OHIO UNIVERSITY
1804

Title:	JET User Guide	Document ID: N/A
Replaces:	N/A	Date Modified: 12/20/2023

Purpose: This document provides step-by-step instructions on how to enter, edit and upload a journal entry using the Journal Entry Tool (JET).

For general questions related to this JET user guide, please contact Finance Customer Care (financecustomercare@ohio.edu). For questions specific to your Journal Entry, please contact your Supervisor or CFAO.

Table of Contents

WHAT IS JET?

The Journal Entry Tool (JET) is an application that allows campus users to prepare and upload journal entries to the General Ledger and Grants modules using an Excel spreadsheet.

The tool utilizes a standard JET Excel template that is populated with the lines for the journal entry by any individual (Preparer) on campus. The journal can include lines to be posted to both the GL and the Grants module. If the preparer is also a JET Processor, they can continue to process their journal entry. If the preparer does not have JET access, they must submit their spreadsheet to a JET Processor in their department/planning unit who can process the file in JET.

The Processor enters basic journal header information, chooses the Journal Category and the GL Period and attaches the spreadsheet for "staging" the file. As part of staging, all journal lines are validated in the same way that the Account Validation Tool validates account information; there is also validation performed related to the journal entry (e.g. line descriptions, balanced entry, etc.). Once the file is staged, both the Journal Header and related lines have statuses. If everything passed the validation, the journal can be uploaded to eBiz. If any of the journal lines or the entire journal has errors, the Processor will review the results and determine whether to proceed and make corrections to produce a valid journal, or to delete the journal and deal with corrections outside of JET. Once the journal is VALID, the processor can upload the journal to the eBiz interface.

Uploaded journals are then imported to the GL and Grants module and posted. The statuses of these activities continue to be tracked in JET to keep the Processor informed. Once the entries are posted, the transactions will be visible in OBI the next day.

The following diagram illustrates this process:
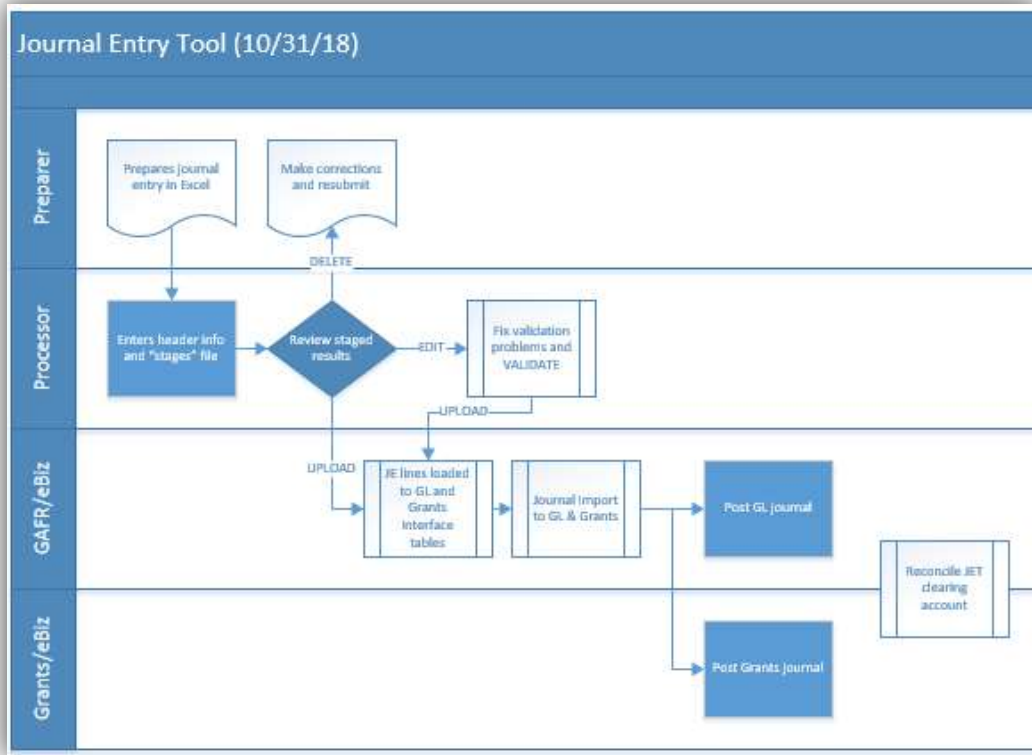
LOGGING IN

To access JET, you need to login to EBIZ and select the OUJE: Journal Entry Tool User responsibility. JET will be launched as a tab in your web browser, and display the application homepage:
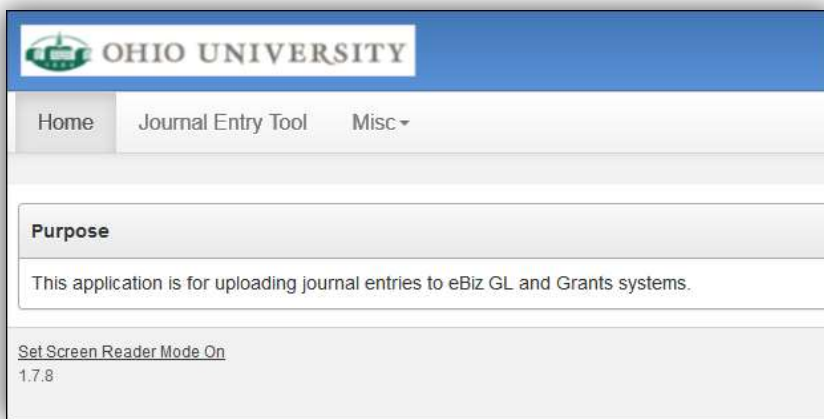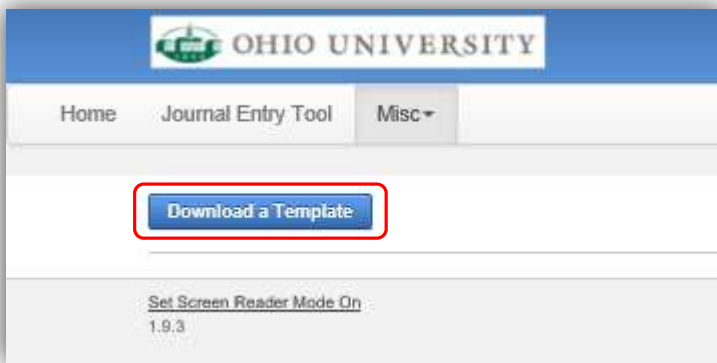

Before you begin using JET, please review Appendix A: Navigation to become familiar with the operation and standard functionality in this application.

DOWNLOADING THE TEMPLATE

From the homepage, click on the 'Misc' dropdown and select "Download a Template" to download the Journal Entry Template.xlsx:
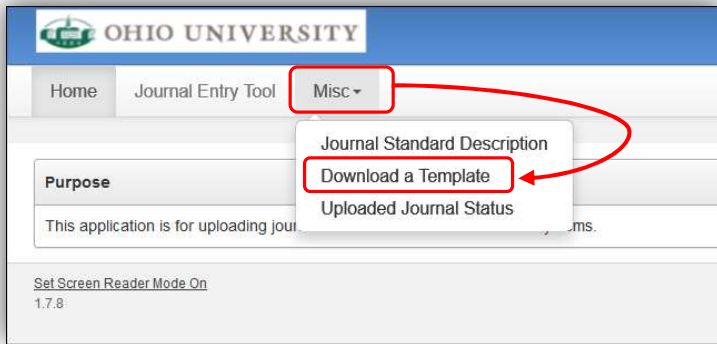
Click on the "Download a Template" button:

Choose "Open":

For Preparers, who do not have access to JET, the template can be accessed through the Finance Forms webpage (https://www.ohio.edu/finance/forms):

Forms

Finance Home	The table below contains all financial forms. The search box can be used to look for keywords about the form. Note that some PDF forms have features that cannot be displayed in all browsers. If the form does not display properly within your browser, please right-click the link for the form and select **Save link as** or **Save target as**.
Finance Operating Calendar	
Quick Reference Guides	
Business Matters	
Guidelines and Procedures	
Trainings	
Forms	

Apply filter [JET] to table

Form Name	Description	Office
Journal Entry Template (for JET application)	Use this form for Journal entries including Accounting Corrections and Internal Billings in the JET application	General Accounting

POPULATING THE TEMPLATE

The template holds the lines of the journal. Populate the following columns:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
JET JOURNAL LINE NO.	ENTITY	SOURCE	ORG	ACTIVITY	FUNCTION	OBJECT	PROJECT	TASK	AWARD	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION	GRANTS EXPENDITURE ITEM DATE	GL ORIGINAL TRANSACTION DATE	90 DAY CORRECTION REASON	ORIGINAL PA DATE	Line Desc Char Limit	90 Day Char Limit

NOTES:

1. The file can contain both GL lines and Grants lines in any order.
2. If you skip a line, leaving it blank, it will still stage with null values and $0 debits/credits. You will then have to either delete that blank line or edit it to add valid values and debits/credits.
3. For GL lines, populate the GL account string. For Grants lines, populate the PTA and Grants Expenditure Item Date. Both GL and Grants lines require entry of the Object code.
4. The JE must be balanced with the total debits equaling the total credits.
5. The file should only contain one populated tab (i.e. there should only be one worksheet per workbook).
6. A journal should not cross fiscal years.
   - During fiscal year end (while processing both June and July transactions), your journal should not include Grants lines with Expenditure Item dates in two different FY.
   - Similarly, care must be taken when processing Grants accounting corrections for the prior fiscal year.

Column Name(s)	Enter…
JET JOURNAL LINE NO.	This column contains a formula that will populate this field for any line that has a debit or a credit, for the first 200 lines. If your JE has more than 200 lines, add additional line numbers as necessary.

