GL: Spreadsheet Journal Entries

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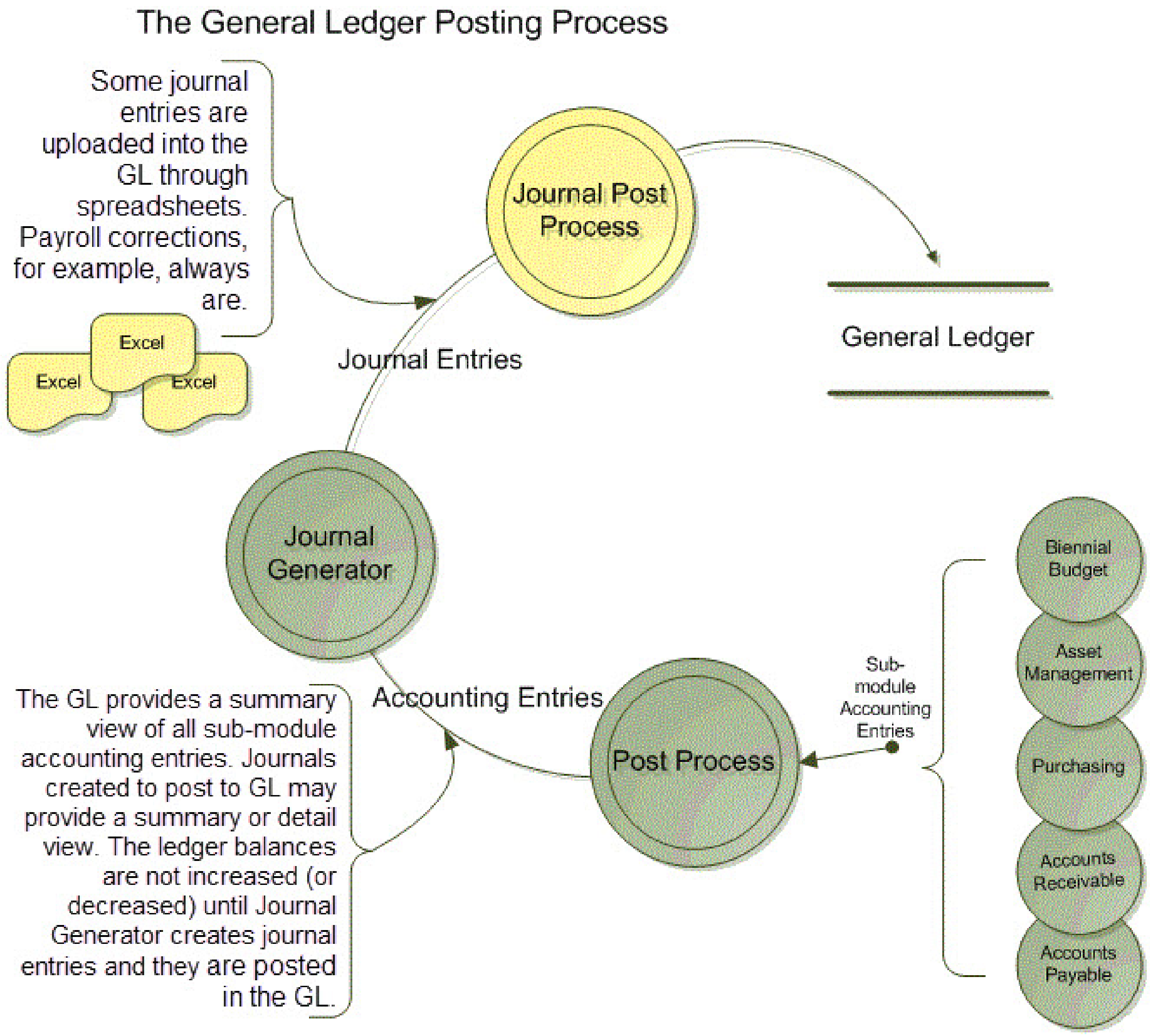
Steps for Spreadsheet Journal Entries

Journal Entry Processing Flow

The journal entry process accepts journal entry transactions, edits them for accuracy and completeness, makes sure they are balanced, and checks that budgetary funding exists for the transactions. Next, OAKS FIN posts the journal entries to the specified journal. (OBM also has the ability to post journal entries.) After posting the journal entry, OAKS FIN retains the original journal entries in the General Ledger for analysis and audit trail purposes.

Entry of Journals into OAKS FIN

The Journal Spreadsheet Uploads are used to enter large amounts of journal information into the system using a spreadsheet rather than manually entering journals online. OAKS FIN provides two separate Excel spreadsheets, one for uploading budget journals and the other for GL journals. Agencies need to store and maintain the Excel files and associated XLA "add-in" files needed to create a journal file. Users can enter up to 49,000 lines in a single upload file, sufficient for loading even the largest payroll journals.



The Excel macros and XLA files needed to create the GL journal file and the budget journal file are found on the OBM Forms website under **Spreadsheet Journal Upload Files**. The Excel files contain a macro that the user needs to create, edit, and save a journal. The XLA file is used to run the Excel macro. Both of these files must be stored together within the same directory. For example, the Excel macro and the XLA file for the GL Journal Spreadsheet Upload must be stored together in the same folder, and the Excel macro and XLA file for the Budget Journal Spreadsheet Upload must be in their own folder.

Agencies must enter budget journals (online or uploaded through Excel) to establish their agency-level budget information in OAKS FIN. They may also need to create or update budgetary information that already exists in OAKS FIN. Journals created by agencies have a specific composition. At minimum, OAKS FIN journals are made up of a header and entry lines. The Header contains the information that uniquely identifies the journal Business Unit, Journal ID and Journal date, as well as the source of the entries and to which ledger they will post.

Click the Attachments link to add supporting documents to the GL journal. This link accesses the Attachments page where a user can select to show attachments to approvers.

Journal Entry lines record the monetary and/or statistical amounts and the ChartField values associated with each line of the transaction. After the header information and lines are entered, the journal is ready for processing.

Approval of Journals into OAKS FIN

First the requester must complete and upload the journal spreadsheet. After the upload, the requester logs into OAKS FIN, edits, budget checks, and then submits the journal for approval.

Once the journal spreadsheet is submitted for approval, an email is automatically sent to the approver to notify them of the new item in their worklist. The journal cannot be approved in the email itself. Instead, the Approver must follow the link provided within the email to review and approve the journal within OAKS FIN. The approver may also log into OAKS FIN, navigate to their worklist, and review and approve the journal from there.

The journal cannot be posted until it has been approved. The requestor can view the list of Approvers and the status of the approval process within OAKS FIN.

What would you like to do?

- Set Up Spreadsheets for Journal Entries
- Create Spreadsheet Journal Entries
- Review and Upload Spreadsheets
- Process Spreadsheet Journals
- Review Journal Entries
- Submit a Spreadsheet Journal

Setting Up Spreadsheets for Journal Entries

Overview

Spreadsheet journal entries are created by the agency GL processor when creating a payroll correction journal or payroll reclassification journal. The GL processor uses a spreadsheet that has an embedded macro. After entering the necessary data, the GL processor triggers the macro which creates a **.txt** file.

The file is sent to the agency GL approver who reviews the journal lines and approves the spreadsheet. They then create and upload the import .txt file. The method of sending the file to the agency GL approver varies by agency. See Reviewing and Uploading Spreadsheet Journal Entries for more details.

Downloading files

- **Navigate to obm.ohio.gov/Forms**

The files necessary to create spreadsheet journal entries are available from the **OBM Forms** page under "Spreadsheet Journal Upload Files" at the link listed above.

Spreadsheet Journal Upload Files

GL Journal Spreadsheet Upload	XLS (0.27 MB)
GL Journal Spreadsheet Upload XLA File	XLS (1.29 MB)
Budget Journal Spreadsheet Upload	XLS (0.28 MB)
Budget Journal Spreadsheet Upload XLA File	XLS (1.40 MB)
Microsoft XML Core Services	DLL (0.48 MB)
Spreadsheet Journal Upload Installation Instructions	PDF (0.92 MB)
Additional Installation Information for Vista / Windows 7	PDF (0.17 MB)

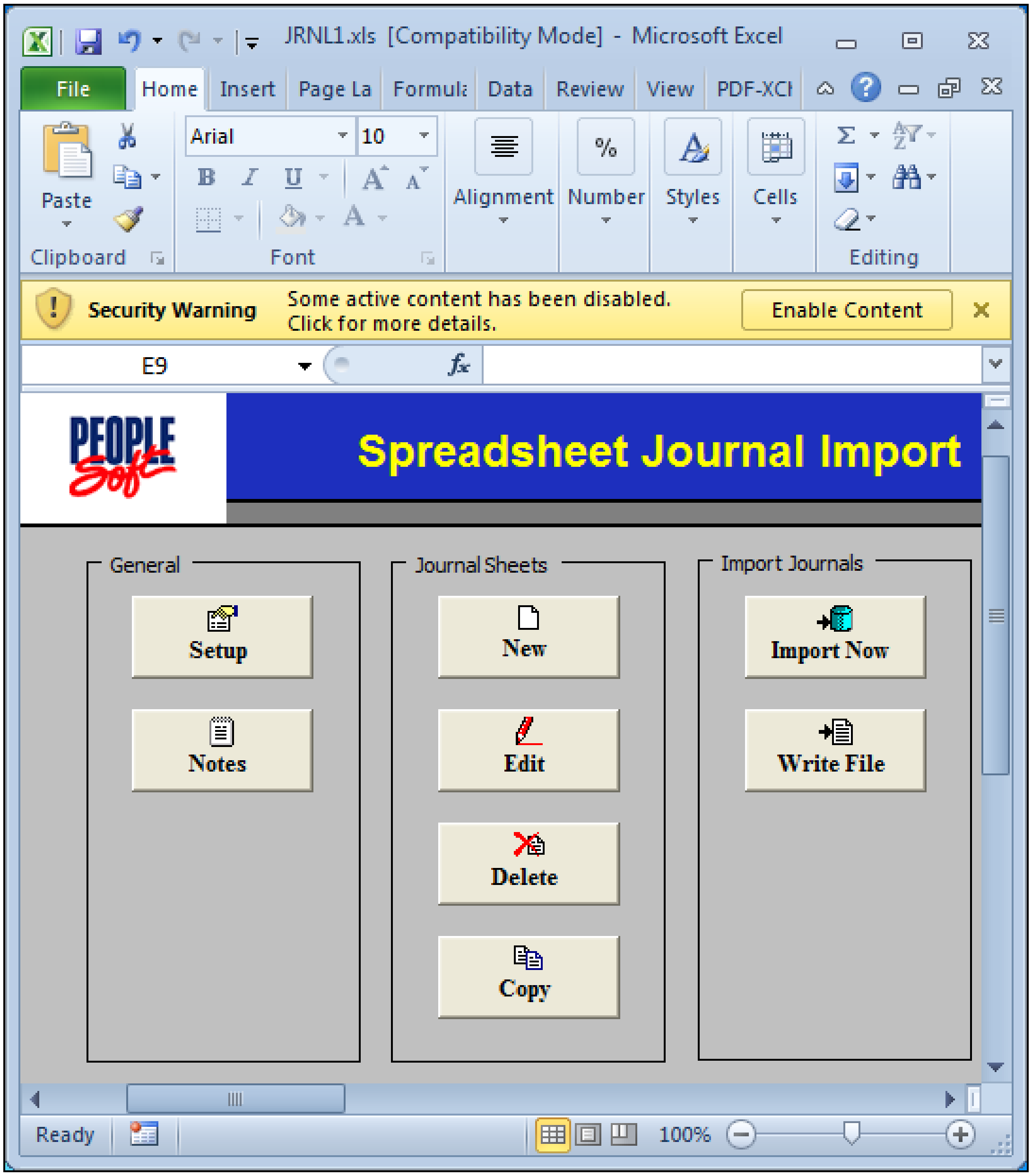
1. For each file listed, right click on its link and select "**Save target as ...**" Then choose where the files should be saved (for example, go to "My Documents" and then create a new folder called "Spreadsheet Journal Upload Files" where they are placed). Some agency IT teams may instruct to save this folder to a network drive.

- All of the files (except the two PDFs) are necessary to make the application run properly; and, the files must be stored together in one folder for the spreadsheet journal entry to work. However, for this process, only open and make changes to **JRNL1.**xls.

  Do not open or change the other files. Agencies should also not change these files.
- When a spreadsheet journal entry is created, it will be creating an Excel file. Each agency has a specific location to which files should be saved. Ask others in your agency where these should be saved.
- A new version of the spreadsheets will be released in Autumn 2015. There will be few noticeable changes (mostly just a few extra, unnecessary fields in setup screen). The steps will be the same. And the existing spreadsheet downloaded prior to September 2015 will still work after the OAKS FIN upgrade. The primary advantage will be that it is more compatible with Windows 7 and no longer requires extra files to be installed by the IT support team.

Opening the spreadsheet

2. Find the Excel file named **JRNL1**.xls and open it.



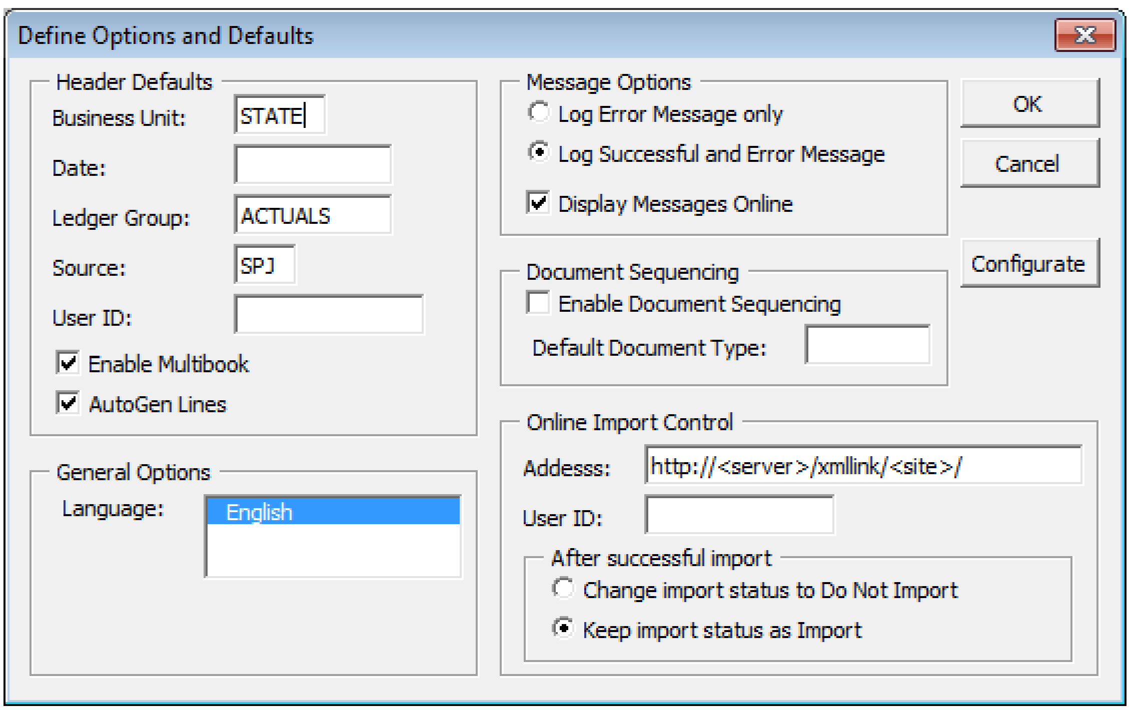
3. If prompted for it, click ***Enable Content***.

- When first opened, the file displays the **Spreadsheet Journal Import** control page which has three sections:
    - **General** - These buttons are used to set up journal header information. Data is entered a single time and then it automatically displays in the spreadsheet when creating new journals.
    - **Journal Sheets** - These four buttons are used to create, edit, delete, and copy spreadsheet journals.
    - **Import Journals** - Supervisors use the **Write File** button to review and upload spreadsheet journals into OAKS FIN.

Setup Options and Defaults

4. Click ***Setup*** in the General section to set up header information for a spreadsheet Journal.

- The **Define Options and Defaults** window opens.



- The **Define Options and Defaults** window allows the agency user to set up information which automatically populates each time the spreadsheet is used. This is a one-time task. When using **Define Options and Defaults**, do NOT define a **Date**. If this is done, OAKS FIN automatically puts that date on every journal line entered.

5. Some data is automatically populated. Verify fields are correct and enter any additional fields required.

1.
   a. Verify that the **Business Unit** is "STATE."
   b. Verify that **Ledger Group** field is "ACTUALS."

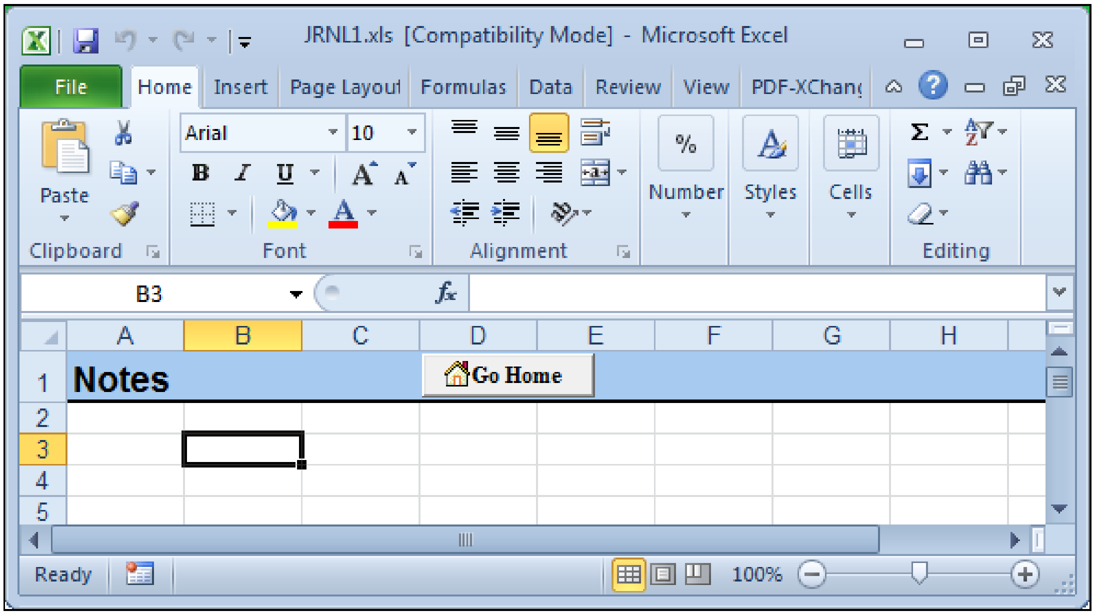
   1.
   - See the Ledger Group Crosswalk for further explanations of ledger groups.

1.
   c. Verify the **Source** field is "SPJ."
   d. In the **User ID** field, users enter their OAKS FIN 8-digit User ID (same as username used at MyOhio.gov).

   1.
   - Do not enter or change any other information on this window. If any other field is accidentally changed, this journal spreadsheet may not work correctly.

6. Click ***OK***.
7. If desired, notes can be entered.
   a. Click ***Notes***.

   6.
   - The **Notes** page displays.



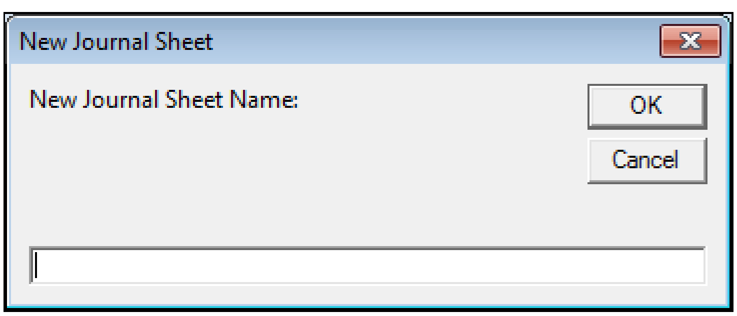
b. When finished, click ***Go Home*** button at top of the Excel spreadsheet when done with that page.

