

Login Logout Clear All Data Options Workbook
 Edit About Submit Status Viewer Worksheet

D8																	
----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ORACLE Create Journal

*Required **At least one is required
 If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set	SPS Primary Ledger	*Group ID	300000011165496
Journal		*Source	Spreadsheet
Description		*Category	
*Ledger		Reversal Period	
*Accounting Date		Reversal Date	
Adjusting Period		Reference Date	
Worksheet Status		Journal Validation Status	

Total Entered Debit	0.00
Total Entered Credit	0.00
Total Accounted Debit	0.00
Total Accounted Credit	0.00

Journal Lines

Changed	Row Status	*Fund [..]	*Function [..]	*Object

Create Journal in a Spreadsheet

This step-by-step guide will walk you through the process of entering a journal in a spreadsheet and submitting it to Business Services for processing.

To complete this process, you will need a copy of the Oracle Journal Entry excel template. This template can be found in the Budget folder on the SPS Oracle Training website or you can request a blank copy of the template from Business Services at OracleJournals@spsmail.org.

ter [..*Currency	**Entered Debit	**Entered Credit	Conversion Date	Conversion Rate Type	Conversion Rate

Login Logout Clear Edit About Submit Status
 All Data Options
 Workbook Worksheet

Q43

B C D E F G H I J K L M N O P Q

ORACLE Create Journal

*Required **At least
If any rows on the work

JOURNAL: Type the first part of your email (ex: jrmerrifield).

Leave the Group ID blank. If a number is prepopulated in this field, erase it.

Data Access Set	SPS Primary Ledger	*Group ID	
Journal	jrmerrifield	*Source	Spreadsheet
Description	Description of journal entry here	*Category	Adjustment
*Ledger	SPS Primary Ledger	Reversal Period	
*Accounting Date	7/18/2023	Reversal Date	
Adjusting Period		Reference Date	
Worksheet Status		Journal Validation Status	

Total Entered Debit	100.00
Total Entered Credit	100.00
Total Accounted Debit	0.00
Total Accounted Credit	0.00

Journal Lines

DESCRIPTION: Put the reason for the Journal Entry

CATEGORY: Type 'Adjustment'

Changed	Row Status	*Fund [..]	*Function [..]	*Object [..]	*Account	*Cost Center [..]	*Currency	**Entered Debit	**Entered Credit	Conversion Date	Conversion Rate Type	Conversion Rate
▲				6411	0000	1	00000	854000	USD	100.00		
▲				6411	0000	1	00000	855000	USD		100.00	

LEDGER: Select SPS Primary Ledger from the dropdown arrow

ACCOUNTING DATE: Enter today's date (MM/DD/YYYY)

Login Logout Clear All Data Options Workbook
 Edit About Submit Status Viewer Worksheet
 Edit All Data Options Workbook
 Submit Status Viewer Worksheet

Q43 B C D E F G H I J K L M N O P Q

ORACLE Create Journal

*Required **At least one is required
 If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set	SPS Primary Ledger	*Group ID	
Journal	jrmerrifield	*Source	Spreadsheet
Description	Description of journal entry here	*Category	Adjustment
*Ledger	SPS Primary Ledger	Reversal Period	
*Accounting Date	7/18/2023	Reversal Date	
Adjusting Period		Reference Date	
Worksheet Status		Journal Validation Status	

Total Entered Debit	100.00
Total Entered Credit	100.00
Total Accounted Debit	0.00
Total Accounted Credit	0.00

****Total Entered Debits and Total Entered Credits must balance.****

Journal Lines

Changed	Row Status	*Fund [..]	*Function [..]	*Object [..]	*Location [..]	*Source [..]	*Project [..]	*Cost Center	*Currency	**Entered Debit	**Entered Credit	Conversion Date	Conversion Rate Type	Conversion Rate
		10	2511	6411	0000	1	00000	854000	USD	100.00				
		10	2511	6411	0000	1	00000	855000	USD		100.00			

Fill out the Journal Lines. At least two Journal Lines must be completed.

Enter Debit and Credit amounts.

All columns after Entered Credit can remain empty.

CURRENCY: Select USD

