



# Journal Entries in Oracle General Ledger Using WebADI

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

Only GL strings can be used in WebADI journals.

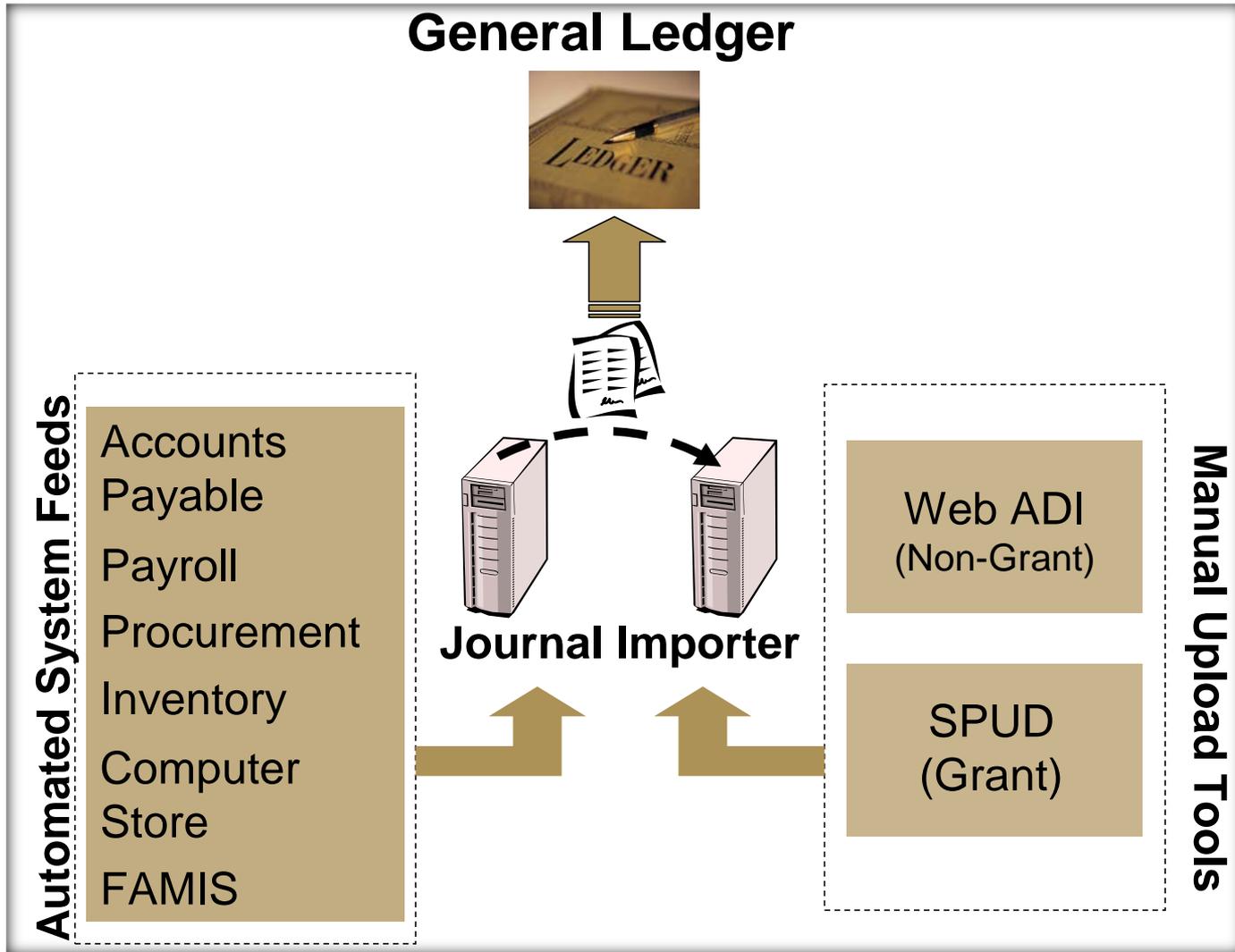


# Learning Objectives

- 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





# Examples of journal entry adjustments

- 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)



# Internal Billing Natural Classes

### FO&M (Manual Journals not allowed)

4700-INTERNAL FOM REV Budget Only	8000-INTERNAL FOM DIST Budget Only
4701-INTERNAL FOM REV Chiller	8001-INTERNAL FOM DIST Chiller
4702-INTERNAL FOM REV Electricity	8002-INTERNAL FOM DIST Electricity
4703-INTERNAL FOM REV Energy Mgmt System	8003-INTERNAL FOM DIST Energy Mgmt System
4704-INTERNAL FOM REV Water	8004-INTERNAL FOM DIST Water
4705-INTERNAL FOM REV Steam	8005-INTERNAL FOM DIST Steam
4706-INTERNAL FOM REV Sewer	8006-INTERNAL FOM DIST Sewer
4708-INTERNAL FOM REV Custodial Labor	8008-INTERNAL FOM DIST Custodial Labor

