GL020: Journal Entry Processing

Course Overview

Course Name	Journal Entry Processing
Course Duration	2.5 hours
Course Description	This course covers the journal entry process in the Financial Management System. Participants will learn how to create standard manual journals and cash journals. The course will explain the approval process for journals.
Target Audience	• RU General Ledger User
Prerequisites	• GL010: General Navigation in the Financial Management System (Oracle Cloud)

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Course Objectives

Upon completing this course, you will be able to:

- Describe the major steps in the journal entry process in the Financial Management System

- Enter a standard manual journal via forms

- Enter a standard manual journal via spreadsheet upload

- Add attachments to journals

- Describe the key differences between cash journals and other standard manual journals

- Describe the approval and posting process for manual journals

- Submit journals for approval

- Find and review journal entries

- Drill down from subledger journal entries to subledger transactions

Key Terms

Key Terms	Definition
Chart of Accounts (COA)	The chart of accounts is a listing of all accounts used in the general ledger (GL) of an organization. The chart is used by the accounting software to aggregate information into an entity's financial statements. At Rutgers, the COA has been redesigned to facilitate financial reporting across the institution while providing flexibility at the department level.
Subledger	The subledger provides details behind entries in the general ledger used in accounting.

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LESSON 1: JOURNAL ENTRY OVERVIEW

Lesson Objectives

Upon completing this lesson, you will be able to:

- Identify journal sources in the Financial Management System

- Identify journal categories and explain how they correspond to journal sources

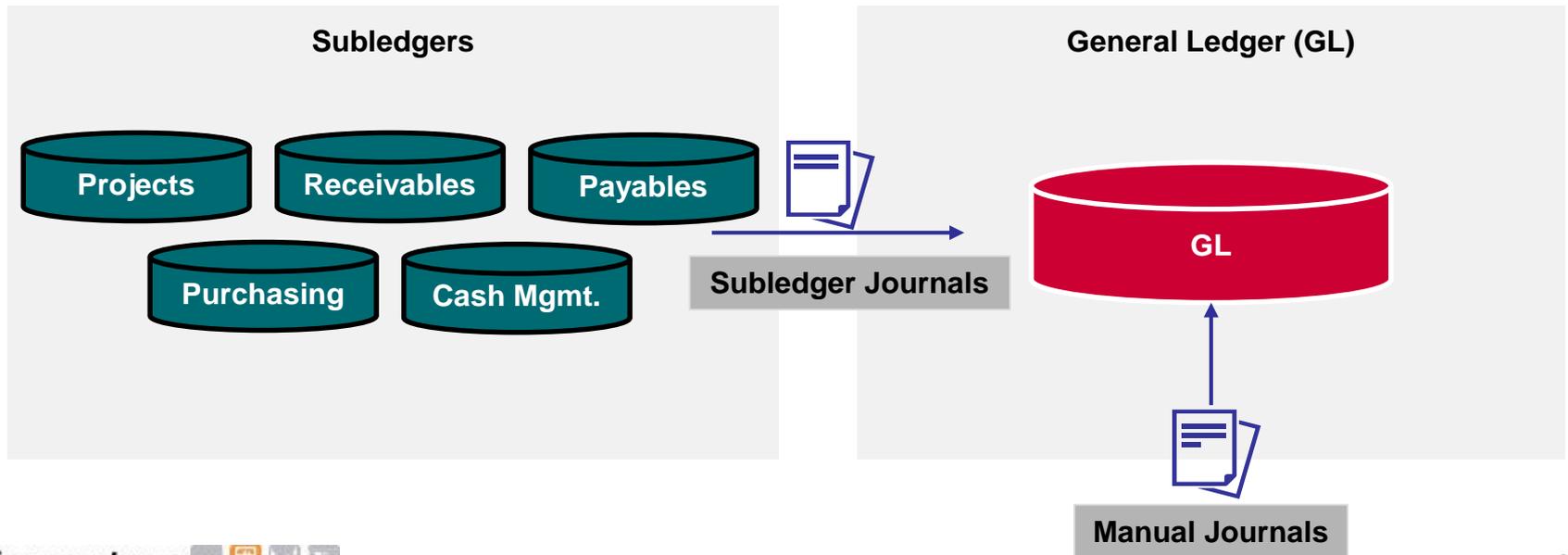# Journal Source
Subledger and Manual Journals

Journals can originate in subledgers or be entered directly into the general ledger (GL).

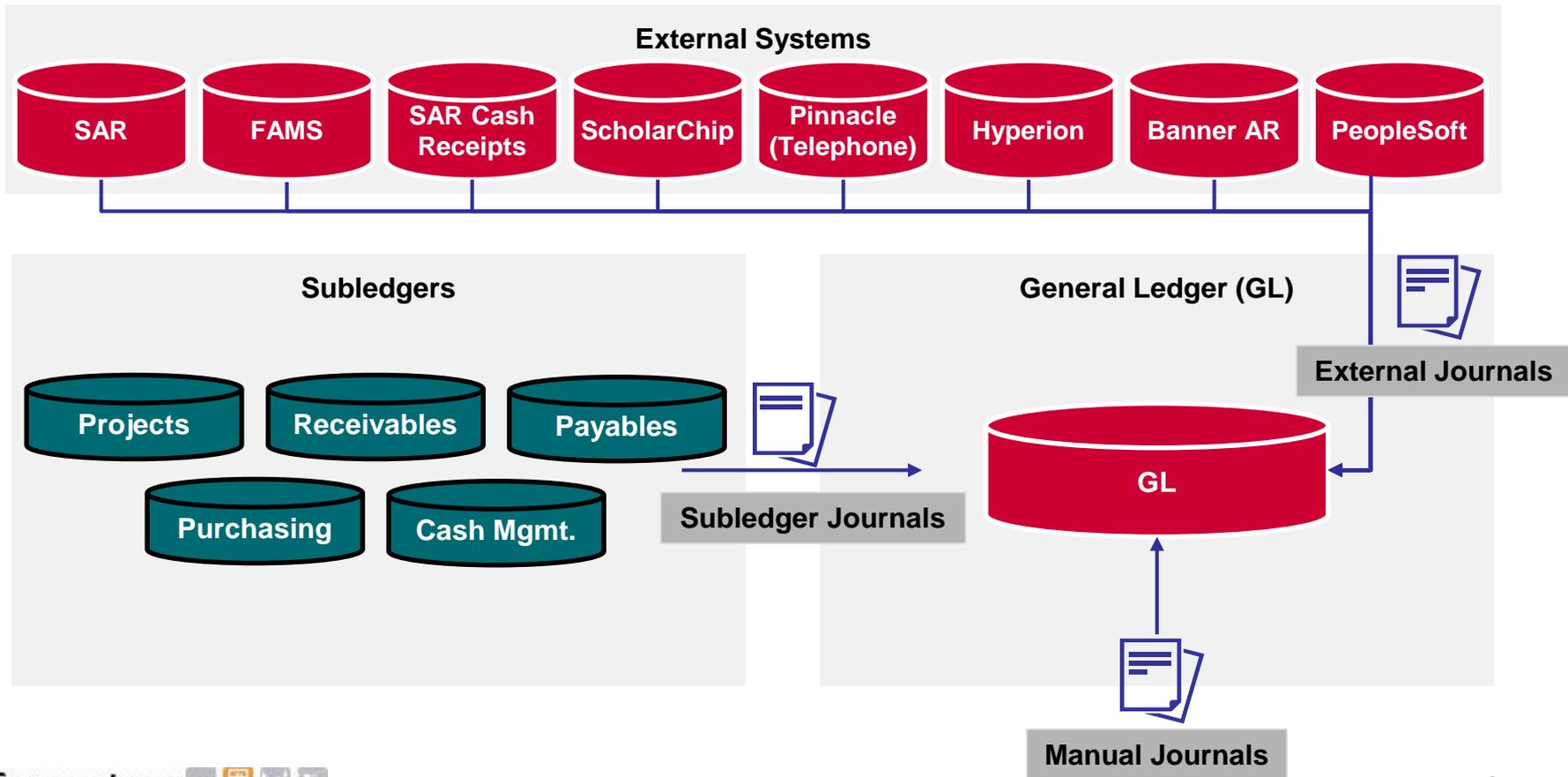| Subledger Journals	Manual Journals
Subledger journals are created automatically for transactions that originate in subledgers and are transferred to the GL throughout the month.	Manual journals are entered directly into the GL either through the Journal Entry form or through spreadsheet upload.

