

Entering Journals Using ADI

Scope

The CFO Accounting Division, using the SFA CFO General Ledger Super User responsibility, can create and post journal entries using Application Desktop Integrator (ADI). ADI automatically uploads information into SFA FMS GL from a spreadsheet template.

System References

N/A

Policy

N/A

Responsibility

SFA CFO General Ledger SuperUser

SFA (Program) GL User

Distribution

N/A

Ownership

N/A

Activity Preface

Getting Started with ADI-SFA CFO General Ledger SuperUser, SFA (Program) GL User

FYI: The SFA CFO Accounting Division receives an Allotment of Funds document, which defines those projects to receive increases/decreases in

funding for the period specified. The CFO Accounting Division, using the SFA CFO General Ledger SuperUser responsibility, must create and post a journal for these allotments into the SFA FMS General Ledger (GL) in order for the invoice approval and funds checking processes to function properly. These budget entries are entered as a journal entry using the following procedures for Application Desktop Integrator (ADI.)

1. Select Programs / Oracle ADI /Applications Desktop Integrator from the Start Menu. The ADI toolbar appears.

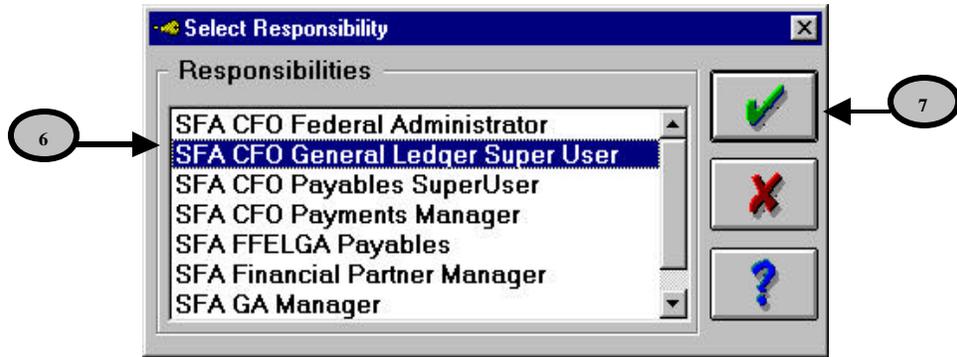
2. Click the **Sign On** button  from the **ADI** toolbar. The “Sign On” window appears.



3. Tab to the **Username** field and type your Oracle Applications username.
4. Tab to the **Password** field and type your Oracle Applications password.

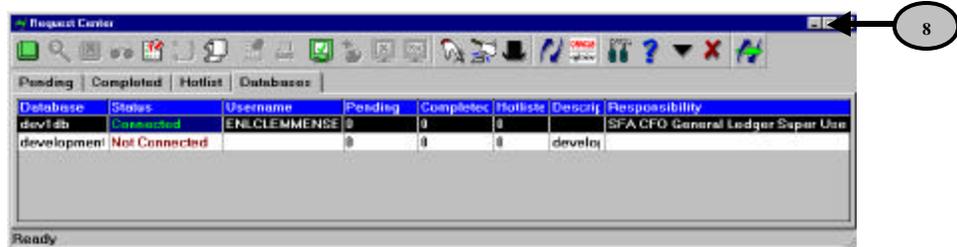
FYI: The first time you sign on to ADI, you will need to have your application set-up in the production database. Please contact the FMS help desk for assistance. The help desk can be reached at 1-800-433-7327, option 3.

5. Click the  button. The “Select Responsibility” window appears.



6. Select the SFA CFO GENERAL LEDGER SUPER USER responsibility. (Or, if working in the ED CFO set of books, choose the SFA ED CFO General Ledger Super User responsibility)