### Service and Recharge Centers

	Revenue	Expense	
4712-INTERNAL FOM REV Engineering Lab	4811-SERVICE CTR Animal Operating Room	7811-SERVICE CTR Animal Operating Room	
4715-INTERNAL FOM REV Trades Labor	4812-SERVICE CTR Audio Visual Svcs	7812-SERVICE CTR Audio Visual Svcs	
4716-INTERNAL FOM REV Trade Materials	4813-SERVICE CTR Backup Network Svcs	7813-SERVICE CTR Backup Network Svcs	
4717-INTERNAL FOM REV Composting	4814-SERVICE CTR Computing Assist Svcs	7814-SERVICE CTR Computing Assist Svcs	
4718-INTERNAL FOM REV Recycling	4815-SERVICE CTR Copying	7815-SERVICE CTR Copying	
4719-INTERNAL FOM REV Trash Removal	4816-SERVICE CTR Design and Construction		
4721-INTERNAL FOM REV Equip Rental	4817-SERVICE CTR Glassware Washing		
4722-INTERNAL FOM REV Trucking	4819-SERVICE CTR Laboratory Analysis		
4723-INTERNAL FOM REV Grounds Maint	4821-SERVICE CTR Mailing Services		
	4822-SERVICE CTR Printing		
	4823-SERVICE CTR Repair Shops		
	4824-SERVICE CTR Research Animals Fee		
	4825-SERVICE CTR Use of Equipment		
			<b>All Other Departments</b>
		4800-INTERNAL DEPART REV Budget Only	7800-INTERNAL DEPART CHARGES Budget Only
		4851-INT DEPT Catering	7851-INT DEPT Catering
		4852-INT DEPT Alcoholic Beverages	7852-INT DEPT Alcoholic Beverages
		4853-INT DEPT Copying and Printing	7853-INT DEPT Copying and Printing
		4854-INT DEPT Educational Programs	7854-INT DEPT Educational Programs
		4855-INT DEPT Fees	7855-INT DEPT Fees
		4856-INT DEPT Rooms	7856-INT DEPT Rooms
		4857-INT DEPT Meals and Beverages	7857-INT DEPT Meals and Beverages
		4858-INT DEPT Security Services	7858-INT DEPT Security Services
			7859-INT DEPT Moving and Delivery
		4861-INT DEPT Museum Poster Program	7861-INT DEPT Museum Poster Program
		4862-INT DEPT Rentals	7862-INT DEPT Rentals
		4863-INT DEPT Sales	7863-INT DEPT Sales
		4864-INT DEPT CAM	7864-INT DEPT CAM
		4865-INT DEPT Calling Card Charges	7865-INT DEPT Calling Card Charges
		4866-INT DEPT Communication Monthly Fee	7866-INT DEPT Communication Monthly Fee
		4867-INT DEPT Internatl Long Distance	7867-INT DEPT Internatl Long Distance
		4868-INT DEPT Toll Free Charges	7868-INT DEPT Toll Free Charges
		4869-INT DEPT Services	7869-INT DEPT Services
		4871-INT DEPT Institutnl Review Board Fee	7871-INT DEPT Institutnl Review Board Fee

[https://www.dartmouth.edu/finance/financial-management/accounting/journal\\_entries/internal\\_revenue\\_expense.php](https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/internal_revenue_expense.php)



# Transfer Natural Classes

		TRANSFERS IN/CREDIT						
TRANSFERS OUT/DEBIT	Funding Range	DESIGNATED RESERVES			UNRESTRICTED ENDOWMENT	UNRESTRICTED CENTRAL	UNRESTRICTED STUDENT LOAN	UNDESIGNATED OPERATING
		110500-110599	160000-192499	194600-304999	305000-319999	320000-320299	330000-333999	360000-379999
DESIGNATED RESERVES	110500-110599	4932/(4932)			4913/(4911)	4949/(5643)	4946/(5643)	4912/(4911)
	160000-192499							
	194600-304999							
UNRESTRICTED ENDOWMENT	305000-319999	4901/(4914)			4934/(4934)	N/A	4946/(5643)	4912/(4914)
UNRESTRICTED STUDENT LOANS	330000-333999	5641/(4945)			5641/(4945)	N/A	5632/(5632)	5641/(4945)
UNDESIGNATED OPERATING	360000-379999	4901/(4902)			4913/(4902)	4949/(5644)	4946/(5644)	4921/(4921)
CAPITAL INVESTMENT	525000-534999	5641/(4947)			5641/(4947)	N/A	N/A	5641/(4947)
RESTRICTED GIFTS	535000-634999	4966/(4976)			4968/(4976)	N/A	4946/(5645)	4964/(4976)
RESTRICTED ENDOWMENT	645000-784699	4966/(4978)			4968/(4978)	N/A	4946/(5645)	4964/(4978)
RESTRICTED STUDENT LOANS	845000-854999	5641/(4945)			5641/(4945)	N/A	5632/(5632)	5641/(4945)

