Run “Create Journals” Program in GL

Scope

This process creates the journals in GL for AP transactions.

System References

N/A

Policy

N/A

Responsibility

SFA General Ledger SuperUser

Distribution

N/A

Ownership

N/A

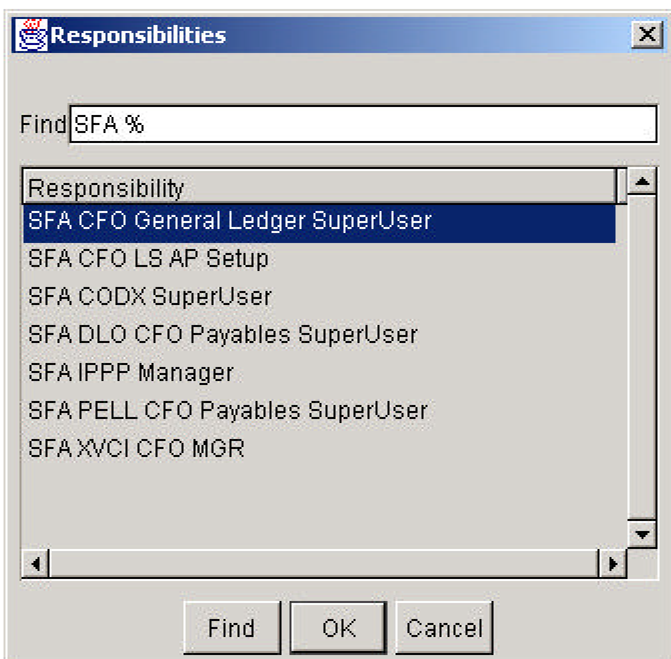
Activity Preface

The procedure steps below describe how to kick off the “Create Journal” program in GL for the AP transactions. FMS users perform this procedure in concert with the following procedures:

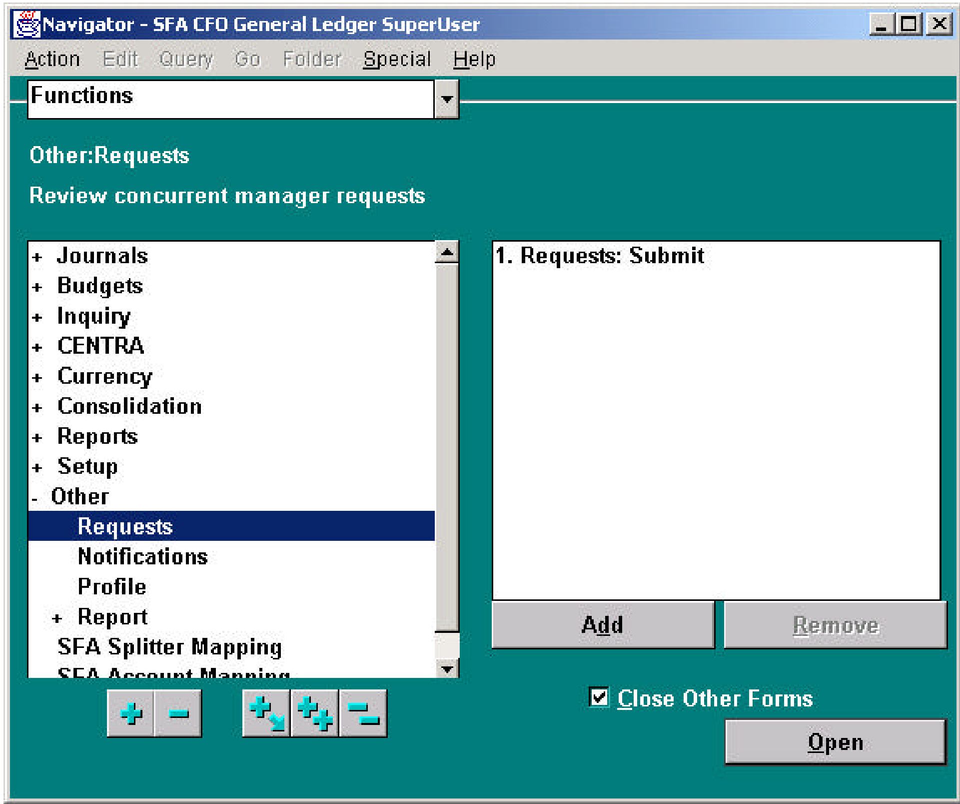
1. Load COD Transactions into FMS
2. Send FSA FMS Responses to COD
3. Process COD Responses to FSA FMS
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions (documented in this procedure)
8. Load GAPS to FSA FMS Transactions
9. Send GAPS Transactions to COD
10. Review and Post Journals

SFA CFO General Ledger SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.

