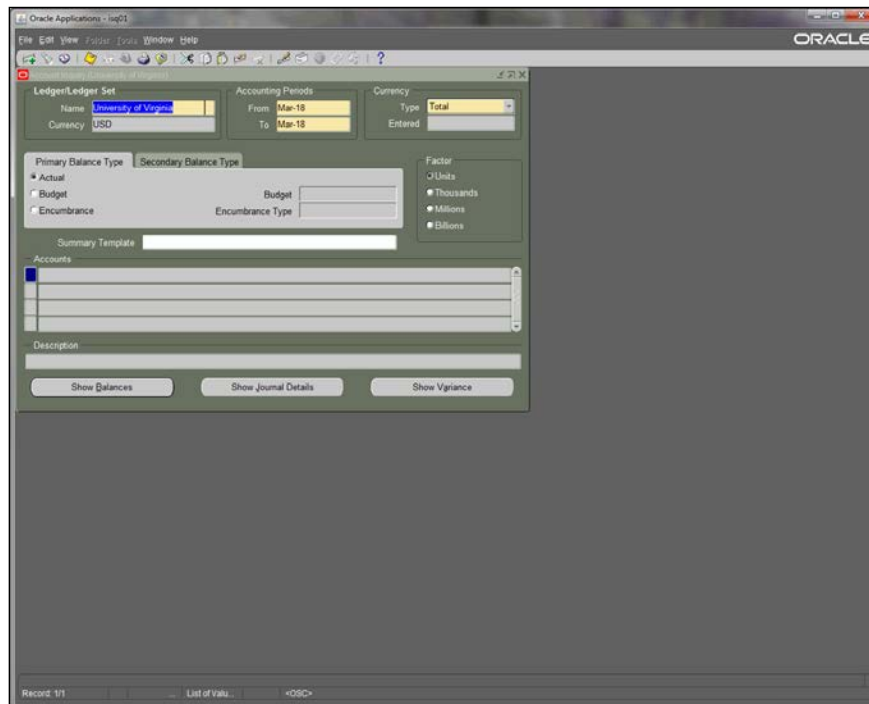
Step	Action
2.	<p>Close the Account Inquiry form.</p> <p>Click the Close button.</p> 

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



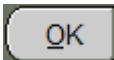
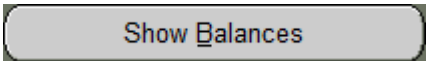
Step	Action
4.	<p>Uncheck the Close Other Forms menu.</p> 

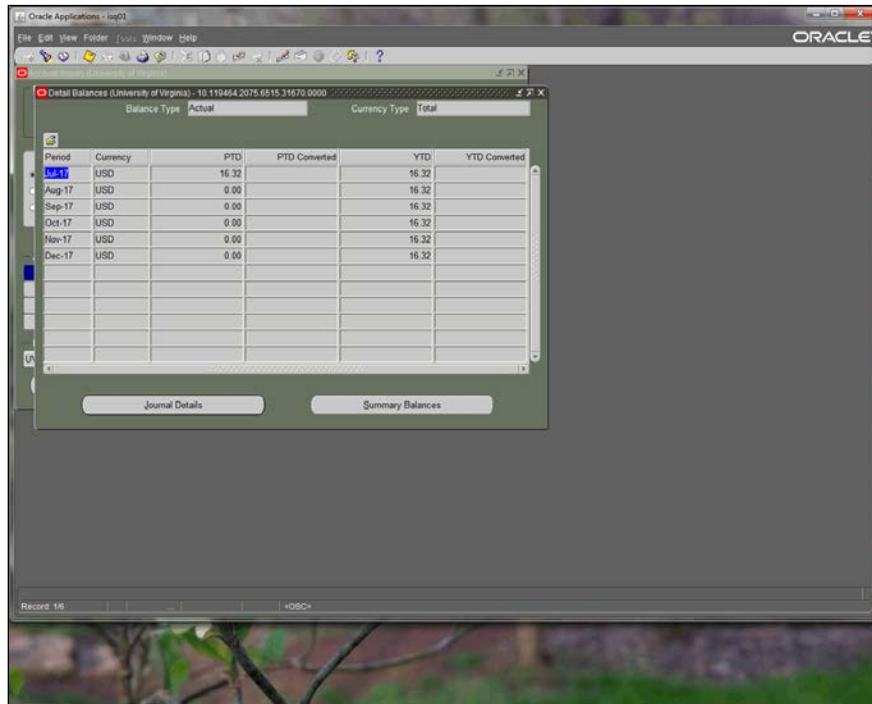
Step	Action
5.	<p>Inquiry, Account is selected for you.</p> <p>Click the Open button.</p> <p>Account</p>

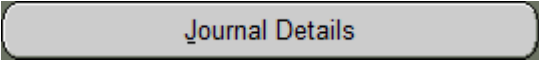



Step	Action
6.	Press [Tab] .

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.	<p>You will drill down to the module in which a transaction occurred.</p> <p>The object code chosen helps focus the inquiry in the area of interest.</p> <p>The highest-level structure of GL Object Codes is shown in this table:</p> <table> <tr><td>1000</td><td>Assets</td></tr> <tr><td>2000</td><td>Liabilities</td></tr> <tr><td>3000</td><td>Fund Balance</td></tr> <tr><td>4000</td><td>Revenue</td></tr> <tr><td>5000- 8950</td><td>Total Expenses</td></tr> <tr><td>9000</td><td>Statistical Units</td></tr> </table>	1000	Assets	2000	Liabilities	3000	Fund Balance	4000	Revenue	5000- 8950	Total Expenses	9000	Statistical Units
1000	Assets												
2000	Liabilities												
3000	Fund Balance												
4000	Revenue												
5000- 8950	Total Expenses												
9000	Statistical Units												
11.	<p>The GL String has been entered for you. The object code, 6515, falls in the expense range (Supplies, Office).</p> <p>NOTE: You could enter a range for the segments of the accounting string.</p> <p>Click the OK button.</p> 												
12.	<p>The Description field shows the name of the GL String segments separated by periods.</p> <p>Press [Enter] to continue.</p>												
13.	<p>Click the Show Balances button.</p> 												



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

Training Guide

General Ledger (GL)

View Journal Entry Lines

Ledger: University of Virginia GL Batch Name: Nightly UVA Payables A:2091633 18016781 2
 Period: Jul-17 GL Journal Entry Name: 07-JUL-2017 UVA Purchase Invoices USD
 Currency: USD Accounted DR: 16.32
 Account: 10.119464.2075.6515.31670.0000 Accounted CR:

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

Match: ☒ All ☐ Any

Balancing Segment is
 Natural Account Segment is
 GL Date is

Select Subledger Journal Entry Line:

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	10.119464.2075.6515.31670.0000	UVA-LOCAL AS-ASTR Funds McCormickObs Current Funds - Restrictd Supplies, Office AS-Astronomy Future	07-Jul-2017	Item Expense	16.32		000

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

Oracle Applications - inv01

Invoice Workbench (IVA GL Viewer)

Batch Control Total: _____ Batch Actual Total: _____

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
A1000 RectorBoard		Standard			SUPPLY R 9392	PAY SITE	06-JUL-2017	30119210	USD

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

Summary

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

Amount Paid: USD 25.05

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

Description: _____

Calculate Tax Tag Details All Distributions

Record: 1/1

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Step	Action
17.	Click the All Distributions button.