Subledgers

Projects   Receivables   Payables

Purchasing   Cash Mgmt.

Subledger Journals

General Ledger (GL)

GL

Manual Journals

Journal Source

External Journals

In addition to subledger and manual journals, a number of journals are interfaced from external systems into the GL in the Financial Management System.

Journal Source Names

Subledger and Manual Journals

Journals originating in the Financial Management System subledgers are created automatically by the system to record the financial impact of the transaction.

You can use the journal source name as a way to search for journals in the Financial Management System. Common journal source names are listed in the table below.

Journal Source		Journal Source Name
Manual	Manual entry via forms	Manual
	Manual entry via spreadsheet	Spreadsheet
Subledger	Projects	Projects
	Accounts Receivable	Receivables
	Cash Management	Cash Management
	Accounts Payable	Payables
	Purchasing	Purchasing

Journal Source Names

External Journals

Note that the journal source name for journals originating in external systems begins with **RU**. Common journal source names for external journals are listed in the table below.

Journal Source		Journal Source Name
External Systems	Student Accounting (SAR)	RU SAR
	Financial Aid Mgmt. System (FAMS)	RU FAMS
	SAR Cash Receipts	RU SAR Cash Receipts
	ScholarChip	RU SCHIP
	Pinnacle	RU Telephone
	Hyperion Planning	RU Budget
	Banner	RU Banner AR
	PeopleSoft	RU Payroll

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Journal Categories

Journal categories are used in the Financial Management System to identify different types of journals. These categories differ by journal source, as depicted below.

Source   **Category**

Subledger
- Subledger journals use a category that corresponds to the subledger. For example, the category for the Projects subledger is "Projects".

Manual
- There are various categories that are available for manual journals. However, <u>only the following</u> should be selected: RU Actuals, RU Cash Receipts, RU Manual Accrual/Deferral, or RU Manual Encumbrance.

External
- External system journals use a category that corresponds to the nature of the journal. Some examples include: RU Salary, RU Accrual, RU Encumbrance, RU Fringe, and RU Reallocations.

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Knowledge Check

Select all that apply.

Which of the following are journal sources in the Financial Management System.

A. Subledger
B. Manual Entry
C. External System
D. Vendor Receipts

Knowledge Check

Select the correct answer.

Which of the following journal categories should not be used for manual journals?

A. RU Actuals

B. RU Cash Receipts

C. RU Salary

D. RU Manual Accrual/Deferral

E. RU Manual Encumbrance

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LESSON 2: STANDARD MANUAL JOURNALS

Lesson Objectives

Upon completing this lesson, you will be able to:

- Describe the high-level process steps of entering a standard manual journal

- Differentiate between journal batches, headers, and lines

- Select the appropriate journal categories for standard manual journals

- Add attachments to journals

- Search for COA segment values by description

- Select valid code combinations for journal lines

- Identify errors when selecting invalid code combinations

- Enter a standard manual journal via forms

- Enter a standard manual journal via a spreadsheet upload

Manual Journal Overview

A manual journal is entered directly into the GL and is not based on the transactions from subledgers or external systems. The most common type of manual journal is the standard manual journal:

Standard Journals

This type of journal is used for most common journal entries to record expenses, accruals, and adjustments.

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Standard Manual Journal Categories

The following four journal categories are used for standard manual journals in the Financial Management System.

RU Actuals: Used to enter Manual Actuals journals

RU Cash Receipts: Used to record Miscellaneous receipts (non student AR or Grant AR)

RU Manual Accrual/Deferral: Used to enter Manual Accrual/Deferral journals

RU Manual Encumbrance: Used to create Manual Encumbrance journals

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Methods for Creating Standard Journals

There are two ways in which standard journals can be created in the Financial Management System.

Forms	Spreadsheet
Journals can be entered directly into the GL via the Create Journal form.	Journals can be entered in a spreadsheet template and uploaded into the GL.

Enter Journals via Forms

Enter **Journal Batch** details here.

Enter **Journal** header details here

Enter **Journal Lines** here

Enter Journals via Spreadsheet

The journal spreadsheet template provides three methods for uploading journals, which are divided into separate worksheets.

Select the **Single Journal** worksheet to upload single journal entry.

Select the **Multiple Journals** worksheet to upload multiple journals at once.

Select the **Bulk Journals** worksheet if your journal has a significant number of lines.

| ◄ | ► | **Single Journal** | Multiple Journals | Bulk Journals | . |
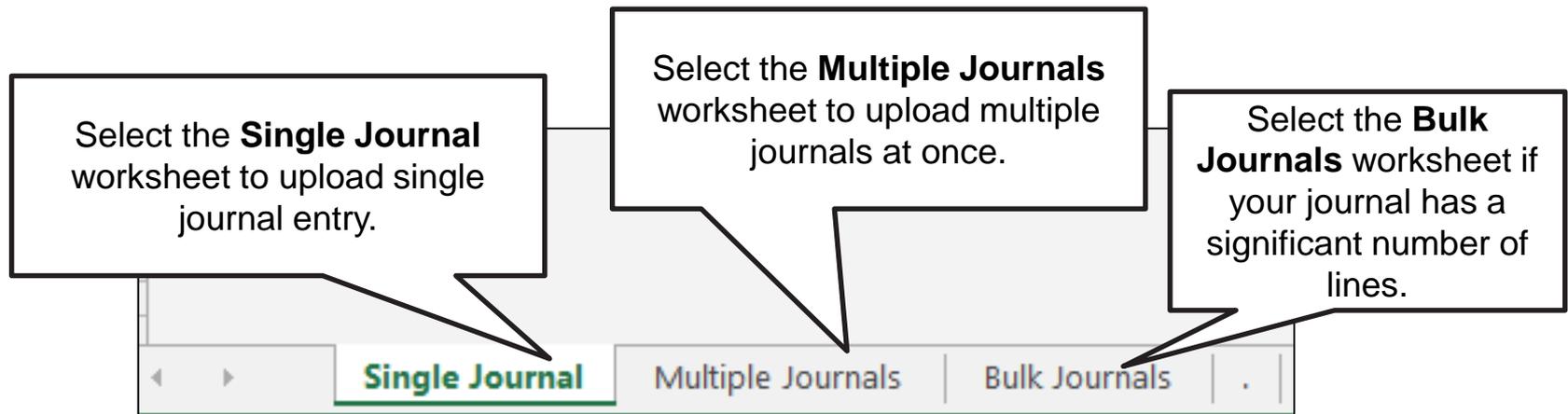
Note: The information entered for bulk journals is validated when the journal is imported into GL, not when the spreadsheet is uploaded. Therefore, it is more difficult to know whether bulk journals contain errors. This type of upload should be performed infrequently.

