Getting Started with WebADI Journals

Please navigate to https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/journal_forms_guides.php

Before working with webADI, please use the instructions to update your Internet Security Settings and Microsoft Excel settings as shown here:

REQUIRED FORM SETTINGS

The following settings are needed in Microsoft Excel and Internet Security Properties prior to processing a WebADI or SPUD entry:

- Microsoft Excel Macros
- Internet Security Settings

Then click on WebADI Template here:

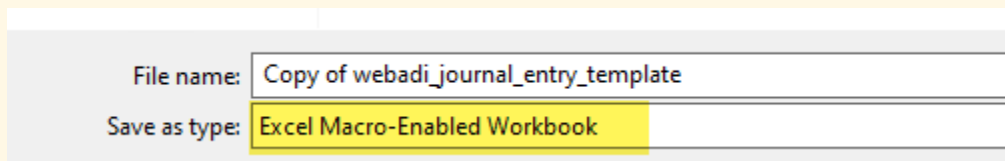**WEBADI JOURNAL ENTRY TEMPLATE**

For General Ledger (Chart String) journal entries:

- WebADI Template (xlsm)

An Excel file will be downloaded; it may open on its own but if not, click on your web browser Downloads to access the file.

Save the template as Excel Macro-Enabled Workbook.

| File name: | Copy of webadi_journal_entry_template |
| Save as type: | Excel Macro-Enabled Workbook |

Once a blank Web ADI Template is saved to your desktop, it can be re-used and does not need to be downloaded again.

Using the Web ADI Template

Enable Macros

To prepare a manual journal entry, open the Web ADI Template in Excel. When prompted, "Enable Content". This allows the template to communicate with the Oracle general ledger (GL).
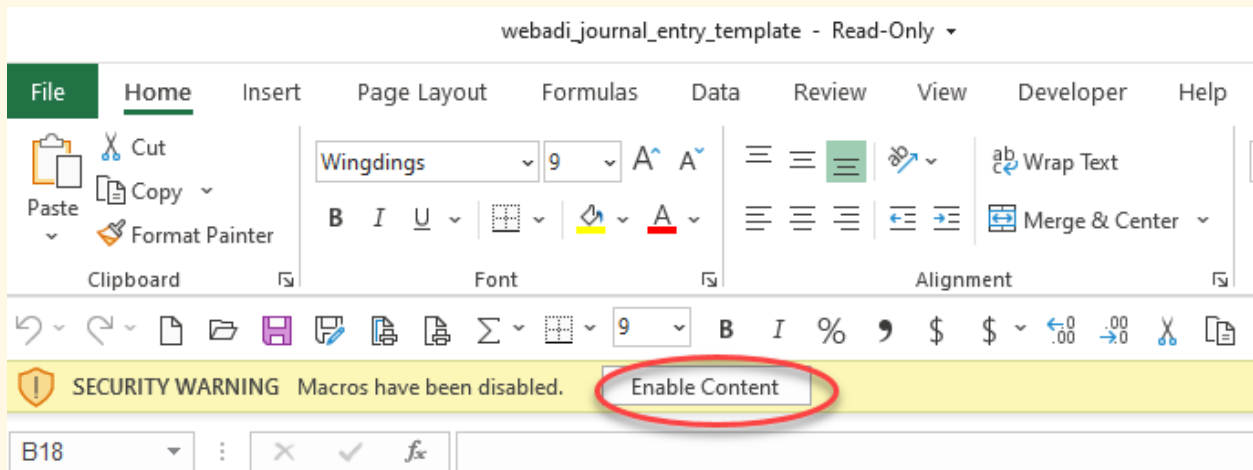
If Macros have been successfully enabled, you will see a new toolbar item "Oracle":
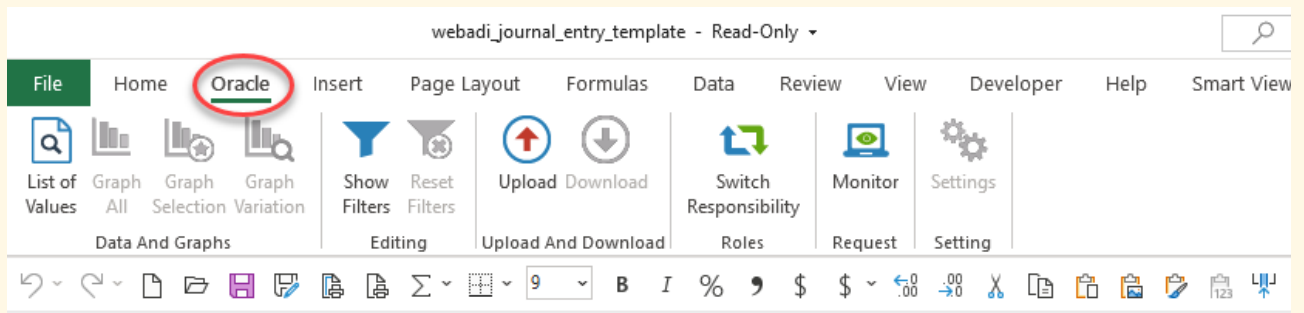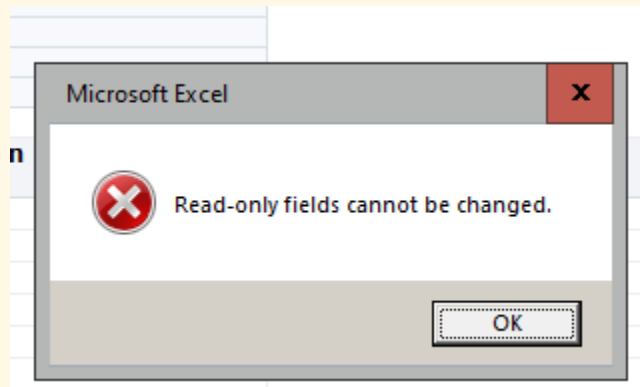
Preparing a Web ADI Journal Entry

