

The purpose of this document is to outline how SPUD journal entries are processed at Dartmouth College, and then within those Process categories, to outline the instructions for preparing and/or processing these entries.

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Processing SPUD Journal Entries

Process 1: OnBase “Corrections, Journals and Cost Transfers” form: An adjustment is needed and staff enter the strings and dollar amounts into OnBase.

- No SPUD classroom training required
- No Oracle SPUD responsibility is needed
- No SPUD template is used; **please refer to OnBase training materials for instructions**

Process 2: Preparing a CTX001 Cost Transfer entry: A cost transfer is needed to move costs onto, off or between grants, per Office of Sponsored Projects (OSP) policy. This entry is prepared by staff and uploaded into OnBase for OSP to process and upload directly into Oracle (see Process 4).

- No SPUD classroom training required
- No Oracle SPUD responsibility is needed
- SPUD template is downloaded from the web, completed, and uploaded into OnBase
- SPUD template CTX001, Source COSTTRANSFER_DC
 - **See PAGES 3-8 for instructions**

Process 3: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Department Reclass:

a. A Departmental Reclass entry is needed to move costs onto, off or between grants, in accordance with OSP policy. This entry is prepared by staff using Source DEPTRECLASSRECHG_DC, and uploaded into OnBase for the Office of Sponsored Projects (OSP) to process and upload directly into Oracle (see Process 4).

- No SPUD classroom training required
- No Oracle SPUD responsibility is needed
- SPUD template CJE001
 - **See PAGES 9-14 for instructions**

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Other:

b. Other non-Cost-Transfer examples include: service center billings, internal services billings, central expense allocations, host department entries (Controller’s Office, OSP). This is for any manual journal entry that includes grants and/or uses a special Source other than “Manual” (see Appendix 2). These are uploaded directly into Oracle by the department (see Process 4).

- No SPUD classroom training required
- No Oracle SPUD responsibility is needed
- SPUD template CJE001
 - **See PAGES 15-23 for instructions**

Process 5: Uploading SPUD entries directly into Oracle: This step is performed by host departments like OSP, Controller’s and Payroll, or by selected departments processing service center billings, internal billings and internal re-allocations.

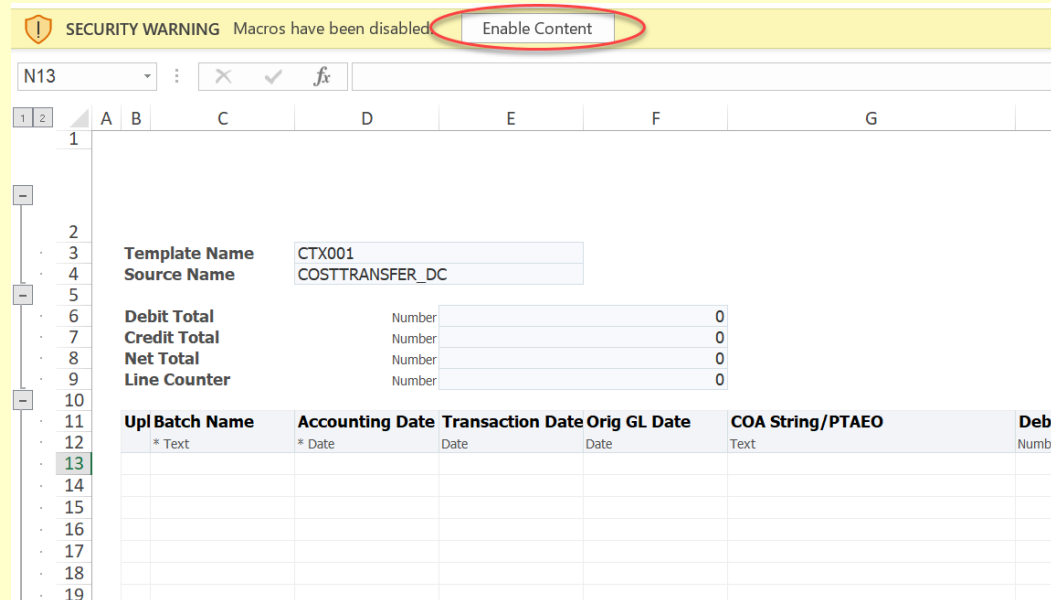
- SPUD Classroom training is required
- Oracle SPUD responsibility is required
 - **See PAGES 24-32 for instructions**

Process 2: Preparing a CTX001 Cost Transfer entry

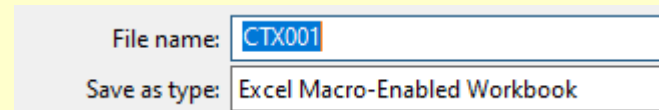
In order to have all Oracle functions available, please confirm system settings for journal processing: please refer to https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/journal_forms_guides.php for instructions on updating Excel and Internet Security Settings.

Navigate to https://www.dartmouth.edu/finance/documents/financial_management_tab_documents/journal_entry_documents/ctx001.xlsm and download the CTX001 Cost Transfer template.

Open the file and Enable Macros.



Save the template as a Macro-Enabled Excel Workbook (extension .xlsm).



Processing SPUD Journal Entries

Process 2: Preparing a CTX001 Cost Transfer entry

Template Name: CTX001
Source Name: COSTTRANSFER_DC

Debit Total: Number 0
Credit Total: Number 0
Net Total: Number 0
Line Counter: Number 0

Upl	Batch Name	Accounting Date	Transaction Date	Orig GL Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
*Text	*Text	*Date	Date	Date	Text	Number	Number	*Text	Text	*Number	
										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.

WebADI

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 should be zero.

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

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

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

Additional tabs can be created and will not affect the upload process.

Notes can be left in any of the areas outside the labelled lines and will not affect the upload process.

Processing SPUD Journal Entries

Process 2: Preparing a CTX001 Cost Transfer entry

Upl Batch Name	Accounting Date	Transaction Date	Orig GL Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	515123.5000.SL0123.7472A.999			100 Lab Supplies 1		2	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	515456.5000.B12345.7473A.999			200 Lab Supplies 2		3	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	517000.5000.B67890.7472A.999			300 Lab Supplies 3		4	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	516000.5000.B12345.7472A.998			400 Lab Supplies 4		5	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511	100		Lab Supplies 1		7	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511	200		Lab Supplies 2		8	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511	300		Lab Supplies 3		9	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511	400		Lab Supplies 4		10	

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

Lines with the same Batch Name and Accounting Date are considered one batch.

Full chart 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.

Processing SPUD Journal Entries

Process 2: Preparing a CTX001 Cost Transfer entry

Period Name	PTAO Calc	Award Number	Expenditure Type Description	Expenditure Item Date	Transaction Source	GL Transferred Date	Expenditure Item Comment	Invoice Number	PO Number	Req Number	Vendor/Employee Name	Actuals
-------------	-----------	--------------	------------------------------	-----------------------	--------------------	---------------------	--------------------------	----------------	-----------	------------	----------------------	---------

Upl Batch Name	Accounting Date	Transaction Date	Orig GL Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	515123.5000.SL0123.7472A.999			100 Lab Supplies 1		2	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	515456.5000.B12345.7473A.999			200 Lab Supplies 2		3	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	517000.5000.B67890.7472A.999			300 Lab Supplies 3		4	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	516000.5000.B12345.7472A.998			400 Lab Supplies 4		5	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511	100		Lab Supplies 1		7	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511	200		Lab Supplies 2		8	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511	300		Lab Supplies 3		9	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511	400		Lab Supplies 4		10	

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- or year-end, backdate to the 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.

Process 2: Preparing a CTX001 Cost Transfer entry

Internal Natural Classes/Expenditure Types

There are a set of internal natural classes/expenditure types that represent goods and services being sold within Dartmouth College. These must net to zero, so when internal costs are moved, the new string must also use an internal natural class/expenditure type.

Period Name	Expenditure Type Description	Expenditure Item Date	Transaction Source	GL Transferred Date
APR-21	7819A SERV CTR Lab Analysis	03/31/2021	GMSA_SRVCTR_DMSNCCSHARSVC_DC	4/30/2021
		04/21/2021	GMSA_SRVCTR_DMSNCCSHARSVC_DC	4/30/2021
DIRECT Total				

Upl Batch Name	Accounting Date	Transaction Date	Orig GL Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
DEMOCR	8/15/2021	4/21/2021	4/30/2021	515123.5000.SL0123.7819A.999		100	Service Center lab analysis		1	
DEMOCR	8/15/2021	4/21/2021	4/30/2021	20.500.368000.100001.0000.7819	100		Service Center lab analysis		2	

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

For a list of Internal natural classes, please see page 36.

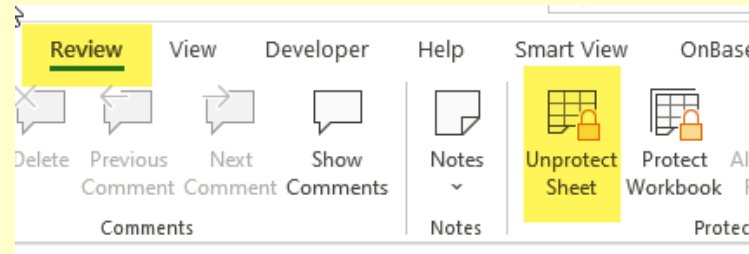
Process 2: Preparing a CTX001 Cost Transfer entry

Remove any blank lines within the numbered lines area.

Up/ Batch Name	Accounting Date	Transaction Date	Orig GL Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	515123.5000.SL0123.7472A.999			100 Lab Supplies 1		1	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	515456.5000.B12345.7473A.999			200 Lab Supplies 2		2	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	517000.5000.B67890.7472A.999			300 Lab Supplies 3		3	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	516000.5000.B12345.7472A.998			400 Lab Supplies 4		4	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511	100		Lab Supplies 1		5	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511		200	Lab Supplies 2		6	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511		300	Lab Supplies 3		7	
DEMOCTX	5/15/2021	4/1/2021	4/6/2021	20.500.368000.100001.0000.7511		400	Lab Supplies 4		8	

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

If Insert Rows or Delete Rows is not available or is grayed out, Review > Unprotect Sheet.



When the entry is ready for processing, please refer to instructions for uploading in OnBase.

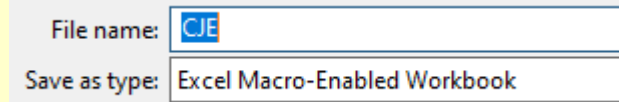
Processing SPUD Journal Entries

Process 3: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Department Reclasp

In order to have all Oracle functions available, please confirm system settings for journal processing: please refer to https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/journal_forms_guides.php for instructions on updating Excel and Internet Security Settings.

