

Creating a General Ledger Journal - Step-by-step example

Step 1. From the General Ledger report, determine the entry requiring a transfer.
You will need to note: Accounting Flexfield; Description; Amount (including sign CR).

UNIVERSITY OF WESTERN SYDNEY

General Ledger
Period: MAR-03 To MAR-03

Currency: AUD
Balance Type: Actual

ENTITY: 31 UNIVERSITY OF WESTERN SYDNEY

Accounting Flexfield

Description

Source	Category	Name	Description	Line Item	Date	Journal Amount
20701.00000.3361.29.31.00			STE: DEANS UNIT.NO PROJECT MISCELLANEOUS INCOME.REVENUE TRANSACTIONS.UNIVERSITY OF WES			
			MAR-03			Begin Balance:
ARMS	PC	PC AUD	ELECTRONIC TIMER/66494/		27-MAR-03	7.57 <input type="checkbox"/>
Receivables	Sales Invoices	Sales Invoices AUD	Revenue account for inv 7008026		31-MAR-03	149.09 CR
Receivables	Sales Invoices	Sales Invoices AUD	Revenue account for inv 7008026		31-MAR-03	705.29 CR
Receivables	Sales Invoices	Sales Invoices AUD	Revenue account for inv 7008026		31-MAR-03	1,041.82 CR
Receivables	Sales Invoices	Sales Invoices AUD	Revenue account for inv 7008026		31-MAR-03	1,888.66 CR
			MAR-03			End Balance:

Functions

Journals:Enter

- Journals
 - Enter
 - Post
 - Encumbrance
 - + Import
 - + Define
 - + Generate
 - + Inquiry
 - + Currency
 - + Reports
 - + Other

Step 2. In ORACLE select <Journals-Enter>

Empty rectangular box for content.

Add Remove



Close Other Forms

Open

Step 3. On the Find Journals form, press <New Batch> button.

Batch

Journal

Source

Category

Period

Currency

Status

Posting

Funds

Control Total

Batch

Journal

More**Clear****New Batch****New Journal****Find**

Step 4. On the Batch form, <TAB> to the Description field.

Batch

Period **MAY-03**

Balance Type **Actual**

Description

Posting **Unposted**

Funds **Required**

Approval **N/A**

Date

Created **08-MAY-2003**

Posted

Control Total

Batch Totals

	Debits	Credits
Entered	<input type="text"/>	<input type="text"/>
Converted	<input type="text"/>	<input type="text"/>

Journals

More Actions



Step 5. Type a short description in the DESCRIPTION field then <TAB> to the next field.

Batch

Period

Balance Type

Description

Posting

Funds

Approval

Date

Created

Posted

Control Total

Batch Totals

	Debits	Credits
Entered	<input type="text"/>	<input type="text"/>
Converted	<input type="text"/>	<input type="text"/>

Journals

More Actions



Step 6. Take note of the Batch Number. This will later be entered on the "Batch Header Sheet".

Batch **Manual 34690 08-MAY-03 13:15:30**

Period **MAY-03**

Balance Type **Actual**

Description **trf cost fr 20701 to 20711**

Posting **Unposted**

Funds **Required**

Approval **N/A**

Date

Created **08-MAY-2003**

Posted

Control Total

Step 7. Press the <JOURNALS> button.

Batch Total

Entered

Converted

Journals

More Actions



Action Edit Query Go Folder Special Help

Journal

Period **MAY-03** Effective Date **08-MAY-2003**

Category **MANUAL** Source **Manual**

Balance Type **A** Budget

Description **trf cost fr 20701 to 20711**

Control Total

Conversion

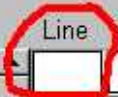
Currency **AUD**

Date **08-MAY-2003**

Type **User**

Rate **1**

Step 8. Type a short description in the DESCRIPTION field then <TAB> to the first LINE field.



Line	Account	Debit (AUD)	Credit (AUD)	Description	[]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Acct Desc

More Details

Change Currency...

