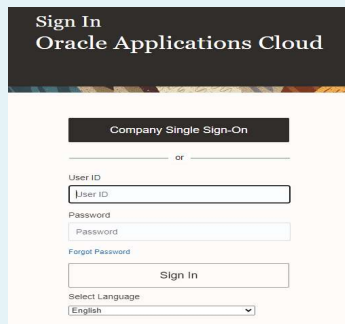


QRG – Entering Manual Journal

1. Launch One Source

Step 1. Sign in to One Source (Oracle Cloud Application)



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
User ID

Password
Password

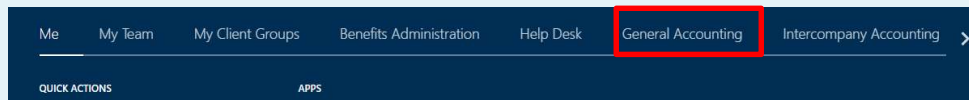
Forgot Password

Sign In

Select Language
(English)

click on the **Home** button  at the top right corner.

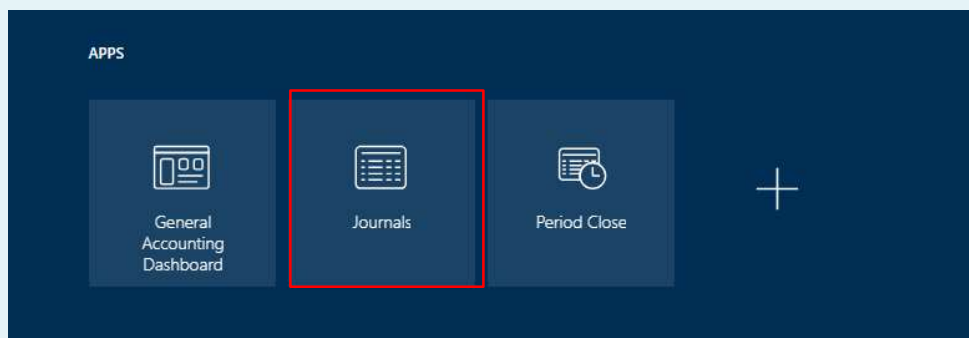
Step 2. Select **General Accounting** on home page.



Me My Team My Client Groups Benefits Administration Help Desk **General Accounting** Intercompany Accounting >

QUICK ACTIONS APPS

Step 3. Select **Journals**.

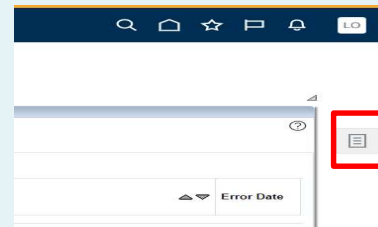


APPS

General Accounting Dashboard Journals Period Close +

2. Create Journal

Step 4. Select tasks tab on right hand side of screen



Tasks

Step 5. Select **Create Journal** from menu.

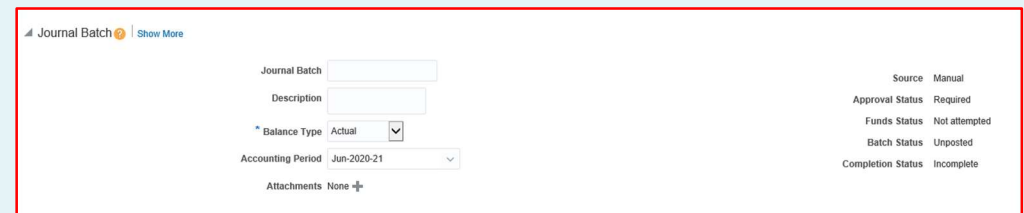


Journals

- Manage Journals
- Create Journal**
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet
- Run AutoPost
- Run AutoReverse
- Manage Approvals

Step 6. Enter journal batch header detail:

- Use the council journal naming convention to name the journal batch in Journal Batch field.
- Put in a meaningful journal description within the description field so that anyone looking at the journal knows immediately what it is doing. This should be detailed and not repeat the journal name. **DO NOT INCLUDE PEOPLES NAMES IN THE DESCRIPTION AS THIS WILL BE VISIBLE BY EVERYONE (TO COMPLY WITH GDPR).**
- Select appropriate accounting period.