Enter Journals via Spreadsheet (cont'd)

There are several features associated with entering journals via the spreadsheet template:

- Use copy and paste features in Excel to accelerate data entry

- After uploading the journal, query your journal entry and add attachments as needed (required for Cash Receipts journals)

- Save to desktop or personal files for future reference and/or for recurring journals

High-Level Process for Entering a Standard Manual Journal

The high level process for entering a standard manual journal consists of the following four steps:
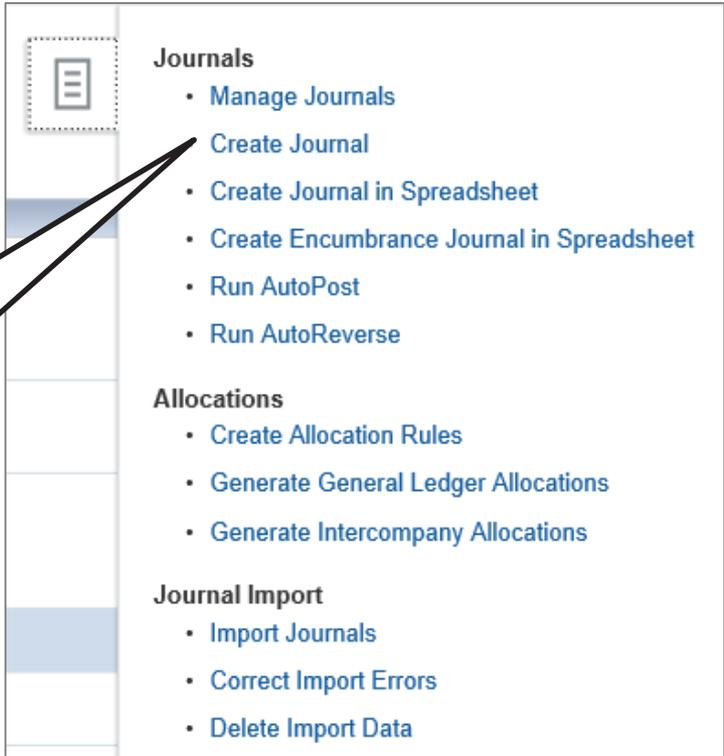
| Enter Journal Batch Information | Enter Journal Header Details | Enter Journal Lines | Submit Journal for Approval |

Navigate to the Journal Entry Form

After you login to the Financial Management System, you can navigate to the Create Journal form using the following path:

Click the **General Accounting** icon.

Click the **Journals** icon.
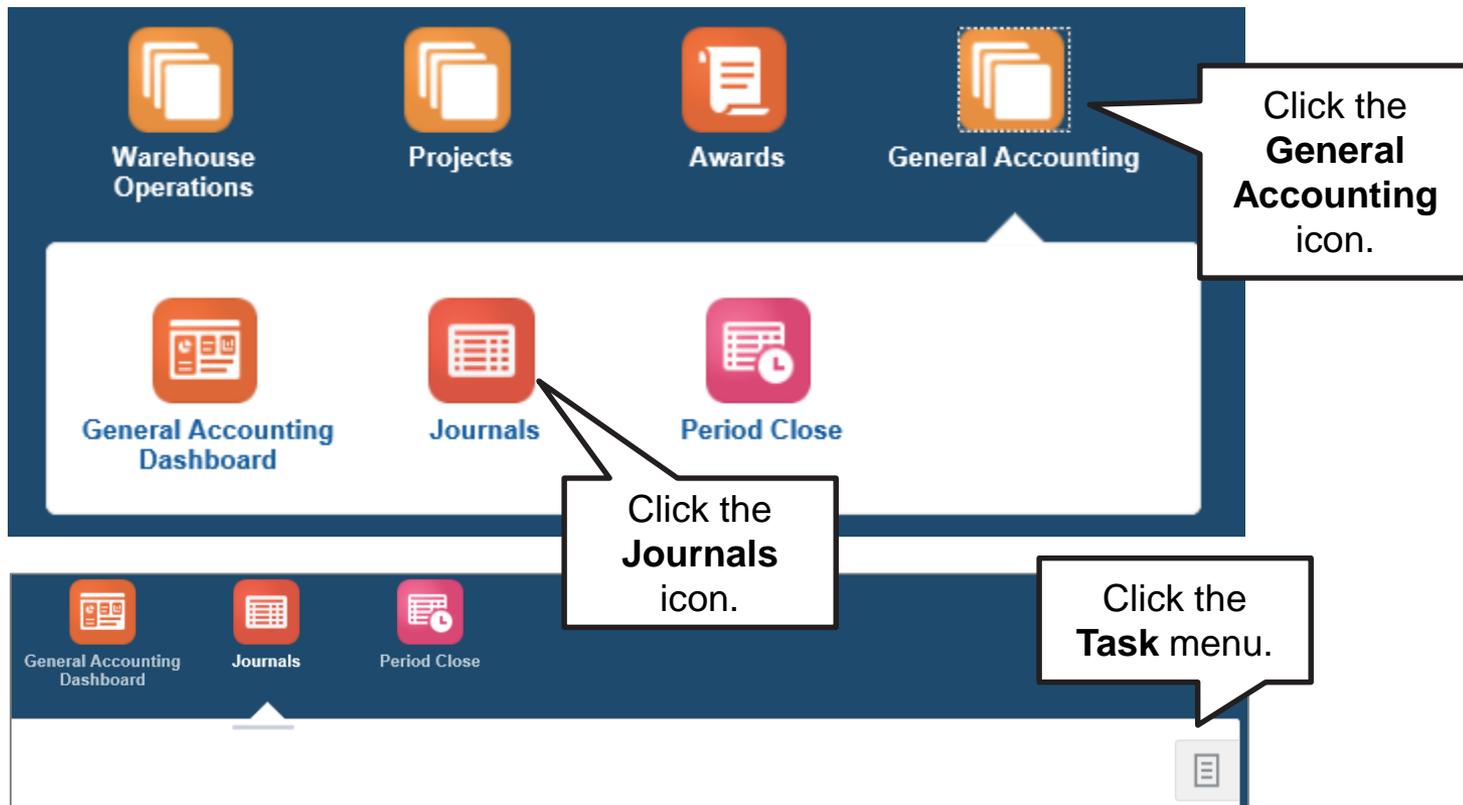
Click the **Task** menu.

Navigate to the Journal Entry Form (Cont'd)

Once the **Task** menu is displayed, you can select to the option to Create Journal (via forms) or Create Journal in Spreadsheet.

Click the **Create Journal** link to create a new journal using the form.