Oracle Applications - inv01

Distributions (IVA GL Viewer) - A1000 RectorBoard of Visitors, 30119210, SUPPLY ROOM COMPANIES

Line Number: 2 Invoice Total: 25.76
Line Description: _____ Distribution Total: 25.76


Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	9.44	07-JUL-2017	20 102533 1001 6515 31670 000		Card Stock, 65lb, 96 Bright, 8 1/2 x 11
1	Item	16.32	07-JUL-2017	10 119464 2075 6515 31670 000		Sheet Protectors, Top Load, 1.9mil, 11x

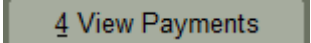
Status: Validated
Accounted: Processed
Distribution Class: Saved
Associated Charges: _____
Account Description: IJVA-State AS-ASTR Instruction Current Funds - Unrestric Supplies, Office AS-Astronomy Future

Tax Distributions View Receipt

Record: 1/2

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

Step	Action
20.	<p>Click the View Payments tab.</p> 

Oracle Applications - inv01

Invoice Workbench (IVA GL Viewer)

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
A1000 Rector/Board		Standard			SUPPLY R 9392	PAY SITE	06-JUL-2017	30119210	USD

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

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

Payment Overview

Calculate Tax Tag Details All Distributions

Record: 1/1

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Step	Action
21.	Click the Payment Overview button.

Payment Overview

Oracle Applications - inv01



Payment Overview (IVA GL Viewer)

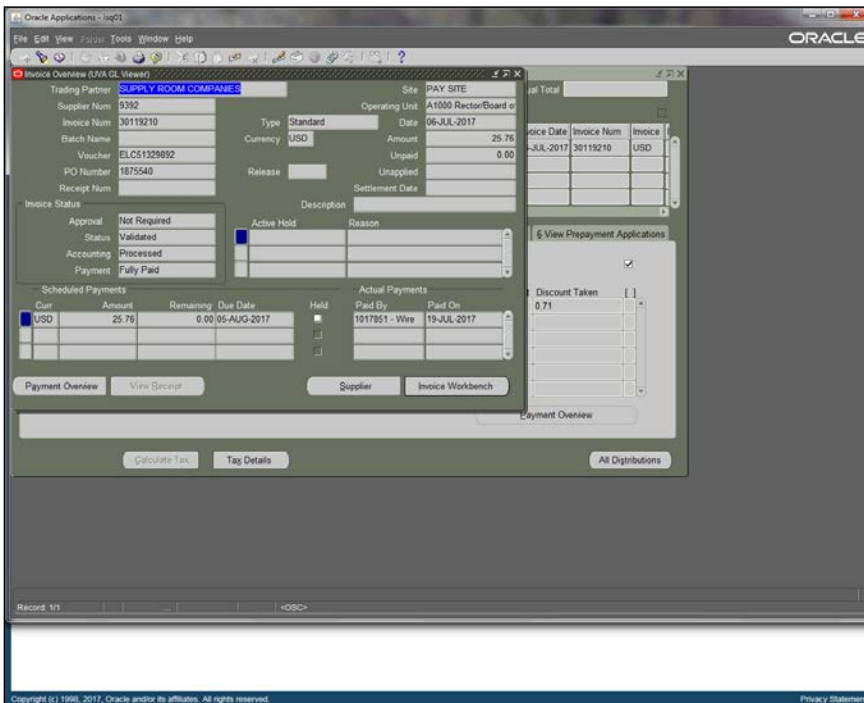
Operating Unit: A1000 Rector/Board of W
Number: 1017851
Currency: USD
Amount: 18,769.40
Date: 19-JUL-2017
Payment Process Request: PAYMODE2017-JUL-19
Voucher:
Status: Reconciled
Cleared Amount: 18,769.40
Cleared Date: 20-JUL-2017
Void Date:
Maturity Date:
Acknowledged Status:
Payee: SUPPLY ROOM COMPANIES
Paid To Name: SUPPLY ROOM COMPANIES
Taxpayer ID: 541474203
Supplier Number: 9392
Site: PAY SITE
Address: PO BOX 791416
BALTIMORE, MD 21273-1416
United States
Bank: BANK OF AMERICA
Name: BOA AP DISBURSEMENT ACCT
Account:
Payment Document: Wire
Payment Method: Wire
Payment Process Profile: UVA_AP_PAYMODE
Invoices:
Number Amount Paid GL Date Description
29923132 4.76 19-JUL-2017
20961591 17.70 19-JUL-2017
36079231 51.56 19-JUL-2017
Invoice Num: 30119210
Invoice Date: 06-JUL-2017
Invoice Num: 30119210
Invoice Date: 06-JUL-2017
Discount Taken: 0.71
Invoice Overview Bank Supplier Payments

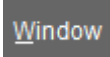
Calculate Tax Tag Details All Distributions


Record: 1/1

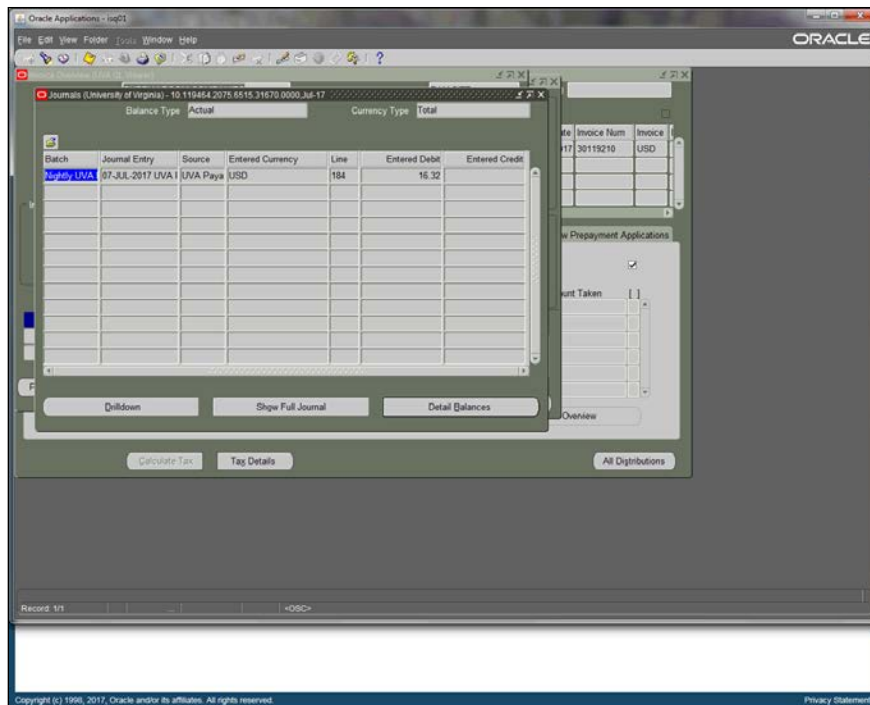
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Step	Action
22.	<p>Quite a few invoices were paid in the check for \$18,769.40.</p> <p>The invoice number can be found on the previous window.</p> <p>Click the Scroll down arrow to find the invoice associated.</p> 
23.	<p>When you click on the Selection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



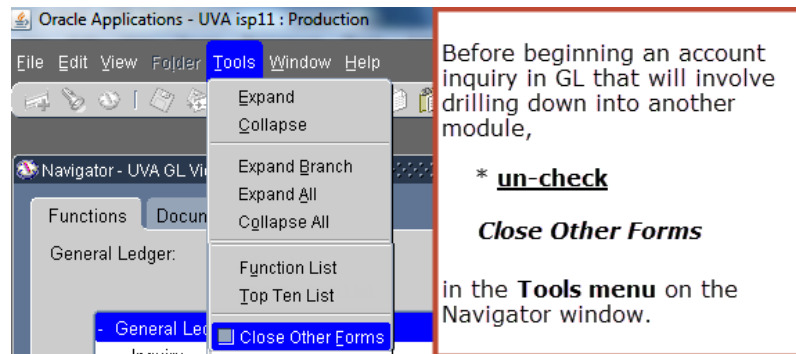
Step	Action
24.	<p>The Invoice Overview form provides you with information about the payment associated with the invoice number, such as the Paid By method, Paid on date, and the PO Number.</p> <p>Click the Window menu to see all the open windows.</p> 

