

OVERVIEW

This is a troubleshooting guide for journal entries. The guide should be followed to find posted and unposted journal transactions in the system.

FINDING JOURNALS FROM THE JOURNALS DASHBOARD

You can use the Journals dashboard to quickly identify journals that may require approval or pending approval from others. Navigate to the dashboard by selecting the **General Accounting Tile>Journals Screen**.

The screenshot shows the Journals dashboard interface. At the top, there are five tabs: "Requiring Attention (0)", "Requiring My Approval (0)", "Pending Approval from Others (0)", "Incomplete (7)", and "Import Errors (3)". Below the tabs is a toolbar with buttons for "View", "Format", "Freeze", "Detach", and "Withdraw". There is also an "Errors" dropdown menu set to "All (0)". The main area is a table with columns: "Accounted", "Debit", "Credit", "Source", "Journal Batch", "Accounting Period", and "Issue". The table is currently empty, displaying "No data to display." and "Columns Hidden 1".

Callout boxes provide the following information:

- Requiring Attention (0):** Journals that require attention across the university are displayed here.
- Requiring My Approval (0):** Journals that require **your** approval are displayed here.
- Pending Approval from Others (0):** Journals pending approval from others, incomplete journals, and journals with import errors *across the university* are displayed in the tabs below.
- Withdraw button:** You can withdraw journals as long as they have not been approved. Use the Pending Approval from Others tab and click the Withdraw button.

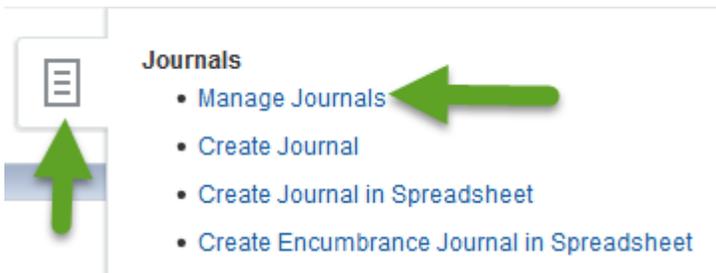
FINDING SPECIFIC JOURNALS USING THE SEARCH FUNCTION

To search for specific journals in the system:

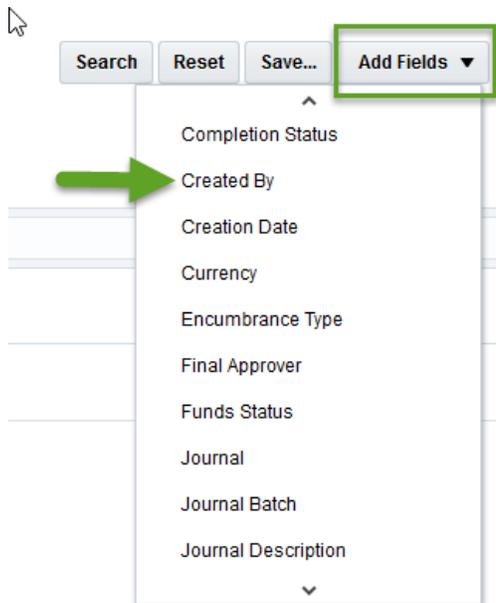
1. Select the **General Accounting tile** and the **Journals tile**.



2. Select the **Tasks** and **Manage Journals**.



3. If you want to search for journals, you created, under **Add Fields** use the down arrow to scroll through the drop down list and select **Created By** to add the field to your Search parameters.



4. Enter **your search criteria (such as a Journal Batch number, or an Accounting Period)** and **your NetID in the Created By field** (if you are looking for journals you created) and click on the search button to display journal transactions.

