

OVERVIEW

This job aid details the process for doing a cash/check/credit card/wire transfer journal entry with a spreadsheet template.

TOOL INSTALLATION

Make sure the **Download Desktop Integration Installer** has been installed and the Excel settings have been set to the system requirements laid out under the Financial Management guidelines [here](#).

CASH JOURNAL ENTRY IN A SPREADSHEET

- From the [Controller's website](#) navigate to the Cash Journal Templates, download the correct template by clicking the XLXS link:

CASH JOURNAL TEMPLATES

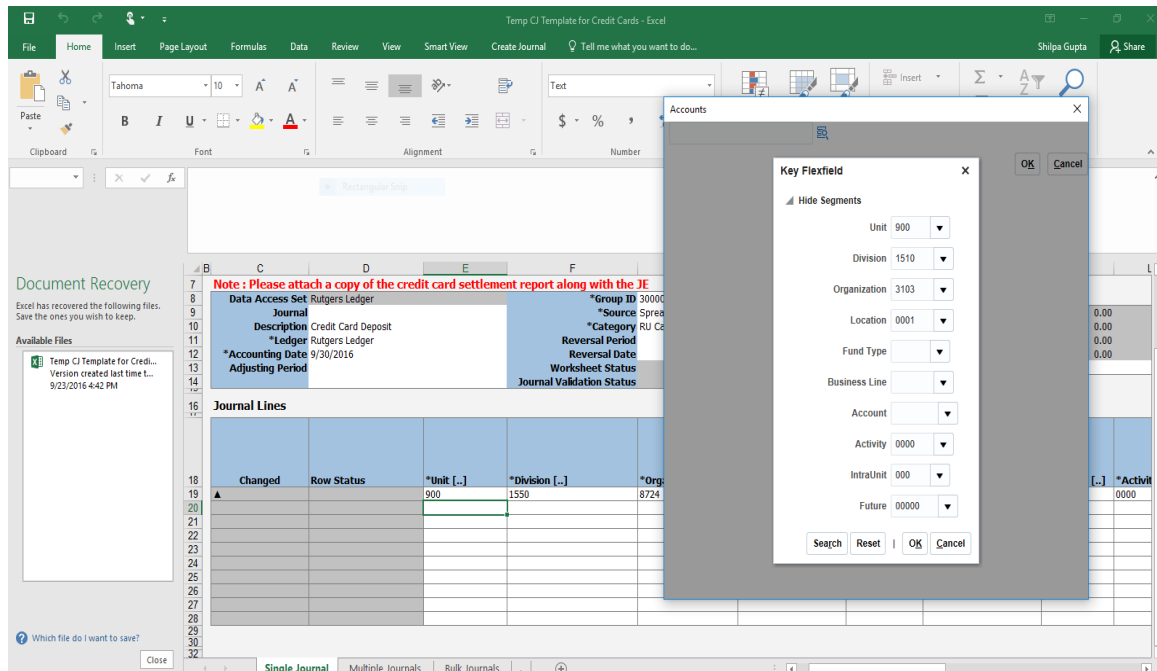
Form Name	Description	Format	Attach	Last updated
Journal Template for Cash	This template is used to record cash deposits. Attach the deposit slip to the journal.	XLXS	Yes	9/26/16
Journal Template for Credit Cards	This template is used to record credit card receipts. Attach the credit card settlement to the journal.	XLXS	Yes	9/26/16
Journal Template for Checks	This template is used to record check deposits. Attach the deposit slip to the journal.	XLXS	Yes	9/26/16
Journal Template for Wires	This template is used to record wire deposits. Attach the banking statement to the journal.	XLXS	Yes	9/26/16

- Open the appropriate Excel template by double-clicking the downloaded file. *Note:* If a blank excel sheet opens, please make sure the Desktop Integration Tool (section above) has been installed and excel settings have been updated.

