

Journal Entries in Oracle General Ledger Using WebADI

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

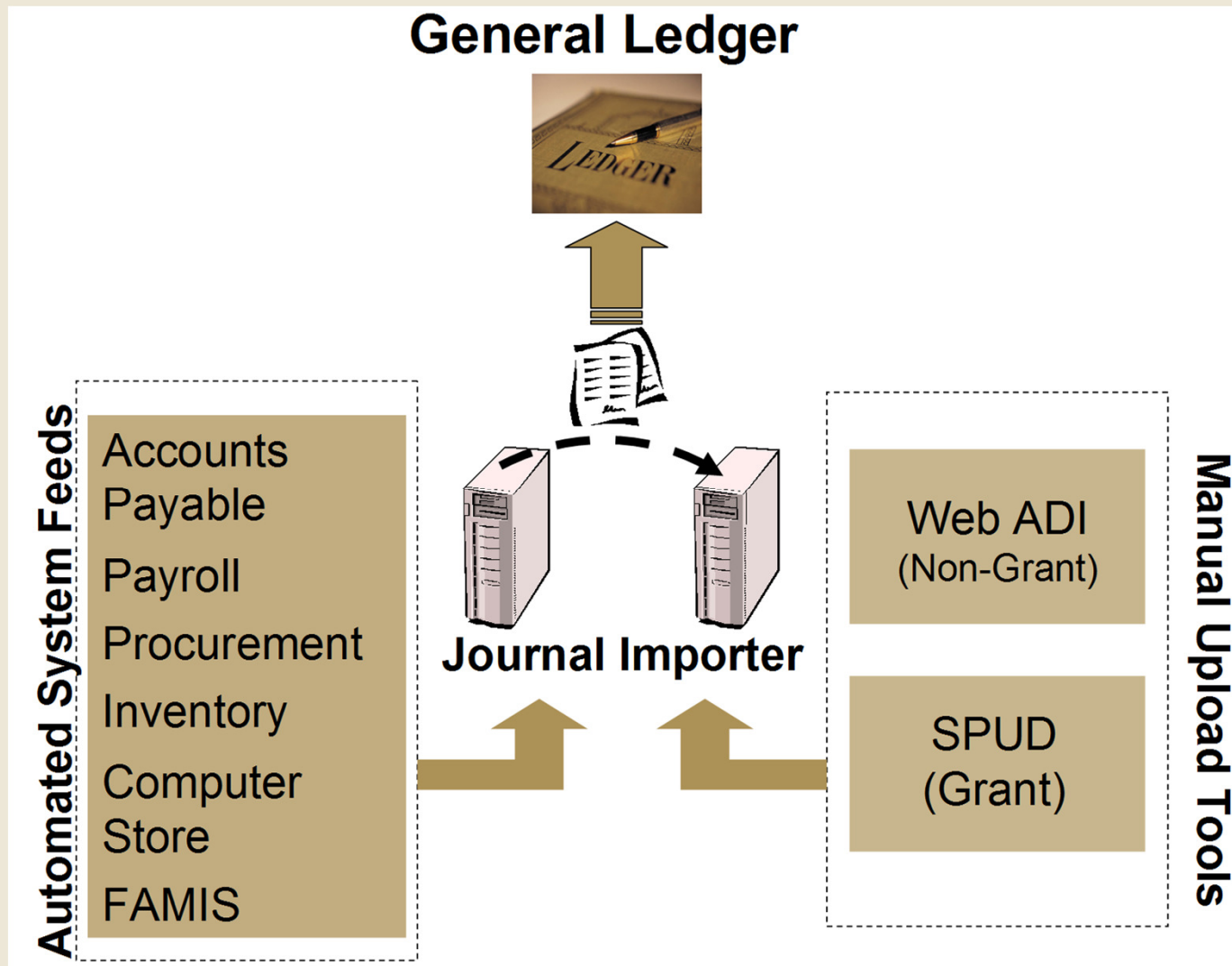
Only GL strings can be used in WebADI journals.

Learning Objectives

- Explain how the journal entry process works
- Completing a WebADI Journal Entry
 - Perform one-time setup procedures
 - Prepare and upload test entry
- WebADI system rules and errors
- Controller's Office review criteria

Dartmouth College **Manual Journal Entries with WebADI**

Journal Entries and the General Ledger



Dartmouth College **Manual Journal Entries with WebADI**

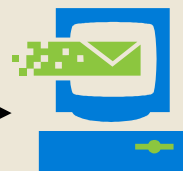
- Examples of journal entry adjustments include:
 - Corrections to existing posted charges, for certain Sources only
 - Redistribution of central charges, e.g., copier
 - Internal rebillings for services, fees, interdepartmental charges, e.g., Security services, catering (NC 48xx/78xx)
 - Transfers: lump sum being moved with no goods and services changing hands, e.g., one department supporting another's conference (NC 49xx/49xx)