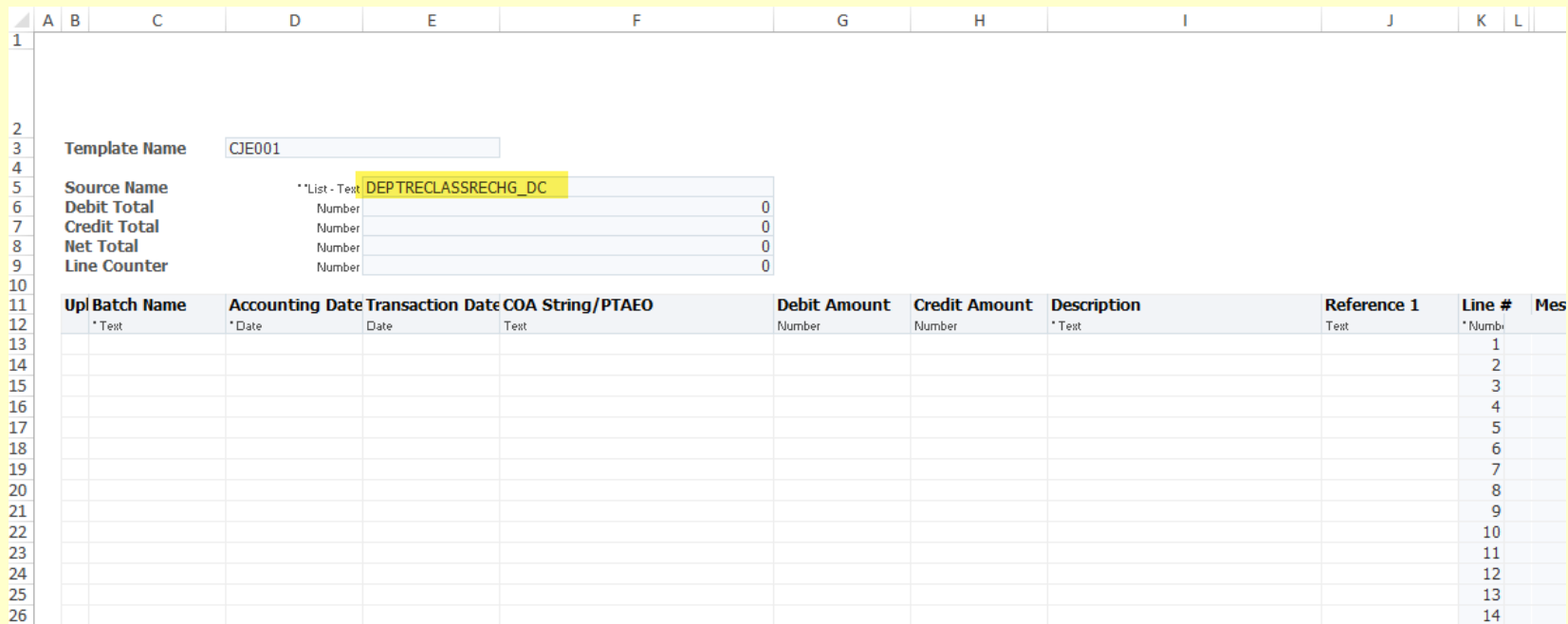
Navigate to https://www.dartmouth.edu/finance/documents/financial_management_tab_documents/journal_entry_documents/cje001.xlsm and download the CJE001 template.

Save the template as a Macro-Enabled Excel Workbook (extension .xlsm).



File name: CJE
Save as type: Excel Macro-Enabled Workbook

In the white cell to the right of “Source Name”, enter DEPTRECLASSRECHG_DC



Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Mes
* Text	* Date	Date	Text	Number	Number	* Text	Text	* Num	
								1	
								2	
								3	
								4	
								5	
								6	
								7	
								8	
								9	
								10	
								11	
								12	
								13	
								14	

Process 3: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Department Reclass

2	Template Name	CJE001	
3	Source Name	**List - Text DEPTRECLASSRECHG_DC	
4	Debit Total	Number	0
5	Credit Total	Number	0
6	Net Total	Number	0
7	Line Counter	Number	0

Upl	Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
*Text	*Text	*Date	Date	Text	Number	Number	*Text	Text	*Number	
									1	
									2	
									3	
									4	
									5	
									6	
									7	
									8	
									9	
									10	
									11	
									12	
									13	
									14	
									15	
									16	
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									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.

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

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

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

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

Notes can be left in any of the lines area and will not affect the upload process.

Additional tabs can be created and will not affect the upload process.

Processing SPUD Journal Entries

Process 3: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Department Reclass

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
*Text	*Date	Date	Text	Number	Number	*Text	Text	*Number	
								1	
DEMOCTX	5/15/2021	4/1/2021	515123.5000.SL0123.7472A.999		100	Lab Supplies 1		2	
DEMOCTX	5/15/2021	4/1/2021	515456.5000.B12345.7473A.999		200	Lab Supplies 2		3	
DEMOCTX	5/15/2021	4/1/2021	517000.5000.B67890.7472A.999		300	Lab Supplies 3		4	
DEMOCTX	5/15/2021	4/1/2021	516000.5000.B12345.7472A.998		400	Lab Supplies 4		5	
								6	
DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	100		Lab Supplies 1		7	
DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	200		Lab Supplies 2		8	
DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	300		Lab Supplies 3		9	
DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	400		Lab Supplies 4		10	
								11	
								12	

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

Lines with the same Batch Name and Accounting Date are considered one batch.

Full chart 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.

Processing SPUD Journal Entries

Process 3: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Department Reclass

Upl	Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
* Text	* Date	Date	Date	Text	Number	Number	* Text	Text	* Number	
	DEMOCTX	5/15/2021	4/1/2021	515123.5000.SL0123.7472A.999		100	Lab Supplies 1		1	
	DEMOCTX	5/15/2021	4/1/2021	515456.5000.B12345.7473A.999		200	Lab Supplies 2		2	
	DEMOCTX	5/15/2021	4/1/2021	517000.5000.B67890.7472A.999		300	Lab Supplies 3		3	
	DEMOCTX	5/15/2021	4/1/2021	516000.5000.B12345.7472A.998		400	Lab Supplies 4		4	
									5	
	DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	100		Lab Supplies 1		6	
	DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	200		Lab Supplies 2		7	
	DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	300		Lab Supplies 3		8	
	DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	400		Lab Supplies 4		9	
									10	
									11	
									12	

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- or year-end, backdate to the period that is closing.

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

Process 3: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Department Reclass

Internal Natural Classes/Expenditure Types

There are a set of internal natural classes/expenditure types that represent goods and services being sold within Dartmouth College. These must net to zero, so when internal costs are moved, the new string must also use an internal natural class/expenditure type.

Template Name		CJE001	
Source Name	*List - Text	DEPTRECLASSRECHG_DC	
Debit Total	Number	100	
Credit Total	Number	100	
Net Total	Number	0	
Line Counter	Number	2	

Upl	Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Mess
	* Text	* Date	Date	Text	Number	Number	* Text	Text	* Numbr	
									1	
⌵	DEMOCTX	5/15/2021	4/1/2021	515123.5000.SL0123.7856A.999			100 Hanover Inn Rooms, Dr. Jones		2	
⌵									3	
⌵	DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7856	100		Hanover Inn Rooms, Dr. Jones		4	
									5	
									6	

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

For a list of Internal natural classes, please see page 36.

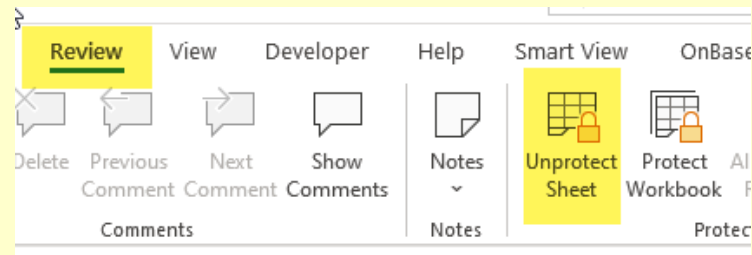
Process 3: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Department Reclass

Remove any blank lines within the numbered lines area.

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
DEMOCTX	5/15/2021	4/1/2021	515123.5000.SL0123.7472A.999			100 Lab Supplies 1		1	
DEMOCTX	5/15/2021	4/1/2021	515456.5000.812345.7473A.999			200 Lab Supplies 2		2	
DEMOCTX	5/15/2021	4/1/2021	517000.5000.867890.7472A.999			300 Lab Supplies 3		3	
DEMOCTX	5/15/2021	4/1/2021	516000.5000.812345.7472A.998			400 Lab Supplies 4		4	
DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	100		Lab Supplies 1		5	
DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	200		Lab Supplies 2		6	
DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	300		Lab Supplies 3		7	
DEMOCTX	5/15/2021	4/1/2021	20.500.368000.100001.0000.7511	400		Lab Supplies 4		8	

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

If Insert Rows or Delete Rows is not available or is grayed out, Review > Unprotect Sheet.



When the entry is ready for processing, please refer to instructions for uploading in OnBase.

Processing SPUD Journal Entries

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Other

In order to have all Oracle functions available, please confirm system settings for journal processing: please refer to https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/journal_forms_guides.php for instructions on updating Excel and Internet Security Settings.

Navigate to https://www.dartmouth.edu/finance/documents/financial_management_tab_documents/journal_entry_documents/cje001.xlsm and download the CJE001 template.

Save the template as a Macro-Enabled Excel Workbook (extension .xlsm).

File name:	CJE
Save as type:	Excel Macro-Enabled Workbook

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
*Text	*Date	Date	Text	Number	Number	*Text	Text	*Numbr	
								1	
								2	
								3	
								4	
								5	
								6	
								7	
								8	
								9	
								10	
								11	
								12	
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								15	
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								17	
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								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.

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Other

Note: If you do not have a SPUD responsibility, consult Appendix 2, page 35, and type Source Name directly into the white cell.

Double-click in the white cell to the right of "Source Name" to pick the appropriate Source for the journal.

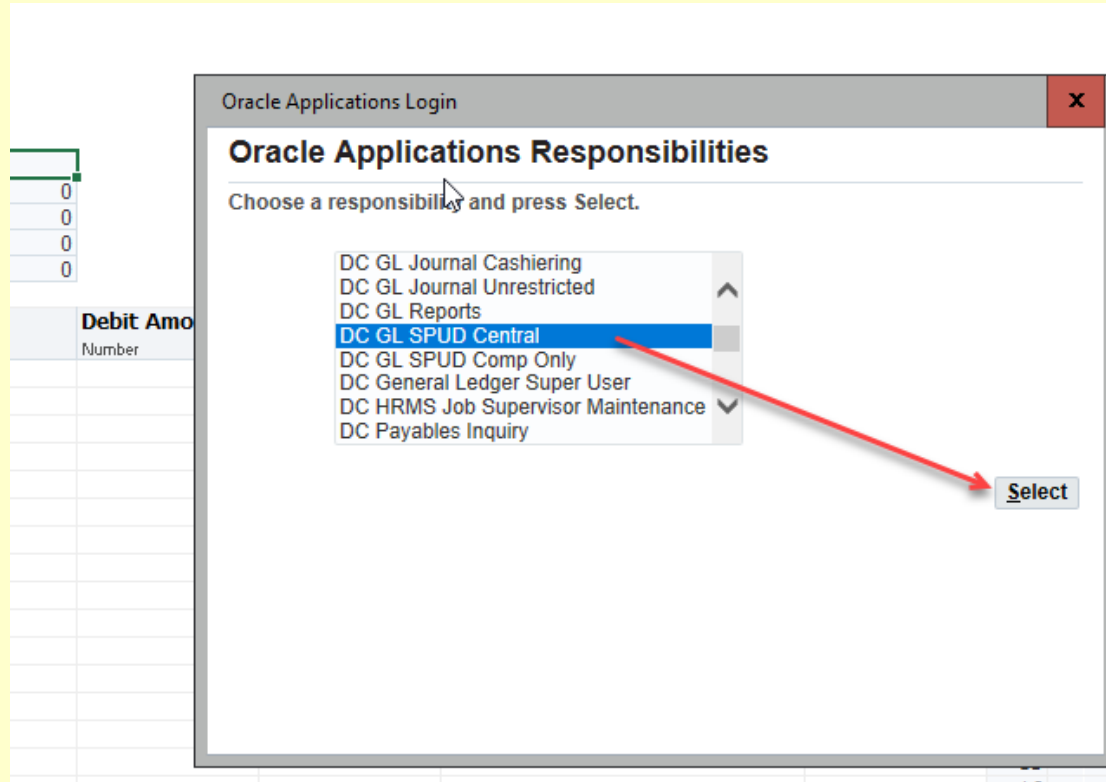
Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Am
*Text	*Date	Date	Text	Number

You may be prompted to sign in to Oracle using your NetID and password:

