



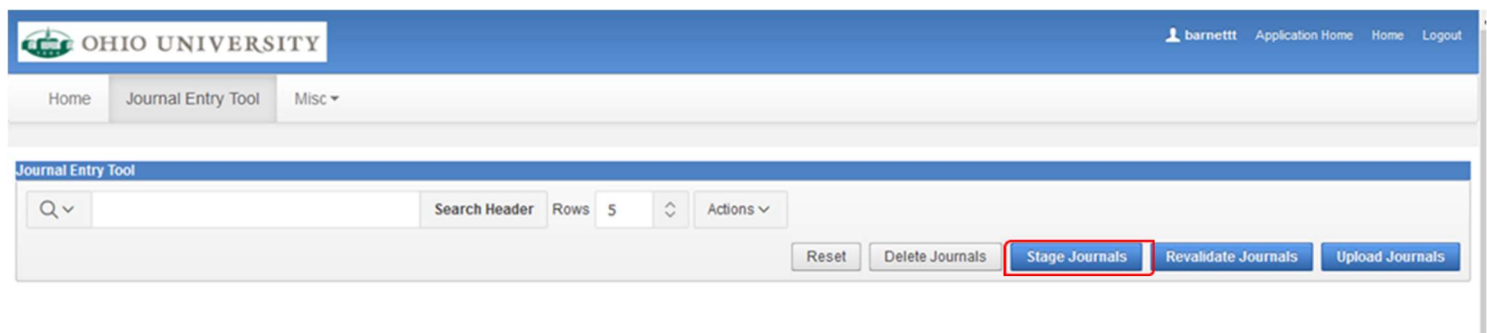
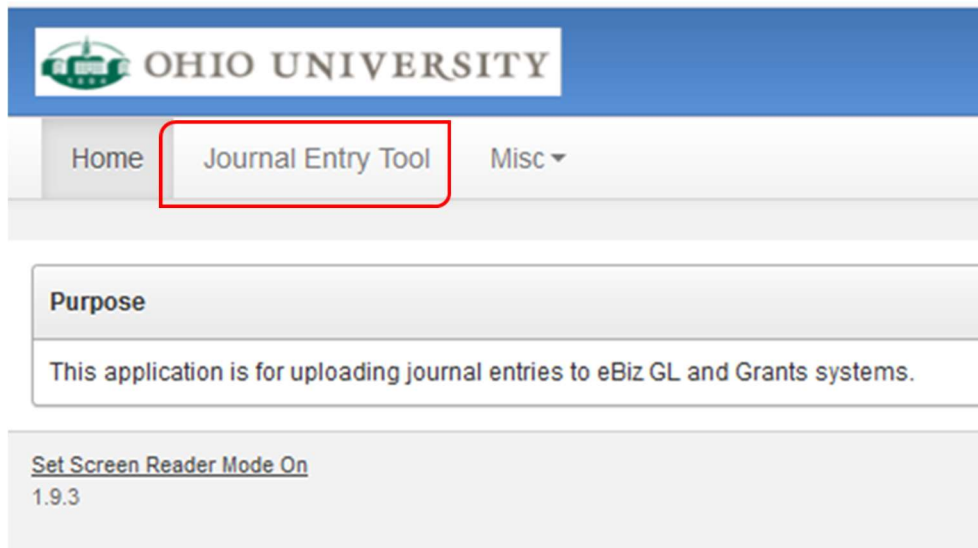
Distributed Journal Entry and Journal Entry Tool (JET)

Distributed Journal Entry is a process that allows campus users to prepare and upload journal entries to Oracle Ebiz. This process utilizes an Excel based [Journal Entry Template](#), available on the Finance Forms Website, that is populated with the lines for the journal entry. The second step in the process utilizes an application called a Journal Entry Tool or JET. This is a multistep process for uploading the journal entry to Oracle Ebiz.

This guide shows the steps used to stage and upload journal entries using JET as well as how to monitor the status of uploaded journals. Please see the [Journal Entry Tool \(JET\) User Guide](#) for more information.

Staging a Journal

To stage a journal entry in JET, click on the 'Journal Entry Tool' menu and then click the 'Stage Journals' button.





The JET header screen will appear.

