Journal Entries in Oracle General Ledger Using WebADl

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

Only GL strings can be used in WebADl 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

General Ledger

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

Journal Importer

Manual Upload Tools
- Web ADI (Non-Grant)
- SPUD (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

1. Prepare Journal Entry (JE) in Excel template
2. Collect approvals if applicable
3. Store JE, backup and approvals where accessible
4. Journal Entry reviewed by Controller’s Office if uploaded by 1 PM
5. Approved?
   - MAYBE
     - Controller’s works with department to correct
     - Transaction posted by Controller’s
   - YES
     - Transaction posted by Controller’s

Rejected transaction deleted

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

<table>
<thead>
<tr>
<th>Netclass</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</td>
<td>9/2/2010</td>
<td>PCARD_DC</td>
<td>MAMMOTH FIRE ALARMS</td>
<td>PAYT P-Card 09/14/10, Exp Pay 10-SEP-10 SEP-10 PCARD_DC 8366010: A 68796</td>
<td>54527 - TYLER REGINALD A - MAMMOTH FIRE ALARMS</td>
<td>GLBATCH</td>
<td>240.00</td>
</tr>
<tr>
<td>General Contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1721-CIP CONST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>240.00</strong></td>
</tr>
<tr>
<td>General Contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1722-CIP CONST</td>
<td>9/8/2010</td>
<td>Payables</td>
<td>Bruce Monmaney Painters, LLC</td>
<td>42165 Payables 8361032: A 212761</td>
<td>Contract Services for different Bldgs</td>
<td>GLBATCH</td>
<td>308.00</td>
</tr>
<tr>
<td>Other Misc Contractors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1722-CIP CONST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>308.00</strong></td>
</tr>
<tr>
<td>Other Misc Contractors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1732-CIP CONST</td>
<td>9/1/2010</td>
<td>FAMIS_DC</td>
<td>W11269964</td>
<td>FAMIS Work Order Billing on 09/07/10 FAMIS_DC 8340624: A 68428</td>
<td>Labor W11269964: CR SPRINKLER PROJECT</td>
<td>GLBATCH</td>
<td>102.82</td>
</tr>
<tr>
<td>1732-CIP CONST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>231.35</strong></td>
</tr>
<tr>
<td>FO&amp;M Labor Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRSF In From</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRSF In From</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>74,591.00</strong></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>73,911.65</strong></td>
</tr>
</tbody>
</table>
# 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 (.xlsx) and Enable Macros when opening the template file.

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

2/26/2019

### Required fields

- Leave blank if reversal not needed

### Required only for transfers

- Do not enter data in these columns - Oracle will overwrite during upload

### Example: correction/reclass of posted charge - external expense

<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</td>
<td>765432 0000 7277</td>
<td>265.00</td>
<td>PCARD_DC 01/25/19 Dartmouth Co-op paraphernalia</td>
</tr>
</tbody>
</table>

### Example: correction/reclass of posted charge - internal expense

<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</td>
<td>100001 0000 7856</td>
<td>100.00</td>
<td>HANOVERINN_DC 12/22/19 Rooms Brown, 1/17</td>
</tr>
<tr>
<td>20 251 234567</td>
<td>123999 0000 7856</td>
<td>240.00</td>
<td>HANOVERINN_DC 12/22/19 Rooms Brown, 1/17</td>
</tr>
</tbody>
</table>

### Example: internal billing - revenue and expense for goods/services sold between Dartmouth departments

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Line Description</th>
<th>Additional Line Info 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 151 123456</td>
<td>654321 0000 7869</td>
<td>1,000.00</td>
<td>Provided conference set-up 1/16/19</td>
</tr>
<tr>
<td>30 151 234567</td>
<td>765432</td>
<td>1,000.00</td>
<td>Provided conference set-up 1/16/19</td>
</tr>
</tbody>
</table>

### Example: lump sum transfer of funds

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Line Description</th>
<th>Additional Line Info 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 129 654321</td>
<td>123456 0000 4966</td>
<td>600.00</td>
<td>Support for Eng Lit class of 2019 project</td>
</tr>
<tr>
<td>20 130 465555</td>
<td>123456 0000 4978</td>
<td>600.00</td>
<td>Support for Eng Lit class of 2019 project</td>
</tr>
</tbody>
</table>

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

### Additional Information:
- Do not enter data in the following columns - Oracle will overwrite during upload:
  - PCARD_DC 01/25/19 Dartmouth Co-op paraphernalia
  - Winter carnival
  - Winter carnival
  - Keats Conference
  - Keats Conference
  - HANOVERINN_DC 12/22/19 Rooms Brown, 1/17
  - HANOVERINN_DC 12/22/19 Rooms Brown, 1/17
  - Transfer Line Description: key information regarding purpose of lump-sum funds transfer
  - Support for Eng Lit class of 2019 project

### Webpage Reference:

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
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**
  - 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**
- **Transfers use correct NCs and Offset accounts**
Download a new template at
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:


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:
DEMO!
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).

<table>
<thead>
<tr>
<th>TRANSFERS OUT/DEBIT</th>
<th>110500-110599</th>
<th>160000-192499</th>
<th>194600-304999</th>
<th>305000-319999</th>
<th>360000-379999</th>
<th>535000-634999</th>
<th>645000-784699</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGNATED RESERVES</td>
<td>110500-110599</td>
<td>160000-192499</td>
<td>194600-304999</td>
<td>305000-319999</td>
<td>360000-379999</td>
<td>535000-634999</td>
<td>645000-784699</td>
</tr>
<tr>
<td>160000-192499</td>
<td>4932/(4932)</td>
<td>4913/(4911)</td>
<td>4912/(4911)</td>
<td>4975/(4967)</td>
<td>4977/(4967)</td>
<td>4968/(4976)</td>
<td>4964/(4976)</td>
</tr>
<tr>
<td>194600-304999</td>
<td>4913/(4911)</td>
<td>4912/(4911)</td>
<td>4975/(4967)</td>
<td>4977/(4967)</td>
<td>4968/(4976)</td>
<td>4964/(4976)</td>
<td>4968/(4976)</td>
</tr>
<tr>
<td>305000-319999</td>
<td>4934/(4934)</td>
<td>4912/(4914)</td>
<td>4975/(4969)</td>
<td>4977/(4969)</td>
<td>4968/(4976)</td>
<td>4964/(4976)</td>
<td>4968/(4976)</td>
</tr>
<tr>
<td>360000-379999</td>
<td>4913/(4902)</td>
<td>4921/(4921)</td>
<td>4975/(4965)</td>
<td>4977/(4965)</td>
<td>4968/(4976)</td>
<td>4964/(4976)</td>
<td>4968/(4976)</td>
</tr>
<tr>
<td>535000-634999</td>
<td>4966/(4976)</td>
<td>4964/(4976)</td>
<td>4975/(4979)</td>
<td>4977/(4976)</td>
<td>4968/(4976)</td>
<td>4964/(4976)</td>
<td>4968/(4976)</td>
</tr>
<tr>
<td>645000-784699</td>
<td>4966/(4976)</td>
<td>4964/(4978)</td>
<td>4975/(4978)</td>
<td>4977/(4976)</td>
<td>4968/(4976)</td>
<td>4964/(4978)</td>
<td>4968/(4980)</td>
</tr>
</tbody>
</table>

Transfers into restricted Fundings are only allowed with prior approval by the Controller's Office.
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.