

Journal Entries in Oracle General Ledger Using SPUD

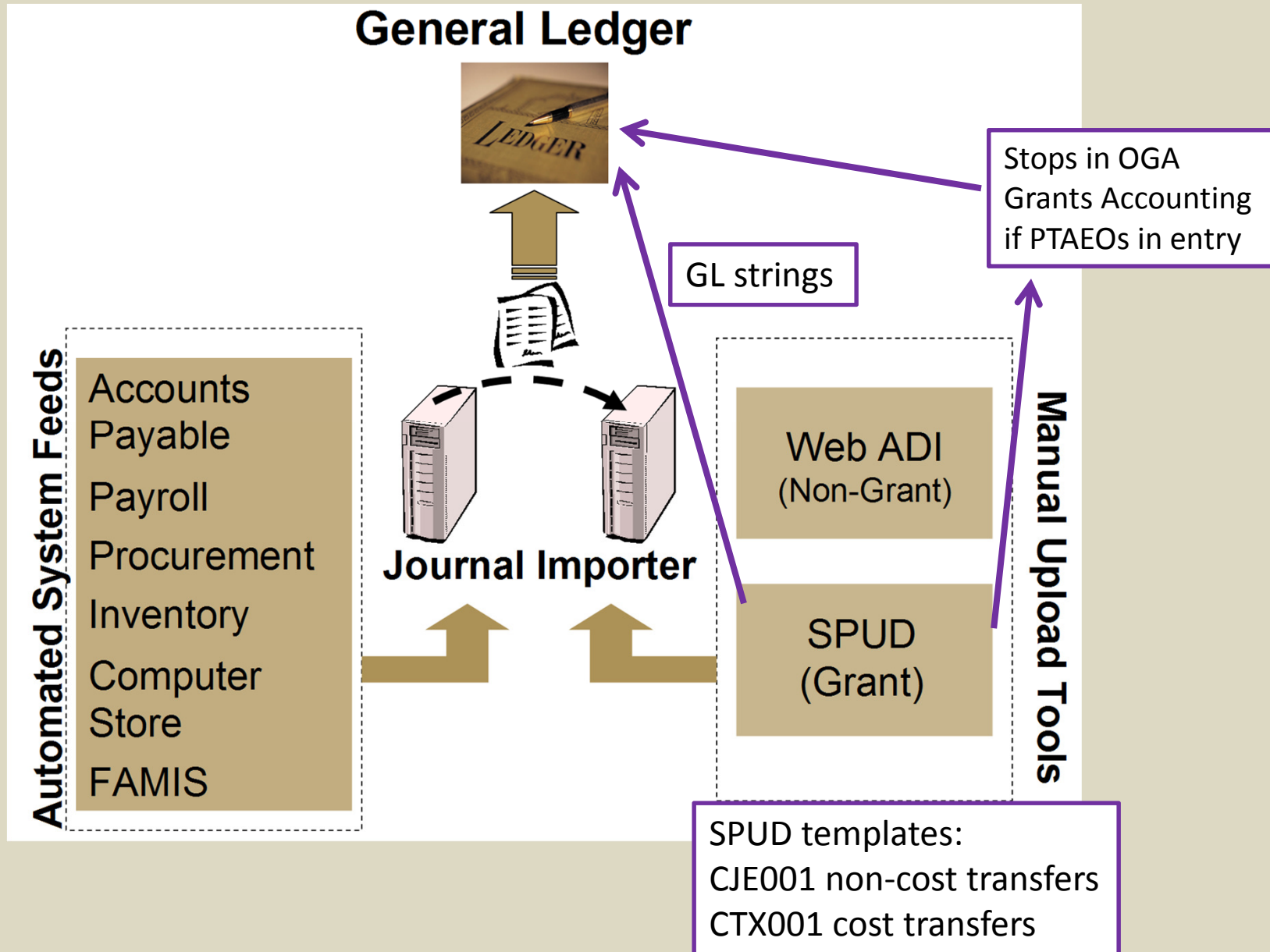
SPUD is a Dartmouth-customized Oracle product that allows Excel content to be uploaded the Oracle General Ledger (GL) and Oracle Grants Accounting (OGA)

