

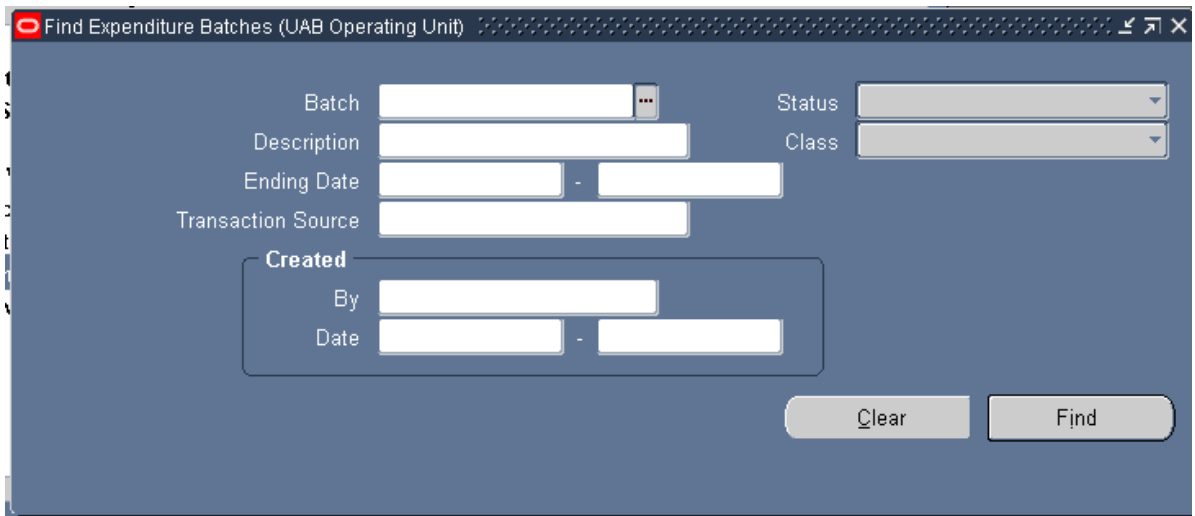
GA Journal Entry Batches— View Only

Journal entries involving project accounts must be entered by the Office of Grants and Contracts Accounting. The **JOURNAL ENTRY BATCHES— VIEW ONLY** allows end users to view the lines of the journal batches entered.

UAB GA End User→GA Journal Entry Batches— View Only

The **EXPENDITURE BATCHES** form will appear.

1. Enter your search criteria. Type directly into the search fields, or use the **LOV** button in applicable fields to search through available options.



The screenshot shows a web application window titled "Find Expenditure Batches (UAB Operating Unit)". The window contains a search form with the following fields and controls:

- Batch**: A text input field with a dropdown arrow on the right.
- Description**: A text input field.
- Ending Date**: Two text input fields separated by a hyphen (-).
- Transaction Source**: A text input field.
- Status**: A dropdown menu.
- Class**: A dropdown menu.
- Created**: A section containing:
 - By**: A text input field.
 - Date**: Two text input fields separated by a hyphen (-).
- Clear**: A button.
- Find**: A button.

Below is a description of the fields that can be used in the form:

GA Journal Entry Batches— View Only

BATCH	Batch Name assigned by the accountant— usually consists of the accountant's initials, the date entered, and a number indicating what batch for the day is displayed (i.e. TME 060606 03). Can be found on the MAST for GA account strings.
DESCRIPTION	Describes the nature of the entries in the batch. If no description was entered, the default value is 'Miscellaneous Transaction'.
ENDING DATE	A week-ending date maintained by the Projects Accounting module, normally ignored in Grants Accounting.
TRANSACTION SOURCE	This field is blank for GA journal entries.
STATUS	Indicates where the batch is in the entry and posting process (i.e., Working, Submitted, or Released). Only Released batches appear on account statements and other reports.
CLASS	Always "Miscellaneous Transaction" for GA Journal Entries.
CREATED BY	The G&C Accounting staff that entered the batch.
CREATED DATE	The date the batch was entered.
CLEAR	Clears out any entered search data.
FIND	Submits the search query.

Note: To get the most relevant search results, it is usually best to search using the **Batch Name** or a portion of the batch name. This information can be found in the **REFERENCE** column of the **Monthly Account Statement Transaction Report**. If the complete batch name is unknown, search using a portion of the batch name and the search wildcard (%) symbol.

2. Once the search criteria have been entered, click the **FIND** button to run the query.

The screenshot shows a search window titled "Find Expenditure Batches (UAB Operating Unit)". The search criteria are as follows:

