

# **Journal Entries in Oracle General Ledger Using SPUD**

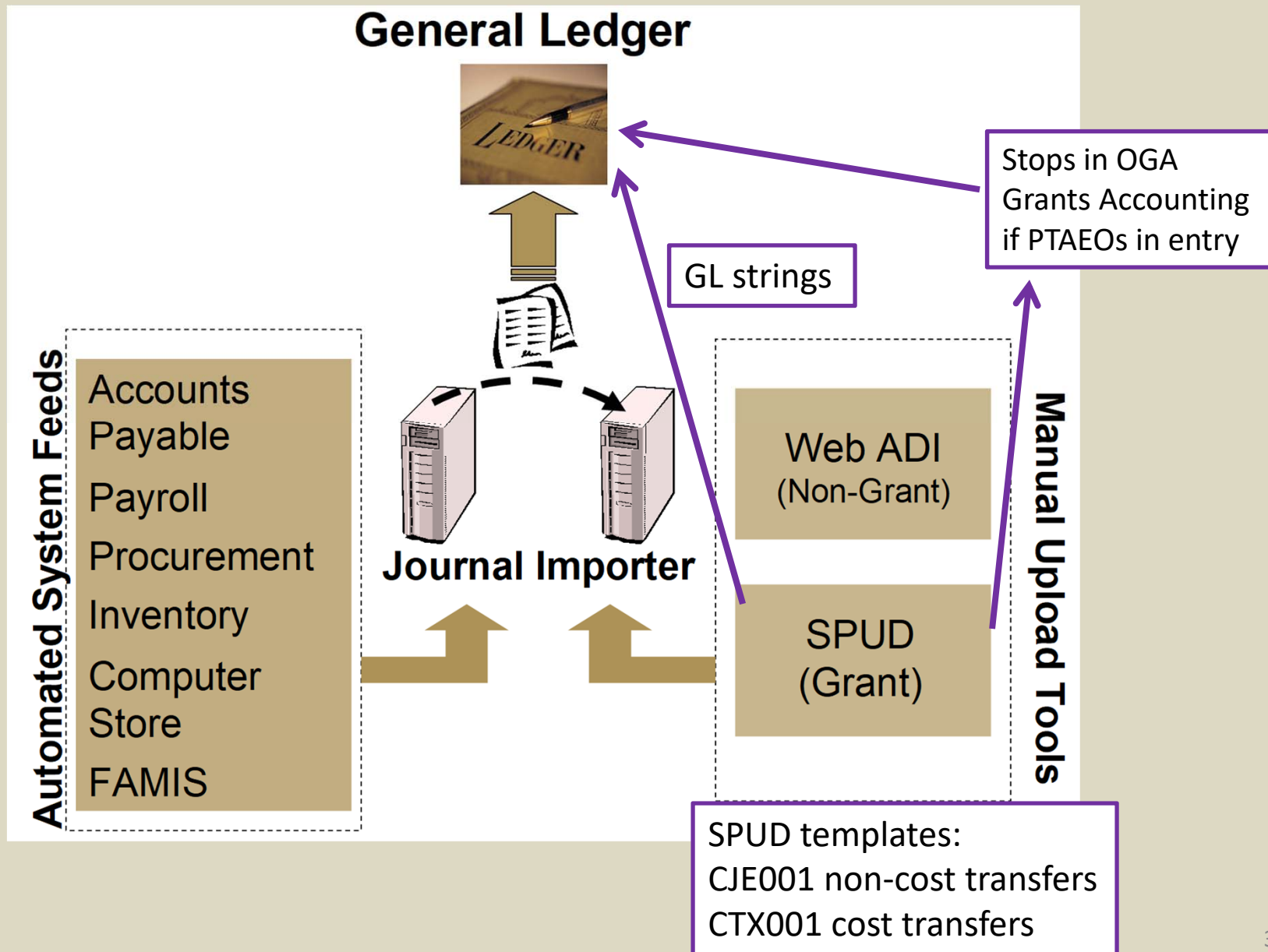
SPUD is a Dartmouth-customized Oracle product that allows Excel content to be uploaded the Oracle General Ledger (GL) and Oracle Grants Accounting (OGA)

Both GL strings and PTAEOS (grant strings) can be used in a SPUD journal.