Step	Action
25.	<p>Here is a list of all open windows. The radial button is on 6 Invoice Overview because that is the current window.</p> <p>Choose number 3 option.</p> <p>Click the 3 Journals (University of Virginia) option.</p> <p></p>



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

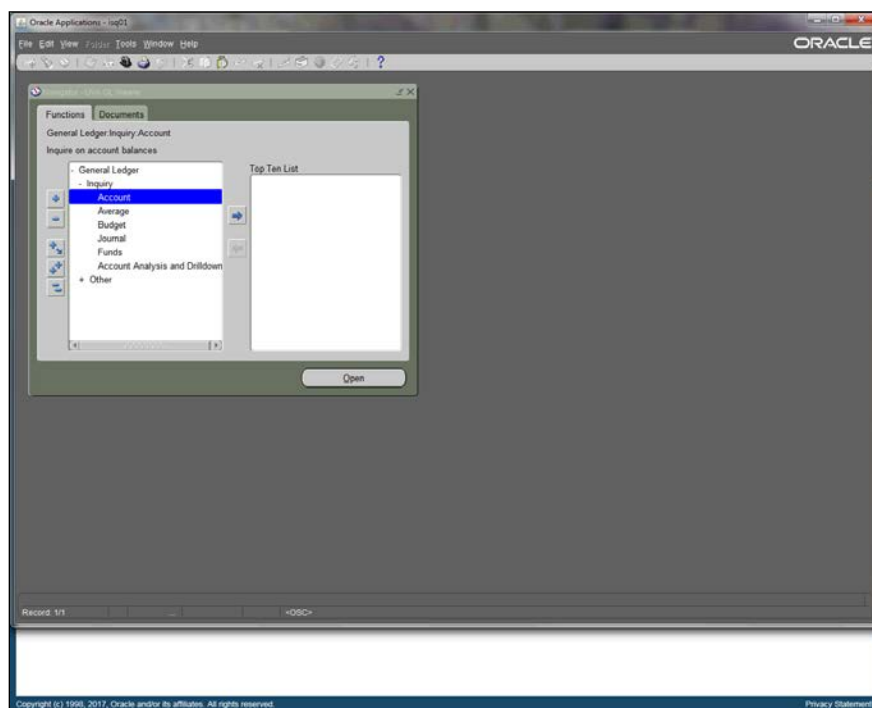
Drilling Down to Accounts Receivable




Procedure

Log in as GL Viewer responsibility.

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

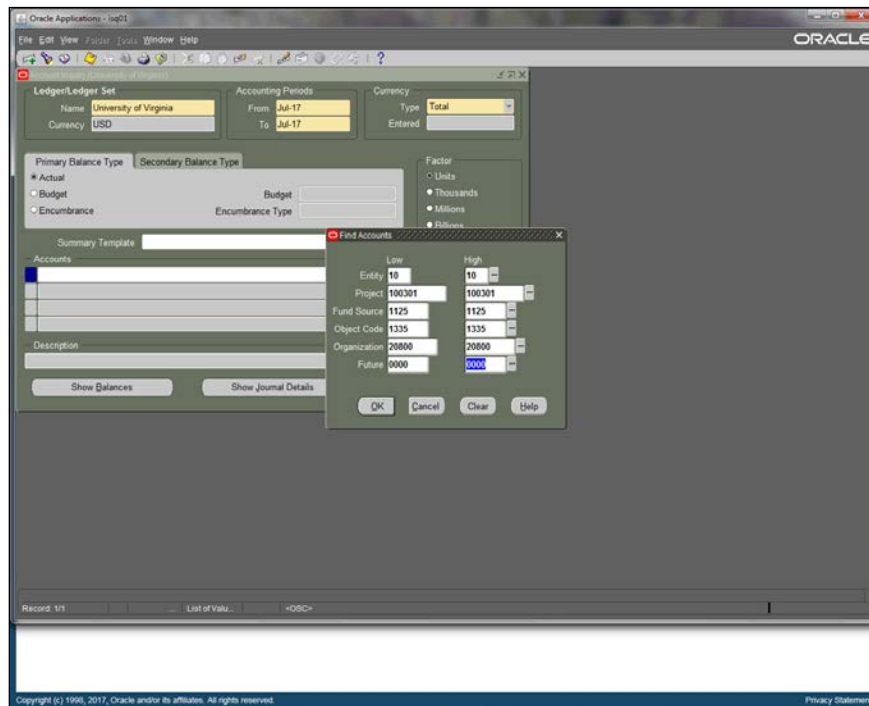


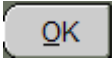
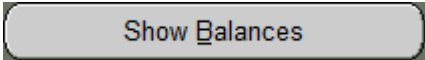
Step	Action
1.	Double-click the Account list item.

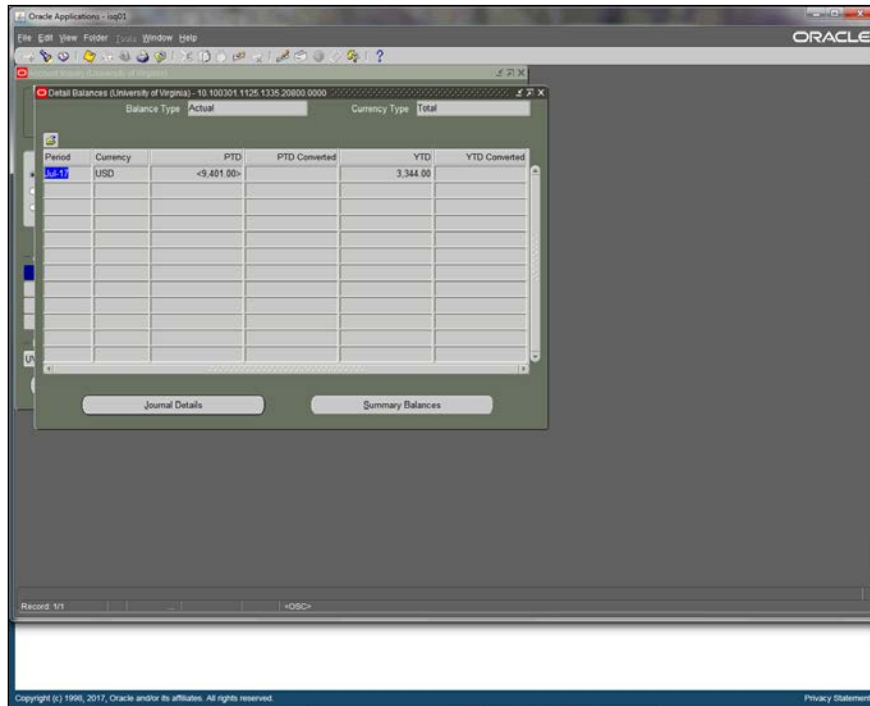
Step	Action
2.	Enter the period of inquiry. Enter " Jul-17 ".
3.	Click in the Accounting Periods: To field. 
4.	In this instance, only the Jul-17 accounting period is being queried, but the Integrated System allows an inquiry of a span of time. Click in the Account field.

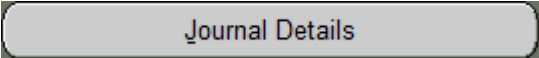

Training Guide

General Ledger (GL)



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



Step	Action
7.	Click the Journal Details button. 
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. 