- Notes and calculations can be entered into this Excel spreadsheet page. There is no formatting on this page. Information entered here does not go to OAKS FIN when journal entries are imported. It's just a "workspace" or "notes" space.

New Journal Sheet

8. Under Journal Sheets, click the ***New*** button.

- The **New Journal Sheet** window displays.

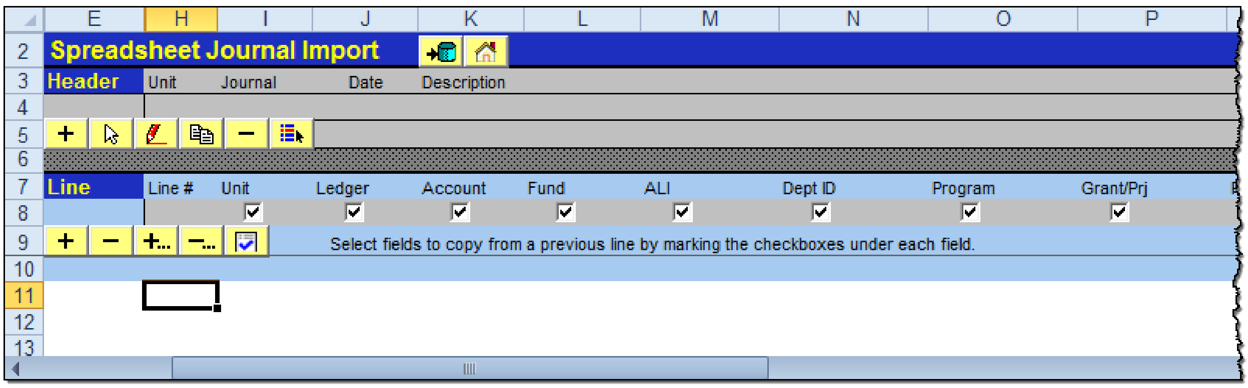


9. Enter a name for the sheet in the ***New Journal Sheet Name*** field.

- This is the name for the spreadsheet but does not impact the name of the OAKS FIN Journal.

10. Click ***OK***.

- A new journal sheet displays with Header and Line control buttons.



- Step-by-step instructions for [Creating Spreadsheet Journal Entries]() are covered in the next topic. Below is an overview of the Journal Sheets page, its various fields, and some things to know going into the creation of these pages.

Header and Lines

The **Journal Sheets** page contains two main sections:

- **Header** - The information entered in the Header section uniquely identifies an agency's journal. This includes data such as the Journal ID which is a string of up to 10 alphanumeric characters. This uniquely identifies the journal. The journal header also contains buttons (on row 5) to add, delete, or copy journal header information.

- **Line** - The information entered in the Lines section is the journal line information. Unit, Ledger, Account, ALI, Dept, and Amount are entered in this section. It contains buttons (on row 9) to add, delete, or copy journal lines information.
- See the Reviewing and Uploading Spreadsheet Journal Entries topic for a description of each button.

Note the line numbers listed in the spreadsheet. Each line represents a line that will be created in the journal.

A check box displays under each ChartFields line. This check box is used to copy ChartFields distributions from one journal line to another. All check boxes except for **Account** and **Amount** are automatically selected. The **Account** and **Amount** fields should ALWAYS be manually entered. Other boxes may be deselected as well.

A blank line separates the journal lines from the ChartFields. It is added the first time a journal line is added. This line must remain blank. A blank line also separates journals if multiple journals are added to the same spreadsheet.

OAKS FIN automatically populates the Journal ID in the first column of every line item added. The spreadsheet also displays a sequential line number for every line added.

Double-sided journal entries are required by OAKS FIN and the amounts on both sides of the journal must balance. For the journal entries created, the debits must equal the credits. Debits should be entered as positive numbers (e.g., 500) and credits as negative numbers (e.g., -500).

Once the journal spreadsheet is completed, the file is uploaded. A GL Journal Log is created in this process. The log provides a list of the errors that are created in the journal spreadsheet. Each agency may use this file differently. Best practice is to check it and immediately correct the errors.

Once uploaded into OAKS FIN, the agency GL approver edits and budget checks the journals. If the approver finds errors in the spreadsheet journal, the spreadsheet must be corrected and re-uploaded.

- Step-by-step instructions for Creating Spreadsheet Journal Entries are covered in the next topic.

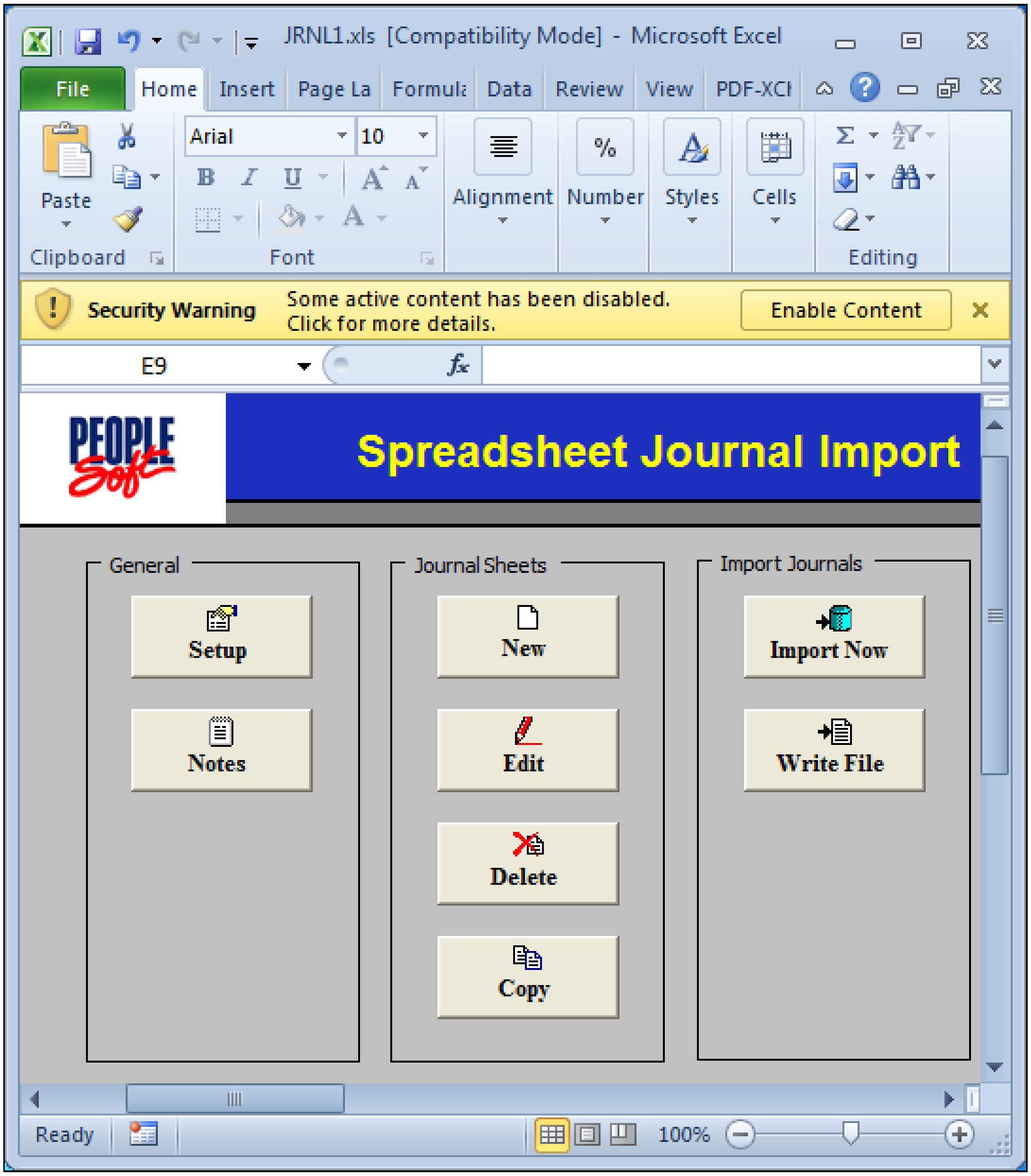
Creating Spreadsheet Journal Entries

Overview

After all steps have been followed for Setting Up Spreadsheets for Upload, continue with the steps listed below. As mentioned in that topic, the filename listed next should have been saved locally (or on a network drive) with other files in the same folder. They must remain in the same folder for them to work.

Steps

- **Open the JRNL1.xls Excel file**
- The file opens, displaying the **Spreadsheet Journal Import** control page.



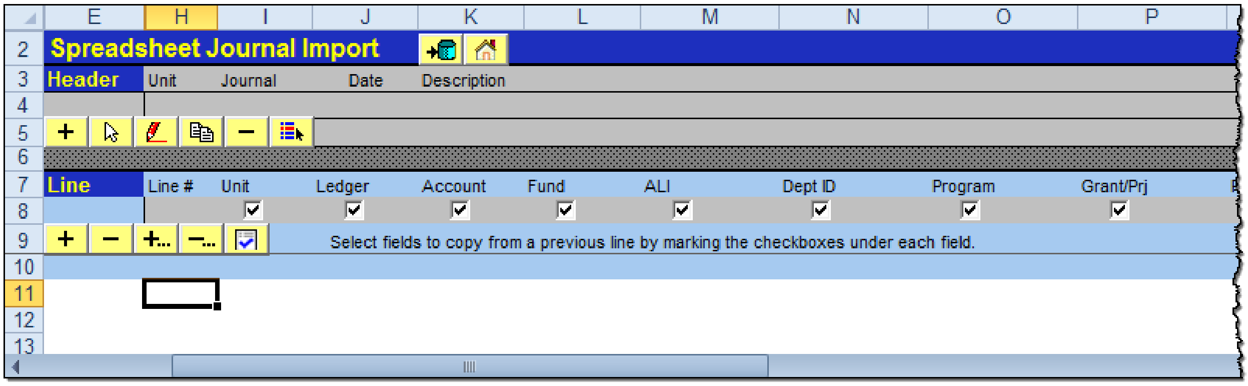
- If Excel displays a Security Warning, choose to ***Enable Content***.

1. Click ***New*** under Journal Sheets heading.
2. Enter a name for the sheet in the ***New Journal Sheet Name*** field.

- This is the name for the spreadsheet but it does not impact the name of the OAKS FIN Journal.

3. Click ***OK***.

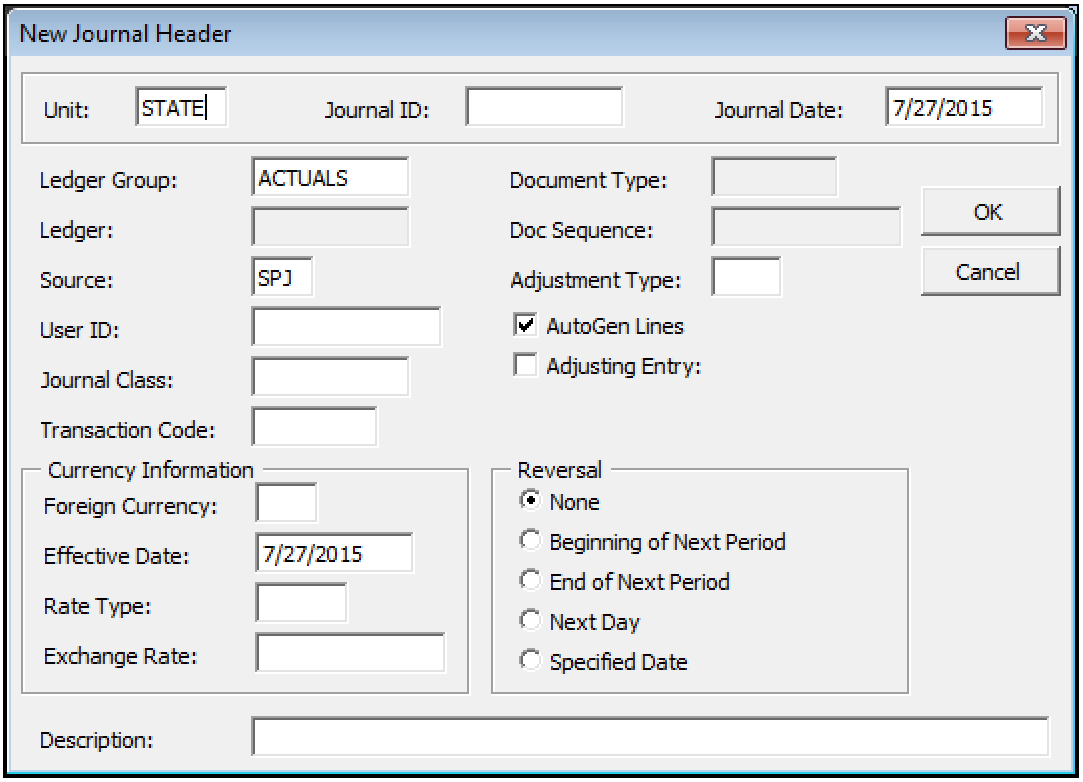
- The new spreadsheet journal displays.



- Header information must be entered before entering journal line information.

4. Click the **+** button (on row 5 at the left of the page) to open the **New Journal Header** window.

- A **New Journal Header** window displays.



- Some fields are automatically populated with information that was entered earlier on the **Define Options and Defaults** page after clicking the **Setup** button (in Step #1 of Setting Up Spreadsheets for Upload).

  If information is entered directly onto the header line rather than using the **+** button, an error message will be displayed.
- The information entered here uniquely identifies an agency's journal in OAKS FIN. Changes made on this window affect this journal only. Do not alter the information on the **Define Options and Defaults** page.

5. Verify that the **Business Unit** field is populated with "STATE". (Must be ALL CAPS.)
6. In the **Journal ID** field, enter a description (maximum 10 characters) that begins with the agency's code.

- Although the spreadsheet journal allows more than 10 digits to be entered into the Journal ID field, OAKS FIN removes all digits after the 10th digit when uploading your agency's journal.

7. Enter the appropriate date in the **Journal Date** field.

- The Journal Date is the date the journal posts to the General Ledger.

8. Enter the appropriate **Source**.

- "PAY" - Payroll correction journals.
- "SPJ" - Everything else.
- "SPJ" is the default. It only needs to be changed when performing a payroll correction.

9. Enter the purpose of the journal in the **Description** field (up to 250 characters).

- Do not change the Reversal field options. Only OBM changes these.

10. Click **OK** to finish this journal header and display it on the journal spreadsheet.

- The information entered on the New Journal Header window displays on line 4.

11. Click the **+** button in the Line section (on row 9) to add a journal line.

- The spreadsheet adds two grey lines, lines 11 and 12. Line 11 separates the journal lines from the ChartFields and must remain blank. The spreadsheet adds this blank line the first time a journal line is added. The spreadsheet displays the Journal ID entered in the journal header in the first field of line 12.
- Typing directly into the line will cause an error message to display; and, it will explain that the area is write-protected.

12. Enter the necessary ChartFields on Line 12.

1.

a. The required ChartFields depends on journal type.

  - **Expenditures** journals require: Fund, Account, ALI, Dept, Program.
  - **Revenue** journals require: Fund, Account, Dept.

1.

  b. The following data is standard data to be entered for all journal entries:

- **Business Unit** – "STATE" (must be caps).
- **Ledger Group** - "ACTUALS" (must be caps).

13. Enter the **Amount**.

- Enter debits as positive numbers ($500 would be 500.00 or 500).
  Enter credits as negative numbers (-$500 would be -500.00 or -500).

14. The specific fields are indicated by the heading on Line 7. Select the check boxes on line 8, except for the ones associated with the Account and Amount fields. These two fields should NOT be selected.

- When boxes are checked, it indicates that as lines are added, that field should be duplicated.

15. Click the + button on row 9.

- The ChartFields information is copied to a new line.

16. Enter the appropriate **Account Number** for the balancing journal entry.
17. Enter the appropriate **Amount** for the balancing journal entry.
18. Click ***Save***.
19. Submit the spreadsheet to the agency GL approver according to agency-specific procedures.

- It is at this point where agency internal policy determines whether to contact agency GL approver know about the awaiting spreadsheet that needs review and upload or to continue to write the journal to file before approval. Many agencies choose to use a shared folder in which the GL processor can place a spreadsheet file for the GL approver to open and review. If there are errors, the GL approver can make the adjustments and write the journal to file for upload or contact the GL processor to request an adjustment.
- Be sure to include the .**XLA** file with the Excel file. Otherwise, the GL approver won't be able to open the worksheet.

Reviewing and Uploading Spreadsheet Journal Entries

Overview

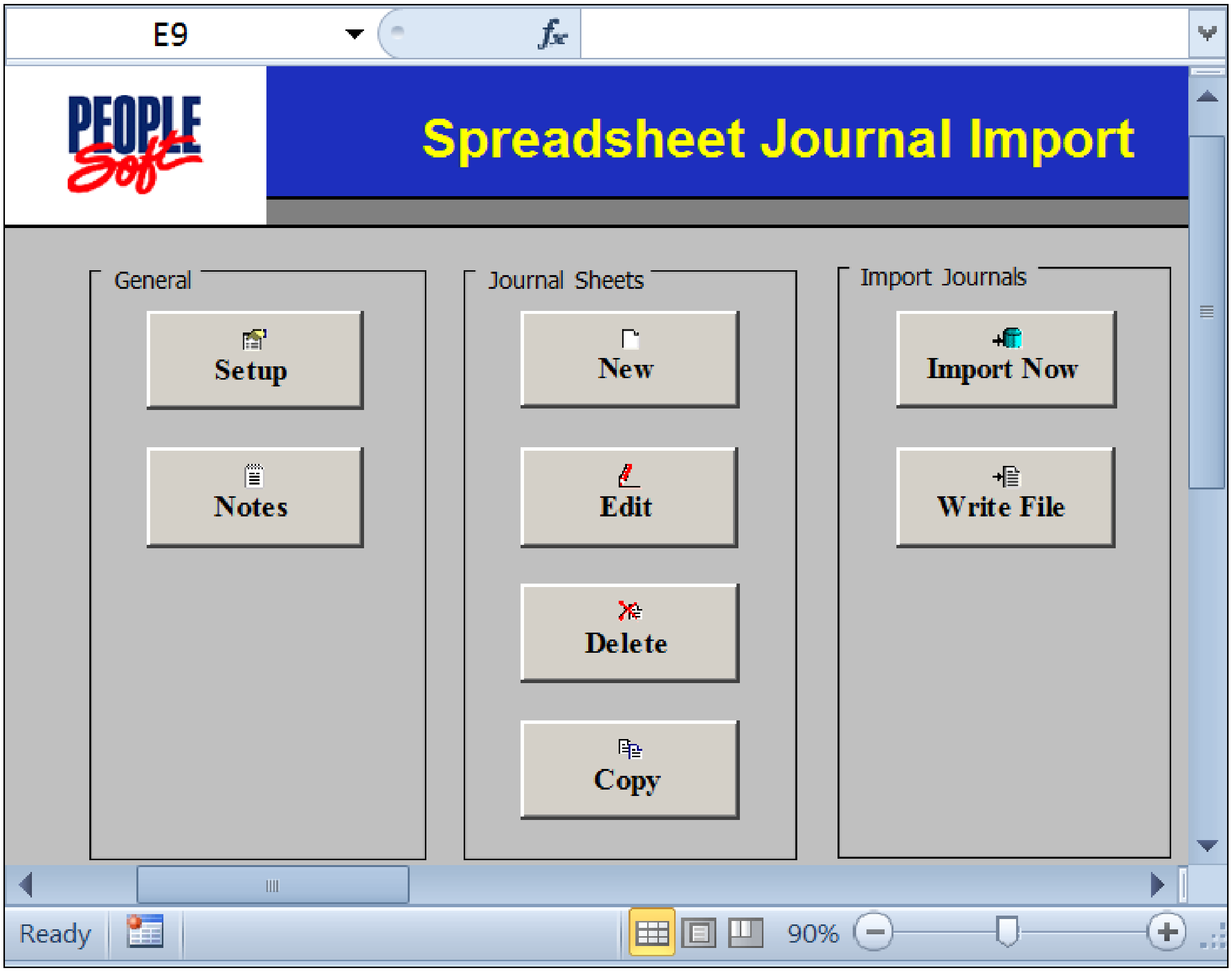
After Creating Spreadsheet Journal Entries, it's time to review and upload these entries. Spreadsheet journal entries are created by the agency GL processor when creating a payroll correction journal or payroll reclassification journal. The file created by the GL processor is sent to an agency GL approver who reviews the journal lines and approves the spreadsheet and uploads it. The method of sending the file to the agency GL approver varies by agency. Journal entries require double-sided entries (otherwise known as double-entry accounting).

