



## 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

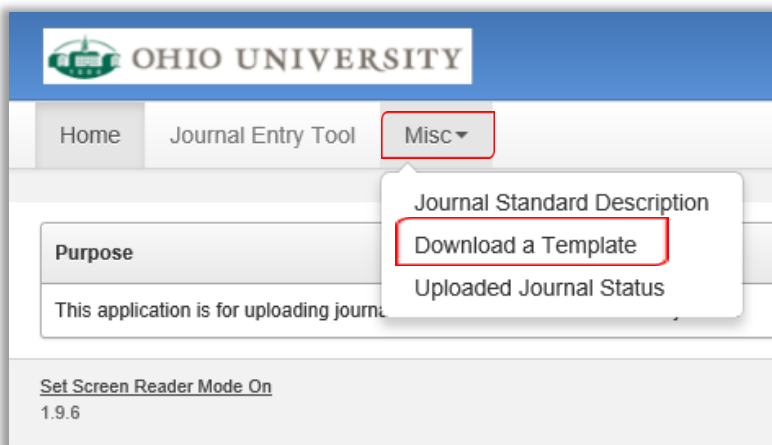
For all campus users the Journal Entry Template is available on the Finance Forms webpage at <https://www.ohio.edu/finance/forms>.

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.

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.



# Filling out a Journal Entry Template

## 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.

The screenshot shows an Excel spreadsheet titled 'JET' with columns A through U. The spreadsheet is designed for journal entries and includes various fields for data entry and calculation. Annotations provide detailed instructions for each field:

- Columns A-J:** JOURNAL LINE NO., ENTITY, SOURCE, ORG, ACTIVITY, FUNCTION, OBJECT, PROJECT, TASK, AWARD. These fields are used to populate the Entity, Source, Org, Activity, Function, and Object fields for all General Ledger entries.
- Columns K-L:** DEBIT AMOUNT, CREDIT AMOUNT. These fields are used to enter a Debit Amount or Credit Amount for each line, and to populate the Line Description field with details relevant specifically to the journal line, not the entire journal entry.
- Column M:** LINE DESCRIPTION. This field is used to enter a Debit Amount or Credit Amount for each line, and to populate the Line Description field with details relevant specifically to the journal line, not the entire journal entry.
- Column N:** GRANTS EXPENDITURE ITEM DATE. This field is used to enter the Expenditure Item Date, which must be populated for all Grants.
- Column O:** GL ORIGINAL TRANSACTION DATE. This field is used to enter the GL Original Transaction Date, which is required for the following categories: Corrections - A/P, Corrections - Internal Bill, Corrections - Other, and Corrections-PCARD/CONCUR.
- Column P:** 60 DAY CORRECTION REASON. This field is used to enter the 60 Day Reason, which is required for correction entries made more than 60 days after the original transaction date.
- Columns Q-R:** Line Desc Char Limit, 60 Day Char Limit. These fields are used to enter the Line Description and 60 Day Char Limit, respectively. Orange highlighted cells are for reference only and are not imported into JET. Columns Q, R and U contain formulas that count the number of characters in columns M, P and T respectively and will return a message of "Too Long" if you exceed the character limit.
- Column S:** JOURNAL SHORT DESC, JOURNAL LONG DESC. These fields are used to enter the Journal Short and Long Description, respectively. Cells T2 and T3 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.
- Column U:** JE Header Char Limit. This field is used to enter the JE Header Char Limit.

Additional annotations include: '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.' and 'Your file should contain only one populated tab.'

## Rules and Guidelines for Journal Entries

- Do not correct multiple transactions on a single line.
- Accounting Corrections must be completed within 60 days of the transaction date unless special circumstances are documented. Document any unusual circumstances for exception to the 60-day rule in the 60 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)