Journals
- Manage Journals
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet
- Run AutoPost
- Run AutoReverse

Allocations
- Create Allocation Rules
- Generate General Ledger Allocations
- Generate Intercompany Allocations

Journal Import
- Import Journals
- Correct Import Errors
- Delete Import Data

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Enter Journal Batch Information

While entering journals in the Financial Management System, you can group different journals into batches. Please note that all journals must have a batch, even if there is only one journal in the batch. However, if you are grouping multiple journals into a single batch, you can:

- Select a common period for all journals at the batch level

- Apply control totals to ensure that debits and credits across all journals do not exceed the control total

- Send all journals in the batch for approval at once

Per Rutgers' naming conventions, you should **leave the Journal Batch field blank**. The system will automatically assign a name to the batch which will include the journal source, a unique number, and the date and time when the journal was created. For example, Manual 193047 15-JUL-2016 21:01:17.

Leave the **Journal Batch** field blank for consistency, unless your department has a specific naming convention for journal batches.

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Enter Journal Batch Information (Cont'd)

The accounting period is entered at the journal batch level in the accounting system. Please note:

- The format for accounting periods if MMM-YY
- There are 14 accounting periods in a year, which includes two adjusting periods
    - JUN-ADJ-YY for the month end close process
    - JUL-ADJ-YY for the year end close process

* Accounting Period	JUL-17 ▼
* Balance Type	^
Attachments	AUG-17
	JUL-17
	JUL-ADJ-17
	JUN-ADJ-16
Journal	JUN-16
Description	MAY-16

Note: You will never use the July Adjusting period. This period is only used forward for the net position at the beginning of the year.

Enter Journal Header Details

After entering journal batch information, use the journal header to define information such as the journal name, description, accounting date, and category.

Per Rutgers' naming conventions, you should **leave the Journal field blank**. The system will automatically assign a name to the journal which will include the journal source, a unique number, and the date and time when the journal was created.

Enter Journal Header Details
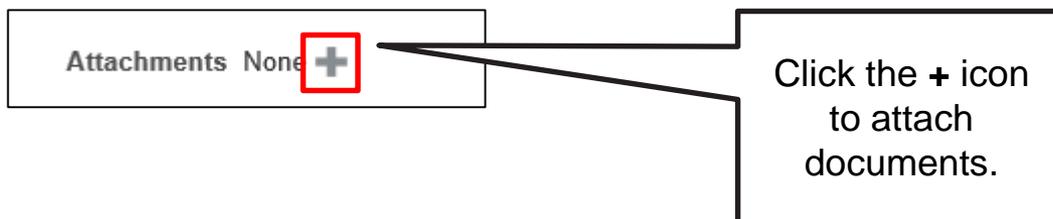
Adding Attachments to Journals

You can add documents as attachments to either the journal batch or the journal header.

- To add an attachment to the journal header:

1. Open the journal to add an attachment.

2. Click the **Show More** link in the Journal header region.

▲ **Journal** Show More

Journal | Manual 22026 06-JUL-20

> Click the **Show More** link on the journal header to display the attachments button.

3. Click the **+** icon to the **Attachments** label.

Attachments None ➕

> Click the **+** icon to attach documents.

| Enter Journal Batch Information | Enter Journal Header Details | Enter Journal Lines | Submit Journal for Approval |

Enter Journal Header Details
Adding Attachments to Journals (Cont'd)

4. Click the **Browse** button and select the document you wish to attach.

5. Give the document a title and description.

6. Click the **OK** button to confirm the attachment.

Select the attachment type:

File: attach a document from your computer, which can downloaded by a reviewer.
Text: Manually enter text, which downloads as a text file when accessed by a reviewer.
URL: Enter a link to a website.

Click the **Browse** button to locate the document you wish to attach.

Enter **Title** and **Description** (optional) for the attachment here.

Click the **OK** button to complete the process.

Attachments

Actions ▾   View ▾   Format ▾   ➕   ✖   ▦ Freeze   ⬏ Wrap

Type	* File Name or URL	Title	Description	Attached By	Attached Da
File ▼	Browse...				

Rows Selected   1   Columns Hidden   1

OK   Cancel

Note: You can add attachments to journals after they have been posted.

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Enter Journal Header Details

Deleting Attachments

You can also delete an attachment from the **Attachments** window by performing the following steps:

1. Select the attachment to delete from the displayed list.

2. Click the **Actions** drop-down menu.

3. Select the **Delete** option to confirm the deletion.

Click the **Delete** button to delete the selected attachment.
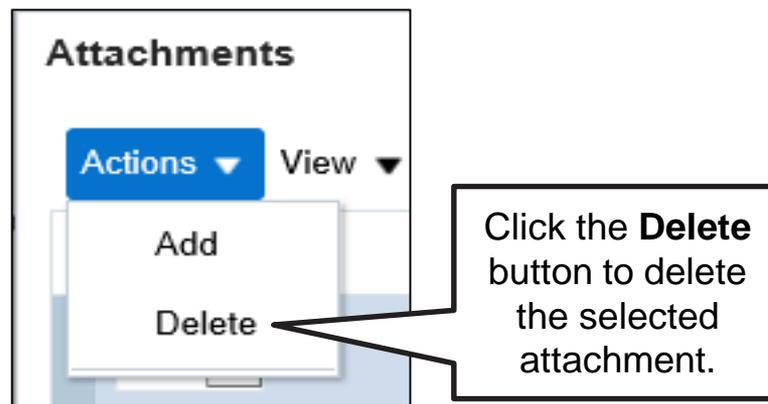
Note: You can delete attachments from any journal, regardless of who prepared the journal.

Enter Journal Lines

Enter the journal line details in the Journal Lines section of the form.

◢ **Journal Lines**

Actions ▼   View ▼   Format ▼   ➕ 📄 ✖ ⊞   ☰   🔲 Detach   ↵ Wrap

	Line	* Account	Entered (USD) Debit	Entered (USD) Credit	Unit of Measure	Statistical Quantity	Description
▶	1	900.1000.1010.0001.100.9999.100 🔍	1,000.00				
▶	2	900.1000.1010.0001.100.9999.20020.000		1,000.00			
	Total		1,000.00	1,000.00			

Enter the account combination in the **Account** fields.

Enter the amounts in the **Debit** and **Credit** fields.

Enter the description for the lines in the **Description** field if it is different than the batch name or journal header description.

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Enter Journal Lines
Tips for Entering Valid Account Strings

Account strings can be entered manually. However, this may be difficult at first until you become familiar with the chart of accounts. Fortunately, there is an easy way to search for valid strings.
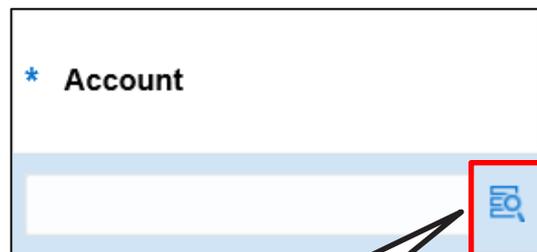
Account

* **Account**

Click the **Account Selector** button to bring up the Account form.

Account ✕

◢ **Hide Segments**

Unit ▼

Division   000 Intra Unit

Organization   100 Chancellor Camden

    110 Faculty of Arts & Sciences Camden

Location   120 School of Law Camden CLAW

Fund Type   130 School of Business Camden SBC

    140 School of Nursing Camden SON

Business Line   150 Athletics Camden Division III Intercollegiate

    155 Bookstore & Campus Retail Camden

Account   160 Dining Cam

Activity

IntraUnit   165 Housing Ca

    Search...