Training Guide

General Ledger (GL)

View Journal Entry Lines

Ledger: University of Virginia GL Batch Name: RECV UVA Receivables A 2968534 18010350
 Period: Jul-17 GL Journal Entry Name: 05-JUL-2017 UVA Receipts USD
 Currency: USD Accounted DR
 Account: 10.100301.1125.1335.20600.0000 Accounted CR: 3073

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

Match: ☒ All ☐ Any

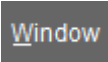
Balancing Segment is
 Natural Account Segment is
 GL Date is

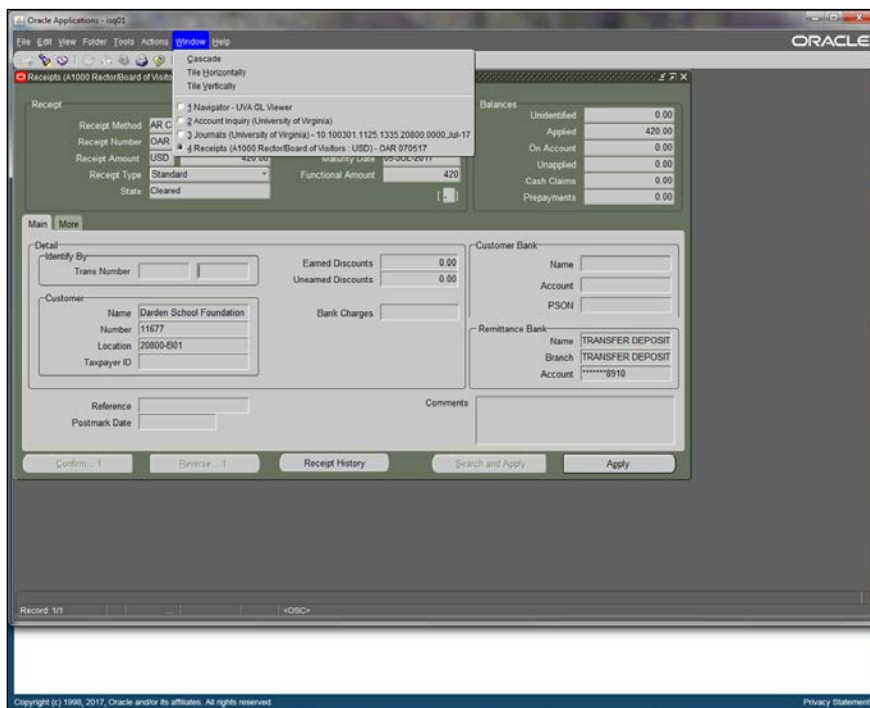
Select Subledger Journal Entry Line:

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	10.100301.1125.1335.20600.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestricted Receivables	05-JUL-2017	Receivable		420.00	000
University of Virginia	10.100301.1125.1335.20600.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestricted Receivables	05-JUL-2017	Receivable	2,653.00		000

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

Step	Action
10.	Review the receipt. Press [Enter] to continue.
11.	Click the Window menu. 



Step	Action
12.	<p>To view other transactions in July 2017, go back to the Journals window.</p> <p>Click in #3 Journals field.</p> <p></p>
13.	Click an entry in the Debit column.
14.	<p>Click the Drilldown button.</p> <p></p>

View Journal Entry Lines

Ledger: University of Virginia
Period: Jul-17
Currency: USD
Account: 10.100301.1125.1335.20000.0000

GL Batch Name: RECV UVA Receivables A 3046534 16053337
GL Journal Entry Name: 14-JUL-2017 UVA Sales Invoices USD
Accounted DR: 3974
Accounted CR:

Advanced Search

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

Match: ☒ All ☐ Any

Balancing Segment: is
Natural Account Segment: is
GL Date: is

Select Subledger Journal Entry Line:

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	10.100301.1125.1335.20000.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestricted Receivables	14-Jul-2017	Receivable	2,674.00		00
University of Virginia	10.100301.1125.1335.20000.0000	QAR Billed AT-IM-Sports Administrat Future	14-Jul-2017	Receivable	850.00		00
University of Virginia	10.100301.1125.1335.20000.0000	UVA-Local AT-IM Other Revenue Current Funds - Unrestricted Receivables	14-Jul-2017	Receivable		450.00	00

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

Training Guide

General Ledger (GL)

Oracle Applications - inv01

File Edit View Folder Tools Actions Window Help

Transactions (A1000 RectorBoard of Visitors - USD)

Transaction: Invoice, Date: 14-JUL-2017, Balance Due: 0.00
 Number: 1000058475, GL Date: 14-JUL-2017, Tax: 0.00
 Class: Invoice, Currency: USD, Freight: 0.00
 Type: Invoice-Local, Document Num: , Charges: 0.00
 Reference: , Transaction: , Total: 0.00
 Legal Entity: A1000 RectorBoard of Visitors, Complete: ☐

Main More Notes Commitment Reference Information

Ship To: Law School Foundation, 2617, 20800-B01, 20800, P O BOX 400405, CHARLOTTESVILLE, VA 22904 United S

Sold To: Law School Foundation, Number: 2617

Paying Customer: Law School Foundation, Number: 2617, Location: 20800-B01

Payment Details: Receipt Method: , Payment Method: , Instrument Number: , Select Instrument:

Commitment: 30 NET, Invoicing Rule: , Due Date: 13-AUG-2017

Line Items Tax Freight Distributions Sales Credits Incofigure

Record: 1/1 <09C>

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Step	Action
17.	Click the Line Items button.

Line Items

Oracle Applications - inv01

File Edit View Folder Tools Actions Window Help

Lines (A1000 RectorBoard of Visitors) - Law School Foundation, 1000058475


Transaction: 1000058475, Lines: 850.00, Tax: 0.00, Freight: 0.00

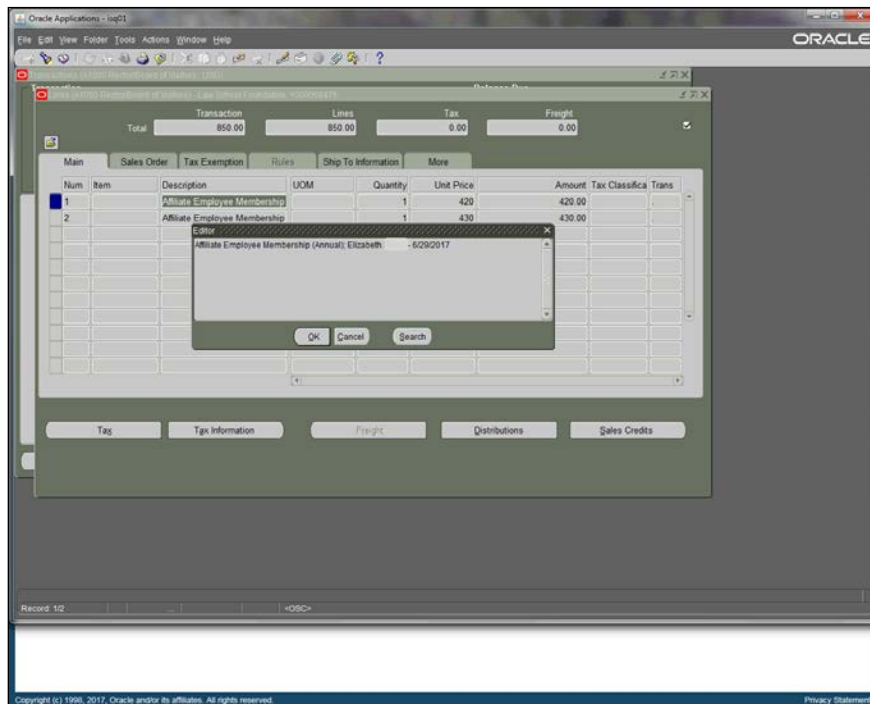
Main Sales Order Tax Exemption Rules Ship To Information More