Data Access Set: Rutgers Ledger [\[Change\]](#)

Manage Journals

Search

** Journal	Starts with	▼	
** Journal Batch	Starts with	▼	
** Accounting Period	Equals	▼	OCT-17 ▼
Source	Equals	▼	
Category	Equals	▼	
Created By	Equals	▼	
Created By	Equals	▼	HRUTGERS ▼ x

Journal	Journal Batch	Accounting Period	Approval Status	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status	Created By
AR PostingRU Exempt/Re...	AR Posting RU Banner AR ...	JUL-20	Not required	RU Banner AR	RU Exempt/Re...	508,600.00 USD	508,600.00 USD	Posted	HRUTGERS
AR PostingRU Exempt/Re...	AR Posting RU Banner AR ...	JUL-20	Not required	RU Banner AR	RU Exempt/Re...	1,342.00 USD	1,342.00 USD	Posted	HRUTGERS

AUTO REJECTED JOURNALS

When creating a general ledger journal using a restricted fund type, the journal will automatically be rejected. This transaction will not go to an Approver and a Preparer will received an email in their inbox advising that the journal was rejected.

Subject line for the auto rejected journal message

From: kje43 <ecbg_fa_sender@workflow.mail.us2.cloud.oracle.com> 
 Sent: Wednesday, January 9, 2019 3:42 PM
 To: Henry Rutgers <hrutgers@rutgers.edu>
 Subject: Rejected: Journal Batch Manual 3402004 09-JAN-2019 15:41:52 (270,185.43 USD) from Henry Rutgers requires approval

Body of the Auto Rejected Journal Message

Access this task in the [Workspace Application](#)

Journal Batch Spreadsheet A 4484678 3571386 N (3,776.00 USD)

Details

Assignee	Submitted By	Samar Sayah
Assigned Date 7/18/19 12:58 PM	Description	Reclass FY19 Tuition Adj. Feeding in FY20
Outcome Task Completed - Rejected	Source	Spreadsheet
Task Number 4293900	Total Accounted Debit	3,776.00 USD
	Total Accounted Credit	3,776.00 USD

Only the first 5 journals are displayed. [View Batch Details](#)

Journal: Adjustment 22-6001086

Ledger	Rutgers Ledger	Journal Category	Adjustment
Description	Reclass FY19 Tuition Adj. Feeding in FY20	Accounting Date	7/18/19

Account	Currency	Entered (USD)		Date	Conversion		Rate	Accounted (USD)		Line Description
		Debit	Credit		Rate	Type		Debit	Credit	
740.6295.6435.3380.100.1520.40100.0000.000.000000	USD		3,776.00	7/18/19	User	1		3,776.00		Reclass FY19 Tuition Adj. Feeding in FY20 - A00654765
740.6295.6435.3999.100.9999.12070.0000.000.000000	USD	3,776.00		7/18/19	User	1	3,776.00			Reclass FY19 Tuition Adj. Feeding in FY20 - A00654765
Total							3,776.00		3,776.00	

Only the first 100 journal lines are displayed. [View Batch Details](#)

Comments

No data to display

History

Sequence Number	Name	Action	Action Date	Reason
1.1.1.1	Project Fund Type or Account Auto Reject	Assigned	7/18/19 12:58:49 PM	FundTypeAccountAutoReject

CROSS VALIDATION RULES (CVR)

Cross validation rules (CVR) control the combination of values you can create when selecting chart of account (COA) segments. A cross validation rule defines whether a value of a particular COA segment can be combined with specific values of other COA segments. These rules will be implemented in the Oracle Cloud general ledger and all of the subledgers including Projects, Accounts Payable, and all others. In addition, the feeder systems such as RU Marketplace and PeopleSoft will be changed to adhere to the same rules.

The CVR also help in determining how your accounting information is collected, categorized and stored for reporting purposes.

LISTING OF CVR

A listing of Cross Validation Rules (CVR) can be found on the [controller's website](#) under the Chart of Accounts Initiative.

This excel file is separated in two parts. The left side indicates the values used and the right side identifies the COA segment in violation of a CVR and a range of values that should be selected to correct the error.