The Web ADI Journal Template consists of three areas:

1. Context Area: Pre-populated with information associated with the type of entry for the downloaded template.

Balance Type	A
Currency	USD
Source	Manual
Category	Adjustment

Trying to change values in this area will result in the following error message:

2. Header Area: This section is completed by the journal preparer and should include general information about the journal as a whole. See guidelines below.

Accounting Date	*List - Date
Batch Name	Text
Journal Name	Text
Journal Description	Text
Reverse Journal	List - Text
Reversal Period/Date	List - Text

Header Area Guidelines:

Field	Description/Format
Accounting Date	Date in the period for which the entry should be recorded. The default value is the current date; however, future or open dates which are consistent with the Oracle calendar are allowed. During the first three business days of each month you may post to either the current month or the previous month. For example, if you want the journal you are uploading on August 2nd to post in July, it must have a July date.

Batch Name	Batch Name or Journal Name (or both) MUST include the preparer's first initial and last name. Follow this with a summary phrase about the journal entry. The first initial and full last name identifies the person uploading the journal entry in case that person needs to be contacted about their entry. The unique description provides a unique identifier for each journal on reports.
	Examples S Jones SC Billing 8-23
	                   J Thompson PCard corrections
	                   E Woods Transfer to DOC
	Controller's Office requires that this field be populated.

Journal Name	Free Form; can be same as Batch Name. Controller's Office requires that this field be populated.
Journal Description	Free Form; a phrase describing the whole journal; can be the same as Batch Name. Controller's Office requires that this field be populated.
Reverse Journal	Used if you want the journal reversed in a future period. Select 'Yes' or from the pull-down menu to reverse a future period. Otherwise, leave this field blank.
Reversal Period	If you selected 'Yes' in the Reverse Journal field, then, use the pull-down List of Values to select the period in which you want it to reverse. Otherwise, leave this field blank.

3. Lines Area: This section is where the journal preparer enters information for specific chart strings and corresponding debits and credits, specific line description and additional line information. See guidelines below.

ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	NATURAL_CLASS	Debit	Credit	Line Description	Additional Line Info 1
* List - Text						* Number	* Number	Text	Text
als:						0	0		

Line Area Guidelines:

Upl	A flag may display; disregard or doubleclick to remove if it is the only item in the row
ENTITY	Enter Entity segment value, no punctuation
ORG	Enter Org segment value, no punctuation
FUNDING	Enter Funding segment value, no punctuation
ACTIVITY	Enter Activity segment value, no punctuation
SUBACTIVITY	Enter Subactivity segment value, no punctuation
NATURAL_CLASS	Enter Natural Class segment value, no punctuation
Debit	Enter a positive dollar amount either Debit or Credit for each line; do not enter zero or a negative number. The entry can be any combination of debits and credits; they do not need to be one-to-one.
Credit	Enter a positive dollar amount either Debit or Credit for each line; do not enter zero or a negative number. The entry can be any combination of debits and credits; they do not need to be one-to-one.
Line Description	Specific information about the line (e.g., vendor, invoice number, date). Controller's Office requires that this field be populated.
Additional Line Info 1	Not required*, but provides room for additional info about the line. This information is not readily viewable by the reviewer and the system does not add information here if left blank; therefore, this information is not required. This information, however, can be viewed on reports, so it may be beneficial for the reader of a report to have this additional information. *For transfer journal entries, Additional Line Info 1 must contain the offset string (other side of the transfer)
Messages	Feedback messages from Oracle system. For example: ☺ indicates that the line has been accepted; ☹ indicates that there is an error in the line, and will be followed with an explanation of the error.
Totals	Totals for Debit and Credit columns are automatically computed on this line.

The Web ADI Journal Entry Tool utilizes all of the standard Excel formatting and template features, such as the copying and pasting cells feature which is particularly useful when you are entering multiple lines for a given chart string.

Oracle will upload only what is entered in the Line Area of the template. This allows you to type notes in the area above and below the Line Area, or add sheets to the workbook for supporting information.