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

Tag Tax Information Freight Distributions Sales Credits

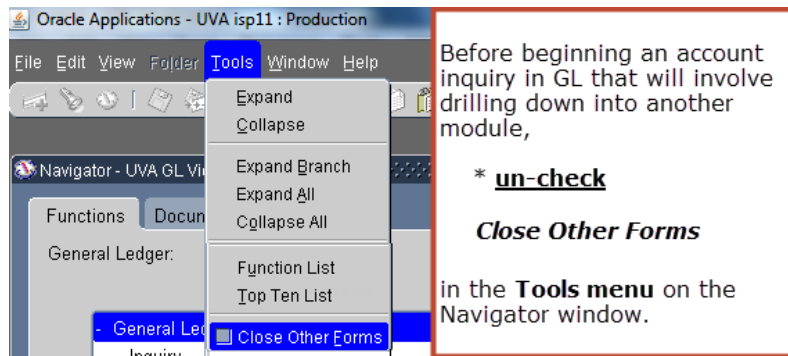
Record: 1/2 <09C>

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



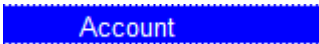
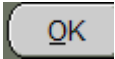
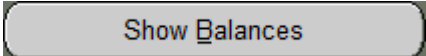
Step	Action
20.	<p>The full Description is now visible.</p> <p>Press [Enter].</p>
21.	<p>This concludes the topic.</p> <p>End of Procedure.</p>

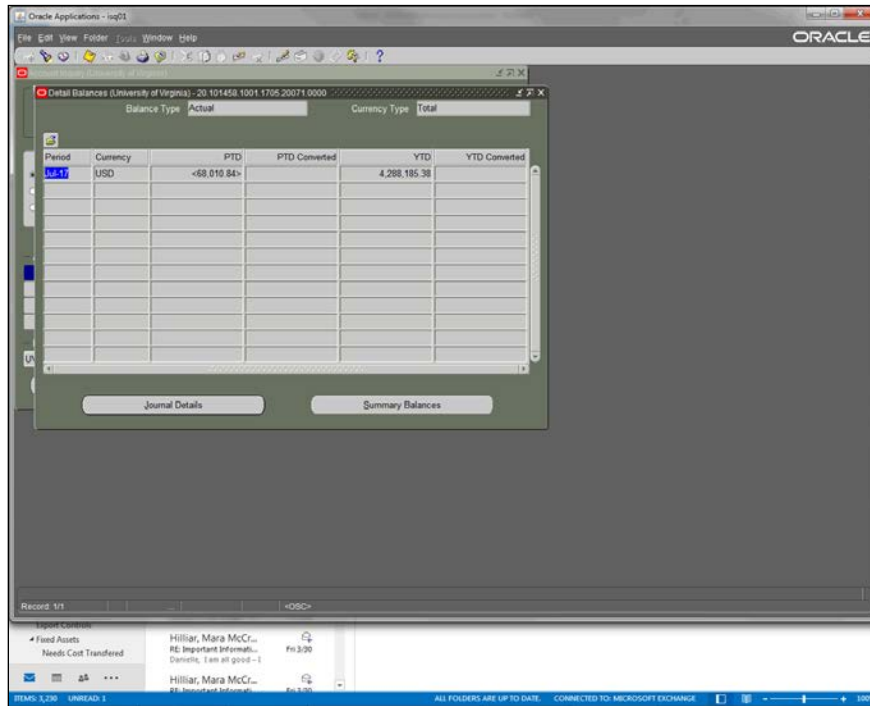
Drilling Down to Fixed Assets

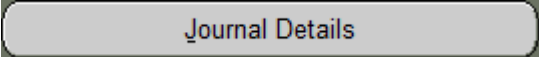



Procedure

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. Click in the Accounts field.
3.	A partial accounting string has been entered. Object code 1705 is FA-Equipment. Click the OK button. 
4.	Click the Show Balances button. 



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

Training Guide

General Ledger (GL)

View Journal Entry Lines

Ledger: University of Virginia GL Batch Name: UNVA Assets A 2984533 18016054
 Period: Jul-17 GL Journal Entry Name: 06-JUL-2017 UNVA Transfer USD
 Currency: USD Accounted DR: 11674.65
 Account: 20.101458.1001.1705.20071.0000 Accounted CR:

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

Match: ☒ All ☐ Any

Balancing Segment is
 Natural Account Segment is
 GL Date is

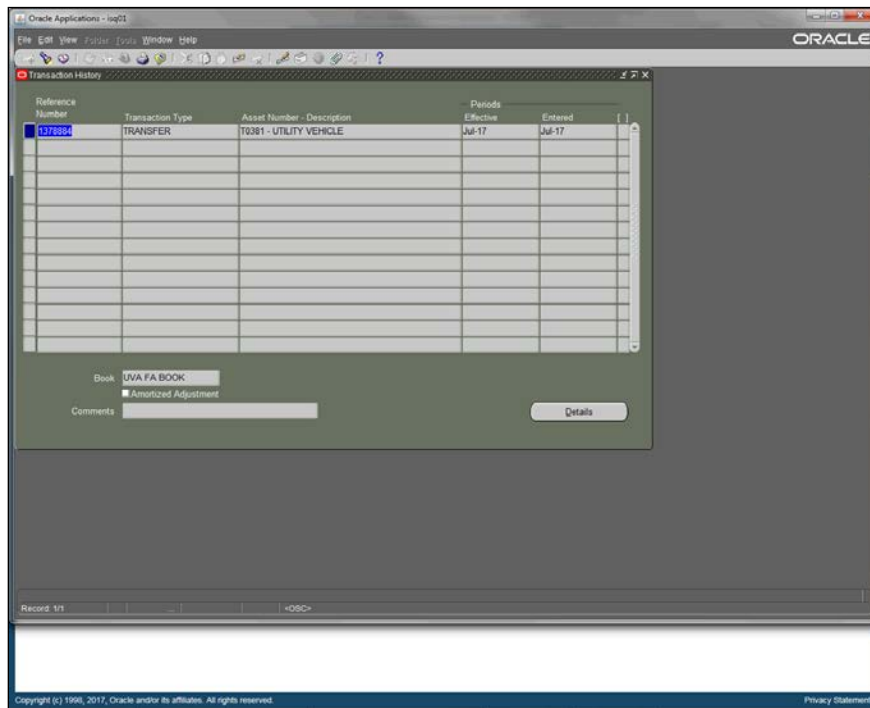
Go Clear Add Another Accounted CR Add

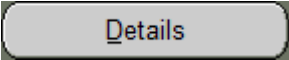
Select Subledger Journal Entry Line: **View Transaction** View Journal Entry Export

