Creating a Manual Journal Entry

1. Open Web Browser
2. Log into Oracle, use URL provided
3. Enter email address and Oracle password, you may be prompted for SSO and/or Duo credentials
4. Navigate to General Accounting, select Journals

5. If prompted to Change Data Access Sets, select UCSD, and click OK
6. List of Journals will display, on far right, click on Task Pane
7. In Journals menu, select Create Journal

8. In Create Journal/Journal section, enter and/or select the data in following fields:
   a. Journal: Test_Initials
   b. Description: Transfer
   c. Ledger: UCSD – populated by default
   d. Accounting Date: Jun-20 (dependent on what month you are creating Journal entry)
      i. Click calendar icon and select Month, Year, and Date
   e. Category: Manual
**Creating Manual Journal Entry**

In **Journal Lines**, there are multiple ways to enter **Account** information, for this exercise, you will perform two
1st line – you will enter each component of **Account** chart string
2nd line – you will copy and paste **Account** chart string

9. In **Create Journal/Journal Lines** section, enter the data in the following fields:
   a. In 1st line, click on **Account** search icon

   ![Account search icon](image)

   b. In **Account** dialog box enter the following data:

   ![Account dialog box](image)

   c. **Entity** = 16180
   d. **Fund** = 13991
   e. **Financial Unit** = 8000025
   f. **Account** = 522201
   g. **Function** = 440
   h. Click **Search**, in **Search** results, select top row, then click **OK**
      i. In **Debit** field: enter $2.00
   i. In 2nd line, copy and paste the following string in **Account** field:
      16180.13991.8000025.522201.440.000.000000.000000.000000.000000.000000.000000.000000
      i. In **Credit** field: enter $2.00
Creating Manual Journal Entry

Completed entries look like this:

10. In upper right, click **Complete** and then **Post**, **Complete** will disappear, once selected **Journal Batch** field will auto-populate.

11. In **Confirmation** dialog box, click **OK**

Inquire on a Completed Journal Entry

1. Select the **Home** icon, select **General Accounting**, click the **Task Pane**, then select **Manage Journals**
2. Enter desired search parameters
   a. **Journal**: Test_Initials
   b. **Accounting Period**: Jun-20
   c. **Category**: Manual

3. Click **Search**

![Manage Journals](image)

4. Previously completed journal will display in results

![Search](image)

5. View your journal by selecting the **Journal** or **Journal Batch** link

**Reminders**
- Journal entry will not post if Account string is incorrect or if debits and credits do not match
- Use the **Mapped Index Lookup Tool** found on Blink to view IFIS indexes with OFC chart elements