



## Distributed Journal Entry Process

Distributed Journal Entry is a process that allows campus users to prepare and upload journal entries to Oracle Ebiz. The first step in this process utilizes an Excel based Journal Entry Template that is populated, by campus, with the lines for the journal entry. The Excel template is available to all individuals.

- This guide shows the steps for downloading and populating a Journal Entry Template.

The second step in the Distributed Journal Entry process utilizes an application called the Journal Entry Tool (JET). JET access is only available to individuals identified as Processors by their CFAO. Please see the [Journal Entry Tool \(JET\) QRG](#) for information on staging and uploading journal entries using JET.

For additional information on the Distributed Journal Entry Process please see the [Journal Entry Tool \(JET\) User Guide](#).

## Downloading the Template

For all campus users the Journal Entry Template is available on the Finance Forms webpage at <https://www.ohio.edu/finance/forms>.

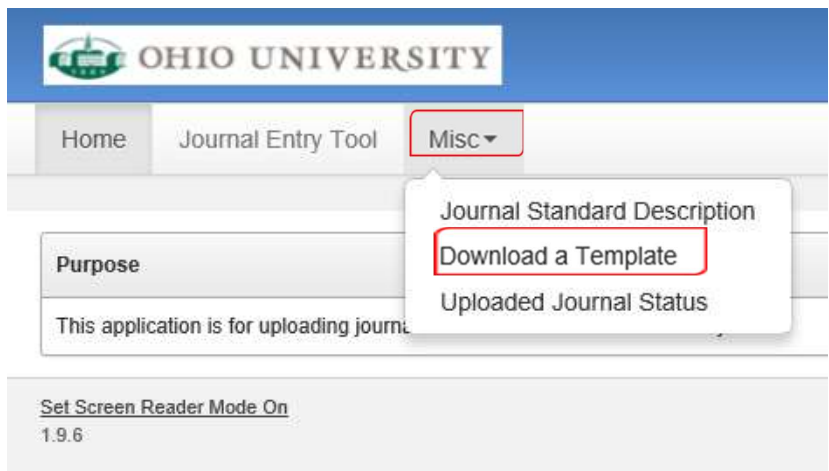
To download the template from the Finance Forms webpage, scroll to the Journal Entry Template (for JET application) document, or apply a filter to search.

Apply filter  to table

| Form Name  | Description   | Office             |
|--|---|--------------------|
| <a href="#">Journal Entry Template (for JET application)</a> | Use this form for Journal entries including Accounting Corrections and Internal Billings in the JET application | General Accounting |

Individuals identified as Processors will also have access to the Excel Journal Entry Template in the Journal Entry Tool (JET) application.

To download the template from within the JET application, select the “Misc” menu and then choose the “Download a Template” option.





## Populating the Template

The Journal Entry Template will open in Excel. See the graphic below for more information on populating the different sections of the template.

| 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 | JE Header Char Limit |    |  |
|----------------------|--|--------|-----|----------|----------|--------|---------|------|-------|--------------|---------------|---|------------------------------|------------------------------|--------------------------|------------------|----------------------|-------------------|----------------------|----|--|
| 2                    | Populate the Entity, Source, Org, Activity, Function and Object fields for all General Ledger entries. |        |     |          |          |        |         |      |       |              |               | Enter a Debit Amount or Credit Amount for each line, and populate the Line Description field with details relevant specifically to the journal line, not the entire journal entry.  |                              |                              |                          |                  |                      | JOURNAL SHORT     |                      | ok |  |
| 3                    | Populate Object, Project, Task and Award field for all Grants entries.                                 |        |     |          |          |        |         |      |       |              |               | Expenditure Item Date must be populated for all Grants entries.   |                              |                              |                          |                  |                      | JOURNAL DESC      |                      | ok |  |
| 4                    |  |        |     |          |          |        |         |      |       |              |               | 90 Day Reason is required for correction entries made more than 90 days after the original transaction date.  |                              |                              |                          |                  |                      | JOURNAL LONG      |                      |    |  |
| 5                    |  |        |     |          |          |        |         |      |       |              |               | GL Original Transaction Date is required for general ledger entries with the following categories:<br>- Corrections - A/P<br>- Corrections - Internal Bill<br>- Corrections - Other<br>- Corrections-PCARD/CONCUR   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 6                    |  |        |     |          |          |        |         |      |       |              |               | Original PA Date is required for Grants entries with the following categories:<br>- Corrections - A/P<br>- Corrections - Internal Bill<br>- Corrections - Other<br>- Corrections-PCARD/CONCUR   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 7                    |  |        |     |          |          |        |         |      |       |              |               | Orange: highlighted cells are for reference only and are not imported into JET. Columns R, S and V contain formulas that count the number of characters in columns M, P and U respectively and will return a message of "Too Long" if you exceed the character limit.               |                              |                              |                          |                  |                      |                   |                      |    |  |
| 8                    |  |        |     |          |          |        |         |      |       |              |               | Cells U2 and U3 will not import into JET. However, you may choose to populate these cells with a short and long description that can be copied and pasted into JET when processing the entry. This is especially helpful if the JE Preparer is not the JET Processor for the entry. |                              |                              |                          |                  |                      |                   |                      |    |  |
| 9                    |  |        |     |          |          |        |         |      |       |              |               | This column is populated with 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.   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 10                   |  |        |     |          |          |        |         |      |       |              |               | Your file should contain only one populated tab.  |                              |                              |                          |                  |                      |                   |                      |    |  |
| 11                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 12                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 13                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 14                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 15                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 16                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 17                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 18                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 19                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 20                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 21                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 22                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 23                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 24                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 25                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 26                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |
| 27                   |  |        |     |          |          |        |         |      |       |              |               |   |                              |                              |                          |                  |                      |                   |                      |    |  |

## Rules & Guidelines for Journal Entries

- Do not correct multiple transactions on a single line.
- Accounting Corrections must be completed within 90 days of the transaction date unless special circumstances are documented. Document any unusual circumstances for exception to the 90-day rule in the 90 Day Correction Reason field. The journal entry will be reversed if the circumstances are not appropriate.
- Internal Billings must be completed within 30 days after the month of service. If a billing is late, special circumstances must be documented in the line description. The Internal Billing will be reversed if the circumstances are not appropriate for a late billing. For more information on Internal Billings, please see the [Internal Charges Quick Reference Guide](#).
- Posted entries will be audited by Central Accounting, Internal Audit, and the University's external auditors to ensure compliance with procedures.
- The Reversal process for JET can be completed using one of two options as outlined below:
  - Create a new journal entry with the debits and credits reversed and upload as a new journal entry, **or**
  - Send an email with the following details to [FinanceCustomerCare@ohio.edu](mailto:FinanceCustomerCare@ohio.edu) requesting a JET reversal.
    - Copy and pasted full name of the Journal Entry (not a snippet);
    - Period the original entry posted;
    - The period you would like the reversal posted. (Note: You must choose an open period.)

## For More Information

- To find additional information about the JET Application, you can:
  - Access the [Journal Entry Tool \(JET\) User Guide](#).
  - Access the [Journal Entry Tool \(JET\) page](#).

For questions contact  
[FinanceCustomerCare@ohio.edu](mailto:FinanceCustomerCare@ohio.edu)