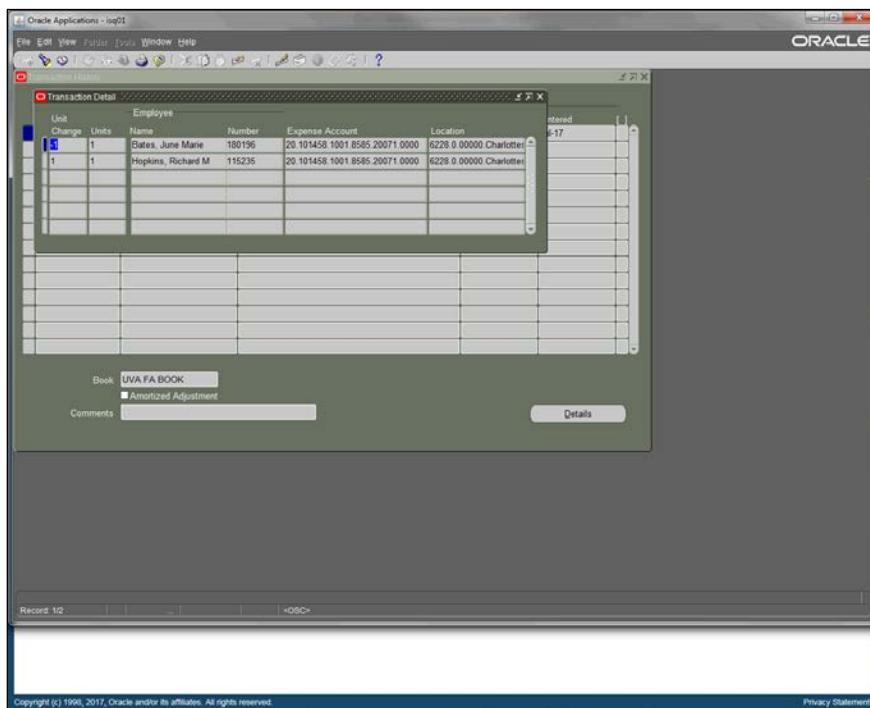
Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	20.101458.1001.1705.20071.0000	UNVA State FM-OTPS-Revolving Current Funds - Unvestre FA	06-Jul-2017	Asset	11,674.65		500

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



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



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

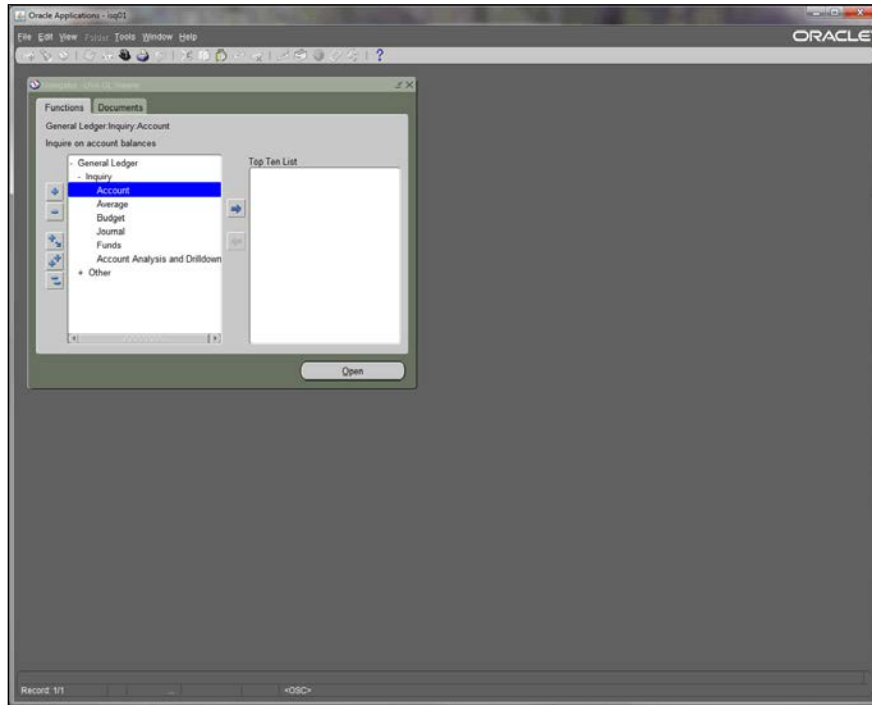
Before beginning an account inquiry in GL that will involve drilling down into another module,

* **un-check**

Close Other Forms

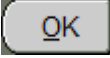
in the **Tools** menu on the Navigator window.

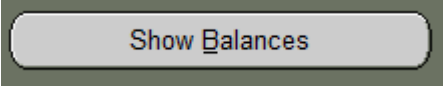
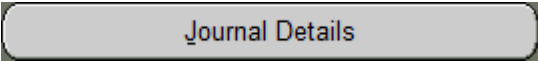

Procedure

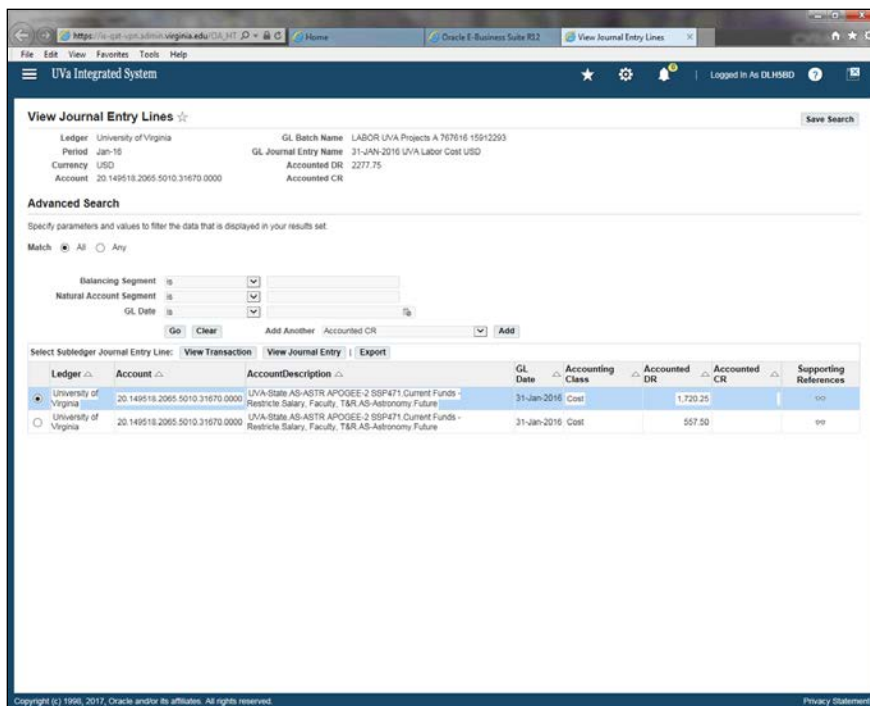


Step	Action
1.	Double-click the Account list item.

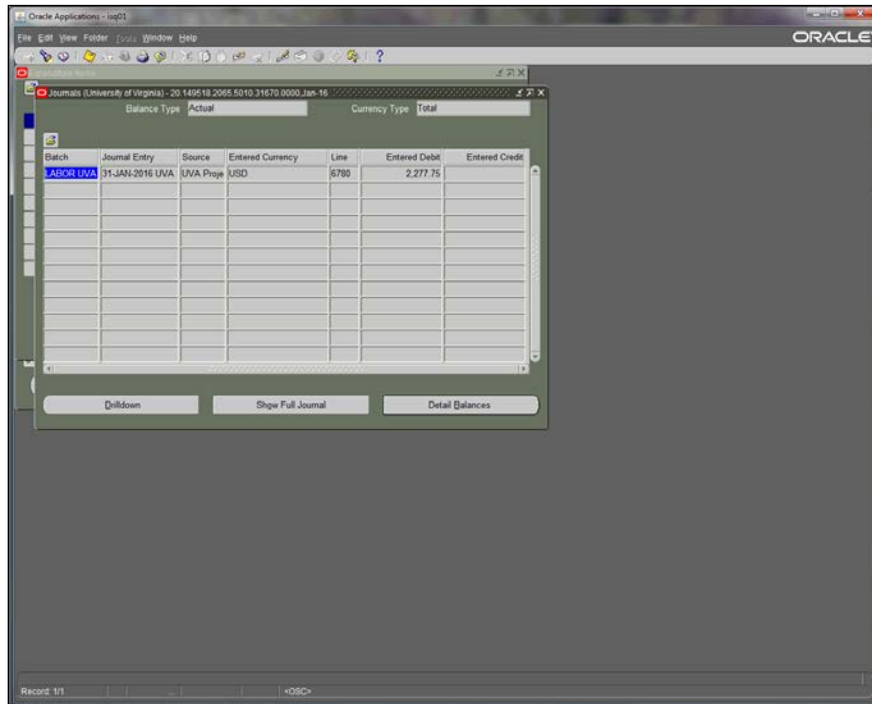
Step	Action
2.	<p>The Accounting Period range, Jan-16 - Jul-16, has been entered.</p> <p>Click in the Account field.</p>