When processing a journal moving a lump sum, find the debit (“giving”) Funding range down the left, and the credit (“receiving”) Funding range across the top. The intersection determines the Dr NC and (Cr) NC.

[https://www.dartmouth.edu/finance/financial-management/accounting/journal\\_entries/transfers.php](https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/transfers.php)

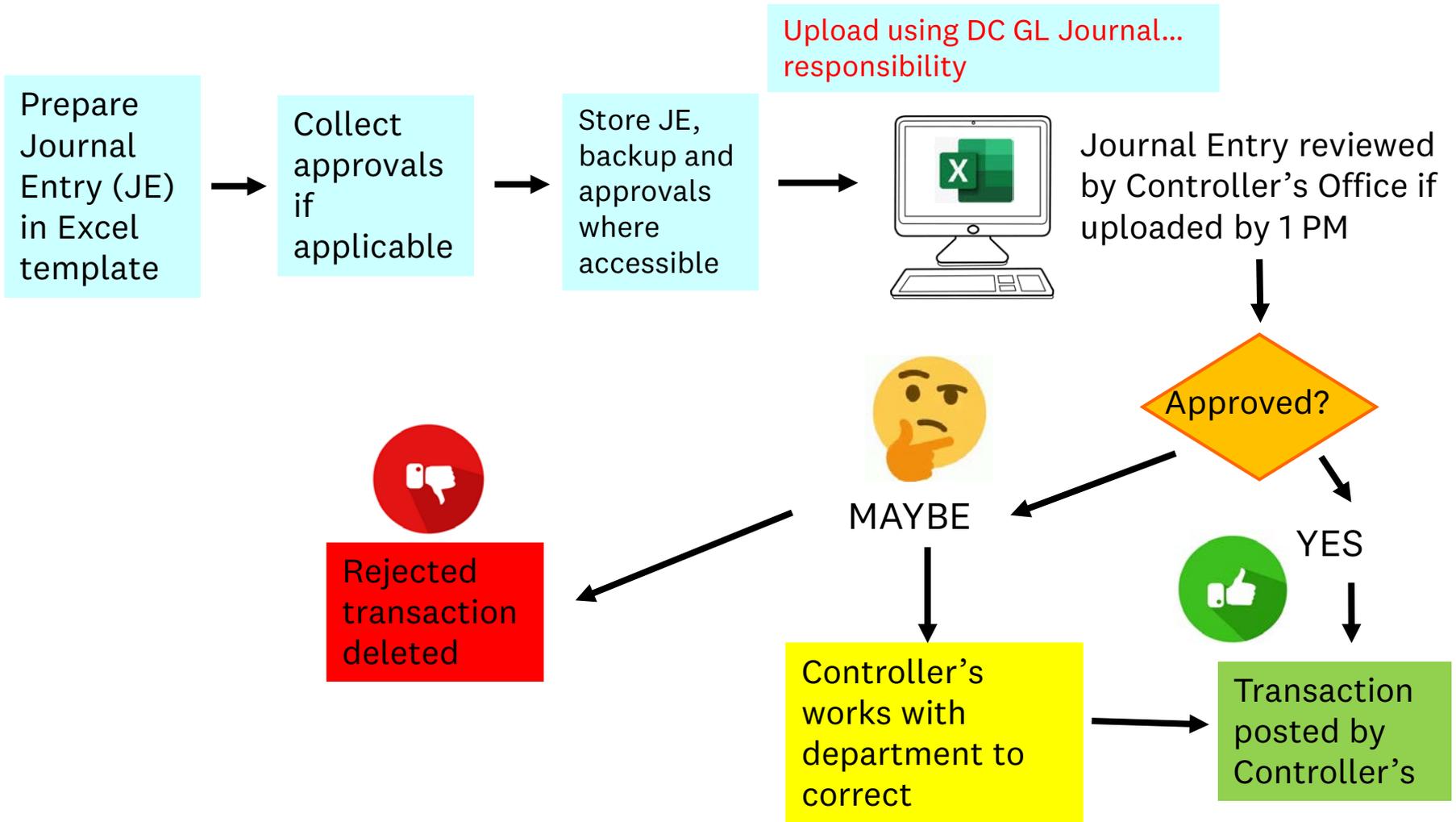


# Moving Funds

Type	Entry	Example
Correction or reclass	Use original NC	<p>Example: Office Supplies were booked to your Org, external natural class 7511.</p> <p>Supplies were for another department; credit your string and NC 7511, debit their string and NC 7511</p>
Internal Billing – goods and services provided between departments	Use internal revenue 48xx and internal expense 78xx	<p>Example 1: Your department charges another for copies: Debit 7853 INT DEPT Copying; Credit 4853 INT DEPT Copying</p> <p>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. <b>Internal charges must stay internal.</b></p>
Transfer – lump sum moving between Fundings	Use Transfer NCs 49xx/49xx	<p>Example 1: You have committed a lump sum to an event being coordinated by another department (debit your string, credit theirs).</p> <p>Example 2: Surplus funds in subvention are transferred to a reserve at the end of the fiscal year (debit subvention, credit reserve).</p>



# Journal entry daily process



Posted entry available in IRA reports the following day



# Template Overview

### General tips:

Blank lines may be inserted between journal entry lines.  
Additional tabs may be added to the workbook to hold journal backup documentation.  
Save as an Excel Macro-Enabled workbook (.xlsm) and Enable Macros when opening the template file.

Balance Type Actual  
Currency USD  
Source Manual  
Category Adjustment

Accounting Date  
Batch Name  
Journal Name  
Journal Description  
Reverse Journal  
Reversal Period/Date

\* List - Date 2/26/2019  
Text A Fredericks various English department adjustments  
Text A Fredericks various English department adjustments  
Text Post January adjustments  
List - Text  
List - Text

Today's date (or in the first three business days of a new month, this can be a date in the prior month)

