General Accounting

Journal Staging Area
(JSA)

Manual Journal Entries

User Guide

(February 2016)
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Learning Objectives

After completing this course you will be able to:

- Log on to the Oracle Journal Staging Area application
- Exit the Oracle application
- Select the appropriate journal categories for common transactions
- Understand the components of a journal entry
- Understand and use the batch naming convention
- Create journal entries
- Search for journal entries
- Authorize journal entries
- Generate reports
- Scan documents

NOTE: This manual is for training purposes only and may not be up to date with respect to Cost Transfer Updates. Review current Yale University policy and procedures at: http://business.yale.edu/ppdev
Support (Who do I Contact)

This Oracle business application is not complicated. That said, business processing at the University is not a trivial affair. Various sources of funding, new applications, upgrades to existing applications, new and changing policies, procedures and compliance issues are just some of the issues all departments have to deal with.

Always remember that you are not alone.

Please contact ITS Help Desk 203-432-8000 if you need additional support or need to report an issue.

User Roles and their Personal Responsibilities

There are three roles defined in the Journal Entry process: JSA User (or) Preparer, Department Approver and Initiator.

The User (or) Preparer is responsible for:

- Identifying the fact that a journal entry needs to be created
- Selecting the correct journal category
- Creating the journal entry
- Generating reports as needed

The Department Approver is responsible for all of the above activities, and in addition, is responsible for:

- Reviewing and approving (posting) the journal entry at the department level
- Insuring all the necessary paperwork is present and correct

The Initiator is the person with financial responsibility. This is normally the Principal Investigator and sometimes lab manager. It is not the accountants or the business managers. The Initiator is responsible for:

- Reviewing all charges and labor to insure that the account being charged benefited from material purchased and labor expended.
- The person with “first hand knowledge” of the work being done, charges incurred and labor expended.
Oracle Application Responsibilities – Grants & Contracts

Important Note: There are important User Access differences for people approving Grant & Contract Cost Transfers (accounting transfers) as compared to those not involving Grants. Please read below…

In 2007 the University introduced a new process for employees needing "with grants" added to their Journal Staging Area (JSA) or Labor Distribution (LD) Oracle responsibility.

Cost Transfer Certification is taught by Grants & Contracts Financial Administration (GCFA). Cost Transfer Certification is a two hour instructor led session followed by an on-line examination which must be passed successfully before access to approve JSA and/or LDM Cost Transfer transactions at the department level is granted. Employees must register to take this training.

This is how the process works:

1. Register for LD and/or JSA class
2. Attend LD and/or JSA class and get access to standard responsibility
3. Register via TMS for Cost Transfer Principles class (under GCFA in course catalog)
4. Pass the online test for above course
5. Client Accounts is notified by GCFA to add YUGL_JSA_Department_Grant_Approver responsibility to the employees user profile

Note: JSA Users/Preparers can create GC Cost Transfers using their standard JSA responsibility, YUGL_Phase2_Staging_User.
Introduction to Journal Staging Area (JSA)

This training manual focuses on using the Journal Staging Area to create and edit journal entries. This on-line application allows the user to:

- Create journal entries to correct transactions that originate in other applications in Yale University's Financial and Human Resources Information System (Oracle Financials).
- Create journal entries to record business transactions that cannot be recorded in other applications of the Oracle Financials.
- Edit journal entries before they are authorized to be posted to the General Ledger.
- Authorize journal entries to be posted to the General Ledger.
- Generate and print reports containing information on specific journal entries.
- Attach supporting documentation to the journal entry for online review and approval.

The Financial and Human Resources Information System is an integrated suite of computer applications that processes most of the University's human resource and financial transactions.

Financial transactions are recorded as journal entries. A journal entry is an accounting transaction consisting of a group of journal entry lines that debit and credit account numbers (PTAEOs). The total dollar amount of debits for the journal entry must equal the total dollar amount of credits. Each journal entry is associated with a batch header, which contains a unique batch name. This batch name is used to identify the journal entry during searches and queries.

Journal entries are needed in response to three broad circumstances:

1. To correct errors in transactions which have been posted to the General Ledger.
2. To initiate a record in the General Ledger for an external transaction that takes place outside the integrated applications.
3. To initiate a record for an economic event that is entirely internal to the University.

Journal entries are created by several of the applications of the Oracle financial system. The Journal Staging Area (JSA) is the tool through which many journal entries are created, validated, and authorized so they can be sent to the General Ledger.
Journal Entries: Data Flow

Accounting transactions are entered into the Journal Staging Area from three main sources:

- **Manual** on-line data entry into the Journal Staging Area.
- **Receipts Identification Form (RIF)** is the interface used to enter all cash and check deposits for the University. Instructions for using the RIF interface are available through the RIF user guide.
- **Automated Interfaces** create large numbers of journal entries. Each of these ships the journal entries into the JSA using Managed File Transfer (MFT). There are two types:
  - Computer interfaces, where a computer that is not linked to the Oracle system creates journal entries.
  - Spreadsheet journal entries, where journal entries are created on spreadsheets and uploaded to the JSA.

After the journal entries are entered into the JSA, they must be **authorized**. Authorizing journal entries sends them on to the **General Ledger (GL)**. The GL is the University’s formal set of books. All financial transactions are recorded in the GL.

PTAEO (Charging Instructions)

The Chart of Accounts (COA) is a data structure that controls how financial transactions and balances are stored in the General Ledger. Transactions are recorded in the GL in **PTAEO** format, short for Project, Task, Award, Expenditure Type and Organization. More information on the COA is available at [www.yale.edu/coa](http://www.yale.edu/coa).

<table>
<thead>
<tr>
<th>PTAEO Segment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>What is the specific activity to be performed?</td>
</tr>
<tr>
<td>Task</td>
<td>What part of the project is this?</td>
</tr>
<tr>
<td>Award</td>
<td>What is the source of funding for the project?</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>What is the purpose of the transaction? (Define whether the account is an asset, liability, fund balance, revenue or expense.)</td>
</tr>
<tr>
<td>Organization</td>
<td>Who is doing the work? (What department, or part of a department, is doing the work or has incurred the expense?)</td>
</tr>
<tr>
<td>Balancing Segment</td>
<td>In which set of books will this be recorded? (For end users, this will always be 02.)</td>
</tr>
</tbody>
</table>
Journal Categories

When you create a journal entry, you must select the correct journal category. The journal category defines the validations that are run on the journal entry line, and defines the required and optional attributes for the category.

The categories that are used in JSA are:

- YNonGCNonLabTr
- YGCIIndNonLabTr (GC Cost transfer only)
- YExpenseAdjust
- YBalShtRevAdj
- YInterDeptTrsf (ISP Billing)
- YAssessment

This section:
1. Defines validation and attribute as they relate to journal categories.
2. Introduces the Journal Entry Forms Finder (JEFF) web site.
3. Discusses each journal category's uses, expenditure types, and attributes.