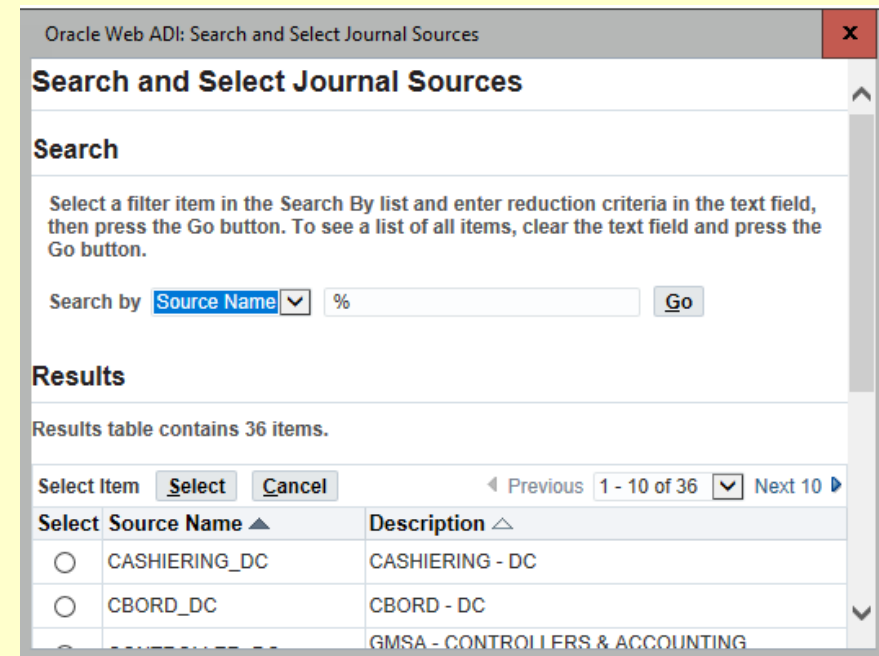
NetID:
Password:
 Remember Me for 30 days
LOGIN
[Lookup my NetID](#)
[Forgot your password?](#)

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry – Other

Highlight the applicable DC GL SPUD... responsibility (DC GL SPUD, DC GL SPUD Central or DC GL SPUD Comp Only) and click Select:



A picklist of available Sources will show:



Note: If you do not see a SPUD responsibility, consult Appendix 2, page 35, and type in Source Name.

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Other

If needed, click “Next 10” until the appropriate Source is available:

Click its Select radio button, and then click “Select”:

Oracle Web ADI: Search and Select Journal Sources

Results table contains 36 items.

Select Item Previous 10 21 - 30 of 36 Next 6

Select	Source Name ▲	Description ▲
<input type="radio"/>	SRVCTR_ASBIOMICROS_DC	GMSA - SERVICE CTR A&S BIOLOGY DEPT MICROSCOPY FACILITY
<input type="radio"/>	SRVCTR_ASCRYSDC	GMSA - SERVICE CTR A&S CRYSTALLOGRAPHY
<input type="radio"/>	SRVCTR_ASELECSHOP_DC	GMSA - SERVICE CTR A&S SCIENCE DIVISION ELECTRONIC SHOP
<input type="radio"/>	SRVCTR_ASEM_DC	GMSA - SERVICE CTR A&S ELECTRON MICROSCOPE
<input type="radio"/>	SRVCTR_ASMRI_DC	GMSA - SERVICE CTR A&S MRI FACILITY
<input type="radio"/>	SRVCTR_ASNMR_DC	GMSA - SERVICE CTR A&S NMR FACILITY
<input type="radio"/>	SRVCTR_CCMR_DC	GMSA - SERVICE CTR PROV CTR COMP MED & RES
<input type="radio"/>	SRVCTR_DMSBIOMT_DC	GMSA - SERVICE CTR DMS BIOMT
<input type="radio"/>	SRVCTR_DMSCECSCOMP_DC	GMSA - SERVICE CTR DMS CECS COMPUTING

Oracle Web ADI: Search and Select Journal Sources

Select	Source name ▲	Description ▲
<input type="radio"/>	SRVCTR_ASBIOMICROS_DC	GMSA - SERVICE CTR A&S BIOLOGY DEPT MICROSCOPY FACILITY
<input type="radio"/>	SRVCTR_ASCRYSDC	GMSA - SERVICE CTR A&S CRYSTALLOGRAPHY
<input type="radio"/>	SRVCTR_ASELECSHOP_DC	GMSA - SERVICE CTR A&S SCIENCE DIVISION ELECTRONIC SHOP
<input type="radio"/>	SRVCTR_ASEM_DC	GMSA - SERVICE CTR A&S ELECTRON MICROSCOPE
<input type="radio"/>	SRVCTR_ASMRI_DC	GMSA - SERVICE CTR A&S MRI FACILITY
<input type="radio"/>	SRVCTR_ASNMR_DC	GMSA - SERVICE CTR A&S NMR FACILITY
<input checked="" type="radio"/>	SRVCTR_CCMR_DC	GMSA - SERVICE CTR PROV CTR COMP MED & RES
<input type="radio"/>	SRVCTR_DMSBIOMT_DC	GMSA - SERVICE CTR DMS BIOMT
<input type="radio"/>	SRVCTR_DMSCECSCOMP_DC	GMSA - SERVICE CTR DMS CECS COMPUTING
<input type="radio"/>	SRVCTR_DMSPDE_DC	GMSA - SERVICE CTR DMS CPDE

Select Item Previous 10 21 - 30 of 36 Next 6

The Source will populate in the template:

Template Name	CJE001								
Source Name	*List - Text	SRVCTR CCMR DC							
Debit Total	Number	0							
Credit Total	Number	0							
Net Total	Number	0							
Line Counter	Number	0							
Upl Batch Name	*Text	Accounting Date	*Date	Transaction Date	Date	COA String/PTAEO	Text	Debit A	Number

Note: If you do not have a SPUD responsibility, consult Appendix 2, page 35, and type Source Name directly into the white cell.

Processing SPUD Journal Entries

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Other

Template Name CJE001

Source Name SRVCTR CCMR DC

Debit Total	Number	0
Credit Total	Number	0
Net Total	Number	0
Line Counter	Number	0

Upl	Batch Name	Accounting Date	Transaction 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.

Additional tabs can be created and will not affect the upload process.

Notes can be left in the areas outside the journal lines and will not affect the upload process.

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

Journal entry line 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.

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

Processing SPUD Journal Entries

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Other

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
⌵ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			100 April Services 1		1	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			200 April Services 2		2	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			300 April Services 3		3	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			400 April Services 4		4	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			500 April Services 5		5	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			600 April Services 6		6	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	512 .5000.SL0 7824A.843	100		April Services 1		7	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	514 .5000.SL0 7824A.108	200		April Services 2		8	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	514 .5000.SL0 7824A.108	300		April Services 3		9	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	30.058.177 .673500. .7824	400		April Services 4		10	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	30.058.177 .673500. .7824	500		April Services 5		11	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	30.058.177 .673500. .7824	600		April Services 6		12	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659550.0000.4663		250	Jun DMS PD (Hitchcock Fdn)		13	
⌵ SvcCtrBilling	5/15/2021	4/30/2021	92.048.360050.960019.0000.7789	250		Jun CCMR		14	

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

Lines with the same Batch Name and Accounting Date are considered one batch.

Full chart 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.

Processing SPUD Journal Entries

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Other

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
* Text	* Date	Date	Text	Number	Number	* Text	Text	* Number	
								1	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			100 April Services 1		2	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			200 April Services 2		3	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			300 April Services 3		4	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			400 April Services 4		5	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			500 April Services 5		6	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0 0.4824			600 April Services 6		7	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	512 .5000.SL0 7824A.843	100		April Services 1		8	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	514 .5000.SL0 7824A.108	200		April Services 2		9	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	514 .5000.SL0 7824A.108	300		April Services 3		10	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	30.058.177 .673500. .7824	400		April Services 4		11	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	30.058.177 .673500. .7824	500		April Services 5		12	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	30.058.177 .673500. .7824	600		April Services 6		13	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659550.0000.4663			250 Jun DMS PD (Hitchcock Fdn)		15	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	92.048.360050.960019.0000.7789	250		Jun CCMR		16	
								17	

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- or year-end, backdate to the period that is closing.

Transaction Date represents the date when costs were incurred or goods and services provided. For example, a service center may provided services 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.

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Other

Internal Natural Classes/Expenditure Types

There are a set of internal natural classes/expenditure types that represent goods and services being sold within Dartmouth College. These must net to zero, so when internal costs are charged or allocated, revenue or credit to expense must also be on an internal value.

Up/ Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
* Text	* Date	Date	Text	Number	Number	* Text	Text	* Numbr	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0	0.4824		100 April Services 1		1	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0	0.4824		200 April Services 2		2	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0	0.4824		300 April Services 3		3	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0	0.4824		400 April Services 4		4	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0	0.4824		500 April Services 5		5	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659 .0	0.4824		600 April Services 6		6	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	512 .5000.SL0 7824A.843		100	April Services 1		7	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	514 .5000.SL0 7824A.108		200	April Services 2		8	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	514 .5000.SL0 7824A.108		300	April Services 3		9	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	30.058.177 .673500. .7824		400	April Services 4		10	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	30.058.177 .673500. .7824		500	April Services 5		11	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	30.058.177 .673500. .7824		600	April Services 6		12	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.659550.0000.4663			250 Jun DMS PD (Hitchcock Fdn)		13	
Ⓜ SvcCtrBilling	5/15/2021	4/30/2021	92.048.360050.960019.0000.7789		250	Jun CCMR		14	

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.

For a list of Internal natural classes, please see page 36.

Process 4: Preparing a CJE001 non-Cost-Transfer SPUD Entry - Other

Remove any blank lines within the numbered lines area.

Template Name: CJE001

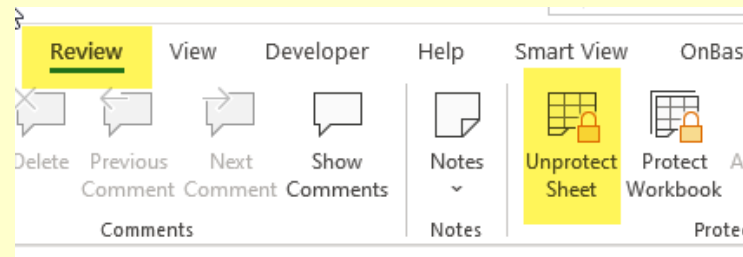
Source Name: **List - Text SRVCTR_CCMR_DC

Debit Total: Number 2350
 Credit Total: Number 2350
 Net Total: Number 0
 Line Counter: Number 14

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
Rb SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.6 0110.4824			100 April Services 1		1	
Rb SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.6 0110.4824			200 April Services 2		2	
Rb SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.6 0120.4824			300 April Services 3		3	
Rb SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.6 0120.4824			400 April Services 4		4	
Rb SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.6 0120.4824			500 April Services 5		5	
Rb SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.6 0120.4824			600 April Services 6		6	
Rb SvcCtrBilling	5/15/2021	4/30/2021	512611.5000.SL0232.7824A.843	100		April Services 1		7	
Rb SvcCtrBilling	5/15/2021	4/30/2021	514392.5000.SL0329.7824A.108	200		April Services 2		8	
Rb SvcCtrBilling	5/15/2021	4/30/2021	514118.5000.SL0323.7824A.108	300		April Services 3		9	
Rb SvcCtrBilling	5/15/2021	4/30/2021	30.058.17 3500.1002.7824	400		April Services 4		10	
Rb SvcCtrBilling	5/15/2021	4/30/2021	30.058.17 3500.1005.7824	500		April Services 5		11	
Rb SvcCtrBilling	5/15/2021	4/30/2021	30.058.17 3500.1005.7824	600		April Services 6		12	
Rb SvcCtrBilling	5/15/2021	4/30/2021	20.736.28 9550.0000.4663			250 Jun DMS PD (Hitchcock Fdn)		13	
Rb SvcCtrBilling	5/15/2021	4/30/2021	92.048.36 0019.0000.7789	250		Jun CCMR		14	

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

If Insert Rows or Delete Rows is not available or is grayed out, Review > Unprotect Sheet.



