



From the Controller’s Office

Upload Journal Entry Using ADI

You can prepare and upload a journal entry from a Macro-Enabled Excel template into Oracle General Ledger using the “**Application Desktop Integrator**” or ADI. Note, currently ADI is only available using PC.

Advantages include:

- Similar recurring journal entries can be reproduced efficiently
- Journal entries with many lines are easily prepared
- Excel copy and paste functionality
- Validation of account combination prior to uploading entry

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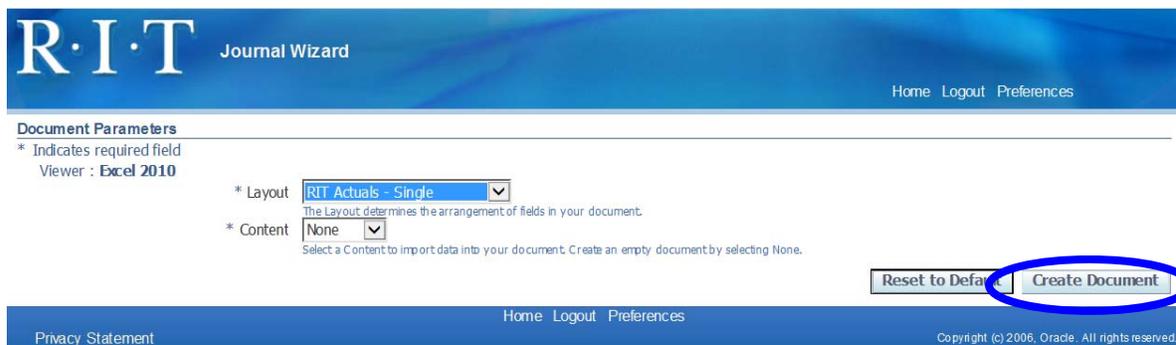
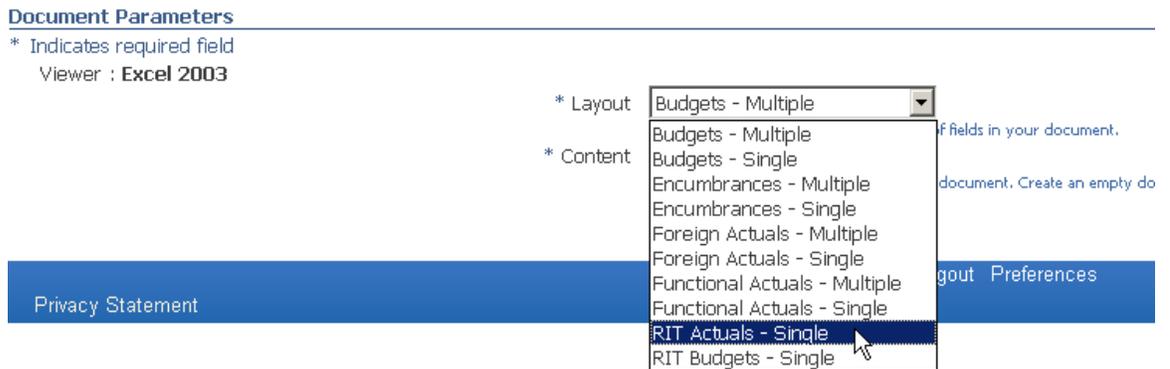
ADI Journal Entry Template Directions:

- ✓ Log into the Oracle Applications.
- ✓ On homepage navigator click the journal entry responsibility (e.g. “RIT – GL – JOURNAL ENTRY ONLY”)
- ✓ In the “Journals” menu click on “Launch Journal Wizard”



RIT Oracle Journal Wizard

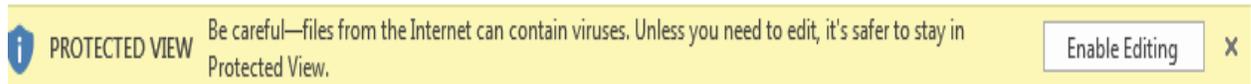
- ✓ The “Document Parameters” screen will open, replacing your homepage
- ✓ Select ‘RIT Actuals Single’ from the “Layout” window.
- ✓ Set the “Content” field to “None”. Click the “Create Document” button.



- ✓ Select **“Open”** when prompted to either open or save **“WebADI.xls”**.



- ✓ Click **“Enable Editing”** when a new blank spreadsheet opens with a **“Protected View”** warning.



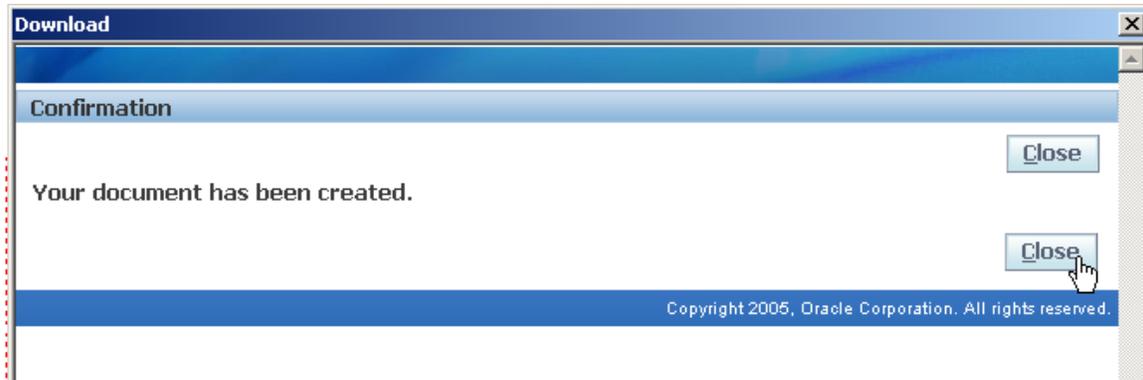
- ✓ Click **“Enable Content”** when you receive a macros **“Security Warning”**.



- ✓ A **“Download”** window will open in Excel letting you know that your document is in the process of being created.



