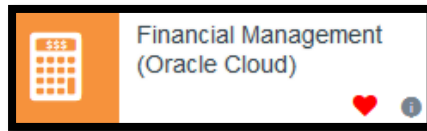
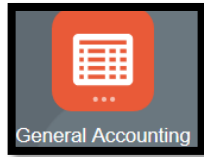


**Transfers GL to GL-**

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)

A screenshot of a software interface showing a menu. The menu is titled "Journals" and contains several options. A "task icon" (a document icon) is highlighted with a dashed box on the left side of the menu. Two callout boxes with arrows point to specific menu items. The first callout box points to "Create Journal" and contains the text "Click 'Create Journal' to use the form". The second callout box points to "Create Journal in Spreadsheet" and contains the text "Click 'Create Journal in spreadsheet' to use the spreadsheet".

**Journals**

- [Manage Journals](#)
- [Create Journal](#)
- [Create Journal in Spreadsheet](#)
- [Create Encumbrance Journal in Spreadsheet](#)

**Journal Import**

- [Import Journals](#)
- [Correct Import Errors](#)

**Subledger Accounting**

- [Review Subledger Journals](#)

contin

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' form. Three sections are highlighted with red boxes and callouts:

- Journal Batch:** Includes fields for Journal Batch, Description, Accounting Period (JUN-ADJ-10), Balance Type (Actual), and Attachments (None).
- Journal:** Includes fields for Journal, Description, Ledger (Rutgers Ledger), Legal Entity Name, Accounting Date (6/30/10), and Category.
- Journal Lines:** A table with columns: Line, Account, Debited (USD), Unit of Measure, Statistical Quantity, and Description. It shows two lines and a total row.

Callout boxes on the right side of the form contain the following text:

- 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


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			

Enter the account combination in the **Account** fields.

Enter the amounts in the **Debit** and **Credit** fields.

Enter the description for the lines in the **Description** field if it is different than the batch name or journal header description.

## 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: [dropdown]

Location: [dropdown]

Fund Type: [dropdown]

Business Line: [dropdown]

Account: [dropdown]

Activity: 0000 None

IntraUnit: 000 Unit Default

Future: 00000 None

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-

**Journal Lines**

Actions View Format + [Icons] Detach Wrap

Line	Account	Entered (USD)		Unit of Measure	Statistical Quantity	Description
		Debit	Credit			
1	900.1000.1010.0001.100.9999.100	1,000.00				
2	900.1000.1010.0001.100.9999.20020.0000		1,000.00			
<b>Total</b>		<b>1,000.00</b>	<b>1,000.00</b>			

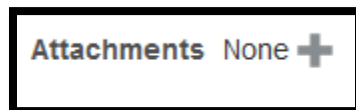
Enter the account combination in the **Account** fields.

Enter the amounts in the **Debit** and **Credit** fields.

Enter the description for the lines in the **Description** field if it is different than the batch name or journal header description.

To add an attachment:

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



This will allow you to browse and attach your file-

**Attachments**

Actions View + X

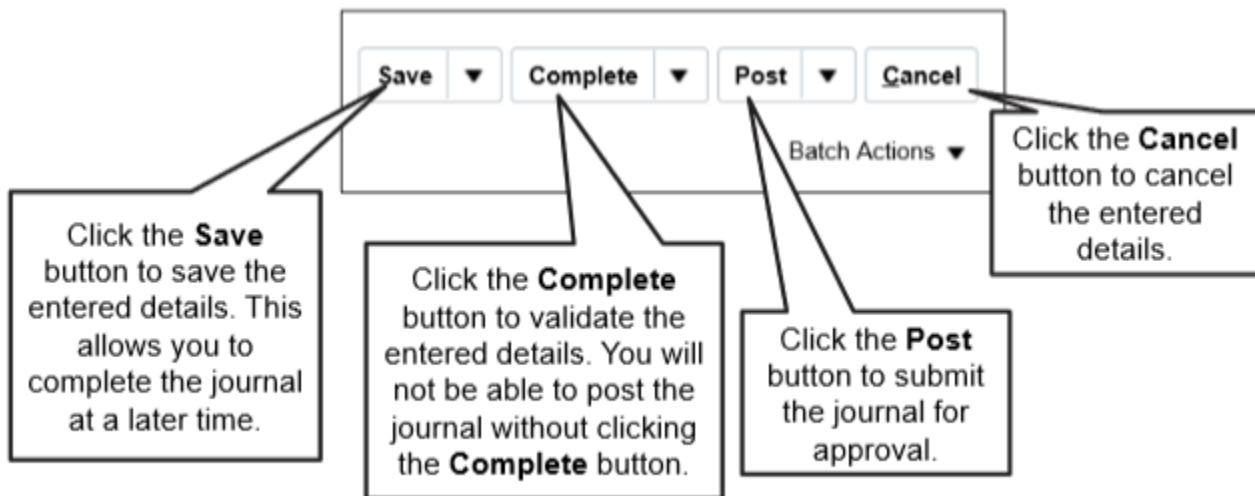
Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Browse... No file selected.			Heather De Meo	7/29/19 9:40 A

