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Introduction

Employees who perform financial functions are able to create journal entries on-line in the Oracle General Ledger, and Accounting has access to the information immediately. In addition, employees may view their entries on-line.

Objectives:
At the end of this course, you will understand how to navigate through the Oracle applications, how to create journal entries and you’ll be able to use the Oracle General Ledger to:

- Create a journal batch
- Prepare new journal entries
- Create a new journal entry within the same journal batch
- Find and modify your existing journal entries
- Delete a journal entry or batch

Advantages of the Oracle Financial Applications
Some of the benefits of the on-line system include:
- Efficient – no need to fill out manual forms and then mail them to Accounting.
- Timely – your journal entry will be posted to your account in the general ledger on the next business day under most circumstances.

Accounting Procedures
In the daily course of business, it is often necessary to prepare journal entries to make corrections to your accounts in the general ledger. The most common reason for processing a journal entry is to move expenses from one department to another or from one expense or revenue line to another. Sometimes a simple data entry error requires a correction.

As an Oracle user, you will enter your journals directly on-line and Accounting will have access to the information immediately.

Here is an outline of the steps involved in creating a journal entry in the Oracle General Ledger:
- The user creates an on-line journal batch that may contain one or more journal entries.
- The user creates an on-line journal entry.
• Accounting has access to the on-line batch immediately, (after the user saves the batch).
• When documentation is not required, Accounting posts the journal entries to the Oracle General Ledger, usually the morning of the following business day.
• The user mails supporting documentation, if required, to Accounting. Once the documentation is received and approved, Accounting posts the journal entries.

Note: In order to create journal entries on-line in the Oracle applications, you must have access to the RIT-GL-Journal Entry Only responsibility within the Oracle General Ledger. After attending this class, Accounting will send you a General Ledger Security Access Form. Once Accounting receives the completed form back from you, approved by your supervisor, they will forward the information to ITS for processing. Accounting Customer Service will contact you as soon as you have access to your new responsibility and provide you with additional information to help you use the Oracle Financial Applications.

If, after taking this course, you have any further questions about the journal entry process, please contact Accounting Customer Service at ext. 5-2237, or send an e-mail to acctg@rit.edu.
Lesson 1: Create a Journal Batch

A journal batch is like a folder that holds one or more journal entries. You can enter all of your journals into a single batch for the day. You can also create separate journal batches, with each containing journal entries pertaining to a specific category, staff member, or any other method that makes sense to you.

Note: Do not leave the Oracle Financial applications running on your desktop for long periods of inactivity, with the expectation that you may have to make additional journal entries later in the day. In that case, it is preferable to enter your journal entries, save and close out of your journal batch, and exit out of the Oracle Financial Applications. When you are ready to enter more journal entries, log back into Oracle, find your original batch and add more journal entries to it.

Objective:
At the end of this lesson, you will be able to create a journal batch on-line in the Oracle General Ledger application.

Scenario
While reviewing the monthly department statement, Sam Doe discovers that a $59 debit for office supplies from Staples has been charged to his department in the College of Science. He would like to make a correction to the general ledger, crediting his department and moving the amount to the Center for Imaging Science, where it belongs. He knows he must first create a journal batch.

As we follow the procedure for creating a journal batch, Sam's actions will appear in Italics. At each step, your instructor will lead you through the process by following the bulleted items that follow.

Directions: Create a Journal Batch
• Sign-on to the system now. Your instructor will also walk you through it. You can also reference the Navigating through the Oracle Applications training materials handed out by your instructor.
• From your list of responsibilities select the “RIT – GL – JOURNAL ENTRY ONLY” responsibility.
• From the “Journals” menu listed to the right of the list of responsibilities, click on “Entry”.
- The Navigator – RIT – GL – JOURNAL ENTRY ONLY screen will appear first. The “Enter Journals (RIT)” and “Find Journals” windows will open automatically on top of your Navigator screen.
- In the Find Journals window, click once on the “New Batch” button

The Batch (RIT) screen opens. This is the screen used to create a journal batch. The first four fields must be filled in for each journal batch. As you will note, the system has automatically filled in the Period and Balance Type fields.
To create his journal batch, Sam makes sure that he is in the Batch (RIT) window, and that the cursor is positioned in the “Batch” field.