- ✓ Click the **“Close”** button once the Journal Entry template has finished downloading into Excel. The message in the **“Download”** window will confirm that your document has created.



Excel Oracle ADI Journal Entry Template

- ✓ A blank Journal Entry template has been downloaded into Excel. Enter journal information in the white cells. Detailed descriptions of field content requirements are provided at end of this document. After data is entered, see instructions on uploading the entry to Oracle. All the tools and functions that are available in Excel can be used to enter data into the template. *Reviewing the template from upper left to bottom right.*

The screenshot shows an Excel spreadsheet with columns A through N and rows 2 through 31. The spreadsheet is divided into three main sections:

- Context (Rows 3-9):** Contains system-generated information such as Balance Typ Actual, Database AUOHSRITX01.SRITX1, Data Access RIT, Ledger RIT, Currency USD, and Chart Of Ac RIT CHART OF ACCOUNT.
- Header (Rows 10-16):** Contains fields for Category, Source, Accounting, Batch Name, Batch Descr, Journal Nan, and Journal Des. Some fields are marked with *List - Text or *List - Date.
- Body (Rows 17-30):** Contains a table with columns: Upl, ENTITY, DEPARTMENT, OBJECT, EXPENSE CATEGORY, PROJECT, PROGRAM, Debit (*Number), Credit (*Number), Line Description (Text), and Messages. The first row (row 20) is highlighted in green.

Labels 'Context', 'Header', and 'Body' are placed in boxes next to their respective sections. A 'Totals' row is at the bottom of the table, and a tip at the bottom of the spreadsheet reads: 'Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.'

- **“Context”** – this data is system generated. No action necessary.
- **“Header”** – refer to Appendix I, pg 8, for more information on what to enter

List of Values

- ✓ You must select the **‘Category’, ‘Source’, and ‘Accounting Date’** from the **“List of Values”**. The wrong format will cause the template to error when uploading.
- ✓ Double click on the cells designated with ***List** to access the Oracle **“List of Values”**.
- **“Body”** – refer to to Appendix I, pg 8, for more information on what to enter

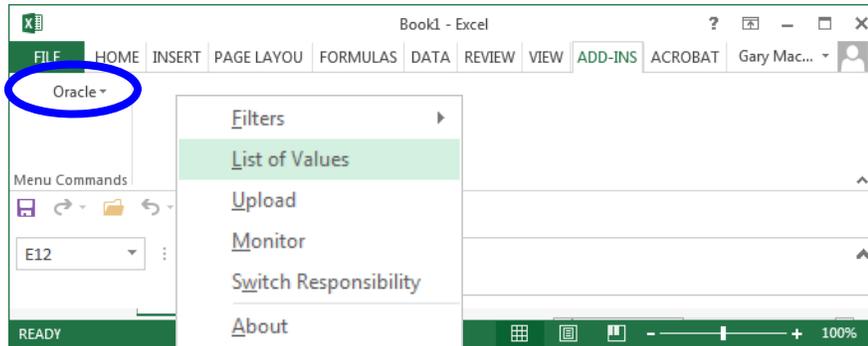
Line Description

- ✓ **You must enter a description for each line.** If left blank, this field will default to **“Journal Import”** after it has been uploaded into the general ledger. **Accounting will not post journal entries with this default line description.**

Adding Rows to Journal Entry Template:

- ✓ Click on first blank **white** cell in **“Body”** of the entry. Using the Excel **“Insert”** function (right click and select **“Insert”**), add the desired number of additional rows.
- ✓ **Note: Do not add lines from any of the shaded areas. These are macro-enabled cells and will cause formula errors throughout your journal entry.**

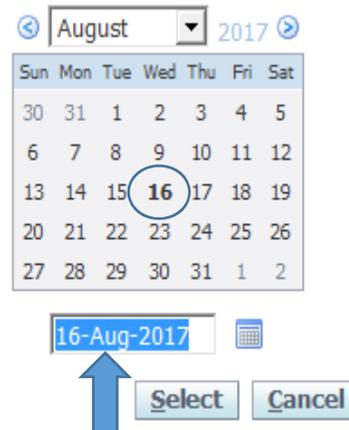
- ✓ In addition to double clicking on the cell for List of Values, click in the desired cell, then click “ADD-INS” on tool bar -> “Oracle” menu on left side in the Add-In toolbar. Select “List of Values” from the drop down menu.



Example: Select the field for “Accounting Date” for your Batch:

- ✓ Double-click on the Accounting data cell. A “Search and Select” window will open displaying a list of values to select from. The current date will be in **bold**. Adjust dropdowns to obtain desired period. Click on the desired date and click “Select”.
- ✓ The date will populate in the appropriate field.

Balance Typ	Actual
Database	AUOHSRITX01.SRITXI
Data Access	RIT
Ledger	RIT
Currency	USD
Chart Of Ac	RIT CHART OF ACCOUNT
Category	*List - Text Adjustment
Source	*List - Text Spreadsheet
Accounting	*List - Date
Batch Name	Text
Batch Descr	Text
Journal Nan	Text
Journal Des	Text



Data Entry Complete in Excel Oracle ADI Journal Entry Template:

- ✓ At this point make sure your entry is complete prior to performing the upload function. Review the following tips to ensure your entry is prepared:
 - Review the header for proper category, date, batch and journal names
 - Review each account line to be sure all lines are enabled
 - Review the line descriptions to make sure they represent the type of entry
 - Review the Footer of your entry to make sure total “Debits” = total “Credits”

Debit	Credit
* Number	* Number
42.00	
	42.00
42.00	42.00

Uploading Excel Oracle ADI Journal Entry Template:

Once all the journal entry lines have been entered into the template, it can be uploaded into the general ledger.