Journal Batch  Show More

Journal Batch

Description

* Balance Type Actual

Accounting Period Jun-2020-21

Attachments None

Source Manual

Approval Status Required

Funds Status Not attempted

Batch Status Unposted

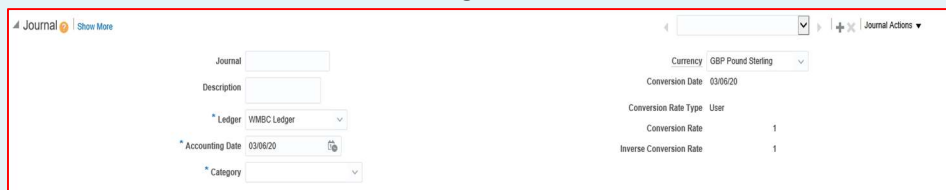
Completion Status Incomplete

QRG – Entering Manual Journal

3. Fill in Journal Information

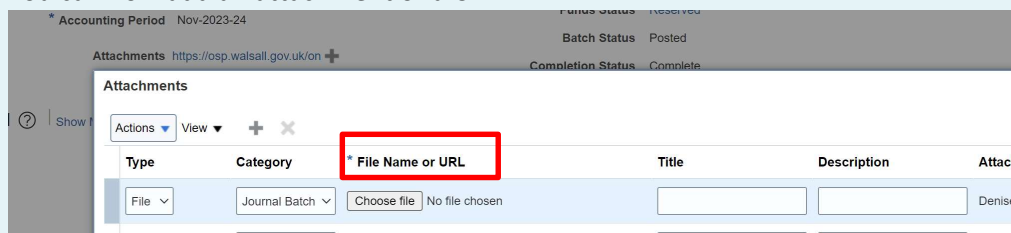
Step 7. Enter journal header detail:

- Use the council journal naming convention to name the journal in journal header. This should be the same as that used for the journal batch description.
- Put in a meaningful journal description within the description field so that anyone looking at the journal knows immediately what it is doing. This should be detailed and not repeat the journal name. **DO NOT INCLUDE PEOPLES NAMES IN THE DESCRIPTION AS THIS WILL BE VISIBLE BY EVREYONE (TO COMPLY WITH GDPR).**
- There should be no need to change the accounting date (unless it is a year-end journal in which case it should be saying 31 March)
- Select appropriate category.
- All other fields should not be changed.

A screenshot of the 'Journal' form header. It includes fields for 'Journal' (text), 'Description' (text), 'Ledger' (dropdown menu showing 'WMBC Ledger'), 'Accounting Date' (text field with '03/06/20' and a calendar icon), and 'Category' (dropdown menu). On the right side, there are fields for 'Currency' (dropdown menu showing 'GBP Pound Sterling'), 'Conversion Date' (text field with '03/06/20'), and 'Conversion Rate Type' (dropdown menu showing 'User'). Below these, there are 'Conversion Rate' and 'Inverse Conversion Rate' fields, both with a value of '1'. A 'Batch Actions' dropdown menu is located at the bottom right of the form.

Step 8. Enter journal lines:

- Account is where you enter the financial code. You can do this either straight into the field in the following format 0000.00000000.000000.0000.0000.00 or you can use the search button at the side of the field to find the appropriate code.
- For the description ensure that an accurate description is entered into this field. This is where you describe what the entry is for.
- To enter additional lines for the journal, use the  button.
- You can find out what each button does by hovering your cursor over the button but not clicking.
- You can now add an attachment or a URL.

A screenshot of the 'Attachments' section of the journal form. It shows a table with columns: 'Type', 'Category', '* File Name or URL', 'Title', 'Description', and 'Attach'. The 'Type' dropdown is set to 'File'. The 'Category' dropdown is set to 'Journal Batch'. The '* File Name or URL' field is highlighted with a red box and contains the text 'Choose file'. The 'Title' field is empty. The 'Description' field is empty. The 'Attach' field is set to 'Denise'. Above the table, there are 'Actions' (dropdown menu), 'View' (dropdown menu), and a '+' button. Below the table, there is a 'Choose file' button and the text 'No file chosen'.

4. Complete Journal Entry

Step 9. Click save. At this point you can leave the journal if needed and complete it at a later point.

A screenshot of the 'Batch Actions' bar. It contains four buttons: 'Save', 'Complete', 'Post', and 'Cancel'. The 'Post' button is highlighted with a red box. Below the buttons, there is a 'Batch Actions' dropdown menu.

Step 10. If the journal is complete click complete.

Step 11. When you are ready to post the journal click on post. This will then either auto authorise the journal and post if all lines within the journal are below £50,000 or forward the journal to the appropriate officer to be authorised. Once authorised the journal will be posted automatically.

Further Support

If you have any further queries, please contact the One Source helpdesk on **01922 654320**.