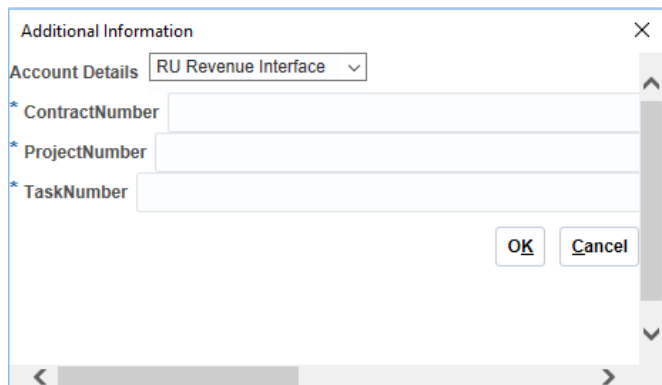
- By clicking any cell, the excel sheet prompts to connect to the Oracle Financial Management System. Please enter credentials and select Connect.
- Enter the Department Number, Location (which is found on the deposit slip) and the date of entry in the **Description** field in the header section of the journal. The date of entry for cash and checks the date is

the date on the deposit slip. The date of entry for wires the date is when the Controller's Office received the funds on the bank statement and for credit cards the entry date is the settlement date of the transaction.

5. Once connected, enter **Accounting Date** in the Journal Header field.
6. Leave the **Journal** field blank in the Journal Header, since a unique Journal Batch number is automatically generated when the entry is submitted. The description field is optional.
7. On the first journal line, the cash string is already populated. The total debit amount must be entered at the end.
8. Starting on the second line, enter all fields labeled with an asterisk (Unit, Division, Organization, Location, Fund Type, Account, Activity, IntraUnit, and Future). Double-clicking any cell opens a pop-up window to enter the strings.



9. Enter the credit amount in the **Entered Credit** cell on the second line. If this is a project related entry, follow steps 9-14. Otherwise, continue to step 15.
10. If the credit amount is tied to a project, double-click on the cell under **Line Descriptive Flexfield**. A pop-up window appears asking for Account Details.
11. Click the **Account Details** drop-down arrow and select *RU Revenue Interface* (This category is used for Cash, Checks, Credit Cards and Wire Transfers). Three more fields populate: Contract, Project and Task number. *Note:* If you do not know one of these parameters, Report 013 can be run under **Tools > Reports & Analytics** to find them.



12. Enter the Contract Number in the **Contract Number** field.
13. Enter the Project Number in the **Project Number** field.

14. Enter the Task Number in the **Task Number** field.
15. Click the **OK** button.
16. If any additional credits need to be entered, repeat **steps 7-14** on a new line.
17. Enter the total debit amount on line 1 in the **Entered Debit** cell.
18. Select the **Submit** button when the journal is complete. A new *Submission Options* pop-up window appears.

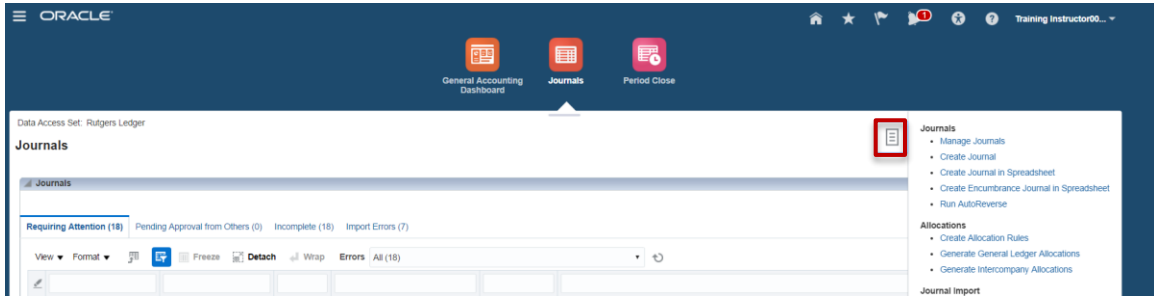
ersion Type	Conversion Rate	Accounted Debit	Accounted Credit	Line Description	Statistical Quantity	Clearing Company	Line Descriptive Flexfield	Additional Information	Captured Information Context	Captured Information	Key
				RU Cash Receipts			B0N690000.690000.690				B2177581W88)EU.0
											B2177581W88)EU.0
											B2177581W88)EU.0
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19. Select **Submit Journal Import** from the *Submission Option*. *Note: Do not select Submit Journal Import and Posting, since you will not be able to attach any documents to posted journals.*
20. Select **Yes with validation** from the *Import Descriptive Flexfields* options.
21. Select the **Submit** button.
Oracle will generate a Process number for this transaction. At this time the transaction has not been posted for approval,

