

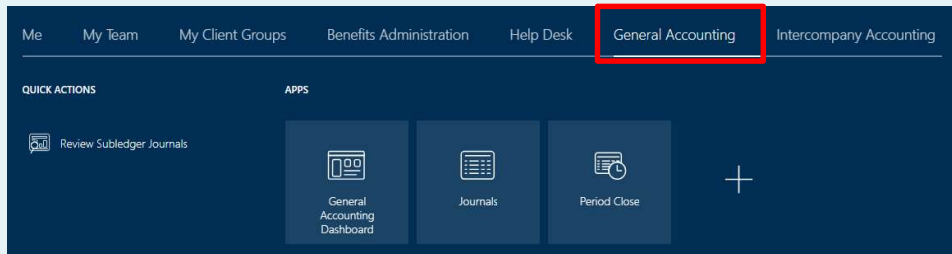
QRG – Entering Journal by Spreadsheet

1. Launch One Source

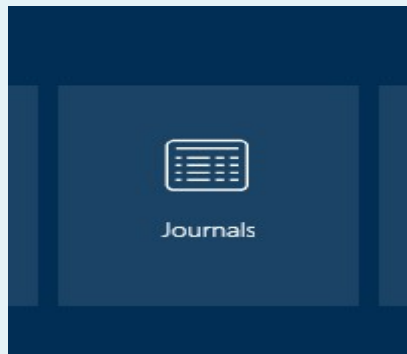
Step 1 Sign in to One Source (Oracle Cloud Application) and click on the **Home**.

button  at the top right corner.

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

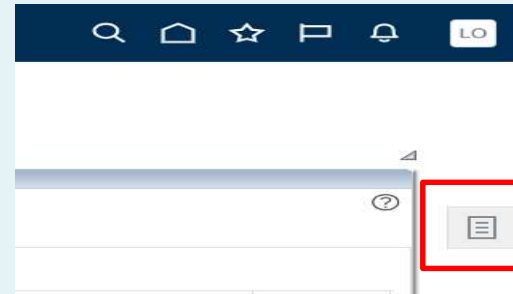


Step 3. Select **Journals**.



2. Create Journal in Spreadsheet

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



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

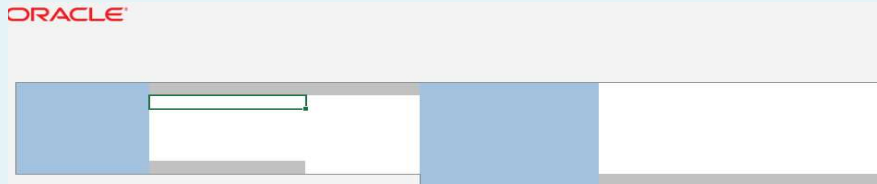
Journals

- [Manage Journals](#)
- [Create Journal](#)
- [Create Journal in Spreadsheet](#)
- [Create Encumbrance Journal in Spreadsheet](#)
- [Run AutoPost](#)
- [Run AutoReverse](#)
- [Manage Approvals](#)