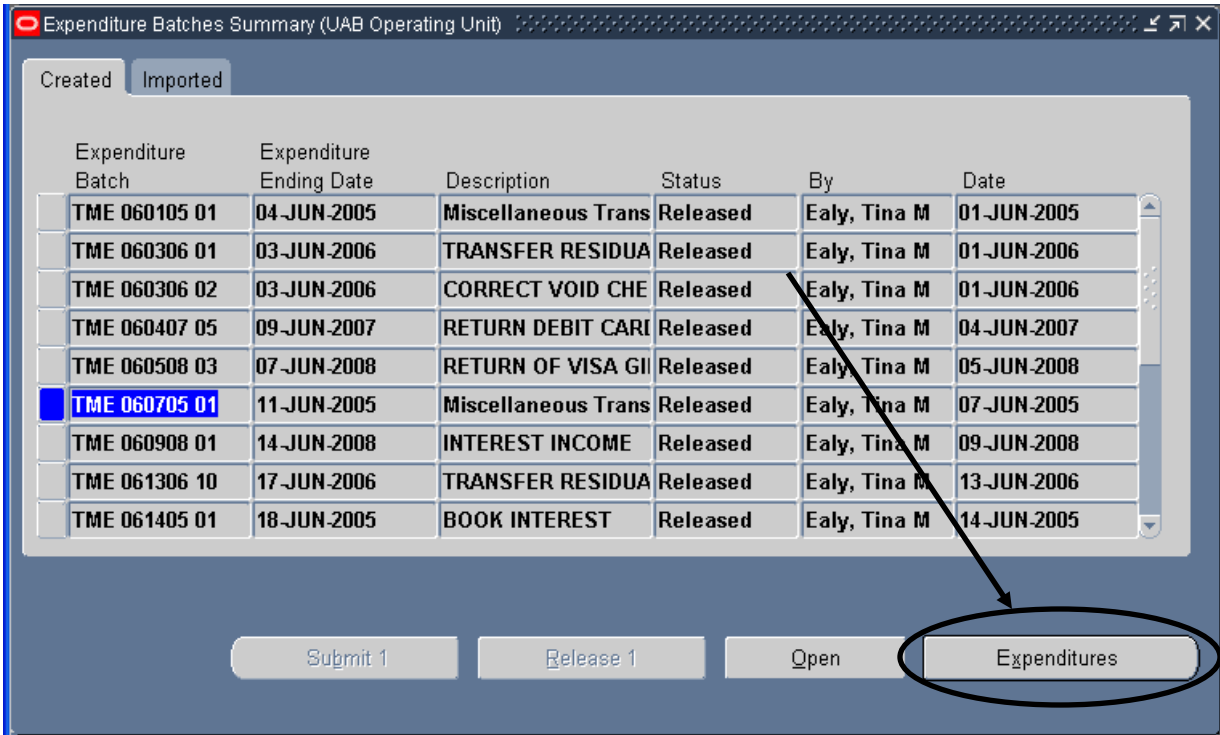
- Batch:** %TME 06%
- Description:** (empty)
- Ending Date:** (empty)
- Transaction Source:** (empty)
- Status:** (dropdown menu)
- Class:** (dropdown menu)
- Created By:** (empty)
- Created Date:** (empty)

At the bottom right, there are two buttons: "Clear" and "Find". The "Find" button is circled in red, and a black arrow points from the text above to it.

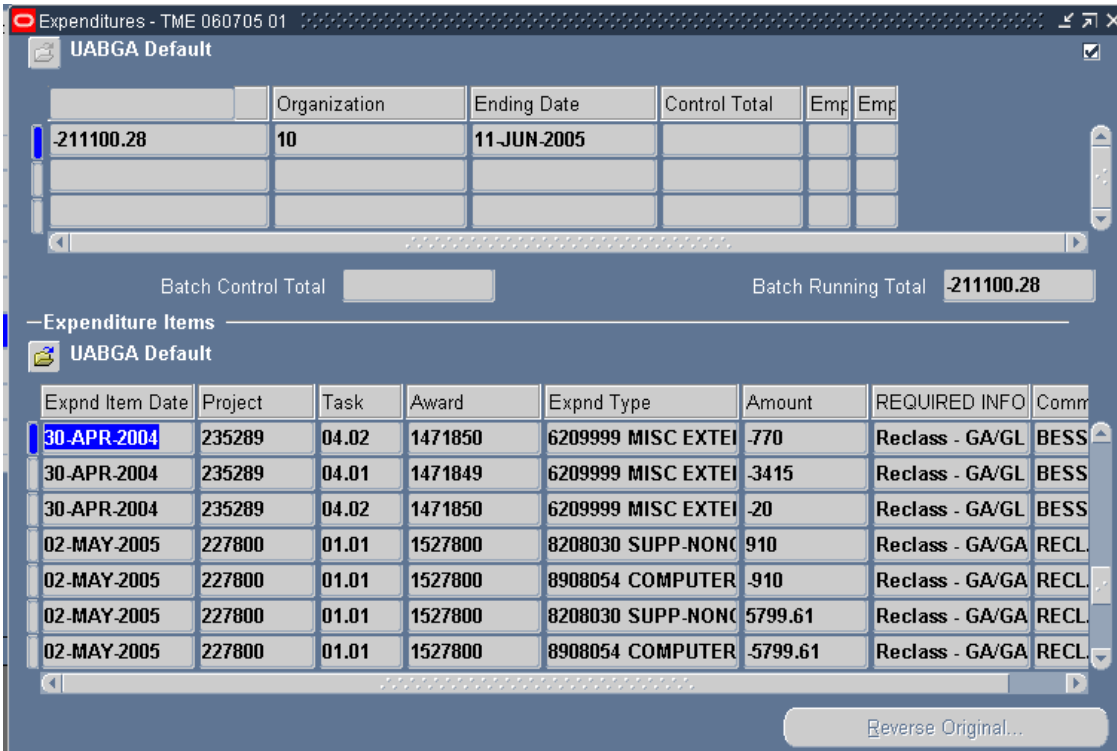
Note: If the query was run with only a portion of the batch name, there may be multiple results returned that matched your query. Click the **down arrow** (↓) key to view each returned batch.

GA Journal Entry Batches— View Only

- Select the desired batch, and then click on the **EXPENDITURES** button.



The returned batch information will differ slightly in appearance depending on whether it involves **GA/GA** or **GA/GL** entries. For viewing entries involving only GA accounts, click [here](#). For entries involving both GA and GL Accounts, click [here](#).