Future

Click the drop-down arrow for a segment.

Click the **Search** link.

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Enter Journal Lines
Tips for Entering Valid Account Strings (cont'd)

Click the **Advanced** button to search using query operators.

Search for segments by their description.

Click the **Search** button to display results.

Select the appropriate segment value.

Click the **OK** button to select the segment value.

Enter Journal Lines
Tips for Entering Valid Account Strings (cont'd)

Click the **Search** button to view a list of *all valid account combinations used so far* using the segments entered on the Accounts form.

Select the appropriate account string and click the **OK** button to populate the account string in the **Create Journal** form. Or, select a combination that is close and change a particular value as needed.

Enter Journal Lines

Tips for Entering Valid Account Strings (cont'd)

Cross-validation rules have been put in place to prevent you from entering invalid account strings.

- If you are using the Account Selector and enter an invalid account string, the Account Selector window will remain open until you correct the error.

- If you are entering account strings manually and enter an invalid string, an error message is displayed at the top of the form. You may need to scroll up the page to see this error message.

Submit a Journal for Approval

After entering all journal lines, submit the journal for approval by clicking the **Post** button. The journal will be routed for approval automatically, but will not post until it is approved.

| Save ▼ | Complete ▼ | Post ▼ | Cancel |

Batch Actions ▼

Click the **Save** button to save the entered details. This allows you to complete the journal at a later time.

Click the **Complete** button to validate the entered details. You will not be able to post the journal without clicking the **Complete** button.

Click the **Post** button to submit the journal for approval.

Click the **Cancel** button to cancel the entered details.

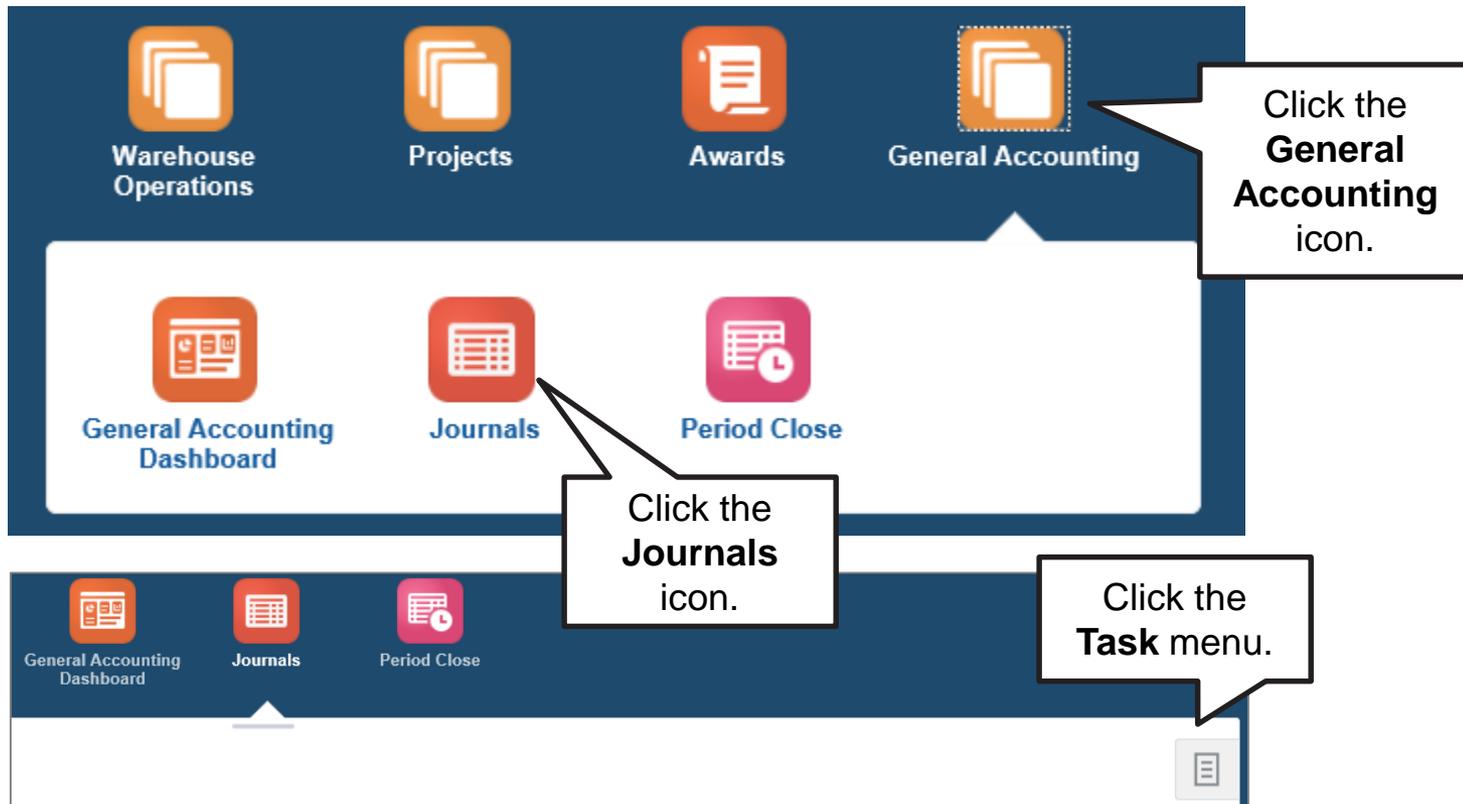Note: When you click the Complete button, the journal appears under the Incomplete tab on your dashboard.

Demonstration

Click here (hyperlink to the simulation) **to view the demo on how to create a journal using a form.**

- Scenario: In this demonstration, you will enter a manual journal using Journal Entry form in the Financial Management System.

Navigate to the Journal Spreadsheet Template

After you login to the Financial Management System, you can navigate to the journal spreadsheet template by performing the following steps:

Click the **General Accounting** icon.

Click the **Journals** icon.

Click the **Task** menu.

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Navigate to the Journal Spreadsheet Template (Cont'd)

Once the **Task** menu is displayed, you can create a journal using the journal spreadsheet template by clicking the **Create Journal in Spreadsheet** link.

Click the **Create Journal in Spreadsheet** link to create a new journal using MS Excel.

Journals
- Manage Journals
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet
- Run AutoPost
- Run AutoReverse

Allocations
- Create Allocation Rules
- Generate General Ledger Allocations
- Generate Intercompany Allocations

Journal Import
- Import Journals
- Correct Import Errors
- Delete Import Data

Enter Journal Batch Information in Spreadsheet

When entering a journal via spreadsheet, a batch name can only be entered on the Multiple and Bulk worksheets. The Single worksheet does not provide the option to enter a journal batch. However, per Rutgers' naming conventions, you should **leave the Journal Batch field blank.**

The system will automatically assign a name to the batch which will include the journal source, a unique number, and the date and time when the journal was created. For example, Spreadsheet 193048 15-JUL-2016 21:01:17.

ORACLE **Create Journals**

Submit

* Required **At least one is required

If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interf...