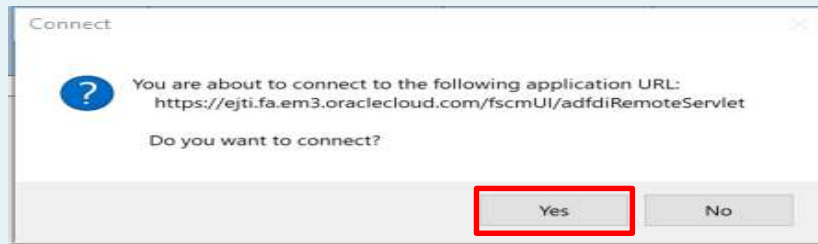
QRG – Entering Journal by Spreadsheet

3. Open Excel Spreadsheet

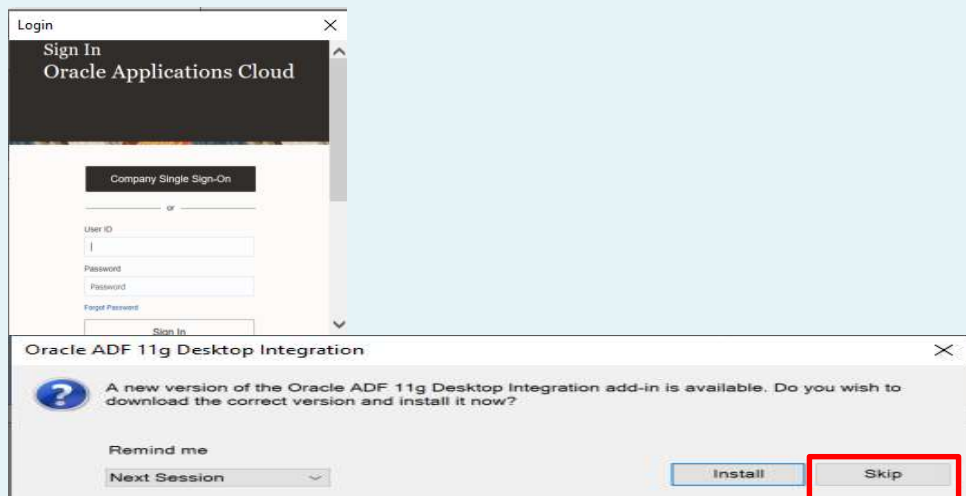
Step 7. When you select open the excel spreadsheet will open as shown below.



Step 8. The following dialogue box should appear. Select yes.



Step 9. You will be asked to log onto the system again. As previously select company single log on. Click **Skip** on following dialogue box.



4. Enter Journal Information

Step 10. The excel spreadsheet should now look like this.

A screenshot of the Oracle 'Create Journal' form. The form is divided into two main sections: 'Journal Header' and 'Journal Lines'. The 'Journal Header' section contains fields for 'Data Access Set' (WMBC Ledger), 'Journal Description', 'Ledger', 'Accounting Date', 'Adjusting Period', 'Worksheet Status', 'Group ID' (300000149590839), 'Source' (Spreadsheet), 'Category', 'Reversal Period', 'Reversal Date', 'Reference Date', 'Journal Attachment URLs', and 'Journal Validation Status'. The 'Journal Lines' section is a table with columns: 'Changed', 'Row Status', 'Service Type', 'Cost Centre', 'Subjective', 'Additional Data', 'Spare 2', 'Organisation', 'Currency', and 'Entered Debit'. The table is currently empty.

Step 11. You can now start entering the journal header information. Please follow the following rules:

- ☐ Use the council journal naming convention to name the journal in journal header.
- ☐ 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)**
- ☐ The accounting date drives which open period the journal will be posted into, (if it is a year-end journal, it should be saying 31/03)
- ☐ Select appropriate category.
- ☐ You can now add an attachment or an URL in the Header.

A screenshot of the Oracle 'Create Journal' form, showing the 'Journal Header' section. The fields are the same as in Step 10. The 'Journal Lines' section is a table with columns: 'Changed', 'Row Status', 'Service Type', 'Cost Centre', 'Subjective', 'Additional Data', 'Spare 2', 'Organisation', 'Currency', and 'Entered Debit'. The table is currently empty.

QRG – Entering Journal by Spreadsheet

5. Submit Journal in Spreadsheet

Step 12. Enter journal lines. Only enter information into the following columns:

- Service Type
- Cost Centre
- Subjective
- Additional Data
- Spare 2
- Organisation
- Currency (type in GBP)
- Entered Debit
- Entered Credit
- Line Description (For the description ensure that an accurate description is entered into this field. This is where you describe what the entry is for).

Step 13. You can save the excel spreadsheet and come back to it if needed.

Step 14. When the journal is completed click on submit. You will then get a dialogue box, accept the defaults to post and choose **Submit**. If you just want to bring in the journal and not post it, select submit journal import instead. It will then either auto post if all the lines are below £50K or send the journal through to an approver.

6. Submit Journal in Spreadsheet

Step 15. You will then get a confirmation that your journal has been submitted and a process number. You can keep a record of the process number if you require it.

Further Support

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