Created 09/29/2006
Updated 10/1/2008

GA Journal Entry Batches— View Only

Below is a description of the fields found in the **EXPENDITURE ITEMS** section of the **EXPENDITURES** form:

ITEM DATE	Expenditure item date of transaction.
PROJECT	Project number to which specified journal line is tied
TASK	Task number to which specified journal is tied
AWARD	Award number to which the specified journal is tied
EXPND TYPE	Object code—defines the nature and type of expenditure
AMOUNT	Amount of the Journal line entered
REQUIRED INFO	Information regarding the type of JE (GA/GA or GA/GL) and GL Account string (if GA/GL)
COMMENT	Additional descriptive information as deemed appropriate

GA Journal Entry Batches— View Only

Viewing GA/GA Batch Information

Batches involving entries between two GA accounts (GA/GA) will display a separate line for each PTAOE string involved. Debits will display on one line, while credits will display on a separate line.

Expenditures - TME 061505 01

UABGA Default

Organization	Expnd Ending Date	Control Total	Running Total	Emp	Emp	[]
10	18 JUN 2005		0			

Batch Control Total Batch Running Total 0

—Expenditure Items—

UABGA Default

Item Date	Project	Task	Award	Expnd Type	Amount	REQUIRED INFO	Comment
P-2004	227373	01.01	1527373	8704019 EXT RENT-C	463.11	Reclass - GA/GA	MAY & JUNE
P-2004	227373	05.01	1527373	8591031 EQUIP MAIN	377.81	Reclass - GA/GA	APRIL & MA
Y-2005	300792	05.01	2000416	8591031 EQUIP MAIN	377.81	Reclass - GA/GA	APRIL & MA
Y-2005	300792	01.01	2000416	8704019 EXT RENT-C	463.11	Reclass - GA/GA	MAY & JUNE

Reverse Original...

GA Journal Entry Batches— View Only

Viewing GA/GL Batch Information

Batches involving entries between GA and GL accounts (GA/GL) will display one line for each journal line. The PTAOE information for the GA account involved will be on the main **EXPENDITURES** window.

Expenditures - TME 060105 01

UABGA Default

Organization	Expnd Ending Date	Control Total	Running Total	Emp	Emp []
10	04 JUN-2005		12155.43		

Batch Control Total Batch Running Total 12155.43

—Expenditure Items—

UABGA Default

Item Date	Project	Task	Award	Expnd Type	Amount	REQUIRED INFO	Comment
V-2004	225815	01.01	1525815	8103020 SAL-PROF I	49.72	Reclass - GA/GL	LITTLE, JEF
V-2004	225815	01.01	1525815	8103020 SAL-PROF I	54.12	Reclass - GA/GL	GILLILAND,
V-2004	225815	01.01	1525815	8191012 GRP B COM	26.38	Reclass - GA/GL	CFB
R-2004	225815	01.01	1525815	8102099 SAL-OTHER	4904.28	Reclass - GA/GL	WINDLE, MI
R-2004	225815	01.01	1525815	8191011 GRP A COM	1108.37	Reclass - GA/GL	CFB
R-2004	225815	01.01	1525815	8102099 SAL-OTHER	4904.21	Reclass - GA/GL	WINDLE, MI
R-2004	225815	01.01	1525815	8191011 GRP A COM	1108.35	Reclass - GA/GL	CFB

Reverse Original...

To view the ASBOF information for the GL account involved, click in the **REQUIRED INFO** field for the line you wish to view. An **EXPENDITURE ITEMS** form will appear, detailing the ASBOF information for the GL account used in the journal entry.