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

Learning Objectives

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

Dartmouth College Manual Journal Entries with SPUD



Dartmouth College Manual Journal Entries with SPUD

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

* Subject to OSP guidelines

Dartmouth College Manual Journal Entries with SPUD

Daily process/mechanics



Department prepares reclass or cost transfer entry

Uploads to OnBase



OSP retrieves entry from OnBase, reviews and uploads to Oracle

Department prepares internal billing entry

Uploads directly to Oracle

OSP or Central Office prepares allocation entry

Uploads directly to Oracle

SPUD Entry uploaded to Oracle by 6 PM

GL Reports

GL transactions show under original Source

Grants transactions show under "Projects" Source

OGA Reports

Grant transactions show under original Source with GMSA prefix

IRA the next day:

Dartmouth College Manual Journal Entries with SPUD

Expense on Grants side

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

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

Revenue and expense on GL side

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

Dartmouth College Manual Journal Entries with SPUD

CJE001 Template Overview

The screenshot shows an Excel spreadsheet for the CJE001 template. The top section contains summary fields: Template Name (CJE001), Source Name (SRVCTR_DMSSHAREDSVC_DC), and totals for Debit Total, Credit Total, and Net Total, all set to 0. Below this is a table with columns: Up, Batch Name, Accounting Date, Transaction Date, COA String/PTAEO, Debit Amount, Credit Amount, Description, Reference 1, and Messages. A tip at the bottom states: "Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed." The spreadsheet interface includes a "Sheet1" tab and a scroll bar.

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 blue area and will not affect the upload process.

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

Dartmouth College Manual Journal Entries with SPUD

CJE001 Template Overview

| View | View Header | View Line | | | | | | | |
|---|------------------|-----------------|------------------|--------------------------------|--------------|---------------|--|-------------|----------|
| Template Name CJE001 | | | | | | | | | |
| Source Name %List - Text SRVCTR_DMSSHAREDSVC_DC | | | | | | | | | |
| Debit Total | | 6875.95 | | | | | | | |
| Credit Total | | 6875.95 | | | | | | | |
| Net Total | | 0 | | | | | | | |
| Up/ | Batch Name | Accounting Date | Transaction Date | COA String/PTAEO | Debit Amount | Credit Amount | Description | Reference 1 | Messages |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/3/2016 | 20.736.368000.656500.0000.7879 | 33.75 | | 54800-check light timers-CCMR | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/4/2016 | 20.736.368000.656500.0000.7879 | 33.75 | | 55209-leak from ceiling-381K02 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/5/2016 | 30.020.177803.230500.0000.7879 | 613.17 | | 54389-replace humidity controls-383N04 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/6/2016 | 30.058.177964.673500.0000.7879 | 772.74 | | 54361-rm 26 overheating-CCMR | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/7/2016 | 30.058.287083.673500.0000.7879 | 46.74 | | 54578-freezer wont holding temp-CCMR | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/8/2016 | 30.058.287083.673500.0000.7879 | 67.50 | | 54758-(1) FR354 key to Abigail-571G03 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/9/2016 | 30.058.759319.594000.0000.7879 | 213.37 | | 54944-replace chair casters-86SL5 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/10/2016 | 30.108.368001.230500.0000.7879 | 298.30 | | 54698-repair autoclave #2-383G01 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/11/2016 | 30.144.177806.594004.0000.7879 | 796.97 | | 54847-autoclave #2 repair-383G01 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/12/2016 | 30.144.177806.594004.0000.7879 | 1,616.48 | | 54910-(1)FR434 key to Cindy Patch-862N4 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/13/2016 | 30.148.220373.594000.0000.7879 | 5.00 | | 54583-rekey 681S01 plus (10) keys | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/14/2016 | 30.193.368001.231000.0000.7879 | 25.31 | | 54618-change lock to CAS key-583J01 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/15/2016 | 512456.5000.802345.7879A.841 | 294.03 | | 54619-rehang shelves-583J01 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/16/2016 | 512456.5000.802345.7879A.841 | 1,489.72 | | 53453-connect freezer to alarm #200-682E01 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/2/2016 | 30.234.368001.441651.0000.4879 | | 6,306.83 | Dec FY17 workorders | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/22/2016 | 91.053.360013.960016.0000.7789 | 16.00 | | PM47619-provide temp chart | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/23/2016 | 92.048.220579.960019.0000.7789 | 553.12 | | 51468-connect freezer to alarm-764K2 | | |
| ○ | MJM ShSvcs Dec16 | 12/31/2016 | 12/1/2016 | 30.234.368001.441651.0000.4663 | | 569.12 | Dec FY17 workorders-9acct3 | | |

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

Blank lines can be inserted if preferred

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.

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.

Dartmouth College Manual Journal Entries with SPUD

CTX001 Template Overview

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 blue area and will not affect the upload process.