The screenshot shows the 'JET Headers' form with the following fields and values:

- * Preparer:** BARNETTT
- * Journal Short Description:** (empty)
- * Journal Header Long Description:** (empty)
- * Journal Source:** JET
- * Journal Category:** (empty)
- * GL Period:** (empty)

At the bottom, there is a 'Pick an Excel File' section with a 'Browse...' button and the text 'No file selected.' A footer bar contains the text 'Set Screen Reader Mode On 1.9.3'.

Populate the fields in the JET Headers screen. For more information on each field, please reference the 'Staging a Journal Entry' section of the [Journal Entry Tool \(JET\) User Guide](#).

Select 'Browse' to attach your saved Excel file and then select 'Create' to stage the journal.

This screenshot shows the 'JET Headers' form with the following populated fields:

- * Preparer:** BARNETTT (Fish Barnett, Tina Kay)
- * Journal Short Description:** BILLING FOR PRINTING SERVICES MARCH 2-8, 2020
- * Journal Header Long Description:** Billing for printing services, bulk mail, signage March 2-8, 2020. For questions, contact Joe Smith @ Smith@ohio.edu 7-9999.
- * Journal Source:** JET
- * Journal Category:** Internal Billing
- * GL Period:** MAR 2020-20

The 'Pick an Excel File' section has the 'Browse...' button highlighted with a red box. A red arrow points from the 'Browse...' button to the 'Create' button in the top right corner of the form.



Uploading a Journal

Once your journal is staged, verify that the status is "VALID". If the status is "INVALID", you must correct the journal by either deleting it and editing the Excel file or by editing the journal in JET. For more information on editing journals and correcting errors, please refer to the 'Editing or Deleting a Journal Entry' section of the [Journal Entry Tool \(JET\) User Guide](#).

Select the journal/s that you want to upload and then select the 'Upload Journals' button. Keep in mind that once a journal is uploaded, it is in a batch that will be posted to Oracle eBiz. If a journal is uploaded in error, it should be reversed via the reversal process outlined in Appendix B of the [Journal Entry Tool \(JET\) User Guide](#).

Journal Entry Tool

Search Header Rows 5 Actions

Reset Delete Journals Stage Journals Revalidate Journals Upload Journals

1 - 1

<input type="checkbox"/>	Preparer	Journal Name	Journal Source	Journal Category	GL Period	Total DR	Total CR	Status	Message	Staged By	Staged Date
<input checked="" type="checkbox"/>	BARNETT	BARNETT-MOVE SC LOGIC INVOICE TO JUN19 PREPAID-20190610.155626	JET	Deferral/Prepays	JUN 2019-19	13,628.77	13,628.77	VALID	-	BARNETT	10-JUN-2019 03:59PM

Note: To see a journal's lines, click on the journal name. You may need to scroll to the bottom of the screen to see the individual journal lines.

<input type="checkbox"/>	Preparer	Journal Name	Journal Source	Journal Category	GL Period	Total DR	Total CR	Status	Message	Staged By	Staged Date
<input type="checkbox"/>	BARNETT	BARNETT-BILLING FOR PRINTING SERVICES MARCH 2-8, 2023-20230328.110038	JET	Internal Billing	MAR2023-23	3,189.00	3,189.00	VALID	-	BARNETT	28-MAR-2023 11:03AM

1 - 1
Elapsed Time: 0.05

[BARNETT-BILLING FOR PRINTING SERVICES MARCH 2-8, 2023-20230328.110038](#)