Data Access Set Rutgers Ledger   ...roup ID 300000010161415
Worksheet Status   Jo... ...ation Status

Changed	Row Status	Journal Batch	Description	Journal	Journal Description

Enter Journal Header Details in Spreadsheet

On the Single worksheet, header details are entered in a specific region at the top of the worksheet. The details here apply to all lines entered below. The following fields are populated by default when you open the spreadsheet template:

• Data Access Set

• Group ID

• Source

• Category (remember to change the category to RU Actuals)

You can select **Ledger** value from the drop-down.

You can enter **Accounting Date** in this field.

ORACLE® Create Journal

Submit

* Required **At least one is required

If any rows on the worksheet have an Insert failed status, none of the rows ar___ ___to GL Interface table.

Data Access Set Rutgers Ledger	***Group ID** 300000010161415
Journal	***Source** Spreadsheet
Description	***Category** Adjustment
*Ledger Rutgers Ledger	**Reversal Per___**
*Accounting Date 6/16/2016	**Reversal Date**
Adjusting Period	**Worksheet Statu__**
	Journal Validation Statu__

Remember, any field with an asterisk (*) is **required**.

Enter Journal Line Details in Spreadsheet

Enter journal line details directly in the journal line region of the spreadsheet. You can also use the account selector to validate account strings by double clicking in a cell within the journal lines region.

You can use this popup to search for account combinations as a shortcut.

Click the **Search** button to view all available account strings.

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Submit the Spreadsheet Journal for Approval

Once the journal is ready for submission, click the **Submit** button in the template to initiate the process of uploading the journal. The template verifies the account string and other details and then submits the journal for approval.

Click the **Submit** button when you complete entering journal line details.

ORACLE **Create Journal**

Submit

* Required **At least one is required

If any rows on the worksheet have an Insert failed status,

Submission Options ×

Select this option to submit the journal for import, approval, and posting.

Submission Option
- ● Save to Interface
- ○ Submit Journal Import
- ○ Submit Journal Import and Posting

Submit   Cancel

Click the **Submit** button to upload the spreadsheet journal.

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Demonstration

Click here (hyperlink to the simulation) **to view the demo on how to create a journal using a spreadsheet.**

- Scenario: In this demonstration, you will create a manual journal using a spreadsheet in the Financial Management System.

Journal Entry Tips and Notes

You will be able to enter journals to Unit-Division-Organizations (UDOs) other than your own as required. Be careful to avoid inadvertently entering journals to UDOs other than your own, and be sure to notify charged units when necessary.

The Financial Management System will allow you to submit unbalanced journals via Forms with a warning. Spreadsheets allow unbalanced entry without a warning. The journals will be balanced by posting the difference to a suspense account. Be sure to check your work to avoid suspense.

Journal Entry Tips and Notes

Journals will create balancing segment lines when posted if the journal has different units or different fund types. These are system generated transactions to balance journals for financial activity between units and/or fund types.
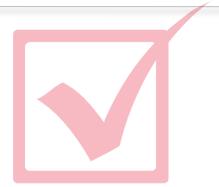
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Knowledge Check

True or False.

The Financial Management System allows you to delete attachments from any journal irrespective of who created those journals.

A. True

B. False

Knowledge Check

True or False.

Clicking the Post button posts a new journal without submitting it for approval.

A. True
B. False

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LESSON 3: CASH RECEIPT JOURNALS

Lesson Objectives

Upon completing this lesson, you will be able to:

- Describe the key differences between cash receipt journals and other standard manual journals

- Follow the business process for recording cash receipt journals

- Enter the appropriate project and task information when recording cash receipt journals for non-sponsored projects
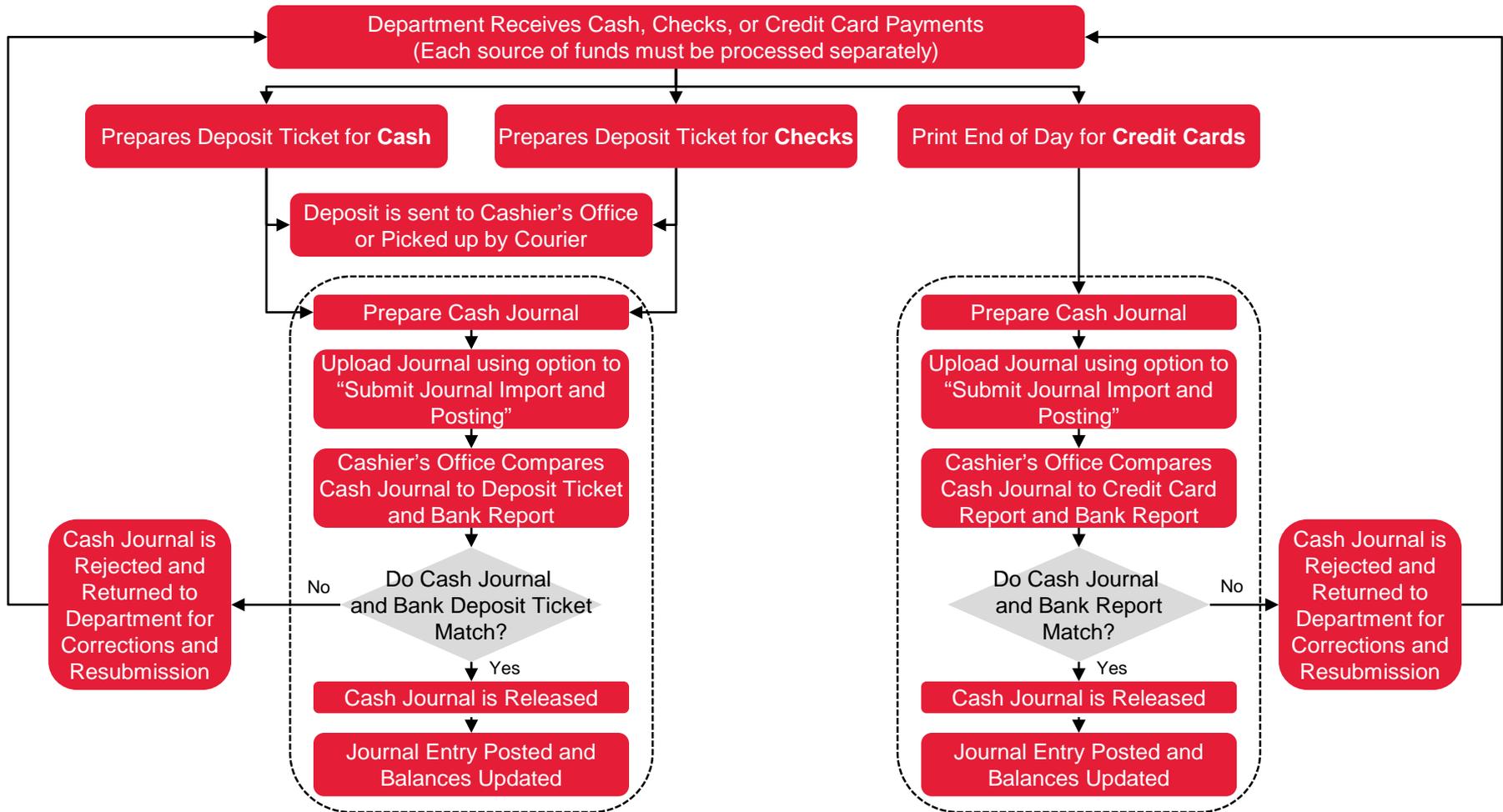
Cash Receipt Journals Overview

A cash receipt journal is a standard manual journal that uses the RU Cash Receipts journal category. This replaces the Cash Transmittal form that was used by RIAS and the Rutgers Biomedical and Health Sciences (RBHS) Cash/Check Deposit Transmittal form used by Banner.