More Actions

- Step 9. a) Enter a "1" in the LINE field.
b) Enter the Accounting Flexfield (obtained from step 1) into the ACCOUNT field.
c) Enter the amount (obtained from step 1) into the CREDIT field. (please note that if it had a CR in step 1, it would be input in the DEBIT field).
d) Enter the description (obtained from step 1) into the LINE DESCRIPTION field.

Line	Account	Debit (AUD)	Credit (AUD)	Description	
1				trf cost fr 20701 to 207	

Acct Desc

More Details **Change Currency...** **More Actions**

Action Edit Query Go Folder Special Help

Journal **Manual 47935 08-MAY-03 13:16:37**

Period **MAY-03** Effective Date **08-MAY-2003**

Category **MANUAL** Source **Manual**

Balance Type **A** Budget

Conversion

Currency **AUD**

Date **08-MAY-2003**

Type **User**

Step 10. <TAB> to the TAX CODE field (denoted by [])

[]

1	20701.00000.3361.29.31.00		7.57	electronic timer/66494/	
			7.57		

Acct Desc STE: DEANS UNIT.NO PROJECT.MISCELLANEOUS INCOME.REVENUE TRANSACTIONS.UNIVERSIT

More Details

Change Currency...

More Actions

Step 10a. Enter "No" in field and press OK.

Taxable?

No

Clear

Cancel

OK

Step 11. Repeat step 9 and 10 on the next journal line, substituting the Accounting Flexfield with new parameters (where you want the amount to go to) and changing the column for the amount.

Line	Account	Debit (AUD)	Credit (AUD)	Description	[]
1	20701.00000.3361.29.31.00		7.57	electronic timer/66494/	No
2				trf cost fr 20701 to 20711	
			7.57		

Acct Desc

More Details

Change Currency...

More Actions

Action

Step 12. When you have finished entering lines, select ACTION from the menu.

Category	MANUAL	Source	Manual	Date	08-MAY-2003
Balance Type	A	Budget		Type	User
Description	trf cost fr 20701 to 20711			Rate	1
Control Total					

Line	Account	Debit (AUD)	Credit (AUD)	Description	[]
1	20701.00000.3361.29.31.00		7.57	electronic timer/66494/	No
2	20711.00000.3361.29.31.00	7.57		electronic timer/66494/	No
3				trf cost fr 20701 to 20711	
		7.57	7.57		

Acct Desc

More Details

Change Currency...

More Actions



Action Edit Query Go Folder Special Help

Navigate To...

Zoom

Save

Save and Proceed

Process Step Completed

Print...

Export...

Place on Navigator

Refresh

Close Window

Close Form

Exit Oracle Applications

17935 08-MAY-03 13:16:37

Conversion

Step 13. Choose SAVE.

20701 to 20711

Rate 1

	Debit (AUD)	Credit (AUD)	Description	
31.00		7.57	electronic timer/66494/	No
31.00	7.57		electronic timer/66494/	No
			trf cost fr 20701 to 20711	
	7.57	7.57		

Acct Desc

More Details

Change Currency...

More Actions



Action Edit Query Go Folder Special Help

Step 14. Choose ACTION and CLOSE FORM from the menu.

- Navigate To...
- Zoom
- Save
- Save and Proceed
- Process Step Completed
- Print...
- Export...
- Place on Navigator
- Refresh
- Close Window
- Close Form**
- Exit Oracle Applications

	Debit (AUD)	Credit (AUD)	Description	[]
31.00		7.57	electronic timer/66494/	No
31.00	7.57		electronic timer/66494/	No
			trf cost fr 20701 to 20711	
	7.57	7.57		

Acct Desc

More Details

Change Currency...

More Actions

Functions

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- + Reports
- + Other

Step 15. a) Fill out the "BATCH HEADER SHEET" (supplied by Finance).
b) Attach all supporting documents to the Batch Header Sheet.
c) Send all the above to your Management Accountant for processing.

The End

AddRemove

 Close Other FormsOpen