Journal Entries in Oracle General Ledger Using WebADI

WebADI is an Oracle product that allows Excel content to be uploaded to the Oracle General Ledger (GL).

Only GL strings can be used in WebADI journals.
Learning Objectives

- Explain how the journal entry process works
- Completing a WebADI Journal Entry
  - Perform one-time setup procedures
  - Prepare and upload test entry
- WebADI system rules and errors
- Controller’s Office review criteria
Journal Entries and the General Ledger

Dartmouth College Manual Journal Entries with WebADI

Journal Entries and the General Ledger

General Ledger

Automated System Feeds
- Accounts
- Payable
- Payroll
- Procurement
- Inventory
- Computer Store
- FAMIS

Journal Importer

Manual Upload Tools
- Web ADI (Non-Grant)
- SPU (Grant)
Examples of journal entry adjustments include:

- Corrections to existing posted charges, for certain Sources only
- Redistribution of central charges, e.g., copier
- Internal rebillings for services, fees, interdepartmental charges, e.g., Security services, catering (NC 48xx/78xx)
- Transfers: lump sum being moved with no goods and services changing hands, e.g., one department supporting another’s conference (NC 49xx/49xx)
Journal entry daily process

Upload using DC GL Journal… responsibility

Transaction entered by 1 PM

Transaction reviewed by Controller’s Office

Rejected transaction deleted

Approved? YES

Transaction posted by Controller’s

NO

Controller’s works with department to correct

Posted entry available in IRA reports the following day
# Manual Journal Entries in IRA General Ledger reports

<table>
<thead>
<tr>
<th>Natclass</th>
<th>Effective Date</th>
<th>JE Source Short Name</th>
<th>Reference 1</th>
<th>JE Batch Name</th>
<th>JE Line Description</th>
<th>Created By</th>
<th>Actual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1721-CIP CONST General Contractor</td>
<td>9/2/2010</td>
<td>FCARD_DC</td>
<td>MAMMOTH FIRE ALARMS</td>
<td>PAYT P-Card 09/14/10, Exp Pay 10-SEP-10 SEP-10 PCARD_DC 8355010: A 66796</td>
<td>GLBATCH</td>
<td>54257 - TYLER, REGINALD A - MAMMOTH FIRE ALARMS</td>
<td></td>
</tr>
<tr>
<td>1721-CIP CONST General Contractor Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>240.00</td>
</tr>
<tr>
<td>1722-CIP CONST Other Misc Contractors</td>
<td>9/8/2010</td>
<td>Payables</td>
<td>Bruce Monmaney Painters, LLC</td>
<td>42155 Payables 8361032: A 212761</td>
<td>GLBATCH</td>
<td>Contract Services for different Bidgs</td>
<td></td>
</tr>
<tr>
<td>1722-CIP CONST Other Misc Contractors Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>308.00</td>
</tr>
<tr>
<td>1732 CIP CONST FO&amp;M Labor Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>231.35</td>
</tr>
<tr>
<td>5643-NONOPRTNG TRSF In From Designated Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(74,691.00)</td>
</tr>
</tbody>
</table>

**Grand Total**

(23,911.65)
Template Overview

- **Balance Type**: Actual
- **Currency**: USD
- **Source**: Manual
- **Category**: Adjustment

**Accounting Date**: 4/18/2012

**Batch Name**: Test - Frederick various English Dot adjustments

**Journal Description**: Test - April March Adjustments

**Reverse Journal**: List - Text

**Reversal Period/Date**: List - Text

**View Context**

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Line Description</th>
<th>Additional Line Info 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 251 123456 755432 0000 7277</td>
<td>265.00</td>
<td>PCard 3-6-12 Dartmouth Co-op</td>
<td>Test</td>
</tr>
<tr>
<td>20 251 123456 755432 0000 7277</td>
<td>265.00</td>
<td>PCard 3-6-12 Dartmouth Co-op</td>
<td>Test</td>
</tr>
<tr>
<td>20 251 123456 755432 0000 7277</td>
<td>100.00</td>
<td>Hanover Inn 3-22-12 Rooms</td>
<td>Test</td>
</tr>
<tr>
<td>20 251 123456 755432 0000 7277</td>
<td>240.00</td>
<td>Hanover Inn 3-22-12 Rooms</td>
<td>Test</td>
</tr>
<tr>
<td>20 251 123456 755432 0000 7277</td>
<td>340.00</td>
<td>Hanover Inn 3-22-12 Rooms</td>
<td>Test</td>
</tr>
<tr>
<td>20 251 123456 755432 0000 7277</td>
<td>1,000.00</td>
<td>Provided conference set-up</td>
<td>Test</td>
</tr>
<tr>
<td>20 251 123456 755432 0000 7277</td>
<td>1,000.00</td>
<td>Provided conference set-up</td>
<td>Test</td>
</tr>
<tr>
<td>20 129 6534321 123456 0000 4966</td>
<td>600.00</td>
<td>Funding for Eng Lit class of 2014 project</td>
<td>Test</td>
</tr>
<tr>
<td>20 130 1655555 123456 0000 4978</td>
<td>600.00</td>
<td>Funding for Eng Lit class of 2014 project</td>
<td>Test</td>
</tr>
</tbody>
</table>