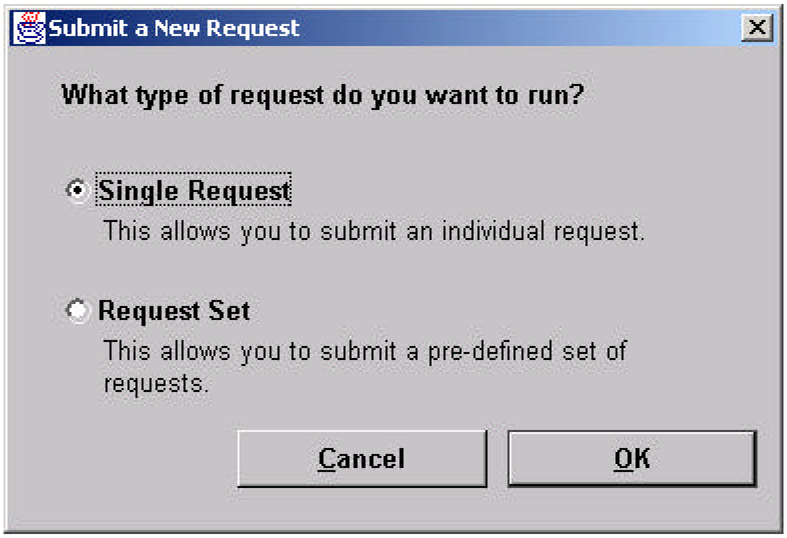


2. From the “Responsibilities” window, Select the **SFA CFO General Ledger SuperUser** responsibility. The “Navigator” Window appears.



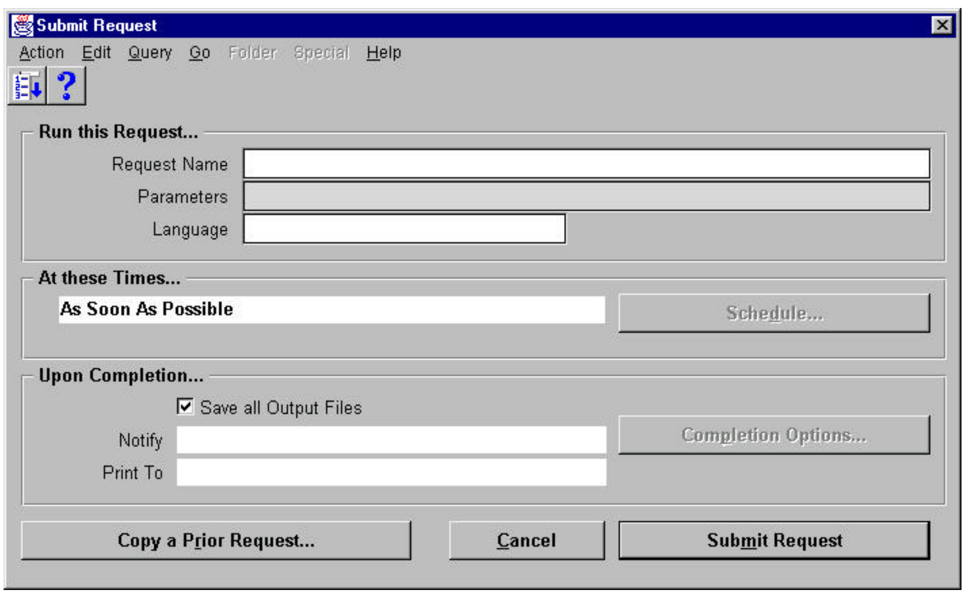
3. Double-click **Other**. The Other sub-menu appears.

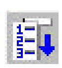
4. Double-Click **Requests** and Click **Run**. The “Submit a New Request”window appears.