Journal entry daily process

Upload using DC GL Journal...
responsibility



Transaction
entered by 1 PM



Transaction
reviewed by
Controller's
Office



YES



Transaction
posted by
Controller's

NO



Rejected
transaction
deleted

Controller's
works with
department
to correct

Posted entry available in IRA reports the following day

Dartmouth College Manual Journal Entries with WebADI

Manual Journal Entries in IRA General Ledger reports

Natclass	Effective Date	JE Source Short Name	Reference 1	JE Batch Name	JE Line Description	Created By	Actual Amount
1721-CIP CONST General Contractor	9/2/2010	PCARD_DC	MAMMOTH FIRE ALARMS	PAYT P-Card 09/14/10, Exp Pay 10-SEP-10 SEP-10 PCARD_DC 8355010: A 68796	54527 - TYLER,REGINALD A - MAMMOTH FIRE ALARMS	GLBATCH	240.00
1721-CIP CONST General Contractor Total							240.00
1722-CIP CONST Other Misc Contractors	9/8/2010	Payables	Bruce Monmaney Painters, LLC	42165 Payables 8361032: A 212761	Contract Services for different Bldgs	GLBATCH	308.00
1722-CIP CONST Other Misc Contractors Total							308.00
1732-CIP CONST FO&M Labor	9/1/2010	FAMIS_DC	W11269964	FAMIS Work Order Billing on 09/07/10 FAMIS_DC 8340624: A 68428	Labor W11269964: CR SPRINKLER PROJECT	GLBATCH	102.82
1732-CIP CONST FO&M Labor	9/2/2010	FAMIS_DC	W11269964	FAMIS Work Order Billing on 09/07/10 FAMIS_DC 8340625: A 68429	Labor W11269964: CR SPRINKLER PROJECT	GLBATCH	128.53
1732-CIP CONST FO&M Labor Total							231.35
5643-NONOPRTNG TRSF In From Designated	9/10/2010	Manual	21.370.195010.145352.0000.4948	G Gensler Un D Funding 10 Manual 8376425: A 213187	CIP Unr Desig Sprinkler	Gwendolen D. Gensler	(66,405.52)
5643-NONOPRTNG TRSF In From Designated	10/29/2010	Manual	21.370.195010.145352.0000.4948	G Gensler Un D Funding Sep10 Manual 8463612: A 215560	CIP Unr Desig Sprinkler	Gwendolen D. Gensler	(8,285.48)
5643-NONOPRTNG TRSF In From Designated Total							(74,691.00)
Grand Total							(73,911.65)

Dartmouth College Manual Journal Entries with WebADI

Template Overview

View Context	View Header	View Line
Balance Type	Actual	
Currency	USD	
Source	Manual	
Category	Adjustment	
Accounting Date	* List - Date	4/18/2012
Batch Name	Text	A Fredericks various English Dpt adjustments
Journal Name	Text	A Fredericks various English Dpt adjustments
Journal Description	Text	Post March Adjustments
Reverse Journal	List - Text	
Reversal Period/Date	List - Text	

Upl	EN	ORC	FUNDIN	ACTIVI	SUBA	NATL	Debit	Credit	Line Description	Additional Line Info 1	Messages	
* List - Text							* Number	* Number	Text	Text		
⌘	20	251	123456	765432	0000	7277	265.00		PCard 3-6-12 Dartmouth Co-op			
⌘	20	251	234567	765432	0000	7277		265.00	PCard 3-6-12 Dartmouth Co-op			
⌘	20	251	123456	100001	0000	7856	100.00		Hanover Inn 3-22-12 Rooms	Dr. Brown		
⌘	20	251	222555	123999	0000	7856	240.00		Hanover Inn 3-22-12 Rooms	Dr. Brown		
⌘	20	251	234567	765432	0000	7856		340.00	Hanover Inn 3-22-12 Rooms	Dr. Brown		
⌘	30	151	123456	654321	0000	7869	1,000.00		Provided conference set-up			
⌘	20	251	234567	765432	0000	4869		1,000.00	Provided conference set-up			
⌘	20	129	654321	123456	0000	4966	600.00		Funding for Eng Lit class of 2014 project	20.130.165555.123456.0000.4978		
⌘	20	130	165555	123456	0000	4978		600.00	Funding for Eng Lit class of 2014 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.