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

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



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



Step	Action
10.	<p>Now back at the Journal window, drilldown to find out about the second debit line.</p> <p>Click the Drilldown button.</p> <div data-bbox="449 1152 907 1209" data-label="Image"> </div>

Training Guide

General Ledger (GL)

View Journal Entry Lines


Ledger: University of Virginia GL Batch Name: LABOR UVA Projects A 767816 15912293
 Period: Jan-16 GL Journal Entry Name: 31-JAN-2016 UVA Labor Cost USD
 Currency: USD Accounted DR: 2277.75
 Account: 20.149518.2065.5010.31670.0000 Accounted CR:

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

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

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	20.149518.2065.5010.31670.0000	UVA-State AB-ASTR APOGEE-2 SSP471 Current Funds - Restrictd Salary, Faculty, T&R AB-Astronomy Future	31-Jan-2016	Cost		1,720.25	100
University of Virginia	20.149518.2065.5010.31670.0000	UVA-State AB-ASTR APOGEE-2 SSP471 Current Funds - Restrictd Salary, Faculty, T&R AB-Astronomy Future	31-Jan-2016	Cost		557.50	100

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

View Journal Entry Lines

Ledger: University of Virginia | GL Batch Name: LABOR UVA Projects A 767816 15912293
 Period: Jan-16 | GL Journal Entry Name: 31-JAN-2016 UVA Labor Cost USD
 Currency: USD | Accounted DR: 2277.75
 Account: 20.149515.2065.5010.31670.0000 | Accounted CR:

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

Match: ☒ All ☐ Any

Balancing Segment is
 Natural Account Segment is
 GL Date is

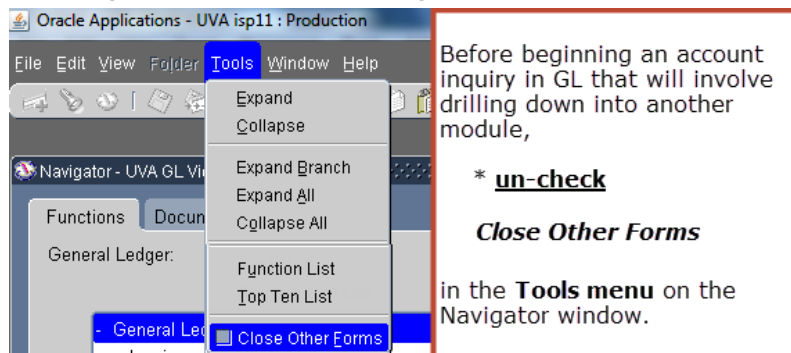
Select Subledger Journal Entry Line:

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	20.149515.2065.5010.31670.0000	UVA-State AB-ASTR APOGEE-2 SSP471 Current Funds - Restrictd Salary, Faculty, T&R AB-Astronomy Future	31-Jan-2016	Cost		1,720.25	100
University of Virginia	20.149515.2065.5010.31670.0000	UVA-State AB-ASTR APOGEE-2 SSP471 Current Funds - Restrictd Salary, Faculty, T&R AB-Astronomy Future	31-Jan-2016	Cost	557.50		100

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Step	Action
12.	<p>The second line is selected for review.</p> <p>Click the View Transaction.</p> <p>View Transaction</p>
13.	<p>Review the transaction.</p> <p>Press [Enter].</p>
14.	<p>This concludes the topic.</p> <p>End of Procedure.</p>

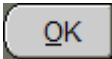
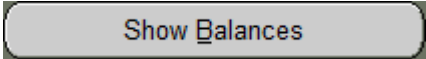

Drilling Down to GA Usages

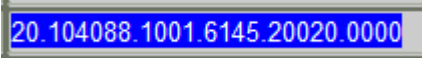
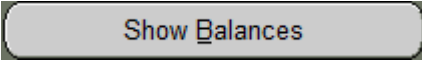


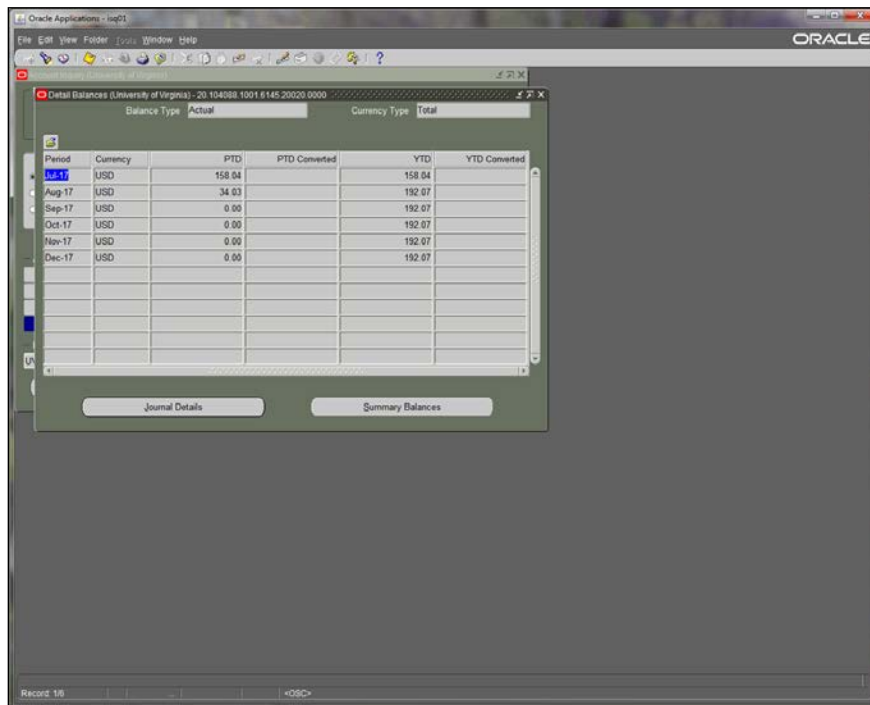
Procedure

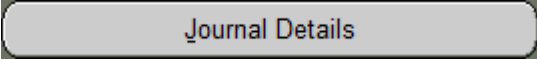

Drilldown to internal transactions by selecting an object code used by Internal Service Providers.

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. 
4.	Click in the first line in Account field.
5.	Click the Show Balances button. 
6.	There hasn't been any charges for Svcs, Telecom, DIT to this GL String. Click the Close button. 