Steps

- **Open the JRNL1.xls Excel file**

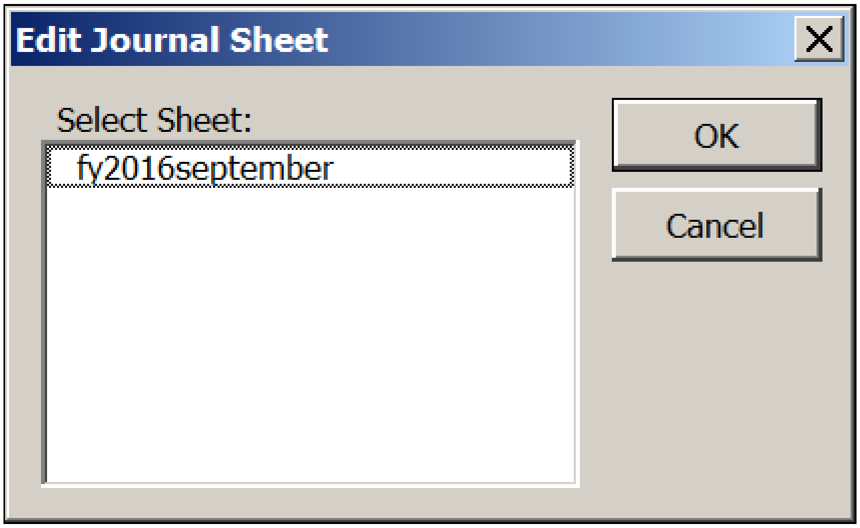
1. If Excel displays a Security Warning, choose to **Enable Content**.

- This warning is caused by macros contained in the file to make it work properly.
- The **Spreadsheet Journal Import** control page displays.



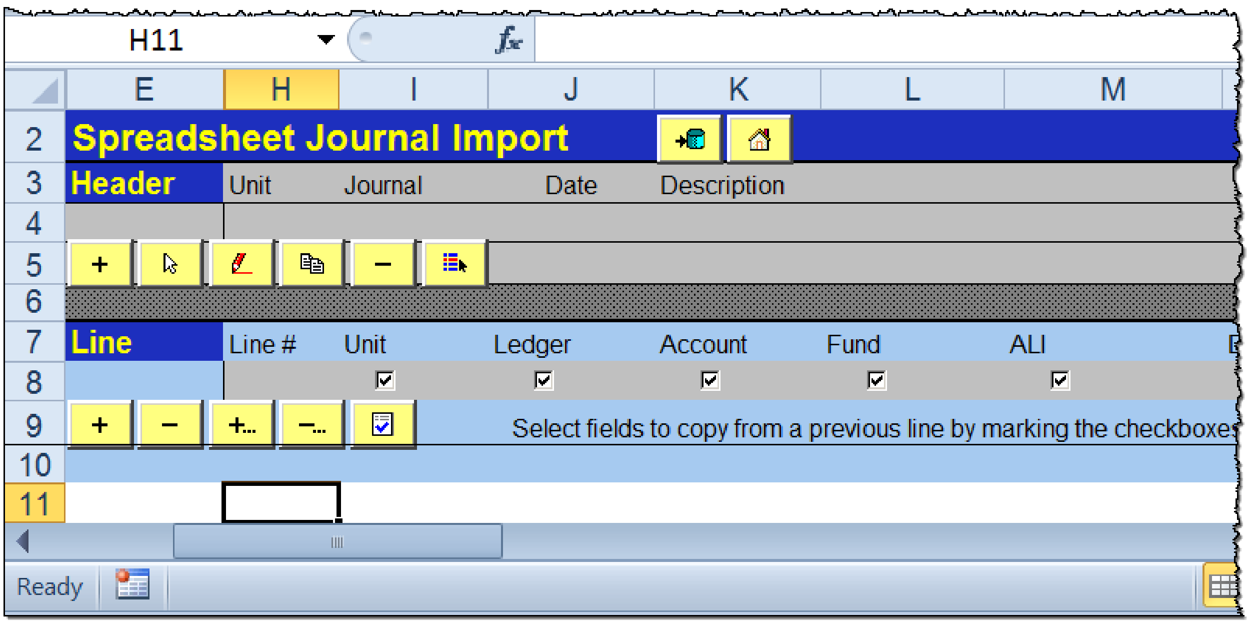
2. Click ***Edit*** under Journal Sheets heading.

- The **Edit Journal Sheet** window appears.



3. Select the journal sheet to review and upload.
4. Click ***OK***.

- The spreadsheet opens in edit mode.

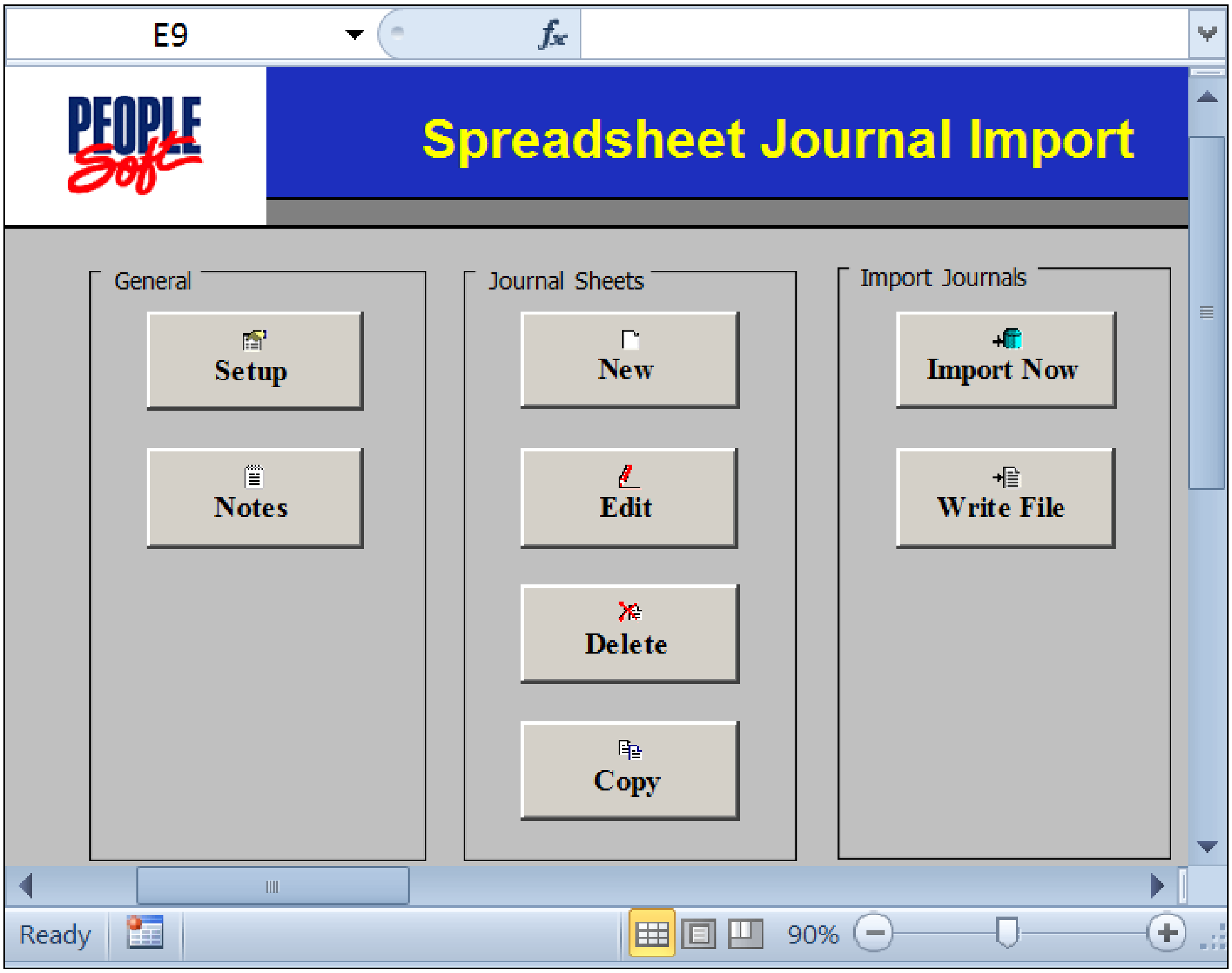


5. Verify the accuracy of the journal lines in the spreadsheet. Focus on verifying that:
    - All journal lines balance.

- Account coding is correct.

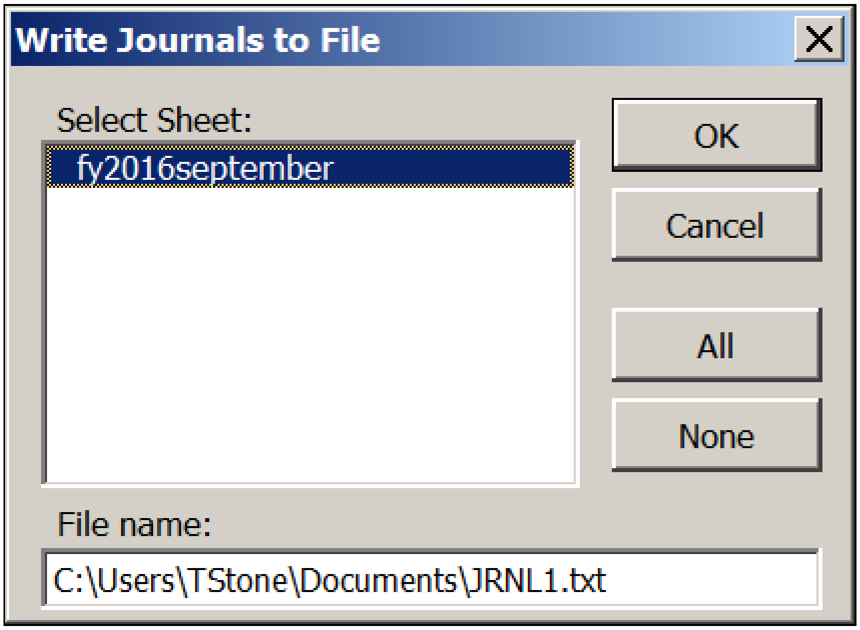
6. If errors exist, do one of the following:
    - Locate the correct information and update the file.
    - Send an email to the GL journal processor requesting revisions.
7. When all journal lines have been corrected and reviewed, click ***Save***.
8. Click the ***Home*** button within the spreadsheet.

- The main menu of the journal spreadsheet displays.



9. Click ***Write File*** in the Import Journals section.

- The Write Journals to File window opens.



- This is the beginning of the process to actually upload the spreadsheet. This action converts the spreadsheet data into a format that can be uploaded into OAKS FIN.

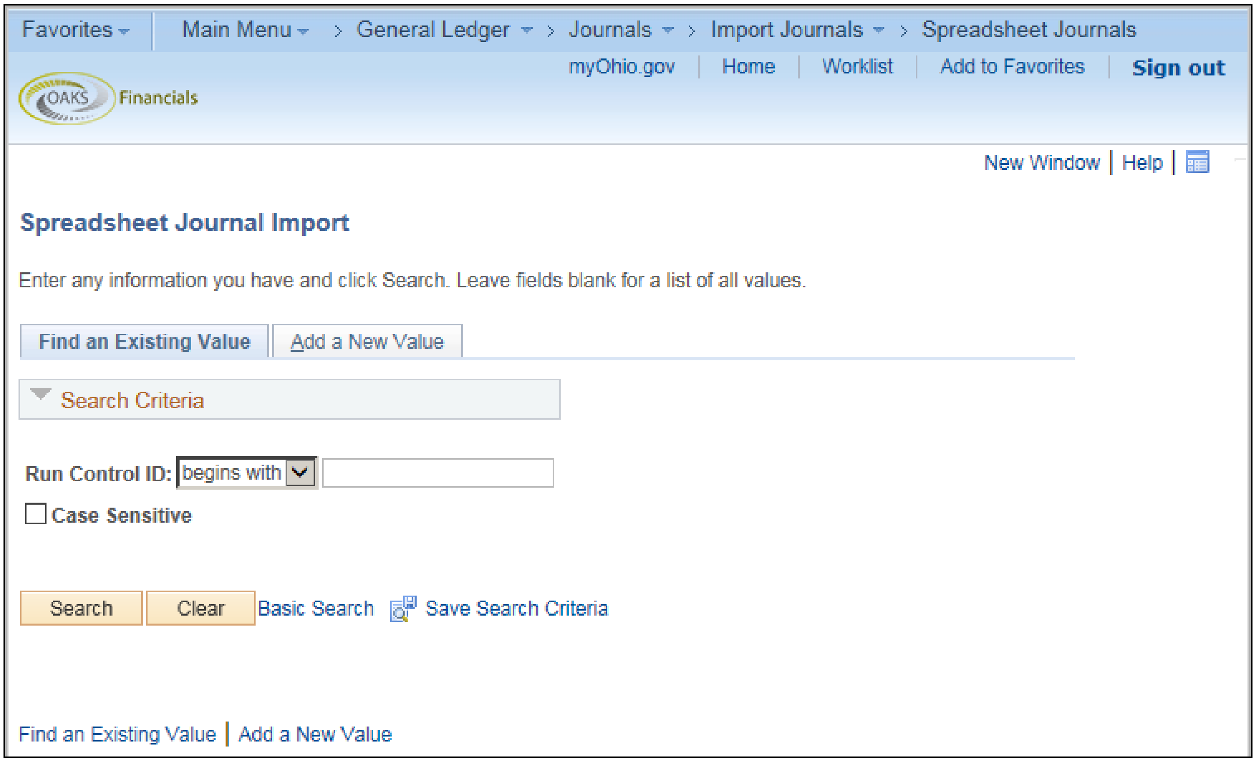
10. Select the spreadsheet(s) to convert for uploading.

- To select all, click **All**. Each agency decides where the spreadsheet files should be saved. Ask a supervisor about local procedures.

11. Verify that the ***File name field*** at the bottom of the window displays the correct location for agency file uploads.

12. Click ***OK***.

- Click here for assistance with accessing the OAKS FIN General Ledger Module.
- **OAKS FIN > Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals**



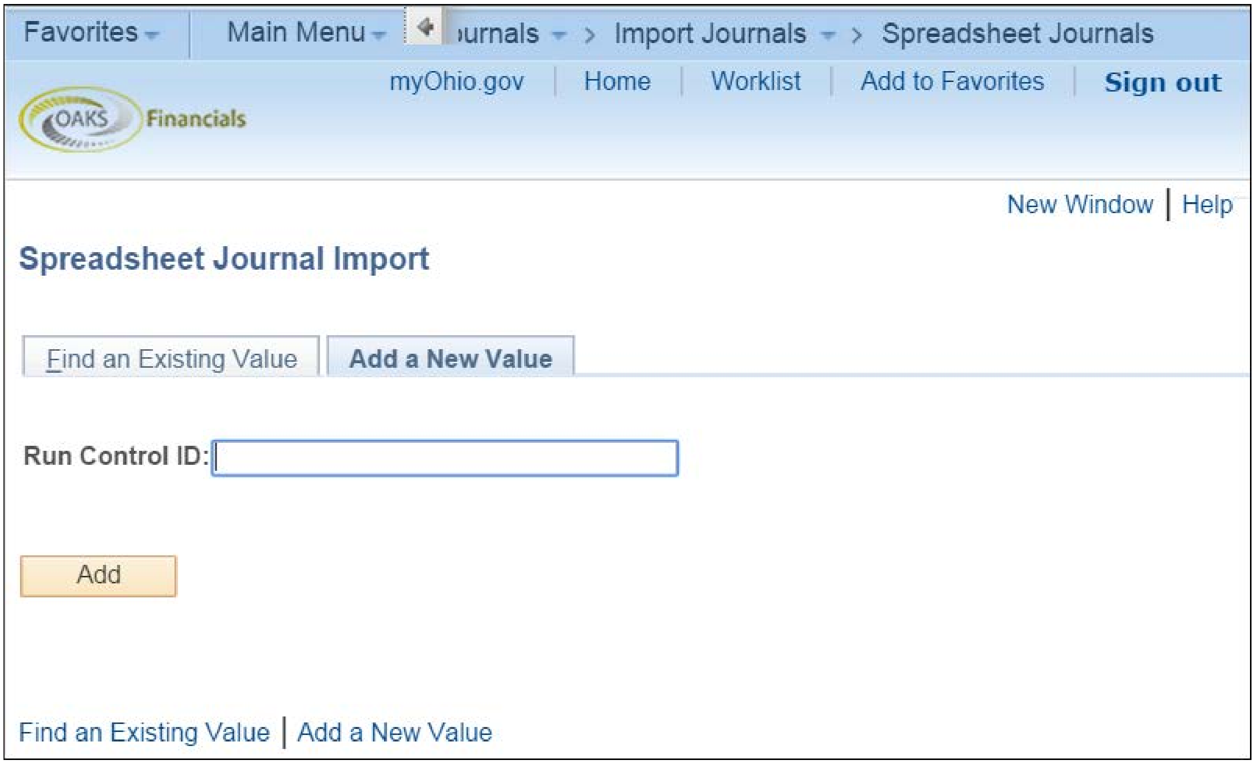
13. Users who have uploaded a spreadsheet previously should skip to Step **#14**. Otherwise, follow these steps to create a Run Control ID:

a.

   a. Click the ***Add a New Value*** tab.

   a.

   - The **Add a New Value** page displays.



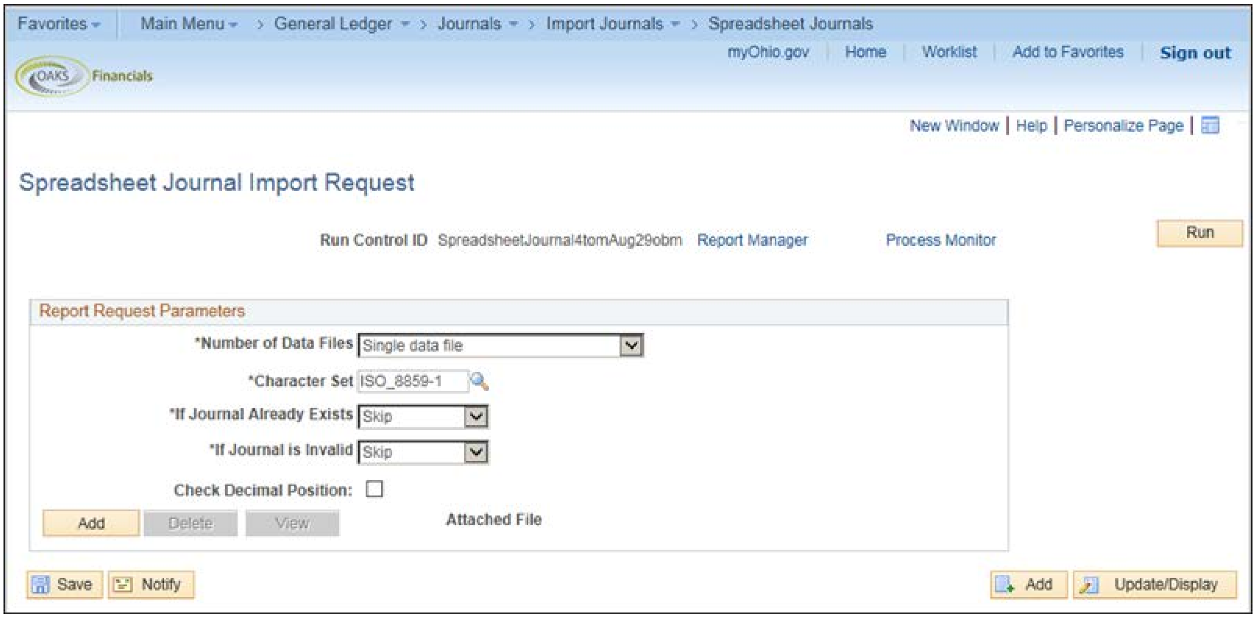
a.

b. For ***Run Control ID***, enter a short descriptive name that will be recognized later (up to 30 characters; do not use special characters - #, $, %, space, etc.)

c. Click ***Add***.

a.