OHIO UNIVERSITY

Column Name(s)	Enter…
ENTITY, SOURCE, ORG, ACTIVITY, FUNCTION	Populate these columns if the journal line will be posted to the GL.
OBJECT	Populate this column for both GL and Grants journal lines. **NOTE:** If the journal line contains a PTA (i.e. will post to Grants, not GL) then JET will take this value and convert it to the appropriate Expenditure Type value.
PROJECT, TASK, AWARD	Populate these columns if the journal line will be posted to Grants.
DEBIT AMOUNT, CREDIT AMOUNT	For each Journal Line, populate only one of these columns. Each line should only have a debit or a credit, but not both. DO NOT ENTER NEGATIVE VALUES.
LINE DESCRIPTION	This is a <u>required</u> field and has a 240 character limit. This value should: 1. Contain **details relevant specifically to the Journal Line** (not to the entire journal entry as a whole). 2. Convey **why the individual Journal Line is being posted**. ATTN: PLEASE SEE APPENDIX B: JOURNAL CATEGORIES & DESCRIPTIONS FOR SPECIFIC INSTRUCTIONS ON HOW TO CORRECTLY POPULATE THIS VALUE.
GRANTS EXPENDITURE ITEM DATE	This is a required field, if the journal line will be posted to Grants. This is **the date the cost was originally incurred so it must be between the PTA start date and end date and should never be a future date:** • If the journal line is transferring a cost, this should be the date the original transaction was incurred. • If the journal line is an internal billing, this should be the date the service was provided or the product was received. If this happened over a span of multiple days then use the last day (i.e. the most recent) within that time frame. You must make sure the entire time frame is between the PTA start & end dates. **REMINDER:** The PTA start and end dates are available on the OBI Grants Funds Available Dashboard for all PTA's. ATTN: PLEASE SEE APPENDIX D: GRANTS EXPENDITURE ITEM DATES FOR ADDITIONAL INFORMATION ABOUT HOW TO POPULATE THIS VALUE. **WARNING: A JOURNAL SHOULD NOT CONTAIN TRANSACTIONS THAT WILL CROSS PERIODS. FOR EXAMPLE,**

Column Name(s)	Enter…
	WHEN SEPTEMBER & OCTOBER ARE BOTH OPEN, A SINGLE JOURNAL SHOULD ONLY HAVE LINES WITH SEPTEMBER (AND PRIOR) EXP ITEM DATES OR OCTOBER ITEM DATES BUT NEVER BOTH.
GL Original Transaction Date	This field is required when processing General Ledger entries in any of the following Correction Journal Categories: - Corrections-A/P - Corrections-Internal Bill - Corrections-Other - Corrections-PCARD/CONCUR Populate this field with the effective date of the original entry that you are correcting. You can find this information in the Transaction Export tab of the OBI Finance Dashboard.
90 Day Correction Reason	This field has a 150 character limit. This field is required for correction entries with a GL Original Transaction Date or a Grants Original PA Date that is more than 90 days from the date of the correction entry.
Original PA Date	This field is required when processing Grants entries in any of the following Correction Journal Categories: - Corrections-A/P - Corrections-Internal Bill - Corrections-Other - Corrections-PCARD/CONCUR For journal entries, the Expenditure PA Date is the same as the Expenditure Item Date unless the Expenditure Item Date is in the prior month. In that case, the Expenditure PA Date defaults to the first of the current month. For invoices, the Expenditure PA Date is the date when the expenditure posts to the general ledger. You can find the Expenditure PA Date in the Expenditure Inquiry option in the Grants tab of the OBI Finance Dashboard.
Line Desc Char Limit (Column R)	**Informational column only** - The Line Description may not exceed 240 characters. If the Line Description exceeds the 240 character limit it will let you know how many characters over the limit you are "XX character(s) too long" or if it's within the limit it will say "ok".
90 Day Char Limit (Column S)	**Informational column only** – The 90 Day Correction Reason may not exceed 150 characters. If the 90 Day Correction Reason exceeds the 150 character limit it will let you know how many characters over the limit you are "XX character(s) too long" or if it's within the limit it will say "ok".
Save this file. Save As and rename, if you like, in order to find the correct file for upload.	

The template also has optional fields to the right of the required information. These fields will not upload, but are intended to aid the Processor since they can be copied and pasted into the JET header fields during JET entry:


Row Name(s)	Optionally, Enter…
Journal Short Desc	Populate field (cell T2) with a brief description of the journal entry as a whole (i.e. what is the journal entry doing or what is its purpose). This field is limited to 63 characters. If the description exceeds the 63 character limit cell U2 will let you know how many characters over the limit you are "XX character(s) too long" or if it's within the limit it will say "ok".
Journal Long Desc	Populate field (cell T3) with a full description for the journal entry as a whole **as well as contact information such as name/number/email.** This field is limited to 240 characters. If the description exceeds the 240 character limit cell U3 will let you know how many characters over the limit you are "XX character(s) too long" or if it's within the limit it will say "ok".
WARNING: USE CAUTION WHEN COPYING AND PASTING INTO JET. IF YOU CHOOSE TO PASTE INFORMATION INTO THE JET HEADER FIELDS, PLEASE COPY FROM THE EXCEL FORMULA BAR AND **NOT** THE EXCEL CELL (CELLS U2 AND U3 IN THE EXAMPLE ABOVE) TO AVOID PASTING HIDDEN CHARACTERS. HIDDEN CHARACTERS (E.G., CARRIAGE RETURNS, BLANK LINES, TABS, ETC.) CREATE UPLOAD ISSUES.	
ATTN: PLEASE SEE APPENDIX B: JOURNAL CATEGORIES & DESCRIPTIONS FOR SPECIFIC INSTRUCTIONS ON HOW TO CORRECTLY POPULATE THESE VALUES.	

STAGING A JOURNAL ENTRY

Once your journal entry is ready to stage, click on the Journal Entry Tool menu and then click the Stage Journals button:
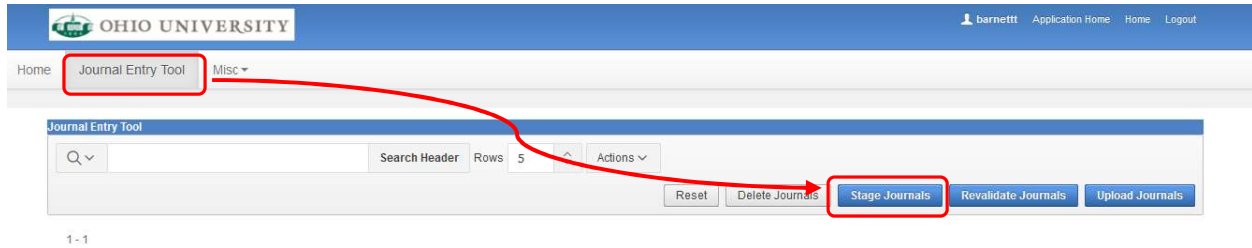
The JET Headers screen will appear:

As you type in the various fields, the system tracks how many characters you've entered and stops you when you've reached the respective field's limit. If you copy the Journal Short Description or the Journal Header Long Description from the Journal Entry template and paste it into this JET Header screen, make sure to delete any carriage returns or extra spaces at the end of the descriptions.

Populate the following required fields:

NOTE: JET will create a complete Journal Name by combining the values you enter below: The Preparer's OHIO ID (up to 20 characters), a hyphen, Journal Short Description (up to 63 characters), a hyphen, and a date/timestamp (15 characters). The Journal Name is up to 100 characters in total.

Field Name	Enter…
Preparer	The Preparer field defaults to the logged in user. If you are loading a journal prepared by someone else, please select their name from the dropdown.

Journal Short Description	This field is limited to 63 characters. Populate this field with a brief description of the journal entry as a whole (i.e. what is the journal entry doing or what is its purpose). ATTN: PLEASE SEE APPENDIX B: JOURNAL CATEGORIES & DESCRIPTIONS FOR SPECIFIC INSTRUCTIONS ON HOW TO CORRECTLY POPULATE THIS VALUE.
Journal Header Long Description	This field is limited to 240 characters. Include a full description of the journal entry as a whole **as well as contact information such as name/number/email.** ATTN: PLEASE SEE APPENDIX B: JOURNAL CATEGORIES & DESCRIPTIONS FOR SPECIFIC INSTRUCTIONS ON HOW TO CORRECTLY POPULATE THIS VALUE. **NOTE:** You are able to create Journal Standard Descriptions that you can optionally click on to automatically populate this field. This saves you from typing repetitive data for each staged journal. Once saved, they will appear as hyperlinks directly below this field after clicking inside it. ATTN: PLEASE SEE APPENDIX C: JOURNAL STANDARD DESCRIPTIONS FOR SPECIFIC INSTRUCTIONS.
Journal Source	This will default to JET. Do not change.
Journal Category	Select this value from the dropdown list of values. ATTN: PLEASE SEE APPENDIX B: JOURNAL CATEGORIES & DESCRIPTIONS FOR SPECIFIC INSTRUCTIONS ON HOW TO CORRECTLY POPULATE THIS VALUE.
GL Period	Select the GL Period in which the journal entry should be posted from the dropdown list of values. Only periods that are open are included in the list of values. ATTN: IF YOUR JOURNAL INCLUDES GRANTS LINES, THEY WILL POST TO THE EARLIEST OPEN PERIOD BASED ON THE EXPENDITURE ITEM DATE ON THE LINE. GL LINES WILL POST TO THE PERIOD YOU SELECT HERE. **WARNING: A JOURNAL SHOULD NOT CONTAIN TRANSACTIONS THAT WILL CROSS PERIODS. FOR EXAMPLE, WHEN SEPTEMBER & OCTOBER ARE BOTH OPEN, A SINGLE JOURNAL SHOULD ONLY HAVE LINES WITH SEPTEMBER (and prior) EXP ITEM DATES OR OCTOBER ITEM DATES BUT NEVER BOTH.**
Pick an Excel File	Click **Browse**. Navigate to the location of your saved Journal Entry Template.xlsx and select **Open**. **REMINDER:** The file should only contain one populated tab (i.e. there should only be one worksheet per workbook).

OHIO UNIVERSITY

Click **Create.**

After you click Create, the system will process your JE file and perform various journal entry validations, including:

Standard Validations

NOTE: These are the same validations performed in the Account Validation Tool (AVT)

- Are the GL journal lines valid?
    o The account string is using active segment values.
    o The account string doesn't violate any cross validation rules.
    o The source segment value isn't a Grants-source
- Are the Grants journal lines valid?
    o Is the PTA string valid?
    o Is the expenditure type valid?
    o Is the grants expenditure item date valid for the PTA.

