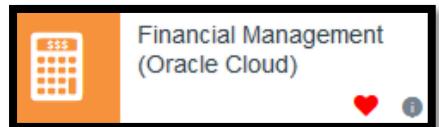
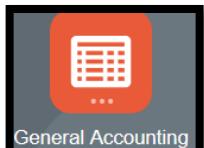


Transfers GL to GL-

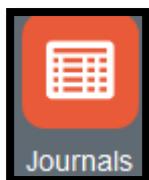
Log onto Cornerstone- <https://my.rutgers.edu>



Click on "Financial Management (Oracle Cloud)":



Click on "General Accounting":



Click on "Journals":



Click on the "task icon": to select which method you want to create your journal entry with (either through the form, or spreadsheet)



Using the form (and field with 1 “**” is mandatory, you need to fill out those sections-

Enter Journals via Forms

The screenshot shows the Oracle Create Journal interface. It has three main sections highlighted with red boxes:

- Journal Batch:** Contains fields for Journal Batch, Description, Accounting Period (JUL-AUG-10), Balance Type (Actual), and Attachments.
- Journal:** Contains fields for Journal, Description, Ledger (Rutgers Ledger), Legal Entity Name (Rutgers, The State University of New Jersey), Accounting Date (07/01/10), and Category.
- Journal Lines:** A grid view showing two entries. The columns are Line, Account, Entered (USD), Debit, Credit, Unit of Measure, Statistical Quantity, and Description. The first entry is a debit to account 1, and the second is a credit to account 2. A total row at the bottom shows a net debit of \$100.

Three callout boxes point to these sections:

- Enter Journal Batch details here.**
- Enter Journal header details here**
- Enter Journal Lines here**

Journal Batch-

- Accounting period- should be the MMM-YY of the fiscal year you are using for adjustment
- Balance Type- keep as “Actual”

Journal-

- Description- should be the detailed entry for what you are transferring:
 - Example- moving \$100 to Global to cover visa fees for Professor Smith
- Ledger- keep as Rutgers Ledger
- Legal Entity Name- Rutgers, The State University of New Jersey
- Accounting Date- is the date of your transfer
- Category- RU Actuals

Journal Lines-

- Journal Lines are where you would enter your journal entry
 - debiting the losing GL string for the dollar amount you need to move and crediting the gaining GL string for the same dollar amount

Journal Lines

Line	Account	Entered (USD)		Unit of Measure	Statistical Quantity	Description
		Debit	Credit			
1	900.1000.1010.0001.100.9999.100	1,000.00				
2	900.1000.1010.0001.100.9999.20020.000		1,000.00			
Total		1,000.00	1,000.00			

To enter in the GL strings-

Click on the search icon- and type your string- you do not have to search, just click on the number as it comes up:

Account

Hide Segments

Unit	450
Division	450
Organization	
Location	
Fund Type	
Business Line	
Account	
Activity	0000
IntraUnit	000
Future	00000

Search Reset | OK Cancel

This will show you your string-

Unit	450	NB SAS School of Arts & Sciences
Division	6295	Office of the Dean
Organization	6477	Office of the Executive Dean

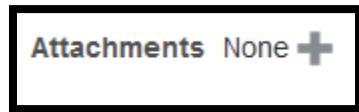
When you are done entering your string, click ok

Then you can enter in dollar amount to transfer and your journal entry explanation-

Line	* Account	Entered (USD)		Unit of Measure	Statistical Quantity	Description
		Debit	Credit			
1	900.1000.1010.0001.100.9999.100	1,000.00				
2	900.1000.1010.0001.100.9999.20020.000		1,000.00			
Total		1,000.00	1,000.00			

To add an attachment:

Under the “Journal Batch” section, click on the “+”