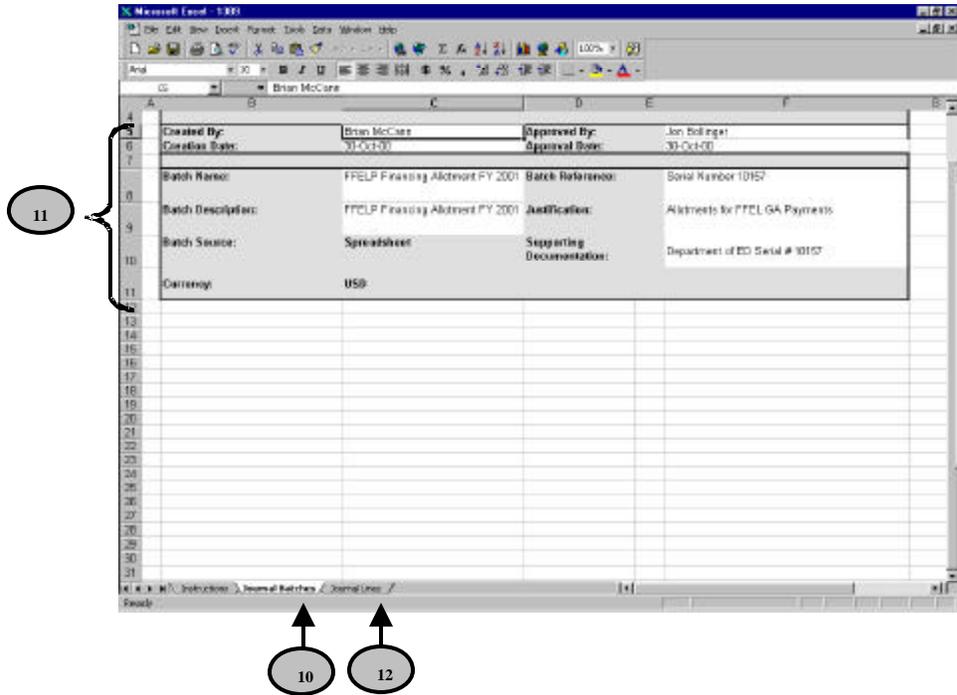
7. Click the  button. The “Request Center” window appears with the **Status** field indicating that you are connected.



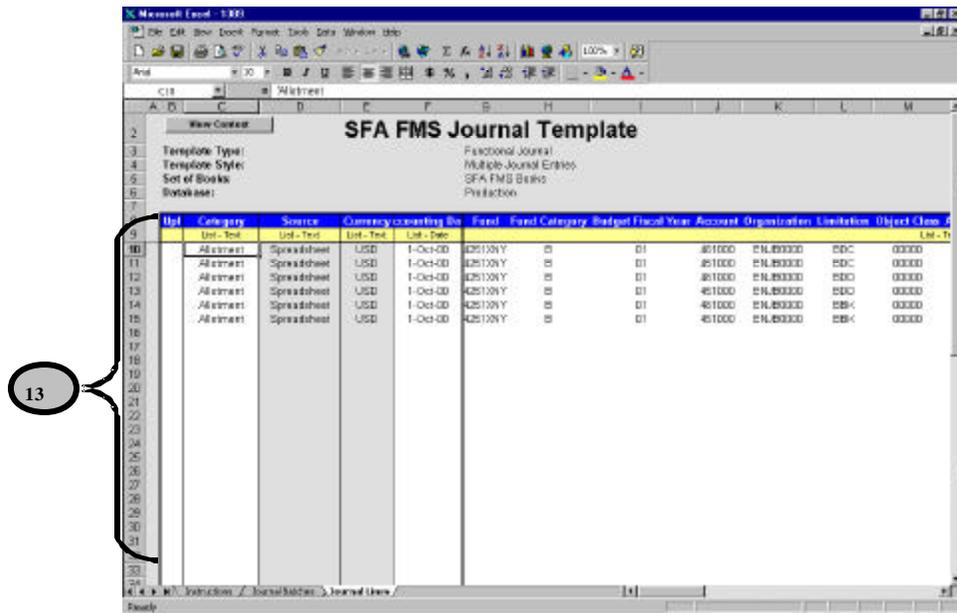
8. Click the **Minimize** button to minimize the “Request Center” window.

Create a Journal Entry-SFA CFO General Ledger SuperUser

9. Open the desired worksheet from the **K:\SFA_FMS Production\JE Template** directory.
10. Click the **Journal Batches** Tab to open the **SFA FMS Journal Template**. The fields that are required appear white and can be updated. The fields that appear gray are protected against update.
11. Click each required field (white fields) and type the appropriate value.



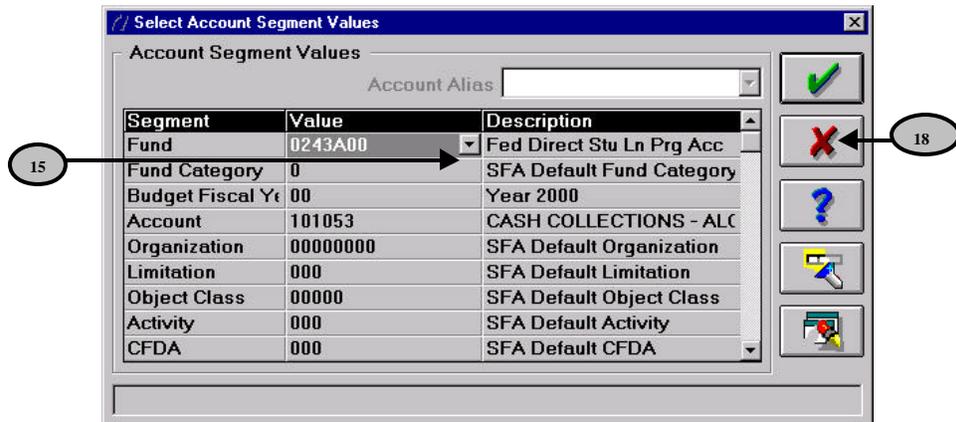
12. Click on the **Journal Lines** Tab to continue entering data into the SFA FMS Journal Template. The Journal Lines view of the SFA FMS Journal Template appears. The fields that are required appear white and can be updated. The fields that appear gray are protected against update.