Expenditure Items

Transaction Source **Reclass - GA/GL** GA/GL Reclass, DFF

Account 2101032

Subaccount 000

Balancing 110100000

Org 010000000

Future 0000

Object 8103020 SAL-PROF NONFAC:ADMIN

OK Cancel Clear Help

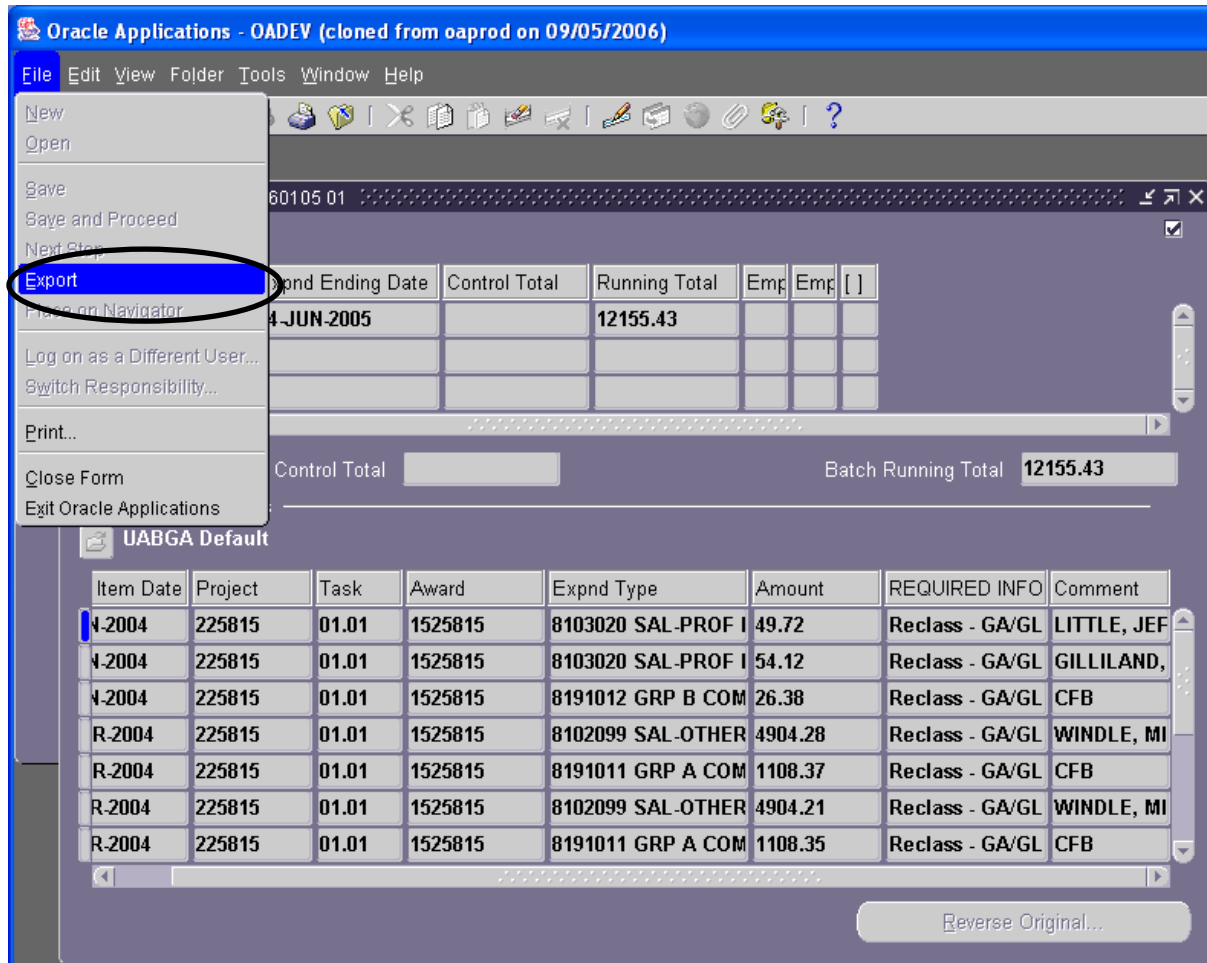
GA Journal Entry Batches— View Only

Exporting Results into Excel

It is possible to export search results into Excel. This allows users to view all information, including ASBOF detail, without having to activate another window.

Important Note: Before you begin, make sure that none of the fields have been selected by clicking in an area on the form. Otherwise, on the selected line will be exported.

1. On the toolbar, click on **FILE**, and then select **EXPORT**.



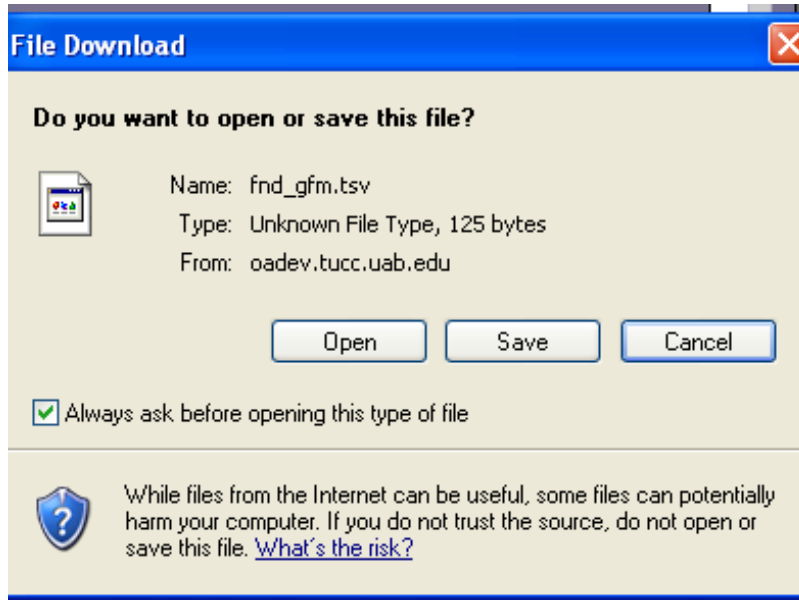
The screenshot shows the Oracle Applications interface. The title bar reads "Oracle Applications - OADEV (cloned from oaprod on 09/05/2006)". The menu bar includes "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". The "File" menu is open, and the "Export" option is highlighted with a red circle. Below the menu, a summary table shows a total of 12155.43. At the bottom, a detailed table lists journal entry items with columns for Item Date, Project, Task, Award, Expnd Type, Amount, REQUIRED INFO, and Comment.

Item Date	Project	Task	Award	Expnd Type	Amount	REQUIRED INFO	Comment
4-2004	225815	01.01	1525815	8103020 SAL-PROF I	49.72	Reclass - GA/GL	LITTLE, JEF
4-2004	225815	01.01	1525815	8103020 SAL-PROF I	54.12	Reclass - GA/GL	GILLILAND,
4-2004	225815	01.01	1525815	8191012 GRP B COM	26.38	Reclass - GA/GL	CFB
R-2004	225815	01.01	1525815	8102099 SAL-OTHER	4904.28	Reclass - GA/GL	WINDLE, MI
R-2004	225815	01.01	1525815	8191011 GRP A COM	1108.37	Reclass - GA/GL	CFB
R-2004	225815	01.01	1525815	8102099 SAL-OTHER	4904.21	Reclass - GA/GL	WINDLE, MI
R-2004	225815	01.01	1525815	8191011 GRP A COM	1108.35	Reclass - GA/GL	CFB