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

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

Dartmouth College Manual Journal Entries with SPUD

CTX001 Template Overview

| View Context | | View Header | | View Line | | | | | | | |
|----------------|-----------------|------------------|--------------|--------------------------------|--------------|---------------|--|-------------|----------|--------|--|
| Template Name | | CTX001 | | | | | | | | | |
| Source Name | | COSTTRANSFER_DC | | | | | | | | | |
| Debit Total | | | | | | | | | | 1105.5 | |
| Credit Total | | | | | | | | | | 1105.5 | |
| Net Total | | | | | | | | | | 0 | |
| Upl Batch Name | Accounting Date | Transaction Date | Orig GL Date | COA String/PTAEO | Debit Amount | Credit Amount | Description | Reference 1 | Messages | | |
| MSmythe Dec1 | 12/6/2016 | 11/5/2016 | 11/15/2016 | 510784.5000.802008.8141A.483 | | 25.00 | OIE339913 ASA-CSSA-SSSA international annual mtg | | | | |
| MSmythe Dec1 | 12/6/2016 | 11/5/2016 | 11/15/2016 | 20.483.368000.100001.0000.8141 | 25.00 | | OIE339913 ASA-CSSA-SSSA international annual mtg | | | | |
| MSmythe Dec1 | 12/6/2016 | 7/1/2016 | 11/30/2016 | 510784.5000.802008.7001A.483 | | 953.00 | EARS Health Access Fee Summer 2016 | | | | |
| MSmythe Dec1 | 12/6/2016 | 7/1/2016 | 11/30/2016 | 20.483.368000.100001.0000.7001 | 476.50 | | EARS Health Access Fee Summer 2016 | | | | |
| MSmythe Dec1 | 12/6/2016 | 7/1/2016 | 11/30/2016 | 501243.5000.880000.7001A.841 | 476.50 | | EARS Health Access Fee Summer 2016 | | | | |
| MSmythe Dec1 | 12/6/2016 | 7/1/2016 | 11/30/2016 | 510784.5000.802008.7001A.483 | | 42.50 | EARS Health Access Fee Summer 2016 | | | | |
| MSmythe Dec1 | 12/6/2016 | 9/1/2016 | 11/30/2016 | 510784.5000.802008.7001A.483 | | 85.00 | EARS Health Access Fee Summer 2016 | | | | |
| MSmythe Dec1 | 12/6/2016 | 7/1/2016 | 11/30/2016 | 20.483.368000.100001.0000.7001 | 42.50 | | EARS Health Access Fee Summer 2016 | | | | |
| MSmythe Dec1 | 12/6/2016 | 9/1/2016 | 11/30/2016 | 20.483.368000.100001.0000.7001 | 85.00 | | EARS Health Access Fee Summer 2016 | | | | |

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

Blank lines can be inserted if preferred

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.

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.

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

Dartmouth College Manual Journal Entries with SPUD

Internal vs. External Revenue and Expense:

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

| View | View Header | View Line | | | | | | |
|---------------|------------------|-----------------|-------------------------------------|--------------------------------|--------------|---------------|---|----------|
| Template Name | | | CJE001 | | | | | |
| Source Name | | | *List - Text SRVCTR_DMSSHAREDSVC_DC | | | | | |
| Debit Total | | | 6875.95 | | | | | |
| Credit Total | | | 6875.95 | | | | | |
| Net Total | | | 0 | | | | | |
| Upl | Batch Name | Accounting Date | Transaction Date | COA String/PTAEO | Debit Amount | Credit Amount | Description | Messages |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/3/2016 | 20.736.368000.656500.0000.7879 | 33.75 | | 54800-check light timers-CCMR | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/4/2016 | 20.736.368000.656500.0000.7879 | 33.75 | | 55209-leak from ceiling-381K02 | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/5/2016 | 30.020.177803.230500.0000.7879 | 613.17 | | 54389-replace humidity control | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/6/2016 | 30.058.177964.673500.0000.7879 | 772.74 | | 54361-rm 26 overheating | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/7/2016 | 30.058.287083.673500.0000.7879 | 46.74 | | 54578-freezer wont bring temp-CCMR | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/8/2016 | 30.058.287083.673500.0000.7879 | 67.50 | | 54758-(1) FR354 key to Abigail-571G03 | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/9/2016 | 30.058.759319.594000.0000.7879 | 213.37 | | 54944-replace chair casters-865L5 | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/10/2016 | 30.108.368001.230500.0000.7879 | 298.30 | | 54698-repair autoclave #2-383G01 | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/11/2016 | 30.144.177806.594004.0000.7879 | 796.97 | | 54847-autoclave #2 repair-383G01 | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/12/2016 | 30.144.177806.594004.0000.7879 | 1,616.48 | | 54910-(1)FR434 key to Cindy Patch-862N4 | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/13/2016 | 30.148.220373.594000.0000.7879 | 5.00 | | 54583-rekey 681S01 plus (10) keys | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/14/2016 | 30.193.368001.231000.0000.7879 | 25.31 | | 54618-change lock to CA5 key-583J01 | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/15/2016 | 512456.5000.802345.7879A.841 | 294.03 | | 54619-rehang shelves-583J01 | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/16/2016 | 512456.5000.802345.7879A.841 | 1,489.72 | | 53453-connect freezer to alarm #200-68 | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/2/2016 | 30.234.368001.441651.0000.4879 | | 6,306.83 | Dec FY17 workorders | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/22/2016 | 91.053.360013.960016.0000.7789 | 16.00 | | PM47619-provide temp chart | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/23/2016 | 92.048.220579.960019.0000.7789 | 553.12 | | 51468-connect new | |
| ⊖ | MJM ShSvcs Dec16 | 12/31/2016 | 12/1/2016 | 30.234.368001.441651.0000.4663 | | 569.12 | Dec FY17 workorders-9acct5 | |