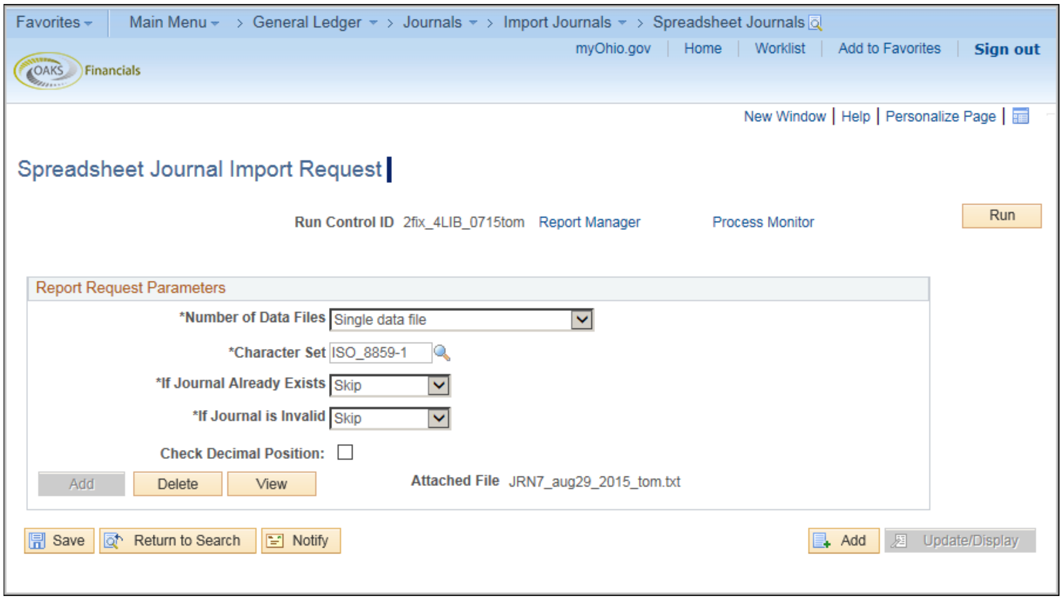
- The **Spreadsheet Journal Import Request** page displays.



d. Skip to Step **#15**.

14. For users who have uploaded a spreadsheet previously:
    a. On the **Find an Existing Value** tab page, enter all or part of the existing ***Run Control ID***.
    b. If necessary, change the dropdown menu from default of "begins with" to "contains" or another variable for the partial ID entered.
    c. Click ***Search***.
    d. Click the link of the desired Run Control ID displayed under ***Search Results***.

- The **Spreadsheet Journal Import Request** page displays.

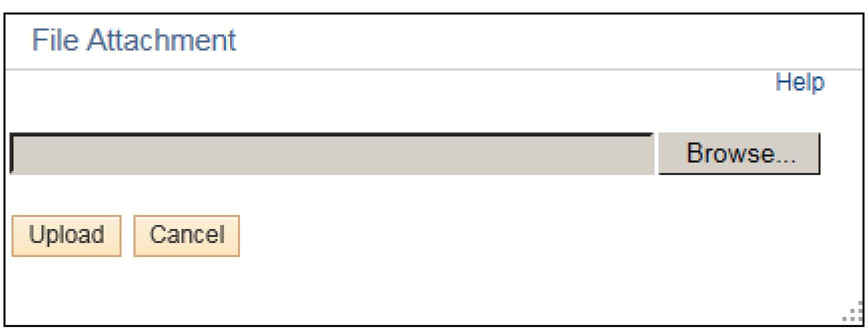


15. Verify or edit the ***If Journal Already Exists*** field. The value should be:
    - **Update** - If correcting a journal with errors.
    - **Skip** - Any other journal file.

- The **Character Set** and **If Journal is Invalid fields** are automatically populated.

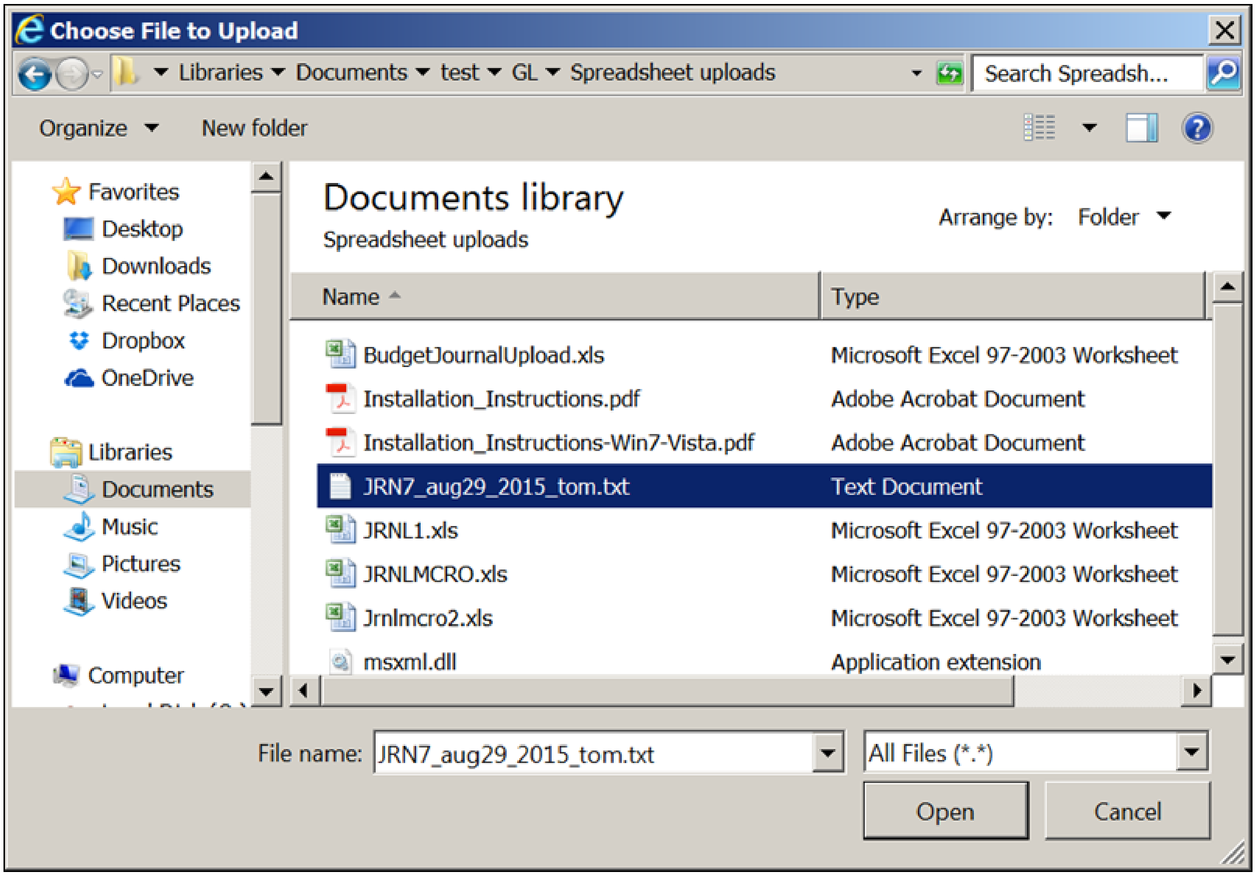
16. Click ***Add*** to import the spreadsheet file.

- The **File Attachment** window opens.



17. Click **Browse**.

- The **Choose File to Upload** window displays.

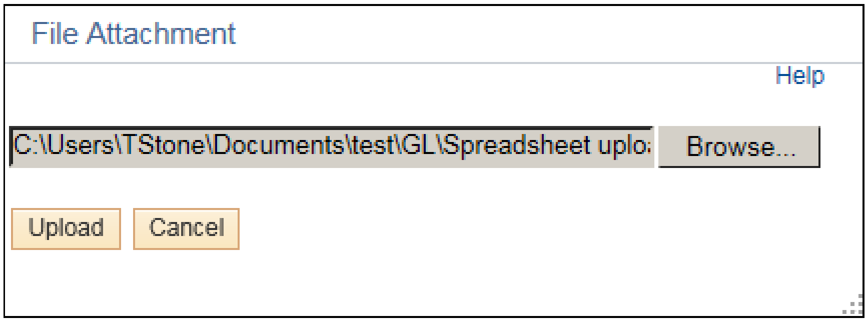


18. Navigate to and select the spreadsheet journal(s) to be uploaded.

- Import only the "**JRN_**" files ending in "**.txt**"; do NOT import the files ending in **.xls**.

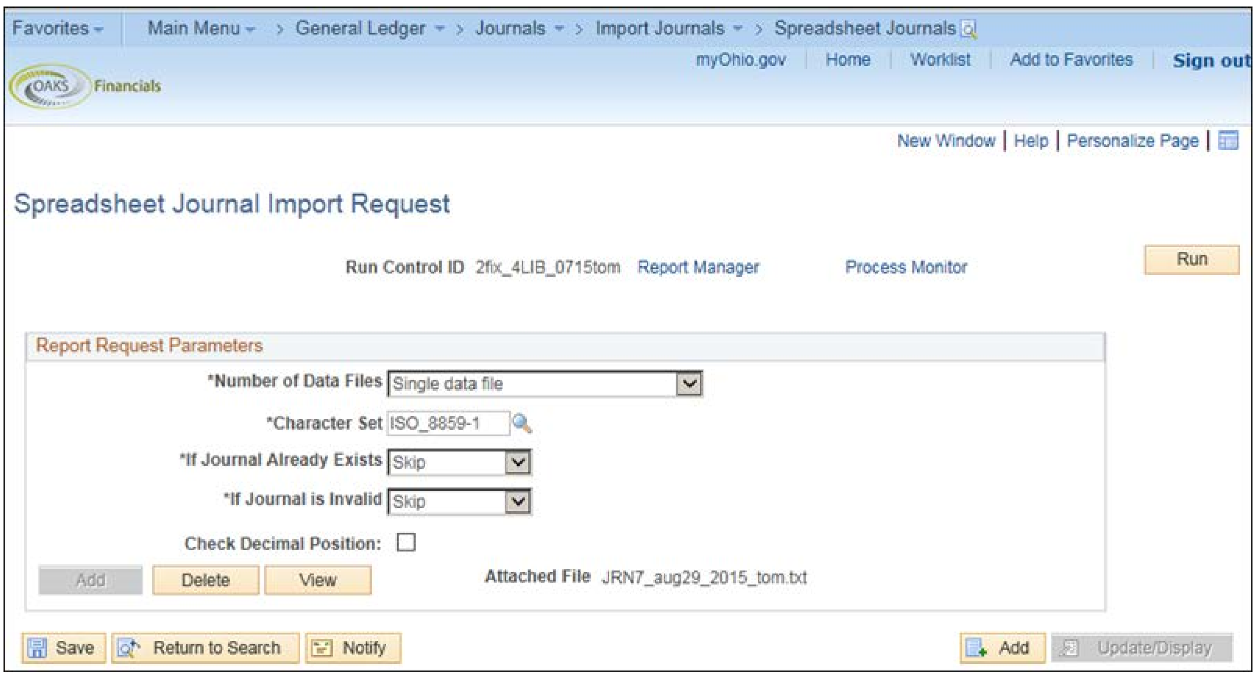
19. Click ***Open***.

- The **File Attachment** window fills in the path to the selected file.



20. Click ***Upload***.

- OAKS FIN re-displays the **Spreadsheet Journal Import Request** page.

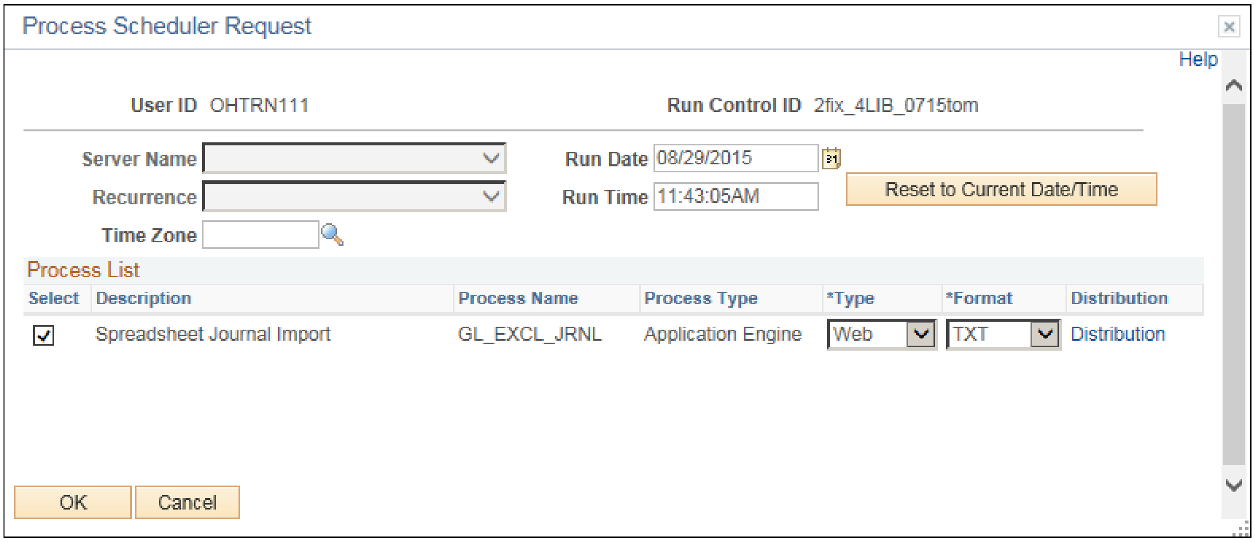


- The ***Attached File*** field lists the selected text filename(s).

21. Click ***Save***.

22. Click ***Run***.

- The **Process Scheduler Request** window opens.



23. Select process output types and run options according to agency-specified standards.

- Do not change the **Server Name**, **Recurrence**, or **Time Zone** fields. If these fields are changed, the process may not run when expected.

24. Click ***OK***.

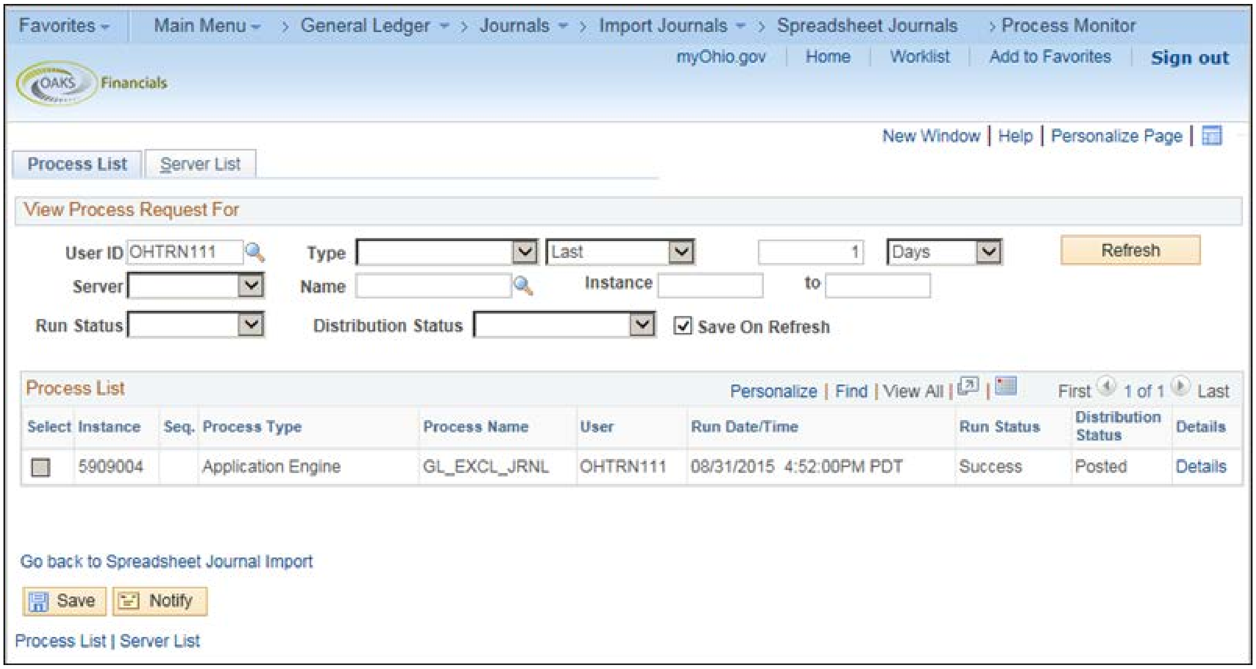
- The upload begins.
- The ***Process Instance*** number is generated and displays beneath the **Process Monitor** link.

25. Write down this number for tracking reference.

- The Process Instance number is used to track the results of the upload.

26. Click the ***Process Monitor*** link.

- The **Process List** tab of the **Process Monitor** page displays.



- The **Process List** tab lists all the processes that OAKS FIN is running for a specific user on a specific server in the **Process List** section.

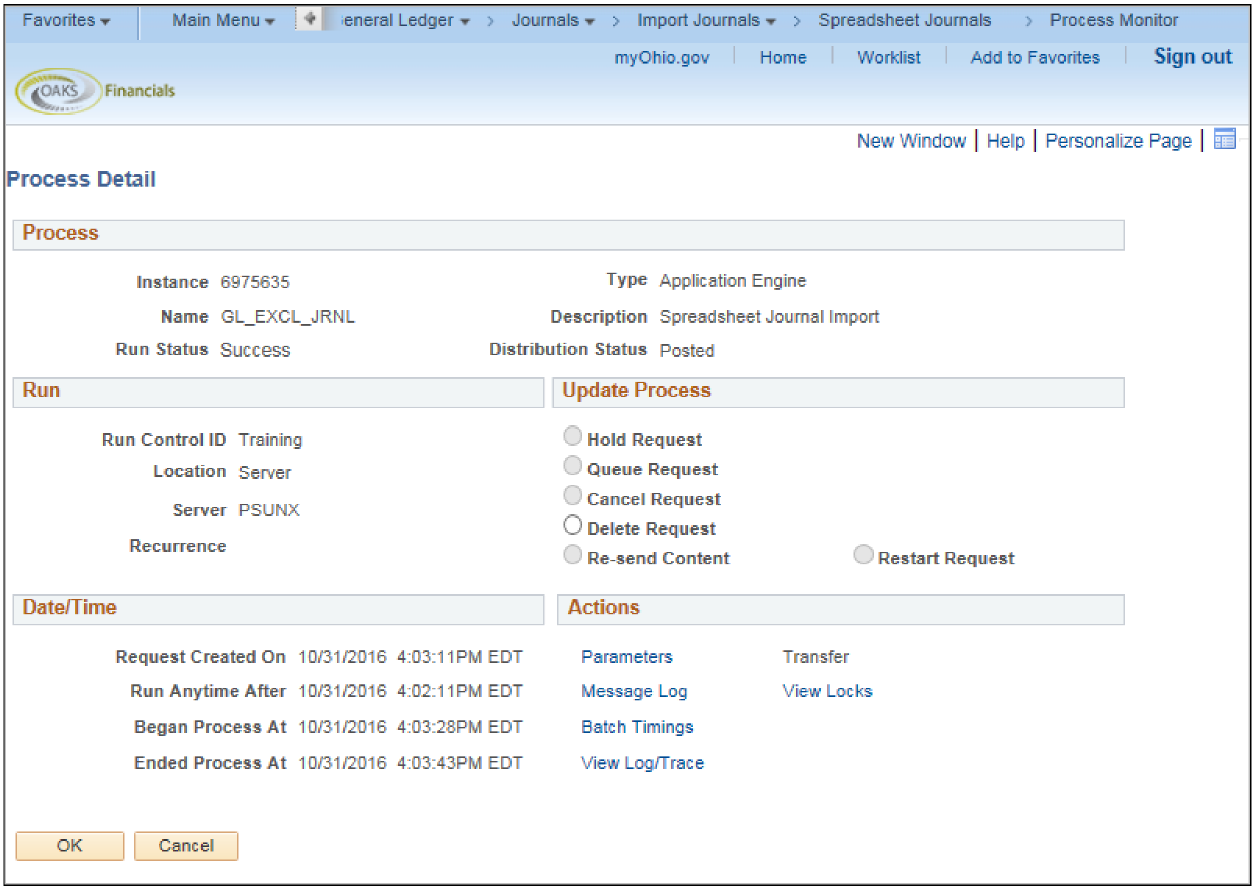
27. Use the **Process Instance** number to find the job just created.