Validation

As a journal entry is created, the JSA application runs a variety of validations. Some validations are specific to one category, while some are not.

Validations that depend on category type include:

- Expenditure type allowable for journal category
- Validations that pertain to attributes (descriptive data) required for the individual journal category.

Some of the validations that do not depend upon category type include:

- Organization number in batch name
- Project/task/award linkage
- Project/organization linkage
- Award/expenditure type allowability

Start and end dates of each segment compared to the Transaction Date entered on the journal entry line (for more information on Transaction Date, see Expenditure Item Date http://www.yale.edu/ppdev/Procedures/ga/EID/EID.pdf)

Attribute

Attributes capture key pieces of required and optional data that provide enhanced management reporting from the Data Warehouse and the financial system. Each category has at least one required attribute (the Transaction Date or Date of Original Transaction.) All categories have optional attributes and some have additional required attributes. This information is entered on an additional window that opens for each journal entry line called a Descriptive Flex Field (DFF).
The Journal Entry Forms Finder (JEFF)

There are 6 journal categories available in the Journal Staging Area (JSA).

Each category and transaction type is described on the Journal Entry Forms Finder webpage at http://www.yale.edu/jeff/. Each category name is a link to a web page that contains additional specific information unique to each category.
Journal Categories: Descriptions and Attributes

YNonGCNonLabTr

Yale Non-Grant and Contract Non-Labor Transfer

Used to move non-labor expenses that have already been charged (appear on the statements) where neither the debit nor credit are funded by grants or contracts.

Expenditure Types – To view a list of specific expenditure types for a category click the link to the JEFF website. [http://www.yale.edu/jeff/](http://www.yale.edu/jeff/) Click the category in question on the left hand side of the page, and then click the “View Expenditure Types” link.

Required Attributes:

- **Original /Transaction Date:** The date to which the original transaction was charged.

- **Reference ID of Original Trx:** The reference number of the original transaction. This may be a batch name, invoice number, purchase order number, or other unique reference identification.

Optional Attributes:

- **User Defined:** These free-form text fields hold up to 60 characters per field. All information entered will appear on the monthly statements.
YGCIndNonLabTr

Yale Grant and Contract Individual Non-Labor Transfer

This category is specifically used to create GC Cost Transfers

Used to move non-labor expenses that have already been charged where either the debit or credit are funded by grants or contracts. Each transaction must be entered individually; it is not appropriate to move a block of expenses when working with a grant.

Expenditure Types: To view a list of specific expenditure types for a category click the link to the JEFF website, http://www.yale.edu/jeff/ Click the category in question on the left hand side of the page, and then click the “View Expenditure Types” link.

Required Attributes:

- Date of Original Transaction: The date to which the original transaction was charged.
- Reference ID of Original Trx: The reference number of the original transaction. This may be a batch name, invoice number, purchase order number, or other unique reference identification.

Optional Attributes:

- Reason: A concise, accurate description of why the transaction needs to be made. Note: "To correct error" is not an acceptable reason. Preferred: "To move charge from proj.0029241 to 0029141-typo"
- User Defined: These free-form text fields hold up to 60 characters per field. All information entered will appear on the monthly statements.
YExpenseAdjust

Yale Expense Adjustment

Used to move non-labor expenses within a department. Can also be used to move incorrectly recorded revenues to expense accounts, or incorrectly recorded expenses to revenue accounts. Please note that this category should not be used to move charges on grants or contracts, and that it does not require additional information for the audit trail. This category is recommended for use only when a small amount of documentation is necessary, for example re-distributing copier charges to various non-grant accounts.

**Expenditure Types:** To view a list of specific expenditure types for a category click the link to the JEFF website. [http://www.yale.edu/jeff/](http://www.yale.edu/jeff/) Click the category in question on the left hand side of the page, and then click the “View Expenditure Types” link.

**Required Attributes:**

- **Transaction Date:** The date the transaction occurred.

**Optional Attributes:**

- **User Defined:** These free-form text fields hold up to 60 characters per field. All information entered will appear on the monthly statements.
YBalShtRevAdj

Yale Balance Sheet and Revenue Adjustment

Used to make corrections to asset, liability and revenue accounts. This category is also used to transfer funds from one project/task/award/organization (PTAO) to another. This category should not be used to move expenses already charged.

Expenditure Types: To view a list of specific expenditure types for a category click the link to the JEFF website. http://www.yale.edu/jeff/ Click the category in question on the left hand side of the page, and then click the “View Expenditure Types” link.

Required Attributes:

Transaction Date: The date the transaction occurred.

Optional Attributes:

User Defined: These free-form text fields hold up to 60 characters per field. All information entered will appear on the monthly statements.
YInterDeptTrsf

Yale Inter-Department Transfer

Used by Internal Service Providers (ISP) to charge University departments for goods and services provided. **Note:** This category is not to be used by a department to move charges to accounts within the department, nor to move funds within the department.

**Expenditure Types**: To view a list of specific expenditure types for a category click the link to the JEFF website. [http://www.yale.edu/jeff/](http://www.yale.edu/jeff/) Click the category in question on the left hand side of the page, and then click the “View Expenditure Types” link.

**Required Attributes**:

- **Delivery Date**: Delivery date or service completion date that the goods or services were provided.

**Optional Attributes**:

- **Service Request Number**: Number designated by the ISP for tracking the order.
- **Approver Name and Number**: The name of the person approving the purchase of the goods or services provided.
- **ISP Name**: Name of the department providing the goods or services.
- **Initiator Name & Number**: Name and phone number of the person requesting the goods or services.
- **Order Date**: Enter the date the order was placed by the submitter
- **Invoice Number**: the number designated by the provider for tracking the bill.
- **Total Amount/Bill Status**: Total invoice amount plus status of the billing as partial or complete
- **Submitter Name and Number**: Name and phone number of person submitting the request for goods or services

**User Defined**: User-defined descriptive field. Note: Financial Reporting is working to incorporate this field on statements.
YAssessment

Yale Assessments

Used by Central departments to charge general and administrative assessments to University departments. Individual University departments may also use this category to move the original assessment, when appropriate.

Expenditure Types: To view a list of specific expenditure types for a category click the link to the JEFF website. [http://www.yale.edu/jeff/](http://www.yale.edu/jeff/) Click the category in question on the left hand side of the page, and then click the “View Expenditure Types” link.

Required Attributes:

Transaction Date: The date the assessment was incurred.