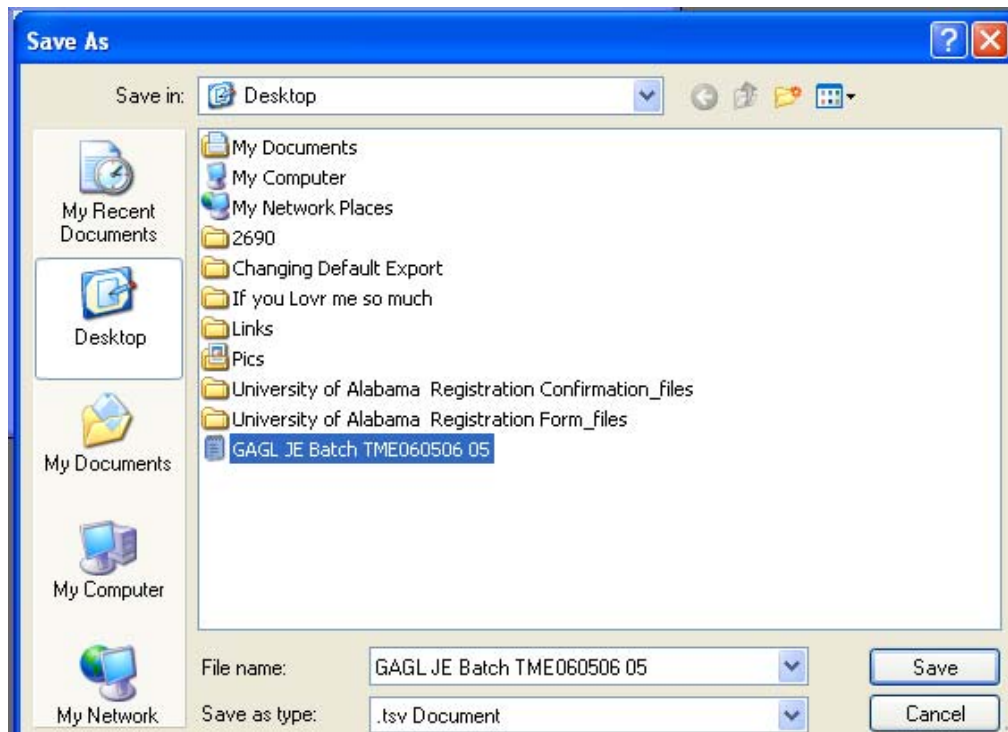
GA Journal Entry Batches— View Only

A Windows message box resembling the one below will appear. **Note:** Selecting **OPEN** will open an HTML document that looks like an Excel document. The document must be saved before the HTML window is closed, or any changes made will be lost.

2. Click on the **SAVE** button.



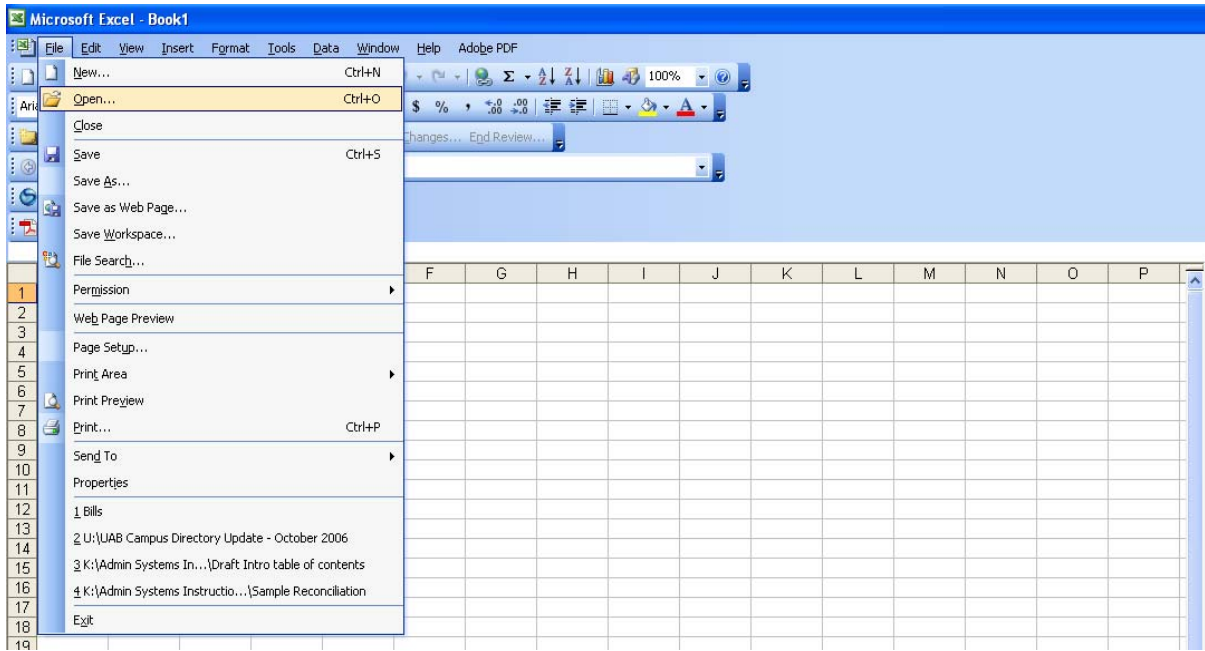
3. A **SAVE AS** dialogue box will appear. Enter a name for the file, choose the location to which it will be saved, and click the **SAVE** button.