28. Click ***Refresh*** on the OAKS FIN web page (not the refresh or reload button of the web browser). Repeat this about every 30 seconds or so until the ***Run Status*** field displays "Success" and the ***Distribution Status*** is "Posted."

- If OAKS FIN displays several rows, use the process instance number to find the process.
- The Refresh button is NOT the web browser's Refresh button. It is one on the web page. Avoid clicking it too frequently as this can overload the server.

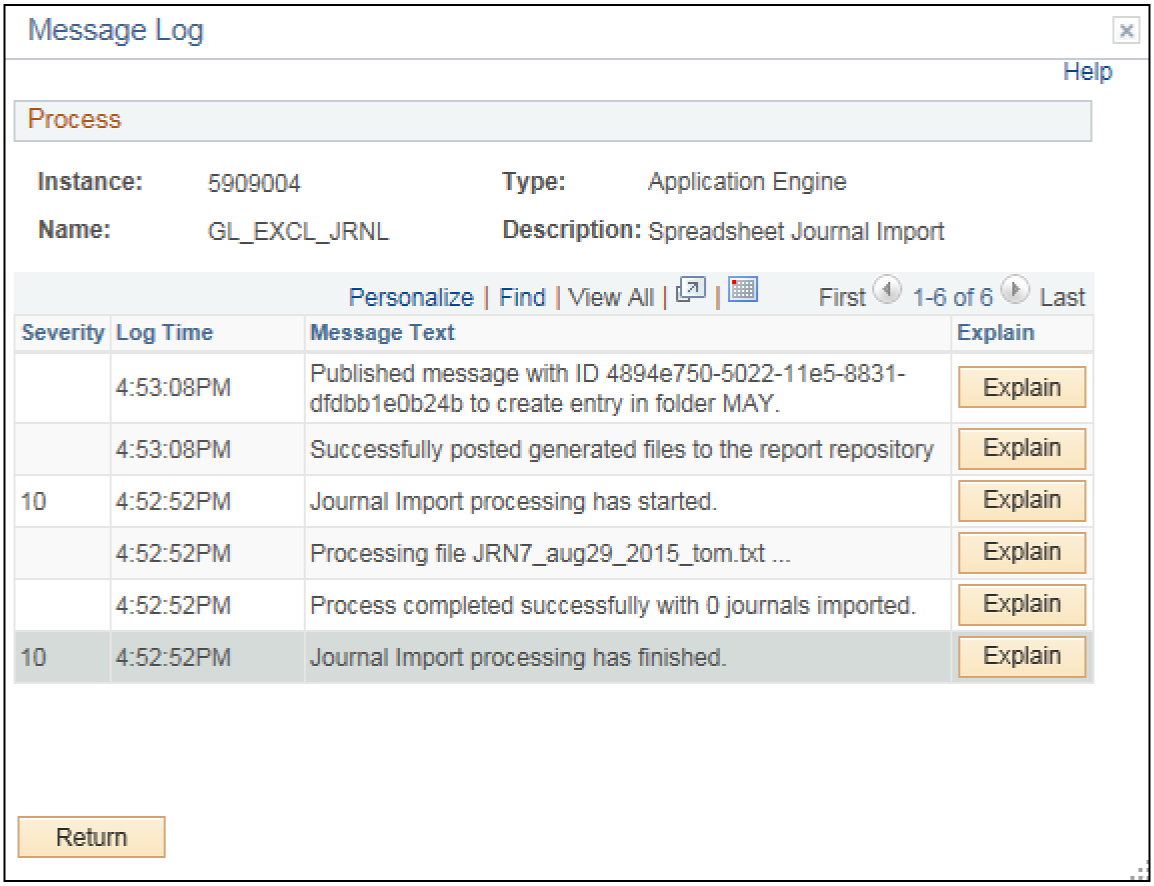
29. After the process is successful and status is posted, click the ***Details*** link.

- The **Process Detail** window opens.



30. Click the ***Message Log*** link.

- The **Message Log** window opens.



31. Examine the messages in the **Message Log**.

    a. Verify that all journals were imported.

    b. Click the ***Explain*** button to review details of any errors listed.

- Best practice is that any corrections to spreadsheet journals be made in the original spreadsheet journal and re-uploaded. This keeps files in sync with OAKS FIN for auditing purposes.

32. If necessary, correct the spreadsheet, save it, and return to the Excel Spreadsheet Journal Import page by completing the following steps:

a. Click the **Home** button of the spreadsheet.

b. The main menu of the journal spreadsheet displays.

c. Click the **Edit** button.

d. Make the required changes to the spreadsheet and save it.

e. Click **Write** File.

- OAKS FIN automatically displays "Skip" in the **If Journal Already** field. When uploading a corrected spreadsheet from Excel to OAKS FIN change the **If Journal Already Exists** field to "Update." When Update is selected, OAKS FIN replaces the previous file with the new file.

Next steps are detailed in the topic Processing Spreadsheet Journals.

Processing Spreadsheet Journals

Overview

Once the spreadsheet journals have been reviewed and uploaded, they must go through a three-part review process.

- The Journal Edit process makes sure the correct ChartFields were paired on the ChartField string and ensures that the sum of the journal lines balance.
- The Budget Check process ensures adequate funding exists related to the ChartField combinations used on the spreadsheet journal. Journals can be checked individually or as a group.
- Reviewing the Journal Status verifies the journal entry passed the edit and budget check processes and is ready to post.

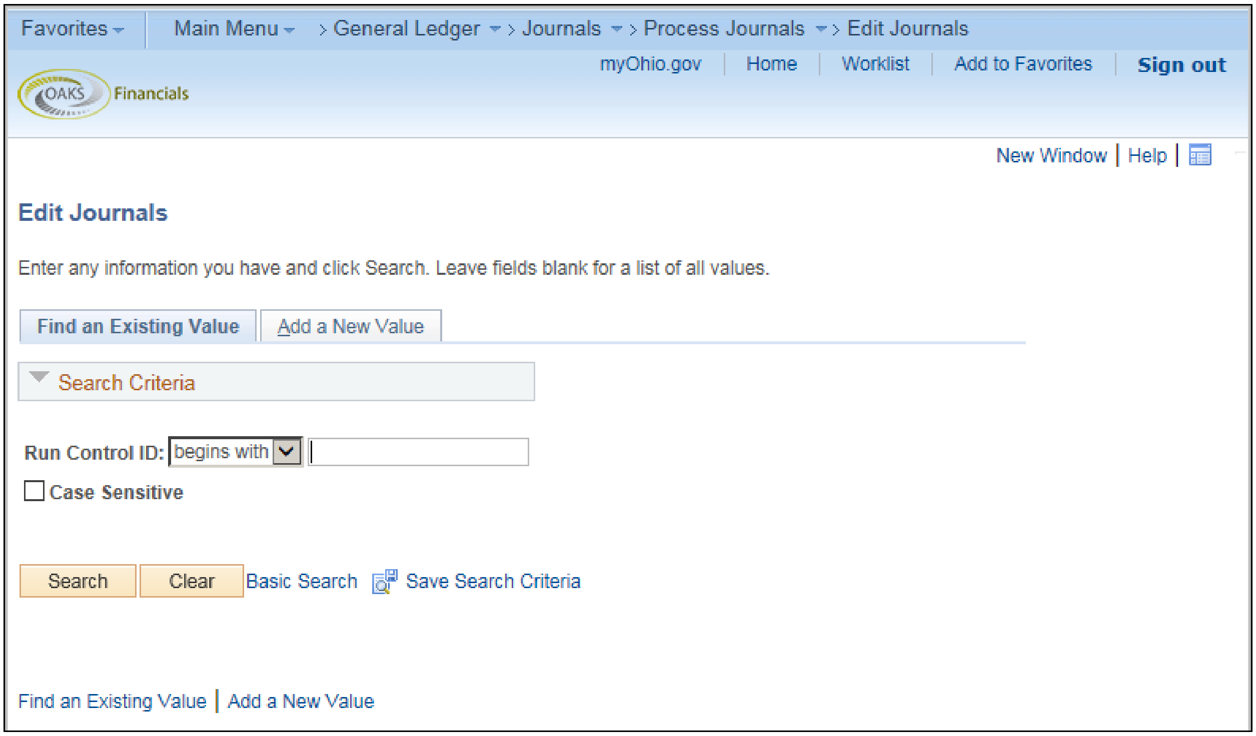
Running the Journal Edit Batch Process

An agency OAKS FIN user with a GL Approver security role can run the Journal Edit Batch Process.

- Click here for assistance with accessing the OAKS FIN General Ledger Module.

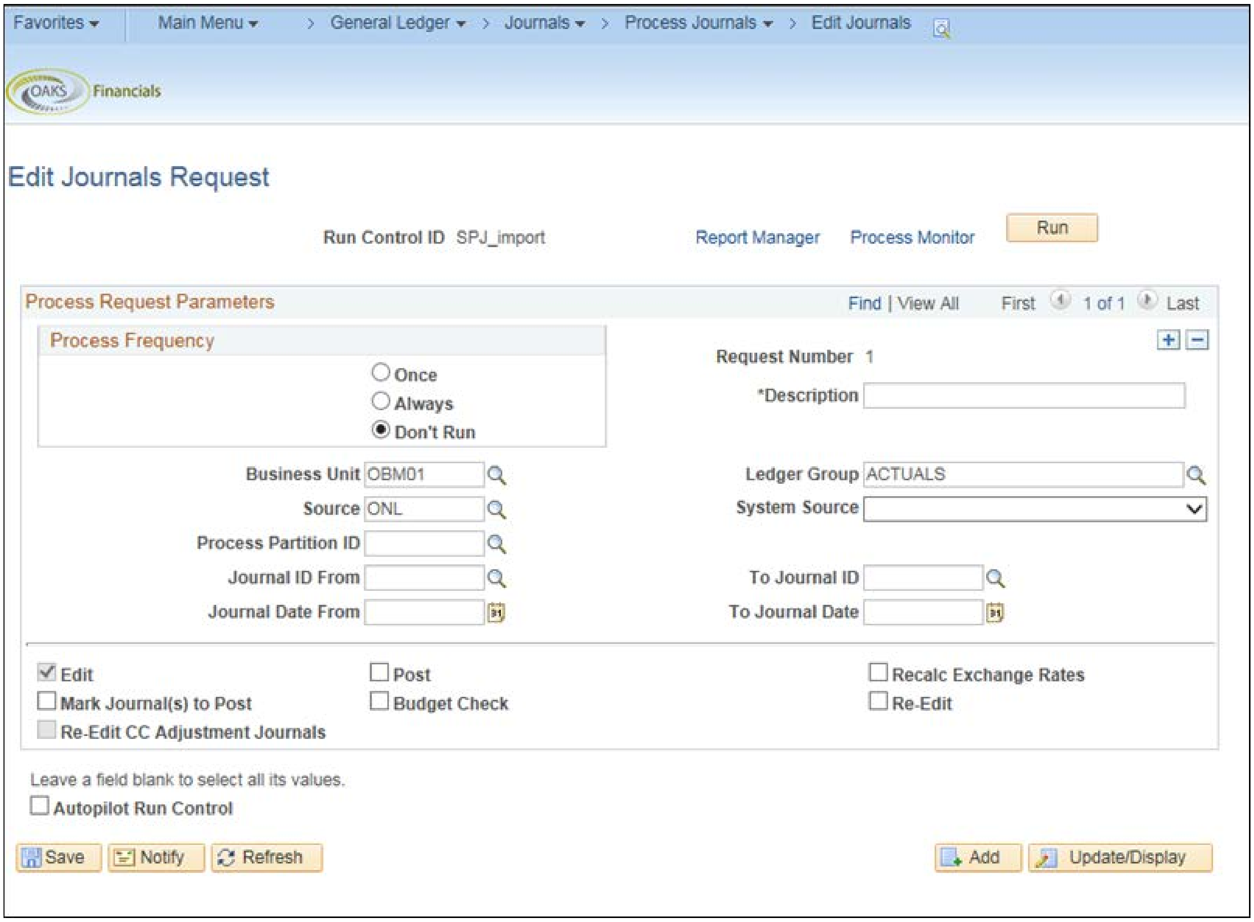
Steps

- **OAKS FIN > Main Menu > General Ledger > Journals > Process Journals > Edit Journals**



1. Users who ran a batch already should skip to Step **#2**. Otherwise, follow these steps to *create* a **Run Control ID**:
   a. Click the ***Add a New Value*** tab.
   b. For ***Run Control ID***, enter a short descriptive name that will be recognized later (up to 30 characters with no spaces; and do not use special characters such as #, $, %, etc.)
   c. Click ***Add***.

- The **Edit Journals Request** page displays.



d. Skip to Step **#3**.

2. Find an *existing* **Run Control ID**:

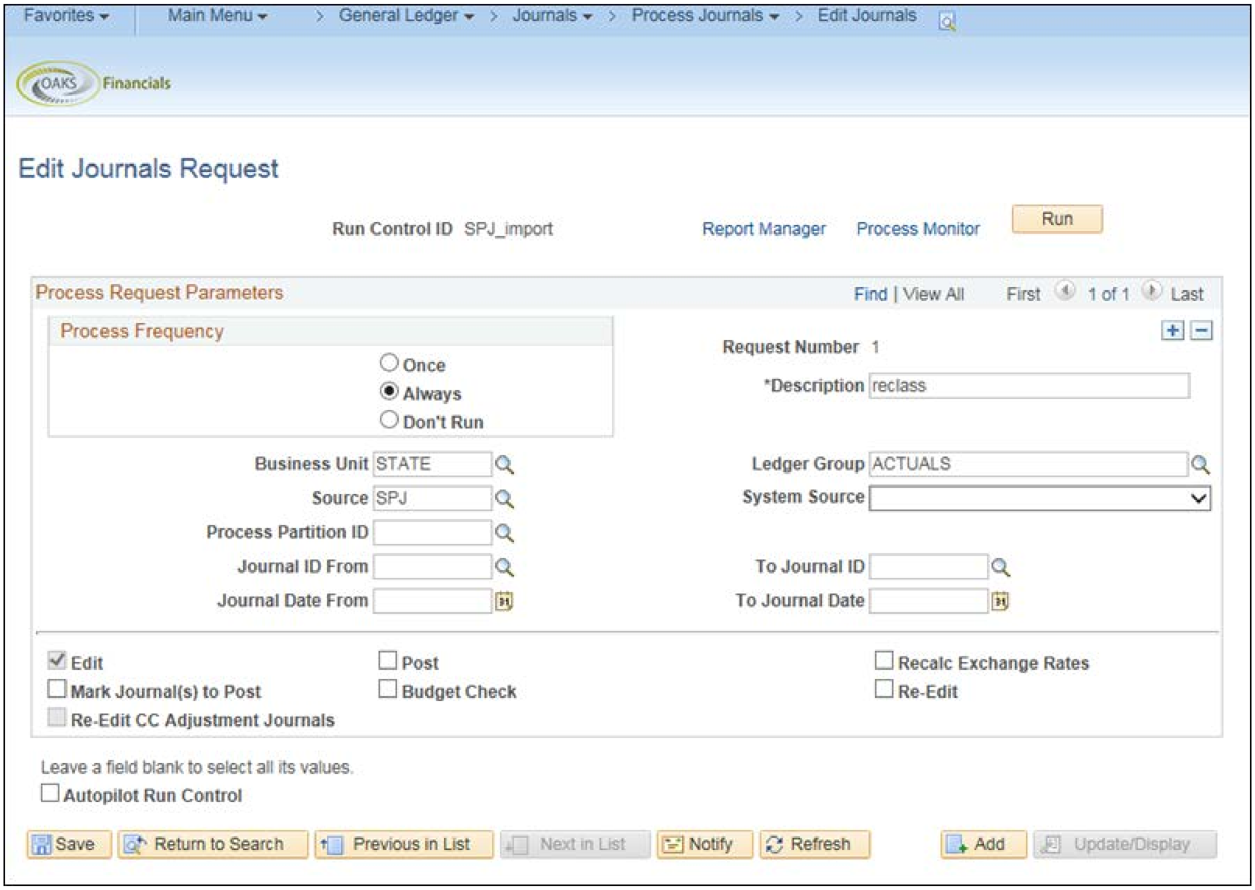
   a. If desired, enter a portion of the existing ***Run Control ID***. Otherwise, skip to "Step **c**."

   b. Change the ***dropdown menu*** from "begins with" to "contains" or another delimiter option.

   c. Click ***Search***.

   d. Click the link of the desired ***Run Control ID*** listed under **Search Results**.

- The **Edit Journals Request** page displays with the existing **Run Control ID**.



3. Select **Always** as the ***Process Frequency***.

- Explanation of choices:
  - **Once** - Batch runs one time, then the Process Frequency resets to "Don't Run."
  - **Always** - Every time this process runs, OAKS FIN processes each journal entry in the defined batch.
  - **Don't Run** - Do not use this option.

4. The ***Edit check box*** is automatically selected by OAKS FIN. Do not change this setting.

5. Enter a process ***Description***.

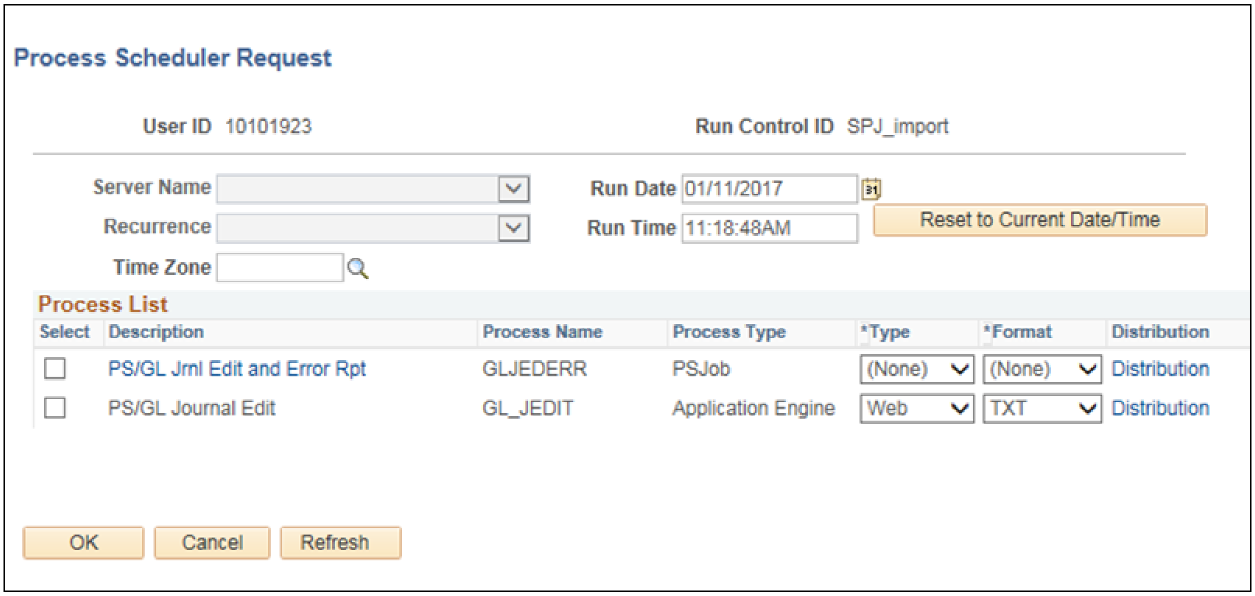
6. Enter "STATE" for the ***Business Unit*** field.