Optional Attributes:

User Defined: These free-form text fields hold up to 60 characters per field. All information entered will appear on the monthly statements.
Accessing the Oracle Application

Via the Administrative Links web page, click on Financials, Procurement & HR (Oracle)
After clicking the link, CAS (Central Authentication Service) will display as seen below.
To log on/access the Oracle Application, take the following steps:

1. Log on to identify yourself as a user. The user name identifies each user to the system. It is used to establish levels of responsibility for entering, viewing and modifying data.
2. Complete the NetID field with your NetID.
3. Enter your Password.

This brings up the Oracle E-Business Suite Navigator.

If you are a Department Preparer click “YUGL_Phase2_Staging_User” to start the application.

If you are a Department Authorizer click “YUGL_Phase2_Staging_Manager w/no GC xfers” to start the application.
After **Staging Manager w/no GC xfers** has been selected use …

“**Journal**” to enter new Journal Entries and modify and complete existing Journal Entries.

“**Post**” to authorize completed Journal Entries at the department level

“**Other/Run**” to run reports.
Creating the Journal Entry

The journal entry is created on one form that consists of three windows. The windows are:

- **Batch (Journal Staging Area)** window
- **Journals (Journal Staging Area)** window
- **Enter Journals: Lines** window.

The **Batch (Journal Staging Area)** window and the **Journals (Journal Staging Area)** window are the same for all transactions. The **Enter Journals: Lines** window is different for different categories. The **Enter Journals: Lines** windows for the various categories and descriptions of when to use each category are covered in the section of this document titled **Selecting the Journal Category** (Pages 10-16).

Starting a Journal Entry

The **Navigator** window below will show momentarily then branch automatically to “Find Journals”.

![Journal Entry Screen](image-url)
The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.

Find Journals window

To find or “query” and existing journal entry, Enter the search criteria (i.e. 527016-MANMFC% or %MANMFC%). The more information you provide in your search criteria, the faster JSA will find the batch. Entering the Accounting period in the Period box will also help speed up the query.

Click “Find”

To create a journal entry, click the “New Batch” button
**Batch (Journal Staging Area) Window**

The **Batch (Journal Staging Area)** is the window on which the batch header is entered. The batch header contains information that is used to identify the journal entry. The **Batch** field contains the batch name, which must be unique for each journal entry. Other items included on the batch header are the fiscal period and control total.

Completing the **Batch** window requires input into two fields. When creating a journal entry, only two fields must be entered on the batch header: **Batch** and **Control Total**. The period will default to the current open accounting period. **NOTE**: During fiscal year end, the user must select the correct **Period** from the **List of Values**.
Fields on the Batch (Journal Staging Area) window are listed in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>User Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Batch</strong></td>
<td>First two segments of Batch name (See directions for naming below)</td>
<td>Type six-digit organization number, a hyphen, and the letters “MAN” plus the user’s three initials (example: 974501-MANSMK). The system will append the batch name with the date and sequence number.</td>
</tr>
<tr>
<td><strong>Period</strong></td>
<td>Current fiscal period. During most of the fiscal year, this field defaults to the current open period. At year-end closing (July and August), this field will be blank.</td>
<td>If field is blank, select correct period using List of Values. If field has a fiscal month, do nothing.</td>
</tr>
<tr>
<td><strong>Balance Type</strong></td>
<td>The balance type will always be “Actual” for all users.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Control Total</strong></td>
<td>Equal to total debits, which equal total credits.</td>
<td>Type in a 0. The application will change this control total as dollar amounts are entered in the Debit field on the journal entry lines.</td>
</tr>
<tr>
<td><strong>Debits-Entered</strong></td>
<td>Auto-fills with the total debits, as they are entered.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Debits-Converted</strong></td>
<td>Auto-fills with the total debits, as they are entered.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Credits-Entered</strong></td>
<td>Auto-fills with the total credits, as they are entered.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Credits-Converted</strong></td>
<td>Auto-fills with the total credits, as they are entered.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Status: Posting</strong></td>
<td>Shows whether batch is unposted or posted in JSA</td>
<td>None</td>
</tr>
<tr>
<td><strong>Status: Funds</strong></td>
<td>Shows “N/A”. This field is not used at Yale University.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Status: Approval</strong></td>
<td>Shows “N/A”. This field is not used at Yale University.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Date: Created</strong></td>
<td>Shows date when batch was created.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Date: Posted</strong></td>
<td>Shows date when batch was authorized.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Journals</strong></td>
<td>Button.</td>
<td>Use button to move to Journals (Journal Staging Area) window.</td>
</tr>
</tbody>
</table>
Batch Naming Convention

Yale University has a strict batch naming convention for journal entries. This format is used to name all journal entries entered into the JSA to allow for easy identification of journal entries, and to permit easy searching for journal entries. The convention states that:

- All journal entries will be entered in all capital letters; and
- Segments will be separated by dashes.

The batch name is made up of four segments. The user enters the first two segments, and the last two are populated automatically by the application. The format is 527002-MANLAS-26-MAR-2002-0001. The segments are:

- The Organization number (527002) -- This controls access to the journal entry. Only those users who have this organization number linked to their Net ID may view the journal entry on-line.
- The six-letter Source name (MANLAS) -- For manually entered transactions, the source name is MAN, followed by the three initials of the person who created the journal entry.
- The Creation Date (26-MAR-2002) of the journal entry in the format DD-MON-YYYY (auto-populated).
- The four-digit Sequence Number (0001). This allows sources to create multiple journal entries on a single day (auto-populated).

Please note that to enter the batch name into the Batch Name field, the user is required to enter only the Organization number and the source name. The application will complete the batch name when the Journals button is selected.

Control Total

The Control Total should equal the total debits of the transaction. On the Batch Header, the Control Total will automatically update to equal the total debits. When first entering information on the Batch window, 0 may be placed in the Control Total field.
Journals (Journal Staging Area) Window

The Journals (Journal Staging Area) window contains two distinct parts: the Journal Header and the Journal Entry Lines.