JET-Specific Validations

- Are the debits/credits correctly populated?
    o Is the journal entry balanced (total debits equal total credits)?
    o Does each line have only a debit or credit and not both?
- Are all of the required fields populated?
    o Is there a Line Description on every line?
    o Is there a grants expenditure item date for every Grants line?
    o If there are GL lines and the Journal category is a Correction, is the GL ORIGINAL TRANSACTION DATE field populated?
- Does the entry use payroll object codes? JET will not allow the use of payroll object codes, because payroll corrections must be processed by submitting a Payroll Expense Accounting Correction (PEDS) form.
- Are Internal Charge object codes properly paired? JET requires the correct pairing of Internal Charge Codes:
    o Journal Category: Internal Billing:
        ▪ You must use paired Internal Charge Object codes with 78XXXX as the debit object code and 48XXXX as the credit object code with the XXXX being the same. For example, an Internal Charge for IC Catering will require the paired Object Codes of 78**0155** and 48**0155**.
    o Journal Category: Corrections-Internal Bill:
        ▪ Internal Charge Object codes with 78XXXX and/or 48XXXX with the XXXX being the same. For example, if an incorrect cost center was charged, a Correction-Internal Bill could credit 780155 in the incorrect cost center and debit 780155 with the correct cost center. The last four digits of the object code XXXX must balance to zero.
- Are Transfer Codes properly paired? JET requires the correct pairing of Transfer Codes.
    o Jet requires transfers use the same object code on both sides of the entry for the debit and the credit for Funding and Investment Transfers.

- Are corrections processed within 90 days of the original transaction? If not, have the unusual circumstances for the exception to the 90-day rule been documented?

After your journal is staged, the home page will be displayed and the header will be listed in the top section of the screen. The header displays a status. If the journal status is VALID, the journal can be uploaded. If the journal status is INVALID, the journal needs to be edited before it can be uploaded. The journal will have an invalid status if any of the lines are invalid, if the journal is unbalanced, or if there are no lines:

Clicking on the Journal Name will display the lines in the bottom section of the screen with any INVALID lines shown first:

NOTE: A journal will stage as INVALID without any lines if the file fails while the data-entered header values are valid. In this case, you can either delete the journal and start over or edit the header to attach a revised file. For instructions on how to edit or delete a journal, see the section below named "Editing or Deleting a Journal Entry".

The following will cause a file to fail staging:

1. An alpha value is entered in the JET Journal Line Number column
2. An alpha value is entered in the Debit Amount or Credit Amount columns
3. Additional tabs (aka worksheets) are present on the workbook that contain data not formatted for JET

NOTE: There is a third status of CAUTION. This status will appear if you are using a Grants Only source segment value on a GL line. The Grants system posts summary transactions to the General Ledger utilizing source values that are identified using the Grants Source Flag. This means transactions should be posted to a PTA in the Grants system, not directly in the GL. Although JET will allow journals with

CAUTION statuses to be uploaded, this should only be done by Central Accounting (when posting accruals etc.) not by campus users. **If you receive a CAUTION status, do not upload the journal. Instead, edit the journal line to change the GL or Grants string.**

EDITING OR DELETING A JOURNAL ENTRY (IF NECESSARY):

If after staging the file, the Status of the journal header is INVALID, then the journal can either be edited to make corrections or deleted.

Delete a Journal

While JET allows you to make corrections to any journal you have staged, there may be times when you prefer to delete the staged journal:

- all of the lines are INVALID. Instead of having to edit each line to correct the journal, you can simply delete it.
- you may want the Preparer to make corrections to their original Journal Entry Template Excel file,
- you accidentally selected the wrong file during the staging process.

To delete a journal, check the checkbox next to the Journal Name then click the Delete Journals button:

NOTE: Multiple journals can be selected for deletion at the same time.

Edit the Header of a Journal

Click on the pencil icon next to the Journal Name in the top section of the home page, if you need to make corrections to the header info, or if you need to try to restage a journal file that failed to load:
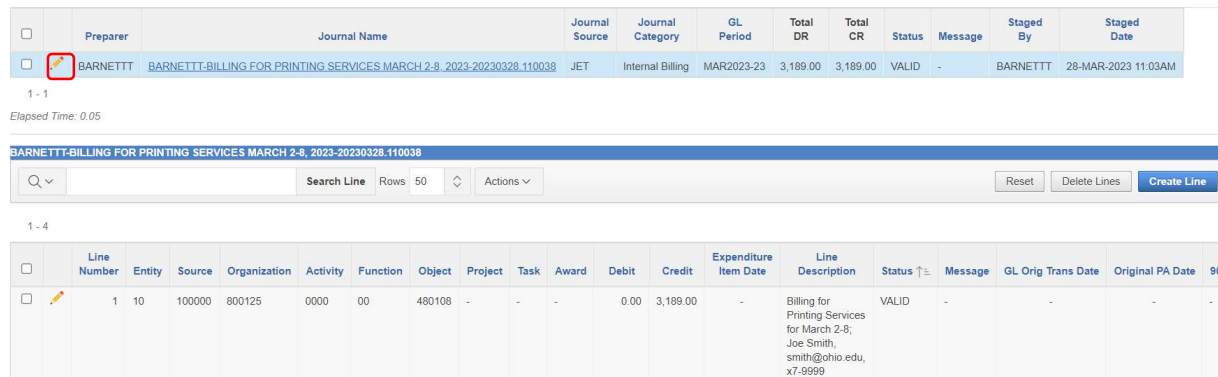
After clicking on the pencil icon to edit a header, the JET Headers screen will be displayed. The screen will allow you to edit any of the header values that you originally entered. Click the Apply Changes button to save any changes made on this screen. The home page will be displayed reflecting any changes entered.

NOTE: If you try to make changes on the JET Headers screen that would make the header INVALID, the system will not allow you to apply those changes. Examples include: leaving a required field blank, manually typing in an invalid value instead of selecting a valid value from the dropdown list of values etc. You can make these changes on the screen but when you click the Apply Changes button you'll receive an error message. You'll have to either fix the problem or click the Cancel button to exit the screen:

If a journal has the status of INVALID and message "No Lines", that means the journal was either staged with a file that failed staging or all of the lines were manually deleted from the header using the Delete Lines button:

When this happens, the JET Headers screen will display the additional "Pick an Excel File" field at the bottom of the screen, allowing a new file to be staged on the existing header:

NOTE: This field is not visible and able to be modified if lines exist on the header. It will only appear if the journal doesn't have any lines.

Click on the Browse button to select a revised file then click the Apply Changes button. If the file again fails then the header will display with the same status INVALID and message "No Lines." Alternatively, if the file is successful, the lines will appear and the appropriate status/message will appear on the header based on the lines that were staged from the file.

Edit the Line of a Journal

Click on the blue Journal Name to display all of the lines for the journal. If there are INVALID lines, those will appear first at the top of the list, but you can optionally sort by any of the columns listed including Line Number (e.g. if you want to see the lines in the order you had them numbered on your Excel file).

To edit a line, click on the pencil icon next to the Journal Line:

After clicking on the pencil icon to edit a line, the JET Lines screen will appear. There are three buttons on this screen:

1. Reset – clicking this button will reset the JET Lines screen to display the values that were originally displayed when you first clicked on the line's pencil icon to display the screen
2. Cancel – clicking this button will cancel the edit and return you to the Journal Entry Tool screen
3. Apply Changes – clicking this button will save the changes you made (if any) and return you to the Journal Entry Tool screen, displaying the new values (if any)

On this screen, any of the line values originally populated on the staged file can be modified by typing in a new value or using the dropdowns. The dropdowns will only display valid segments; if the segment you are looking for does not appear in the list that means it's not an active segment.

You can search for segments by clicking on the blue arrow button next to each segment value field and entering any portion of the value to find what you're looking for.
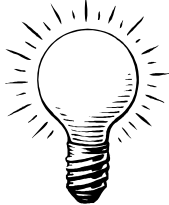
ATTN: FOR MORE INFORMATION ON HOW TO SEARCH WITHIN THESE FIELDS, PLEASE REFERENCE APPENDIX A: NAVIGATION

NOTE: IF YOU ARE CHANGING A GL LINE TO A GRANTS LINE, YOU WILL NEED TO ENTER AN GRANTS EXPENDITURE ITEM DATE.

Click the Apply Changes button to save any changes made on this screen. Before the data can be saved, JET will validate the data you changed. If there are any errors, the error message will be displayed for you to make corrections. If your edits are successful for the line, JET will save the changes and update the Journal status, if appropriate. The home page will appear displaying the revised values.

NOTE: Only journals with a header status of VALID should be uploaded to eBiz.

> **REMINDER:** The Grants system posts summary transactions to the General Ledger utilizing source values that are identified using the Grants Source Flag. This means transactions should be posted to a PTA in the Grants system, not directly in the GL. Although JET will allow journals with CAUTION statuses to be uploaded, this should only be done by Central Accounting (when posting accruals etc.) not by campus users. **If you receive a CAUTION status, do not upload the journal. Instead, edit the journal line to change the GL or Grants string.**

REVALIDATING A JOURNAL ENTRY

You may encounter some INVALID lines that you believe should be valid. This sometimes can occur due to timing issues:

- A PTA may indicate that the date is outside PTA start and end dates, but you know the award was just extended,
- You requested a new GL organization but are receiving an error in JET that it is not active.

Your journal lines may be accurate and there may be updates required in eBiz. You can contact Finance Customer Care with any questions along these lines. Once you are notified that the maintenance has been performed in eBiz, you can revalidate your journal to update the validation messages.

To revalidate a journal, check the checkbox next to the Journal Name and click on the Revalidate Journals button to revalidate the journal and update the journal status and message.

EXAMPLE: if you stage a journal with an award that recently received an extension and it stages as INVALID with an error message saying the award's end-date has expired, that indicates the extension has not yet been processed in EBIZ. Contact Finance Customer Care indicating you received an error message in JET (provide the error message) and request the extension be processed. Once you receive confirmation the end-date on the award has been extended in eBiz, you can then select the journal and click the Revalidate Journals button. The journal status should change from INVALID to VALID.
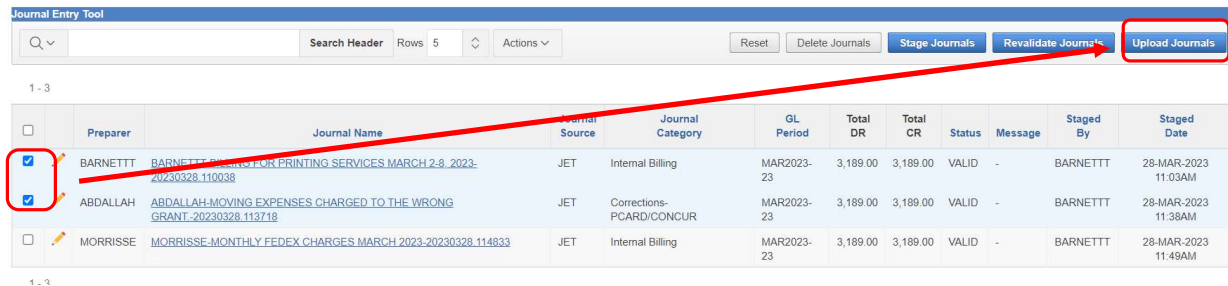
NOTE: Multiple journals can be selected for revalidation at the same time.