- Make sure your cursor is blinking in the “Batch” field.

He creates a batch name by entering the first three digits of his department number (670), his three initials in upper case (SRD), the current month and day (0426) and, since it is his first journal batch of the day, 01.

In the “Batch” field, type in:
- the first three digits of your home department number
- your three initials (must be in UPPER CASE so that Accounting can find your batch, if needed)
- the current month and day, in MMDD format, and “-01” to identify the first journal batch of the day. Subsequent journal batches are named “02”, “03”, etc.

Sam presses the Tab key once to position the cursor in the “Period” field. This field refers to the accounting month and year that his journal entry will be posted in the general ledger. The system automatically inserts the current month in this field.

- Press the Tab key once to arrive in the “Period” field. Notice that the date is already filled in.

Note: Most of the time, journal entries fall into the accounting period that the system defaults to. But, the accounting period generally stays open for three business days after the last business day of the previous month. When entering journals during this time, it is necessary to change the Period to the prior month.

Definitions:
**Batch**: An electronic folder that holds one or more journal entries.
If this was early May, the period would've defaulted to “MAY-08”. In this case if Sam had wanted his entry to be posted to his department statement in April, he could type over the date that has been automatically inserted in the “Period” field or he could select the month from the List of values in the system as is shown below.

- Click in the LOV (List of Values) field.

This displays the Accounting Periods screen.

- Place your cursor anywhere on the “APR-08” choice and click once.
- Click on “OK”.

**Definitions:**

**LOV:** A tool used as a short cut for entering data in a field.
The Batch screen appears with “APR-08” in the “Period” field.

Since it is only April 26th, Sam knows that the April accounting period is open. He presses the Tab key to go on to the “Balance Type” field.

- Press the Tab key.

The system automatically defaults to a "Balance Type" of “Actual” and then skips to the “Description” field.

With his cursor blinking in the “Description” field, Sam enters a short phrase that describes the journal he is about to enter. He then tabs down to the “Control Total” field, and enters the total amount for the batch.

- In the “Description” field, type the word: “Correction”.
- Tab to the “Control Total” field and type: “59”.

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Tips: Your Batch Description should be useful and informative to your department.

The “Control Total” field is an optional field, which can be used to help you check your work.

Note: Make sure to create at least one journal entry within a batch before saving the batch. A journal batch without journal entries is difficult to retrieve in the system.
Summary of Steps to Create a Journal Batch

1. Sign-on to the Oracle applications and select the “RIT – GL – JOURNAL ENTRY ONLY” responsibility from your list of responsibilities.
2. From the “Journals” menu listed to the right of the list of responsibilities, click on “Entry”.
4. Click once on the “New Batch” button. The Batch (RIT) screen opens.
5. Make sure your cursor is positioned in the “Batch” field. Enter a new journal batch name using:
   - your three-digit department number
   - your three initials (UPPER CASE ONLY)
   - today's date (MMDD format)
   - the batch number
5. Press the Tab key to arrive in the “Period field”. If the accounting period automatically displayed in this field is correct, press the Tab key once.
6. If the desired accounting period is not shown, click in the List of Values field to the right of the Period field, to display the Periods screen. Select a period from the list by clicking once on it. Click once on “OK”. The cursor will automatically jump to the “Description” field.
7. In the “Description” field, type in a short and meaningful description of the journal batch.

Quick Review
At this point, you accessed the Oracle Financial Applications and created a new journal batch. The next step is to create a journal entry within that journal batch.
Lesson 2: Create a Journal Entry

A journal entry is used to record financial transactions in the general ledger. You use a journal entry to make changes/corrections to information, or to enter new information in the general ledger. Journal entries are primarily used to correct a data error, move an expense from one department to another, or move an expense from one object code to another.

Objective:
At the end of this lesson, you will be able to create a journal entry on-line in the Oracle General Ledger application. Once again, your instructor will guide you through each step of the process.