Journal Header

The journal header is a graphic user interface that collects a set of information that is used on each journal entry line of a journal entry. The information in most of the fields must be identical in order for the journal entry to be processed.
Fields on the journal header are listed in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>User Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal</td>
<td>Automatically populated by system with batch name after clicking the journals button.</td>
<td>None</td>
</tr>
<tr>
<td>Period</td>
<td>Fiscal month to which journal entry will be posted. Will default to current month. User must choose correct month during year end (July-Aug)</td>
<td>None</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Date during the fiscal month when the journal entry will be effective. If the date the journal entry is created after the last day of the calendar month of the period, but still within the fiscal month, the effective date will be the last day of the calendar month.</td>
<td>None</td>
</tr>
<tr>
<td>Category</td>
<td>The journal category controls the validations and attributes of the journal entry. For a complete discussion, see the section titled <strong>Selecting the Journal Category. Note: Once the Journal Category has been chosen, it cannot be changed</strong></td>
<td>Select Category from the list of values (at the end of the Category field or the F9 key), or type the first letters of the category and tab.</td>
</tr>
<tr>
<td>Source</td>
<td>Will auto-fill with &quot;Manual&quot; if journal entry is created by hand or &quot;Yale External&quot; if journal entry is created by an interfaced or spreadsheet source system.</td>
<td>None</td>
</tr>
<tr>
<td>Balance Type</td>
<td>Defaults to &quot;A&quot;: Actual.</td>
<td>None</td>
</tr>
<tr>
<td>Budget</td>
<td>Not used at Yale.</td>
<td>None</td>
</tr>
<tr>
<td>Description</td>
<td>Description of why you are creating this transaction. The descriptions will auto-fill in the Description field of each journal entry line.</td>
<td>Type in a description of the transaction that is valid for all journal entry lines.</td>
</tr>
<tr>
<td>Control Total</td>
<td>Equal to total debits, which equal total credits.</td>
<td>Type in the total debit amount.</td>
</tr>
<tr>
<td>Conversion</td>
<td>Currency conversion fields (not used at Yale).</td>
<td>None</td>
</tr>
</tbody>
</table>

*Currency, Date Type and Rate*
### Journal Entry Lines

The journal entry lines are the fields that contain the actual accounting instructions and dollar amounts or the transaction. In addition, the lines collect attributes, or detailed information about the transaction. This information is stored in the Data Warehouse, and appears on the University's formal financial statements.

Fields on the journal entry lines are listed in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>User Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>Line number for journal entry line. This can be useful when querying the journal entry for a particular line to correct errors. Type the value &quot;1&quot; on the first line. The subsequent line numbers will auto-populate.</td>
<td>Preferred: open the List of Values (at the end of the field or F9 key) to enter the account segments on the Accounting Flexfield (see section on Accounting Flexfield below.) Or type the account directly on the line using periods to separate each segment.</td>
</tr>
<tr>
<td>Account</td>
<td>Account number in PTAEO format. When the List of Values is used to open this field it will display an Accounting Flexfield.</td>
<td>Make changes as necessary.</td>
</tr>
<tr>
<td>Debit</td>
<td>Dollar amount of debit. If this field is used, leave Credit field blank.</td>
<td>Type dollar amount of debit.</td>
</tr>
<tr>
<td>Credit</td>
<td>Dollar amount of credit. If this field is used, leave Debit field blank.</td>
<td>Type dollar amount of credit.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of journal entry line. Auto-fills from Description line of Journal Header, but the user may edit field if necessary.</td>
<td>Make changes as necessary.</td>
</tr>
<tr>
<td>[ ]</td>
<td>This field is the beginning of the Enter Journals: Lines window. This field is can also be referred to as a Descriptive Flexfield. If a number is displayed in this field, it is the date of the transaction.</td>
<td>Place cursor in this field to open the Enter Journals: Lines window. Each category has a different window; see pages 10 to 15 for the appropriate window. All Yellow fields are required.</td>
</tr>
</tbody>
</table>

**Note:** It is strongly recommended that the PTAEO be entered using the List of Values.
Accounting Flexfield

Using the Accounting Flexfield is the recommended way of entering a PTAEO into the Account field. As each segment of the PTAEO is entered, it is validated against the values that are linked to the Project segment of the PTAEO.

1. With the cursor in the Account field, use the List of Values button or the F9 key to open the Accounting Flexfield.

2. Type the Project number in the Project field.

   **Note:** It is very important to use the proper Project number, as the values for the remaining fields are called up based upon the Project number. To verify you have the correct project, review the project name that is displayed.

3. When the cursor moves to the Task field, use the List of Values button on the Accounting Flexfield window (or the F9 key) to open a list of all the tasks that have ever been linked to the project. If only one Task has been linked to the Project, it will automatically fill in the Task field.
4. The cursor will move to the **Award** field. Use the **List of Values** to call up all Awards that have ever been linked to the Project, and select one.

5. **Do not** use the **List of Values** to call up the Expenditure type. This List of Values contains all the expenditure types that exist. Instead, type in the appropriate Expenditure Type number.

Note: You may enter a partial expenditure type number with a % and then hit the tab key. This will run a query of expenditure types and provide a partial list to help narrow down the choices. (e.g. 821%, then tab)
6. The cursor will move to the **Organization** field. Use the **List of Values** to call up all Organizations that have ever been linked to the Project, and select one. If the **Balancing Segment** field is blank, enter the value **02**.

![Accounting Flexfield](image)

7. Select the **OK** button. The PTAEO will fill in the **GL Account** field.

**Notes:**

- It is not necessary to use the List of Values to enter the values in each field; they may be typed. However, it is **strongly recommended** that you use the Accounting Flexfield even if you type in the values. This allows for validations to be run on each segment of the PTAEO before the line is completed.
- **Do Not Use** the Combinations and Help buttons.
**Enter Journals Lines**

After entering the description on the journal entry line, tab once or use the cursor to click in the small field at the end of the journal entry line. This field [ ] is called a Descriptive Flexfield and will display the **Enter Journals: Lines** window.

The **Enter Journals: Lines** window is where the attributes are entered for each journal entry line. Please see the section titled **Journal Categories: Descriptions and Attributes** pages 10 to 15 in this document for a discussion of each journal category and the attributes that are associated with each category.
### Searching for a Journal Entry Batch

The most common way to search for a journal entry for review or correction is to enter the batch name or parts of the batch name with wildcards (%) in place of any missing information. Other fields may be used to limit the search if the batch name is unknown.

The **Best Practice** for searching is to search using segments of the batch name, particularly the first two digits of the organization number, the creator’s initials and the date of the batch (52%SMK%08-JAN), then to select the **Find** button.

![Find Journals Form](image)

### Field | Recommended Search
---|---
**Batch** | *Always* enter at least the first two digits of the batch name (organization number), followed by a wildcard (%).
**Journal** | Not used for searching; the Journal field contains the same information as the Batch field.
**Source** | Manual or Yale External; not a recommended searching parameter.
**Category** | Can be useful as a searching parameter. Enter the name of the category of the journal entry being searched for.
**Period** | Can be useful as a searching parameter, especially at year-end close when two periods are open. Enter the fiscal period of the category of the journal entry being searched for in the format MONYY-YY.
**Currency** | Not a recommended searching parameter.
**Status: Posting** | Can be a useful searching parameter, especially when looking at only unposted batches. Type a “u” and tab once to bring up Unposted.
**Status: Funds** | Not a recommended searching parameter.
**Control Total: Batch** | Can be useful as a searching parameter. Enter control total of the journal entry being searched for.
**Control Total: Journal** | Can be useful as a searching parameter. Enter control total of the journal entry being searched for.
The Find operation will return data on the **Enter Journals** form. The correct journal entry should be selected and opened using either the **Review Batch** or **Review Journal** button. Please note that selecting the batch by clicking in the first column, where the box turns blue when the line is selected, will automatically open the **Journals** window. To open the **Batch** window, click on any other field of the line and select the **Review Batch** button.