Required fields

leave blank if reversal not needed

Upl	ENTIORG	FUNDING	ACTIVITY	SUBACT	NATURAL	Debit	Credit	Line Description	Additional Line Info 1	Messages
* List - Text						* Number	* Number	Text	Text	
Separate string into separate columns for each segment; no punctuation						Debit or credit, not both, not zero, not a negative number		Correction/Reclass Line Description: Original Source - Original Effective Date - short description	Optional: additional info	Do not enter data in these columns - Oracle will overwrite during upload
Example: correction/reclass of posted charge - external expense										
R	20	251	123456	765432	0000	7277	265.00	PCARD_DC 01/25/19 Dartmouth Co-op paraphernalia	Winter carnival	
R	20	251	234567	765432	0000	7277		PCARD_DC 01/25/19 Dartmouth Co-op paraphernalia	Winter carnival	
Example: correction/reclass of posted charge - internal expense								Correction/Reclass Line Description: Original Source - Original Effective Date - short description	Optional: additional info	
R	20	251	123456	100001	0000	7856	100.00	HANOVERINN_DC 1/22/19 Rooms Brown, J 1/17	Keats Conference	
R	20	251	222255	123999	0000	7856	240.00	HANOVERINN_DC 1/22/19 Rooms Brown, J 1/17	Keats Conference	
R	20	251	234567	765432	0000	7856		HANOVERINN_DC 1/22/19 Rooms Brown, J 1/17	Keats Conference	
Example: Internal billing - revenue and expense for goods/services sold between Dartmouth departments								Internal Billing Line Description: key information regarding goods or services bought and sold		
R	30	151	123456	654321	0000	7869	1,000.00	Provided conference set-up 1/16/19		
R	20	151	234567	765432	0000	4869		Provided conference set-up 1/16/19		
Example: lump sum transfer of funds								Transfer Line Description: key information regarding purpose of lump-sum funds transfer	For transfers entries (NC 49xx), offsetting strings must be included in Addl Line info 1	
R	20	129	654321	123456	0000	4966	600.00	Support for Eng Lit class of 2019 project	20.130.465555.123456.0000.4978	
R	20	130	465555	123456	0000	4978		Support for Eng Lit class of 2019 project	20.129.654321.123456.0000.4966	
<b>Totals:</b>							2,205.00	2,205.00		

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.