UPLOADING A JOURNAL ENTRY TO EBIZ

	REMINDER: Only journals with a header status of VALID should be uploaded to eBiz.

To upload a journal, check the checkbox next to the Journal Name then click the Upload Journals button. Please be certain you are selecting the correct Journal. Once you click the Upload Journals button you cannot unselect.
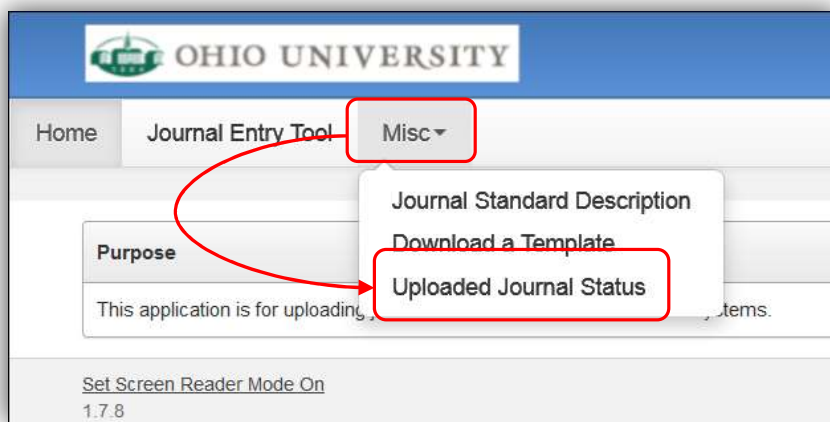

NOTE: Multiple journals can be selected to upload simultaneously.

An uploaded journal cannot be retrieved. Once the journal is uploaded to EBIZ, processing has to occur centrally to post the entries in EBIZ and make them available for reporting in OBI. Once journals are posted in eBiz, they will be available to view in OBI the following morning.

MONITOR THE STATUS OF UPLOADED JOURNAL ENTRIES

To monitor the status of uploaded journals to see if or when they've posted in eBiz, click on the Misc menu and then click on the Uploaded Journal Status menu:

This screen lists every journal you have successfully uploaded to eBiz (you cannot see journals uploaded by others). The last three columns indicate the status of the journal in eBiz. A date and time will be listed in these respective columns if:

- GL Imported – the journal was successfully imported into the GL
- GL Posted – the journal was successfully posted to the GL
- Grants Imported – the journal successfully imported into Grants. Additional processing steps occur in Grants after import that occur over the course of the next business day.

APPENDIX A: NAVIGATION

Screen Layout

Several screens in the Journal Entry Tool are separated into two sections with Journal Headers displayed in the upper section and Journal Lines displayed in the bottom section:
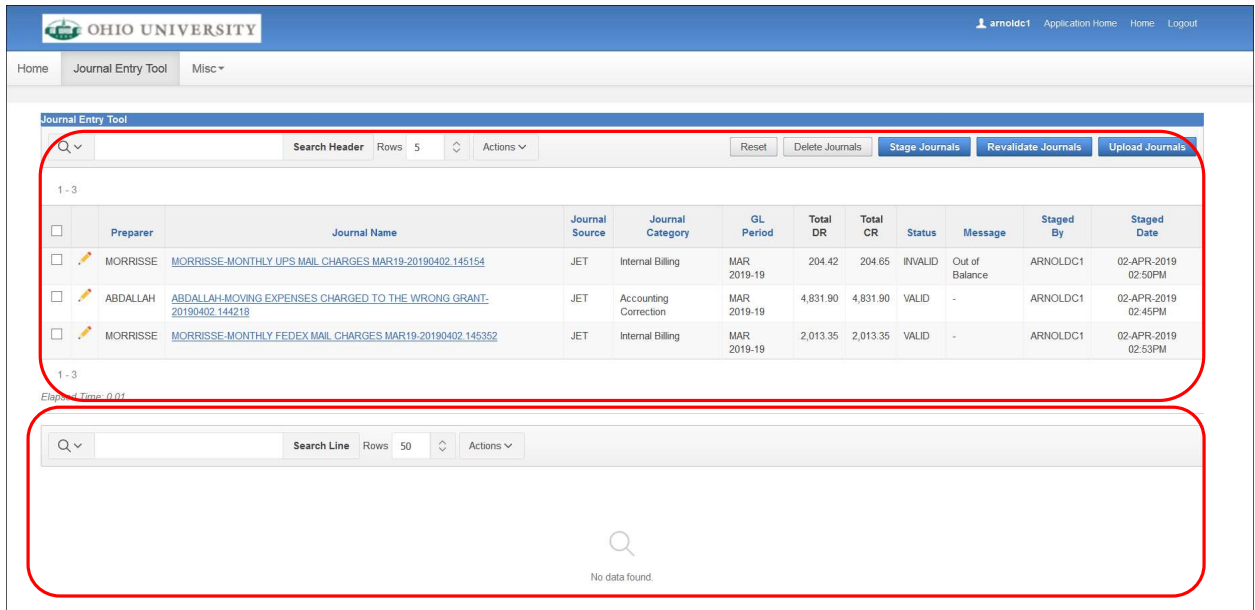
To display the lines for a given journal in the bottom section of the screen, you first have to click on a Journal Name. The Journal Name will then be displayed at the top of the lines section with the journal lines displayed below it:
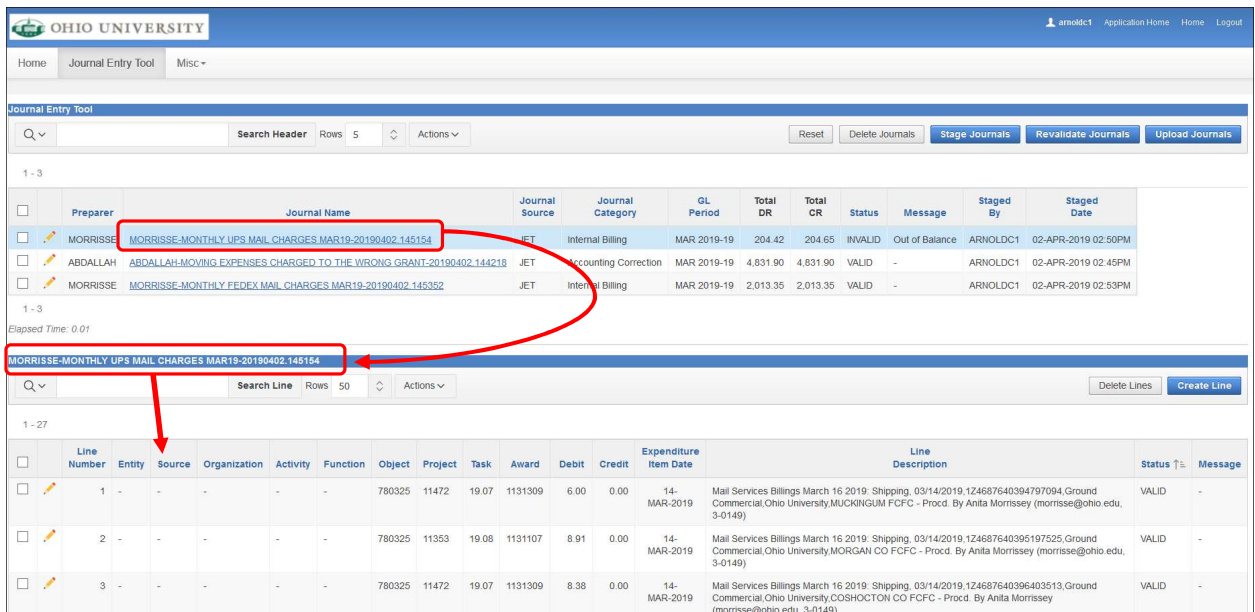
Rows Displayed

In the application, we set the number of records to display in each section of the screen. If you want to change the number of rows displayed in any section, click on the dropdown arrow icon next to the Rows field and select the number of rows you want displayed. For example, you can change the number of journals displayed from five to ten by clicking on the 10 in the list of values:

After changing the number of displayed rows, you will now see ten journals instead of five:

Reset Button

Reset Button on Journal Entry Tool Screen

The Reset button on the Journal Entry Tool screen serves to uncheck the checkboxes on any journal header(s) you may have selected. If you had clicked on a Journal Name, displaying the lines for that journal at the bottom of the screen, then clicking this button will by default remove the display of those lines because a journal has to be selected in order to display its lines.

Reset Button on JET Lines Screen

The Reset button serves to reset the values on the screen to the state they were originally in when you initially accessed the screen. This does not reset any column sorts/filters.

For example: if click the pencil icon to edit a line, make a few changes, and then realize they weren't the changes you intended to make, you can click the Reset button to change the screen back to what it was when you started the edit of that line.

Apply Changes Button

When you're doing data-entry on the screen, there is an Apply Changes button. This button is equivalent to a save button. Assuming the changes you make pass validation, clicking this button will save any changes you made on the screen, automatically navigating you back to the previous screen displaying the results of your change(s).

Filter Columns

Filter using the magnifying glass search icon

A magnifying glass icon in the header section allows you to filter results displayed on the screen. This search looks for the value entered in all journal header columns. Enter a value in the search box and click the Search Header button.