- ✓ Click “ADD-INS” on Excel tool bar -> “Oracle” menu on left side in the Add-In toolbar. Select “Upload” from the drop down menu.
 - A “Journals Upload” window opens showing the following parameters, which automatically default to the correct settings:
 - Rows to Upload – Should always be set to “Flagged Rows”.
 - Automatically Submit Journal Import – Should always be checked.
 - Create Summary Journals – Should never be checked.
 - Upload Unbalanced Journals – Should never be checked.
 - Descriptive Flexfields – Should always be set to “Do Not Import”
- ✓ Click the “Upload” button. A “Journals Upload” window displays showing the progress of the upload process.
 - A message will display in the “Journals Upload” window stating that the upload process has completed with errors if any of the data has been entered incorrectly (the account combinations don’t exist or are disabled in the general ledger). Error information will be listed and how many rows were not uploaded.
- ✓ Click the “Close” button and return to the journal entry template in Excel. In the message section you will see a sad face and an error message next to the invalid combinations. To correct the errored combinations:
 - Double click on one of the segment values in the invalid combination. The ‘Enter Flexfield’ window will appear.
 - Remove ‘Expense Category’ and retry selection by clicking on ‘Combinations’ then ‘Select’.
 - If none exists, contact Accounting Operations acctg@rit.edu (ext. 5-2237) for assistance.
- ✓ Make corrections to journal entry template and reimport.
- ✓ Once the upload process completes successfully the “Journals Upload” window will display a message listing how many rows were successfully uploaded and provide a Journal Import Request ID number. The Journal Import process will start automatically and can be monitored using this request id number.
- ✓ See detailed instructions below to ‘check uploaded entry in general ledger’.
- ✓ If you closed the ADI template before uploading to Oracle, see Appendix II, pg. 18, for instructions on how to upload in future.

Saving Your Template for Reuse

- ✓ From the toolbar select “File” “Save As” and save your template as a macro-enabled spreadsheet ***.xlsm**. Put it in a folder on a secured drive so it is protected and can be reused. **Note:** Save your template *before* you upload the entry.
- ✓ See Appendix II page 18, on how to upload a saved template which was closed during Oracle session.

Additional TIPS and Reminders

- ✓ The RIT Chart of Accounts located on the Controller’s Website is another way to check valid segments and combinations.
- ✓ If you do different “Categories” of journal entries on a regular basis (e.g. Adjustment, Chargebacks, Cash Entries, etc.) create a template for each category.
- ✓ Follow the same process to name your Batch as you do directly in the application. The unique ID# will attach after the upload. **Note:** forgetting to change your Batch Number (151GPM0816-###), your batch will still successfully upload because each upload ID# is unique.
- ✓ Save your files as macro-enabled templates *.XLMS
- ✓ To avoid errors, review your account combinations before you upload your entry
- ✓ The same restriction on object codes apply in ADI as they do directly in the application (e.g. if you cannot access object code 16200 in the application you will not be able to use it in ADI) Forward your entry and back-up to postmyje@rit.edu and Accounting Operations will upload it for you.
- ✓ Only the Budget and Controller’s Offices can upload budget entries

For assistance contact Accounting acctg@rit.edu , ext. 5-2237

APPENDIX I

Detailed Descriptions of Data Fields in Excel Oracle ADI Journal Entry Template

The Header

- ✓ The Header section of the template includes the fields listed below. These are the same fields that are in the Journal Entry form in the Oracle Applications. Those in ***bold italics*** are ***required***.
 - ***Source*** – Journal sources identify the origin of journal entries. The default source for a journal entry created using the Journal Wizard and uploaded from Excel is “Spreadsheet”. There are other sources available for you to choose from in the List of Values. This appendix example uses the source “Spreadsheet”.
 - ***Category*** - Journal categories help differentiate journal entries by purpose or type, such as accrual, payments or receipts. The default category is “Adjustment”.
 - ***Accounting Date*** – The Accounting date is entered in normal date format, (mm/dd/yyyy). Enter the date within the period you want the journal entry to be posted. For example, if you want the journal entry posted in August, and today’s date is August 16th, enter an Accounting Date for today. *If you are doing a journal entry during the first two days of a month that is to be posted for the prior month, make sure you change the calendar back to the prior month and select the last day of that month as your Accounting Date. Failure to do so will result in your entry posting in the new month.
 - ***Batch Name*** – The Batch Name follows the RIT batch naming convention, first 3 numbers of a user’s dept. number, followed by his/her initials, the month, day and the number of the batch for the day, (i.e.: 151GPM0816-01). After the journal entry is uploaded into the general ledger, the source, balance type and request id are added to the batch name, (i.e.: 151GPM0816-01 ***Spreadsheet A Spreadsheet A 9262888 17256059***). *If you are doing a journal entry during the first two days of a month that is to be posted for the prior month, make sure you name your batch as of the last day of the month. For example on September 2nd you prepare a journal entry for August, your batch name is 151GPM0831-01
 - ***Batch Description*** – Information about the batch’s purpose should be entered in this field. If left blank, this field will default to “Journal Import”, the source, and the request id number, (i.e.: ***Journal Import Spreadsheet A 9262888 17256059***). **Note:** You must enter a description that will allow you and Accounting to easily find the information after it has posted to the ledger.
 - ***Journal Name*** – More descriptive information can be entered in this field about the journal entry. If left blank, this field will default to the category and currency, (i.e.: Adjustment USD).

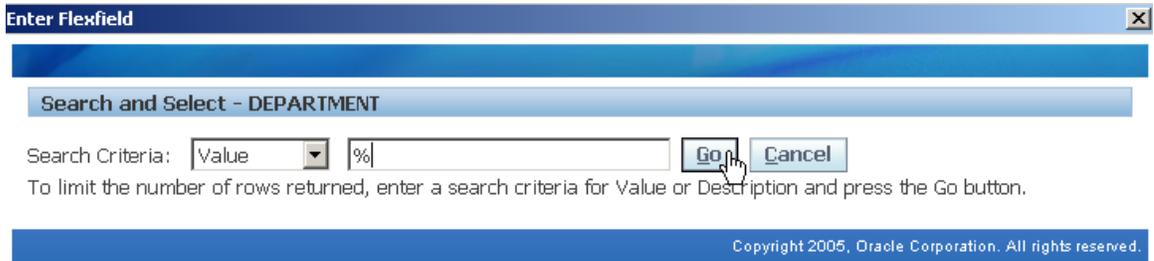
- **Journal Description** – More descriptive information can be entered in this field about the journal entry. If left blank, this field will default to “Journal Import” and the request id number, (i.e.: A 9262888 17256059).