Search Line Rows 50 Actions

Reset Delete Lines Create Line

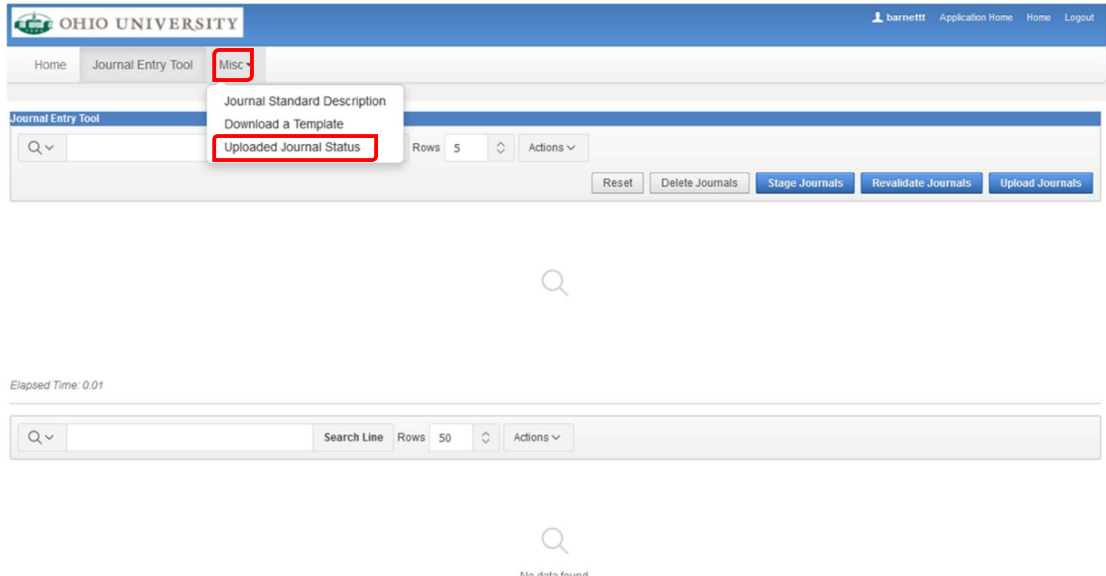
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<input type="checkbox"/>	Line Number	Entity	Source	Organization	Activity	Function	Object	Project	Task	Award	Debit	Credit	Expenditure Item Date	Line Description	Status	Message	GL Orig	Trans Date	Original PA Date	90
<input type="checkbox"/>	1	10	100000	800125	0000	00	480108	-	-	-	0.00	3,189.00	-	Billing for Printing Services for March 2-8; Joe Smith, smith@ohio.edu, x7-9999	VALID	-	-	-	-	-
<input type="checkbox"/>	2	10	100000	770510	7003	80	780108	-	-	-	2,834.00	0.00	-	Billing for Printing Services for March 2-8; Joe Smith, smith@ohio.edu, x7-9999	VALID	-	-	-	-	-



Monitoring the Status of Uploaded Journals

To monitor the status of uploaded journals to see if or when they've posted in Oracle eBiz, click on the 'Misc' menu and then click on the 'Uploaded Journal Status' option. Journals are imported and posted to Oracle eBiz multiple times a day and will be visible in the OBI dashboards the next day.



This screen lists journals you have successfully uploaded to Oracle eBiz. The last three columns indicate the status of the journal in Oracle 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.

Preparer	Name	Journal Source	Journal Category	GL Period	Total DR	Total CR	Status	Message	Staged By	Staged Date	Uploaded By	Uploaded Date	GL Imported	GL Posted	Grant Imported
ABDALLAH	ABDALLAH-MOVING EXPENSES CHARGED TO THE WRONG GRANT: 20190402.144218	JET	Accounting Correction	MAR 2019-19	4,831.90	4,831.90	VALID	Successfully uploaded to interface tables	ARNOLDC1	02-APR-2019 02:45PM	ARNOLDC1	03-APR-2019 02:52PM	-	-	
ARNOLDC1	ARNOLDC1-CORRECT OVERSPENT LANGUAGE LEARNING GRANT ACCOUNT:20190403.144644	JET	Accounting Correction	MAR 2019-19	2,335.95	2,335.95	VALID	Successfully uploaded to interface tables	ARNOLDC1	03-APR-2019 02:48PM	ARNOLDC1	03-APR-2019 02:49PM	03-APR-2019 02:50PM	03-APR-2019 02:50PM	
REEDT3	REEDT3-BSC BILLING FOR FIREWALL MAINT & SUPPORT FEB19-20190402.145514	JET	Internal Billing	MAR 2019-19	199.17	199.17	VALID	Successfully uploaded to interface	ARNOLDC1	02-APR-2019 02:55PM	ARNOLDC1	03-APR-2019 08:58AM	03-APR-2019 09:07AM	03-APR-2019 09:10AM	03-APR-2019 09:01AM

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:
Financecustomer@ohio.edu