7. Enter the same journal number in the ***Journal ID From*** field and ***To Journal ID*** field to process.

- If processing more than one journal, enter the lowest to highest consecutive journal numbers.

8. Click ***Run***.

- The **Process Scheduler Request** page displays.



9. Select the checkbox beside ***PS/GL Jrnl Edit***

10. Click ***OK***.

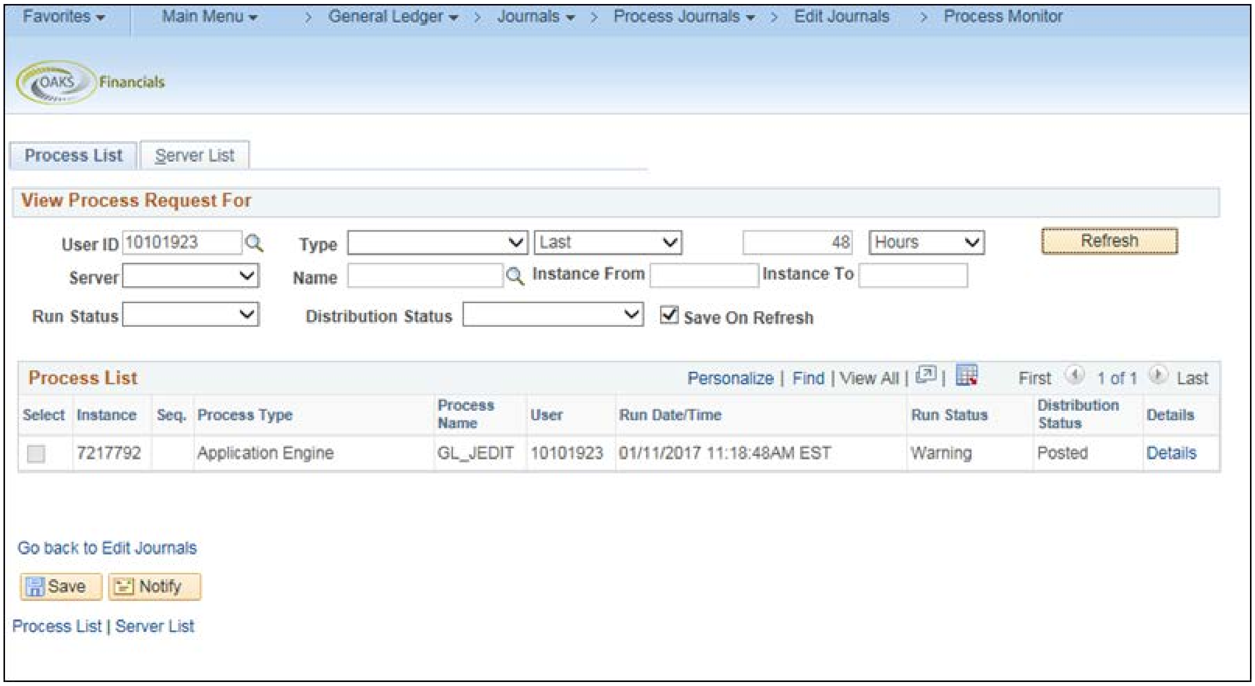
- The process runs.
- The ***Process Instance*** number is generated and displays beneath the **Process Monitor** link.

11. Write down this number for tracking reference.

- The Process Instance number is used to track the results of the upload.

12. Click the ***Process Monitor*** link.

- The **Process List** page displays.



- The **Process List** tab lists all the processes that OAKS FIN is running for a specific user on a specific server in the Process List section. Identify the job by the Process Instance number.

13. Click the ***Refresh*** button on the page every 30 seconds or so until the ***Run Status*** field displays "Success" and the ***Distribution Status*** is "Posted."

- This is not the web browser's Refresh button but a button on the web page. Avoid clicking it without a pause as this can overload the server.
- When OAKS FIN displays "Success" and "Posted," that does not mean the journal has no errors, only that the request generated successfully and posted to the report repository.

14. Review journal processing actions:

a. Click the ***Details*** link on the row that matches the Process Instance number created earlier.

b. Click the ***Message Log*** link for details of whether the journal import process is finished and how many journals were imported.

c. Or, click the link to the ***View Log/Trace*** page. ***File lists*** are typically contained here after the process completes. Click on the appropriate file link to verify there are no ***header or line errors*** in the journal.

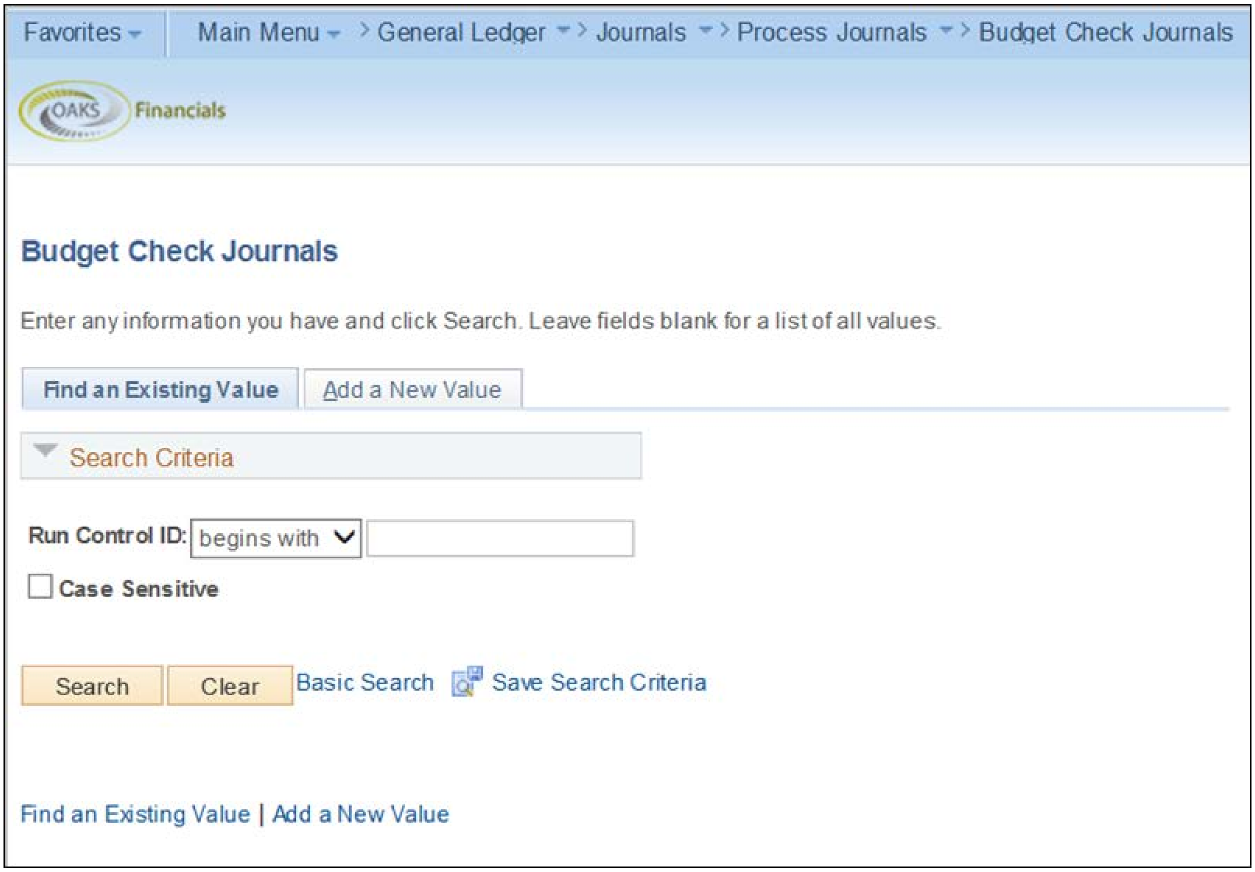
15. If a journal does not pass edit, refer to the topic: Reviewing and Uploading Spreadsheet Journal Entries.

Running the Budget Check Process

An agency OAKS FIN user with a GL Approver security role can run the Budget Check Process after editing.

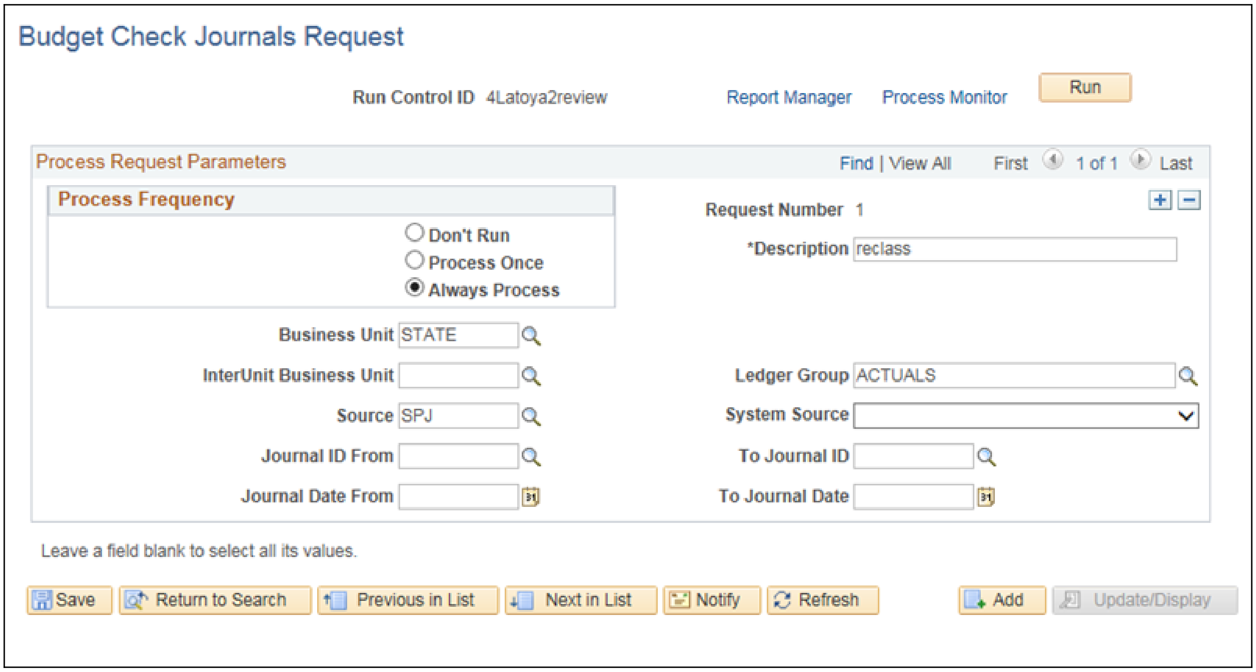
Steps

- **OAKS FIN > Main Menu > General Ledger > Journals > Process Journals > Budget Check Journal**



1. Users who ran a batch already should skip to Step **#2.** Otherwise, follow these steps to *create* a **Run Control ID**:
    a. Click the ***Add a New Value*** tab.
    b. For ***Run Control ID***, enter a short descriptive name that will be recognized later (up to 30 characters with no spaces; and do not use special characters such as #, $, %, etc.)
    c. Click ***Add***.

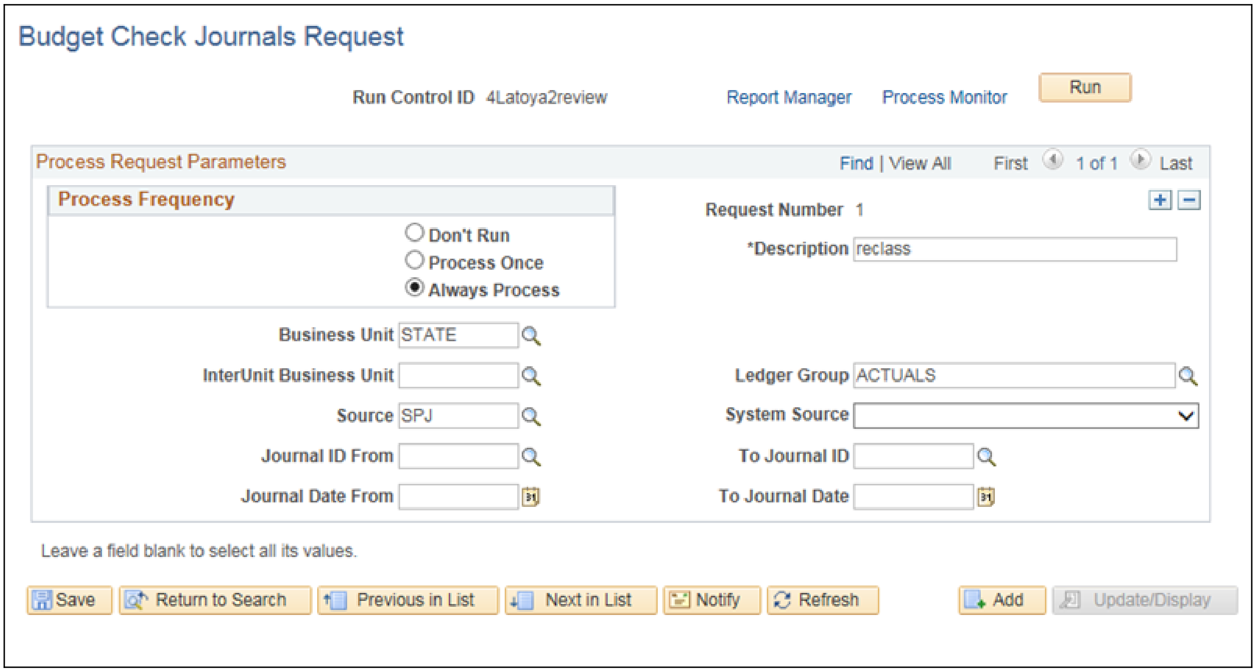
The **Budget Check Journals Request** page displays.



d. Skip to Step **#3.**

2. Find an *existing* **Run Control ID**:
   a. If desired, enter a portion of the existing ***Run Control ID***. Otherwise, skip to "Step **c.**"
   b. Change the ***dropdown menu*** from "begins with" to "contains" or another delimiter option.
   c. Click ***Search***.
   d. Click the link of the desired ***Run Control ID*** listed under **Search Results**.

- The **Budget Check Journals Request** page displays with the existing **Run Control ID**.



3. Select **Always** as the ***Process Frequency***.

- Explanation of choices:
    - **Don't Run** - Do not use this option.
    - **Process Once** - Batch runs one time, then the Process Frequency resets to "Don't Run."
    - **Always Process** - Every time this process runs, OAKS FIN processes each journal entry in the defined batch.

4. Enter a process ***Description***.

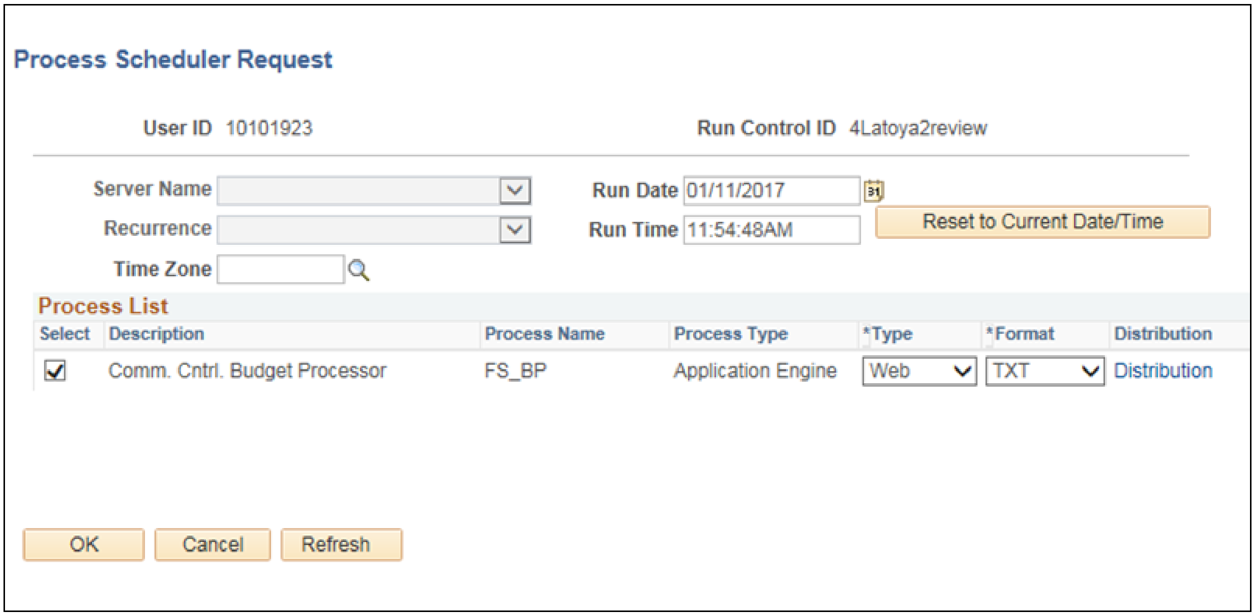
5. Enter "STATE" for the ***Business Unit*** field.

6. Enter the same journal number in the ***Journal ID From*** field and ***To Journal ID*** field to process.

- If processing more than one journal, enter the lowest to highest consecutive journal numbers.

7. Click ***Run***.

- The **Process Scheduler Request** page displays.



8. Verify the checkbox beside ***Comm. Cntrl. Budget Processor*** is marked.
9. Click ***OK***.

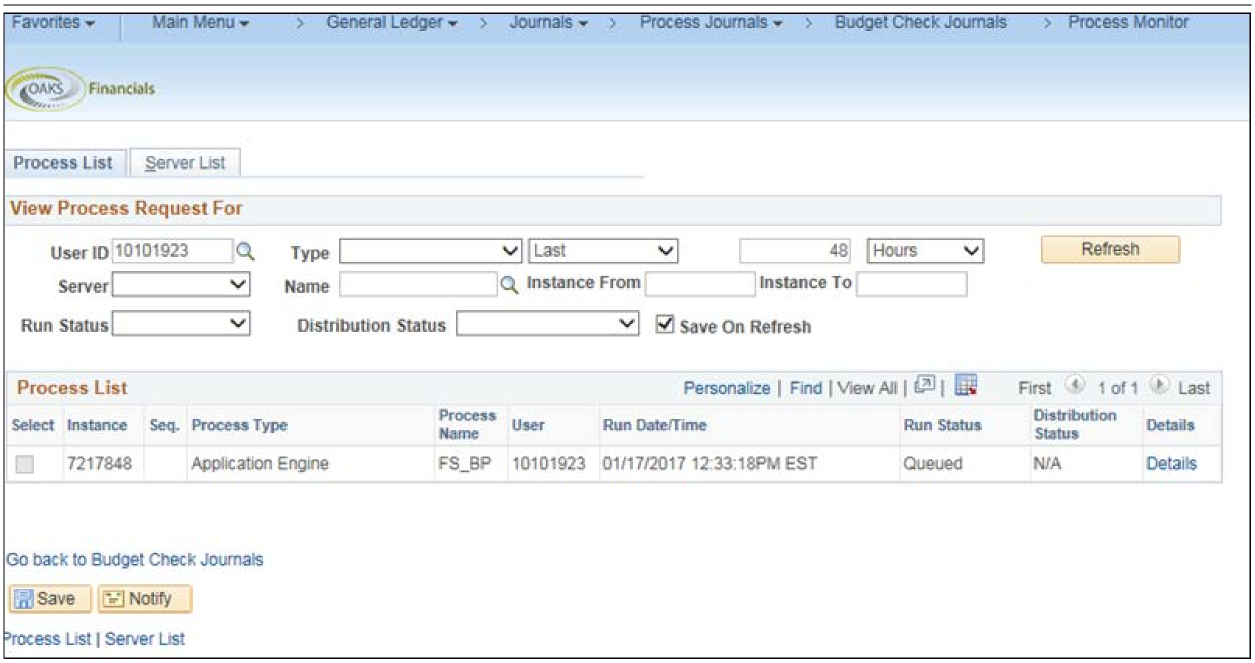
- The process runs.
- The ***Process Instance*** number is generated and displays beneath the **Process Monitor** link.