The Body

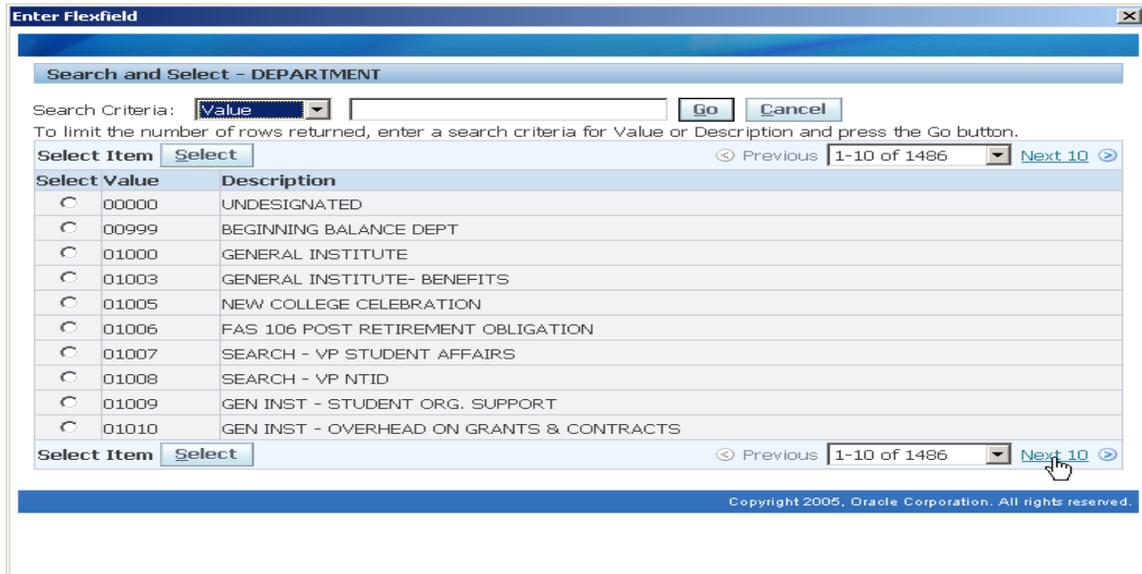
- The body of the Journal Entry template includes the columns listed below. Those in ***bold italics*** are required.
 - ***Upload Flag*** – The upload flag is used to mark the journal entry lines that are to be uploaded into the general ledger. *The Journal Wizard will ignore any rows entered after 3 blank rows, even if they are flagged to be uploaded.* Normally the upload flag will automatically fill in upon entering an account number into the template. You can manually enter an upload flag by clicking in the upload flag column and typing any character on your keyboard.
 - ***Entity, Department, Object, Expense Category, Project and Program*** – These are the 6 segments that make up RIT’s 24 digit account combination. Each segment has its own column and has to be entered separately. To use the List of Values to select the segment values, double click on any of the segments’ cells and the “Enter Flexfield” window will open.
- ✓ Click on the magnifying lens to the right of a segment’s field in the “Enter Flexfield” window to access the segment’s List of Values. The “Search and Select” screen will display for the segment.

The screenshot displays the 'Enter Flexfield' dialog box over a journal entry template. The dialog box is titled 'Enter Flexfield' and contains a table for 'RIT CHART OF ACCOUNTS'. The table has columns for the segment name, a text input field, a magnifying glass icon, and a dropdown menu. The 'ENTITY' field contains '01' and the dropdown shows 'RIT'. The 'PROGRAM' field contains '00000' and the dropdown shows 'NONE'. Other fields (DEPARTMENT, OBJECT, EXPENSE CATEGORY, PROJECT) are empty. The background shows a journal entry template with columns for Balance Type, Database, Data Access, Ledger, Currency, and Chart of Account. The 'Entity' field in the template is highlighted with a green box, and a magnifying glass icon is visible to its right.

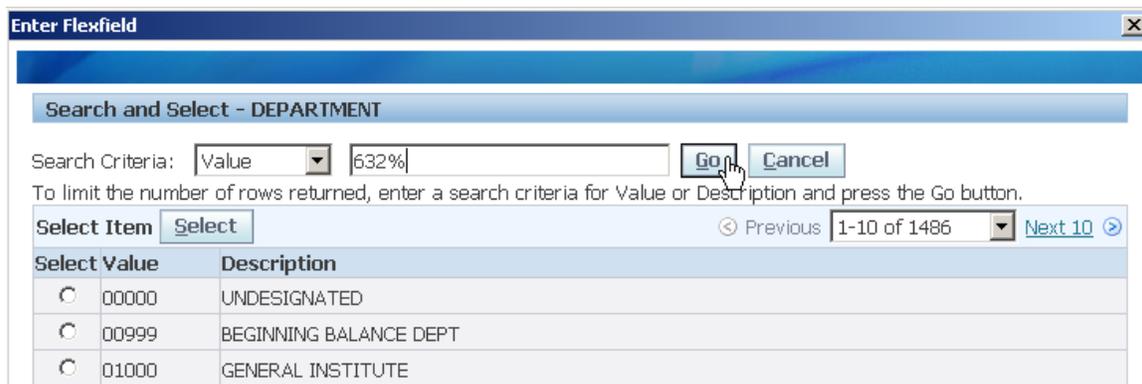
- ✓ To see an entire list of all the values for a segment, enter the wildcard character into the “Search Criteria” field and click on the “Go” button. The entire list of values will display in groups of 10.