Scenario

Having created his journal batch, Sam Doe is ready to create his journal entry. He wants to credit the College of Science and debit the Center for Imaging Science for the erroneous $59.00 Staples charge.

Directions: Create a Journal Entry
The Batch (RIT) screen should be displayed on your screen. At the bottom of this screen is the “Journals” button.
- Click on the “Journals” button.

The Journals screen appears. This is the screen where you create your journal entry. Notice that the name of the journal batch you just created appears at the top of this screen. Only three fields, “Journal”, “Category”, and “Description” need to be filled in by you. A fourth field, “Effective Date”, may occasionally need your input. The other fields will automatically default to the correct value. All fields highlighted in yellow are required fields.
Sam makes sure that his cursor is blinking inside the “Journal” field. Here, he enters a few words that describe the entry he is about to make. He types in “Staples correction”, and presses the Tab key once.

- In the ‘Journal” field, type “Staples correction”. Press the Tab key once.

The cursor automatically jumps to the “Description” field. Sam enters some additional details about the entry, and presses the Tab key once.

- In the Description field, type “Move expense to correct department”. Press the Tab key once.
The cursor jumps to the next field, “Ledger”, which defaults to “RIT”. Sam knows that the “Ledger” field will always be “RIT”, and presses the Tab key again to go to the “Category” field. Sam clicks on the LOV (List of Values) field, located to the right of the Category field.

- Press the Tab key to move to the “Category” field.
- Click on the LOV (List of Values) field.

A Categories screen appears displaying a list. From this list, you will select “Adjustment” most often.

- If the purpose of your journal entry is to encumber funds, please call Accounting Customer Service at ext. 5-2237, or send an e-mail to acctg@rit.edu to obtain more information.

- If your journal entry is an adjustment, proceed as outlined below:

  Since he is making a correction, Sam knows it is an adjustment, not an encumbrance. He selects “Adjustment” in the list of categories displayed, and clicks on “OK”.

  - Click on “Adjustment”.
  - Click on “OK”.

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He sees that his selection is automatically displayed in the “Category” field.

The cursor appears in the “Effective Date” field. The system displays a date that falls within the Accounting Period shown in the “Period” field. The rest of the fields in the top portion of the journal entry form either automatically default or do not need to be filled in.

Quick Review
You have just completed the top portion of the journal entry form. You will now learn about the fields on the bottom portion of the form.

There are five fields that need to be completed. Let’s take a look at them.

Still in the Journals (RIT) screen’s Effective Date field, Sam tabs five times to position his cursor in the first box under the “Line” column.

- Press the Tab key five times.

He notices that the Journal Description in the top half of the form now appears in the Journal Line “Description” field in the right side of the screen’s midsection. If he wanted to view the entire field, he knows he can use the scrollbar at the bottom of the screen.
He types in "10" to signify the first item in his journal entry, and then presses the Tab key once to go to the “Account” field.

The system automatically numbers subsequent entries in increments of 10 (20, 30, 40, etc.). This feature allows you to insert additional lines if needed.

- Enter “10” in the first empty field under the “Line” column.
- Press the Tab key once.

He will first enter the 24-digit account number for the Center for Imaging Science to record the debit. To avoid a typing error, he decides to click in the LOV field to the right of the “Account” field to select the account number for the Chart of Accounts screen.

- With your cursor in the “Account” field, click once in the LOV field.

The “RIT Chart of Accounts” window opens. Sam notices that there are four blank segment fields; “Department”, “Object”, “Expense Category”, and “Project”. If he was unsure of the value of any segment of the account number, he could review a list of values by clicking on the LOV field. The LOV field is located to the right of each segment field in the Chart of Accounts screen. For segments with many values a “Long-List” window would pop open asking him to shorten the list of values by entering a partial value. By typing a wildcard, “%”, and clicking the “OK” button, he would receive a list of all the possible values that exist for that segment. From there, he could make his selection.
Sam could also choose from a list of possible account combinations by clicking on the “Combinations” button.
An “Enter Reduction Criteria for Long-List” window will open. Sam could enter the information he did know, department and project for example, and click on the “OK” button.