When the entry is ready for processing, depending on your access:

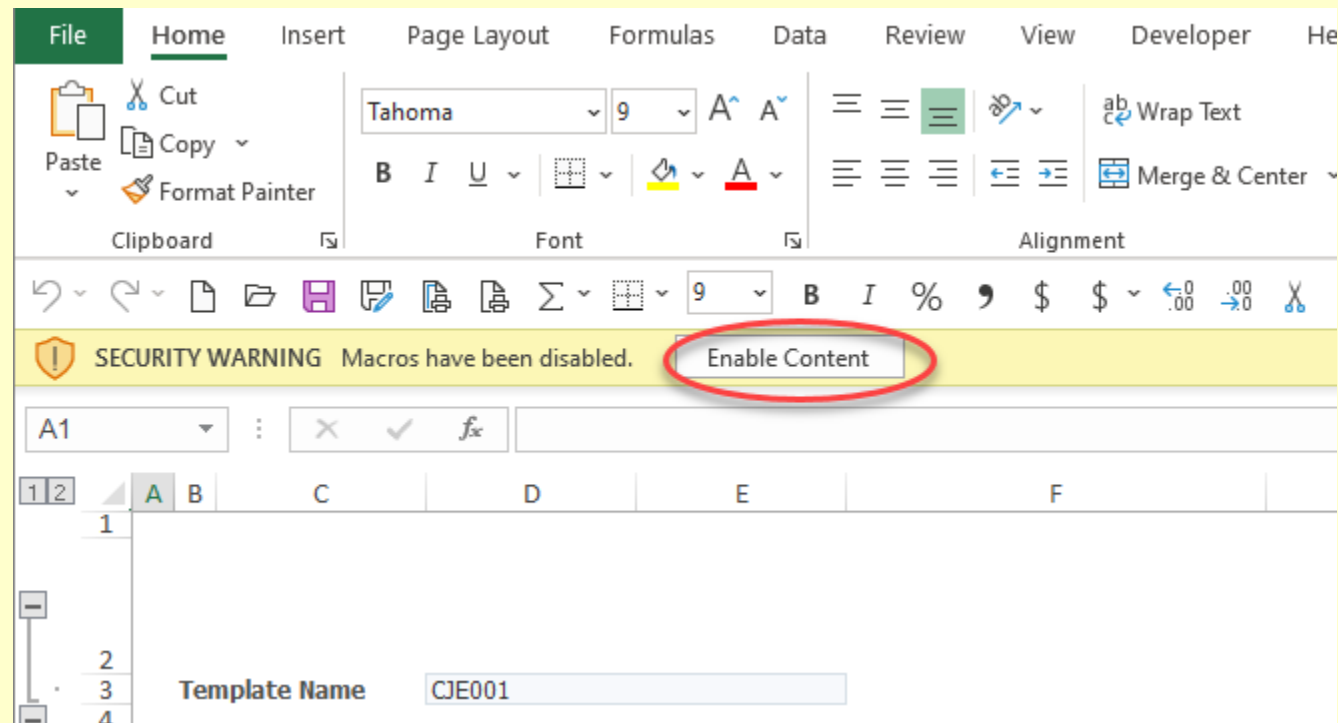
- Upload to OnBase for finance center to process, or
- Continue to Process 5: Uploading SPUD entries directly into Oracle, pages 24-32

Processing SPUD Journal Entries

Process 5: Uploading SPUD entries directly into Oracle

In order to have all Oracle functions available, please confirm system settings for journal processing: please refer to https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/journal_forms_guides.php for instructions on updating Excel and Internet Security Settings.

Open Excel and the workbook to be uploaded. When prompted, Enable Macros:



Process 5: Uploading SPUD entries directly into Oracle

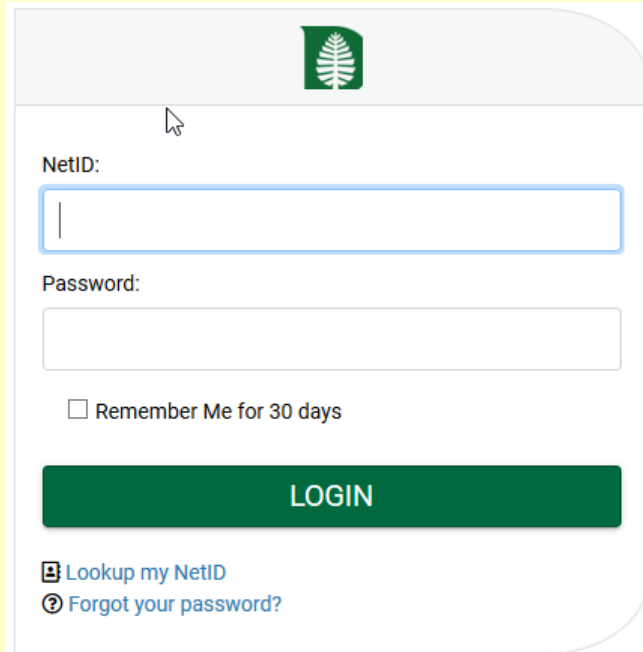
3. Once the journal has been reviewed for content, begin the upload by clicking Oracle > Upload:

The screenshot shows the Oracle Financials software interface. The 'Oracle' menu is highlighted in yellow, and the 'Upload' button in the 'Upload And Download' group is also highlighted in yellow. The spreadsheet below shows the following data:

Up Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description
* Text	* Date	Date	Text	Number	Number	* Text

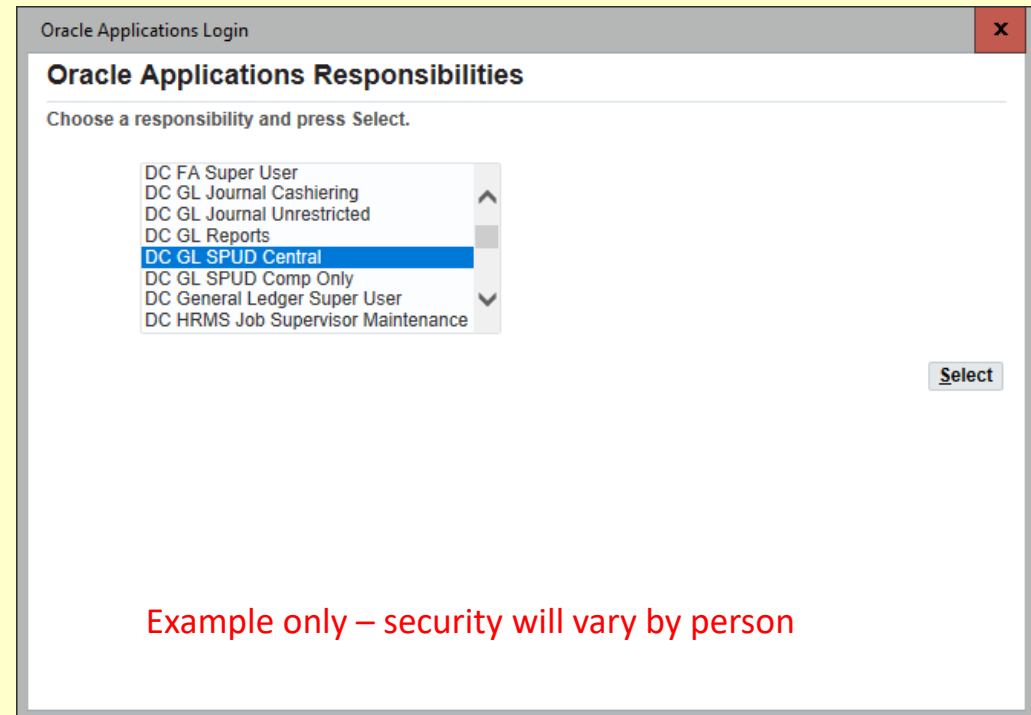
Process 5: Uploading SPUD entries directly into Oracle

4. If you are not already signed in, you will be prompted to enter your NetID and password:



The image shows the Oracle Applications Login page. At the top center is the Oracle logo. Below it, there are two input fields: "NetID:" and "Password:". Below the password field is a checkbox labeled "Remember Me for 30 days". A large green button labeled "LOGIN" is positioned below the checkbox. At the bottom left, there are two links: "Lookup my NetID" and "Forgot your password?".

And then you will see a list of your responsibilities:



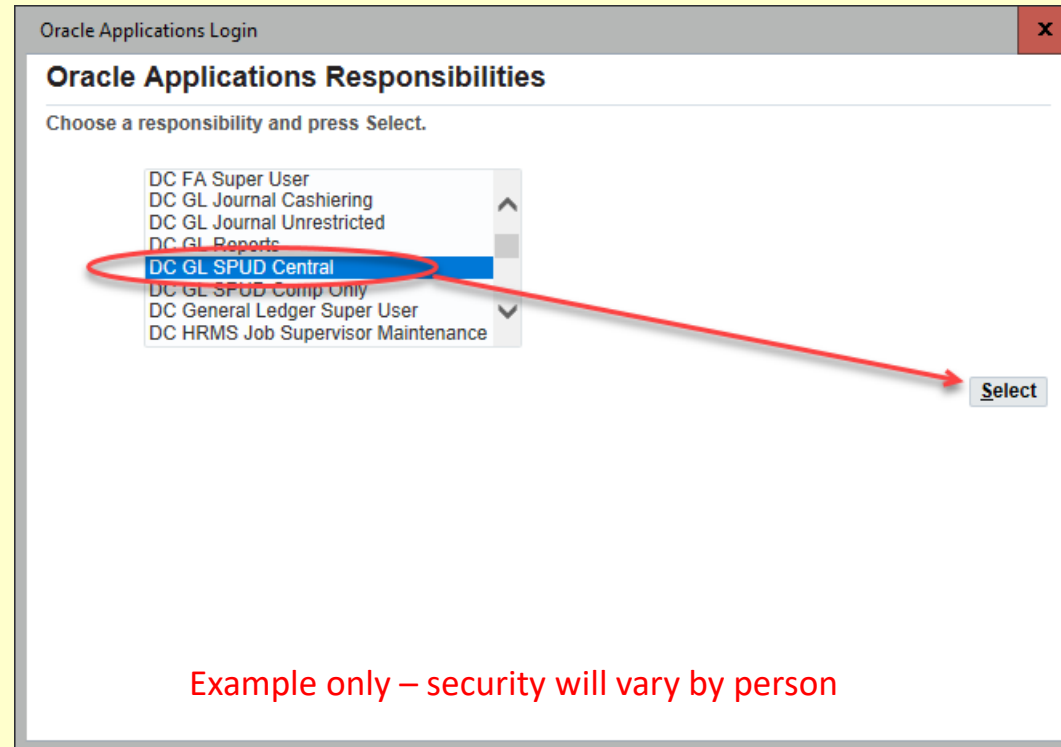
The image shows a window titled "Oracle Applications Login" with a close button (X) in the top right corner. The main content area is titled "Oracle Applications Responsibilities" and contains the instruction "Choose a responsibility and press Select." Below this is a list of responsibilities in a scrollable area:

- DC FA Super User
- DC GL Journal Cashiering
- DC GL Journal Unrestricted
- DC GL Reports
- DC GL SPUD Central**
- DC GL SPUD Comp Only
- DC General Ledger Super User
- DC HRMS Job Supervisor Maintenance

A "Select" button is located at the bottom right of the list. Below the list, there is a red text note: "Example only – security will vary by person".