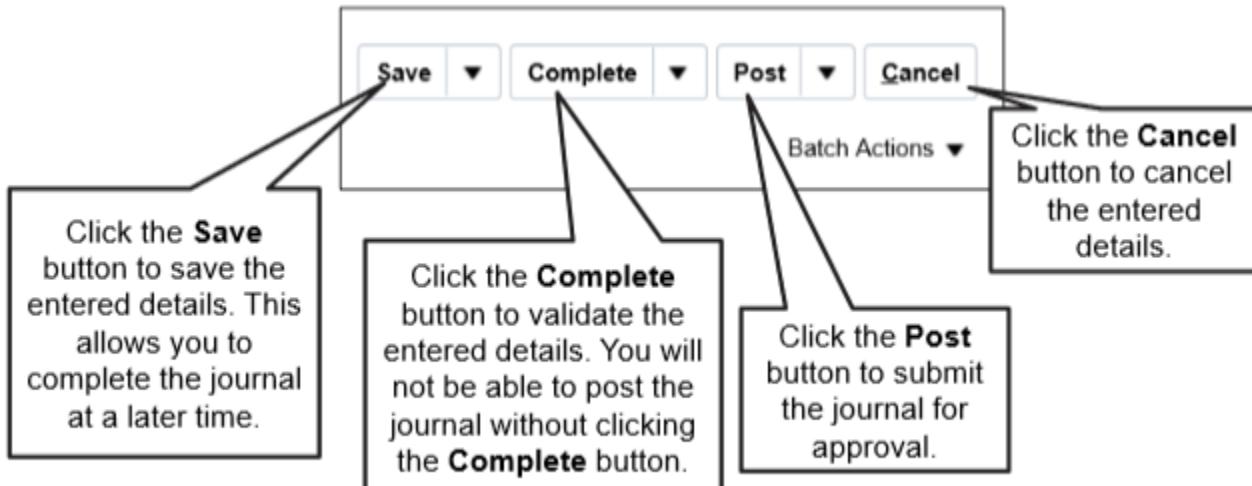


This will allow you to browse and attach your file-

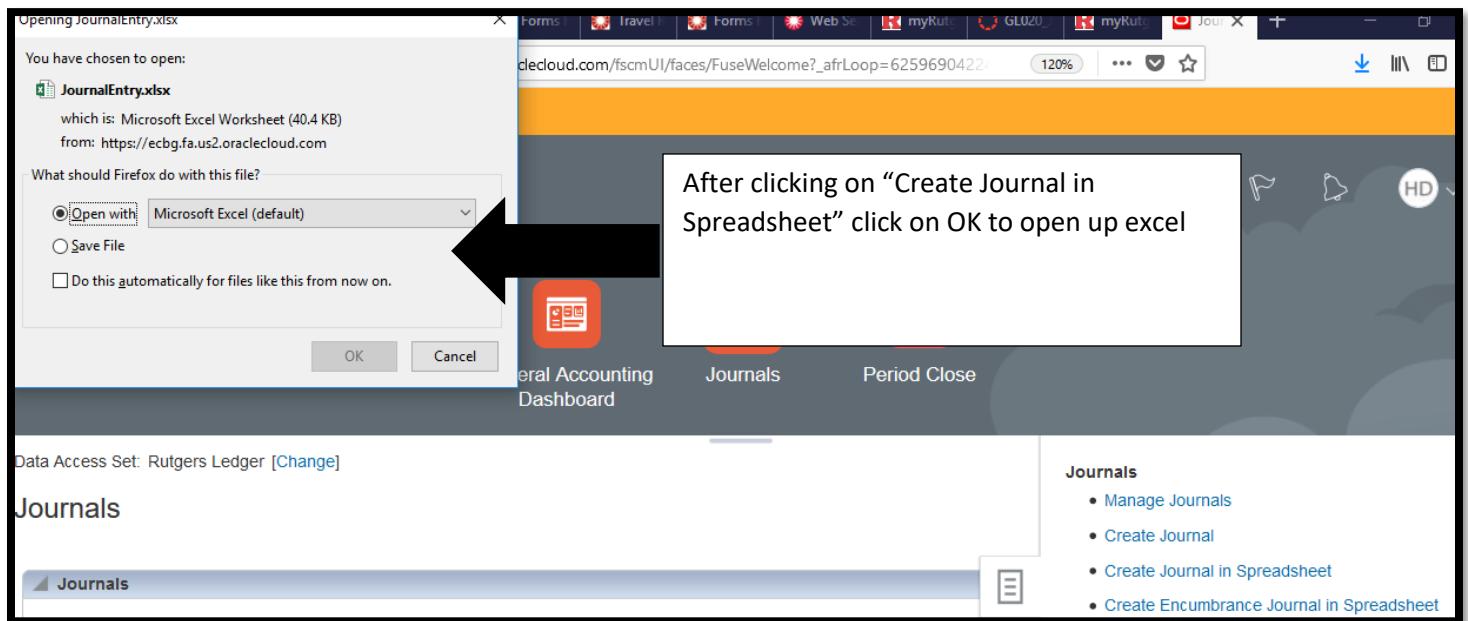
Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Browse... No file selected.			Heather De Meo	7/29/19 9:40 AM

Once you have found your file, click on “OK” to add to the journal entry.

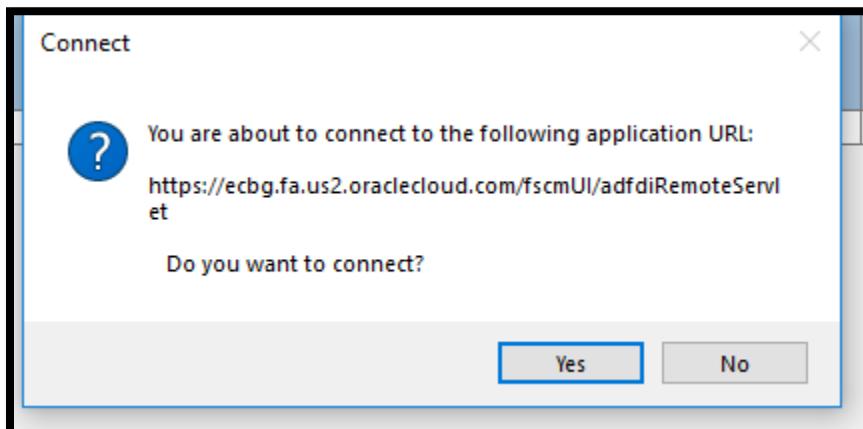
When you are ready to submit-



To create the journal in a spreadsheet-



Click on “Yes” and add sign on with your net id and password



This will open up the spreadsheet-

Fill out the spreadsheet- remember anything with 1 "*" is mandatory.

If you are struggling with what to fill in, "double click" the cell with your mouse to open up the search screen-



When you are ready to submit-

Click on “Submit” from “Create Journal” and then submit your journal