Balance Type	A
Currency	USD
Source	Manual
Category	Adjustment

Accounting Date	* List - Date	
Batch Name	Text	
Journal Name	Text	
Journal Description	Text	
Reverse Journal	List - Text	
Reversal Period/Date	List - Text	

Required fields

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

10-May-2021

leave blank if reversal not needed

Upl	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	NATURAL_CL	Debit	Credit	Line Description	Additional Line Info 1	Messages
	* List - Text						* Number	* Number	Text	Text	

Separate string into separate columns for

Debit or credit, not both, not zero, not a negative number

Required field

Required only for transfers

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

Example: correction/reclass of posted charge - external expense

Correction/Reclass Line Description: Original Source -

Optional: additional info

Upl	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	NATURAL_CL	Debit	Credit	Line Description	Additional Line Info 1
	20	251	123456	765432	0000	7277	265.00		PCARD_DC 5/10/21 Dartmouth Co-op	Winter carnival paraphernalia
	20	251	234567	765432	0000	7277		265.00	PCARD_DC 5/10/21 Dartmouth Co-op	Winter carnival paraphernalia

Example: correction/reclass of posted charge - internal expense

Correction/Reclass Line Description: Original Source - Original Effective Date - short description

Optional: additional info

Upl	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	NATURAL_CL	Debit	Credit	Line Description	Additional Line Info 1
	20	251	123456	100001	0000	7856	100.00		HANOVERINN_DC 2/12/21 Rooms Brown, J 2/10/21	Keats Conference
	20	251	222555	123999	0000	7856	240.00		HANOVERINN_DC 2/12/21 Rooms Brown, J 2/10/21	Keats Conference
	20	251	234567	765432	0000	7856		340.00	HANOVERINN_DC 2/12/21 Rooms Brown, J 2/10/21	Keats Conference

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

Internal Billing Line Description: key information regarding goods or services bought and sold

Upl	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	NATURAL_CL	Debit	Credit	Line Description	Additional Line Info 1
	30	151	123456	654321	0000	7869	1,000.00		Provided conference set-up 3/31/21	
	20	151	234567	765432	0000	4869		1,000.00	Provided conference set-up 3/31/21	

Example: lump sum transfer of funds

Transfer Line Description: key information regarding purpose of lump-sum funds transfer

For transfers entries (NC 49xx), offsetting strings must be included in Addl Line Info 1

Upl	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	NATURAL_CL	Debit	Credit	Line Description	Additional Line Info 1
	20	129	654321	123456	0000	4966	600.00		Support for Eng Lit class of 22 project	20.130.265555.123456.0000.4978
	20	130	265555	123456	0000	4978		600.00	Support for Eng Lit class of 22 project	20.129.654321.123456.0000.4966

| Totals: | | | | | | | 2,205.00 | 2,205.00 | | |

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

Upl	ENTITY	ORG	FUNDIN	ACTIVITY	SUBAC	NATURA	Debit	Credit	Line Description	Additional Line Info 1	Messages	Comment/Instruction
* List - Text							* Number	* Number	Text	Text		
Inter Dept Services												
Record Inter Dept Services:												entity values < = 42
< = 42	151	123456	654321	0000	78xx		$45.00		100 copies			Inter dept SERVICES expense
< = 42	251	234567	765432	0000	48xx			$45.00	100 copies			Inter dept SERVICES revenue
Refund for Inter Dept Services:												
< = 42	251	234567	765432	0000	48xx		$45.00		100 copies			Inter dept SERVICES revenue
< = 42	151	123456	654321	0000	78xx			$45.00	100 copies			Inter dept SERVICES expense
												use the Inter Department Natural Class List to
												choose appropriate natural class value
Transfers												
Record a Transfer:												use the Transfer Natural Natural Class Chart
												(Transfer Matrix) to determine natural classes
20	129	645321	123456	0000	4966		$500.00		transfer to Wicksom reserve	20.243.163251.345678.0000.4978		funding or support, NO services provided
20	129	645321	123456	0000	4966		$600.00		funding for English Lit class of 2011 project	20.265.165555.345678.0000.4978		offset chart string is REQUIRED
20	130	163251	123456	0000	4978			$500.00	transfer to Wicksom reserve	20.234.645321.123456.0000.4966		
20	130	165555	123456	0000	4978			$600.00	funding for English Lit class of 2011 project	20.234.645321.123456.0000.4966		
Reverse Current Year Transfer:												
20	130	165555	123456	0000	4978		$600.00		REVS funding for English Lit class of 2011 project	20.234.645321.123456.0000.4966		use same natural classes as original entry
20	129	645321	123456	0000	4966			$600.00	REVS funding for English Lit class of 2011 project	20.265.165555.345678.0000.4978		
Reverse Prior Year Transfer:												
20	130	165555	123456	0000	4975		$300.00		REVS FY08 funding for English Lit class of 2011 project	20.234.645321.123456.0000.4967		use correct combination of natural classes
20	129	645321	123456	0000	4967			$300.00	REVS FY08 funding for English Lit class of 2011 project	20.265.165555.345678.0000.4975		
Corrections												
Pcard Correction:												
Entire transaction					7231		$600.00		10-7-09 Staples			date orig entry posted to GL and vendor
					7332			$600.00	10-7-09 Staples			date orig entry posted to GL and vendor
Part of a transaction					7277		$65.00		9-6-09 Dartmouth Co-Op $265.00			date orig entry posted to GL and vendor and entire transaction
					7277			$65.00	9-6-09 Dartmouth Co-Op $265.00			date orig entry posted to GL and vendor and entire transaction
Combined transactions					7344		$87.00		10-22-09 Alan's Vending $27, $10.50, $49.50			date orig entry posted to GL and vendor and each transaction
					7833			$87.00	10-22-09 Alan's Vending $27, $10.50, $49.50			date orig entry posted to GL and vendor and each transaction
Inter Dept Services Correction:												
Entire transaction					78xx		$300.00		10-2-09 Hanover Inn Rooms			date orig entry posted to GL and service provided
					78xx			$300.00	10-2-09 Hanover Inn Rooms			date orig entry posted to GL and service provided
Part of a transaction					78bb		$50.00		9-16-09 DPMS printing job 2145 $85.00			date orig entry posted to GL and service provided and entire transaction
					78bb			$50.00	9-16-09 DPMS printing job 2145 $85.00			date orig entry posted to GL and service provided and entire transaction
Combined transactions					78kk		$35.00		9-23-09 postage $15, $7, $8			date orig entry posted to GL and service provided and each transaction
					78kk			$35.00	9-23-09 postage $15, $7, $8			date orig entry posted to GL and service provided and each transaction
Compound Journal Entry:												
200					78xx		400.00		October mailing			
300					78xx		50.00		October mailing			many debits and one credit
400					78xx		350.00		October mailing			or
600					48xx			800.00	October mailing			one debit and many credits
Totals:							$4,027.00	$4,027.00				