## **Learning Objectives**

- Explain how the journal entry process works
- Completing a SPUD Journal Entry
  - Perform one-time setup procedures
  - Prepare and upload test entry
- SPUD system rules and errors

# Dartmouth College Manual Journal Entries with SPUD



# Dartmouth College Manual Journal Entries with SPUD

Template	Purpose	Prepared By	Uploaded to OnBase By	Uploaded to Oracle By	Oracle upload responsibility
CJE001	Expense Reclass involving PTAEOs * Source: DEPTRECLASSRECHG_DC	Department Grant Manager	Department Grant Manager	Office of Sponsored Projects (OSP)	DC GL SPUD Central
CTX001	Cost Transfers between, off or onto PTAEOs * Source: COSTTRANSFER_DC	Department Grant Manager or OSP	Department Grant Manager	Office of Sponsored Projects (OSP)	DC GL SPUD Unrestricted
CJE001	Service Center and Internal Billings	Service Center or Internal Service Provider staff	n/a	Service Center or Internal Service Provider staff	DC GL SPUD
CJE001	OSP and Central Office adjustments	OSP or Central Office / Finance Center	n/a	OSP or Central Office / Finance Center	DC GL SPUD, DC GL Central, DC GL Comp Only

\* Subject to OSP guidelines

# Dartmouth College Manual Journal Entries with SPUD

## Daily process/mechanics



Department prepares reclass or cost transfer entry

Uploads to OnBase



OSP retrieves entry from OnBase, reviews and uploads to Oracle

Department prepares internal billing entry

Uploads directly to Oracle

OSP or Central Office prepares allocation entry

Uploads directly to Oracle

SPUD Entry uploaded to Oracle by 6 PM

### GL Reports

GL transactions show under original Source

Grants transactions show under "Projects" Source

### OGA Reports

Grant transactions show under original Source with GMSA prefix

IRA the next day:

# Dartmouth College Manual Journal Entries with SPUD

## Expense on Grants side

**Award:** L00726 - NCCC Core      **Award Start:** 4/21/2009      **Award End:** 11/30/2013      **Award Status:** ACTIVE  
**Project:** 504675-Development YR32      **Project Start:** 12/01/2009      **Project End:** 11/30/2010      **Project Status:** ACTIVE  
**Task:** 5003-Externally Funded      **Org:** 058-NCCC      **Award PI:** Israel, Mark A      **Project PI:** Unknown  
**Sponsor:** Nat'l Cancer Institute (NCI)      **Award #:** P30CA023108      **Dept Grant Mgr:** Woodward, Linda L      **OSP Award Manager:** Paulsen, Jacqueline S

Period Name	Expenditure Type Description	Expenditure Item Date	Transaction Source	Expenditure Item Comment	Invoice Number	PO Number	Req Number	Vendor/Employee Name	Actuals
JAN-11	7813A SERV CTR BackupNetwrkSrv	11/29/2010	GMSA_SRVCTR_DMSCECSCOMP_DC	DASC chg 7-9/30/10 .370 30.020.177955.673500.0000.4813					3,898.97
	7814A SERV CTR Comp Assist Srv	11/29/2010	GMSA_SRVCTR_DMSCECSCOMP_DC	DESK chg 7-9/30/10 .370 30.020.177955.673500.0000.4814					270.38
<b>DIRECT Total</b>									<b>4,169.35</b>
<b>JAN-11 Total</b>									<b>4,169.35</b>
<b>Grand Total</b>									<b>4,169.35</b>

## Revenue and expense on GL side

Full Chart String	Natclass	Effective Date	JE Source Short Name	JE Batch Name	JE Line Description	Reference 1	Actual Amount
30.020.177955.673500.0000.4813	4813-SERVICE CTR Backup Network Svcs	1/1/2011	SRVCTR_DMSCECSCOMP_DC	djs 1/27/11 SRVCTR_DMSCECSCOMP_DC 8678495: A 75287	DASC chg 7-9/30/10 .250	503981.5000.P00683.7813A.023	2,634.44
30.020.177955.673500.0000.4814	4814-SERVICE CTR Computing Assist Svcs	1/1/2011	SRVCTR_DMSCECSCOMP_DC	djs 1/27/11 SRVCTR_DMSCECSCOMP_DC 8678495: A 75287	DESK chg 7-9/30/10 .370	504675.5003.L00726.7814A.058	(270.38)
30.020.177956.673500.0000.4814	4814-SERVICE CTR Computing Assist Svcs	1/27/2011	SRVCTR_DMSCECSCOMP_DC	djs 1/27/11 SRVCTR_DMSCECSCOMP_DC 8670454: A 75136	DESK chg 10 1 -12/31/10 1.876	504819.5000.P00766.7814A.027	(1,439.38)
30.023.287104.594503.1017.7814	7814-SERVICE CTR Computing Assist Svcs	1/1/2011	SRVCTR_DMSCECSCOMP_DC	djs 1/27/11 SRVCTR_DMSCECSCOMP_DC 8678495: A 75287	DESK chg 10-12/31/10 .150	30.020.177956.673500.0000.4814	109.61
30.027.286120.232500.0000.7813	7813-SERVICE CTR Backup Network Svcs	1/1/2011	SRVCTR_DMSCECSCOMP_DC	djs 1/27/11 SRVCTR_DMSCECSCOMP_DC 8678496: A 75288	DASC chg 10-12/31/10	30.020.177955.673500.0000.4813	17,135.25