A “RIT Chart of Accounts” window will display all the possible combinations Sam could select.

Because he is already familiar with the account number, he types directly into each of the four blank segment fields, and clicks on “OK”.

- In the Chart of Accounts screen, enter the following values in the specified fields:
  - Department Number: “67900”
  - Object Code: “73100”
  - Expense Category: “10”
  - Project: “00000”
- Click on “OK”.

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He notices that the 24-digit account number is automatically filled in on the Journals (RIT) screen.

The cursor automatically appears in the “Debit” column. He types in “59”, which is the amount of the expense he wants to move to the Center for Imaging Science.

- With your cursor in the “Debit” column, type “59”.

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When he presses the Tab key, the system attaches the decimal point and cents to his figures. The cursor is now blinking in the “Description” field. The system has filled this in, using the detail provided in the “Description” field in the top half of the form. To move to the next line, Sam presses the Tab key.

- Press the Tab key.

Two new items appear on his screen. A “20” appears in the second row under the “Line” column, signifying the second item in that journal entry. Also, the “Description” field automatically fills in as it did on line 10.
Sam knows he must now credit the account in his college from which the expense is being moved. Using the exact same procedure as above, he fills in the “Account” field, this time supplying information about his own college, the College of Science.

- With your cursor in the “Account” field, click once on the LOV field to the right of the “Account” field.
- In the Chart of Accounts screen, enter the following values in the specified fields:
  - Department number: “67000”
  - Object code: “73000”
  - Expense Category: “25”
  - Project: “00000”
- Click on “OK”. Notice that the 24-digit account number appears in the “Account” field.

The cursor automatically jumps to the “Debit” column. Since he is entering a credit, he tabs once to arrive at the “Credit” column.

- Press the Tab key once.
Sam knows that the total credits in every journal entry must equal the total debits, and he types “59”.

- With your cursor positioned in the “Credit” column, type “59”.
- Press the Tab key.

The system automatically enters the decimal and cents, and the cursor jumps to the “Description” field. Although the system enters the Journal description here, Sam wants to add a little detail. After typing in a short explanation of the credit on top of the existing text, he has completed the form.

- Press the Delete key and type “Expense charged to CIS” in the “Description” field.
- If this is the only journal entry that you need to create at this time you can click the Save icon on the toolbar to save your work and then exit the system.
Summary of Steps to Create a Journal Entry

1. In the Journals (RIT) screen, make sure your cursor appears inside the “Journal” field. Type in a brief description of the entry.
2. Press the Tab key once and the cursor automatically jumps to the “Description” field. Type in a description of the journal.
3. Use the Tab key to arrive in the “Category” field.
   - If your entry is an adjustment, click once on the LOV field to the right of the “Category” field. In the pop-up list, click once on “Adjustment”. Click once on the “OK” button.
   - If you are entering an encumbrance journal, call Accounting Customer Service at ext. 5-2237 for instructions. You can also save and close out of the Oracle General Ledger application, and e-mail Accounting at acctg@rit.edu.
4. The “Period” and “Effective Date” fields will already be filled in by the system.
5. Press the Tab key five times.
6. With the cursor positioned in the first box under the “Line” column type “10”. This identifies the first item for this particular journal entry. Using increments of 10 allows you to add additional line items if needed.
7. Press the Tab key once to go to the “Account” field. You can either type the account number in directly, or click in the LOV field to the right of the “Account” field to select a number from the Chart of Accounts screen that appears.
8. Press the Tab key once and enter the debit amount in the “Debit” column. Note that the system enters the decimal point and cents for you.
9. Press the Tab key once so that the cursor appears in the “Description” field. If you would like, you can change the system default by typing directly over it.
10. Press the Tab key once. The next field under the “Line” column will automatically show a 20, representing the second item in your journal entry.
11. Your cursor will automatically jump to the “Account” field. Click in the LOV field to the right of the “Account” field to access the Chart of Accounts screen to create an account number. You may also type the account number in directly.
12. Position your cursor in the “Credit” column to enter the credit amount.
13. Press the Tab key once to arrive in the “Description” field. You may change the description by typing over it if desired.
14. Repeat this procedure for as many journal lines that you would like to have included in this entry.