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.
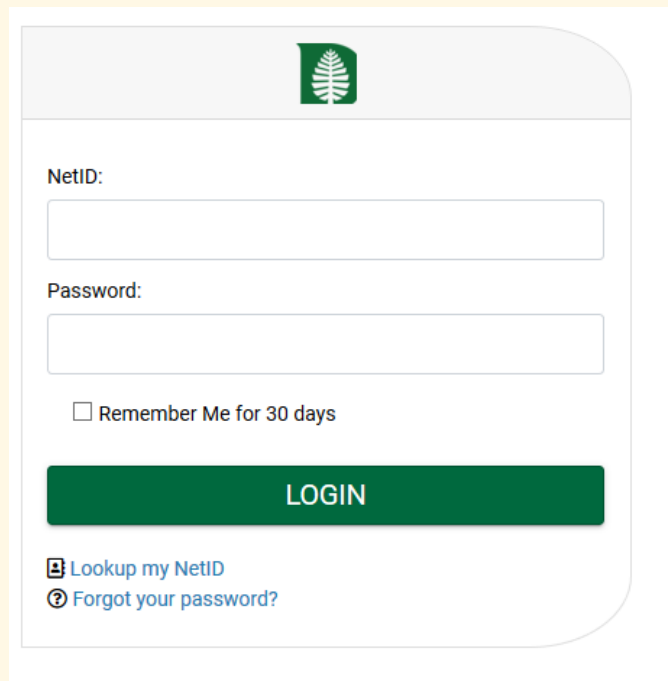
Uploading a Web ADI Journal Entry