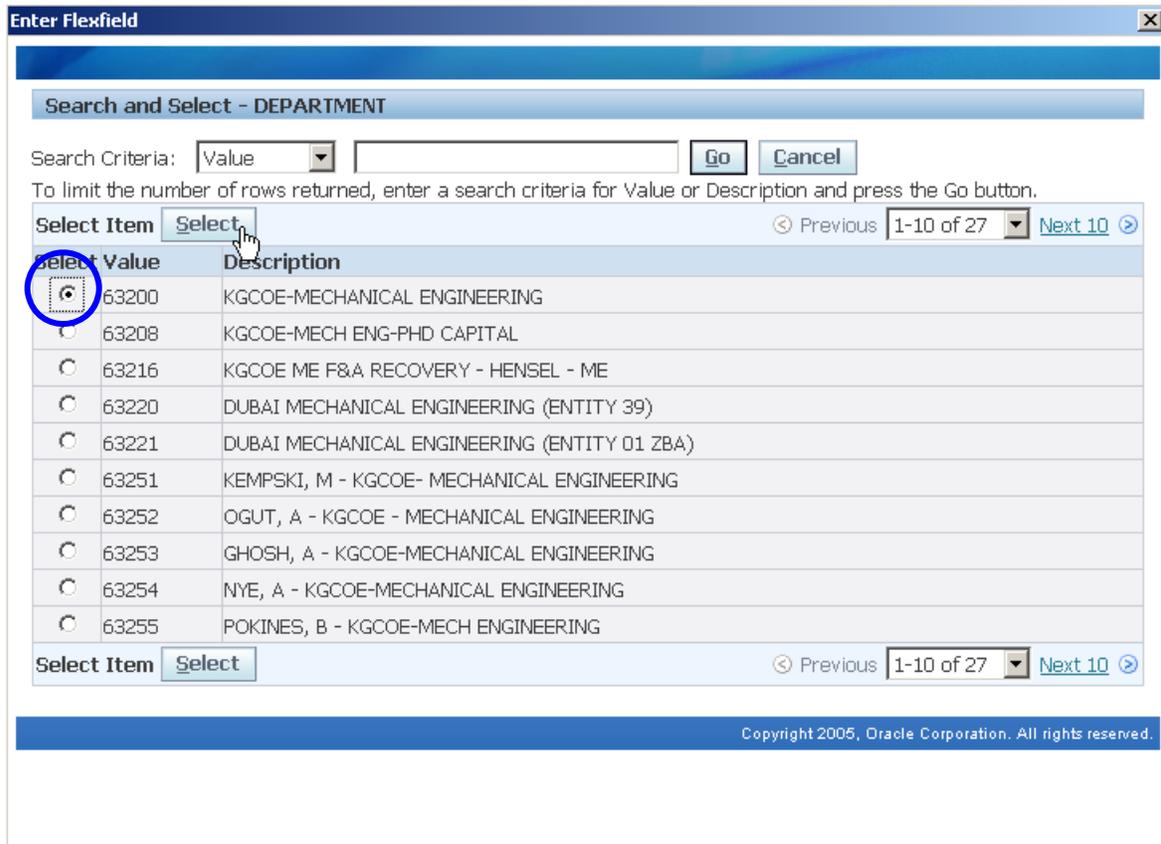
- ✓ To see the next group of 10 values click on the “Next 10” button in the lower right hand corner of the window. You can also click on the drop down list of groups of 10 to scan through the list.



- ✓ If you know the first couple characters of the segment value, you can see a reduced list of values by using the wildcard character. For example; you know the Mechanical Engineering department number you want to enter starts with “632”. Enter “632%” in the “Search Criteria” field and click on the “Go” button. A reduced list of values starting with department number “63200” will display for you to choose from.



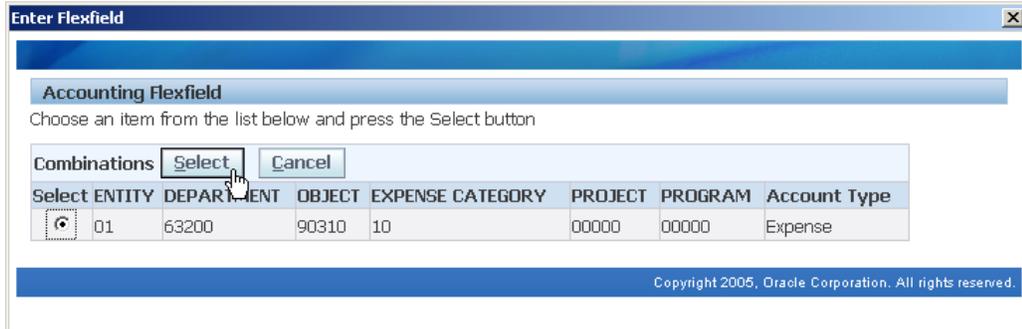
- ✓ Once you find the value you want to enter click on the select circle to the left of the value you want to enter into the field and click on the “Select” button.



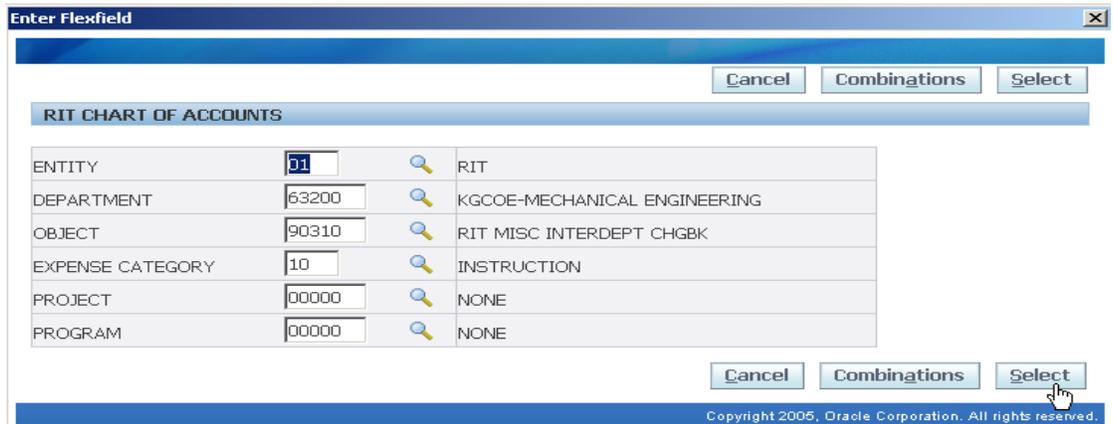
- ✓ The segment field will fill in on “Enter Flexfields” window. If you know some of the segment values, such as Project, but not all, you can enter those you do know and then click on the “Combinations” button. For example; enter “90310” in the “OBJECT” field, and “00000” in the “PROJECT” field. Click on the “Combinations” button to see which accounts currently exist.