![Image of the Enter Journals window]

Note: The Batch Window will give the end user access to the “**Change Period**” button which can be used to move an un-posted batch forward in the next accounting period if it was not authorized in time for the month end close.
Deleting a Journal Entry Batch

To delete a journal entry:

1. From the Navigator window, select Journal.
2. On the Find Journals window, enter the batch name, or parts of the batch name separated by wildcards (%) and select the Find button.
3. On the Enter Journals window, choose the journal entry to delete. Do not open the Batch or Journal.
   Note: If you select the batch by clicking in the first gray column of the window, the application will automatically perform the action indicated on the button that has the dark highlight around it. In this case, the button highlighted is Review Journal, so the Journal window would open. While deleting a journal entry, do not select by placing the cursor in this first gray column. Instead, place the cursor anywhere else on the line.
4. Select the Delete Record button on the toolbar.
   A Decision window will open. Select the Batch button.
5. The record will disappear from the **Enter Journals** window. Save this change.
Department Approval – Journals for Non-Grant & Contract

Each journal entry must be department approved in the JSA before it can be posted to the General Ledger. To authorize journal entries you must have a Staging Manager responsibility available in the Oracle Responsibilities window. To department approve, select Post on the Navigator window then find the batch to be processed.

Find Journal Batches

The Find Journal Batches window is used to search for batch journal entries that are available to authorize. The fields and the preferred method of searching on each are described in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Preferred method of searching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Fiscal period of batch journal entry.</td>
<td>Most useful at year-end closing when two fiscal periods are open. Type in fiscal period in format MONYY-YY, or select using List Of Values.</td>
</tr>
<tr>
<td>Balance Type</td>
<td>Type of journal created. Defaults to &quot;Any&quot;.</td>
<td>Not an effective search tool. The University's balance type is always &quot;Actual&quot;.</td>
</tr>
<tr>
<td>Batch</td>
<td>Batch name.</td>
<td><strong>To use for searching:</strong> Place at least the first two digits of the batch name, followed by the wild card (%). In addition, you may limit the search by entering additional parts of the batch name, e.g., source name or date. Segments should be separated by wild cards, and a wild card should be placed at the end of the selection.</td>
</tr>
<tr>
<td>Entered Debit</td>
<td>Total of debits entered.</td>
<td>Can be used with a partial batch name.</td>
</tr>
<tr>
<td>Entered Credit</td>
<td>Total of credits entered.</td>
<td>Can be used with a partial batch name.</td>
</tr>
<tr>
<td>Control</td>
<td>Batch control total.</td>
<td>Can be used with a partial batch name.</td>
</tr>
<tr>
<td>Clear</td>
<td>Button used to clear the current search parameters.</td>
<td></td>
</tr>
<tr>
<td>Find</td>
<td>Button used after parameters are entered to begin the search.</td>
<td><strong>Can be used alone</strong> (with no search parameters entered) to find all journal entries available to be authorized.</td>
</tr>
</tbody>
</table>

Find Journal Batches window
**Department Approve (Post Journals)**

The Post Journals (Journal Staging Area) form is where the user selects batch journal entries to be authorized and sent for processing and posting to the General Ledger. The fields of the form are discussed in the table below.

<table>
<thead>
<tr>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>(Check box)</td>
</tr>
<tr>
<td>Period</td>
</tr>
<tr>
<td>Batch</td>
</tr>
<tr>
<td>Balance Type</td>
</tr>
<tr>
<td>Total Entered: Debit</td>
</tr>
<tr>
<td>Total Entered: Credit</td>
</tr>
<tr>
<td>Control Total</td>
</tr>
<tr>
<td>Post Status</td>
</tr>
<tr>
<td>Period Status</td>
</tr>
<tr>
<td>Batch Status</td>
</tr>
<tr>
<td>Authorize</td>
</tr>
</tbody>
</table>
After the Authorize button is selected, a **Note** appears to display the concurrent request ID number. This number will display when the Posting Execution Report is viewed. To close the window, click the **OK** button.

**Posting Execution Report**

General Accounting Services recommends creating the **Posting Execution Report** for every transaction that is authorized.

1. On the menu bar, select **View**. From the drop down menu, select **Requests**.
2. The **Find Requests** window will open. Use the **Find** button to open the **Requests** window.

3. The **Requests** form will open. Locate the line that contains the Request ID from the Note window. (It should be the top line, if only one report is requested at a time.) If the **Phase** field does not contain the word "Completed," click the **Refresh Data** button or press the F8 key on the keyboard to refresh the screen until **Phase** reads "Completed".

4. Select the **View Output** button.

5. The report will open, displaying all batches selected for authorization, and the message, "All batches have completed status check with no errors."

   **Note:** If this report shows any errors, call Help Desk (2-9000 or 5-3200) **immediately**.
6. To print this report,
   - On the Tools menu, select Copy File. This opens the report in a web browser. Print the report from here.
   - Select the print icon on the toolbar to print a screen shot of the report.
Department Approval – Journals for Grant & Contract

Each journal entry must be department approved in the JSA before it can be posted to the General Ledger. To authorize journal entries you must have a Staging Manager responsibility available in the Oracle Responsibilities window. To department approve, select Post on the Navigator window then find the batch to be processed.

Complete Cost Transfer Justification Form (G&C)

Note: This process can only be run from the Journal Entry Batch Header area.

1. Click “Journal” field (to activate “Batch Header” area)
2. Click “Zoom” icon (the “toaster” icon)

3. Question #1 – Select Reason
   “Correction of an erroneously charged expense”
“Allocation of costs that benefit more than one project”
“Transfer pre-award costs from a department holding account”
“Intra-inter-department billing for internal services”
“Other” – Contact your GCFA Representative before using “Other”

4. Enter detailed description (applicable for the reason selected)
5. Question #2 – Indicate if correction is being made late
   “120 days after date of transaction (or) 90 days after error was discovered”
6. If “Yes” enter detailed reason

7. Question #3 – Describe why charge should be charged to proposed award and how it will benefit to this project
8. Click in “Name” field (list-of-values)
9. Enter “Last Name” (name fragment followed by “%”)
10. Click “Find”
11. Select Person (knowledgeable person authorizing this cost transfer)
12. Click “OK”
13. Click “Justification Complete”
14. Click “OK” (note what documentation must be attached)

**Attach Supporting Documentation**

Use a cover sheet showing Journal Entry Batch Name (“File Name”) for the scanned documentation being attached.