Once a journal entry has been completed, it is uploaded to the Oracle General Ledger (GL) from within Excel.
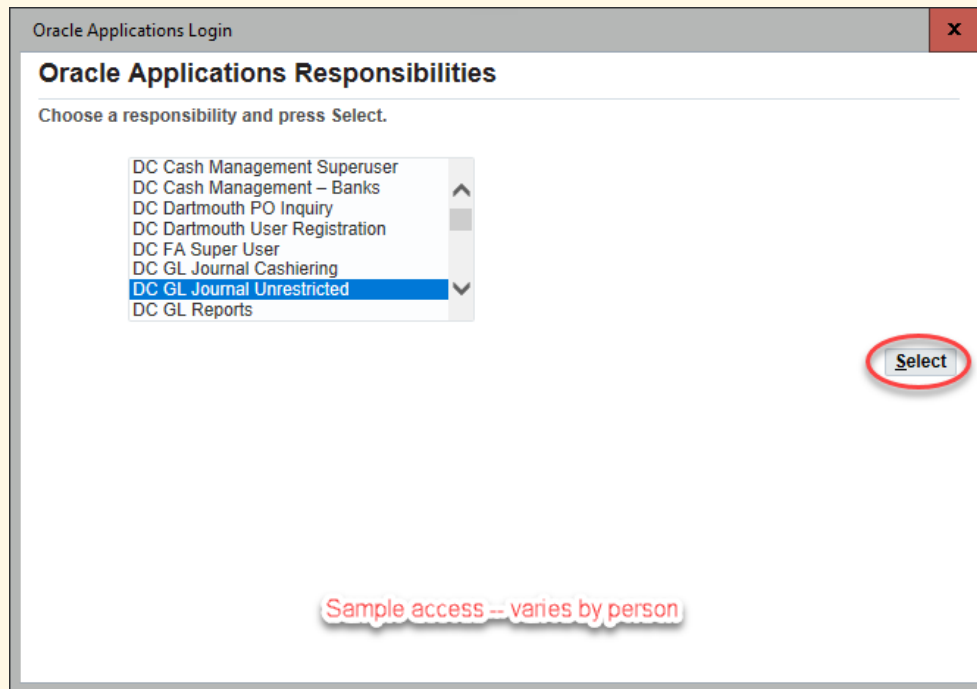
1. Under the Oracle toolbar item, choose Upload:
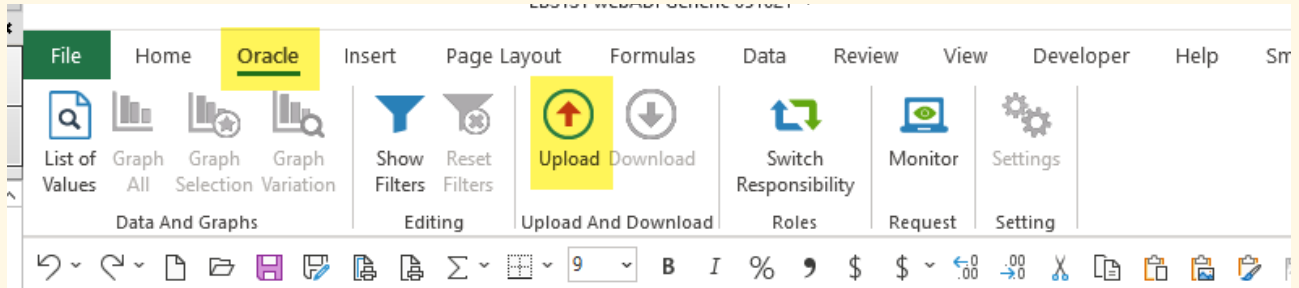
2. If you are not already signed into the College system, you will be prompted to sign in
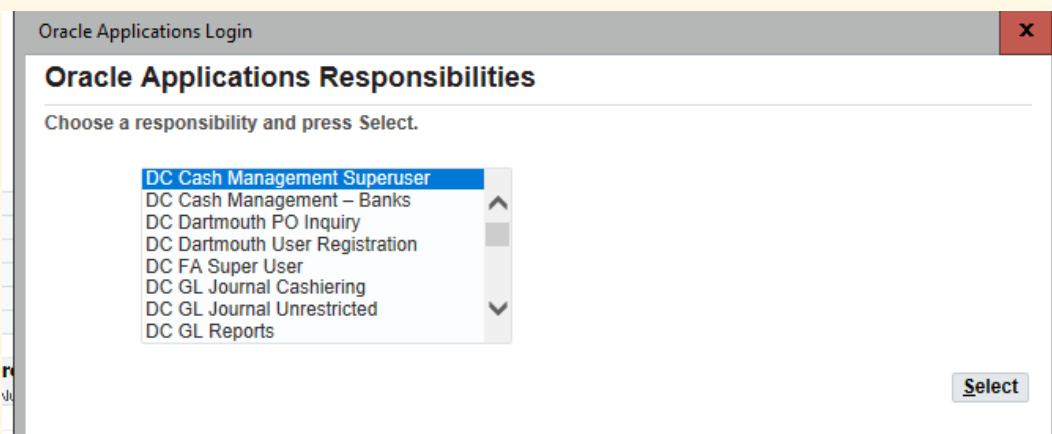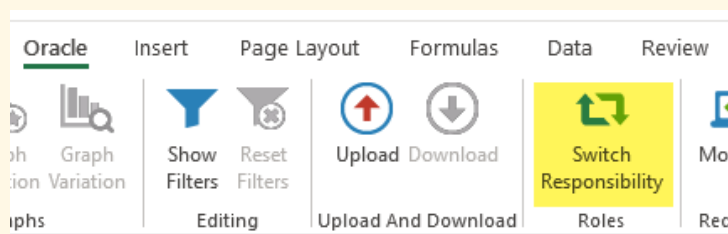
3. Then you will see a list of your responsibilities. Choose DC GL Journal... and Select:

NOTE: If you are not prompted to sign in or choose a responsibility, click on "Switch Responsibility" under the Oracle toolbar item and choose your DC GL Journal responsibility.

4. Upload – Oracle
Journals Upload dialog box will open, click Upload button.

Journals Upload	x
Information	
You are about to upload data from the desktop to Oracle Applications.	
	Close Upload
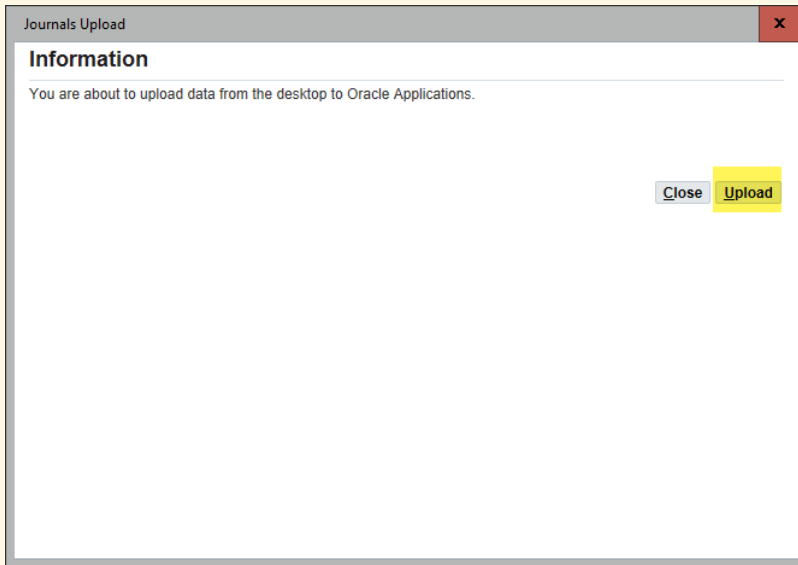
The Journals Upload dialog box will display "Processing Upload" message and check off each processing task as it is completed.