Quick Review
You have just learned how to create a journal entry. Now you will learn how to create a new journal entry within the same journal batch.
Lesson 3: Create a New Journal Entry within the Same Journal Batch

Now that you have created a journal batch containing a journal entry, you may want to enter additional journals in that same batch. This feature is helpful if you like to keep each of your items in a separate journal, or want to return at a later date and add more journals to the journal batch.

Objective:
At the end of this lesson, you will be able to create a new journal entry within one of your existing journal batches in the Oracle General Ledger application.

Scenario
Having created his first journal entry, Sam would like to add another transaction before closing out of the Oracle Financial Applications. He knows that he could enter the new item on a new line within the present Journal Entry form, but he prefers to keep a separate journal entry for each individual entry.

Directions: Create a New Journal Entry within the Same Journal Batch
The Journals (RIT) screen should be displayed on your screen.

Using his mouse, he clicks on the “File” menu and selects “Save and Proceed” from the drop-down menu.

- In the Journal Entry screen, click on the “File” menu and select “Save and Proceed” from the drop-down menu.
NOTE: If at this point your debits and credits are not equal, the system will alert you with a Decision dialog box. To correct your journal, click on “No”, make the correction, and click again on Save and Proceed.

This brings up a new Journal Entry screen, which he can use to enter the new information. Notice the same journal batch name appears at the top of this screen.

Sam can now create his new journal entry on this form, and still remain in the original journal batch. When he is finished, he saves his work and closes out of the Journal Entry screen.

- Since we will not be entering any new information in this class, there is nothing to save. Click once on the Close box to close out of this screen.

Tip: A shortcut to creating a new journal entry within a batch is to click in the Journal field and press the “Page Down” or down arrow key. A Forms window will open up and ask you if you want to save your changes, click “Yes” and a new journal entry form will appear.
Summary of Steps to Create Additional Journal Entries within the same Journal Batch

1. From the Journal Entry screen, click on the “File” menu and select “Save and Proceed” from the drop-down menu. If your debits and credits don't match, the system will display a Decision window.
   - click on “No” to close the screen
   - correct your entry
   - select “Save and Proceed” from the drop-down menu under “File”.
2. This will bring up a new blank record or journal entry form. Enter your new transaction on the new screen.
3. Repeat for as many entries as you would like contained in the current journal batch.
4. To save your work, click once on the Save icon on the Toolbar.
5. To close out of the Journal Entry screen, click once on the Close button in the upper right hand corner of that screen.

Quick Review
At this point, you have learned how to create more than one journal entry within a single journal batch. You are now ready to learn how to find and modify an existing journal entry.
Lesson 4: Find and Modify an Existing Journal Entry

You may encounter a situation when you want to find and make a change to a journal entry once you have already entered it into the system and closed out of the batch.

Objective:
At the end of this lesson, you will be able to find and change your journal entries within the Oracle General Ledger.

Scenario
Sam receives a request from his supervisor asking him to move the $59 charge to the Biology Department, 67200. Sam knows he has already created a journal entry for this transaction, but to the wrong department. He wants to find that entry in the Oracle General Ledger so that he can correct it.

NOTE: You may modify existing journal entries only if the Posting Status is “Unposted”. Once a journal entry is posted to the general ledger a new correcting journal must be processed.

Directions:
Find and Modify an Existing Journal Entry

The Navigator – RIT – GL - Journal Entry screen should be displayed on your terminal.

- “Journals” should be highlighted on your screen. Click once on the “Open” button.
• “Entry” should be highlighted on your screen. Click once on the “Open” button.

The Find Journals window appears on your screen.

In the “Batch” field, Sam has the option to find his journal three different ways: by period, batch name, or journal name. Since he thinks he knows the batch name, he types it in the “Batch” field.

• Type the Batch name that you created in Lesson 1 in the “Batch field” (i.e. 670SRD0204-01)

Positioning his cursor on the “Find” button, he clicks once.