# Manual Journal Entries in IRA General Ledger reports

Natclass	Effective Date	JE Source Short Name	Reference 1	JE Batch Name	JE Line Description	Created By	Actual Amount
1721-CIP CONST General Contractor	9/2/2010	PCARD_DC	MAMMOTH FIRE ALARMS	PAYT P-Card 09/14/10, Exp Pay 10-SEP-10 SEP-10 PCARD_DC 8355010: A 68796	54527 - TYLER,REGINALD A - MAMMOTH FIRE ALARMS	GLBATCH	240.00
<b>1721-CIP CONST General Contractor Total</b>							<b>240.00</b>
1722-CIP CONST Other Misc Contractors	9/8/2010	Payables	Bruce Monmaney Painters, LLC	42165 Payables 8361032: A 212761	Contract Services for different Bldgs	GLBATCH	308.00
<b>1722-CIP CONST Other Misc Contractors Total</b>							<b>308.00</b>
1732-CIP CONST FO&M Labor	9/1/2010	FAMIS_DC	W11269964	FAMIS Work Order Billing on 09/07/10 FAMIS_DC 8340624: A 68428	Labor W11269964: CR SPRINKLER PROJECT	GLBATCH	102.82
1732-CIP CONST FO&M Labor	9/2/2010	FAMIS_DC	W11269964	FAMIS Work Order Billing on 09/07/10 FAMIS_DC 8340625: A 68429	Labor W11269964: CR SPRINKLER PROJECT	GLBATCH	128.53
<b>1732-CIP CONST FO&amp;M Labor Total</b>							<b>231.35</b>
5643-NONOPRTNG TRSF In From Designated	9/10/2010	Manual	21.370.195010.145352.0000.4948	G Gensler Un D Funding 10 Manual 8376425: A 213187	CIP Unr Desig Sprinkler	Gwendolen D. Gensler	(66,405.52)
5643-NONOPRTNG TRSF In From Designated	10/29/2010	Manual	21.370.195010.145352.0000.4948	G Gensler Un D Funding Sep10 Manual 8463612: A 215560	CIP Unr Desig Sprinkler	Gwendolen D. Gensler	(8,285.48)
<b>5643-NONOPRTNG TRSF In From Designated Total</b>							<b>(74,691.00)</b>
<b>Grand Total</b>							<b>(73,911.65)</b>



# 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

❗ NATURAL\_CLASS: Value 6015 for the flexfield segment NATURAL\_CLASS does not exist in the value set NATURAL\_CLASS.

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

❗ NATURAL\_CLASS: Value secured: A Security Rule prevents use of this natural class for your transaction

Cross-Validation Rules: Rules that govern which segments can be used **in combination** in a chart string

❗ ORG: This Org value cannot be used in combination with this Entity value



# Controller's Office Checks AFTER Upload:

- **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
- **Only certain Sources can be corrected via manual entry**
  - [https://www.dartmouth.edu/finance/documents/financial\\_management\\_tab\\_documents/journal\\_entry\\_documents/correct\\_trans\\_by\\_source.pdf](https://www.dartmouth.edu/finance/documents/financial_management_tab_documents/journal_entry_documents/correct_trans_by_source.pdf)
  - For other Sources, corrections go back to the originating system (e.g., Payroll, Accounts Payable invoices, Cashiering deposits)
- **Corrections Line Description syntax**
  - Original Source, Original Effective Date, short description
    - PCARD\_DC 08/01/19 Amazon – books for seminar
- **Internal Natural Classes must balance**
  - [https://www.dartmouth.edu/finance/documents/financial\\_management\\_tab\\_documents/journal\\_entry\\_documents/internal\\_revenue\\_expense\\_natural\\_classlist.pdf](https://www.dartmouth.edu/finance/documents/financial_management_tab_documents/journal_entry_documents/internal_revenue_expense_natural_classlist.pdf)
- **Transfers use correct NCs and Offset accounts**



# Reference Links

Download a new template at

[https://www.dartmouth.edu/finance/documents/financial\\_management\\_tab\\_documents/journal\\_entry\\_documents/webadi\\_journal\\_entry\\_template.xlsm](https://www.dartmouth.edu/finance/documents/financial_management_tab_documents/journal_entry_documents/webadi_journal_entry_template.xlsm)

or update and reuse an existing file

Save file as Macro-Enabled Workbook (.xlsm)

Access instructions for one-time settings needed in  
Excel and Internet Explorer:

[https://www.dartmouth.edu/finance/financial-management/accounting/journal\\_entries/journal\\_forms\\_guides.php](https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/journal_forms_guides.php)

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.

Journal Entry Policy:

[https://www.dartmouth.edu/finance/documents/financial\\_management\\_tab\\_documents/journal\\_entry\\_documents/journal\\_entry\\_policy.pdf](https://www.dartmouth.edu/finance/documents/financial_management_tab_documents/journal_entry_documents/journal_entry_policy.pdf)



**DEMO !**



**Thank you**