77% complete

Copying 51 items from EBSTST webADI Generic 051021bneradECA... to bne
77% complete

More details

ng: Upload

document
is being uploaded to the server. Press Cancel to stop this process.

Data on desktop sent
Records processed
Import program started

Text
Text
List - Text
List - Text

TIVITY SUBACTIVITY NATURAL_CLASS Debit   Cr
                                    *Number   *Nu
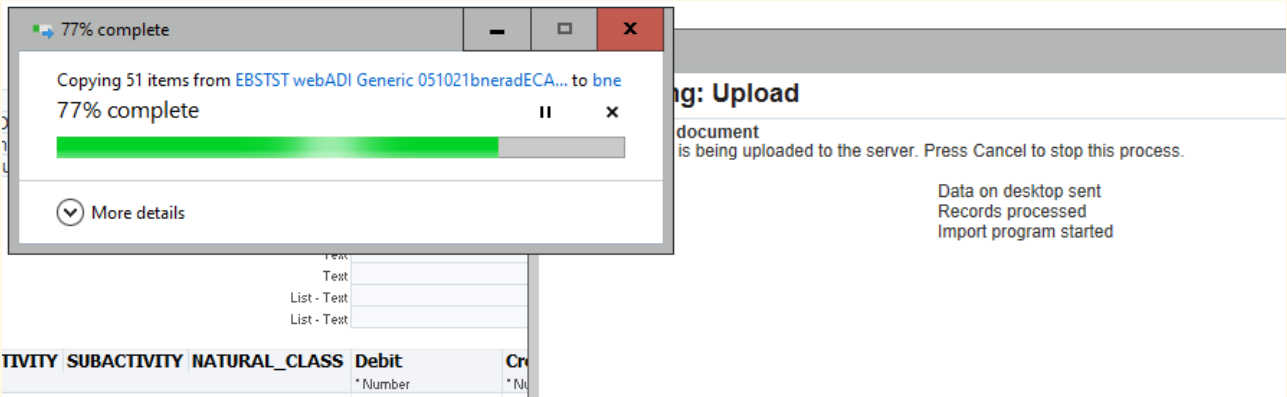
The Journals Upload dialog box will display "Confirmation" message upon successful upload. The "Confirmation" screen will contain a "Journal Import Request ID" number, record this number before closing the Journals Upload dialog box, this number is a unique identifier for your entry and may be needed to research the entry in the future.
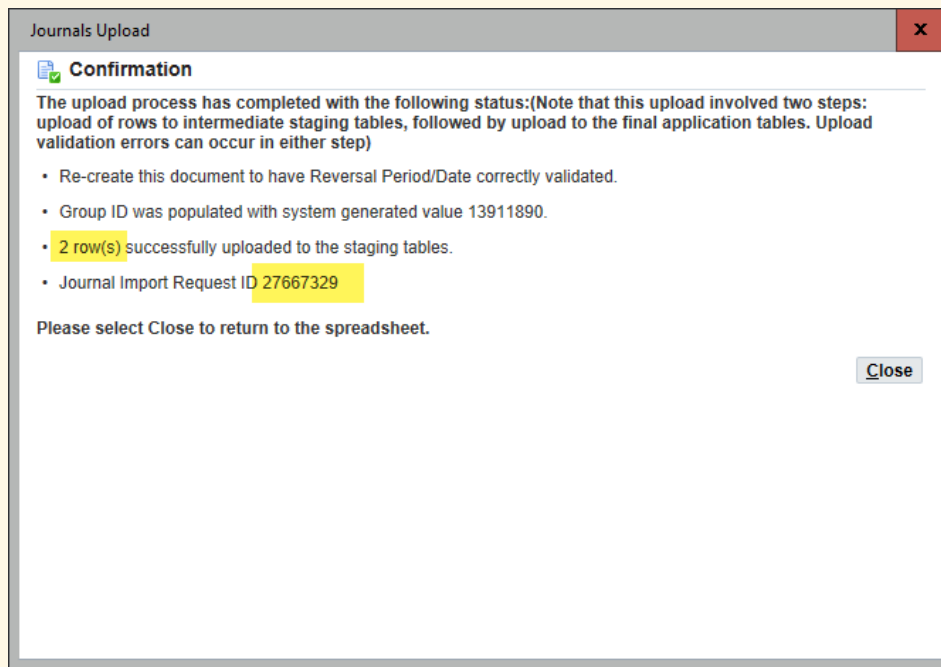
Make note of the number of "rows successfully uploaded" and verify that the number is the same as the number of rows in your Web ADI Template. This will ensure that ALL rows were uploaded. There have been instances where rows that were inserted at the bottom of the Web ADI Template were not included in the upload process.