• Click on the “Find” button.
Tip: If you’re not sure of the batch name you can use the ‘%’ wildcard character to perform a partial search on the batch name. For example if Sam knew he created the batch in April, but wasn’t sure of the batch name, he could enter “670SRD04%” in the “Batch” field. When the Enter Journals (RIT) screen opens it will list all batches that start with “670SRD04” and Sam can choose the one he wants.

The Enter Journals (RIT) screen appears showing all journal entries for that journal batch. In this case there is only one, and its leftmost field is highlighted in blue. Sam knows that in order to add journals to a batch he must click on the “Review Batch” button. To review or make changes to a journal entry he can click on either the “Review Journal” or “Review Batch” button. Sam clicks on the “Review Batch” button to call up the batch screen.

- Click on the “Review Batch” button.
This calls up the Batch (RIT) screen, which is the form for the batch he entered previously. In order to access the journals within the batch to make changes or to add journals, Sam must click on the “Journals” button. If Sam was adding journal entries or changing the amount of an existing journal entry, he would change the batch control total on this screen before clicking on the “Journals” button.

- Click once on the “Journals” button.

This calls up the Journals (RIT) – 670SRD0426-01 screen, which gives Sam access to all journals within that batch. At this time Sam could easily add a journal entry to the batch by clicking on the Save and Proceed icon which is located under the “File” menu. This would provide him with a cleared Journal Entry form. Since he only wants to make an account combination change to the one existing journal, he clicks on the line that contains account “01.67900.73100.10.00000.00000” and changes the “67900” to “67200”.

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• Change the department from “67900” to “67200” and click on the Save icon to save your changes.

His journal batch has now been corrected and is ready once again to be posted by Accounting.
Summary to Steps to Find and Modify an Existing Journal Entry

1. From the Navigator-GL-Journal Entry screen, make sure “Entry” is highlighted. Click once on the “Open” button.
2. The Find Journals screen appears. In the “Batch” field, type in the name of the journal batch that contains the journal entry you wish to view.
3. Click once on the “Find” button. This brings up the Enter Journals (RIT) screen.
4. If you want to review or change a journal entry make sure the box to the far left of the journal entry you wish to review or change is highlighted, click once on the “Review Journal” button. The Journal (RIT) screen appears showing that particular journal entry.
5. If you want to add journals to a batch, review or make changes to more than one journal in a batch click on the “Review Batch” button. In the case of adding journals or changing amounts be sure to change the batch control total to reflect the changes.
6. Click once on the “Journals” button to access the journal entries included in this batch.
7. In order to scroll through all the journal entries place the cursor in the “Journal” field and press the down arrow key.
8. Make the necessary changes to the journal entry, and click on the Save icon on the toolbar.
9. To close the Enter Journals (RIT) screen, click once on the Close box.

Quick Review
You have just learned how to find and review your journal entries within an existing journal batch. Now you will learn how to delete a journal entry or batch.
Lesson 5: Delete a Journal Entry or Batch

There may be occasions when you want to delete a journal entry or batch that has not yet been posted.

Objective:
At the end of this lesson, you will be able to reverse and delete a journal entry or batch.

Scenario
Sam receives a memo from his supervisor explaining that the $59 charge actually does belong to the College of Science and not the Biology department. Sam knows he has already created a journal entry for this transaction, but is unsure if it has been posted yet by Accounting.

Directions:
Delete a Journal Entry or Batch

The Navigator – RIT – GL – JOURNAL ENTRY ONLY screen should be displayed on your terminal.

- “Entry” should be highlighted on your screen. Click once on the “Open” button.
• In the Find Journals screen type in the batch name you created in Lesson 1, and click on the “Find” button (i.e. 670SRD426-01).

In the Enter Journals (RIT) screen, Sam can see that the status of his batch is “Unposted” by looking in the “Batch Status” column. Since his batch has not yet been posted, he decides to delete the entire batch. He makes sure the batch he wants to delete is selected, the box to the left of the “Batch Status” column is blue. He clicks on the Delete icon located on the toolbar.