1. Scan documents and “Save”
2. Click “Attachments” icon (the “paperclip” icon)
3. Select “Original Documentation Attached” in “Category”  
   (list-of-values)  
   (or enter “or” for “Original Documentation …”and tab to next field)
4. Click “OK”
5. Select “File” in “Data Type”  
   (list-of-values)  
   (or enter “fi” for “File” and tab to next field)
6. Complete “Oracle Upload a File”  
   (“browse” to find file)
7. Click “Open”  
   (to activate selected file)
8. Click “OK”  
   (to upload and attach selected file)
9. Close “Oracle Upload Form”
10. Click “Open Document”  
    (optional step to view attached document if desired)
11. Click “OK”  
    (decision window – file is uploaded successfully)
12. Click “Save” icon
13. Click “Yes”  
    (“Has File Been Uploaded Successfully”)
14. Close “Attachments” window

**Enter Batch Status (“Requires Department Action”)**

Entering this status confirms that the Dept Preparer is satisfied with (1) JE Header, (2) JE Detail and Descriptions, (3) Transfer Justification Form, (4) Attachments and certifies that this JE Batch is ready for Dept Approval.
The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.

Department Approval (Grants & Contracts Under Threshold)

Department Approvers must run this process. Do not “Post” grant & contract transfers from the main menu.

1. Select YUGL_JSA_Department_Grant_Approver (from main “Navigator” menu)
2. Select “Journal”
3. Enter “Batch” for Search (e.g. “%MANKTM-07-NOV%”)
4. Enter “Posting” for Search to limit to “Unposted” transactions
5. Click “Find”
6. Highlight Journal Entry Batch to be Reviewed
7. Click “Review Journal”
8. Click “Zoom” icon (review “Cost Justification Form” and correct where applicable)
9. Click “Justification Complete”
10. Click “OK”
11. Click “Attachment” icon (review attachments and correct and reattach where applicable)
12. Click “Open Document”
13. Click “Open” (“Do you want to open or save this file?”)
14. Close Window by clicking on the “X” (after reviewing attached file)
15. If you want to add a comment to the attachment, do as follows:
   a. Click new “Attachment Sequence Line” (the next unused line)
   b. Select “Department Comment” in “Category” (List of Values)
      (or enter “de” for “Department Comment” …” and Tab to next field)
   c. Click “OK”
   d. Select “Short Text” in “Data Type” (list-of-values)
      (or enter “sh” for “File” and Tab to next field)
   e. Enter appropriate text in field
   f. Click “X” icon to close window
   g. Click “Yes” to Save (“Has File Been Uploaded Successfully”)

Enter Batch Status (“Approved by Department”)

This update indicates that the Dept Approver is satisfied with (1) JE Header, (2) JE Detail and Descriptions, (3) Transfer Justification Form, (4) Attachments and certifies that this JE Batch is ready for Grants & Contracts Financial Administration (GCFA) review.

16. Click “Beer Mug” (under “Control Total” in batch header)
17. Select “Approved by Department” in “Approval Status”
18. Click “OK”
19. Click the “Post” button that will appear in the lower left hand corner of the window
20. Decision box will pop up, Click “Yes” to continue and save your work
21. This will trigger the posting job to run.
22. Follow instructions on Pg 40 to view the Posting Execution Report.

**Department Approval (Grants & Contracts Over Threshold)**

Department Approvers must run this process. **Do not** “Post” grant & contract transfers from the main menu.

1. Select YUGL_JSA_Department_Grant_Approver (from main “Navigator” menu)
2. Select “Journal”
3. Enter “Batch” for Search (e.g. “%MANKTM-07-NOV%”)
4. Enter “Posting” for Search to limit to “Posted” or “Unposted” transactions
5. Click “Find”
6. Highlight Journal Entry Batch to be Reviewed
7. Click “Review Journal”
8. Click “Zoom” icon (review “Cost Justification Form” and correct where applicable)
9. Click “Justification Complete”
10. Click “OK”
11. Click “Attachment” icon (review attachments and correct and reattach where applicable)
12. Click “Open Document”
13. Click “Open” (“Do you want to open or save this file?”)
14. Close Window by clicking on the “X” (after reviewing attached file)
15. If you want to add a comment to the attachment, do as follows:
   a. Click new “Attachment Sequence Line” (the next unused line)
   b. Select “Department Comment” in “Category” (List of Values)
      (or enter “de” for “Department Comment” …” and Tab to next field)
   c. Click “OK”
   d. Select “Short Text” in “Data Type” (list-of-values)
      (or enter “sh” for “File” and Tab to next field)
   e. Enter appropriate text in field
   f. Click “X” icon to close window
   g. Click “Yes” to Save (“Has File Been Uploaded Successfully”)

**Enter Batch Status (“Ready for GCFA Approval”)**

This update indicates that the Dept Approver is satisfied with (1) JE Header, (2) JE Detail and Descriptions, (3) Transfer Justification Form, (4) Attachments and certifies that this JE Batch is ready for Grants & Contracts Financial Administration (GCFA) review.

16. Click “Beer Mug” (under “Control Total” in batch header)
17. Select “Ready for GCFA Approval” in “Approval Status”
18. Click “OK”
19. Click “Save” button in toolbar
20. Click “X” to close the window
Reports

Five types of reports are available to view information entered on the Batch Journal Entries. They are:

- **Detail Report**: This is the most commonly used report. It contains information from the batch and journal headers, and the individual journal entry lines.

- **Detail Attribute Report**: This report contains information from the attributes (Enter Journals: Lines fields)

- **Detail Report for Multiple Batches**: This report is available in two views:
  - **Summary view** – lists on one line the batch name, category, date, and posting status. This is a very good view for a business manager or designee to see if all the batches in an organization have been authorized for a particular fiscal month.
  - **Detail view** – used to print several Detail Reports at the same time

- **Error Report**: This report is essential for owners of interface source systems, both legacy and spreadsheet. The report will identify errors in a batch journal entry by line number, and show the error messages.

- **Error Report for Multiple Batches**: This report is available in two views:
  - **Summary view**--lists the batch journal entries that both fit the parameters chosen and contain errors.
  - **Detail view**--shows all the error reports of batch journal entries that fit the parameters and contain errors.

On the next pages, each report and each view will be described. Following the descriptions are the directions for creating and printing the reports.
**Detail Report**

This report is used to view batch header, journal header and all journal entry lines of a single batch journal entry. This is probably the most useful of all the JSA reports.