You can also access this icon for searching in a specific column, by clicking on any column name:

To use this feature, first click on the magnifying glass icon. The list of columns will appear (unless you are using the column-specific icon displayed above). Select the column you want to filter on:

Type in the value you want to filter by, and click the Search Header button (or Search Lines button, depending on the section of the screen you're filtering):

The results will then be filtered to exclude any journals that don't fit your search criteria:

NOTE: To remove the filter you can click "X" icon to the right of the filter. Or to temporarily disable it, retaining the option to reactivate it later without having to recreate it, you can uncheck the checkbox to the left of the filter:

Filter using the column-specific filter

You can also click on any of the column names to display their corresponding list of values. From there, you can click on any value to quickly apply a filter for that specific value:

The results will then be filtered to exclude any journals that don't fit your search criteria:

You can also search and/or filter on multiple columns at the same time. For example, you may want to find all journals prepared by a specific person with the status of INVALID. To do this, follow the same steps above to apply the following filters:

Lastly, you can also search for a value without specifying a column in which case the system will search for your value in all of the columns and return results for any row that has that value in it regardless of which column it appears in.

For example, if you staged a large journal and want to see all the lines that are posting either a debit or a credit in a specific amount then instead of applying two filters (one on the Debit column and another on the Credit column) you can type in the dollar amount you're looking for (don't click on the magnifying glass icon to select a column) and click the Search Lines button:

NOTE: When searching for a dollar amount, enter the numerical value only. Do not type in commas. Doing so will return zero results because the Debit and Credit columns only contain numerical data (i.e. the commas displayed on the screen in these columns are displayed as formatting, they are not truly part of the numerical values themselves):

The results will then be filtered to exclude any journals that don't fit your search criteria:

Sorting Columns

Any column can be sorted in either ascending or descending order. Only one column can be sorted at a time. Click on the Column Name to display and click on the sorting icons (**NOTE:** the icon with the arrow pointing up is the Sort Ascending icon and the icon with the arrow pointing down is the Sort Descending icon):
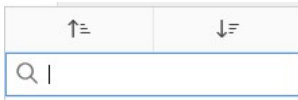
For example, if you want to sort the journal lines by line number simply click on the Line Number column name and then click on the Sort Ascending icon to see the lines in ascending order of Line Number (i.e. from smallest line number to the largest line number):

Selecting Values from Dropdown LOV's

JET Headers Screen

On this screen, if a field is already populated with a value, it can be changed. The header screen uses dialog boxes that display your currently selected value. For example, the Preparer field is defaulted to the selected preparer from staging. To select another preparer, click on the dropdown arrow to the right of the field. Notice only the single defaulted value will appear:
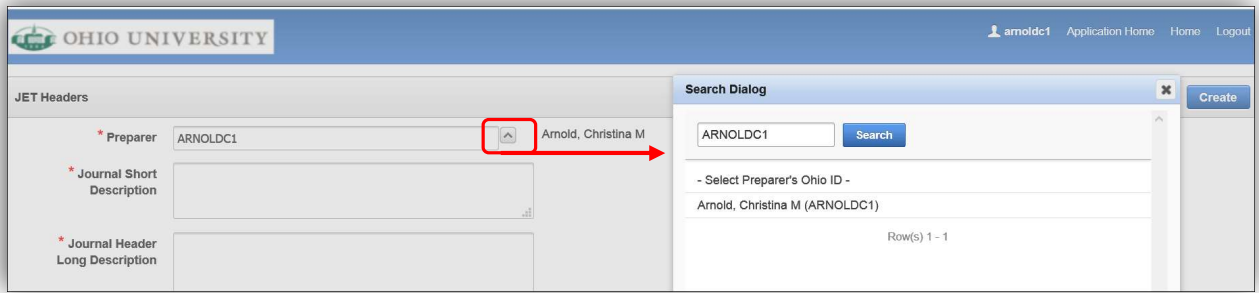
Clear the value, enter a searchable value, and click the Search button to see all values that match your search criteria:
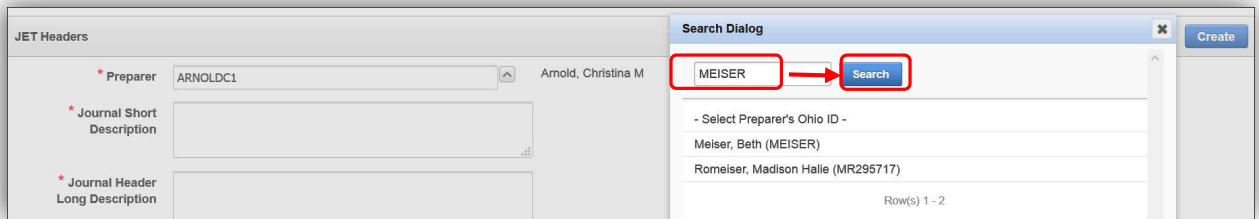
In the results section, click on the value you're looking for:
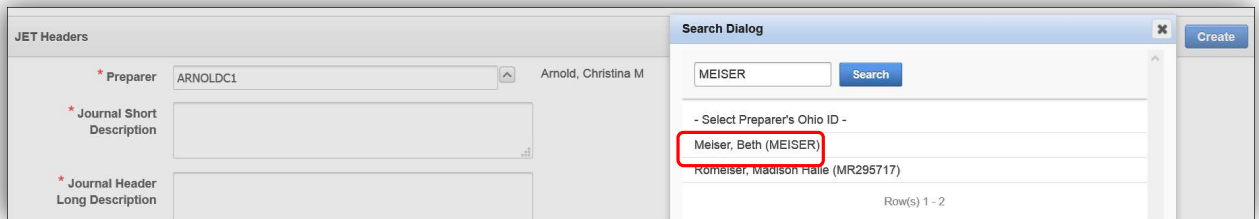
And the value will then populate in the Preparer field:
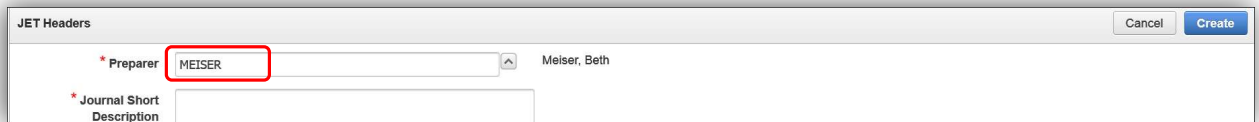
JET Lines Screen

Each of the segment value fields has a dropdown list of values that can be searched by either segment value number or name/description.

For example, if you know you want to charge a Lab Supplies & Services object code that begins with 7124XX but can't remember exactly which segment value you need, you can type in "7124", click the

magnifying glass icon to the right of the field, and all object codes that begin with 7124 will be displayed for you to choose from:

Also, if you need to search by name/description then click on the dropdown arrow in the Search field and instead of selecting the number option, select the name/description option. Proceed with the search as previously described.

For example, if you know the project you need to charge has a name that begins with "CHOOSE OH FIRST" then you can type that in and see all of the projects with names that begin with that value:

Use % signs when searching for anything other than leading characters. For example, if you want to see all projects that have the "Sustainability" in them, then type in a % sign followed by the word and another % sign. Click on the magnifying glass icon to see the results:

The Task field's list of values is dependent on the selection made in the Project field; and the Award field's list of values is dependent on the selection made in the Task field.

Notice after you populate the Project number, the Task dropdown is limited to only the tasks setup on that project:

The same is true of the Award field. Only the awards funding the populated Project-Task combo will appear in the list of values:

Actions Menu

An Actions menu with a dropdown list of values is available, providing many of the same functionalities explained above including Filter, Rows Per Page, Sort (under the Actions menu you have to first click on Format and then click Sort), and Reset. In addition to those, this menu provides a Download option to download the list of journals or lines to an excel file.