- ✓ An “Accounting Flexfield” window will display a list of 24 digit account combinations to choose from. Select the account you want to enter, click on the “Select” button, and the values are entered into the fields on the “Enter Flexfield” window.



- ✓ Click on the “Select” button and an information window will tell you if the account number is valid.



- ✓ Click on the “Select” button again and the account number will fill in on the journal entry template in the Excel spreadsheet. At the same time the upload flag will fill in automatically. Press the tab key repeatedly to move your cursor to the “Debit” field.

Note: When you enter accounts using the Accounting Flexfield screen, the account combination is validated at the time you click on the “Select” button. This doesn’t happen if you manually type or paste the account numbers into the journal entry template. In that case the accounts will be validated during the upload process.

Debit, Credit – There can only be an amount in one of these columns per row. If there are amounts in the debit and the credit column on the same row, an error will display after you attempt to upload it into the general ledger.

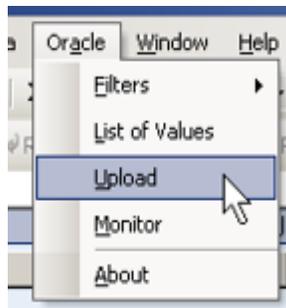
View Context	View Header	View Line
Balance Type	Actual	
Database	AUOHSRITX01.SRITXI	
Data Access Se	RIT	
Ledger	RIT	
Currency	USD	
Chart Of Accou	RIT CHART OF ACCOUNT	
Category	* List - Text: Adjustment	
Source	* List - Text: Spreadsheet	
Accounting Da	* List - Date: 8/16/2017	
Batch Name	Text: 151GPM0816-01	
Batch Descript	Text: Move supplies expense to correct department	
Journal Name	Text: Move supplies expense to correct department	
Journal Descrip	Text: Move supplies expense to correct department	

Upl	ENTITY	DEPARTMENT	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM	Debit	Credit	Line Description
	* List - Text						* Number	* Number	Text
	01	63200	90310		10	00000	00000	42	Move expense from dept # 15100

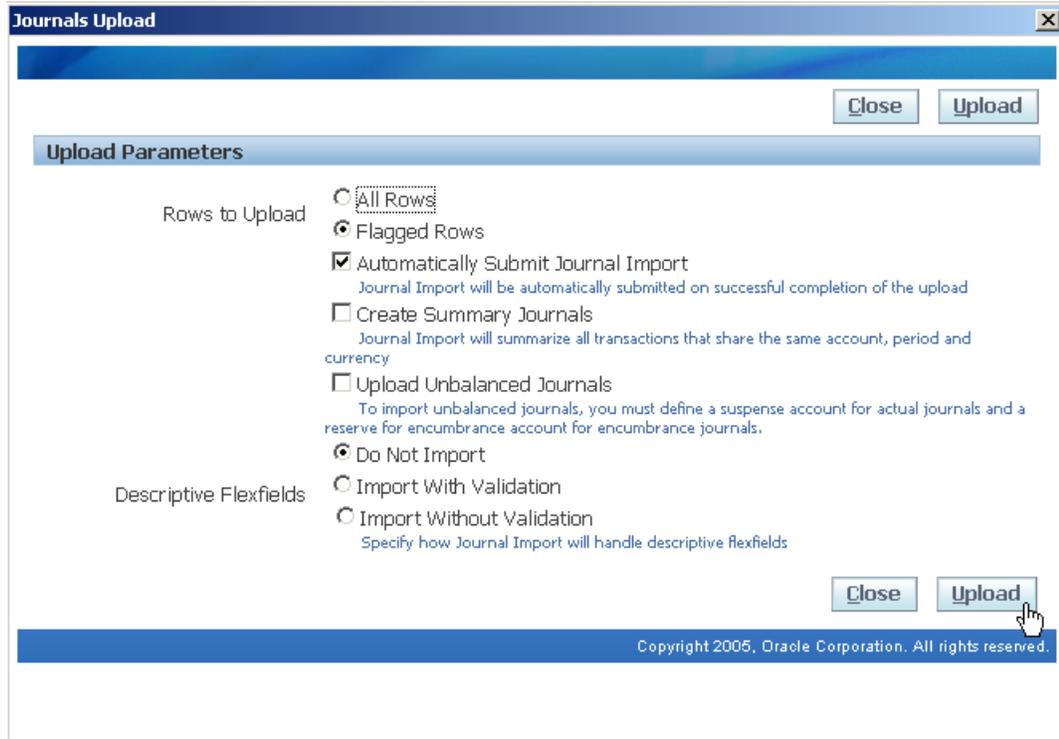
Note: To widen the width of the “Line Description” column to the correct width, select the column, from the toolbar select “Home”, click on the “Format” menu, click on “AutoFit Column Width”