**Notes**

- Today's date (or in the first three business days of a new month, this can be a date in the prior month)
- First initial and last name (or finance center syntax) followed by a brief description
- Summary description of the journal entry
- Leave blank if reversal not needed
- Example of a correcting entry: Source, original transaction date, vendor
- Example of a correcting entry: Source, original transaction date, vendor
- Example of an internal billing (NC 49xx) - one dept providing goods or services to another
- For transfer entries (NC 49xx), offsetting strings must be included in Add Line Info 1
- Example of a transfer entry (NC 49xx) - lump sum

A Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.
System Checks BEFORE Upload:

Basic syntax check: Accounting Date must be in open or future period, debits and credits balance, Chart string segment values must be active in the Chart of Accounts

Security Rules: Rules that govern which chart segment values can be used (e.g., Payroll natural classes are not allowed)

Cross-Validation Rules: Rules that govern which segments can be used in combination in a chart string
Download a new template at

http://www.dartmouth.edu/~control/forms/webadi.html

or update and reuse an existing file

Save file as Macro-Enabled Workbook (.xlsm)

At the same link, access instructions for one-time settings needed in Excel and Internet Explorer:

The following settings are needed when you begin to use the system in Internet Explorer and Microsoft Excel:

- Microsoft Excel Macros
- Internet Explorer

The Internet Explorer settings are needed even if you don’t use this browser. The WebADI system requires them.
HANDS-ON !
Controller’s Office Checks AFTER Upload:

Syntax/Required Fields:

- Accounting Date: two periods may be open; use a date in the month you want the journal to hit
- Debits and Credits must be positive numbers, and not $0
- Batch Name: Your first initial and full last name, plus a unique phrase:
  - J Doe Copier allocation Apr08
  - B Smith Transfer ABC Conference Rev
  - T Jones Correct PCard May08
- Journal Name: can be same as batch name
- Journal Description: a phrase describing the whole journal; can be same as batch name
- Line Description is also required
Controller’s Office Checks AFTER Upload:

- Only certain Sources can be corrected via manual entry:
  - Procurement Card (PCard), Travel System
  - Hanover Inn
  - Resource25
  - Service Centers (Source begins SRVCTR)
  - CBORD
  - Manual (other WebADI entries)

- For other Sources, corrections go back to the originating system (e.g., Payroll, Accounts Payable invoices, Cashiering deposits)

- Internal Natural Classes must balance
Moving Funds

(1) Correction or reclass:
Use original natural class

Example: Office Supplies were booked to your Org, external natural class 7511.

Supplies were for another department; credit your string and NC 7511, debit their string and NC 7511.
Moving Funds

(2) Internal Revenue and Expense Natural Classes

- Used when goods or services are provided between College departments

- Example 1: Your department charges another for copies:
  Debit 7853 INT DEPT Copying; Credit 4853 INT DEPT Copying

- Example 2: Your department is charged DPMS costs under 7815-SERVICE CTR Copying. To move these charges to another string, credit 7815 and debit 7815 on the new string. **Internal charges must stay internal.**
Moving Funds

(3) Transfer Natural Classes
These are special natural classes used to transfer lump sums without goods and services changing hands.

Example 1: You have committed a lump sum to an event being coordinated by another department (debit your string, credit theirs).

Example 2: Surplus funds in subvention are transferred to a reserve at the end of the fiscal year (debit subvention, credit reserve).
Transfer Natural Classes

Funds transferring **OUT** of a Funding value are a Debit / “Transfer TO”

And the funds transferred **IN** to another Funding value are a Credit/ “Transfer FROM”

Transfers use specific Natural Class values, based on Funding values.