# Dartmouth College Manual Journal Entries with SPUD

**CJE001** Template Overview – used for service center billings, reclasses, central office journals

The screenshot shows a spreadsheet interface for the CJE001 template. It is divided into three main sections: View Context, View Header, and View Line.

**View Context:** Contains fields for Template Name (CJE001), Source Name, and a list of text.

**View Header:** Contains summary fields: Debit Total, Credit Total, Net Total, and Line Counter, all currently set to 0.

**View Line:** A table with columns: Upl, Batch Name, Accounting Date, Transaction Date, COA String/PTAEO, Debit Amount, Credit Amount, Description, Reference 1, Line #, and Messages. The table is currently empty.

**Callout Boxes:**

- Top Right:** Debit Total and Credit Total will calculate as dollar amounts are entered in the lines below. Net Total must be zero.
- Right Side (Line # 1-5):** Line Counter must match total lines under Line # -- no blank lines can be left in the journal lines area.
- Right Side (Line # 6-14):** "Messages" column is used by Oracle to return system messages. Do not enter data here or it will be overwritten at upload.
- Center (Line # 10-14):** Journal entry detail is input in columns "Batch Name" through Reference 1.
- Bottom Left (Line # 10-14):** "Upl" column may populate with a flag symbol or may be blank. Either way, this does not affect the upload of the entry.
- Bottom Left (Line # 15-17):** Additional tabs can be created to hold backup for the entry; this will not affect the upload process.
- Bottom Right (Line # 15-17):** Notes can be left in any of the blue areas except "Messages" and will not affect the upload process.

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

# Dartmouth College Manual Journal Entries with SPUD

## CJE001 Template Overview

View Context	View Header	View Line
Template Name	CJE001	
Source Name	*List - Text SRVCTR_DMSSHAREDSVC_DC	
Debit Total		957.42
Credit Total		957.42
Net Total		0
Line Counter		13

Choose appropriate Source for the journal purpose

Lines with the same Batch Name and Accounting Date are considered one batch. Multiple batches can be included in one upload.

Upl	Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
▾	VCE Dec FY18 Mailroom billing	3/23/2018	2/28/2018	30.206.368001.690000.0000.7821	438.21		Dec FY18 Mailroom billing		1	
▾	VCE Dec FY18 Mailroom billing	3/23/2018	2/28/2018	30.207.368001.769500.0000.7821	33.75		Dec FY18 Mailroom billing		2	
▾	VCE Dec FY18 Mailroom billing	3/23/2018	2/28/2018	30.210.368001.101000.0000.7821	16.88		Dec FY18 Mailroom billing		3	
▾	VCE Dec FY18 Mailroom billing	3/23/2018	2/28/2018	513658.5000.SL0202.7821A.071	206.56		Dec FY18 Mailroom billing		4	
▾	VCE Dec FY18 Mailroom billing	3/23/2018	2/28/2018	514082.5000.SL0254.7821A.124	39.39		Dec FY18 Mailroom billing		5	
▾	VCE Dec FY18 Mailroom billing	3/23/2018	2/28/2018	513218.5000.SL0138.7821A.124	24.00		Dec FY18 Mailroom billing		6	
▾	VCE Dec FY18 Mailroom billing	3/23/2018	2/28/2018	514082.5000.SL0254.7821A.124	5.00		Dec FY18 Mailroom billing		7	
▾	VCE Dec FY18 Mailroom billing	3/23/2018	2/28/2018	514090.5000.802622.7821A.124	8.00		Dec FY18 Mailroom billing		8	
▾	VCE Dec FY18 Mailroom billing	3/23/2018	2/28/2018	30.218.170551.346800.0000.4821		771.79	Dec FY18 Mailroom billing		9	
▾	Jan FY 18 DHMC work orders	3/24/2018	1/17/2018	512734.5000.SL0245.7869A.058	118.13		70818-new plug needed-774D01 vce		10	
▾	Jan FY 18 DHMC work orders	3/24/2018	1/31/2018	30.234.368001.430400.0000.4869		118.13	Jan FY 18 DHMC work orders billing		11	
▾	Jan FY 18 DHMC work orders	3/24/2018	1/15/2018	92.048.220579.960019.0000.7789	67.50		68943-alarm for fridge-764K2		12	
▾	Jan FY 18 DHMC work orders	3/24/2018	1/27/2018	30.234.368001.441651.0000.4663		67.50	Jan FY 18 DHMC work orders billing		13	