Uploading Your Entry into the General Ledger

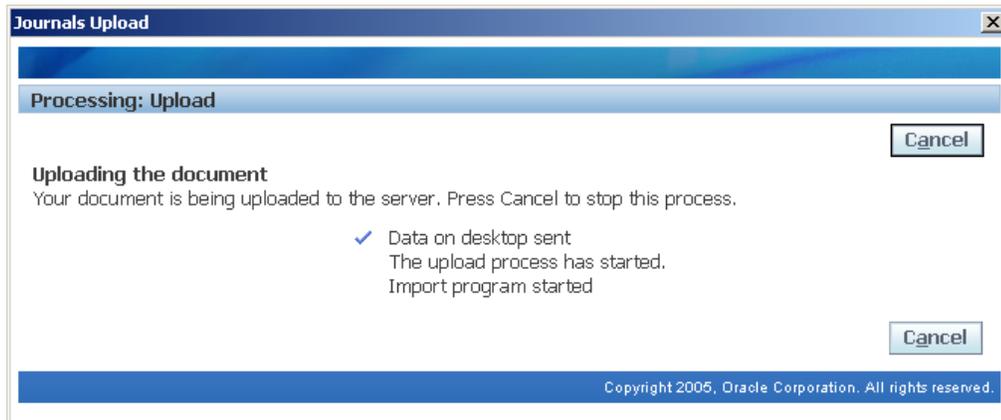
- ✓ Once all the journal entry lines have been entered into the template, it can be uploaded into the general ledger.
- ✓ If you closed the ADI template before uploading to Oracle, see Appendix II, pg. 18, for instructions on how to upload in future. Otherwise see instructions below.
 - Click on the “Oracle” menu in the Excel Menu toolbar at the top of the page. Click on “Upload” from the drop down menu.



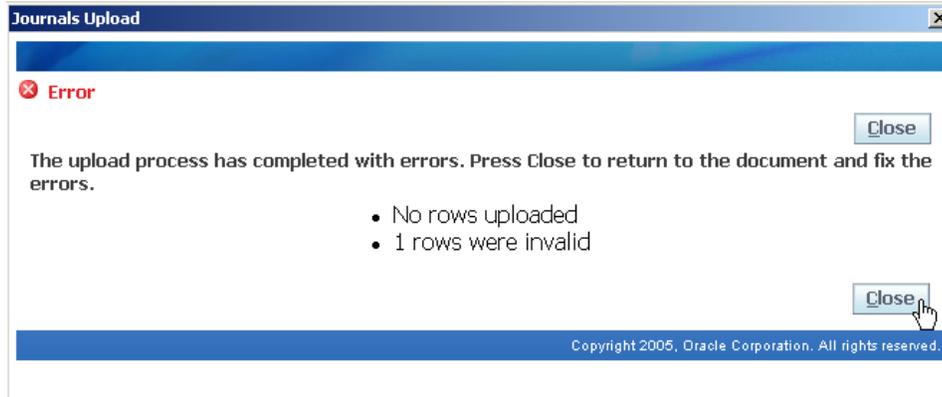
- A “Journals Upload” window opens showing the following parameters, which automatically default to the correct settings:



- Click on the “Upload” button. A “Journals Upload” window displays showing the progress of the upload process.



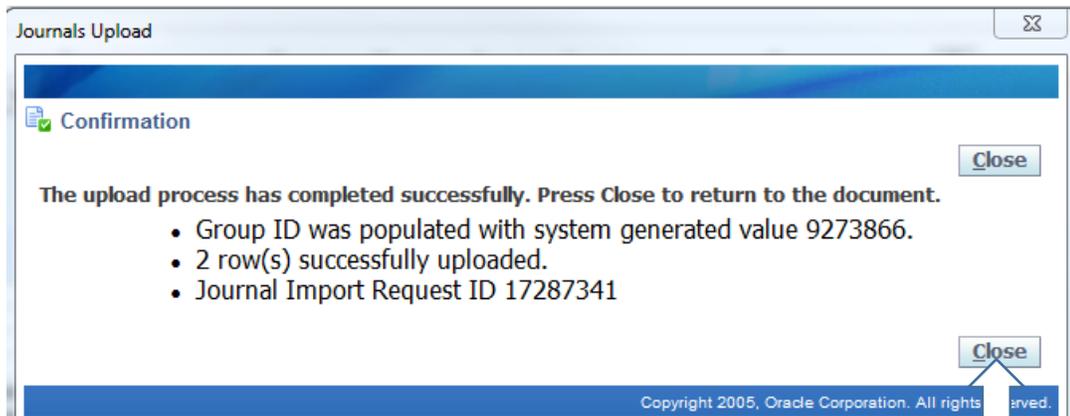
- If any of the data has been entered incorrectly, (the account combinations don't exist or are disabled in the general ledger), a message will display in the “Journals Upload” window stating that the upload process has completed with errors. It should list out how many rows were invalid, if any of the information in the header section is invalid, and that no rows were uploaded.



View Context	View Header	View Line
Balance Type	Actual	
Database	AUOHSRITX01.SRITXI	
Data Access S	RIT	
Ledger	RIT	
Currency	USD	
Chart Of Acco	RIT CHART OF ACCOUNT	
Category	* List - Text Adjustment	
Source	* List - Text Spreadsheet	
Accounting Da	* List - Date 8/16/2017	
Batch Name	Text 151GPM0816-01	
Batch Descrip	Text Move supplies expense to correct department	
Journal Name	Text Move supplies expense to correct department	
Journal Descrip	Text Move supplies expense to correct department	

Up	ENTITY	DEPARTMENT	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM	Debit	Credit	Line Description	Messages
	* List - Text						* Number	* Number	Text	
	01	63200	90310		10	00000	00000	42	Move expense from dept # 15100	
	01	15100	90310		20	00000	00000	42	Move expense to dept# 63200	Please choose an existing combination.

- Click the “Close” button and return to the journal entry template in Excel. In the message section you will see a sad face and an error message next to the invalid combinations. Go to the Chart of Accounts on the Controller’s Office Website and search for your combination under a different FEC value. If none exists, contact Accounting Operations acctg@rit.edu (ext. 5-2237) for assistance.
- Once the upload process completes successfully the “Journals Upload” window will display a message listing out how many rows were successfully uploaded and provide a Journal Import Request ID number. The Journal Import process will start automatically and can be monitored using this request id number.



- Click on the “Close” button to close the “Journals Upload” window.

Messages – This section is filled in by the Journal Wizard after an upload attempt has been made. If an account combination is invalid or the journal entry is out of balance a **sad face and an error message** will display. If the upload process was successful, a **happy face** will display next to each account combination.