This excel file will show the:

- **CVR Name** – the rule name will always start with CVR and list the two segments the rule was created for and then the rule number. As an example, CVR Unit-BL 03 (Unit-BL is unit and business line segments)
- **Description of the Rule** and why it was created
- **Error Message** that will be presented in the Financial Management System
- The column entitled **If you use this segment** lists the segment that is part of the rule
- **Values** column are segment values that are part of the CVR
- The column entitled **Then use this** lists the segment to change
- **Values** that are valid to use for the CVR

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY						
PROPOSED CROSS-VALIDATION RULES (CVR)						
APRIL 10, 2018						
Rule Name	Description	*Error Message	If you use this Segment	Values	Then use this	Values
CVR Unit-BL 03	This rule enforces that Auxiliary Units can only be used in combination with certain Cost Pool Business Lines. <i>Auxiliary Units can only use Business Line (9999) when recording to Balance Sheet (Assets & Liabilities) Accounts.</i>	CVR Unit-BL 03 - The Business Line value used is not valid with this Unit value	Unit	155-180,210,474-498,560-585,865-899	Business Line	1099,3099,3599,4399,5199,5699,5899,5999,6099,6599,6699,6999,7099,7699,7899,7999,8299,9000-9899,9999

HOW TO CORRECT A CVR ERROR

When a CVR is violated due to an incorrect COA segment on a financial entry in one of the financial systems, an error message with the CVR number will display. Use the CVR excel spreadsheet to understand the error and fix the issue.

Below is an example of a CVR error message:

Error Message:

CVR Unit-BL 03 - The Business Line value used is not valid with this Unit value.

Use the CVR excel spreadsheet to obtain a description of the rule:

This rule enforces that Auxiliary Units can only be used in combination with certain Cost Pool Business Lines. Auxiliary Units can only use Business Line (9999) when recording to Balance Sheet (Assets & Liabilities) Accounts.

If you use this segment Unit (155-180,210,474-498,560-585,865-899) **then use this Business Line** (1099,3099,3599,4399,5199,5699,5899,5999,6099,6599, 6699,6999, 7099,7699,7899,7999, 8299,9000-9899,9999).

In this example, fix your transaction by correcting the Business Line segment and resubmit your transaction. This will allow your transaction to post correctly.

If you are unsure which valid value to select, use the [Chart Segment Values](#) listing on the controller's website under the Chart of Account Initiative.

This excel file will provide additional information about the COA value such as, description, whether the value is considered expense or revenue and other comments to help correct your transaction so that it no longer violates a CVR error.

CVR COMMON ERROR MESSAGES

Below are examples of error messages that you will receive from Oracle if a journal transaction violates the cross validation rules, or does not use a valid chart string combination. To fix the error, you will need to make changes to your chart of account string and resubmit your journal.

General Ledger Journal Entry: New Chart String Combination Violates Cross Validation Rule

Status Viewer

Messages for this worksheet are listed below

- ✘ Submit failed
 - ✘ There are no details available.

Messages for this table row are listed below

- ✘ CVR FT-Account 13 - The Fund Type value used is not valid with this Account value (GL-48488336).oracle.apps.fnd.applcore.messages.FndMessagesUtil\$FndMapResourceBundle

General Ledger Journal Entry: Disabled Chart String Combination

Status Viewer

Messages for this worksheet are listed below

- ✘ Submit failed
 - ✘ There are no details available.

Messages for this table row are listed below

- ▶ ✘ You are using an account that is either disabled for posting or a control account. (GL-781916)



Project Cost Transaction: New Chart String Combination that Violates Cross Validation Rule

Status Viewer

Messages for this worksheet are listed below

✔ No error.

Messages for this table row are listed below

- ▶ ❌ JBO-GL::GL_CVR_1000081_CVR 3A-ACCOUNT/: GL-18633686CVR 3a - Balance Sheet Accounts can only use Balance Sheet Business Line
- ▶ ❌ The code combination identifier for the raw cost debit account is not valid. (PJC-2220101)

Project Cost Transaction: Disabled Chart String Combination

Status Viewer

Messages for this worksheet are listed below

✔ No error.

Messages for this table row are listed below

- ▶ ❌ The combination is not valid. (FND-3107)
- ▶ ❌ The code combination identifier for the raw cost debit account is not valid. (PJC-2220101)