OHIO
UNIVERSITY
1804
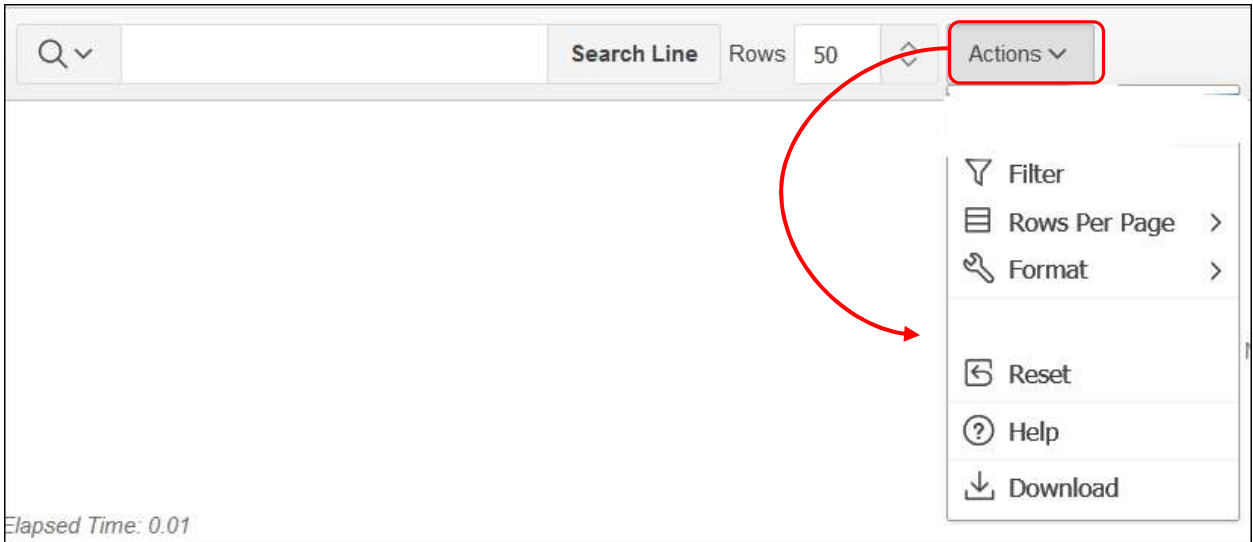
To do this first click on Actions then click on Download:
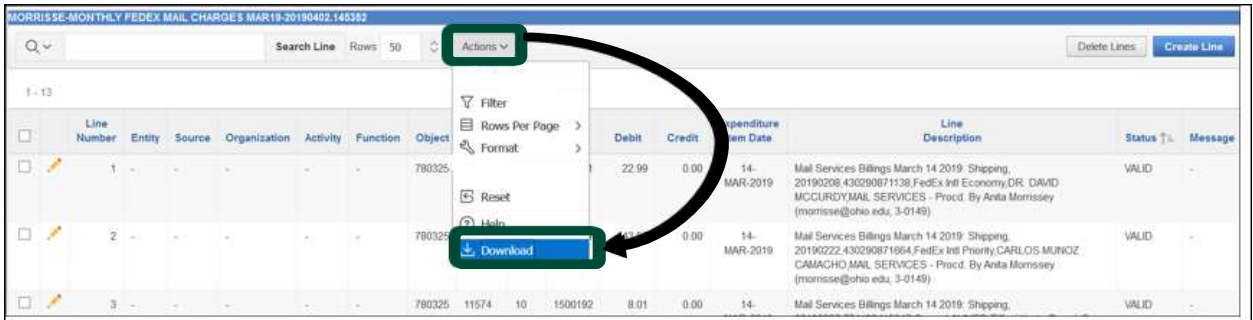
Click on the CSV icon to export the data to a CSV file in Excel:
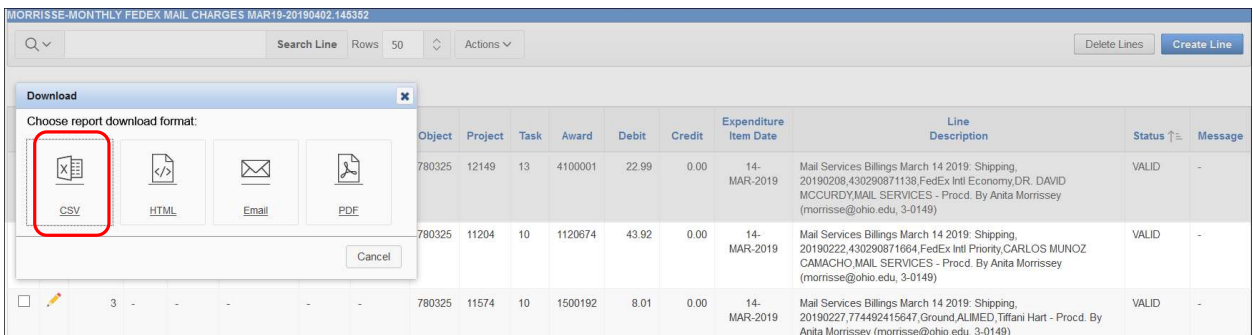
In Firefox, the following window will appear and you will have to click Ok to open the file:
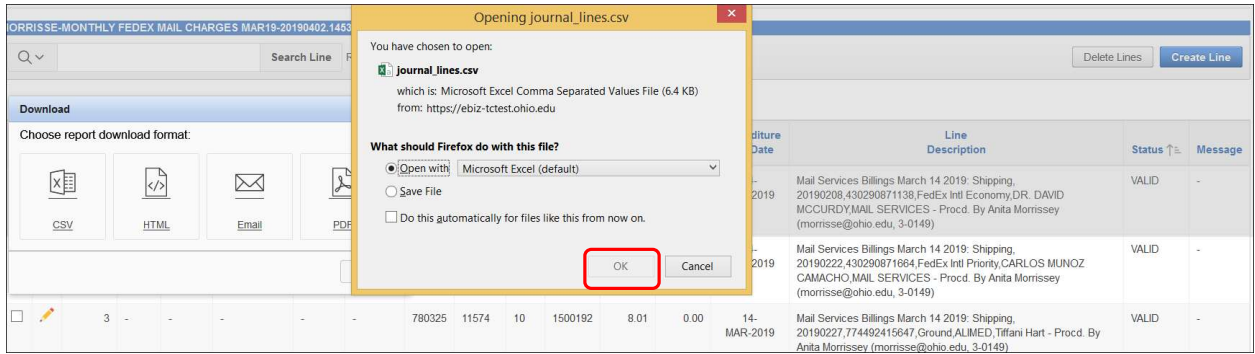
In Chrome, the file will appear at the bottom of the browser in the downloads section and you will have to click on it to open it:
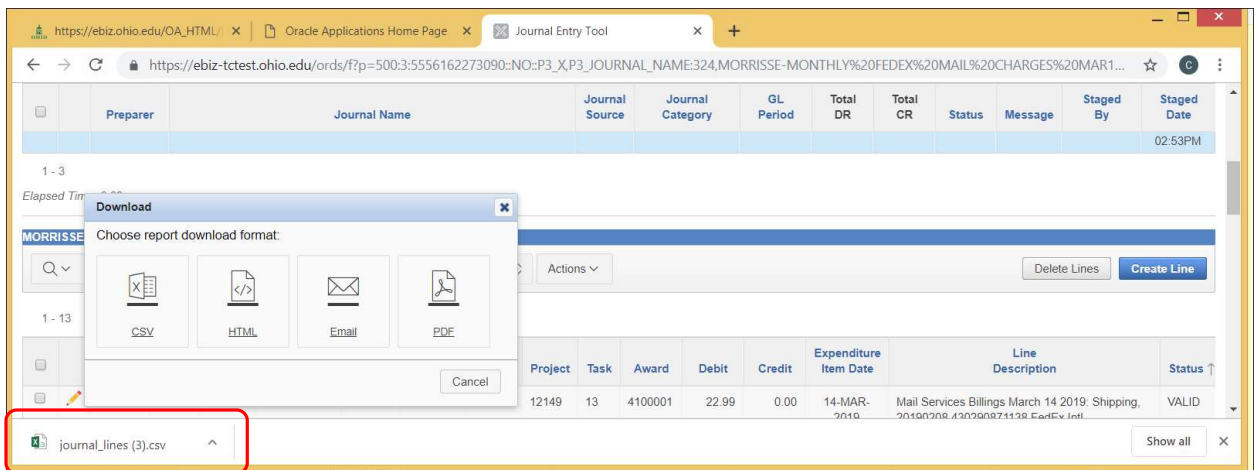
General Navigation

Please DO NOT use the browser icons (screenshot below) to navigate from screen to screen within JET. Instead, use the menus and buttons in JET.

APPENDIX B: JOURNAL CATEGORIES & DESCRIPTIONS

JOURNAL CATEGORIES & DESCRIPTIONS

There are eleven possible journal categories to choose from. Please take the time to pick the correct category from the following list. More information for each of these categories follows the list below. The categories are:

Accrual	Adjustment	Autoaccounting	Balance Rollforward
Corrections-A/P	Corrections–Internal Bill	Corrections-Other	Corrections-PCARD/CONCUR
Deferral/Prepaids	Internal Billing	Transfer-Funding Investment	

ACCRUAL: Use for adjustments to accrual balance sheet accounts to include both accrued expenses – expenses incurred but not yet paid and accrued revenue – revenue that has been earned but for which payment has not yet been received. Includes all AP (Accounts Payable) and AR (Accounts Receivable) entries including subsequent reversals or recognition entries.

- **Journal Short Description**: Short Title of Accrual & Time Period.
  - **Example 1:** Book payables for Bobcat Depot at 6/30/19.
  - **Example 2:** Accrue Men's BB Camp revenue held in June 2019.

- **Journal Header Long Description**: Include a full description of Title of Accrual & Time Period as a whole as well as contact information such as name/number/email.
  - **Example 1:** Book payables for Bobcat Depot at 6/30/19. Joe Smith Smith@ohio.edu 7-9999
  - **Example 2:** Book AR for Men's BB Camp held in June but monies received in July. Joe Smith Smith@ohio.edu 7-9999

- **Line Description**: Detail that supports the accrual transaction including all invoice information.
  - **Example 1:** Record Payable for Invoice 987-451 dated 7/1/19; Apple; PO 45447; Q=27 Ipads. Goods received 6/30/19 but invoice not recd until after AP deadline for 2nd close invoices.
  - **Example 2:** Book AR for Men's BB Camp held in June but monies not deposited until July - 5524934 Boys' Basketball Team Camp Receipt Number - 2003778 Document Number 7/10/2019.

ADJUSTMENT: Use for other adjustments, Inventory cost of goods sold adjustments & other inventory adjustments, Endowment distributions, Indirect cost adjustments, Loans, Revenue allocations, Sales Tax adjustments, escheatment entries, Payroll Dept overpayments/adjustments, etc. & also any associated corrections to these types of entries. Adjustments also include bank account entries such as interest income and bank fees, merchant service fee allocations and waiver and scholarship allocations, as well as corrections to any of these types of entries.

- **Journal Short Description**: Short description of what is occurring.
  - **Example 1:** Airport inventory adjustments January 2019.
  - **Example 2:** Cost of Goods sold Campus Rec Inventory January 2019.

- **Journal Header Long Description**: Include a full description of what is occurring as a whole as well as contact information such as name/number/email.
  - **Example 1:** Airport inventory adjustments January 2019. Joe Smith Smith@ohio.edu 7-9999
  - **Example 2:** Cost of Goods sold Campus Rec Inventory January 2019 Joe Smith Smith@ohio.edu 7-9999.

- **Line Description**: Detail that supports adjustment.
  - **Example 1:** Reduction of King Air parts inventory and increasing the cost of goods sold for Airport Operations.
  - **Example 2:** Adjusting inventory to actual for Golf ball inventory counts occurring 12/31/18.

AUTOACCOUNTING: (FINANCE USE ONLY) Use to correct auto-accounting on IDC and Revenue from Mass Adjust process (current FY time period). Could include transfer codes used in Mass Adjust process.

- **Journal Short Description**: Correct auto-accounting on IDC and Revenue from mass adjust (current FY time period).
  - **Example 1:** Correct Revenue/IDC autoaccounting source from mass adjust FY19

- **Journal Header Long Description**: Correct auto-accounting on IDC and Revenue from mass adjust (current FY time period) including detail of segments and PTA corrected and contact information such as name/number/email.
  - **Example 1:** Correct Revenue and IDC auto-accounting from source 445200 to 443000 on PTA 15016-18-1334664 for FY19. Cindy Perry perryc@ohio.edu 7-9999.

- **Line Description**: Correct Revenue or IDC including detail of segments and PTA corrected.
  - **Example 1:** Correct Revenue and IDC auto-accounting from source 445200 to 443000 on PTA 15016-18-1334664 for FY19.

BALANCE ROLLFORWARD: (FINANCE USE ONLY) Used to roll fund balances forward. (Object code 300200 on both sides of the transaction. July entries only).

- **Journal Short Description**: Short description of what is occurring.
  - **Example 1:** Adjust fund balance for Finance.