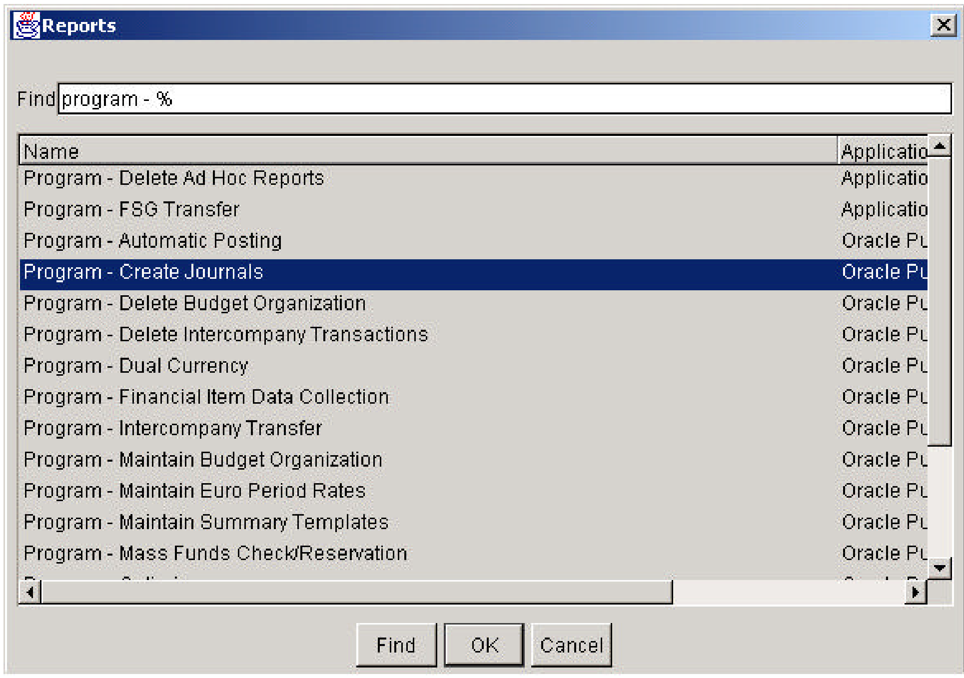


5. Click the Single Request radio button.

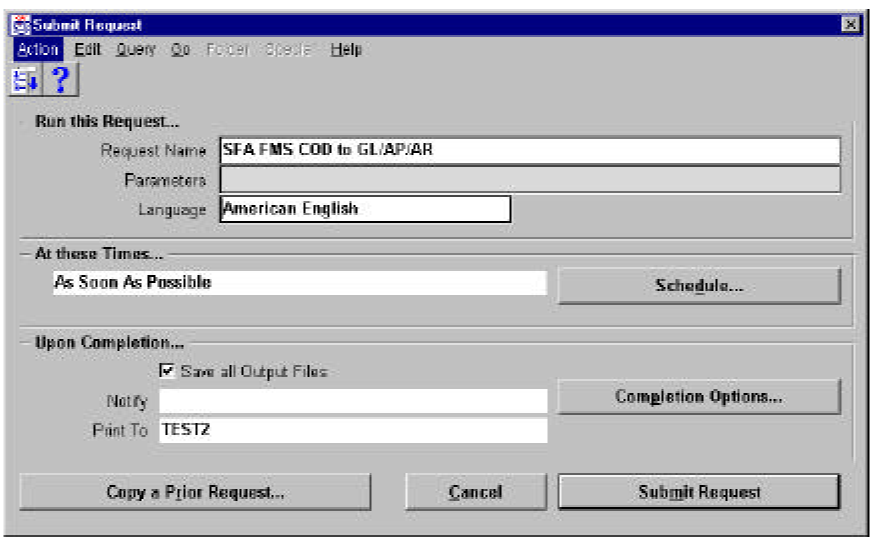
6. Click the **OK** button. The “Submit Request” window appears.