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

Accounting Date is generally today's date. At month-end or year-end, can backdate to period that is closing.

Full punctuated GL string or PTAEO in one cell.

Each line should have a debit or a credit, not both, not zero and not a negative number.

Description is required; Reference 1 is optional

Remove any blank lines before uploading

Transaction Date represents the date when costs were incurred or goods and services were provided. For example, a service center may provide services to the same customer throughout the month; Transaction Date should be the last day of that month. If a single sale or service is provided, use that date of service as the Transaction Date.



# Dartmouth College Manual Journal Entries with SPUD

## CTX001 Template Overview – used for Cost Transfers only

View Context	View Header	View Line
Template Name	CTX001	
Source Name	COSTTRANSFER_DC	
Debit Total		0
Credit Total		0
Net Total		0
Line Counter		0

Upl	Batch Name	Accounting Date	Transaction Date	Orig GL Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
										1	
										2	
										3	
										4	
										5	
										6	
										7	
										8	
										9	
										10	
										11	
										12	
										13	
										14	
										15	
										16	
										17	
										18	
										19	
										20	
										21	
										22	
										23	
										24	
										25	

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

Template Name and Source Name are hard-coded and cannot be changed.

Debit Total and Credit Total will calculate as dollar amounts are entered in the lines below. Net Total must be zero.

Line Counter must match total lines under Line # -- no blank lines can be left in the journal lines area

Journal entry detail is input in columns "Batch Name" through Reference 1

"Messages" column is used by Oracle to return system messages. Do not enter data here or it will be overwritten at upload.

"Upl" column may populate with a flag symbol or may be blank. Either way, this does not affect the upload of the entry.

Additional tabs can be created to hold backup for the entry; this will not affect the upload process.

Notes can be left in any of the blue areas except "Messages" and will not affect the upload process.

Add as many rows as needed for the journal entry; rows should be inserted in the middle/white area and not at the very top or bottom of the white lines.

# Dartmouth College Manual Journal Entries with SPUD

## CTX001 Template Overview

View Context	View Header	View Line								
Template Name	CTX001									
Source Name	COSTTRANSFER_DC									
Debit Total		896.76								
Credit Total		896.76								
Net Total		0								
Line Counter		8								

Lines with the same Batch Name and Accounting Date are considered one batch. Multiple batches can be included in one upload.

Upl	Batch Name	Accounting Date	Transaction Date	Orig GL Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
	VNM 302423 021918	2/19/2018	1/15/2018		30.020.220545.594500.0000.7672		335.70	70094 - AULIS, MAUREEN A. - CVS/PH 511754.5000.8022		1	
	VNM 302423 021918	2/19/2018	1/15/2018		30.020.220545.594500.0000.7672		279.75	70094 - AULIS, MAUREEN A. - CVS/PH 511754.5000.8022		2	
	VNM 302423 021918	2/19/2018	1/15/2018		30.020.220545.594500.0000.7672		54.95	70094 - AULIS, MAUREEN A. - CVS/PH 511754.5000.8022		3	
	VNM 302423 021918	2/19/2018	1/15/2018		511754.5000.802206.7672A.026	335.70		70094 - AULIS, MAUREEN A. - CVS/PH 30.020.220545.594		4	
	VNM 302423 021918	2/19/2018	1/15/2018		511754.5000.802206.7672A.026	279.75		70094 - AULIS, MAUREEN A. - CVS/PH 30.020.220545.594		5	
	VNM 302423 021918	2/19/2018	1/15/2018		511754.5000.802206.7672A.026	54.95		70094 - AULIS, MAUREEN A. - CVS/PH 30.020.220545.594		6	
	JLB303087 022018	2/27/2018	10/2/2017		20.472.210188.239566.1239.7862	226.36		Storage Fees		7	
	JLB303087 022018	2/27/2018	10/2/2017	10/5/2017	502903.5000.L00666.7862A.472		226.36	Storage Fees		8	

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

Accounting Date is generally today's date. At month-end or year-end, can backdate to period that is closing.