Step	Action
7.	<p>Click in the 20.104088.1001.6145.20020 row.</p> 
8.	<p>Click the Show Balances button.</p> 



Step	Action
9.	<p>There were charges for Svcs, Telecom, DIT for this GL String. The first line, Jul-17, has been selected.</p> <p>Click the Journal Details button.</p> 
10.	<p>The \$158.04 Jul-17 debit is comprised of two debits. The first line, \$128.09, is selected.</p> <p>Click the Drilldown button.</p> 

Training Guide

General Ledger (GL)

View Journal Entry Lines ☆ Save Search

Ledger: University of Virginia GL Batch Name: USAGE UVA Projects A 3000533 10064772
 Period: Jul-17 GL Journal Entry Name: 31-Jul-2017 UVA Usage Cost USD
 Currency: USD Accounted DR: 128.00
 Account: 20 104088 1001 6145 20020 0000 Accounted CR:

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

Match: ☒ All ☐ Any

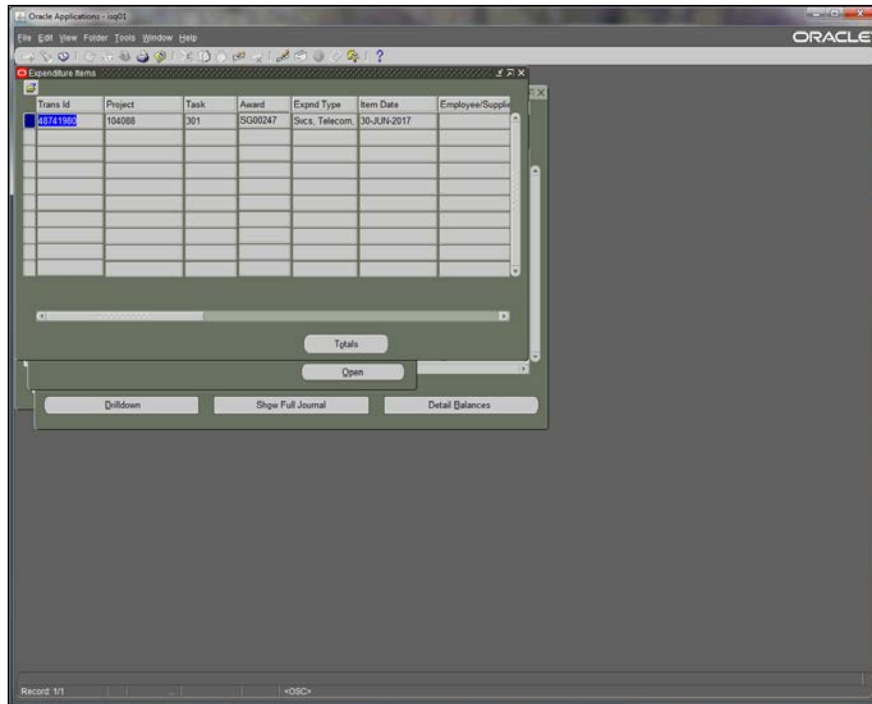
Balancing Segment is
 Natural Account Segment is
 GL Date is



Select Subledger Journal Entry Line:

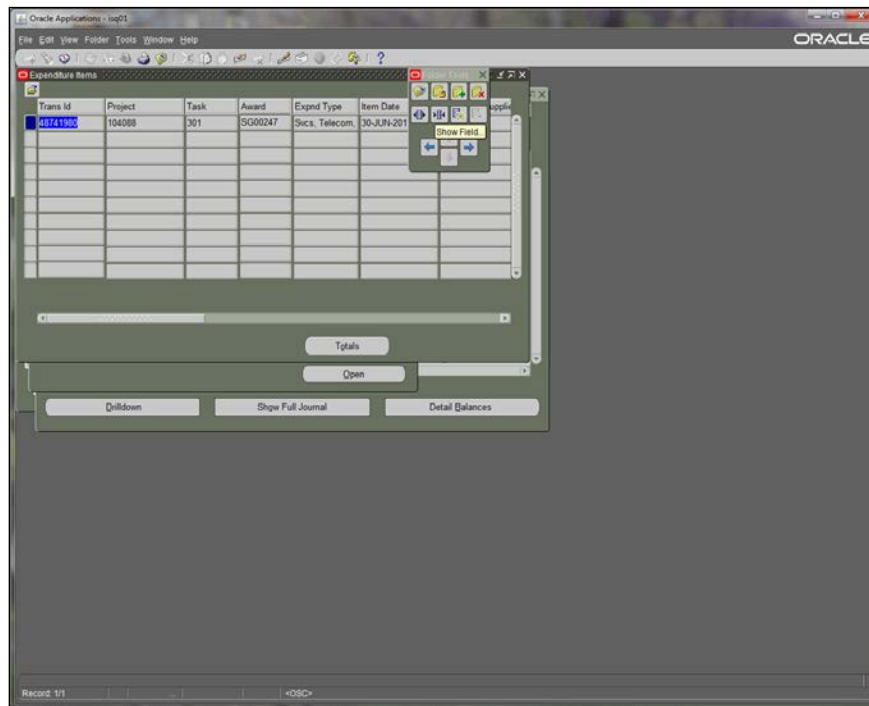
Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
University of Virginia	20 104088 1001 6145 20020 0000	UVA State IT-ISO5 Fin & HR Operatin Current Funds - Unrestrict Svcs, Telecom, DT, IT-ITS Enterprise Applica Future	31-Jul-2017	Cost		128.00	


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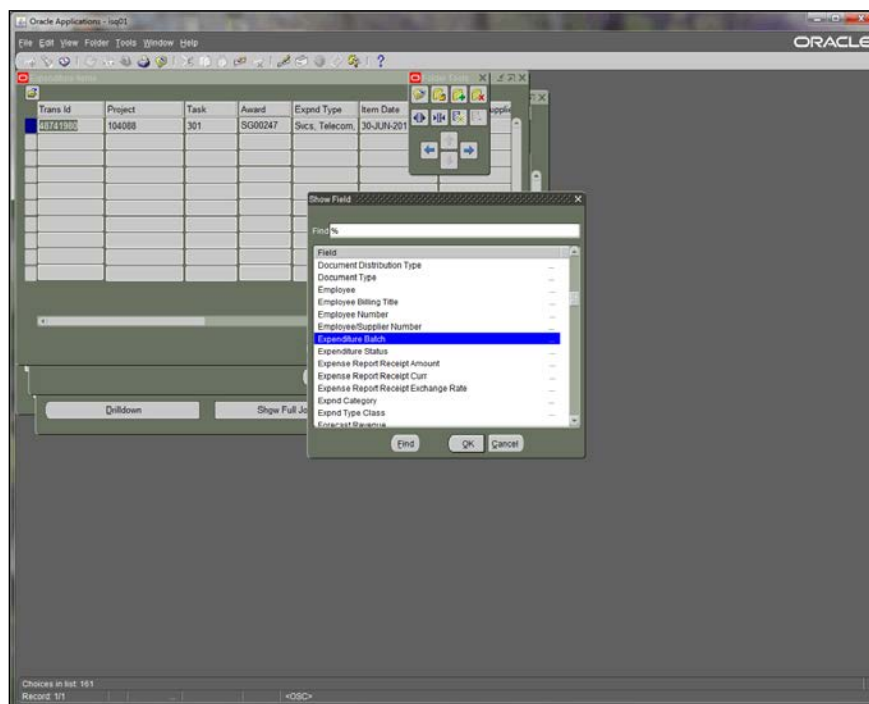
Step	Action
11.	Click the View Transaction button.
	View Transaction

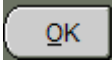


Step	Action
12.	<p>This is the same window you can see in Expenditure Inquiry, Actuals.</p> <p>Click Scroll >.</p> 
13.	<p>Select other columns to add to the view.</p> <p>Click the Folder Tools toolbar.</p> 



Step	Action
14.	Click the Show Field... button. 



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