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

required

First initial and last name (or finance center syntax) followed by a brief description

Summary description of the journal entry

Leave blank if reversal not needed

required

Example of a correcting entry:
Source, original transaction date, vendor

Example of a correcting entry:
Source, original transaction date, vendor

Additional Line Info 1 if desired (optional)

Example of an internal billing (NC48xx and 78xx) - one dept providing goods or services to another

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

Example of a transfer entry (NC49xx) - lump sum

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

System Checks BEFORE Upload:

Basic syntax check: Accounting Date must be in open or future period, debits and credits balance, Chart string segment values must be active in the Chart of Accounts

⊖ NATURAL_CLASS: Value 6015 for the flexfield segment NATURAL_CLASS does not exist in the value set NATURAL_CLASS.

Security Rules: Rules that govern which chart segment values can be used (e.g., Payroll natural classes are not allowed)

⊖ NATURAL_CLASS: Value secured: A Security Rule prevents use of this natural class for your transaction

Cross-Validation Rules: Rules that govern which segments can be used **in combination** in a chart string

⊖ ORG: This Org value cannot be used in combination with this Entity value

Download a new template at

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

or update and reuse an existing file

Save file as Macro-Enabled Workbook (.xlsm)

At the same link, access instructions for one-time settings needed in Excel and Internet Explorer:

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

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

The Internet Explorer settings are needed even if you don't use this browser. The WebADI system requires them.

HANDS-ON !



Controller's Office Checks AFTER Upload:

Syntax/Required Fields:

- Accounting Date: two periods may be open; use a date in the month you want the journal to hit
- Debits and Credits must be positive numbers, and not \$0
- Batch Name: Your first initial and full last name, plus a unique phrase:
 - J Doe Copier allocation Apr08
 - B Smith Transfer ABC Conference Rev
 - T Jones Correct PCard May08
- Journal Name: can be same as batch name
- Journal Description: a phrase describing the whole journal; can be same as batch name
- Line Description is also required

Controller's Office Checks AFTER Upload:

- Only certain Sources can be corrected via manual entry:
 - Procurement Card (PCard), Travel System
 - Hanover Inn
 - Resource25
 - Service Centers (Source begins SRVCTR)
 - CBORD
 - Manual (other WebADI entries)
- For other Sources, corrections go back to the originating system (e.g., Payroll, Accounts Payable invoices, Cashiering deposits)

- **Internal Natural Classes must balance**

Moving Funds

(1) Correction or reclass:

Use original natural class

Example: Office Supplies were booked to your Org, external natural class 7511.

Supplies were for another department; credit your string and NC 7511, debit their string and NC 7511.

Moving Funds

(2) Internal Revenue and Expense Natural Classes

- Used when goods or services are provided between College departments
- Example 1: Your department charges another for copies:
Debit 7853 INT DEPT Copying; Credit 4853 INT DEPT Copying
- Example 2: Your department is charged DPMS costs under 7815-SERVICE CTR Copying. To move these charges to another string, credit 7815 and debit 7815 on the new string. **Internal charges must stay internal.**

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Moving Funds

(3) Transfer Natural Classes

These are special natural classes used to transfer lump sums without goods and services changing hands.

Example 1: You have committed a lump sum to an event being coordinated by another department (debit your string, credit theirs).

Example 2: Surplus funds in subvention are transferred to a reserve at the end of the fiscal year (debit subvention, credit reserve).

TRANSFERS OUT/DEBIT		TRANSFERS IN/CREDIT					
		DESIGNATED RESERVES		UNRESTRICTED ENDOWMENT	UNDESIGNATED OPERATING	RESTRICTED GIFTS	RESTRICTED ENDOWMENT
	Funding Range	160000-192499	194600-304999	305000-319999	360000-379999	535000-634999	645000-784699
DESIGNATED RESERVES	160000-192499	4932/(4932)		4913/(4911)	4912/(4911)	4975/(4967)	4977/(4967)
	194600-304999						
UNRESTRICTED ENDOWMENT	305000-319999	4901/(4914)		4934/(4934)	4912/(4914)	4975/(4969)	4977/(4969)
UNDESIGNATED OPERATING	360000-379999	4901/(4902)		4913/(4902)	4921/(4921)	4975/(4965)	4977/(4965)
RESTRICTED GIFTS	535000-634999	4966/(4976)		4968/(4976)	4964/(4976)	4979/(4979)	4977/(4976)
RESTRICTED ENDOWMENT	645000-784699	4966/(4978)		4968/(4978)	4964/(4978)	4975/(4978)	4980/(4980)
Transfers into restricted Fundings are only allowed with prior approval by the Controller's Office.							

Transfer Natural Classes

Funds transferring **OUT**
of a Funding value are a
Debit / “Transfer TO”



And the funds transferred **IN** to
another Funding value are a
Credit/ “Transfer FROM”



Transfers use specific Natural Class values,
based on Funding values