

## ADI Journal Tips

Below is a list of tips that will help make the ADI journal upload process easier and reduce the need for corrections. These tips are based on Oracle rules. Please visit the following links for other helpful documents on the FAS website, including:

- **FAS Guide to Creating ADI and Manual Journals.** *Link below:* [http://hwpi.harvard.edu/files/fas\\_finance/files/fas\\_general\\_ledger\\_journal\\_vouchers\\_memo\\_may\\_2013.pdf](http://hwpi.harvard.edu/files/fas_finance/files/fas_general_ledger_journal_vouchers_memo_may_2013.pdf)
- **Harvard University Internal Billing Transactions.** *Link below:* <http://policies.fad.harvard.edu/pages/internal-billing-transactions>
- **Harvard University Internal Transfers Policy.** *Link below:* <http://policies.fad.harvard.edu/pages/internal-transfers>

### General ADI Tips

- Use the most current ADI template dated 06/13/13, noted in N4 of the template.
- Keep the step-by-step FAS Guide to Creating ADI and Manual Journals open when you're preparing a journal.
- If using a prior journal template, please double check that all the coding is correct for the new journal.
- Include DA approval in the email text to FINJRN for the debit side of the transaction when making adjustments that impact other depts or tubs if you are the credit side submitting the journal entry.

### Top Section of the Template

- Enter the 'Batch Name' using under 100 characters – formula to check is =len(L9)
- Enter an 'Accounting Date' (this cannot be blank) in the format of 3/3/14 – do not use periods to separate month, day and year.
- Leave the 'Group ID' field blank on journals sent to FINJRN – this will be populated by FAS Finance
- Leave the 'Journal Name' field blank on journals sent to FINJRN – this will be populated by FAS Finance

### Body of the Template

- Do not use any formulas anywhere in the template
- Do not use more than 2 decimal places for the debits and credits
- Amounts in the journal must be positive – no negative amounts in the debit or credit columns
- Do not include any "0" amounts or " – " dashes in the debit or credit columns
- If copying data from another source, use 'paste values' into the ADI template since Oracle only accepts journals in the ADI formatting
- If copying the same data into multiple rows, make sure it copies correctly using copy/paste instead of 'drag and drop'. For example: fund 000001 will drag/drop to 000002, 000003, 000004, 000005, etc.
- For cost transfers, use the cost transfer naming convention in the Line Description
- Column M (which is required only for payroll object codes) needs to be the same as column E
- Column N (DFF info) should include the date in the following format DD-MMM-YYYY

### Before emailing to FINJRN

- Remember to attach the journal with the email submission to [finjrn@fas.harvard.edu](mailto:finjrn@fas.harvard.edu)
- DOUBLE CHECK YOUR WORK PRIOR TO SUBMITTING

### Internal Billing Tips

- The debit and credit object codes must be in the same Mega Object range
- FAS INTRA tubs include 110, 310, 325, 340, 355, 370, 385, 400, 415
- INTER tubs are all others outside of FAS, including tub 420, but excluding non-consolidating tubs
- Object codes that include 'INTRA' or 'INTER' in the description can only be used on the *credit* side of a journal (unless the JV is correcting/reversing a previously posted IB journal). For example, in a Lab Services internal billing, 8100 will be debited and either 8109 or 8110 will be credited.
- Include your phone # in the line description. (The line description for internal billings should include: originating tub, billing unit contact name, phone ext, description of service or goods, date of service or goods.)