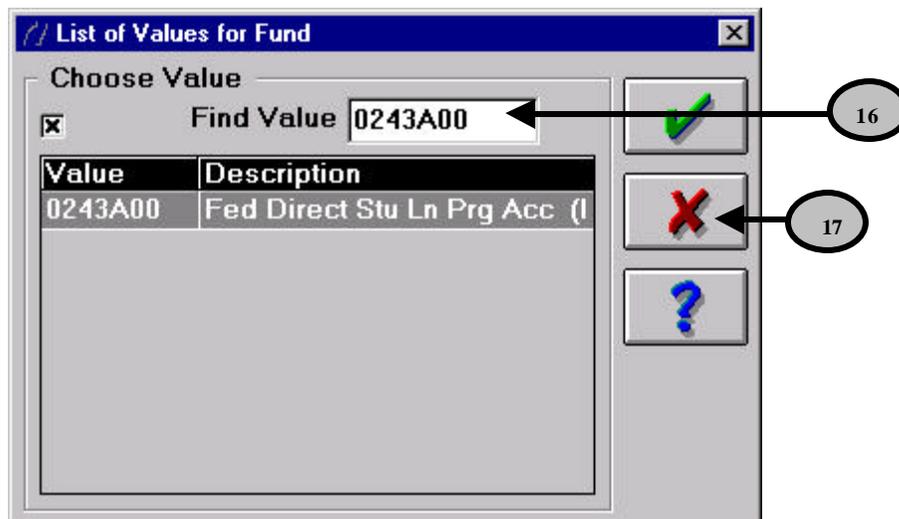
13. Tab to the required fields (white fields) and type the appropriate value.

-OR-

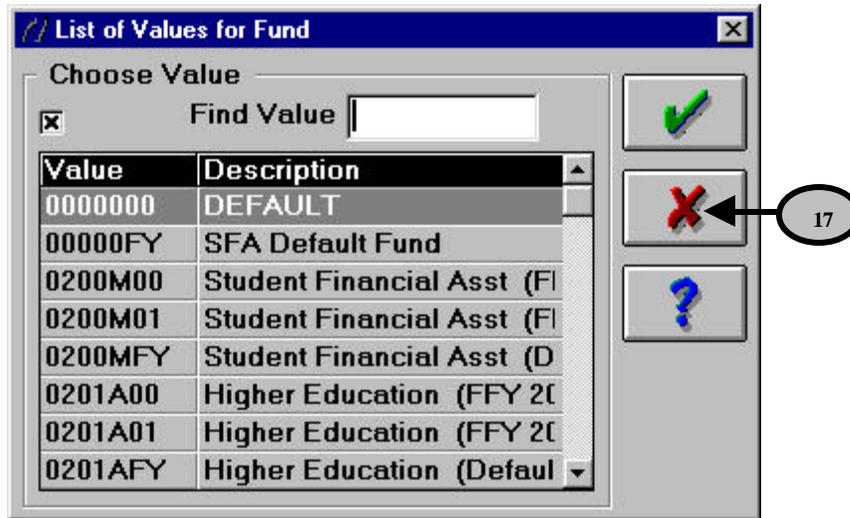
14. Click the  icon from the **ADI** Toolbar and click the **List of Values** icon from the drop-down menu that appears. The “Select Account Segment Values” window appears.



15. Click the drop-down arrow in the **Value** field for the appropriate **Segment** to select from a list of values. The “List of Values” window appears.



16. Click in the **Find Value** field, highlight the default value, and press the **delete** key on your keyboard. A full list of values appears in the “List of Values” window.