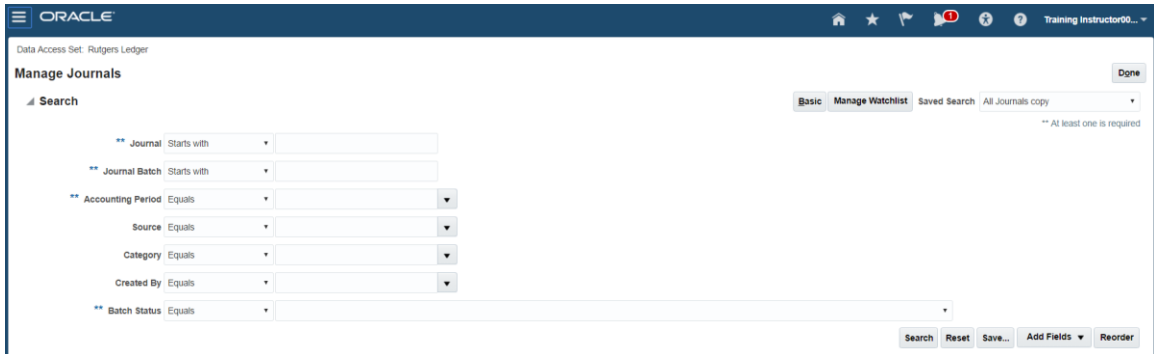
onversion ate Type	Conversion Rate	Accounted Debit	Accounted Credit	Line Description	Statistical Quantity	Clearing Company	Line Descriptive Flexfield	Additional Information	Captured Information Context	Captured Information	Key
				RU Cash Receipts			B0N690000.690000.690				4C24630100)J5M0
											4C24630100)J5M0
											B2177581W88)EU.0
											B2177581W88)EU.0
											B2177581W88)EU.0

ATTACHING A DOCUMENT AND POSTING A JOURNAL

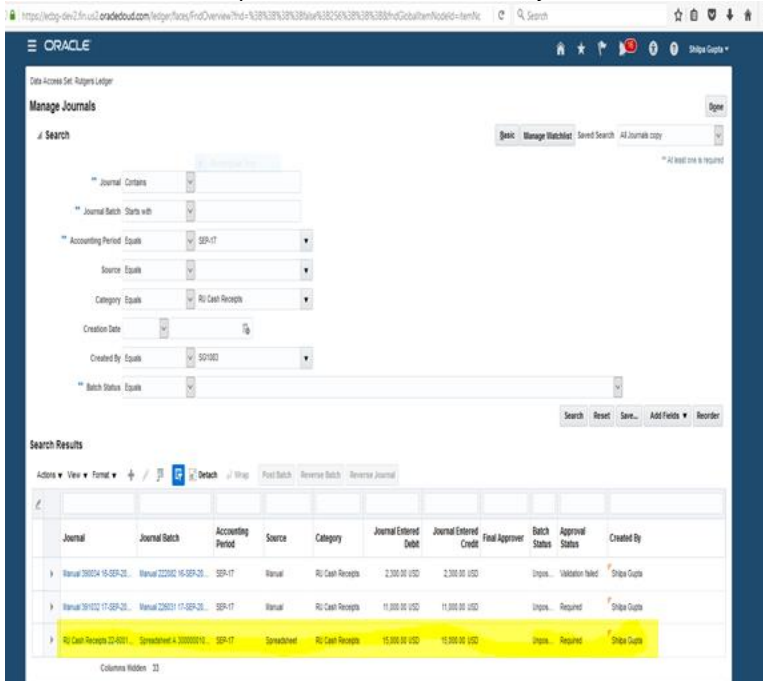
1. Login to the Financial Management (Oracle Cloud) System.
2. Select the **General Accounting > Journals** tile.
3. Click on the **Tasks** icon.