10. Write down this number for tracking reference.

- The Process Instance number is used to track the results of the upload.

11. Click the ***Process Monitor*** link.

- The **Process List** page displays.



- The **Process List** tab lists all the processes that OAKS FIN is running for a specific user on a specific server in the Process List section. Identify the job by the Process Instance number.

12. Click the ***Refresh*** button on the page every 30 seconds or so until the ***Run Status*** field displays "Success" and the ***Distribution Status*** is "Posted."

- This is not the web browser's Refresh button but a button on the web page. Avoid clicking it without a pause as this can overload the server.
- When OAKS FIN displays "Success" and "Posted," that does not mean the journal has no errors, only that the request generated successfully and posted to the report repository.

13. If OAKS FIN does not display "Success" or "Posted," click the ***View Log/Trace*** link to determine why the process did not run correctly.
14. If a journal does not pass budget check, refer to the topic: <u>Reviewing and Uploading Spreadsheet Journal Entries</u>.
15. Click the ***Details*** link on the row that matches the Process Instance number created earlier. There are several actions from which to choose on this page.

a. If desired, click the link for ***Message Log***. Details of whether journal import processing is finished and how many journals were imported will appear here. Also, there is an Explain button to click for further details.

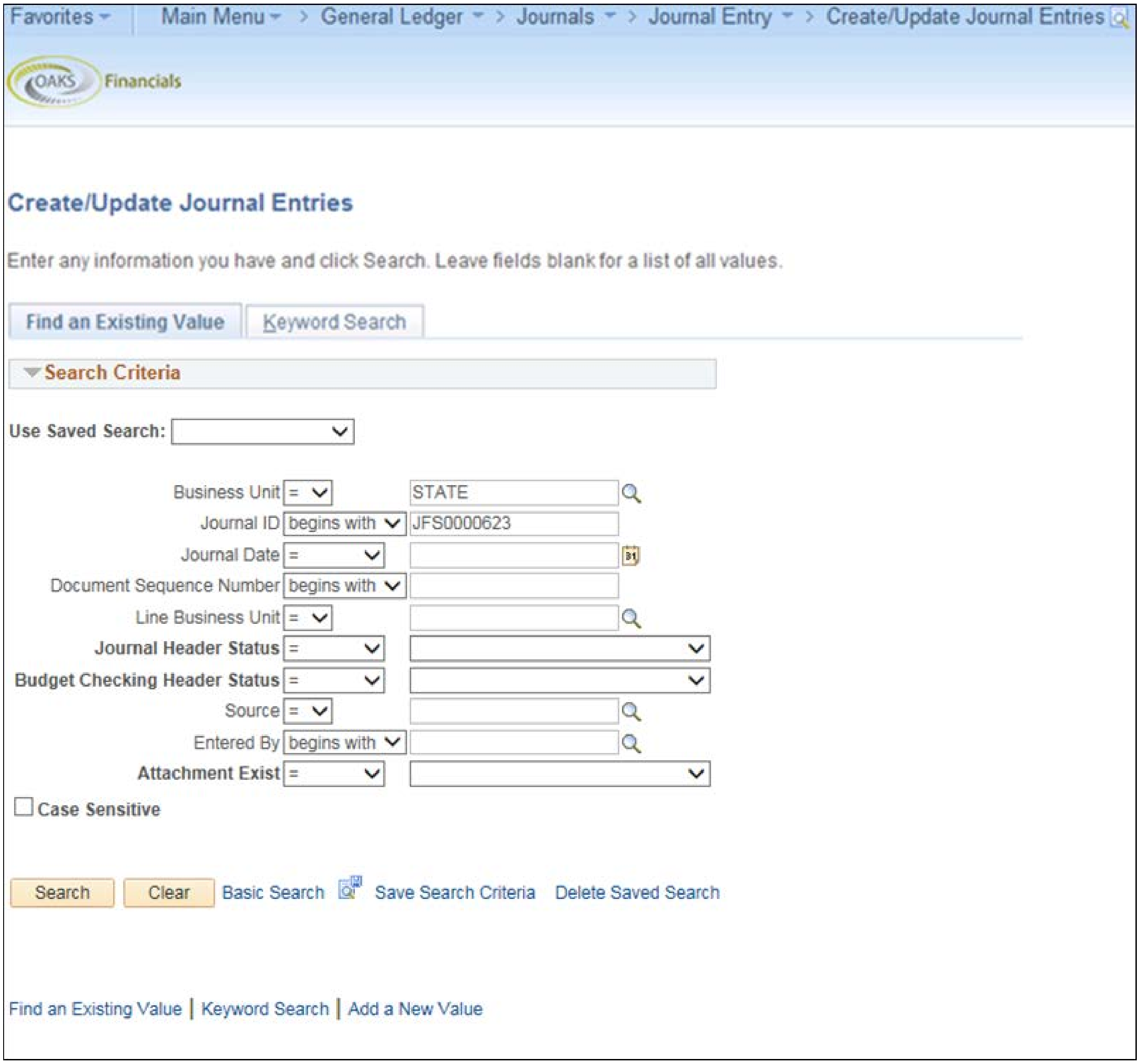
b. If desired, click the link to ***View Log/Trace*** page. File lists are typically contained here after the process completes.

Reviewing the Journal Status

Before submitting a journal for approval or posting, verify the journal entry successfully passed the edit for errors and budget check processes and is ready for State Accounting to post.

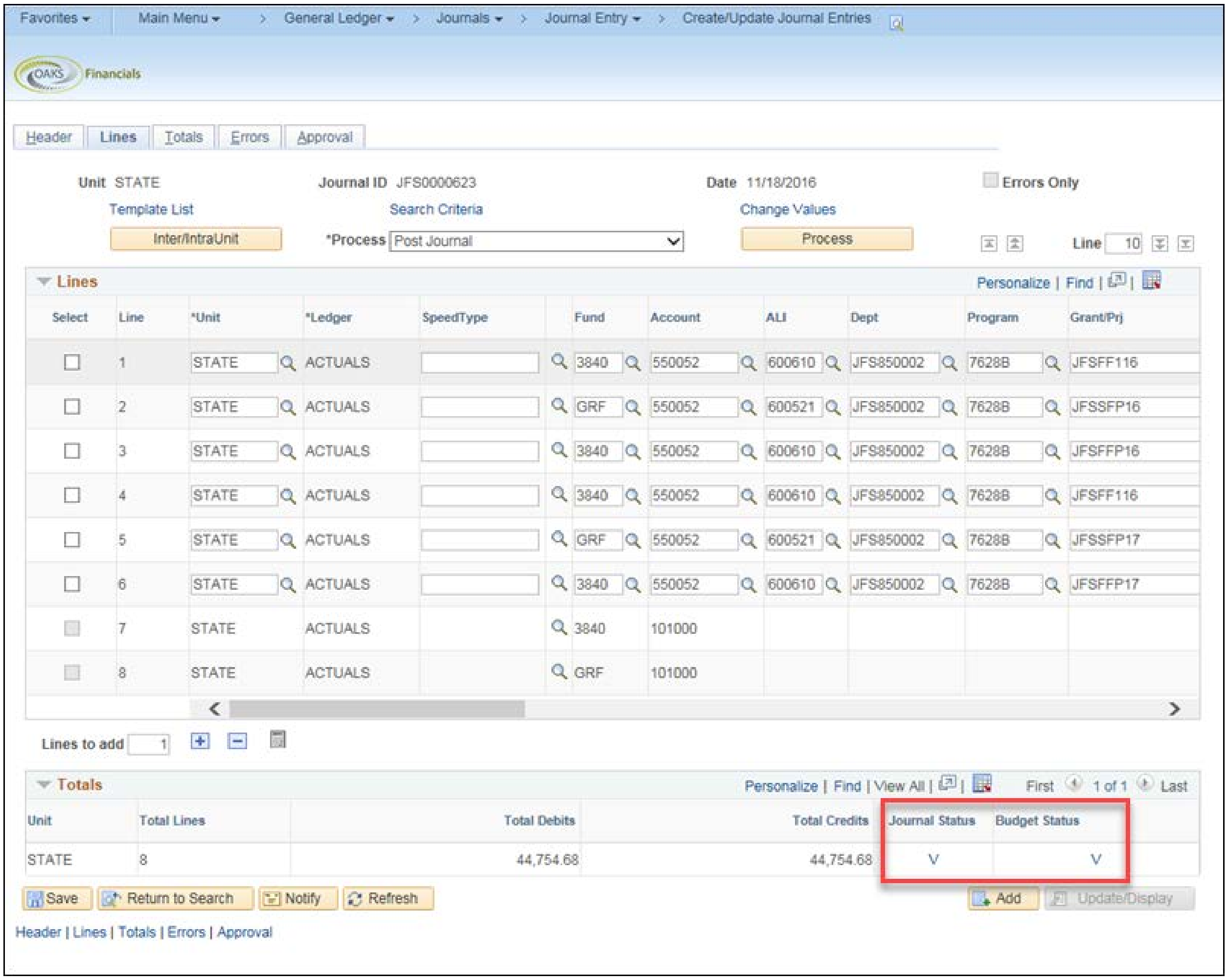
Steps

- **OAKS FIN > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**



1. Enter “STATE” as the ***Business Unit*** on the **Find an Existing Value** tab.
2. Enter information in any additional field(s) to narrow the journal search (e.g., Journal ID).
3. Click ***Search***.

- If only one journal meets the criteria entered, it will display.


Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

OAKS Financials

Header | Lines | Totals | Errors | Approval

Unit STATE Journal ID JFS0000623 Date 11/18/2016 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process Post Journal Process Line 10

Lines

Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Fund	Account	ALI	Dept	Program	Grant/Prj
☐	1	STATE	ACTUALS		3840	550052	600610	JFS850002	7628B	JFSFF116
☐	2	STATE	ACTUALS		GRF	550052	600521	JFS850002	7628B	JFSSFP16
☐	3	STATE	ACTUALS		3840	550052	600610	JFS850002	7628B	JFSFFP16
☐	4	STATE	ACTUALS		3840	550052	600610	JFS850002	7628B	JFSFF116
☐	5	STATE	ACTUALS		GRF	550052	600521	JFS850002	7628B	JFSSFP17
☐	6	STATE	ACTUALS		3840	550052	600610	JFS850002	7628B	JFSFFP17
	7	STATE	ACTUALS		3840	101000				
	8	STATE	ACTUALS		GRF	101000				

Lines to add 1

Totals

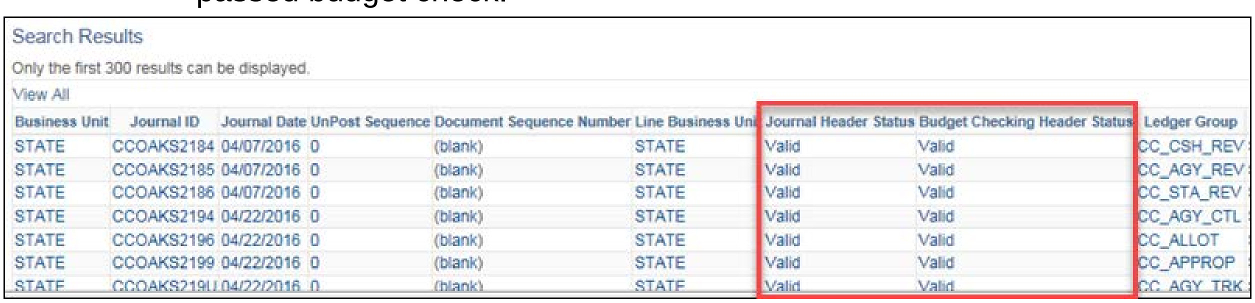
Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	8	44,754.68	44,754.68	V	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

- If multiple journals meet the criteria entered in the search,
    - The ***Journal Status*** (lines tab) should show a "V" for valid**,** meaning it passed the edit for error.
    - The ***Budget Status*** (lines tab) should also show a "V" for valid, meaning it passed budget check.


Search Results

Only the first 300 results can be displayed.

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group
STATE	CCOAKS2184	04/07/2016	0	(blank)	STATE	Valid	Valid	CC_CSH_REV
STATE	CCOAKS2185	04/07/2016	0	(blank)	STATE	Valid	Valid	CC_AGY_REV
STATE	CCOAKS2186	04/07/2016	0	(blank)	STATE	Valid	Valid	CC_STA_REV
STATE	CCOAKS2194	04/22/2016	0	(blank)	STATE	Valid	Valid	CC_AGY_CTL
STATE	CCOAKS2196	04/22/2016	0	(blank)	STATE	Valid	Valid	CC_ALLOT
STATE	CCOAKS2199	04/22/2016	0	(blank)	STATE	Valid	Valid	CC_APPROP
STATE	CCOAKS219[illegible]	04/22/2016	0	(blank)	STATE	Valid	Valid	CC_AGY_TRK

Code	Posting Status	Description
Edit Req'd	Needs to be edited	Journal has been entered but has not been edited; therefore, it cannot be posted
Not Chk'd	Needs to be budget checked	Journal has been entered but has not been budget checked; therefore, it cannot be posted
Errors	Budget errors	Journal had been edited and contains errors
Valid	Valid—journal has passed budget check	Journal has passed editing and is ready to be posted if budget status is also valid
Posted	Posted to ledger	Journal has been successfully edited and budget checked and was posted

4. If the Status is not “Valid,” click on the Budget Status or Journal Status link to view the error(s).
5. Review the errors, make the adjustments, and budget check the journal again.

- Best practice is that any coding corrections to spreadsheet journals be made in the original spreadsheet journal and re-uploaded. This will keep your files in sync with OAKS for auditing purposes.
- Once all errors have been corrected and the journal status is "Valid" for both Journal Edit and Budget Check, the agency can submit the journal to be posted by State Accounting. See Submitting Spreadsheet Journals for steps.

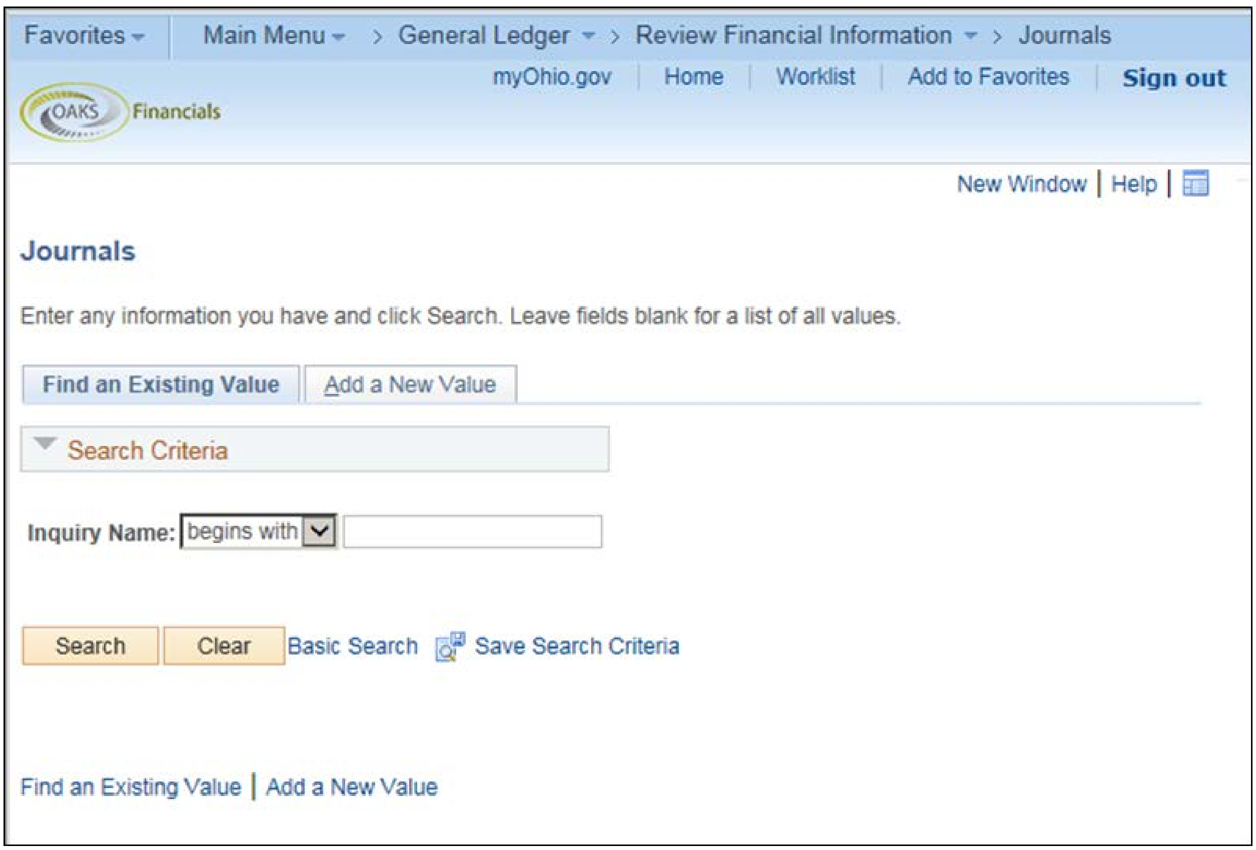
Reviewing Journal Entries

This process is used to review the status of journal entries in OAKS FIN. This is an inquiry-only process. Inquiries for specific criteria can be saved and searched for later. These instructions are for the initial creation of a search. After creation, you can simply enter the Inquiry Name on the Find an Existing Value tab and click Search.

- Click here for assistance with accessing the OAKS FIN General Ledger Module.

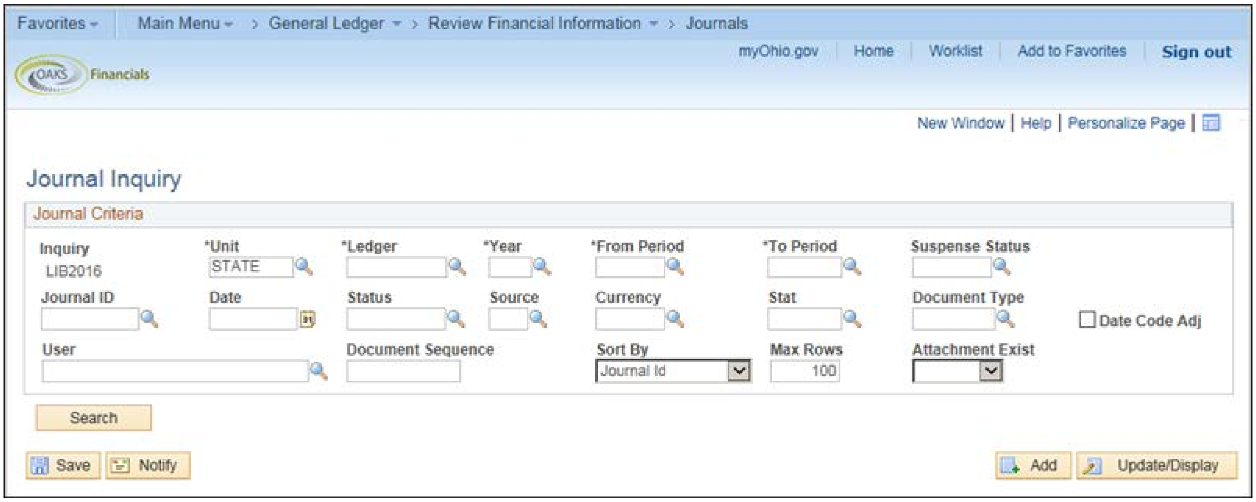
Steps

- **OAKS FIN > Main Menu > General Ledger > Review Financial Information > Journals**



1. Click the ***Add a New Value*** tab.
2. Enter an identifiable name in the ***Inquiry Name*** field.
3. Click ***Add***.