<table>
<thead>
<tr>
<th>Number</th>
<th>Account</th>
<th>Line Description</th>
<th>Tran. Date</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0201010.00 D2HFCC.0511.03 00000002.02</td>
<td>To move phone charges from Audit to Commencement account</td>
<td>04-May-2002</td>
<td>321.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>0201010.00 D2HFCC.0511.03 00000002.02</td>
<td>To move phone charges from Audit to Commencement account</td>
<td>04-May-2002</td>
<td>0.00</td>
<td>321.00</td>
</tr>
</tbody>
</table>

---

**Detail Attribute Report**

This report shows the information that is entered in the attributes (Enter Journal: Lines window) following the date. It is especially useful for batch journal entries that contain a large amount of unique information in the attributes.

<table>
<thead>
<tr>
<th>Number</th>
<th>Accounting Title</th>
<th>Field #1</th>
<th>Field #2</th>
<th>Field #3</th>
<th>Field #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PURCH ASGNG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PURCH ASGNG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PURCH ASGNG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PURCH ASGNG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PURCH ASGNG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Detail Report for Multiple Batches**

This report is used to show detailed information for more than one batch. This information is viewed in either summary or detail view.

**Summary view**

This view shows on one line the batch name, journal category, creation date, fiscal period and authorization status of all batch journal entries that meet the parameters defined when the user requests the report.

**Note:** This view is very useful for authorizers who want to know whether all batch journal entries for the fiscal period have been authorized.

<table>
<thead>
<tr>
<th>Batch Name</th>
<th>Journal Category</th>
<th>Creation Date</th>
<th>Fiscal Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0012-0042</td>
<td>Yela ren. 6Q labor cost transfer</td>
<td>03/01/2022</td>
<td>Calendar</td>
<td>Unposted</td>
</tr>
<tr>
<td>0012-0042</td>
<td>Yela ren. 6Q labor cost transfer</td>
<td>06/01/2022</td>
<td>Calendar</td>
<td>Unposted</td>
</tr>
</tbody>
</table>

**Detail view**

This view shows the Detail Reports of all the batch journal entries that meet the searching parameters.
**Error Report**

The Error Report is probably the most important report that a source system can generate. When a batch journal entry is shipped in to JSA using the SFTP process, lines can enter the JSA containing errors. By running the Error Report, the owner of the batch can find and correct the errors without scrolling through hundreds or thousands of journal entry detail lines.

**Note:** Manual journal entries have all validations run while the batch is being created, which allows the user to correct the entry as it is being created. Therefore, this report is of little or no use to creators of manual on-line batch journal entries.

![Error Report Table](image-url)
Error Report for Multiple Batches

Owners of external source systems and spreadsheet journal entry source names use this report to view error reports for a group of batch journal entries that meet a chosen set of parameters. It is available in summary and detail views.

Summary view

The summary view will list batch names of the batch journal entries that meet the given parameters and contain errors.

<table>
<thead>
<tr>
<th>Batch Name</th>
<th>Journal Category</th>
<th>Creation Date</th>
<th>Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2108855AMJJ05-8-MAY-2000010</td>
<td>Yale-ECG Internal revenue audit transfers</td>
<td>10-MAY-20002</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
<tr>
<td>61656AMJJ06-21-APR-2005006</td>
<td>Yale Balance Board (Revenue Entry Adjustment)</td>
<td>17-MAY-20020</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
<tr>
<td>61855AMJJ08-21-APR-2002001</td>
<td>Yale Balance Board (Revenue Entry Adjustment)</td>
<td>24-MAY-20020</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
<tr>
<td>210855AMJJ08-21-APR-2000008</td>
<td>Yale-ECG Internal revenue audit transfers</td>
<td>02-MAY-20020</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
<tr>
<td>210855AMJJ06-21-APR-2000001</td>
<td>Yale-ECG Internal revenue audit transfers</td>
<td>03-MAY-20020</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
<tr>
<td>51851AMJJ05-21-APR-2002002</td>
<td>Yale-Non-Direct Expenses, revenue audit transfers</td>
<td>05-MAY-20020</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
<tr>
<td>61855AMJJ08-21-APR-2002001</td>
<td>Yale Internal revenue audit transfers</td>
<td>10-MAY-20020</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
<tr>
<td>61855AMJJ08-21-APR-2002001</td>
<td>Yale Internal revenue audit transfers</td>
<td>10-MAY-20020</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
<tr>
<td>61855AMJJ08-21-APR-2002001</td>
<td>Yale Internal revenue audit transfers</td>
<td>13-MAY-20020</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
<tr>
<td>61855AMJJ08-21-APR-2002001</td>
<td>Yale Internal revenue audit transfers</td>
<td>18-MAY-20020</td>
<td>APR2002-02</td>
<td>Updated</td>
</tr>
</tbody>
</table>

Detail view

The detail view of this report shows the same information as is shown on the Error Report, but for all the batches that contain errors and meet the searching parameters. Each report begins on a separate page. This view is very useful for creators of spreadsheet journal entries who ship in several batch journal entries at one time.
**Viewing and Printing Reports**

Each report can be generated to be viewed or printed by the user, or may be e-mailed to another user. When generating a report, the following windows will open:

- **Submit a New Request**
- **Submit Request** (the Parameters window will open when the cursor is in the Parameters field)
- **Requests**

When generating an email, clicking on the Options button will open an additional window, Upon Completion.

**Submit a New Request**

The first step in generating a report is to **Submit a New Request**. End users creating reports will always run a **Single Request** (only certain employees in central offices generate request sets). On this window, since the default is **Single Request**, the user may just click the OK button.

![Submit a New Request Window]

**Submit Request**

The next window that will open is **Submit Request**.

![Submit Request Window]
<table>
<thead>
<tr>
<th>Field/Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy</td>
<td>Copies last set of parameters entered.</td>
</tr>
<tr>
<td>Name</td>
<td>Use List of Values button at end of field to open list of available reports.</td>
</tr>
<tr>
<td>Parameters</td>
<td>Opens proper Parameters window for type of report. For Detail, Detail Attribute and Error reports, a single batch may be selected. For Detail and Error Reports for Multiple Batches, the window allows selection of parameters for reports to be run. See below for screenshots and directions on using these windows.</td>
</tr>
<tr>
<td>Language</td>
<td>Auto-fills with American English.</td>
</tr>
<tr>
<td>At These Times…</td>
<td>Auto-fills with As Soon as Possible.</td>
</tr>
<tr>
<td>Run the Job</td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td>Do not use.</td>
</tr>
<tr>
<td>Upon Completion</td>
<td>Default is checked. Do not change.</td>
</tr>
<tr>
<td>Save All Output Files</td>
<td></td>
</tr>
<tr>
<td>Notify</td>
<td>Do not use.</td>
</tr>
<tr>
<td>Print to</td>
<td>Default is no print. Do not change.</td>
</tr>
<tr>
<td>Options</td>
<td>Select this button to e-mail the report.</td>
</tr>
<tr>
<td>Help</td>
<td>Oracle Help screen – not customized for Yale.</td>
</tr>
<tr>
<td>Submit</td>
<td>When parameters are selected, click this button to process request.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels request and closes Submit Requests window.</td>
</tr>
</tbody>
</table>

**Parameters**

After selecting the report to be generated in the Name field of the Submit request window, the cursor moves to the Parameters field. Depending on which report was selected to be generated, one of two Parameters windows will open.
Detail, Detail Attribute and Error Reports:

Each of these selections will generate a single report. This Parameters window will open:

To use, enter the batch name or parts of the batch name in the Batch Name field.