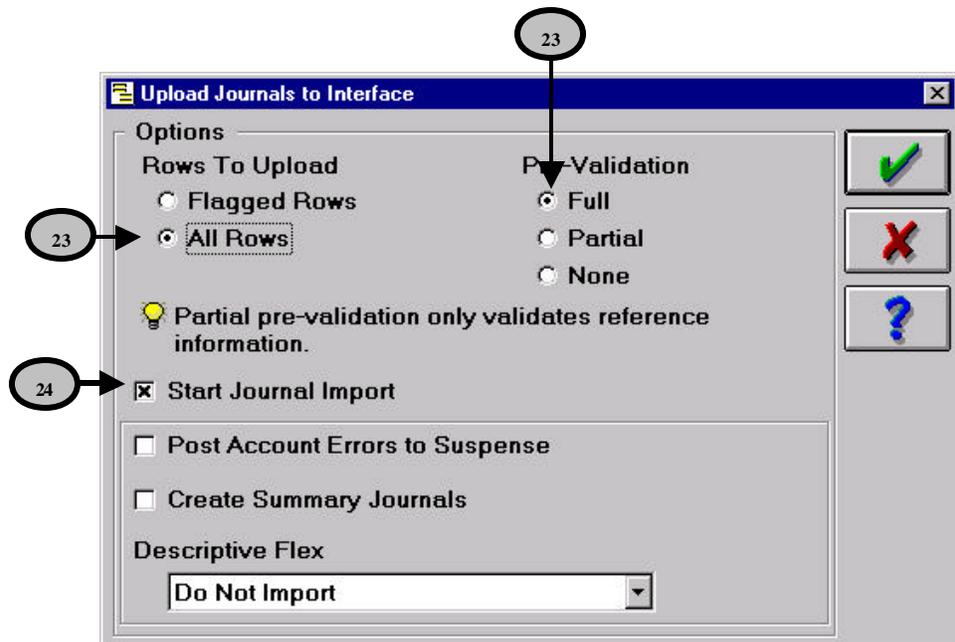


17. Click the  button on the “List of Values” windows to return to the “Select Account Segment Value” window.
18. Click the  button on the “Select Account Segment Value” window to return to the **SFA FMS Journal Template**.
19. When completed, save the worksheet in the JE Pending sub directory (**K:SFA_FMS Production\Monthly (Quarterly)\JE's\ Pending**) with a temporary name.

FYI: The following naming convention should be used as the temporary file name: First Initial + Last Name + numeric counter (e.g. JDOE001.xls for Jane Doe). After the worksheet has been saved, it needs to be sent to the SFA FMS General Ledger supervisor for approval prior to importing the worksheet into Oracle.

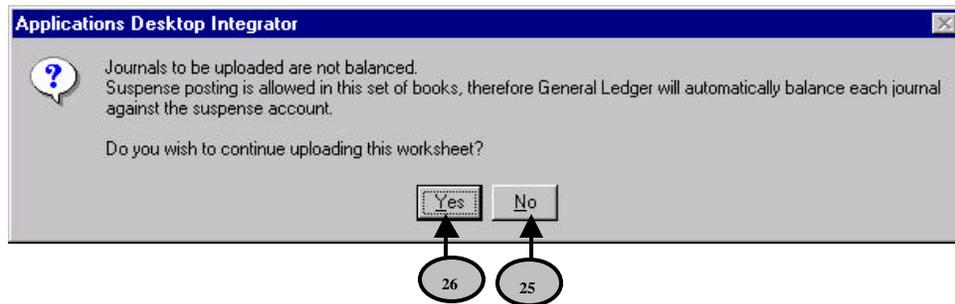
Import a Journal into SFA FMS using ADI-SFA CFO General Ledger SuperUser

20. Open the temporary worksheet.
21. Click the  Icon on the **ADI** Toolbar.
22. Click the **Upload to Interface** icon. The “Upload Journals to Interface” window appears.



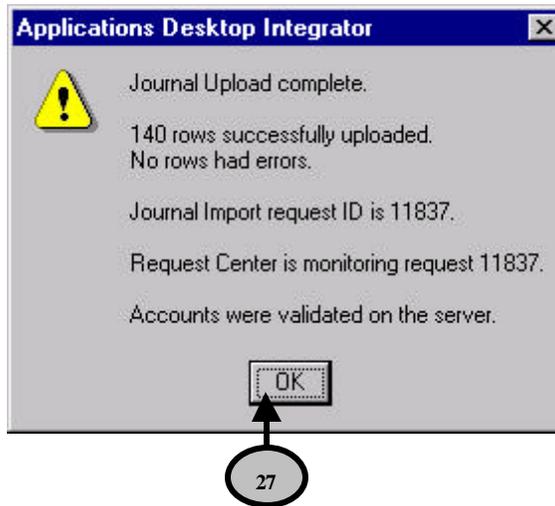
23. Ensure that the default values, **Rows to Upload: All Rows** and **Pre-Validation: Full**, are selected.

24. Click the **Start Journal Import** checkbox to initiate the Journal Import process via Oracle Applications Desktop Integrator. If the credits and debits in the journal are not balanced, an “Applications Desktop Integrator” window appears prompting the user whether to continue.



25. Click **No** to return to the Journal worksheet.

26. Click **Yes** to continue importing the journal. An “Applications Desktop Integrator” window will appear that states that the Journal has been successfully uploaded and identifying the Journal Import request ID #.



27. Click the **OK** button.

28. Rename the worksheet with the Journal Import request ID # (e.g. 11837.xls) and save it in the **K:\SFA_FMS Production\JE's\20XX\Corresponding Month (i.e. January)** directory.

End of activity.