- The **Journal Inquiry** page displays.



4. Enter "STATE" in the ****Unit*** field.
5. Enter "ACTUALS" in the ****Ledger*** field.

- "ACTUALS" is always the ledger in the General Ledger module.

6. Enter in the ****Year*** field the desired fiscal year.
7. Select or enter an accounting period (using the numerical value of the period) in the ***From Period*** field.
8. Select or enter an accounting period (using the numerical value for the period) in the ***To Period*** field.

- To specify a single period, enter the same period number in both the **From Period** and **To Period** fields. To specify a range, enter the earlier date in the **From Period** field and the final date in the **To Period** field.

9. If desired, select or enter a ***Journal ID*** number.
10. If desired, enter a ***Status***. Choices are:

    - **V** = Valid.

- **E** = Journal has errors.
- **P** = Posted.

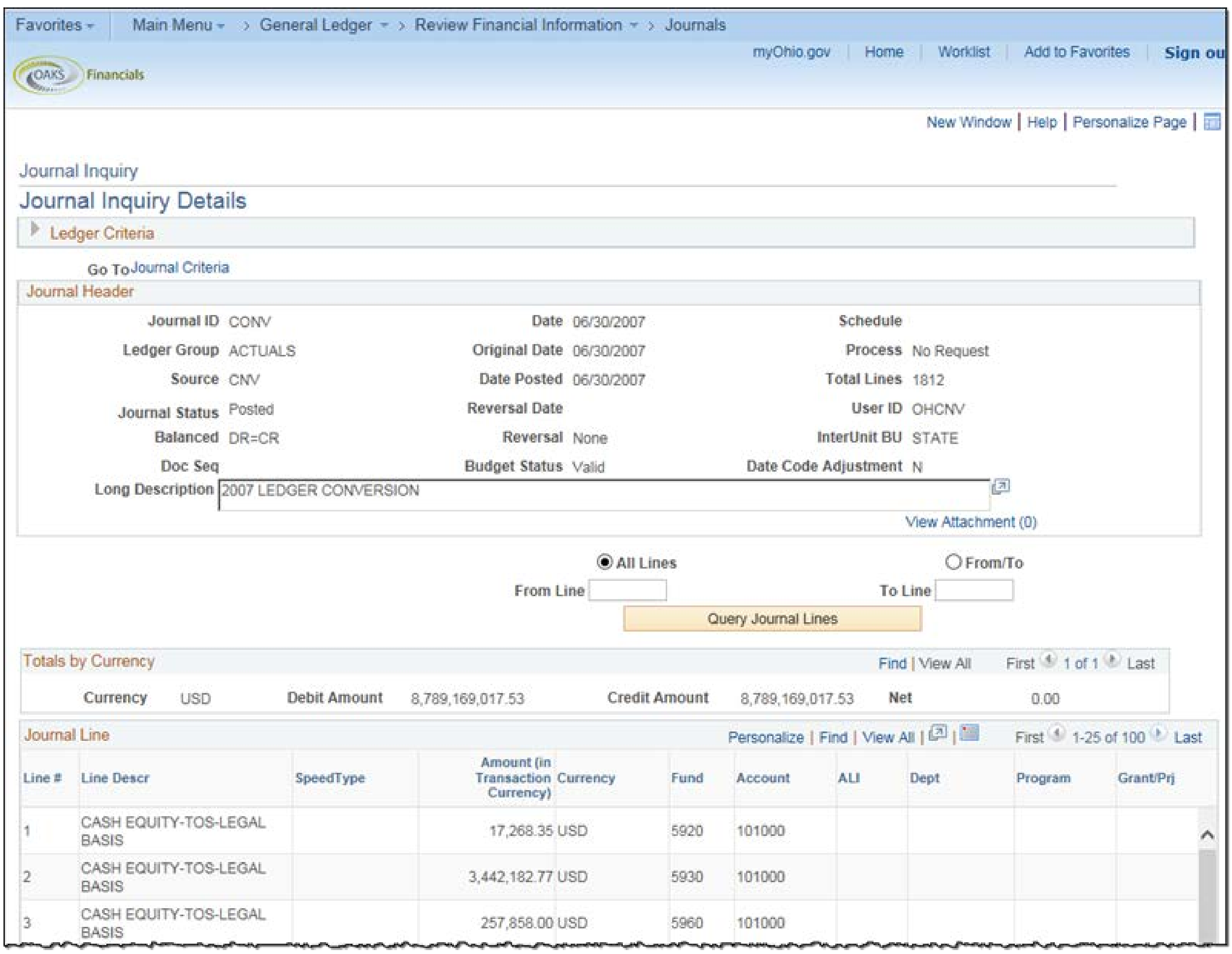
- OAKS FIN does not use the Suspense status.

11. Enter or select a ***User ID***.
12. Click ***Search***.

- ***Search results*** display any entries matching the criteria.
- To sort the results, click on any header in the search results screen.

13. Click the link for the desired **Journal ID** to view more detail.

- The **Journal Inquiry Details** page displays information including Ledger Criteria, Journal Header, Totals by Currency, and Journal Lines.

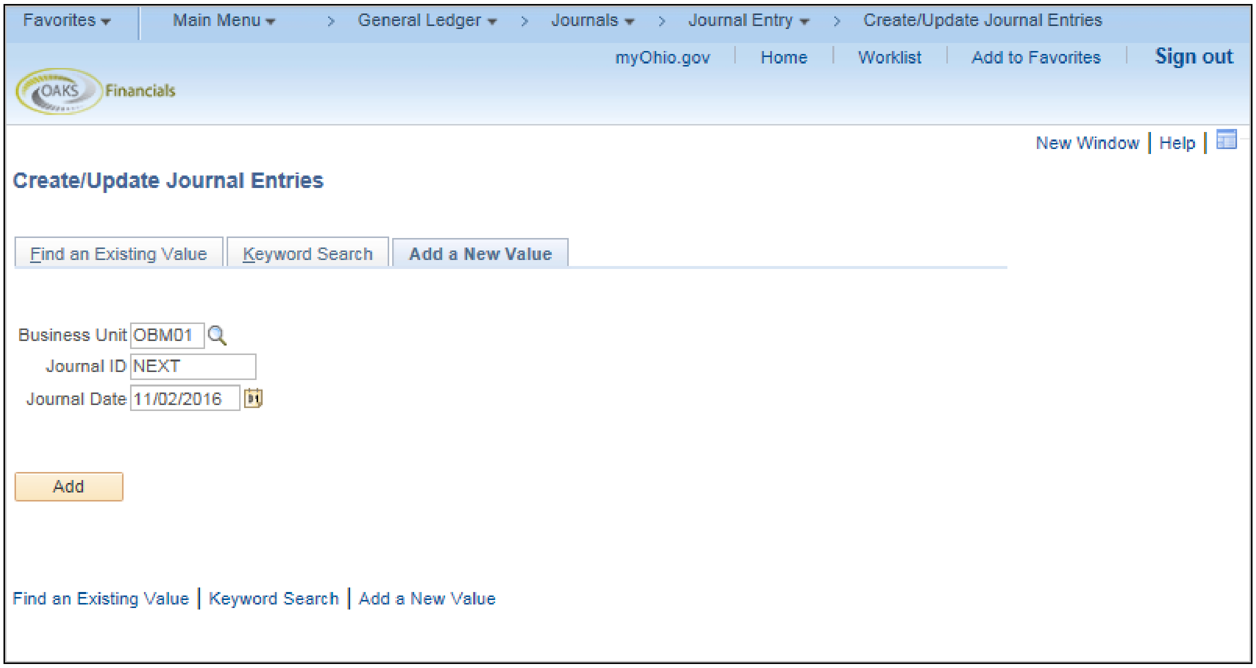


- Agencies must review the status of their journal posting on a regular basis to verify that entries have posted correctly to OAKS FIN.

14. To save the inquiry for later use, click ***Save***.

Submitting Spreadsheet Journals

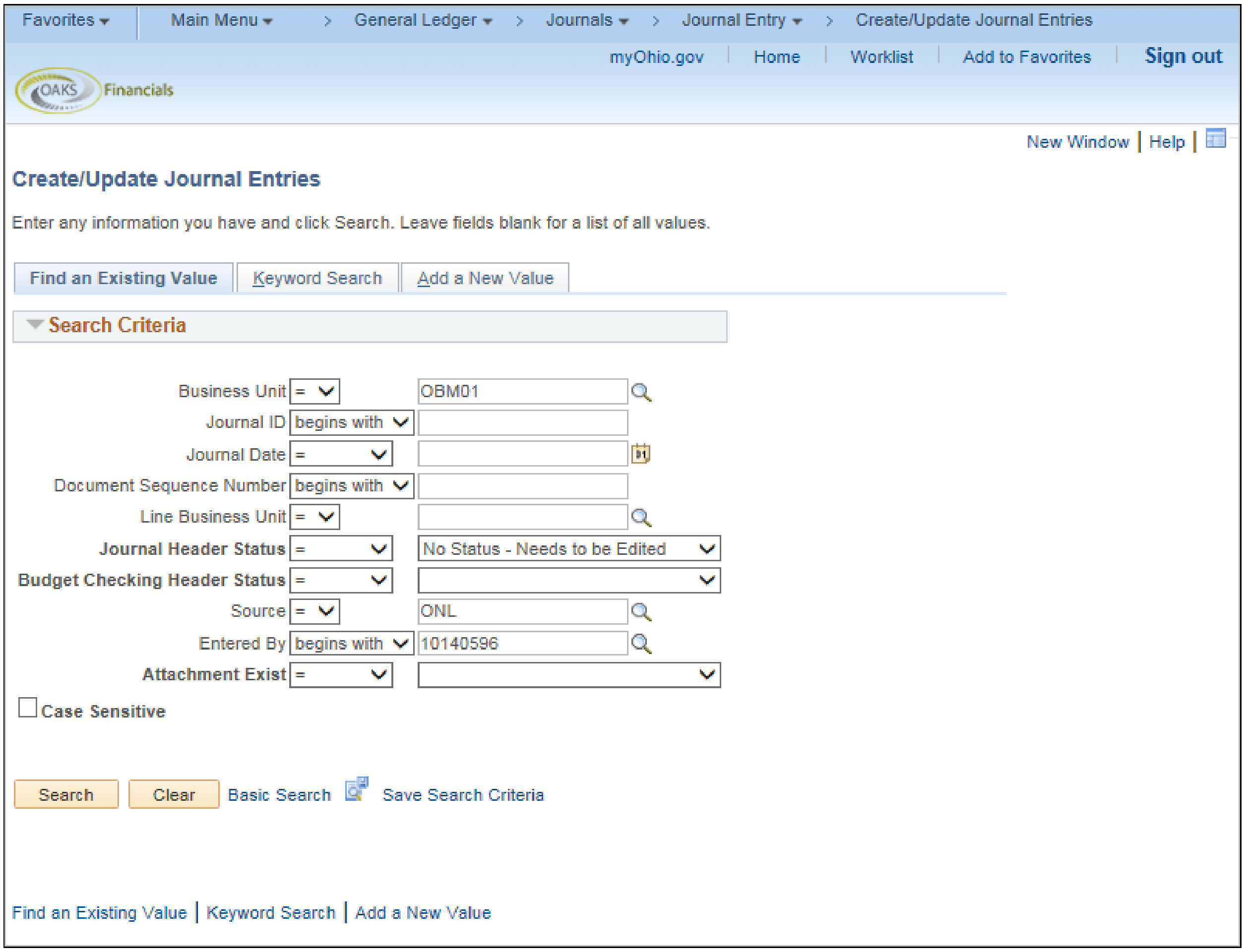
- Click here for assistance with accessing the OAKS FIN General Ledger Module.
- **OAKS FIN > Main Menu >General Ledger > Journals > Journal Entry > Create/Update Journal Entries**



- Click here to watch a quick tutorial on Submitting a Spreadsheet Journal.

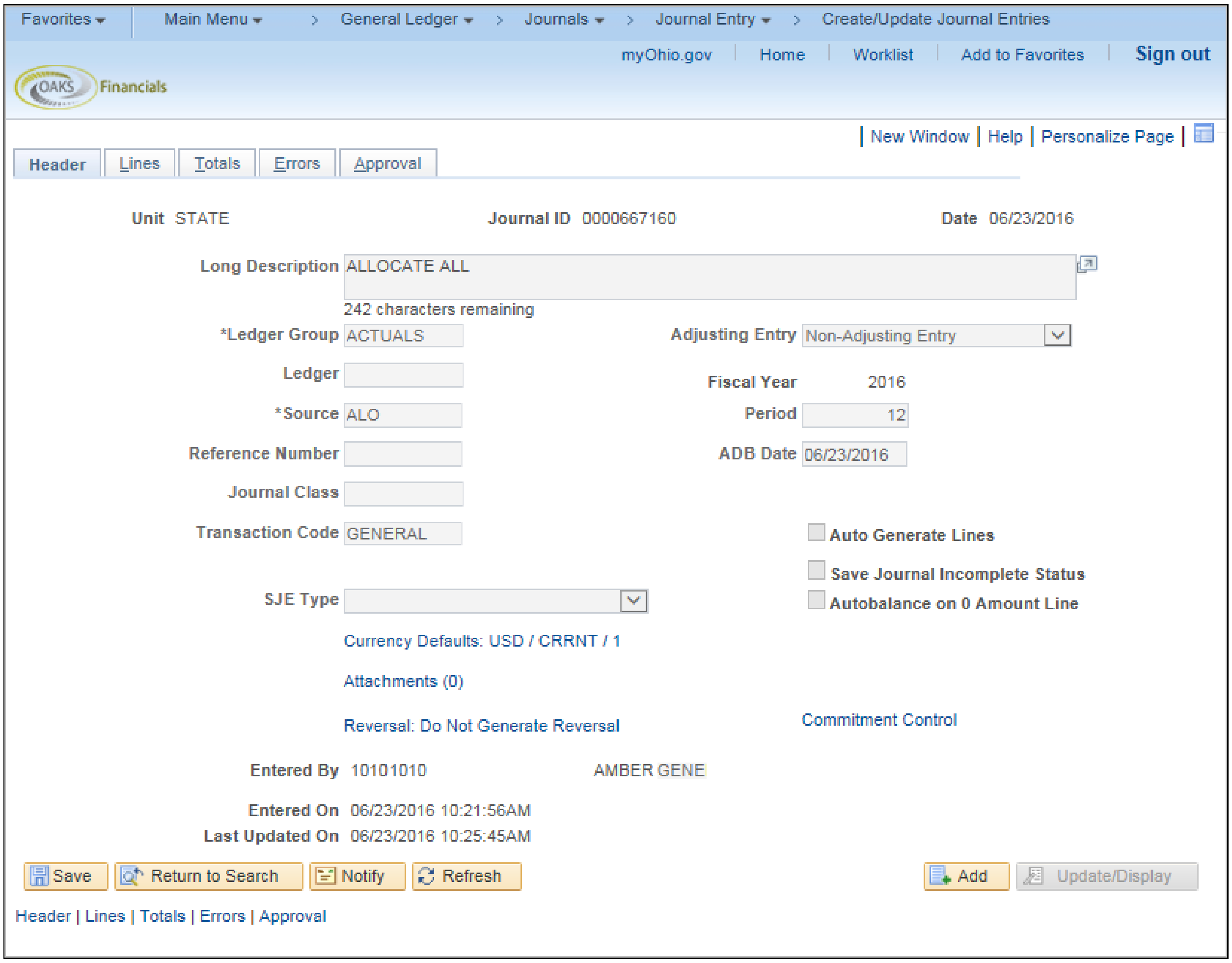
1. Click the ***Find an Existing Value*** tab.

- The **Search Criteria** displays.



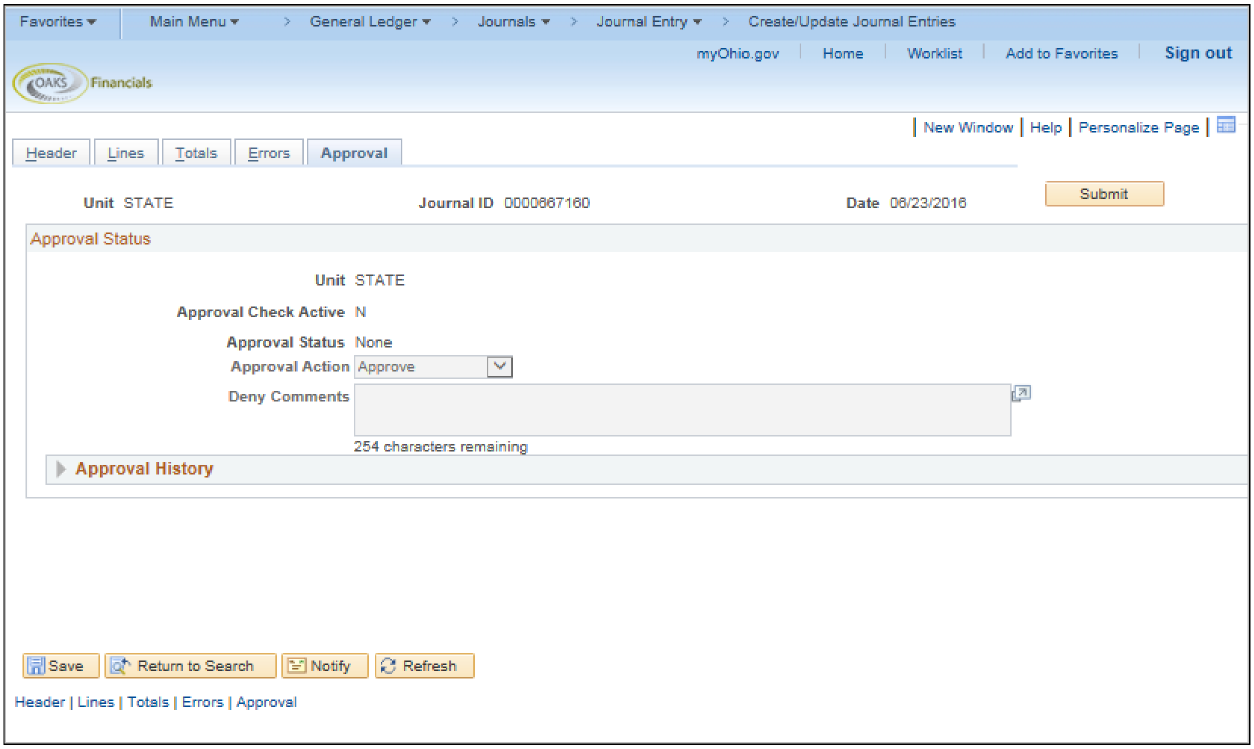
2. Click ***Clear*** to remove defaulted entries.
3. Enter "STATE" in ***Business Unit***.
4. Enter ***Journal ID***.
5. Click ***Search***.

- After conducting a search, click the ***Recent Search Results*** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
- The **Header** tab displays.



6. Click ***Approval Tab***

- The **Approval Status** displays.



7. Click ***Submit*** button

- Once it's been submitted for approval, an email is released back to the agency confirming approval. OAKS sends an email to the group of State Accounting approvers. If an "out of office" notice is received, keep in mind that the State Accounting group will automatically reassign an alternate approver. Once it's approved, it's posted.