- The Best Practice for searching is to search using segments of the batch name, particularly the first two digits of the organization number, the creator’s initials and the date of the batch (52%SMK%08-JAN), then to select the Find button.

The Excel File (For SFTP Users Only) field is filled with the default No. Leave the default as set.

- Only those users who enter journal entries using a source system or spreadsheets using SFTP are able to generate reports by setting this to Yes.

Select OK to close this window and return to the Submit Request window.

Detail Report for Multiple Batches and Error Report for Multiple Batches

There are two types of reports available for multiple batches.

The Summary reports for multiple batches show a one-line summary for each batch. The summary detail report is useful to check whether all batches for a fiscal period have been authorized (posted.) The summary error report will show whether any batches in the selected group contain errors that would keep the batches from being authorized.

The Detail reports for multiple batches use one set of parameters to generate all the reports that fall within the parameters. Each individual report in the requested group will begin on a new page, so each batch report may be used or filed separately.
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required vs. Optional field</th>
<th>Recommended use for searching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary/Detail</td>
<td>Required</td>
<td>Defaults to <strong>Summary</strong>, which is used to generate a list of batch names for the given parameters. To change to <strong>Detail</strong> to print a group of detail reports, select the <strong>list of values</strong> button on the <strong>Parameters</strong> window, and then select <strong>OK</strong>.</td>
</tr>
<tr>
<td>Batch Name</td>
<td>Optional</td>
<td>Enter portions of the batch name with wildcards. For example to print all the batches created on one day enter the organization number, initials, and date batch was created.</td>
</tr>
<tr>
<td>Journal Category Name</td>
<td>Optional</td>
<td>Use <strong>list of values</strong> button on parameters window to open the list of journal category long names.</td>
</tr>
<tr>
<td>Batch Start Date</td>
<td>Required</td>
<td>Use to limit search for batches to a specific time period.</td>
</tr>
<tr>
<td>Batch End Date</td>
<td>Required</td>
<td>Use to limit search for batches to a specific time period</td>
</tr>
<tr>
<td>Period Name</td>
<td>Optional</td>
<td>Use <strong>list of values</strong> button on parameters window to open the list of available fiscal months.</td>
</tr>
<tr>
<td><strong>OK</strong></td>
<td></td>
<td>Choose when parameters are entered.</td>
</tr>
<tr>
<td><strong>Cancel</strong></td>
<td></td>
<td>Returns user to <strong>Submit Request</strong> window.</td>
</tr>
<tr>
<td><strong>Clear</strong></td>
<td></td>
<td>Clears all parameters</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td></td>
<td>Do not use. No information is available.</td>
</tr>
</tbody>
</table>
View Requests

Once the report request has been submitted, the Requests window will open. This window shows the last 10 requests the user has made with the most recent on top. Occasionally this list is cleared by a central process; this has no effect on the new reports generated.

The report will generally go through three Phases: Pending, Running and Completed. To refresh the screen and see the current status of the report, select the Refresh Data button or use the F8 function key. Once the report has completed it may be viewed by selecting the View Output button.

The report will open in Adobe Acrobat.
**Emailing Reports**

To email a report, select the **Name** of the report and set the **Parameters** as described in **Viewing and Printing Reports**. Instead of clicking the **Submit** button, select the **Options** button on the **Submit Requests** window. The **Upon Completion** window will open.

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**Upon Completion**

If the report selected is to be emailed, select the **Options** button in the **Upon Completion** section of the **Submit Request** window. The **Upon Completion** window will open.

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Place the cursor in the **Name** field. Click the **List of Values** button.
The **People** window will open. Type in the last name of the person who will receive the email, and select the **Find** button.

From the resulting list, select the proper person and click **OK**.

- When all recipients have been selected, choose the **OK** button. The window will close, returning the user to the **Submit Request** window. Select **Submit** on the **Submit Request** window to send the email.
The recipient of the email will receive a message in which the subject line contains the request number and the name of the report.

**Subject:** Request 2069914 (Yale Staging Journal Detail Report) has completed with status Normal

The email will contain a URL link to the report. Click the link to open the .pdf file in Adobe Acrobat.

**Note:** This report can be opened only once. If the recipient will need the report, s/he must save the .pdf file on their computer.

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Oracle Workflow Notification (FYI)

Request number 2069914 (Yale Staging Journal Detail Report) completed at 12:41:46 on 30-JAN-03 with a status of Normal. This request was submitted by LS265. The report may be viewed at the following URL.

Content-Type: text/html; name="Notification Detail Link.html"
Content-Disposition: attachment; filename="Notification Detail Link.html"

---

**Notes:**

- This report can be opened only once. If the recipient will need the report, s/he must print the report or save the .pdf file on their computer.
- If the report is sent to more than one user, only the first person to open the report will see it. Instead of using the email function, run the report normally, and save the .pdf file. This file may be sent as an email attachment.
- The email process does not allow you to send a message along with the report. Instead of using the email function, run the report normally, and save the .pdf file. This file may be sent as an email attachment.
Scanning Attachments

To attach documents to any Journal Entry in the Journal Staging Area, first create and save the entry. Next use the Tools option on the menu bar to choose “Print Journal Batch Name.”
The Application will produce the “JSA Scanning Submission Form” in another IE window. Print this form and follow the Instructions for Scanning:

Instructions for Scanning

1. Print a copy of this submission form for each batch
2. Attach all supporting documentation behind the submission form
3. Place your cost transfer or JSA documentation package in your Multi-Function copier/scanner feeder, ensuring that this submission form is the top sheet
4. Select "Scanner", select "Folder", press the "JSA Cost Transfer" button, and confirm the file type is "TIFF"
5. Press the "Start" button

Once you have successfully scanned your document, it will be automatically matched to your batch and available for you to review in the JSA application within 15 minutes of scanning via the “paper clip” icon on the tool bar.

Questions?
For Cost Transfers on sponsored awards please contact the GCFA Review team at gcfa3@yale.edu
For all other JSA's please contact Help Desk at 432-8000