Entering a GL Journal

**IMPORTANT!**

Before you begin to enter a GL Journal into Oracle, you must first make sure that you are entering a journal where you have financial delegation for the debiting cost centre / project. If this is not the case, a person who does have this financial delegation should be entering the journal.

ECU has adopted a strict naming convention for journals to ensure unique identification of journals. It is up to the individual areas to ensure that a register of number is kept and used. The approved naming convention is:

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FAC/CNTR / SCHOOL/BRANCH / INITIALS / NUMBER (from register)
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Example: FBS/SYS/AK/001

**To enter a GL Journal in 11i**

**Responsibility:** ECU end user responsibility with 'GL' in the title.

**Journal Header**

1. (N) Enter GL Journals.

This will display the Find Journals window.
2. Click the New Journal button, because you want to enter a new journal, not search for an existing journal.

3. Enter the name of the journal (as per the naming convention) in the Journal field.

4. The Period will default to the current period, and the Effective Date will default to today's date. These are only default and can be overridden if appropriate.

   **IMPORTANT!**
   
   The system will not allow you to select a period that is closed.

5. The Category will default to Miscellaneous, but this can be overridden as appropriate.

   **Miscellaneous** journals are to be used for the general day-to-day allocation / distribution of revenue and expenditure and should be used for any item of revenue or expenditure that has not been invoiced.

   **Adjusting** journals are used when a journal is being created to correct the posting of a previous transaction. If an entire journal is being corrected then the original journals should be reversed and a new miscellaneous journal created (referencing the original journal in the description).

   **Internal Charge** journals are only to be used for internal transactions (i.e. transactions for the provision of goods / services between one cost centre / project and another cost centre / project). All internal charge journals must use a 19xx account code on the credit line and a 96xx account code on the debit line.

6. Enter a journal description in the Description field.
If you enter a journal description, the system will automatically default this description onto each journal line for you. You will still be able to overwrite the journal line description if you want to.

**Journal Lines**

7. Click in the Line column of the first row in the journals lines region.

8. Type ‘1’ to indicate that this is line one (subsequent lines will follow sequentially).

9. Press the Tab key.

10. Enter the accounting flexfield for this journal line in the Account field.

11. Press the Tab key (once to enter a Debit; twice to enter a Credit).

12. Enter the Debit or Credit amount for this journal line in the Debit (AUD) or Credit (AUD) field.

13. Press the Tab key.

14. If you entered a journal description this will have defaulted down the line description. You can leave it as it is, or change it. If you did not enter a journal description the line description will be blank and you should provide one.

15. Press the Tab key twice to move down to the next line.

**IMPORTANT!**

If you have used account code 2800, 2801, or 4051 (account codes relating to consulting) you will need to provide the number of hours worked for this transaction.
If you have used account code 3307, 3308, 3401, or 4211 (account codes relating to Fringe Benefits Tax (FBT)) you will need to provide the staff name for this transaction.

16. Repeat steps 10 to 14 until all the required lines are entered, and the journal is balanced.

! IMPORTANT !

The Debits and the Credit must equal. The system will not allow an unbalanced journal to be posted. It can be saved, but not posted.

If you attempt to save an unbalanced journal the system will ask you to confirm that you still want to save the journal. Answer accordingly. If you say no, the journal will not be saved.

17. If you want to add an attachment to your GL Journal, see GL Journal Entry – Attachments [GL-0111].

18. Press CTRL-S, or click on the toolbar disc icon to save your work.
19. Click the Approve button to submit the journal to your supervisor for approval.

! IMPORTANT !

If your Journal is within your own approval limit you will see a dialogue box advising that your Journal is now approved. In this case you can skip Actioning a GL Journal [GL-012] and go straight to Posting a GL Journal [GL-013].

20. Click the OK button to acknowledge the note.

Next Step – Actioning a GL Journal [GL-012]