Rows Selected 1 Columns Hidden 1

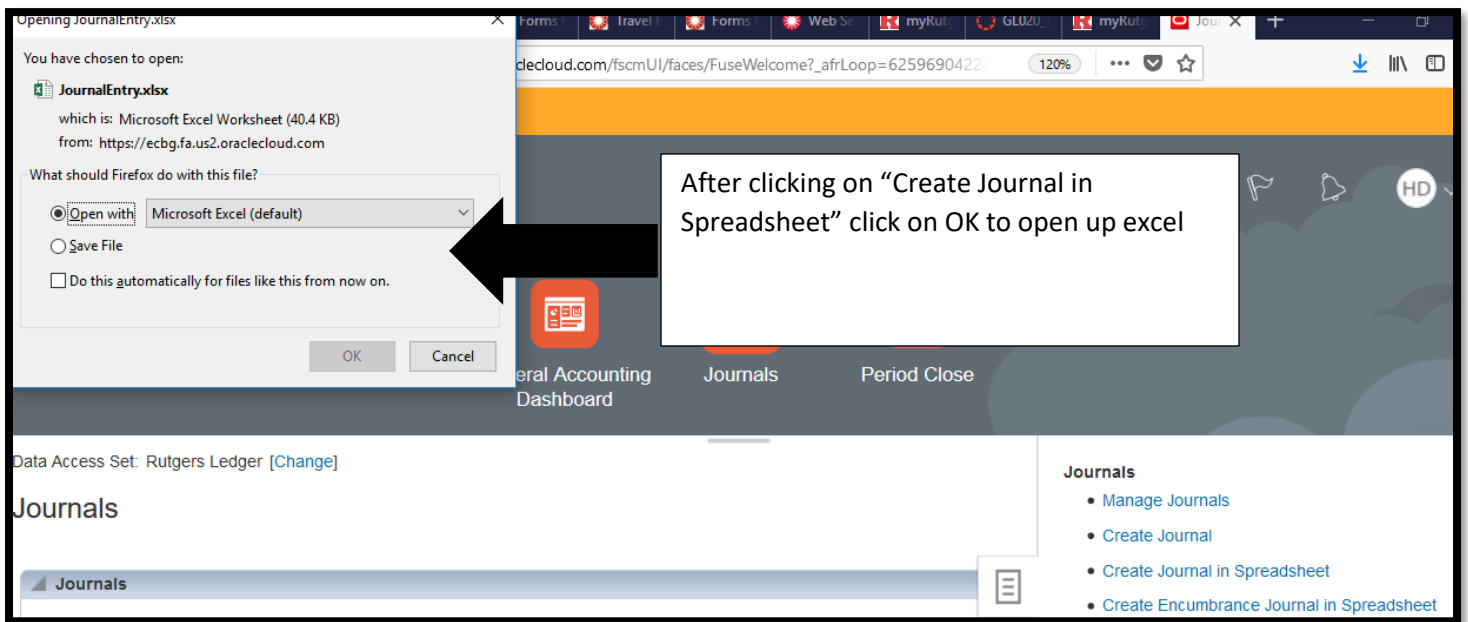
OK Cancel

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

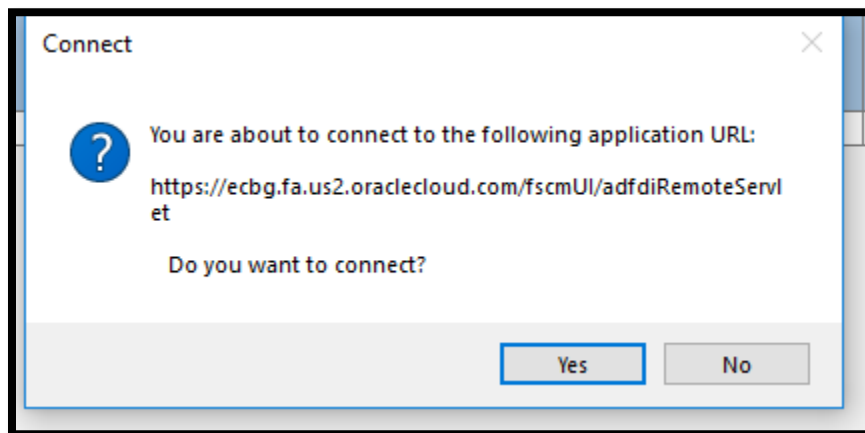
When you are ready to submit-



To create the journal in a spreadsheet-



Click on "Yes" and add sign on with your net id and password

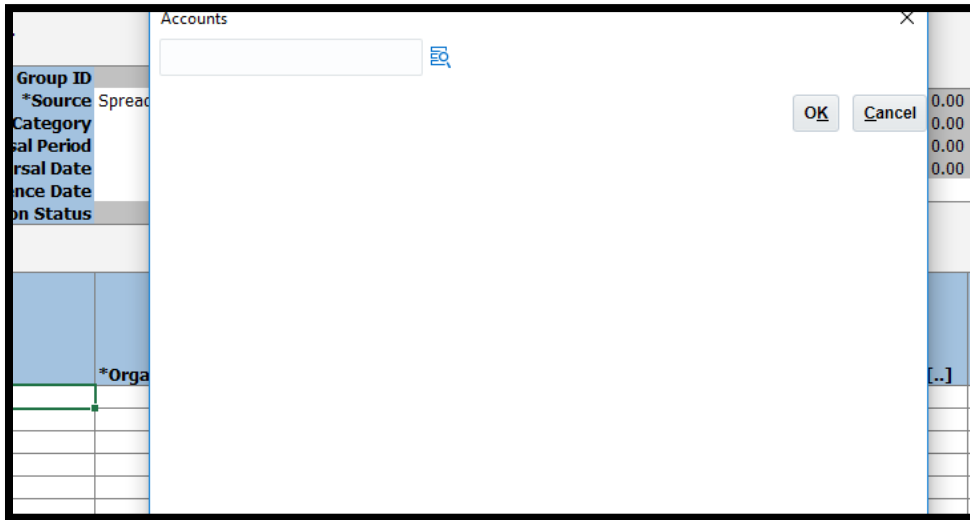


This will open up the spreadsheet-

Journal Lines													**Entered Debit	**Entered Credit
Changed	Row Status	*Unit [...]	*Division [...]	*Organization [...]	*Location [...]	*Fund Type [...]	*Business Line [...]	*Account [...]	*Activity [...]	*IntraUnit [...]	*Future [...]	*Currency		

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