Transaction Date should match **Expenditure Item Date** in OGA Expenditures, or **Effective Date** in GL Transactions.

Orig GL Date should match **GL Transferred Date** in OGA Expenditures.

Full punctuated GL string or PTAEO in one cell.

Each line should have a debit or a credit, not both, not zero and not a negative number.

Description is required; Reference 1 is optional

Remove any blank lines before uploading

Refer to Office of Sponsored Projects (OSP) guidelines for cost transfer content.

# Dartmouth College Manual Journal Entries with SPUD

## Internal vs. External Revenue and Expense:

For services provided to PTAEOs or to GL accounts with Entities up to 42, use internal revenue and expense on both sides; here, revenue 4869 INTERNAL DEPT Services, expense 7869 INTERNAL DEPT Services. External entities are billed on external values, here revenue 4663 and expense 7789.

View	View Header	View Line					
Template Name		CJE001					
Source Name		*List - Text SRVCTR_DM55SHAREDSVC_DC					
Debit Total							6875.95
Credit Total							6875.95
Net Total							0
Upl	Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description
○	R MJM ShSvcs Dec16	12/31/2016	12/3/2016	20.736.368000.656500.0000.7879	33.75		54800-check light timers-CCMR
○	R MJM ShSvcs Dec16	12/31/2016	12/4/2016	20.736.368000.656500.0000.7879	33.75		55209-leak from ceiling-381K02
○	R MJM ShSvcs Dec16	12/31/2016	12/5/2016	30.020.177803.230500.0000.7879	613.17		54389-replace humidity control
○	R MJM ShSvcs Dec16	12/31/2016	12/6/2016	30.058.177964.673500.0000.7879	772.74		54361-rm 26 overheating
○	R MJM ShSvcs Dec16	12/31/2016	12/7/2016	30.058.287083.673500.0000.7879	46.74		54578-freezer wont heating temp-CCMR
○	R MJM ShSvcs Dec16	12/31/2016	12/8/2016	30.058.287083.673500.0000.7879	67.50		54758-(1) FR354 key to Abigail-571G03
○	R MJM ShSvcs Dec16	12/31/2016	12/9/2016	30.058.759319.594000.0000.7879	213.37		54944-replace chair casters-865L5
○	R MJM ShSvcs Dec16	12/31/2016	12/10/2016	30.108.368001.230500.0000.7879	298.30		54698-repair autoclave #2-383G01
○	R MJM ShSvcs Dec16	12/31/2016	12/11/2016	30.144.177806.594004.0000.7879	796.97		54847-autoclave #2 repair-383G01
○	R MJM ShSvcs Dec16	12/31/2016	12/12/2016	30.144.177806.594004.0000.7879	1,616.48		54910-(1)FR434 key to Cindy Patch-862N4
○	R MJM ShSvcs Dec16	12/31/2016	12/13/2016	30.148.220373.594000.0000.7879	5.00		54583-rekey 681501 plus (10) keys
○	R MJM ShSvcs Dec16	12/31/2016	12/14/2016	30.193.368001.231000.0000.7879	25.31		54618-change lock to CAS key-583J01
○	R MJM ShSvcs Dec16	12/31/2016	12/15/2016	512456.5000.802345.7879A.841	294.03		54619-rehang shelves-583J01
○	R MJM ShSvcs Dec16	12/31/2016	12/16/2016	512456.5000.802345.7879A.841	1,489.72		53453-connect freezer to alarm #200-68
○	R MJM ShSvcs Dec16	12/31/2016	12/2/2016	30.234.368001.441651.0000.4879		6,306.83	Dec FY17 workorders
○	R MJM ShSvcs Dec16	12/31/2016	12/22/2016	91.053.360013.960016.0000.7789	16.00		PM47619-provide temp chart
○	R MJM ShSvcs Dec16	12/31/2016	12/23/2016	92.048.220579.960019.0000.7789	553.12		51468-connect new
○	R MJM ShSvcs Dec16	12/31/2016	12/1/2016	30.234.368001.441651.0000.4663		569.12	Dec FY17 workorders-9acct5