- **Journal Header Long Description**: Include a full description of what is occurring as a whole as well as contact information such as name/number/email.
  - **Example 1:** Adjust fund balance for Finance departmental accounts. Joe Smith Smith@ohio.edu 7-9999

- **Line Description**: Detail that supports adjustment.
  - **Example 1:** Adjust fund balance for GAFR designated accounts.

CORRECTIONS-A/P: Use for corrections where the original transaction to correct is an invoice paid through a Purchase Order or a Payment Request Form/Direct Payment Form. This also includes student travel, reimbursements, or other items turned in on paper and keyed into Oracle by the AP office. Includes reallocations of AP payments. Includes corrections to AP credit memos.

- **Journal Short Description**: Short description of why the correction is necessary.
  - **Example 1:** Correcting the organization codes on invoices.
  - **Example 2:** Correcting the activity code charged on a payment request.

- **Journal Header Long Description**: Include a full description of why the correction is necessary as a whole as well as contact information such as name/number/email.
  - **Example 1:** Correcting invoices charged to wrong organization codes. Joe Smith Smith@ohio.edu 7-9999
  - **Example 2:** Correcting activity codes on payment requests due to newly established segment. Joe Smith Smith@ohio.edu 7-9999

- **Line Description**: Detail that supports the accounting transaction. Including original transaction # & date posted; Supplier, full invoice description, expenditure item date, etc.
  - **Example 1:** Change org code from 20100 to 200110 - 441873 | Smith, Joe L | SCIQUEST C0085611 Inv Date:09-MAY-19 GL Date:09-MAY-19 CHECK | INV#:312565402001 | OFFICE DEPOT INC | $118.07 | Dial(R) Basics Liquid Hand Soap, 7.5 Oz.
  - **Example 2:** Change activity code from 0000 to 7699 1251326 | INV# 8585-ATHENS FILM FESTIVAL SCREENING FEES | 8585 | INV# 8585-ATHENS FILM FESTIVAL SCREENING FEES

CORRECTIONS-INTERNAL BILL: Use for corrections where the original transaction to correct is an Internal Billing. Also use for allocations/reallocations using 48XXXX or 78XXXX. This category is for object codes 48XXXX and/or 78XXXX only where the last four digits of the object codes balance to zero.

- **Journal Short Description**: Short description of why the correction is necessary.
  - **Example 1:** To credit duplicate charge on FA-1234567 for OCT 2020
  - **Example 2:** Correct Internal Billing charged to PTA in error
- **Journal Header Long Description**: Include a full description of why the correction is necessary as a whole as well as contact information such as name/number/email.
  - **Example 1:** To credit duplicate charge (Parts only) on FA-1234567 FOR OCT 2020. Joe Smith smith@ohio.edu 7-9999
  - **Example 2:** Correcting JONESJ -Billing for Printing Services February 11-17, 2020 that charged PTA 12450-10-153001 in error. Joe Smith, 7-9999, smith@ohio.edu

- **Line Description**: Detail that supports the accounting transaction. Including original transaction # & date posted; descriptions, expenditure item date, etc.

- **Example 1:** Correct duplicate billing for 1058980 CONVO E111 - Ice machine billed on JE JONES-HVAC, PAINT AND RECYCLING CHARGES FOR OCT 2020-202010009.115914 INTERNAL BILLING USD; Posted 10.9.20 by JonesJ@ohio.edu, 7-2939
- **Example 2:** To correct internal billing charged to PTA in error: Copy and Printing, Invoice #143847--Business Card: 250 - New employee-Bill Williams, 2/15/20.

CORRECTIONS-OTHER: Use for corrections where the original transaction to correct is a Mail Interface transaction (not charged with IC codes), SIS Peoplesoft transaction, Suspense account corrections for Transact Payments, SIS Peoplesoft and Mail, and Receivables including AR Sales Invoices, AR Credit Memos and AR Misc Receipts. For recurring SIS Peoplesoft entries, e-mail bursar@ohio.edu to update account information for future transactions. For recurring Transact Payments or eMarket entries, email cashier@ohio.edu to update account information for future transactions. NOTE: This journal category should be used infrequently. Use this category for corrections only if no other correction journal category is appropriate.

- **Journal Short Description**: Short description of why the correction is necessary.
  - **Example 1:** Correct organization on Mail Interface.
  - **Example 2:** Correct revenue object credited by Sales Invoice transaction.

- **Journal Header Long Description**: Include a full description of why the correction is necessary as a whole as well as contact information such as name/number/email.
  - **Example 1:** Correcting organization on mail charge due to newly established segment. Joe Smith Smith@ohio.edu 7-9999
  - **Example 2:** Correct revenue object credited by Sales Invoice transaction. The incorrect object was provided on the External Billing Authorization. Joe Smith Smith@ohio.edu 7-9999

- **Line Description**: Detail that supports the accounting transaction. Including original transaction # & date posted; descriptions, expenditure item date, etc.
  - **Example 1:** Change organization from 700255 to 700210 on MAIL 2019-11-07 22:30:15 230 INTERFACE USD.
  - **Example 2:** Correcting Invoice Transaction Type - 1 Gen Misc Inv. Invoice Transaction Number – 1058590 Document Sequence Category - Document Number - that credited 471634 for SPECIAL EVENTS SERVICES and should have credited 470830 for LABOR CHARGES

CORRECTIONS-PCARD/CONCUR: Use for corrections where the original transaction to correct was paid by a PCard transaction or CTA Card transaction and other items entered in Concur including TR - travel expense reports and RE - other reimbursements.
NOTE: For corrections to paper TR's use the Journal Category- 'Corrections-A/P'.

- **Journal Short Description**: Short description of why the correction is necessary.
  - **Example 1:** Correcting organization codes on PCard transactions.
  - **Example 2:** Correcting the activity code charged on CTA Card transactions.

- **Journal Header Long Description**: Include a full description of why the correction is necessary as a whole as well as contact information such as name/number/email.
  - **Example 1:** Correcting PCard transactions charged to wrong organization codes. Joe Smith Smith@ohio.edu 7-9999
  - **Example 2:** Correcting activity codes on CTA Card transactions due to newly established segment. Joe Smith Smith@ohio.edu 7-9999

- **Line Description**: Detail that supports the accounting transaction. Including original transaction # & date posted; Supplier, full invoice description, expenditure item date, etc.
  - **Example 1:** Change org code from 100060 to 100050 - PCSMIT042919 | 000008468525723 | REFRESHMENTS FOR FILM SCREENING, HUMANITAS| 05-1828344 | Post Date - 17-APR-19 |JOE L SMITH | Tran Date -16-APR-19 |OHIO UNIVERSITY |ATHENS | OH
  - **Example 2:** Change activity code 0000 to 1299 - RVSMIT61819A| 08483630383|ABLE ASSOC FOR BIOLOGY LAB EDUCATION|AIRFARE TO OTTAWA, CN|JOE L SMITH BIOS FACULTY|05-1828675| Post Date 22-APR-19-1 TRAVEL CARD Tran Date 18-APR-19|WESTJET| 8889378538|AL

DEFERRAL/PREPAIDS: Use for adjustments relating to Revenue Deferral – payments received for revenue that has not yet been earned and, Prepaid Expenses – payments for goods or services to be received in the future. Includes all Prepaid and Deferred Revenue entries—all entries using Prepaid and Deferred Revenue object codes. This includes recognition of Prepaids and Deferreds and subsequent reversals of these entries. Also includes sales tax associated with the revenue, if incorporated in the same Deferred Revenue entry.

- **Journal Short Description**: Short Title of Deferral/Prepaid & Time Period.
  - **Example 1:** December 2018 ROOM allocation for Fall Semester
  - **Example 2:** Move invoices paid in June 2019 to prepaid.

- **Journal Header Long Description**: Include a full description of Title of Deferral/Prepaid & Time Period as a whole as well as contact information such as name/number/email.
  - **Example 1:** December 2018 ROOM allocation of deferred income for Fall Semester. Joe Smith Smith@ohio.edu 7-9999
  - **Example 2:** Move invoices paid in June 2019 from expense to prepaid due to July 2019 service period. Joe Smith Smith@ohio.edu 7-9999

- **Line Description**: Detail that supports the deferral/prepaid transaction including all invoice information.
  - **Example 1:** December 2018 ROOM allocation of deferred income for Fall Semester
  - **Example 2:** Invoice 45785 dated 6/30/19; Hodson, LLC; PO 78788; Consulting services hit GL in June 2019 should be moved to July 2019 since service period is 7/1/19 to 7/31/19.

INTERNAL BILLING: Billings for goods and/or services between University departments. (Includes OU, Rebill, Foundation, Subsidiary & Student Organization accounts, etc.). Use Object Code 48xxxx on credit side and 78xxxx on debit side of transaction. The last four digits of the paired object codes for internal

charges are always the same. Include who requested, what was requested, date of service, contact person and pertinent information-building, rate, etc.

- ▪ **Journal Short Description**: Short Title of Service & Period of Service.
  - • **Example 1:** Transportation Services Billings September 2018.
  - • **Example 2:** Billing for Printing Services February 11-17, 2019

- ▪ **Journal Header Long Description**: Include a full description of Title of Service & Period of Service as a whole as well as contact information such as name/number/email.
  - • **Example 1:** Transportation Services Billings September 2018. Joe Smith Smith@ohio.edu 7-9999
  - • **Example 2:** Billing for Printing Services February 11-17, 2019 Joe Smith Smith@ohio.edu 7-9999

- ▪ **Line Description**: Detail that supports the billing transaction. Make as useful as possible such as who, what, when, where and why, to be able to determine Business Purpose and allowability on account. Document unusual circumstances for exception to 30-day rule.
  - • **Example 1:** Motor Pool Rentals, Trip ID #109991 Rented by Jane Smith on 09/22/18 for 1 day(s), Purpose: Student field trip.
  - • **Example 2:** Copy and Printing, Invoice #143847--Business Card: 250 - New employee-Jon Smith, 9/22/19.

TRANSFER-FUNDING/INVESTMT: Use for: 1) Funding transfers using Object Code 6xxxxx on both sides of the transaction; or 2) Investment transfers using Object Code 8xxxxx on both sides of the transaction. Transfers must use the same object code on both the debit and credit sides of the entry. Also use for corrections to transfers-make sure to reference original transaction you are correcting. Please see the Funding and Investment Transfers QRG for more information.