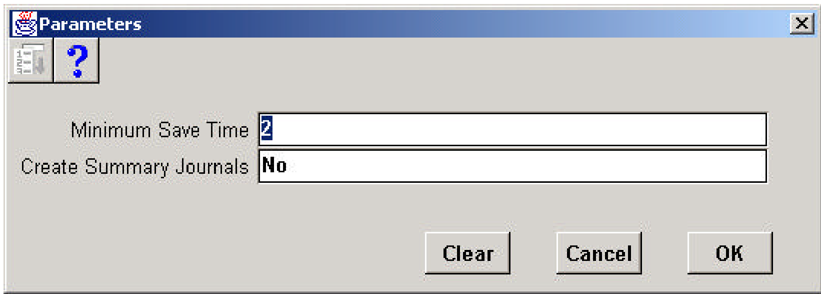
7. Click the **List of Values**  icon on the “Submit Request” window to select from a list of valid values for the **Request Name** field. The “Reports” window appears.



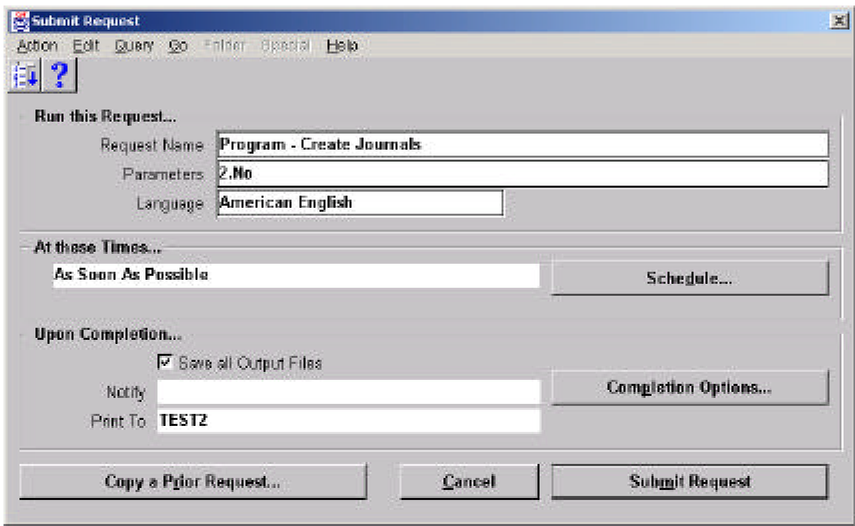
8. Select "Program – Create Journals" request name and click the **OK** button. The "Submit Request" window appears.



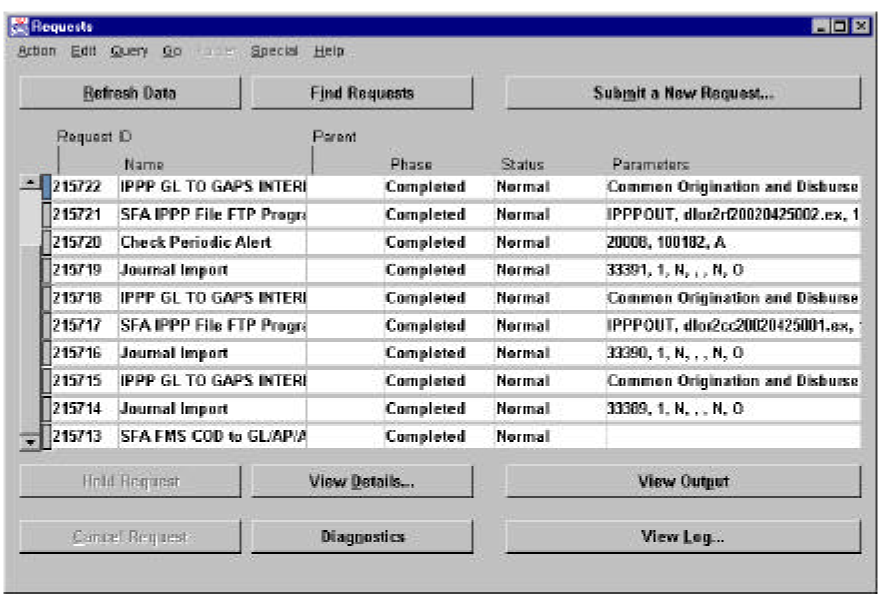
9. Click the **Submit Request** button. The Parameters window appears.



10. The parameter fields are populated with default values. Click the”OK” button. The “Submit Requests” window appears.



11. Click the “Submit Request” button. The “Requests” window appears.



12. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

13. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

14. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

End of activity.