Internal natural classes/expenditure types net to zero

External natural classes/expenditure types net to zero

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

Dartmouth College **Manual Journal Entries with SPUD**

System Checks at Upload:

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

Dartmouth College Manual Journal Entries with SPUD

Download a new template at

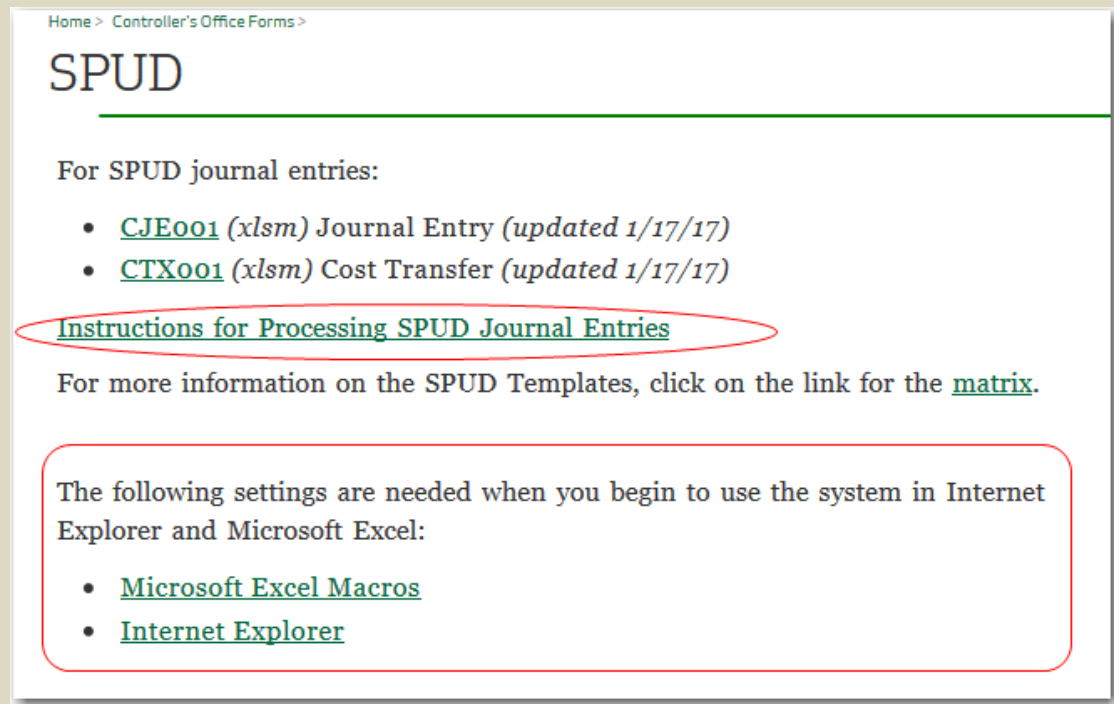
<http://www.dartmouth.edu/~control/forms/spud.html>

or update and reuse an existing file.

Save file as Macro-Enabled Workbook (.xlsm)

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

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



Home > Controller's Office Forms >

SPUD

For SPUD journal entries:

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

[Instructions for Processing SPUD Journal Entries](#)

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

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

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

HANDS-ON / DEMO