- ▪ **Journal Short Description**: Short description of what is occurring.
  - • **Example 1:** Transfer funds from VPR office to VPFA.
  - • **Example 2:** Transfer funds from Dean's office.

- ▪ **Journal Header Long Description**: Include a full description of what is occurring as a whole as well as contact information such as name/number/email.
  - • **Example 1:** Transfer funds from VPR office to VPFA for support of audit costs. John Smith Smith@ohio.edu
  - • **Example 2:** Transfer funds from Dean's office to multiple departments to support faculty searches. Joe Smith Smith@ohio.edu 7-9999

- ▪ **Line Description**: Detail that supports transfer.
  - • **Example 1:** For support of Federal Grant Audit costs.
  - • **Example 2:** 1065: FY19 APPROVED GROUP I & II FACULTY SEARCHES.

RULES & GUIDELINES FOR JOURNAL ENTRIES

- Do not correct multiple transactions on a single line. Correct an individual transaction or partial transaction per line. (use Transaction Export in the General Ledger section of the OBI Finance Dashboard to find details for General Ledger Transactions & Expenditure Inquiry in the Grants section of the OBI Finance Dashboard to find details for Grants Transactions).

- Payroll module transactions should be corrected by completing a Payroll Expense Accounting Correction (PEDS) form and email to department identified on form.

- Misc Receipts transactions– use the category Corrections-Other for a one-time correction. For recurring corrections, email cashier@ohio.edu with a description of the transactions, the original GL string and the correct GL string. Note that in OBI, Misc Receipts have the Receivables JE Source and Misc Receipts JE Category.

Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
11-100000-550227-0000-00-470490	OCT2020-21	10/06/2020	06-OCT-2020 Misc Receipts USD	Journal Import 9265175:	Receivables	Misc Receipts	5946801 Insite Wireless Group, check date 09/24/20, check #066592, tower lease Receipt Number - 2559582 Document Number -		(1,570.00)

- Receipts related to Foundation accounts should be corrected by contacting Treasury@ohio.edu

- SIS corrections – use the category Corrections-Other for a one-time correction. To correct recurring transactions, email to bursar@ohio.edu with description of transaction, date, amount, original GL string and the correct GL string. Note that in OBI, SIS transactions have Peoplesoft as the JE Source Name.

Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
10-100000-110514-0000-00-411411	NOV2020-21	11/02/2020	SIS_PEOPLESOFT 2020-11-03 02:00:34 001 INTERFACE USD	SIS_PEOPLESOFT 2020-11-03 02:00:34 001	PEOPLESOFT	INTERFACE	SIS_PEOPLESOFT 2020-11-03 02:00:34 001		(36.00)

- Accounting Corrections must be completed within 90 days of transaction date. Special circumstances for late entries must be documented in the 90 Day Correction Reason field. The journal entry may be reversed if it is late and the circumstances are not appropriate for a late entry. The 90 day correction reason must include:
  - What unusual circumstances exist that justify exception to the 90 day rule?
  - What action will be taken to eliminate future corrections?

- Internal Billings must be completed within 30 days after the month of service. Special circumstances for late entries must be documented in the line description. The journal entry may be reversed if it is late and the circumstances are not appropriate for a late entry.

REVERSAL PROCESS FOR JOURNAL ENTRIES

The Reversal process for JET can be completed using 1 of 2 options as outlined below:

1st option: You can create a new journal entry with the debits and credits reversed and upload as a new journal entry.

Or

2nd option: Send an email to FinanceCustomerCare@ohio.edu requesting a JET reversal. You must provide the following details:

    A. Copy & Pasted full name of the Journal Entry (not a snippet);

    B. Period the original entry posted;

    C. Period you would like the reversal posted (Open periods only).

APPENDIX C: JOURNAL STANDARD DESCRIPTIONS

Rather than enter repetitive data every time you stage a journal entry, JET provides functionality to allow you store frequently used Journal Header Long Descriptions. To create a Journal Standard Description, click on the Misc menu and select the Journal Standard Description option:
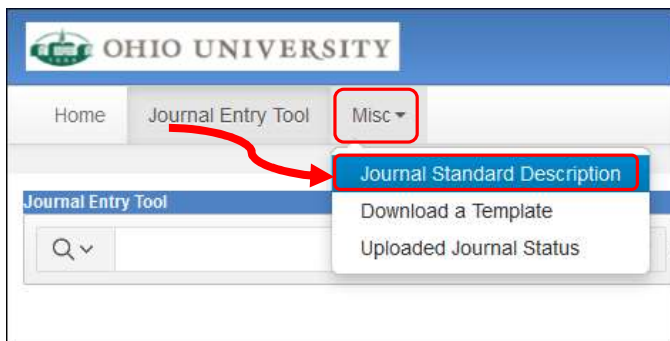
On the Misc>Journal Standard Description screen, click on the Create button:
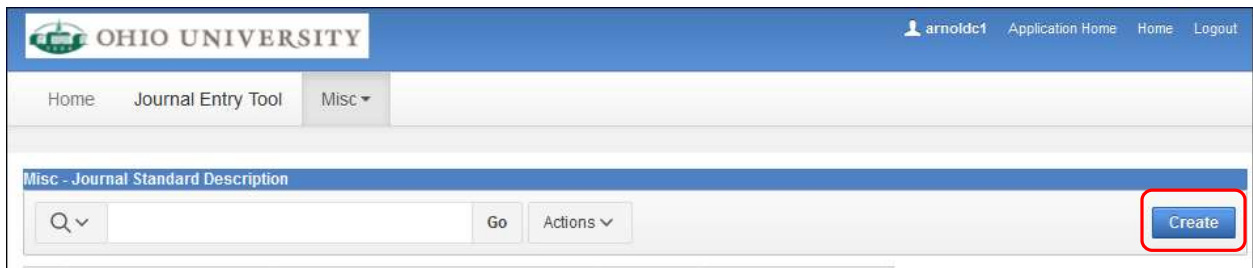
On the Journal Standard Description screen, populate the Short Name and Description fields:
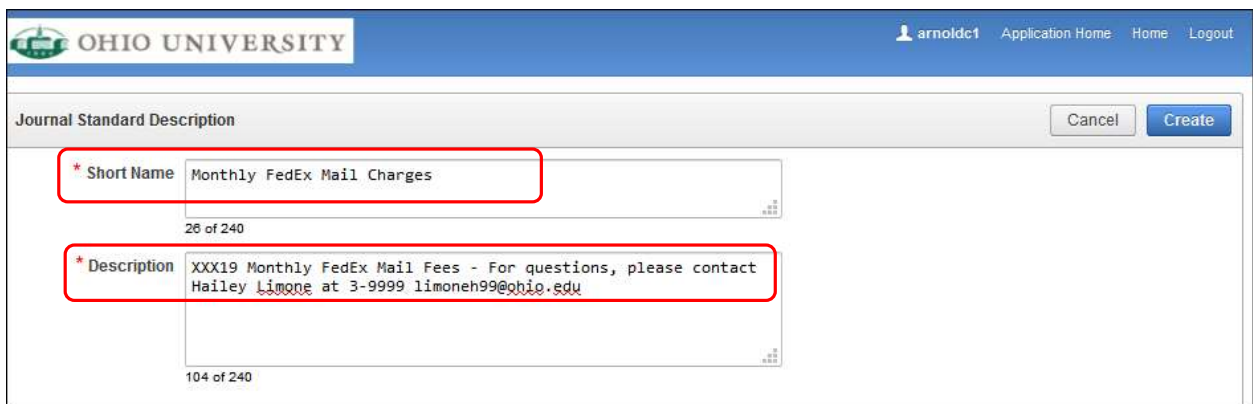
NOTE: The Short Name is the name that will appear directly underneath the Journal Long Description field on the JET Headers screen when staging a file and is limited to 20 characters. The Description will be the value that will populate in that field if you click on the hyperlink.

Click on the Create button:

The standard description will now appear on the Misc>Journal Standard Description screen:

To edit it, click on the pencil icon.

On the Journal Standard Description screen, you can click Cancel to abandon edit, click Delete to delete the saved standard description, or make a change and click Apply Changes:

Once standard descriptions are created, they will appear directly underneath the Journal Header Long Description field on the JET Headers screen as a blue item you can select. You must be in the Journal Header Long Description to display the text selections:

If you select a description, the standard description value will automatically populate the field and you are able to edit it for the journal you are staging.

APPENDIX D: GRANTS EXPENDITURE ITEM DATES

Grants Expenditure Item Date is utilized in the Grants Accounting Module to identify the date the expenditure transaction was incurred. Expenditures should only be incurred within valid start and end dates for the Project, Task, and Award (see Grants Accounting Fundamentals training materials). The grants expenditure item date is validated against the Project, Task, and Award (PTA) start and end dates to determine whether or not the transaction can be charged to the account. This date may also determine in which period the transaction will post.

EBIZ will post the transaction to the earliest open period in the Grants Module relative to the transaction's Grants Expenditure Item Date. Therefore, a single journal should never cross fiscal years or GL periods.

This is especially important when two periods are open at the same time. The following are examples when this could occur and need to be reviewed closely to ensure expenditures post in the correct GL period.

Example of scenario when the September and October periods are both open:

- A JET journal is uploaded on 10/1/19 with 10 lines for PTA accounts and OCT 2019-20 is selected for the GL period.
    - o Five of the lines have a Grants Expenditure Item Date of 9/10/19. These lines will post to the SEP 2019-20 period in the Grants Module.
    - o Five of the lines have a Grants Expenditure Item Date of 10/1/19. These lines will post to the OCT 2019-20 period in the Grants Module.
    - o This journal posted in separate periods and is not a valid journal entry. **This type of entry should never be staged because it would cross GL periods.** This must be processed in two separate entries, one for September for the 9/10/19 grants expenditure item date and one for October for the 10/1/19 grants expenditure item date.

WARNING: This scenario noted above could occur throughout the year when two months are open. This occurs during the Grants Accounting Module month end close. Therefore, you must be cognizant of the expenditure item date and the GL period throughout the year.

APPENDIX E: LOGGING IN & TIMEOUTS

The system will timeout after 8 idle hours. After this time has elapsed, and if you attempt to use it, you will receive an error message:

To activate your session, on the Oracle home page, click on the Journal Entry Tool menu.

You will be prompted to log back in to eBiz.

Once your eBiz session is again active, you will be able to use JET again.