Process 5: Uploading SPUD entries directly into Oracle

5. Highlight the appropriate responsibility* and click Select:



* The CJE001 template can only be uploaded using the following responsibilities:

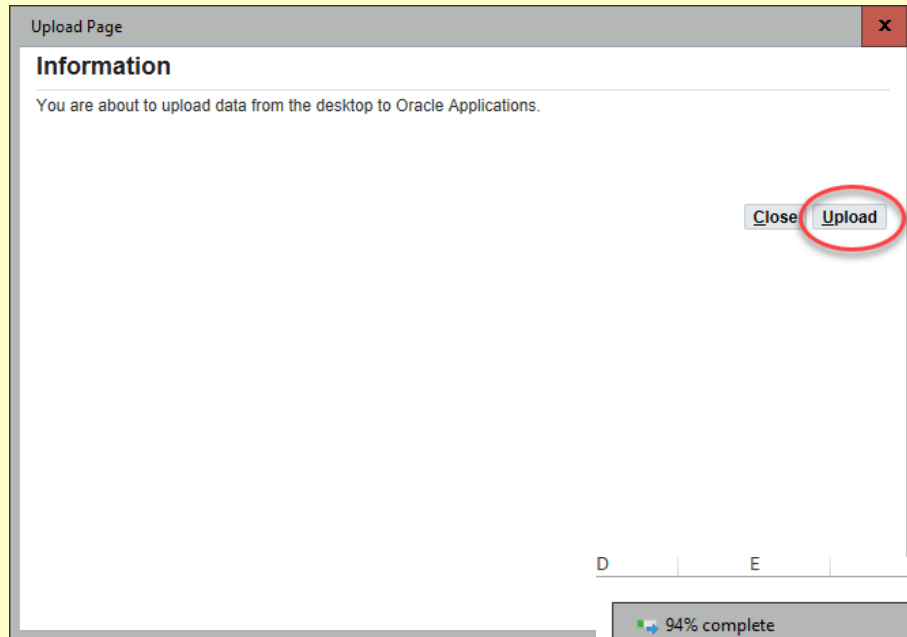
- ❖ DC GL SPUD
- ❖ DC GL SPUD Central
- ❖ DC GL SPUD Comp Only

The CTX001 template can only be uploaded using the following responsibility:

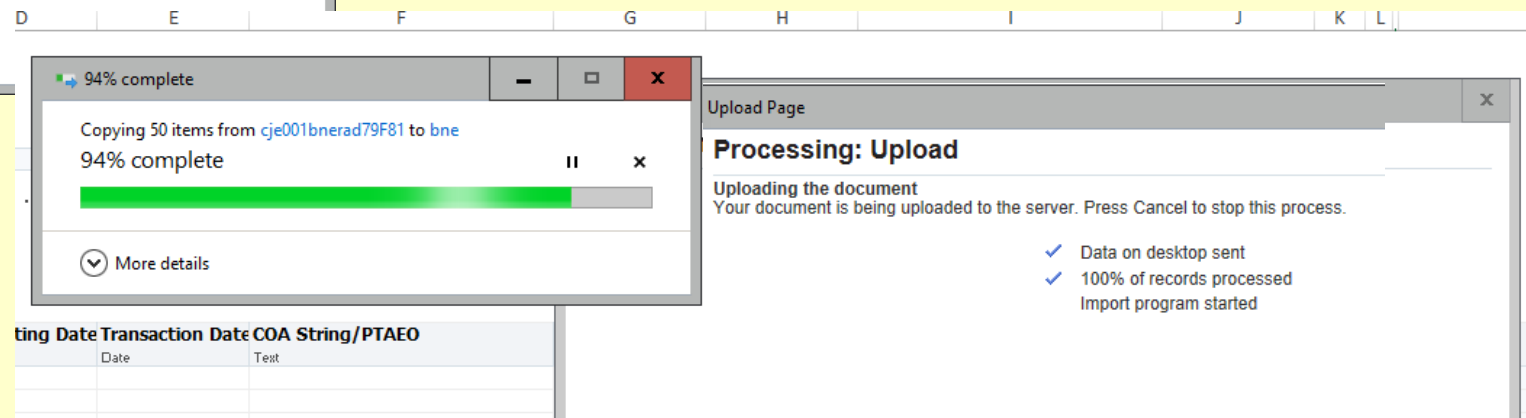
- ❖ DC GL SPUD Unrestricted

Process 5: Uploading SPUD entries directly into Oracle

6. Click the Upload button.



The system will check off each of its steps as it works through them and may show a percent complete also:




Process 5: Uploading SPUD entries directly into Oracle

7. If the upload is successful, "Confirmation" will show in the Upload Page box and green smile faces will be stamped on all uploaded rows.

- Highlight the GL Journal Import Request ID(s) unique number(s), and click Ctl-C.
- Confirm that the number of rows stated as uploaded agrees with the total number of rows in the entry.
- Close the Upload Page box and Ctl-V in your workbook to paste the confirmation number(s).

PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
	Number	Number	* Text	Text	* Number	
					1	☺
					2	☺

Upload Page ✕

 **Confirmation**

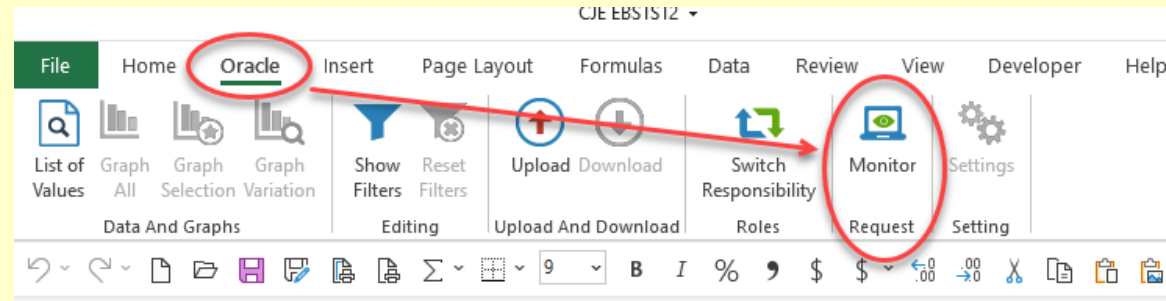
The upload process has completed with the following status:(Note that this upload involved two steps: upload of rows to intermediate staging tables, followed by upload to the final application tables. Upload validation errors can occur in either step)

- Batch(es) created with group ID(s) of 530680; GL Journal Import Request ID(s) 27717630
- 2 row(s) successfully uploaded.

Please select Close to return to the spreadsheet.

Process 5: Uploading SPUD entries directly into Oracle

8. If the Upload box is closed before the Request Number(s) have been recorded, click Oracle > Monitor and the latest requests will show:



- Highlight the Request ID.
- Click Ctrl-C.
- Click Close to close Monitor.
- Click Ctrl-V to copy the Request ID into your workbook.

Request ID	User Name	Phase	Status	Program	Request Date
27717630	D37436G	Completed	Normal	Journal Import	2021-May-09 09:37:00 PM
27717180	D37436G	Completed	Normal	Journal Import	2021-May-09 06:41:59 PM
27717177	D37436G	Completed	Normal	Journal Import	2021-May-09 06:40:51 PM
27717111	D37436G	Completed	Normal	Journal Import	2021-May-09 06:12:40 PM
27716871	D37436G	Completed	Normal	Journal Import	2021-May-09 04:50:10 PM
27716797	D37436G	Completed	Normal	Journal Import	2021-May-09 04:32:44 PM
27716796	D37436G	Completed	Normal	Program - Import Journals	2021-May-09 04:32:44 PM
27716795	D37436G	Completed	Normal	DC Journal Import	2021-May-09 04:32:42 PM
27716779	D37436G	Completed	Normal	Journal Import	2021-May-09 04:29:48 PM
27716772	D37436G	Completed	Normal	Journal Import	2021-May-09 04:28:38 PM

Refresh

Close

Process 5: Uploading SPUD entries directly into Oracle

9. If there is an error in the Header section of the template, the system will include the error message in the Upload Page box:

The screenshot shows a spreadsheet template for uploading SPUD entries. The spreadsheet has columns A through I and rows 1 through 31. The following table represents the data in the spreadsheet:

Template Name	CJE001	
Source Name	*List - Text	
Debit Total	Number 100	
Credit Total	Number 100	
Net Total	Number	
Line Counter	Number	
Upl Batch Name	Accounting Date	Transacti
* Text	*Date	Date
SvcCtrBilling	5/15/2021	4/
SvcCtrBilling	5/15/2021	4/

An error message box titled "Upload Page" is overlaid on the spreadsheet. The error message reads:

Error
The upload process has completed with the following status:

- Upload validation aborted
- 2 row(s) failed validation, and 0 row(s) successfully uploaded.
- Enter value for Source Name.. Column 'Source Name' is required to contain a value when uploading

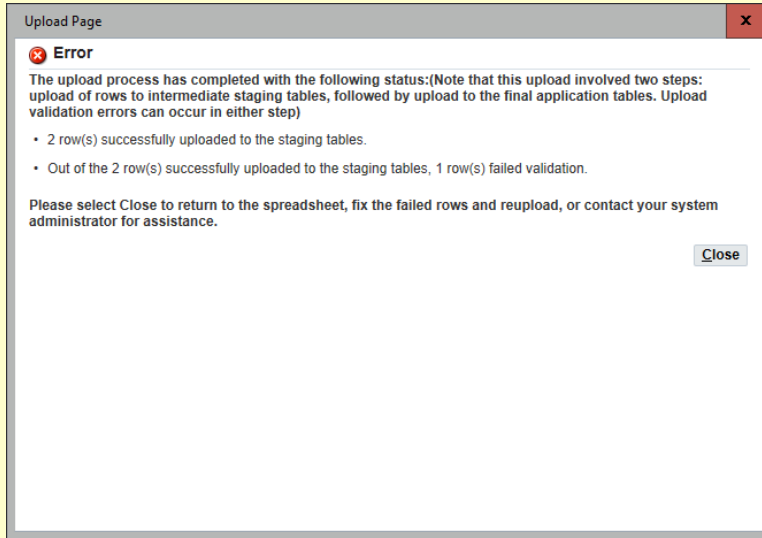
Please select Close to return to the spreadsheet, fix the failed rows and reupload, or contact your system administrator for assistance.

Close

Click "Close" to close the Upload Page box, fix the error, and click on Oracle > Upload again.

Process 5: Uploading SPUD entries directly into Oracle

9. If there is an error in the Lines section of the template, the system will not include the error message in the Upload Page box:



It is important to note that while the Error message says the “row(s) successfully uploaded to the staging tables”, this does NOT mean that any rows have been uploaded to Oracle. If ANY Error has been returned during the upload process, NO LINES have made it into Oracle.

The rows were staged and evaluated for upload into Oracle and when an error was found, no lines made it into Oracle GL or OGA.

But it will indicate the error with a red unhappy face and text explanation of the error in the Messages column:

Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
* Text	* Date	Date	Text	Number	Number	* Text	Text	* Number	
SvcCtrBilling	5/15/2021	4/30/2021	20.736.286050.	.4824	100	April Services 1		1	ORA-20000: Total Credits of 100 do not equal total Debits of 200
SvcCtrBilling	5/15/2021	4/30/2021	30.058	.673500.1005.7824	200	April Services 5		2	

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

Click “Close” to close the Upload Page box, fix the error, and click Oracle > Upload again.

(Please see Appendix 4: Troubleshooting/Error Messages (pages 37-53) for assistance in interpreting the error messages.)