All cash receipt journals are manual and can be created for GL cash transactions or project transactions.

For project transactions, the cash receipt journal process only applies to non-sponsored projects. The Grant and Contract Accounting (GCA) office will use the Projects module to record receipts for sponsored projects.

Cash receipt journals are only created for non-student cash, checks, credit cards, or wire transfers.

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High-Level Business Process for Cash Journals

Department Receives Cash, Checks, or Credit Card Payments
(Each source of funds must be processed separately)

Prepares Deposit Ticket for **Cash**

Prepares Deposit Ticket for **Checks**

Print End of Day for **Credit Cards**

Deposit is sent to Cashier's Office or Picked up by Courier

Prepare Cash Journal

Upload Journal using option to "Submit Journal Import and Posting"

Cashier's Office Compares Cash Journal to Deposit Ticket and Bank Report

Do Cash Journal and Bank Deposit Ticket Match?

No → Cash Journal is Rejected and Returned to Department for Corrections and Resubmission

Yes →

Cash Journal is Released

Journal Entry Posted and Balances Updated

Prepare Cash Journal

Upload Journal using option to "Submit Journal Import and Posting"

Cashier's Office Compares Cash Journal to Credit Card Report and Bank Report

Do Cash Journal and Bank Report Match?

No → Cash Journal is Rejected and Returned to Department for Corrections and Resubmission

Yes →

Cash Journal is Released

Journal Entry Posted and Balances Updated

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Additional Information for Cash Receipt Journals

- It is recommended that Cash Receipt Journals are created using the spreadsheet upload template. If you use the spreadsheet upload template, you must:
  - Select the option to "Submit Journal Import and Posting" when uploading the journal.
  - Query the imported journal in the system and attach the deposit slip to the journal header.
    - An easy way to find imported Cash Receipt Journal is to search by:
      - **Accounting Period:** the period in which the journal was imported (e.g., AUG-17)
      - **Category:** RU Cash Receipts
      - **Created By:** The name of the preparer (note: this is a hidden field that must be added to the form)

- When attaching deposit slips to the journal header, name the scanned deposit slip and the attachment description **Deposit_MM.DD.YYYY**, where MM.DD.YYYY represents the date of the deposit.

Cash Receipts for Projects

If the cash receipt was for a project (non-sponsored only), the journal entry will capture the full project string in a descriptive flexfield.

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Knowledge Check

Multiple Choice

Deposit slips should be scanned and attached to which of the following? Select the correct answer.

A. Journal batch

B. Journal header

C. Journal lines

D. Descriptive flexfield

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LESSON 4: JOURNAL APPROVAL AND POSTING

Lesson Objectives

Upon completing this lesson, you will be able to:

- Submit journals for approval

- Describe the approval process for manual journals

- Respond to requests for more information

Journal Approval Overview

When a journal is submitted for approval, it is automatically routed to an approver within the system. The journal approver is the **UDO Business Manager** associated with the journal preparer. You are not able to select an approver when submitting journals.

Please note that:

Journal approval is required for all manual journals.	A journal can only have one approver, even if it affects multiple UDOs.	Once approved, journals are posted automatically.

Submitting Journals for Approval

There are two ways that journals can be submitted for approval in the Financial Management System:

- Submitting journals entered via forms:
  - Journals entered via forms are submitted for approval by clicking the **Post** button.

- Submitting journals entered via spreadsheet:
  - Journals entered via spreadsheet can be submitted for approval as the spreadsheet is uploaded.
  - Select the **Submit Journal Import and Posting** option while uploading the spreadsheet, and the journal will be submitted for approval.

Note: The journal will not be posted until it is approved.

Approving Journals

Once a journal is routed for approval, the approver has three options:

Approve the journal: the journal is approved and posted to the General Ledger.

Request more information: the journal is returned to the preparer with a request for more information. The preparer must provide the information and resubmit the journal.

Reject the journal: the journal is rejected and the preparer is notified accordingly.
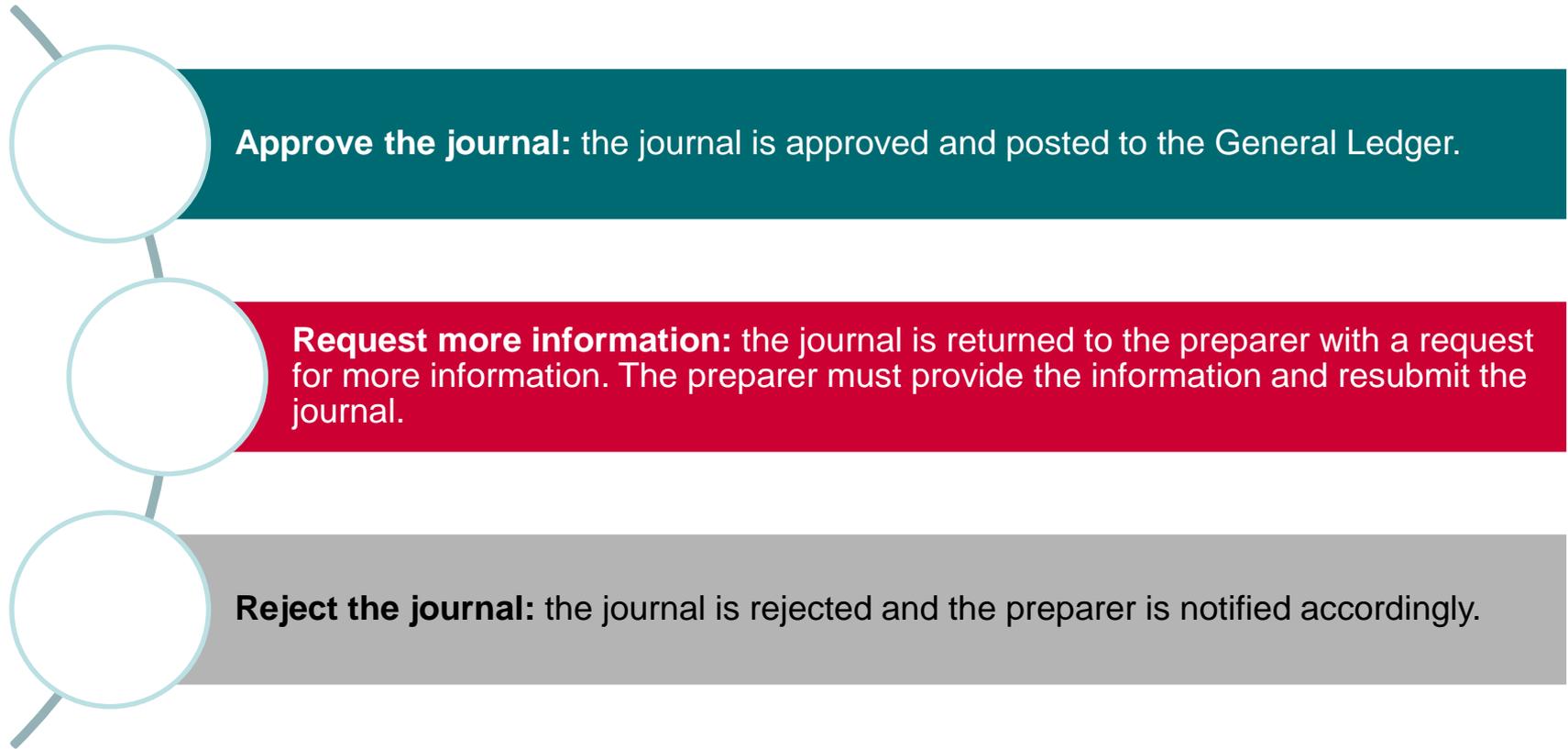
Year-End Accrual/Deferral Journal Approval

Year-end Accrual/Deferral journals require a second approval step.