If this window is closed before the Request ID is recorded, go to Oracle > Monitor and it will be listed there:
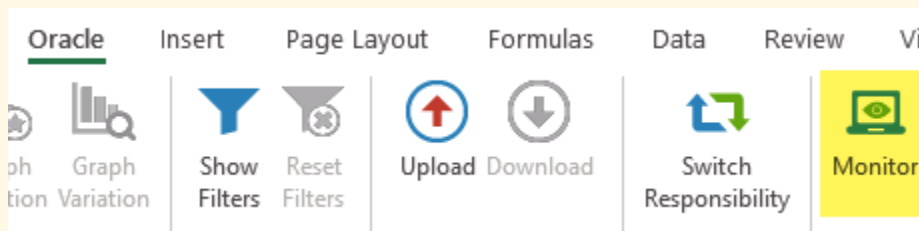
IMPORTANT NOTE: You must have a "Journal Import Request ID" number and "green smiley faces" for the entry to have successfully uploaded. If there are any "red frowning faces", and/or an error message in the Journals Upload dialog box, NONE of the journal lines were uploaded.

Upload is all lines or no lines, never only some lines. Edit the Web ADI template and re-upload the entire entry if there are any errors.

An unsuccessful upload will result in an error message in the Journals Upload dialog box or in the Messages area of the Web ADI Template. See Web ADI Upload Errors for more information.
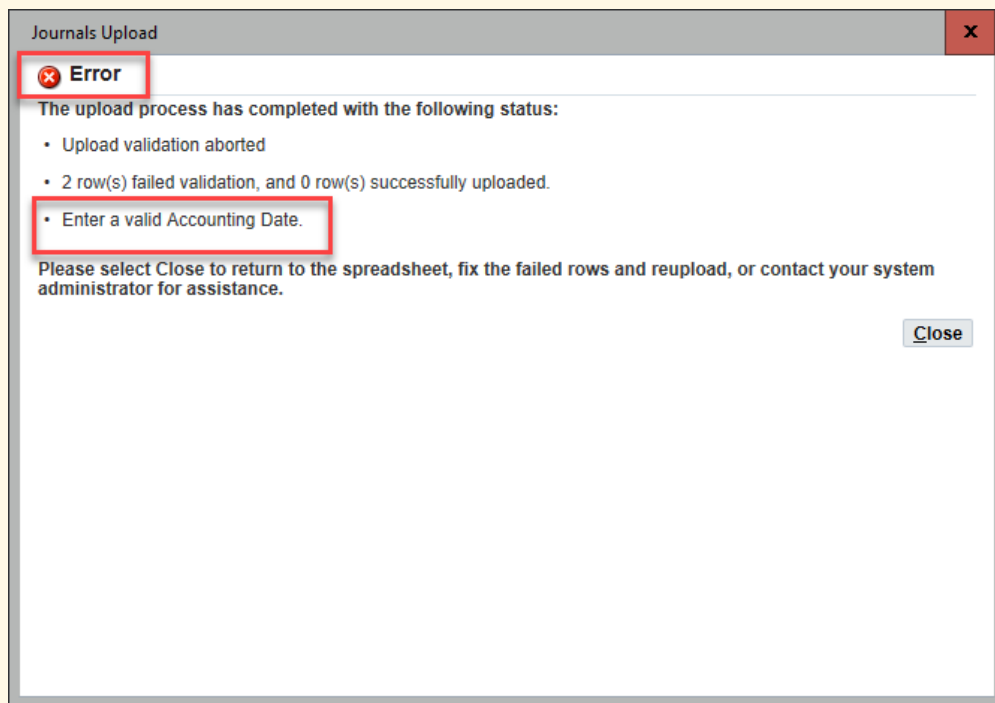
Uploading a Web ADI Journal Entry – System Validation and Error Messages

In general, journal preparers are permitted to upload journals across department chart strings. However, there are system based rules that restrict use of certain segment combinations, and use of certain segment values.

Caution – System Validation will not prevent:

- Uploading the same entry twice

- Uploading an entry that debits and credits the same chart string for the same amount

- Uploading with blank fields: Batch Name, Journal Name, Journal Description or Line Description

Warnings and Error Messages:

Displayed in Journals Upload Dialog Box:
Invalid Accounting Date - A valid Accounting Date must be specified in the Web ADI Template Header. The period specified must be in an 'open' or 'future-enterable' period.
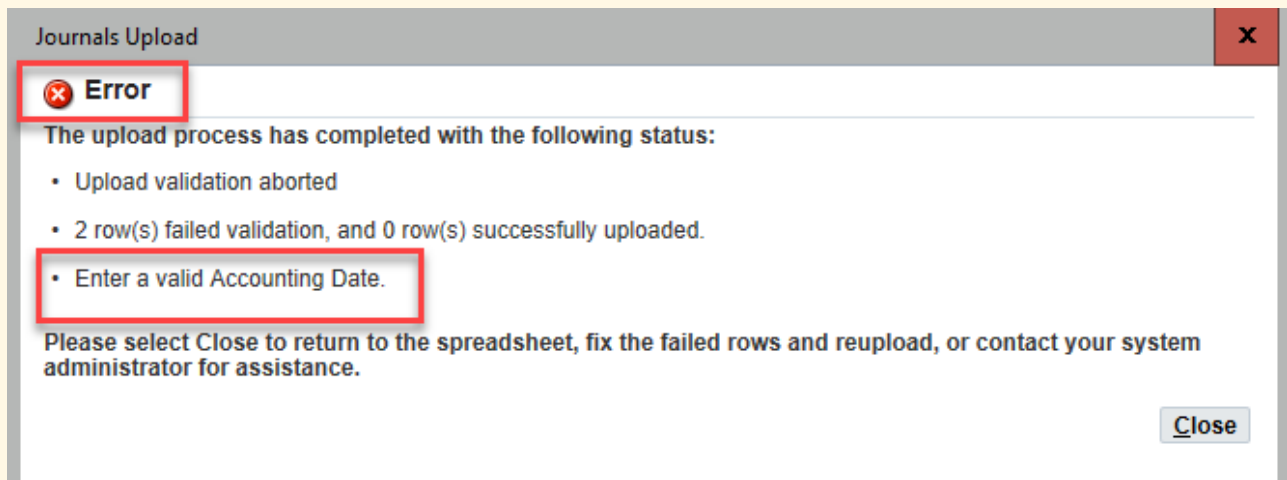
Doubleclick in the Accounting Date cell to choose an allowable Accounting Date.
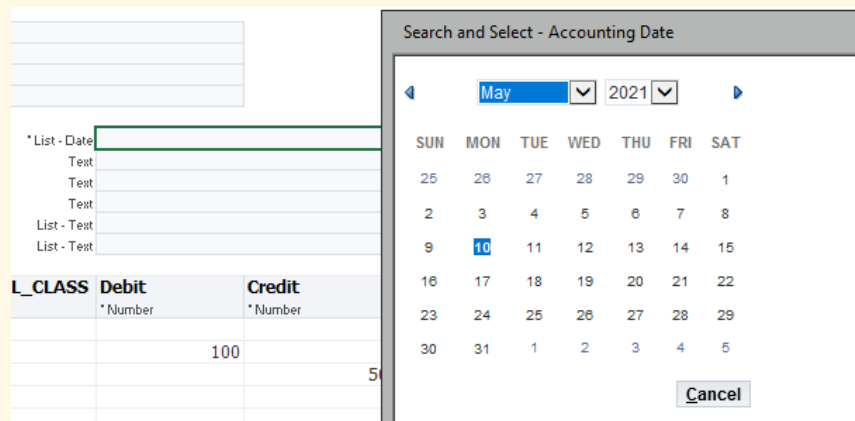
Invalid Reversal Date – When "Reverse Journal" is set to "Yes" in the Web ADI Template Header, then a valid Reversal Period must be specified. The period specified must be in an 'open' or 'future-enterable' period. Doubleclick in the Reversal Period cell to choose an allowable Accounting Date.

Displayed in the Web ADI Template, Messages area:

Unbalanced Entry – Total debits do not equal total credits. Review journal entry and correct as needed.

Cross-Segment Validation Rule – A chart string was entered which violates a defined cross-segment validation rule. Verify and correct chart string segment values as needed.

Non-Existent Segment Value – A segment value was entered which does not exist in the Chart of Accounts. In the following example, Natural Class value of 2000 does not exist. Verify and correct the natural class segment values as needed.

ENTITY	ORG	FUNDING	ACTIVITY	SUBAC1	NATUF	Debit	Credit	Line Description	Additional Line Info 1	Messages
* List - Text						* Number	* Number	Text	Text	
20	500	368000	100001	0000	2000	100				NATURAL_CLASS: Value 2000 for the flexfield segment NATURAL_CLASS does not exist in the value set NATURAL_CLASS.

Unallowable Natural Class – A natural class segment value was entered that has been secured against entry. Verify and correct the natural class segment value as needed.

BAC1	NATUF	Debit	Credit	Line Description	Additional Line Info 1	Messages
		* Number	* Number	Text	Text	
)0	7869	100				NATURAL_CLASS: Value secured: A Security Rule prevents use of this natural class for your transaction.
)0	7512		100			

Debit and Credit on same line – Each line must have a debit or credit, but cannot have both one same line. Move the debit or credit to another line.

Debit	Credit	Line Description	Additional Line Info 1	Messages
* Number	* Number	Text	Text	
100	50			You cannot enter a value in both the Debit and Credit columns.
50	100			You cannot enter a value in both the Debit and Credit columns.

Too Many Decimal Places – Only two decimal places are allowed. Verify and correct amounts entered on journal.

SS	Debit	Credit	Line Description	Additional Line Info 1	Messages
	* Number	* Number	Text	Text	
	100.00003				The values entered for the following fields exceed the maximum precision allowable for the selected currency: Debit. Enter a value that does not exceed the maximum precision of 2.
		100.00003			The values entered for the following fields exceed the maximum precision allowable for the selected currency: Credit. Enter a value that does not exceed the maximum precision of 2.

While you will not get an error message, the following should not be uploaded:

- Lines with negative debit or credit amounts
- Lines with a zero dollar amount

For help resolving Web ADI upload issues contact the Financial Analyst associated with your division or school at:

https://www.dartmouth.edu/finance/financial-management/accounting/journal_entries/index.php