Processing SPUD Journal Entries

Appendix 1: Matrix of SPUD entry types

Template	Purpose	Source	Category	Who Prepares	Who Uploads	Notes
CJE001	<p>Department Reclassifications:</p> <p>To reclass posted grant transactions (non-payroll) within one month from GL Transfer Date as follows:</p> <ul style="list-style-type: none"> ◦ Transactions for any dollar amount that is being moved to or from a PTA Account. ◦ A re-class among multi project/task combo within the annual budget period on a PTA Account. ◦ A re-class within a PTA Account to correct an expenditure type. 	DEPTRECLASSRECHG_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	OSP	See OSP Policies site for further process details*
CJE001	<p>Department Reclassifications:</p> <p>To reclass posted grant transactions (non-payroll) within 90 days from GL Transfer Date if:</p> <ul style="list-style-type: none"> ◦ the individual transaction is UNDER \$500. ◦ The transaction is moving from a PTA Account to a GL Account. 	DEPTRECLASSRECHG_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	OSP	See OSP Policies site for further process details*
CTX001	<p>Cost Transfer:</p> <p>To move posted grant transactions (non-payroll) that do not meet the criteria above for Department Reclassifications</p>	COSTTRANSFER_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	OSP	See OSP Policies site for further process details*
CJE001	Office of Sponsored Projects adjustments	OSPADJUST_DC	SPUD_ADJUSTMENT_DC	OSP	OSP	
CJE001	Service Center billings involving grants	SRVCTR_....	SERVICECENTER_DC	Department/Finance Center	Department/Finance Center	
CJE001	Internal Charges billings involving grants	includes HANOVERINN_DC, PROCUREMENT_DC, THAYERSTUDENT_DC, DMSFISCAL_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	Department/Finance Center	
CJE001	Central office reclasses, corrections, rebillings	CONTROLLER_DC, PAYROLL_DC, CTPAYER_DC	SPUD_ADJUSTMENT_DC	Central finance offices	Central finance offices	

* http://www.dartmouth.edu/osp/award-closeout_process/

Process 2 – Cost Transfers

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

Process 3a – Department Reclasses

View Context	View Header	View Line
Template Name	CJE001	
Source Name	*List - Text DEPTRECLASSRECHG_DC	
Debit Total		0

Processing SPUD Journal Entries

Appendix 2: Templates and Sources

Process 3b: Department creation and upload

Template Name

Source Name

Source Name ▲	Description △
CASHIERING_DC	CASHIERING - DC
CBORD_DC	CBORD - DC
CONTROLLER_DC	GMSA - CONTROLLERS & ACCOUNTING SERVICES
CTPAYER_DC	CTPAYER - DC
DAILYDARTMOUTH_DC	DAILY DARTMOUTH - DC
DINING_DC	DINING SERVICES - DC
DMSFISCAL_DC	GMSA - DMS FISCAL OFFICE TUITION & FEES
DPMS_DC	GMSA - DPMS

Source Name ▲	Description △
ESG_DC	ENDOWMENT SECURITY GIFTS
GRANTS_INVENTORY_DC	GMSA - INVENTORY MISCELLANEOUS ISSUES
GSMSHAREDSVC_DC	GMSA - GSMSHAREDSVC_DC
HANOVERINN_DC	HANOVER INN - DC
HINMAN_DC	GMSA - HINMAN MAIL METER READING SYSTEM
LIBRARY_DC	GMSA - LIBRARY - DC
OSPADJUST_DC	GMSA - OSP MANUAL ADJUSTMENTS
PAYROLL_DC	GMSA - PAYROLL MANUAL LABOR JOURNAL ADJUSTMENTS
PROCUREMENT_DC	GMSA - PROCUREMENT SHARED SERVICE ALLOCATIONS
SRVCTR_ASAPPARATUS_DC	GMSA - SERVICE CTR A&S APPARATUS SHOP

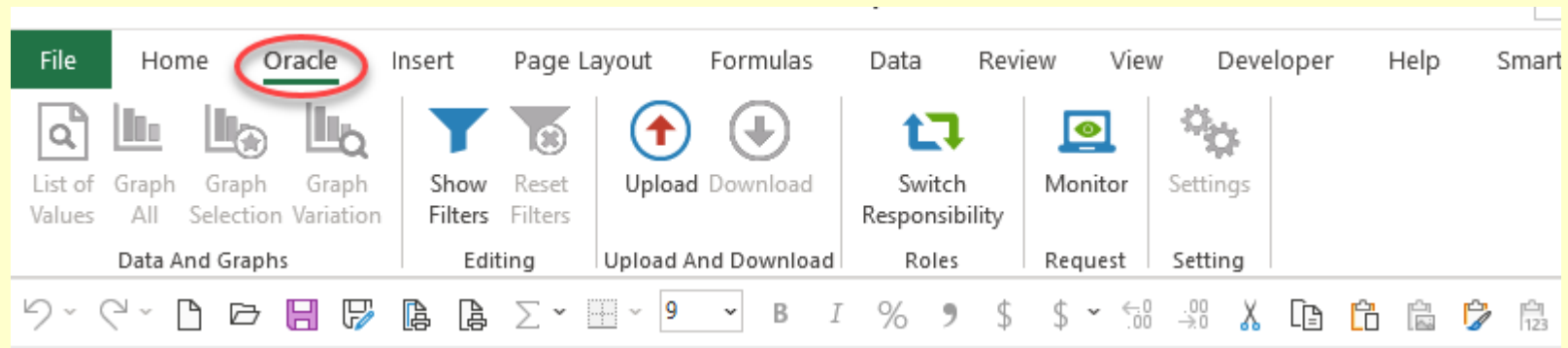
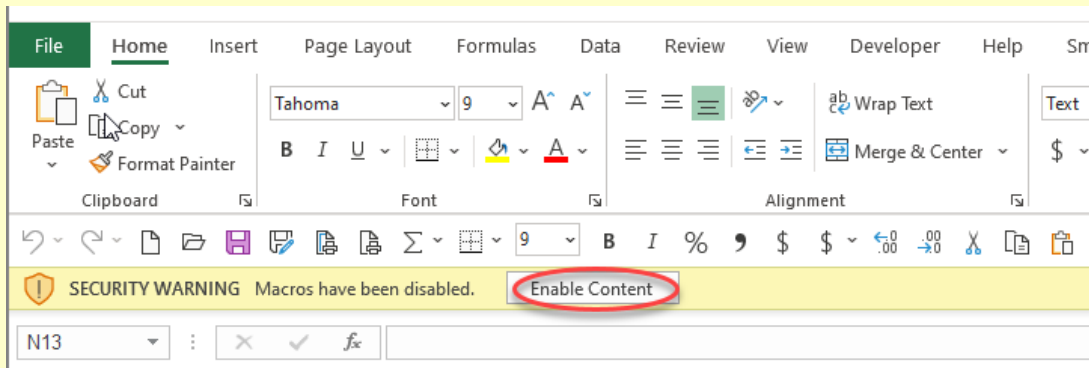
Source Name ▲	Description △
SRVCTR_ASBIOMICROS_DC	GMSA - SERVICE CTR A&S BIOLOGY DEPT MICROSCOPY FACILITY
SRVCTR_ASCRYS_DC	GMSA - SERVICE CTR A&S CRYSTALLOGRAPHY
SRVCTR_ASELECSHOP_DC	GMSA - SERVICE CTR A&S SCIENCE DIVISION ELECTRONIC SHOP
SRVCTR_ASEM_DC	GMSA - SERVICE CTR A&S ELECTRON MICROSCOPE
SRVCTR_ASMRI_DC	GMSA - SERVICE CTR A&S MRI FACILITY
SRVCTR_ASNMR_DC	GMSA - SERVICE CTR A&S NMR FACILITY
SRVCTR_CCMR_DC	GMSA - SERVICE CTR PROV CTR COMP MED & RES
SRVCTR_DMSBIOMT_DC	GMSA - SERVICE CTR DMS BIOMT
SRVCTR_DMSCECSCOMP_DC	GMSA - SERVICE CTR DMS CECS COMPUTING
SRVCTR_DMSCPDE_DC	GMSA - SERVICE CTR DMS CPDE

Source Name ▲	Description △
SRVCTR_DMSDBSF_DC	GMSA - SERVICE CTR GEISEL FREEZER FARM
SRVCTR_DMSNCCCSHARSVC_DC	GMSA - SERVICE CTR DMS NORRIS COTTON CANCER CENTER
SRVCTR_INFORMATICS_DC	GMSA - SERVICE CTR INFORMATICS
SRVCTR_ITSERVICES_DC	GMSA - SERVICE CTR IT SERVICES
THAYERSTUDENT_DC	GMSA - THAYER STUDENT TUITION & FEES
TRAVEL_DC	TRAVEL_DC

Appendix 4: Troubleshooting/Error Messages

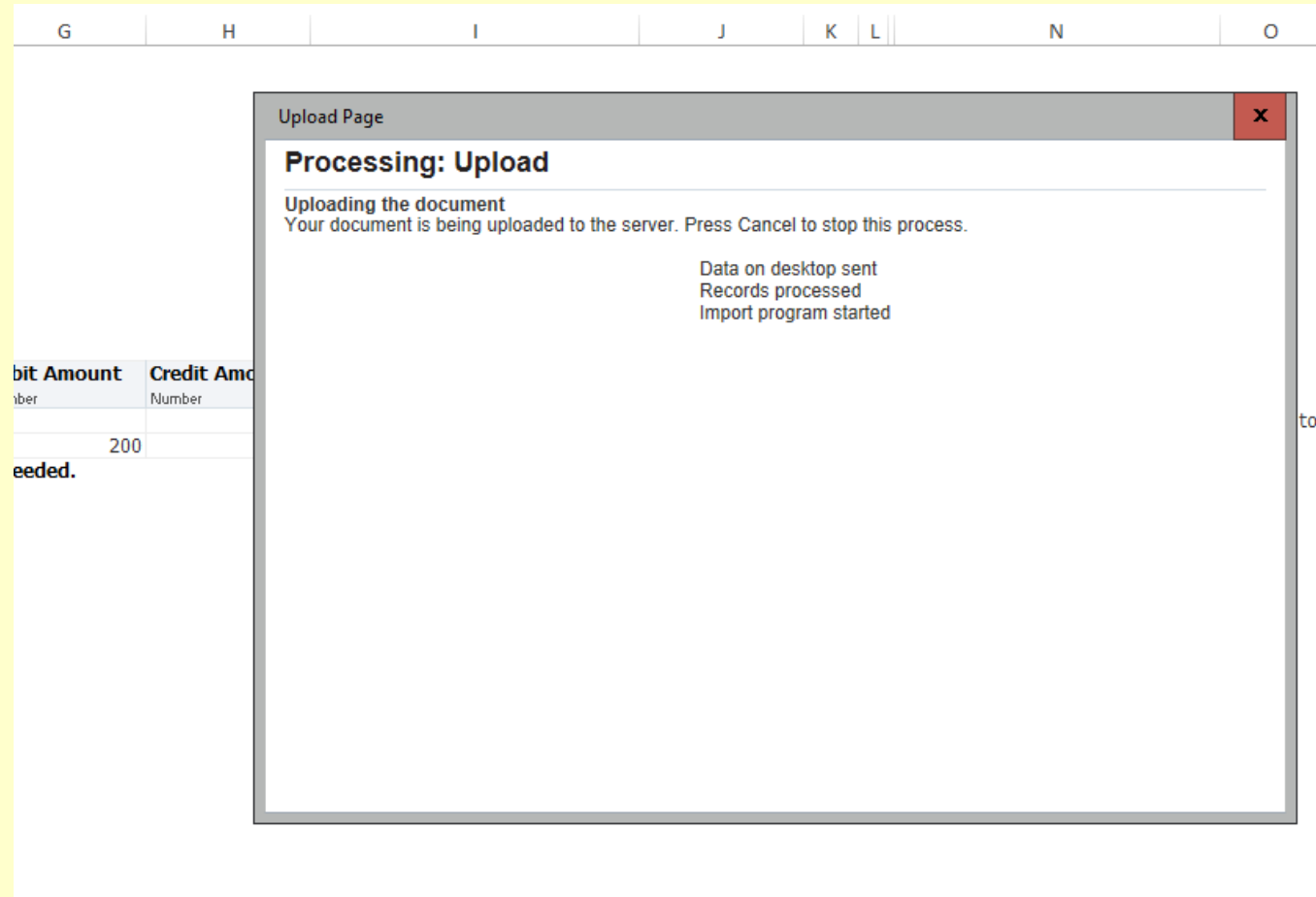
Problem: There is no Oracle toolbar option available.

1. Save your workbook as a Macro-Enabled workbook (Excel .xlsm) and then close out of Excel. Reopen the workbook and be sure to click Enable Macros. Confirm that the Oracle toolbar command is now available.
2. If not, confirm that the Excel Macro settings are correct on your computer. Please refer to https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/journal_forms_guides.php for instructions on updating Excel.