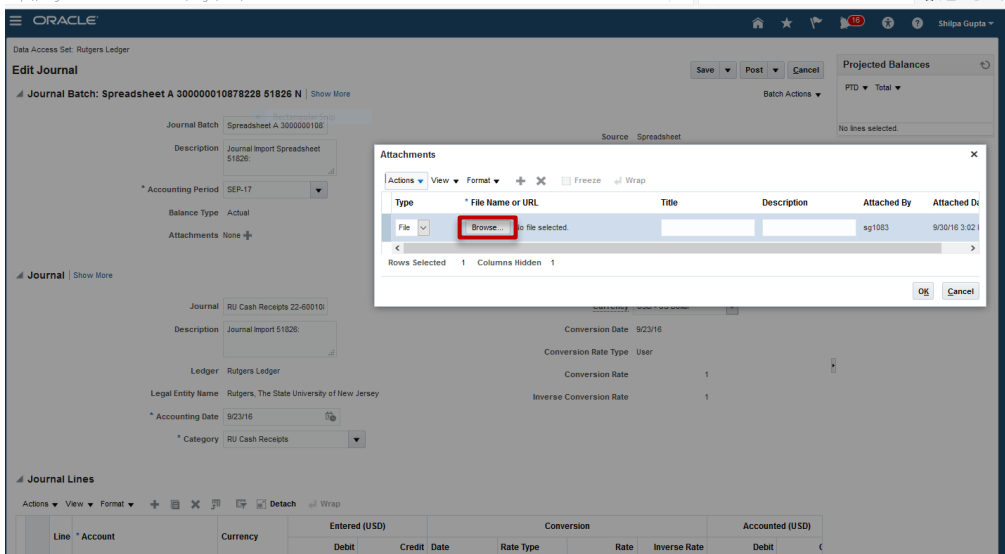
4. Select **Manage Journals** from the links on the right.



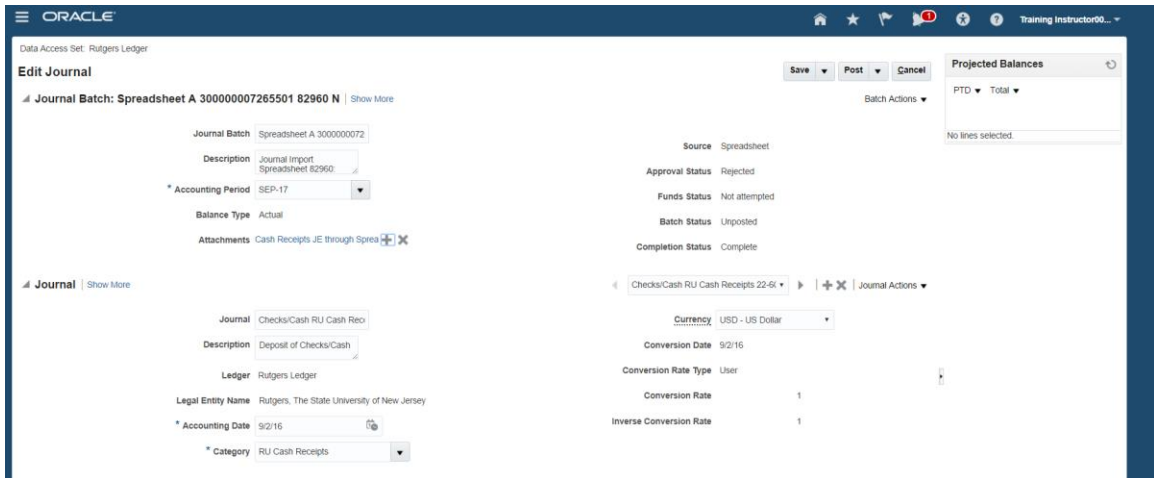
5. Enter the current Accounting Period in the **Accounting Period** field. (Ex: Oct-17 in the Accounting Period field.)
6. Enter your NetID in the **Created By** field. *Note:* If there is no **Created By** field, click on **Add Fields** and select the **Created By** option and click the **Save** button.
Optional: You can also search by **Category: RU Revenue Interface** and **Batch Status: Unposted** to further query your results.
7. Click **Search**.
8. Select the Journal from the Search results region by clicking on the Journal Name or Journal Batch Name. Retain the unique Journal Batch Name for your records.



9. Select the **+** **Manage Attachments** icon from the Journal Batch header to add an attachment.
10. Click the **Browse** button to select a file to attach from your computer.



11. Navigate to the file and select it.
12. Click **Open** in the *Open* pop-up window.
13. Select **OK** on the *Attachments* pop-up window. You should see the file populated in the **Attachments** field.



14. Click **Save** to save the journal with the attachment.
15. Click **Post** to post the journal. The journal now routes to the Finance Manager for approval.