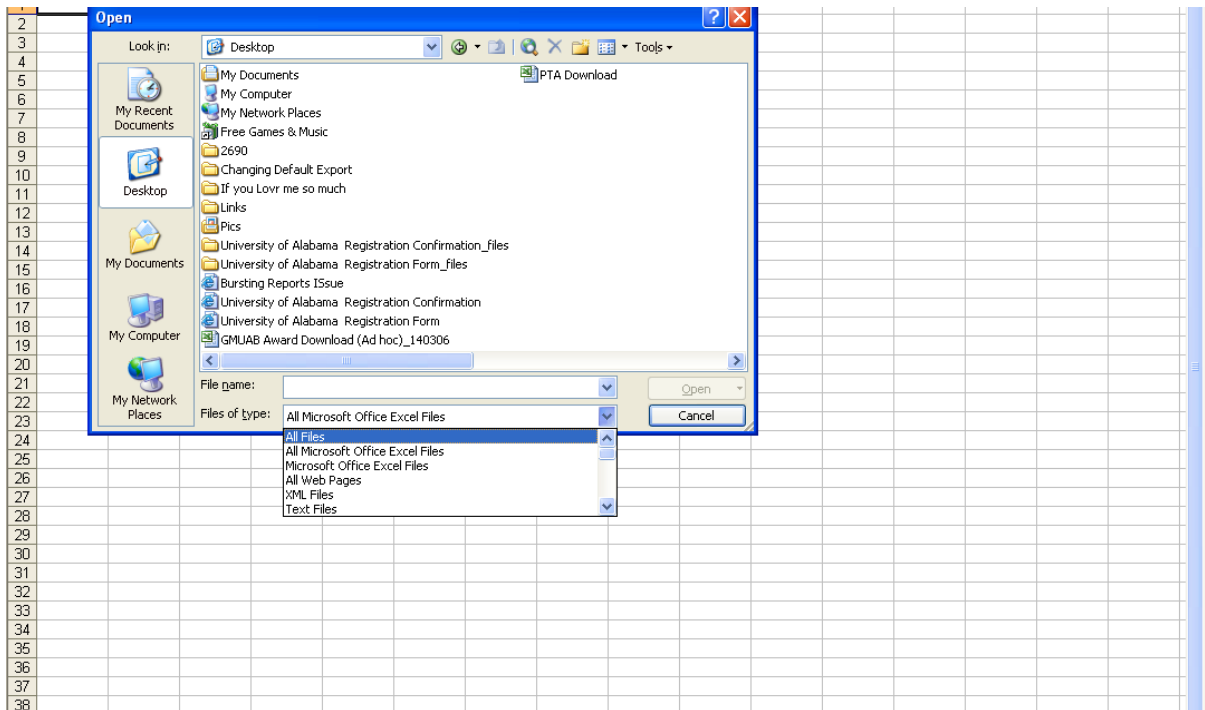
GA Journal Entry Batches— View Only

The file should now save to the computer.