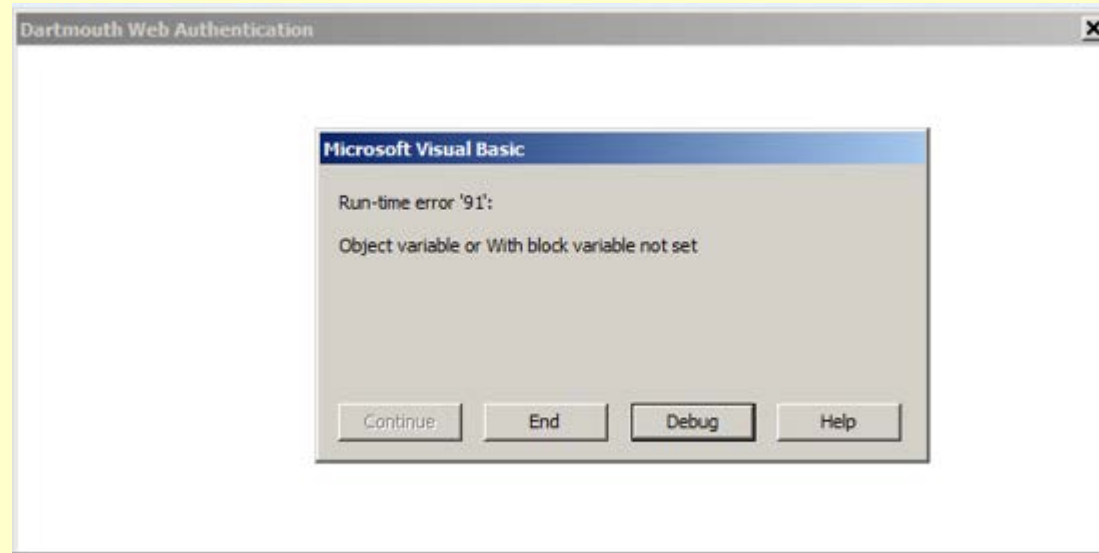
Problem: My upload just hangs and never completes.

- ❖ Click “Cancel” to exit the Upload Page box. Save your workbook as an Excel Macro-Enabled workbook (.xlsm) and exit Excel.
- ❖ Confirm that the Internet Security Settings are correct on your computer. Please refer to https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/journal_forms_guides.php for instructions. Retry the upload.



Problem: I get a Microsoft Visual Basic message when trying to sign in and upload.

- ❖ Save your workbook as an Excel Macro-Enabled workbook (.xlsm) and exit Excel. Confirm that the Excel settings are correct on your computer. Please refer to https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/journal_forms_guides.php for instructions on updating Excel. Retry the upload.



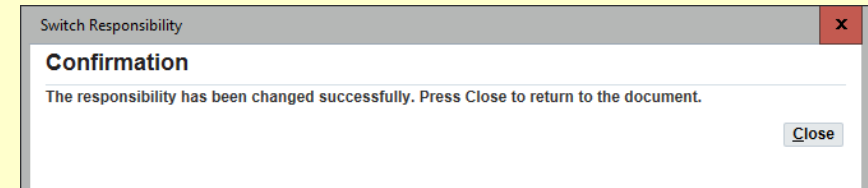
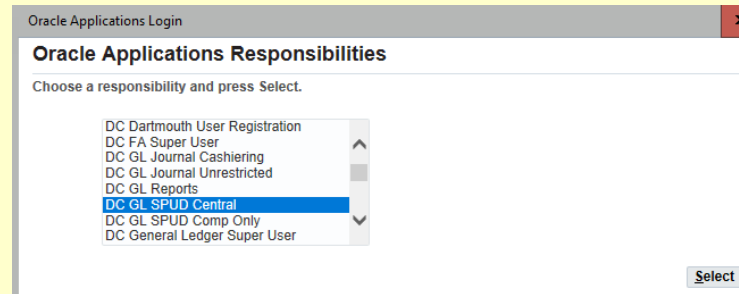
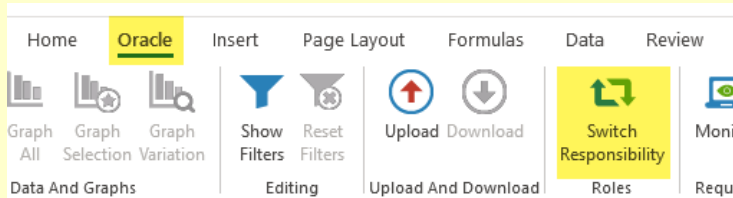
Error message: CJE001 template must be uploaded under the respective responsibility

Oracle Web ADI

Information
 You do not have access to the upload process.
 Contact your system administrator to grant access to the responsibility you are using.

COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
Text	Number	Number	*Text	Text	*Number	
20.500.368000.100001.0000.7511	200		Lab Supplies 2		1	CTX001 template must be uploaded under the respective responsibility
20.500.368000.100001.0000.7511		300	Lab Supplies 3		2	CTX001 template must be uploaded under the respective responsibility

- ❖ The CJE001 template can only be uploaded using the following responsibilities:
 - ❖ DC GL SPUD
 - ❖ DC GL SPUD Central
 - ❖ DC GL SPUD Comp Only
- ❖ Click Oracle > Switch Responsibility and choose the correct responsibility for your upload. Try Oracle > Upload again.

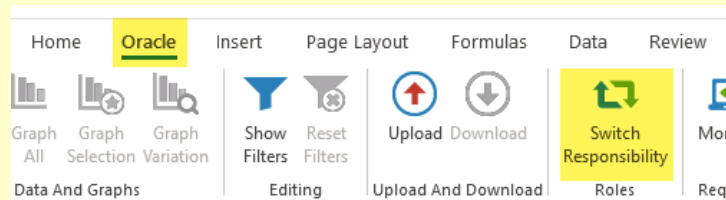


Error message: CTX001 template must be uploaded under the respective responsibility

- ❖ The CTX001 template can only be uploaded using the following responsibility:
 - ❖ DC GL SPUD Unrestricted

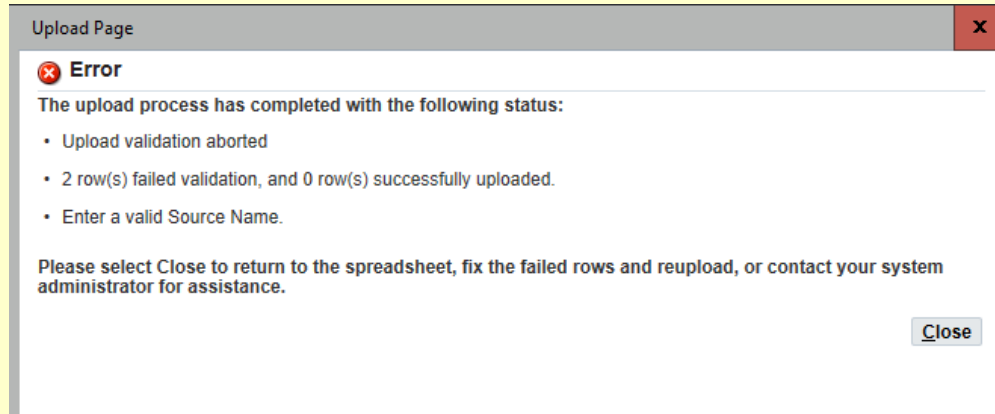
View Context		View Header		View Line						
Template Name		CTX001								
Source Name		COSTTRANSFER_DC								
Debit Total				100						
Credit Total				100						
Net Total				0						
Upl	Batch Nam	Accounting Date	Transaction Date	Orig GL Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Messages
⌘	test	11/30/2016	11/30/2016	11/30/2016	20.546.368000.100001.0000.7511	100		test		CTX001 template must be uploaded under the respective responsibility
⌘	test	11/30/2016	11/30/2016	11/30/2016	20.546.368000.100001.0000.7512		100	test		CTX001 template must be uploaded under the respective responsibility

- ❖ Click Oracle > Switch Responsibility and choose the DC GL SPUD Unrestricted responsibility for your upload. Try Oracle > Upload again.



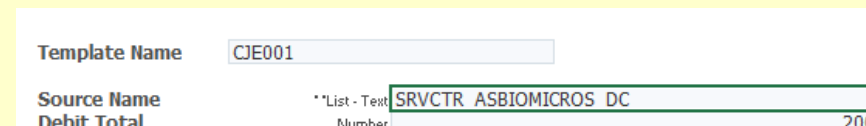
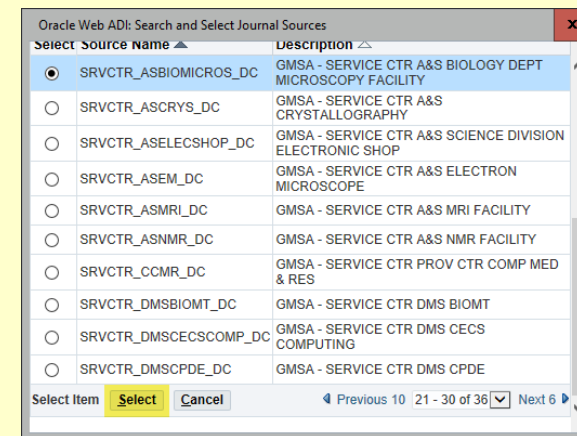
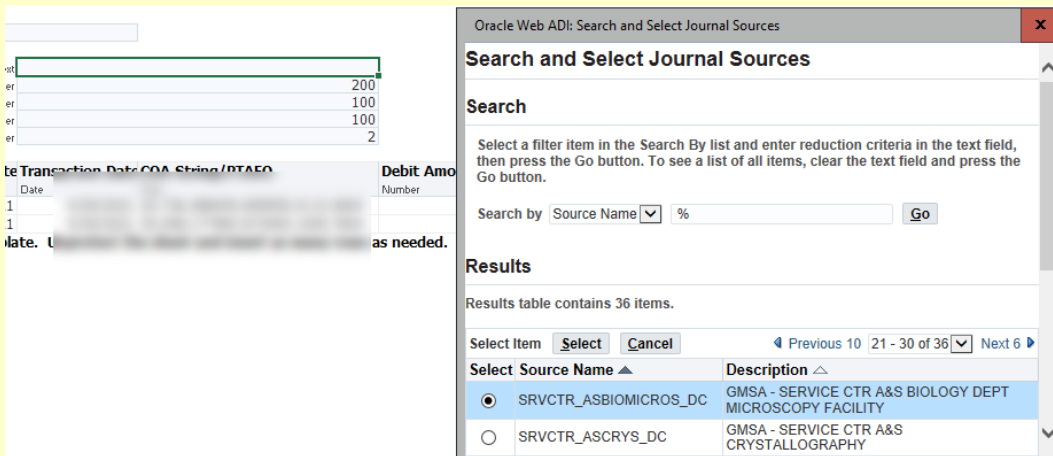
Appendix 4: Troubleshooting/Error Messages

Error message: Enter a valid Source Name.



1. Close the Upload Page, double-click directly in the Source cell, and click the radio button next to the intended Source:

2. Then scroll down and click Select. The Source will then automatically be updated in the template:



Error message: ORA-20000: Invalid period specified (or) period status is neither (open/future) for : DD-MMM-YYYY

Accounting Date must be within an open or future period in the General Ledger (G/L). This includes:

- the current calendar month
- during the first two business days of a new month, the prior calendar month
- the next twelve calendar months after the current month

Template Name	CJE001									
Source Name	**List - Text	SRVCTR_ASBIOMICROS_DC								
Debit Total	Number	200								
Credit Total	Number	100								
Net Total	Number	100								
Line Counter	Number	2								
Up Batch Name	Accounting Date	Transaction Date	COA St	Debit Am	Credit Amount	Description	Reference 1	Line #	Messages	
*Text	*Date	Date	Text	Number	Number	*Text	Text	*Num		
SvcCtrBilling	5/15/2020	5/15/2020			100	April Services 1		1	ORA-20000: Invalid period specified (or) period status is neither (open/future) for : 15-MAY-2020	
SvcCtrBilling	5/15/2020	5/15/2020				April Services 5		2		

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

If the entry includes PTAEOs (grant accounts), the next twelve months after the current month will not be available for upload.

