



CREATE AN ONLINE JOURNAL VOUCHER

Prerequisites:

Refer to ABLE at <http://able.harvard.edu> for the current desktop hardware and software standards.

For access to the General Ledger, please email Applications Security at appsec@fas.harvard.edu.

Log on to General Ledger:

1. Open Internet Explorer and navigate to <http://fss.finance.harvard.edu/applications>.
2. Click on “**Access Oracle System Applications, Personal Homepage**”.
3. Login via HarvardKey.

**If you need assistance with your password,
contact the HUIT Help Desk at 495-7777.**

4. Select the link beginning **HRVD^GL**. If you have multiple links beginning HRVD^GL, then you have different GL responsibilities and will need to consider which is appropriate for creating a journal.

Enter Journal Header:

1. From the GL navigator window, click the ‘+’ sign by **Journals**, then on **New Journal** to open a blank journal form in a new window.
2. Enter the journal name in the designated **Journal** field. It is very important to be consistent when naming journals. Please keep in mind that thousands of journals are posted nightly and the journal name will not only provide useful information to the FAS Office of Finance about the origin and purpose of the transaction, but it will also facilitate locating your journal in the future. This field has a 100 character limit.

Journal Naming Conventions

The FAS Office of Finance recommends the following standard:

Tub Org# Preparer’s Initials Purpose of journal Today’s date

Examples: FCOR 31890 JKL Correcting expense 7/6/2015
 FCOL^27850^SAN^Payroll adjustment^7/14/2015

3. For help, see Responsibility Naming Conventions document at <http://eureka.harvard.edu/Eureka/jobaids.cfm?categoryID=500#inc>




4. Complete the **Description** field. This field enables you to identify the purpose of the journal in more detail than the journal name above. What you type here will appear on a Detail Listing report and populate the line description below; you will have the chance to make further edits to the description field. This field has a 240 character limit.
5. Enter '**Adjustment**' in the Category field for all journal requests. You can type 'adj' in the field and when you tab to the next field it will populate the rest of the field or you may select this type by using the ellipsis [...] button at the end of the field.
6. The **Period** field defaults to the current month. If the previous month has not closed and you want this journal to post in that month, you may change this value to reflect that.
Tip: Please be careful when you are posting journals in May and June, as two fiscal years will be open in the General Ledger.
7. Leave the **Clearing Company** field blank; this field is used in another Oracle application.
8. By entering a **Control Total**, the system will compare this figure to the total of the debit and credit columns. The system will alert you if the column total does not equal the control total.
9. For the **Conversion** and **Reverse** fields, there are no actions that need to be taken.

Enter Journal Lines

1. Begin by entering 1 in the **Line** field. Subsequent lines will be numbered automatically.
2. Enter the 33 digit **Account** coding for the first line. You may type in the values separated by a period, or click on the ellipsis [...] button to open the Flex Field. Using the Flex Field allows you to view the description for each segment as you enter it as well as providing search functionality.
Tip: Typing Shift + F5 will copy the field directly above, and Shift + F6 will copy the entire line, including the DFF.
3. Enter the amount for the first line in either the **Debit** or **Credit** column. Please do not use dollar or minus signs in the debit or credit columns. You may enter either the debits or credits first as long as the subtotal of the debit column equals the subtotal of the credit column.
4. If necessary, edit the **Line Description**. This information will be displayed in a Detail Listing report.
5. If this is a journal that does not involve a payroll object code, scroll to the right past "Unit of Measure" and "Quantity" columns to the column marked with a "[]". This is an optional Descriptive Flex Field (DFF) and is used to capture information about the original transaction. In the fields **Originating Doc Identifier** and **Originating Doc Date**, you may type the name of the original journal or other information that clearly identifies the transaction being adjusted and the original transaction date using the date format is DD-MMM-YEAR.

If you are using a payroll object code, the DFF includes the required fields: **Harvard ID**, **Employee Name** and **Fringe Bypass**. Enter the HUID of the person whose salary you are journaling and their name will pre-fill in the next field.



6. When you are transferring salary expenses, the fringe will automatically calculate based on the rate of the current fiscal year and transfer along with the salary charge. If you do not want the journal to automatically transfer the associated fringe benefits, type **C** in the Fringe Bypass field.
7. Click **OK** to close completed Flex Field.
8. Repeat steps 16 through 22 until all debit and credit lines are entered.
9. **Submit** the journal by clicking on the yellow diskette icon  on the toolbar or selecting **Save** from the File menu. If the journal has been saved successfully, you will see a message at the bottom of the screen "Transaction complete. X records applied and saved"; the journal name and each line count as separate "records" in Oracle.
10. If the debits do not equal the credits or if the control total does not match the line total, a message will alert you and ask if you still want to save the journal. If you say yes, the data will be saved as is. If the journal is unbalanced (debits do not equal credits), it will not post but will remain in the system until you correct the error. **Once it is submitted, the balanced journal will post overnight.**
11. Under the File menu, choose **Exit Oracle Applications** to close the application.

OTHER GENERAL LEDGER FUNCTIONS

- **Locate a journal that has been saved:**

To open an existing journal, whether is it posted or unposted, navigate to the General Ledger in Oracle. Double-click on the '+' sign by **Journals** then double-click on the link '**Enter**'. From the **Find Journals** window, enter the journal name in the **Journal** field, the appropriate month in **Period** (e.g., APR-14) and click **Find**. You may search with a partial value and use % as a wild card. If you don't know the journal name, search by any of the parameters in the window. All journals that match your search will appear in the **Enter Journals** window. To open a specific journal, highlight it by clicking on the blue box to the left of the appropriate journal.

- **Verify that a journal has posted:**

Follow the steps to open an existing journal. In the Enter Journals window, confirm the **Batch Status** reads '**Posted**'.

- **To Reverse a Journal:**

If you have found that a posted journal is incorrect, it is strongly recommended that you reverse the journal rather than create a second journal to correct the original. To reverse a journal, you will need to first locate a journal that has been saved (see instructions above). Open the journal you wish to reverse by clicking '**Review Journal**'. Click the '**Reverse Journal**' button in the lower left corner of the screen and this will 'undo' the original journal; allowing you to create a corrected journal.



TO PRINT A JOURNAL VOUCHER

- From the File menu, select '**Tools**', '**HU Journal Entry Detail Report**'. A dialog box will open indicating that the report is running and a report ID has been assigned – press **OK** to acknowledge.
- Under the '**View**' option in the menu, choose '**Requests**' and another dialog box entitled '**Find Requests**' will open.
- Press '**Find**' in the lower right corner and a list of your reports will appear. Choose '**View Output**' in the lower right corner and you will see the journal report.
- To print a previously submitted journal, follow the instructions above to locate a journal. Next, click on the blue box to the left of the appropriate journal, or press '**Review Journal**' button to open the journal and follow the '**Print**' directions above.