• Make sure your batch is selected and click on the Delete icon, (the red ‘X’), on your toolbar located seventh from the end.
A Decision window appears asking Sam if he wants to delete the entire batch or the current journal entry. If there had been more than one journal entry within the batch, he could delete the journal itself and leave the rest of the batch intact. Since there is only one journal entry, the entire batch must be deleted not just the journal entry. This is to avoid creating batches with no journal entries in them. The system does not tolerate a batch with no journal entries. Sam clicks on the “Batch” button, and then on the Save icon on his toolbar to save his changes.

- Click on the “Batch” button, and then on the Save icon to save your changes.
Summary to Steps to Delete a Journal Entry or Batch

1. From the Navigator-GL-Journal Entry screen, make sure “Entry” is highlighted. Click once on the “Open” button.
2. The Find Journals screen appears. In the “Batch” field, type in the name of the journal batch that contains the journal batch.
3. Click once on the “Find” button. This brings up the Enter Journals (RIT) screen.
4. If the batch status of your batch is unposted it can be deleted.
5. In the Enter Journals screen (RIT) make sure the row with the journal entry that you want to delete is selected and click on the Delete icon on your toolbar.
6. You will receive a Decision window asking if you want to delete the current journal or the entire batch. If the batch has more than one journal and you don’t want the rest deleted click on the “Journal” button. If the batch has only one journal or you want the entire batch deleted click on the “Batch” button.
7. Click on the Save icon on your toolbar to save your changes.
8. If the batch status of your batch is “Posted” then a correcting journal entry must be created.
9. To close the Enter Journals (RIT) screen, click once on the Close box.

Quick Review
You have just learned how to delete a journal entry or batch in the general ledger.

Now, turn the page and complete the final exercises.
Self-Check Exercises

Create a batch, using your department number, your initials, today's date, and -02 to identify your second batch of the day. Make four journal entries containing the information indicated below. You may use your notes or the text but do the entire exercise on your own.

When you have finished, turn to pages 41 & 42 to see what your journal entries should look like.

Scenario

You are the Department Administrator for the Department of Electrical Engineering (Dept. 63100). The chair has requested that the following journal entries be processed:

1. A CompUSA expense was charged to the department's operating funds on the Equip < $1500 object, 84000, in the amount of $1200. This computer is going to be shared with the Department of Mechanical Engineering, and they have agreed to split the cost with the Department of Electrical Engineering. Move 50% of the expense, $600.00, to the Department of Mechanical Engineering's Capital equipment project, 84200.

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity = 01</td>
<td>Entity = 01</td>
<td></td>
</tr>
<tr>
<td>Dept = 63200</td>
<td>Dept = 63100</td>
<td>$600.00</td>
</tr>
<tr>
<td>Object = 84000</td>
<td>Object = 84000</td>
<td></td>
</tr>
<tr>
<td>FEC (Expense Category) = 10</td>
<td>FEC = 10</td>
<td></td>
</tr>
<tr>
<td>Project = 84200</td>
<td>Project = 00000</td>
<td></td>
</tr>
<tr>
<td>Program = 00000</td>
<td>Program = 00000</td>
<td></td>
</tr>
</tbody>
</table>

Note: In actual practice, this entry would require documentation since it crosses departments.

2. The salary and benefits for faculty member Tom Smith were incorrectly charged to the department's operating account for two months. It belongs on the faculty member’s DHHS grant. Move the salary indicated below to the Principal Investigator’s (PI) NSF project on the PI's department number (a special department number assigned to each PI for all his/her grants).

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity = 01</td>
<td>Entity = 01</td>
<td></td>
</tr>
<tr>
<td>Dept = 63165</td>
<td>Dept = 63100</td>
<td>$2554.00</td>
</tr>
<tr>
<td>Object = 70150 (Salary)</td>
<td>Object = 70150</td>
<td></td>
</tr>
<tr>
<td>FEC = 15</td>
<td>FEC = 10</td>
<td></td>
</tr>
<tr>
<td>Project = 30617</td>
<td>Project = 00000</td>
<td></td>
</tr>
<tr>
<td>Program = 00000</td>
<td>Program = 00000</td>
<td></td>
</tr>
</tbody>
</table>

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3. Faculty from several departments in the College of Imaging Arts and Science are going to an out of town seminar. To facilitate ordering the airline tickets, the Dean’s administrative assistant ordered all the airline tickets and charged them to the Dean’s travel account, the expense needs to be charged to the individual departments. Five tickets at $200 each.