Internal natural classes/expenditure types net to zero

External natural classes/expenditure types net to zero

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

## Dartmouth College **Manual Journal Entries with SPUD**

### **System Checks at Upload:**

- Accounting Date must be in open or future period in GL
- If the entry contains PTAEOs, Accounting Date must be current month
- If the entry contains PTAEOs, Transaction Date must fall within grant active dates; PTAEO must be in status to be charged
- Debits and credits balance, not zero, not negative numbers
- Chart string segment values must be active in the Chart of Accounts; Expenditure Types must be allowable on PTAEOs
- Security access must be in place for uploader
- Internal Natural Classes/Expenditure Types must net to zero

# Dartmouth College Manual Journal Entries with SPUD

Download a new template at

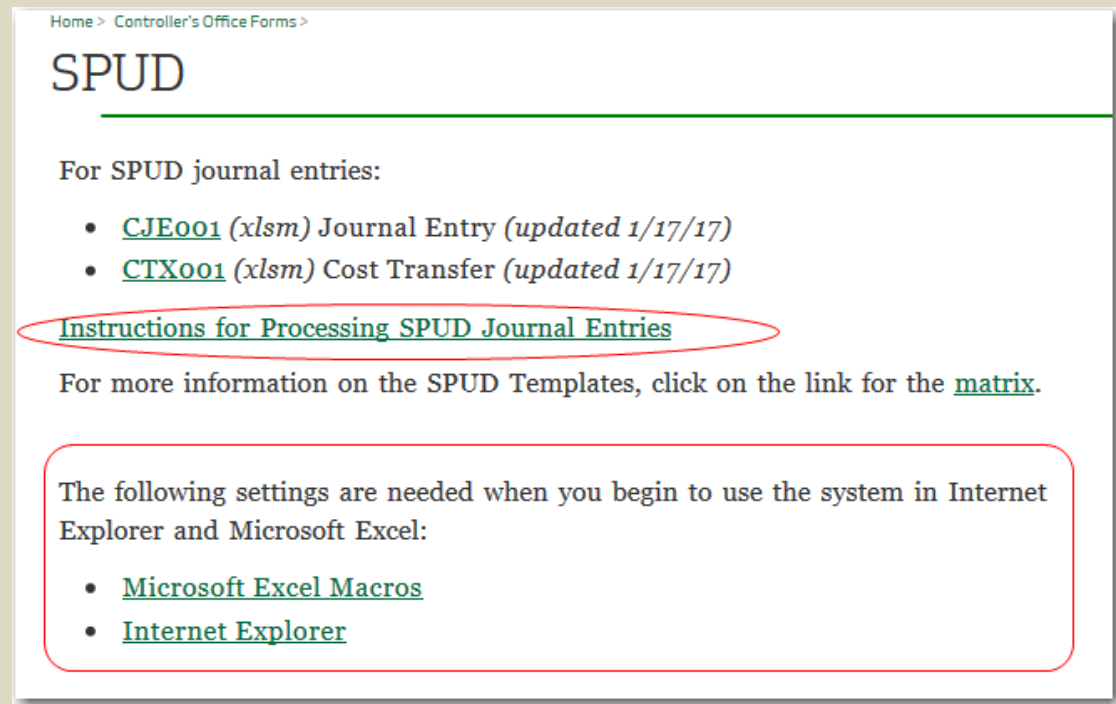
<http://www.dartmouth.edu/~control/forms/spud.html>

or update and reuse an existing file.

Save file as Macro-Enabled Workbook (.xlsm)

At the same link,  
access instructions  
for use of SPUD and

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



Home > Controller's Office Forms >

## SPUD

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For SPUD journal entries:

- [CJE001](#) (xlsm) Journal Entry (updated 1/17/17)
- [CTX001](#) (xlsm) Cost Transfer (updated 1/17/17)

[Instructions for Processing SPUD Journal Entries](#)

For more information on the SPUD Templates, click on the link for the [matrix](#).

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

- [Microsoft Excel Macros](#)
- [Internet Explorer](#)

# HANDS-ON / DEMO