4. Open an Excel window, and from the menu bar, click **File**, then **Open**.

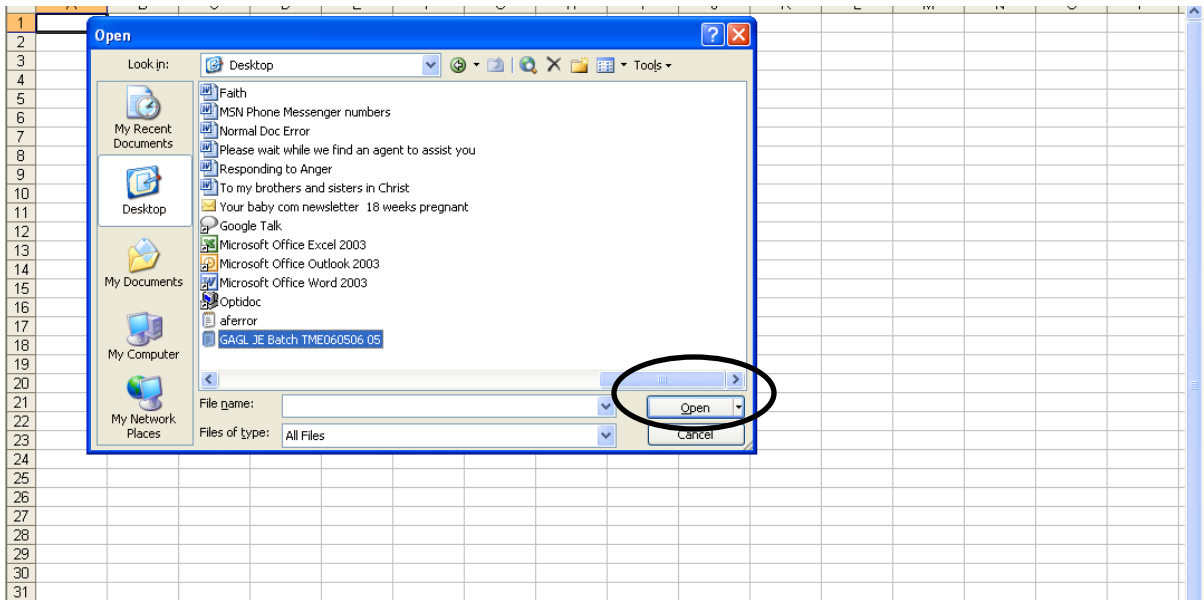


5. The **OPEN** dialogue box will appear. Locate the file, and then click **Open**.

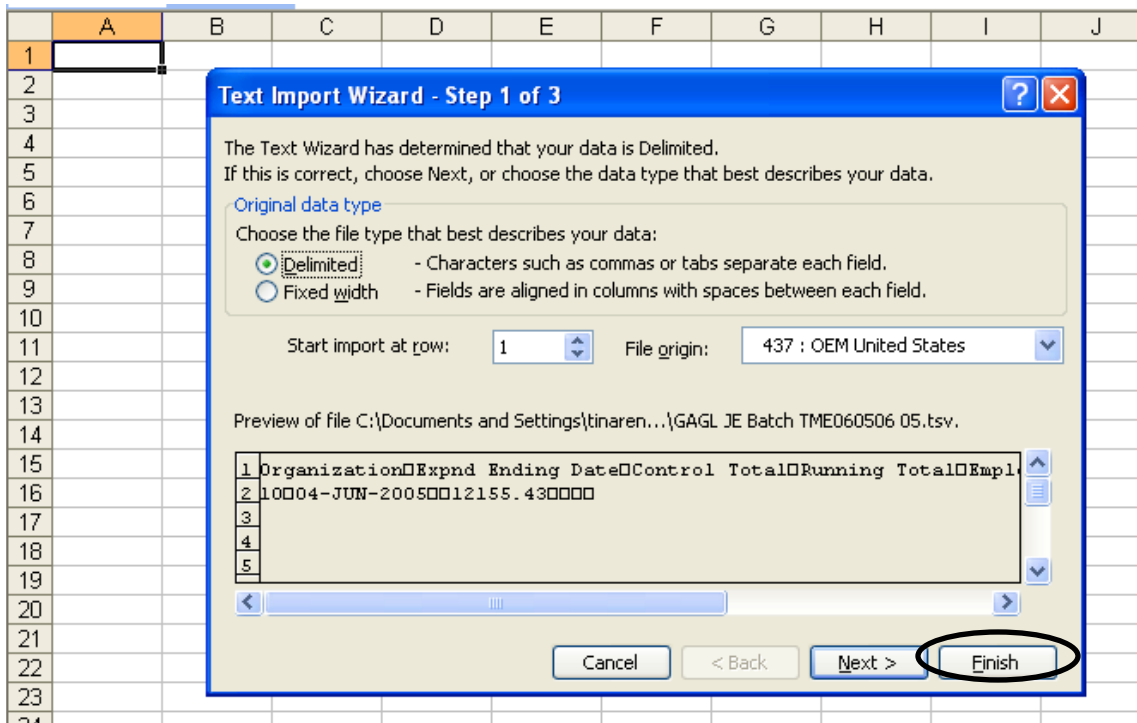


Note: It may be necessary to change the **Files of Type** to **All Files**.

GA Journal Entry Batches— View Only



6. A **TEXT IMPORT WIZARD** window will appear. Make sure that the **ORIGINAL DATA TYPE** is set to **Delimited**, and then click **FINISH**.



The export process should result in an Excel spreadsheet resembling the one shown below. Resulting data can now be sorted and manipulated as needed. The file can also be saved in Excel format for future use, or left in the .tsv format.

GA Journal Entry Batches— View Only

Microsoft Excel - GAGL JE Batch TME060506 05

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100%

Arial 10

C:\Documents and Settings\tnarena\Desktop\GAGL JE Batch TME0

Window

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Expnd Item	Project	Task	Award	Expnd Typ	Amount	REQUIRE	Comment											
2	31-Jan-04	225815	1.01	1525815	8103020 S	49.72	Reclass - I	LITTLE, JEFFREY											
3	31-Jan-04	225815	1.01	1525815	8103020 S	54.12	Reclass - I	GILLILAND, MARY											
4	31-Jan-04	225815	1.01	1525815	8191012 G	26.38	Reclass - I	CFB											
5	31-Mar-04	225815	1.01	1525815	8102099 S	4904.28	Reclass - I	WINDLE, MICHAEL											
6	31-Mar-04	225815	1.01	1525815	8191011 G	1108.37	Reclass - I	CFB											
7	30-Apr-04	225815	1.01	1525815	8102099 S	4904.21	Reclass - I	WINDLE, MICHAEL											
8	30-Apr-04	225815	1.01	1525815	8191011 G	1108.35	Reclass - I	CFB											
9	30-Nov-04	227394	1.01	1527394	8191012 G	-0.02	Reclass - I	CFB											
10	30-Nov-04	300790	1.01	2000415	8191012 G	0.02	Reclass - I	CFB											
11	18-Apr-05	300998	4.01	2000731	8201099 S	32.96	Reclass - I	STAPLES											
12	18-Apr-05	300998	1.01	2000731	8201099 S	-32.96	Reclass - I	STAPLES											
13	20-Apr-05	300998	4.01	2000731	8301050 C	-200	Reclass - I	UABCR13644											
14	20-Apr-05	300998	1.01	2000731	8301050 C	200	Reclass - I	UABCR13647											
15	25-Apr-05	300998	4.01	2000731	8301050 C	-200	Reclass - I	UABCR137685											
16	25-Apr-05	300998	4.01	2000731	8701010 U	0.83	Reclass - I	POSTOFF											
17	25-Apr-05	300998	4.01	2000731	8704015 E	1200	Reclass - I	AL LIMOSINE INC											
18	25-Apr-05	300998	1.01	2000731	8301050 C	200	Reclass - I	UABCR1376850											
19	25-Apr-05	300998	1.01	2000731	8701010 U	-0.83	Reclass - I	POSTOFFJ10											
20	25-Apr-05	300998	1.01	2000731	8704015 E	-1200	Reclass - I	AL LIMOSINE INC											
21	26-Apr-05	300998	1.01	2000731	8609998 C	-2500	Reclass - I	THREE ON A STR											
22	26-Apr-05	300998	4.01	2000731	8609998 C	2500	Reclass - I	THEE ON A STRU											
23	28-Apr-05	300998	1.01	2000731	6209999 M	200	Reclass - I	REVERSE TME 051705 09 PUT TO CORRECT TASK NUMBER											
24	28-Apr-05	300998	4.01	2000731	6209999 M	-200	Reclass - I	WIRE											
25	#####	300998	4.01	2000731	8605020 P	277.5	Reclass - I	J RAG INC											
26	#####	300998	1.01	2000731	8605020 P	-277.5	Reclass - I	J RAG INC											
27	#####	300998	1.01	2000731	8701099 C	-6.84	Reclass - I	UPS											
28	#####	300998	4.01	2000731	8701099 C	6.84	Reclass - I	UPS											
29																			
30																			
31																			
32																			
33																			
34																			
35																			

GA Journal Entry Batches— View Only

Widen the columns to view all the information as shown below.