What entry needs to be processed?

__X__ Journal Entry       _____ Transfer       _____ Budget Entry

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.66100.78000.10.00000.00000</td>
<td>$200.00</td>
</tr>
<tr>
<td>01.66200.78000.10.00000.00000</td>
<td>$200.00</td>
</tr>
<tr>
<td>01.66300.78000.10.00000.00000</td>
<td>$200.00</td>
</tr>
<tr>
<td>01.66410.78000.10.00000.00000</td>
<td>$200.00</td>
</tr>
<tr>
<td>01.66700.78000.10.00000.00000</td>
<td>$200.00</td>
</tr>
<tr>
<td>01.66000.78000.25.00000.00000 (Dean’s A/C)</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Move actual expenses to the correct departments.

4. You were on vacation and were not able to move your procurement card transactions. The following need to be moved:

   Professional Development         $420     01.15115.79020.35.00000.00000
   Copier Maintenance               $52.25    01.15000.80200.35.00000.00000
   Office Chair                     $556.36   01.15400.84000.35.00000.00000
   Default Account #                01.15000.73150.35.00000.00000

Move procard charges to the correct accounts.
Answers to Exercises 1-4:

Exercise #1:

Note: In actual practice, this entry would require documentation since it involves a grant, a project in the 3XXXX series.

Exercise #2:

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Exercise #3:

Save your journal batch and close out of the Enter Journals (RIT) screen. From the Navigator screen find your journal batch again and delete it. Save your changes.

When you are finished, see the instructor. You may take this manual with you when you leave to keep as an on-the-job reference.

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Autocopy a Batch

If there are the same journal entries that you enter every month, you can use the “Autocopy” function to automatically copy them to a different period. You can Autocopy a batch on the “Enter Journals” form.

1. On the “Enter Journals” form click on the line for the batch that you want to copy, then click on the “Autocopy” button.

2. The “Autocopy Batch” window will open. You can enter the same batch name or a new one. Change the period using the List of Values list or by typing it into the “Period” field, and click the “OK” button.
3. A “Note” window will open giving you a concurrent request ID number. Click the “OK” button.

4. If you want to check that the journal entry batch was copied to the correct period click on the flashlight icon on your toolbar. The “Find Journals” window will open. Enter the new batch name into the “Batch” field, the period in the “Period” field and click the “Find” button.
5. The new batch will be listed in the “Enter Journals” window for you to review or change as needed.

```
<table>
<thead>
<tr>
<th>Batch Status</th>
<th>Source</th>
<th>Category</th>
<th>Period</th>
<th>Batch Name</th>
<th>Journal Name</th>
<th>Currency</th>
<th>Journal Debit</th>
<th>Journal Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unposted</td>
<td>Manual</td>
<td>Adjustment</td>
<td>APR03</td>
<td>3314A03425X03</td>
<td>Scenario 1</td>
<td>USD</td>
<td>600.00</td>
<td>600.00</td>
</tr>
</tbody>
</table>
```

“The Place on Navigator” Function

The “Place on Navigator” function lets you place a journal entry onto the “Documents” tab on your Navigator screen. In the situation where you are in the middle of completing a journal entry and get interrupted you can keep the journal entry on your Navigator screen for easy access when you are ready to return to it.

1. When preparing a journal entry in the Journals (RIT) screen first save it by clicking on the Save icon on your toolbar.

2. Next click on the “File” menu and select “Place on Navigator”. You will not receive a message on your Journals (RIT) screen confirming that the journal entry had been added.
3. When you return to your Navigator screen your “Documents” tab will be selected and you will see your journal entry icon on the screen.
   - You can rename the icon by clicking on the “Rename” button or remove it when you’re done with it by clicking on the “Remove” button.
   - To access the journal entry, double-click on the journal entry icon.
   - If you would rather view your journal entries as a list of values instead of icons click on “List view” check off box.