- First, the preparer should select the RU Accrual/Deferral journal category. Then the journal is routed to the UDO Business Manager for approval, as usual.

- Second, the accrual/deferral journal is routed to a special approval group that has authority to approve year-end accrual and deferral journals.

Responding to Request for More Information/ Viewing Notifications

- Once submitted, an approver may return a journal to you for more information. If this happens, you will receive a notification in your notifications list.

You can view the latest notifications and identify which journals have been returned for corrections.
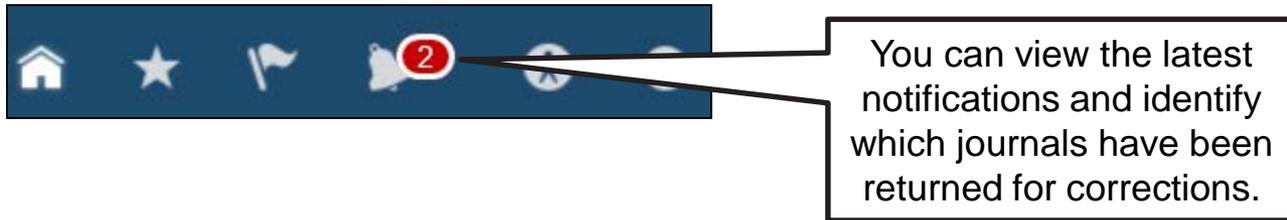
- You can also identify these journals under the **Recent Notifications** icon on the **Journals Overview** dashboard.

| Login to the Financial Management System | Click the General Accounting icon | Click the Journal icon | Journal Dashboard is displayed |

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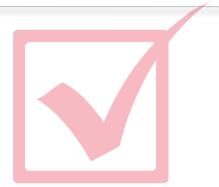
Knowledge Check

Select the correct answer.

How many approvers can a journal have if it affects multiple UDOs.

A. One

B. Two

C. Three

D. Four

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LESSON 5: JOURNAL INQUIRIES AND REPORTS

RUTGERS

Lesson Objectives

Upon completing this lesson, you will be able to:

- Find and review journal entries

- Drill down from journal entries to subledger transactions

Finding Journals Requiring My Approval from the Journals Dashboard

You can use the Journals dashboard to quickly identify journals that may require your approval.

Journals that require attention across the university are displayed here.

Journals pending approval from others, incomplete journals, and journals with import errors *across the university* are displayed in the tabs below.

Journals that require **your** approval are displayed here.

You can withdraw journals as long as they have not been approved. Use the Pending Approval from Others tab and click the Withdraw button.

◢ Journals

Requiring Attention (0) | Requiring My Approval (0) | Pending Approval from Others (0) | Incomplete (7) | Import Errors (3)

View ▼ Format ▼   ⊞   ☰   Freeze   ▣ Detach   ⊣ Wra   Errors All (0) ⌄ ↻

| | Accounted | | | Source | rnal Batch | Accounting Period | Issue |
| | Debit | | Credit | | | | |

No data to display.
Columns Hidden   1

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Finding Specific Journals

To search for specific journals, click the **Tasks** button on the **Journal Dashboard** page to view the menu.

Journals
- Manage Journals
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet
- Run AutoPost
- Run AutoReverse

Allocations
- Create Allocation Rules
- Generate General Ledger Allocations
- Generate Intercompany Allocations

Journal Import
- Import Journals
- Correct Import Errors
- Delete Import Data

Click the **Manage Journals** link to search journals.

Finding Specific Journals (Cont'd)

You can use various search criteria to find specific journals. The search results are displayed at the bottom of the **Manage Journals** page. You can select **Add Fields** to include other search criteria, such as the journal preparer. However, added fields are not displayed in the results.

Enter the values in these fields to search for a journal.

Click the **Search** button to perform the search.

Demonstration

Click here (hyperlink to the simulation) **to view the demo on how to find a specific journal.**

- Scenario: In this demonstration, you will navigate to the Manage Journals link to find a specific journal.

Drill Down

If you are reviewing a journal entry from a subledger, you can drill down from the journal to the transaction recorded in the subledger. For example, you can drill down from GL to Payables.

If the transaction was recorded in an external system, you cannot drill down from the Financial Management System to the external system. For example, payroll details will be reviewed in the Controllers Reporting Library and the Financial Data Warehouse.

Data Access Set: Rutgers Ledger

Transaction: Invoice 6

General Information

Business Unit	Rutgers GCA BU	tion Date	6/30/16
Transaction Source	CONTRACT INVOICES	Billing Date	
Transaction Type	Federal G&C_INV	Accounting Date	6/30/16
Transaction Number	6	Salesperson	
Billing Number		Invoicing Rule	
Reference	190005	Attachments	None
Document Number			

You can drill down from journals to transactions within the Financial Management System.

Demonstration

Click here (hyperlink to the simulation) **to view the demo on how to find a subledger journal and drill down to the transaction.**

- Scenario: In this demonstration, you will learn the steps to drill down to the transaction level in a subledger.

FD Document Lookup Report

You can use the **G/L Transaction Report by Document Number** to view journal information for a specific batch in the Financial Management System. This report is available in the Financial Reporting Studio, which can be accessed as follows:

- Navigator > Tools > Reports and Analytics > Shared Folders > RU Custom > Reports > ATC Reports > *select G/L Transaction Report by Document Number*

Enter the following parameters to refine your search and locate the required details:

Batch Number	Preparer	Approver	Amount Type
Journal Source	Period Name	Journal Category	Accounting Sequence
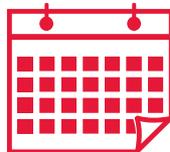
Note: This report can be used to identify the accounting sequence number that is automatically generated for each journal entry.

FD Document Lookup Report Interface and Output

You can use the **Preparer** drop-down to select the preparer name.

You can select the batch number using the **Batch Number** drop-down.

The output of the report is generated in MS Excel.

Knowledge Check

True or False.

If the transaction was recorded in an external system, you cannot drill down from the Financial System to the external system to view the transaction details.

A. True

B. False

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COURSE CONCLUSION

Course Summary

You are now be able to:

- Describe the major steps in the journal entry process in the Financial Management System

- Enter a standard manual journal via forms

- Enter a standard manual journal via spreadsheet upload

- Add attachments to journals

- Describe the key differences between cash journals and other standard manual journals

- Describe the approval and posting process for manual journals

- Submit journals for approval

- Find and review journal entries

- Drill down from journal entries to subledger transactions