Appendix 4: Troubleshooting/Error Messages

Error message: Source Transaction date CANNOT be a Future date. Please specify a valid Source Transaction date

Transaction Date represents when a cost was incurred or when goods and services were provided. It must be today's date or earlier.

In the case of a Cost Transfer or Department Reclass, Transaction Date should match the Expenditure Item Date in the OGA Expenditures IRA report.

Template Name:

Source Name: **List - Text

Debit Total: Number

Credit Total: Number

Net Total: Number

Line Counter: Number

Upl Batch Name	Accounting Date	Transaction Date	COA St	Debit Am	Credit Amount	Description	Reference 1	Line #	Messages
* Text	* Date	Date	Text	Number	Number	* Text	Text	* Number	
▢ SvcCtrBilling	5/15/2021	5/31/2021	20.736.286050.65		100	April Services 1		1	⊗ Source Transaction date CANNOT be a Future date. Please specify a valid Source Transaction date
▢ SvcCtrBilling	5/15/2021	5/31/2021	30.058.:	200		April Services 5		2	⊗ Source Transaction date CANNOT be a Future date. Please specify a valid Source Transaction date

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

Processing SPUD Journal Entries

Appendix 4: Troubleshooting/Error Messages

Error message: PA_EX_PROJECT_DATE, Expenditure item date doesn't fall between award start date and award end date.

Transaction Date represents when a cost was incurred or when goods and services were provided. It must fall within the start and end dates of the Award, Project and Task on a PTAE0.

Template Name: CJE001

Source Name: SRVCTR_ASBIOMICROS_DC

Debit Total: 200
Credit Total: 100
Net Total: 100
Line Counter: 2

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Am	Credit Amount	Description	Reference 1	Line #	Messages
*Text	*Date	Date	Text	Number	Number	*Text	Text	*Numbr	
SvcCtrBilling	5/15/2021	4/30/2021	20.736.2860	0.0110.4824		100 April Services 1		1	ORA-20000: 1 Line errors occurred, batch cannot be created.
SvcCtrBilling	5/15/2021	4/30/2021	510009.5000	7824A.111	200	April Services 5		2	PA_EX_PROJECT_DATE, Expenditure item date doesn't fall between award start date and award end date.

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

Project Disp Name	Project Start Date	Project Completion Date	Project Status Code
510009-	8/1/2014	7/31/2015	CLOSED

Task Name	Task Start Date	Task End Date	Task Org
5000-Externally Funded	8/1/2014	7/31/2015 12:00:00 AM	111-Pharm Tox

Award Disp Name	Dept Grt Mgr Name	Award PI Name	Award Manager Name	Sponsor Name	Sponsor Award Number	Award Start Date Active	Award End Date Active	Award Close Date	Award Status Code
B01832 -						8/1/2014	7/31/2015	9/28/2015	CLOSED

Processing SPUD Journal Entries

Appendix 4: Troubleshooting/Error Messages

Error message: PA_NEW_TXNS_NOT_ALLOWED, The close date for this award has passed. Expenses cannot be charged to an award after its close date.

Even with a valid Transaction Date, a PTAE0 charge will not upload if the status on the Award or Project is CLOSED or ON HOLD. Consult OSP or the grant manager for assistance.

Source Name	**List - Text	SRVCTR_ASBIOMICROS_DC
Debit Total	Number	200
Credit Total	Number	100
Net Total	Number	100
Line Counter	Number	2

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Am	Credit Amount	Description	Referen	Line #	Messages
*Text	*Date	Date	Text	Number	Number	*Text	Text	*Numbr	
R SvcCtrBilling	5/15/2021	9/1/2014	20.736.286	.0110.4824		April Services 1		1	ORA-20000: 1 Line errors occurred, batch cannot be created.
R SvcCtrBilling	5/15/2021	9/1/2014	510009.500	824A.111	200	April Services 5		2	PA_NEW_TXNS_NOT_ALLOWED, The close date for this award has passed. Expenses cannot be charged to an award after its close date.

Project Disp Name	Project Start Date	Project Completion Date	Project Status Code
510009-	8/1/2014	7/31/2015	CLOSED

Task Name	Task Start Date	Task End Date	Task Org
5000-Externally Funded	8/1/2014	7/31/2015 12:00:00 AM	111-Pharm Tox

Award Disp Name	Dept Grt Mgr Name	Award PI Name	Award Manager Name	Sponsor Name	Sponsor Award Number	Award Start Date Active	Award End Date Active	Award Close Date	Award Status Code
B01832 -						8/1/2014	7/31/2015	9/28/2015	CLOSED

Processing SPUD Journal Entries

Appendix 4: Troubleshooting/Error Messages

Error message: < > segment is not the correct length. [concatenated coa string contains too many characters.]

The tool expects a standard syntax for a GL string, and will error out if a segment is too short or too long.

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
*Text	*Date	Date	Text	Number	Number	*Text	Text	*Numbr	
SvcCtrBilling2	5/15/2021	4/30/2021	20.736.286(0.0110.482		100	April Services 1		1	⊖ natural class segment is not the correct length.
SvcCtrBilling2	5/15/2021	4/30/2021	30.058.177(2.673500.1005.7824	100		April Services 5		2	⊕

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

Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
Text	Text	Number	Number	*Text	Text	*Numbr	
/2021 20.736.286(0.6595500.0110.4824			100	April Services 1		1	⊖ activity segment is not the correct length, concatenated coa string contains too many characters.
/2021 30.058.177(2.673500.1005.7824		100		April Services 5		2	⊕

ect the sheet and insert as many rows as needed.

Processing SPUD Journal Entries

Appendix 4: Troubleshooting/Error Messages

Error message: entity segment is not the correct length, org segment is not the correct length, funding segment is not...

This error will appear when there is an incorrect number of digits in a PTAE0 segment.

Template Name		CJE001											
Source Name		**List - Text SRVCTR_CCMR_DC											
Debit Total		Number										100	
Credit Total		Number										100	
Net Total		Number										0	
Line Counter		Number										2	
Up/	Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages			
	*Text	*Date	Date	Text	Number	Number	*Text	Text	*Number				
P	SvcCtrBilling2	5/15/2021	4/30/2021	20.736.2E 50.0110.4824		100	April Services 1		1	ORA-20000: 1 Line errors occurred, batch cannot be created.			
P	SvcCtrBilling2	5/15/2021	4/30/2021	516000.5000.81234.7824A.998	100		April Services 5		2	entity segment is not the correct length, org segment is not the correct length, funding segment is not the correct length, activity segment is not the correct length, subactivity segment is not the correct length, natural class segment is null.			

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

Processing SPUD Journal Entries

Appendix 4: Troubleshooting/Error Messages

Error message: ORA-20000: Total Credits of \$\$\$ do not equal total Debits of \$\$\$

This could be a case where a data entry issue caused an unbalanced entry:

Template Name		CJE001	
Source Name		**List - Text SRVCTR_CCMR_DC	
Debit Total	Number	200	
Credit Total	Number	300	
Net Total	Number	-100	
Line Counter	Number	4	

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
*Text	*Date	Date	Text	Number	Number	*Text	Text	*Numbr	
SvcCtrBilling	5/15/2021	4/30/2021	20.736.3500.0110.4824		200	April Services 1		1	ORA-20000: Total Credits of 300 do not equal total Debits of 200
SvcCtrBilling	5/15/2021	4/30/2021	30.058.3500.1005.7824	100		April Services 2		2	
SvcCtrBilling	5/15/2021	4/30/2021	20.736.9550.0110.4824		100	April Services 3		3	
SvcCtrBilling	5/15/2021	4/30/2021	30.058.3500.1005.7824	100		April Services 4		4	

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

Or it could be that the workbook as a whole balances, but differences in Batch Name or Accounting Date make the system think there are two separate batches in the entry, and each one is unbalanced:

Template Name		CJE001	
Source Name		**List - Text SRVCTR_CCMR_DC	
Debit Total	Number	200	
Credit Total	Number	200	
Net Total	Number	0	
Line Counter	Number	4	

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
*Text	*Date	Date	Text	Number	Number	*Text	Text	*Numbr	
SvcCtrBilling	5/15/2021	4/30/2021	20.736.50.0110.4824		100	April Services 1		1	ORA-20000: Total Credits of 200 do not equal total Debits of 100
SvcCtrBilling	5/15/2021	4/30/2021	30.058.00.1005.7824	100		April Services 2		2	
SvcCtrBilling	5/15/2021	4/30/2021	20.736.50.0110.4824		100	April Services 3		3	
SvcCtrBilling	5/16/2021	4/30/2021	30.058.00.1005.7824	100		April Services 4		4	ORA-20000: Total Credit Amount must be > 0

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

The combination of Batch Name and Accounting Date must be consistent within a given balanced batch.

Processing SPUD Journal Entries

Appendix 4: Troubleshooting/Error Messages

Error message: ORA-20000: Total internal revenue of .00 does not match total internal expense of -100.00.

This error will appear when the total Internal natural class or expenditure type debits and credits do not net to zero.

Template Name:

Source Name: **List - Text: SRVCTR_CCMR_DC

Debit Total: Number 200

Credit Total: Number 200

Net Total: Number 0

Line Counter: Number 4

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
* Text	* Date	Date	Text	Number	Number	* Text	Text	* Number	
☐ SvcCtrBilling	5/15/2021	4/30/2021	20.736.286	50.0110.4824	100	April Services 1		1	ORA-20000: Internal debits and credits do not net to zero.
SvcCtrBilling	5/15/2021	4/30/2021	30.058.177	00.1005.7824	100	April Services 2		2	☺
SvcCtrBilling	5/15/2021	4/30/2021	20.736.286	50.0110.4824	100	April Services 3		3	☺
SvcCtrBilling	5/15/2021	4/30/2021	30.058.177	00.1005.7789	100	April Services 4		4	☺

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

For a list of Internal natural classes, please see page 36.

Error message: Value ##### for the flexfield segment < > does not exist in the value set < >

Example: Value 8068 for the flexfield segment NATURAL_CLASS does not exist in the value set NATURAL_CLASS.

This means that one of the values in a chart string does not exist in the chart of accounts. Verify the string and update as needed.

COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
Text	Number	Number	Text	Text	Number	
20.736.2860	50.0110.8068		100 April Services 1		1	Value 8068 for the flexfield segment NATURAL_CLASS does not exist in the value set NATURAL_CLASS.
30.058.1779	00.1005.8068	100	April Services 2		2	Value 8068 for the flexfield segment NATURAL_CLASS does not exist in the value set NATURAL_CLASS.

the sheet and insert as many rows as needed.

Error message: [Specific segment value] is not allowed.

The value is not allowed under the security rules attached to the responsibility used to upload. Verify the value and if it is correct, this may need to be uploaded by a central office.

Template Name:

Source Name	**List - Text	SRVCTR_CCMR_DC
Debit Total	Number	100
Credit Total	Number	100
Net Total	Number	0
Line Counter	Number	2

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
* Text	* Date	Date	Text	Number	Number	* Text	Text	* Numbr	
SvcCtrBilling4	5/15/2021	4/30/2021	20.736.286 50.0110.8068		100	April Services 1		1	
SvcCtrBilling4	5/15/2021	4/30/2021	30.058.177 00.1005.6012	100		April Services 2		2	Natural Class 6012 is not allowed

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

Error message: Expenditure Type is not allowed (Natural Class limitations)

The expenditure type value is not included in the allowability schedule or not defined in Oracle Grants Accounting (OGA). Revise as needed.

Template Name:

Source Name:

Debit Total:

Credit Total:

Net Total:

Line Counter:

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
* Text	* Date	Date	Text	Number	Number	* Text	Text	* Numbr	
SvcCtrBilling4	5/15/2021	4/30/2021	20.736.2 .0110.8068		100	April Services 1		1	
SvcCtrBilling4	5/15/2021	4/30/2021	515123.5000.SL0123.8701A.999	100		April Services 2		2	Expenditure Type is not allowed (Natural Class limitations)

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