A	B	C	D	E	F	G	H	
1	Expend Item Date	Project	Task	Award	Expend Type	Amount	REQUIRED INFO	Comment
2	31-Jan-04	225815	1.01	1525815	8103020 SAL-PROF NONFAC:ADMIN	49.72	Reclass - GA/GL.2101032.000.110100000.010000000.0000.8103020	LITTLE, JEFFREY
3	31-Jan-04	225815	1.01	1525815	8103020 SAL-PROF NONFAC:ADMIN	5.12	Reclass - GA/GL.2101032.000.110100000.010000000.0000.8103020	GILLILAND, MARY
4	31-Jan-04	225815	1.01	1525815	8191012 GRP B COMP FR BENEFITS	26.38	Reclass - GA/GL.2101032.000.110100000.010000000.0000.8191012	CFB
5	31-Mar-04	225815	1.01	1525815	8102099 SAL-OTHER FACULTY	4904.28	Reclass - GA/GL.2101032.000.110100000.010000000.0000.8102099	WINDLE, MICHAEL
6	31-Mar-04	225815	1.01	1525815	8191011 GRP A COMP FR BENEFITS	1108.37	Reclass - GA/GL.2101032.000.110100000.010000000.0000.8191011	CFB
7	30-Apr-04	225815	1.01	1525815	8102099 SAL-OTHER FACULTY	4904.21	Reclass - GA/GL.2101032.000.110100000.010000000.0000.8102099	WINDLE, MICHAEL
8	30-Apr-04	225815	1.01	1525815	8191011 GRP A COMP FR BENEFITS	1108.35	Reclass - GA/GL.2101032.000.110100000.010000000.0000.8191011	CFB
9	30-Nov-04	227394	1.01	1527394	8191012 GRP B COMP FR BENEFITS	-0.02	Reclass - GA/GA	CFB
10	30-Nov-04	300790	1.01	2000415	8191012 GRP B COMP FR BENEFITS	0.02	Reclass - GA/GA	CFB
11	18-Apr-05	300998	4.01	2000731	8201099 SUPP-OTHER OFF/ADMIN	32.96	Reclass - GA/GA	STAPLES
12	18-Apr-05	300998	1.01	2000731	8201099 SUPP-OTHER OFF/ADMIN	-32.96	Reclass - GA/GA	STAPLES
13	20-Apr-05	300998	4.01	2000731	8301050 CONFERENCES/TRAINING	-200	Reclass - GA/GA	UABCR13644
14	20-Apr-05	300998	1.01	2000731	8301050 CONFERENCES/TRAINING	200	Reclass - GA/GA	UABCR13647
15	25-Apr-05	300998	4.01	2000731	8301050 CONFERENCES/TRAINING	-200	Reclass - GA/GA	UABCR137685
16	25-Apr-05	300998	4.01	2000731	8701010 USPS POSTAGE/SHIPPING	0.83	Reclass - GA/GA	POSTOFF
17	25-Apr-05	300998	4.01	2000731	8704015 EXT RENT-VEHICLE	1200	Reclass - GA/GA	AL LIMOSINE INC
18	25-Apr-05	300998	1.01	2000731	8301050 CONFERENCES/TRAINING	200	Reclass - GA/GA	UABCR1376850
19	25-Apr-05	300998	1.01	2000731	8701010 USPS POSTAGE/SHIPPING	-0.83	Reclass - GA/GA	POSTOFFJ10
20	25-Apr-05	300998	1.01	2000731	8704015 EXT RENT-VEHICLE	-1200	Reclass - GA/GA	AL LIMOSINE INC
21	26-Apr-05	300998	1.01	2000731	8609998 OTHER SERVICES	-2500	Reclass - GA/GA	THREE ON A STR
22	26-Apr-05	300998	4.01	2000731	8609998 OTHER SERVICES	2500	Reclass - GA/GA	THEE ON A STRU
23	28-Apr-05	300998	1.01	2000731	6209999 MISC EXTERNAL S/S REV	200	Reclass - GA/GL.0000000.000.213100784.010000000.0000.1102001	REVERSE TME 051705 09 PUT TO CORR
24	28-Apr-05	300998	4.01	2000731	6209999 MISC EXTERNAL S/S REV	-200	Reclass - GA/GL.0000000.000.213100784.010000000.0000.1102001	WIRE
25	12-May-05	300998	4.01	2000731	8605020 PRINTING SERVICES	277.5	Reclass - GA/GA	J RAG INC
26	12-May-05	300998	1.01	2000731	8605020 PRINTING SERVICES	-277.5	Reclass - GA/GA	J RAG INC
27	27-May-05	300998	1.01	2000731	8701099 OTHER SHIPPING SERVICE	-6.84	Reclass - GA/GA	UPS
28	27-May-05	300998	4.01	2000731	8701099 OTHER SHIPPING SERVICE	6.84	Reclass - GA/GA	UPS
29								
30								
31								
32								

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