Sad Face with Error Message

Category	* List - Text	Adjustment
Source	* List - Text	Spreadsheet
Account	* List - Date	8/16/2017
Batch N	Text	151GPM0816-01
Batch D	Text	Move supplies expense to correct department
Journal	Text	Move supplies expense to correct department
Journal	Text	Move supplies expense to correct department

Upl	ENT	DEPARTM	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM	Debit	Credit	Line Description	Messages
* List - Text							* Number	* Number	Text	
Pe	01	63200	90310		35	00000	00000	42	move expense from dept# 15100	☹ Please choose an existing combination.
Pe	01	15100	90310		35	00000	00000	42	move expense to dept# 63200	
Totals:							42	42		

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Happy Face – Success!

Category	* List - Text	Adjustment
Source	* List - Text	Spreadsheet
Account	* List - Date	8/16/2017
Batch N	Text	151GPM0816-01
Batch D	Text	Move supplies expense to correct department
Journal	Text	Move supplies expense to correct department
Journal	Text	Move supplies expense to correct department

Upl	ENT	DEPARTM	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM	Debit	Credit	Line Description	Messages
* List - Text							* Number	* Number	Text	
	01	63200	90310		10	00000	00000	42	move expense from dept# 15100	😊
	01	15100	90310		35	00000	00000	42	move expense to dept# 63200	😊
Totals:							42	42		

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Checking your Uploaded Entry in the General Ledger

- ✓ Click “Journals” ->“Enter” from your journal entry responsibility (e.g. RIT-GL JOURNAL ENTRY ONLY).
- ✓ The “Find Journals” window opens
- ✓ In the “Batch” field enter only a portion of your batch name and the “%” wildcard
- ✓ In the “Period” field enter the proper accounting period
- ✓ Click on “Find”

The screenshot shows the 'Find Journals' window with the following fields and values:

- Batch: 151GPM0816%
- Journal: (empty)
- Ledger: (empty)
- Source: (empty)
- Category: (empty)
- Period: AUG-17
- Currency: (empty)
- Status: Posting (empty), Funds (empty)
- Control Total: Batch (empty), Journal (empty)

Buttons at the bottom include: Clear, New Batch, New Journal, and Find (highlighted with a blue arrow). A 'More' button is also present.

- ✓ Your entry will appear in the “Enter Journals” window. Note your batch name will include the Upload ID# for that batch. You will need to use the “%” wildcard every time you upload an entry in ADI. You will not need to memorize the upload ID #

The screenshot shows the 'Enter Journals (RIT)' window with the following table:

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal De	Journal Credit
Unposted	Spreadsheet	Adjustment	AUG-17	151GPM0816-01 Spreadsheet A 92	Move supplies expens	USD	42.00	42.00

APPENDIX II



Rochester Institute of Technology

SSO & MFA WEBADI login to reuse ADI templates

The SSO & MFS WebADI login allows the user to reuse existing ADI templates in Excel within a 4-hour timeout session. When the session times out the user can log in again and continue to use the same template.

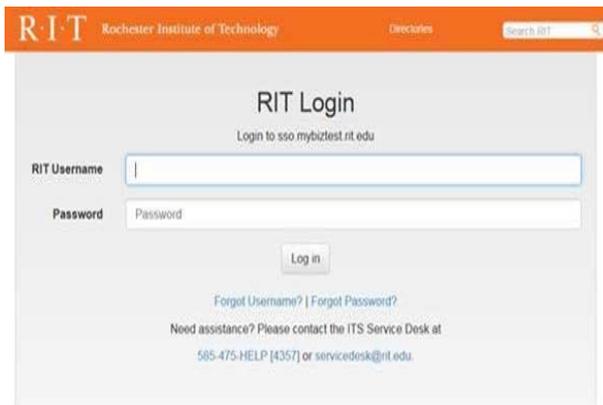
1. Close all Excel spreadsheets.
2. Go to <https://mybiz.rit.edu>



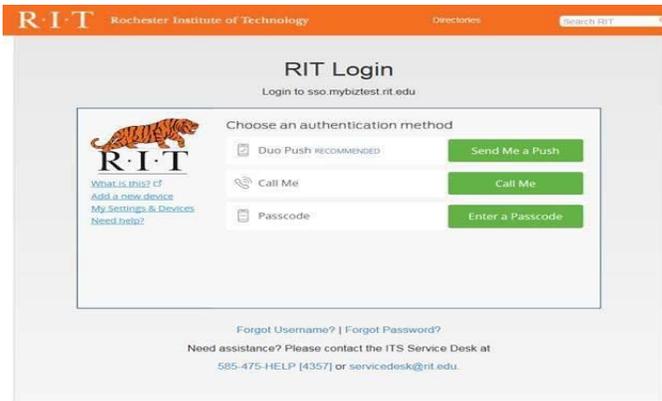
3. Click on the “Click here for WebADI” button.



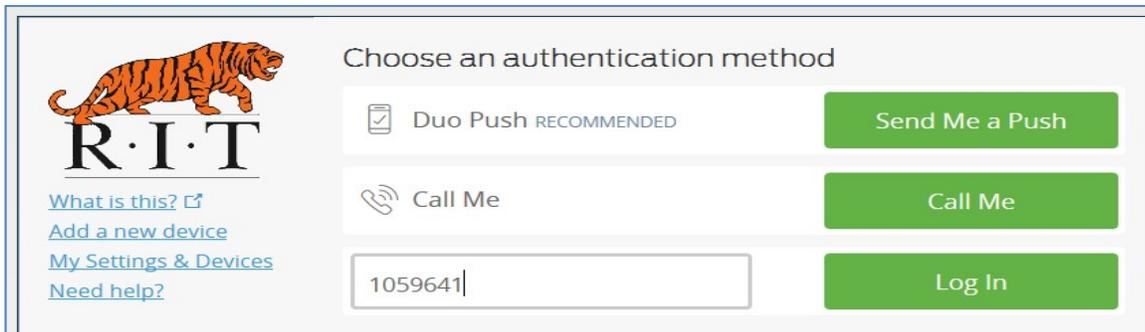
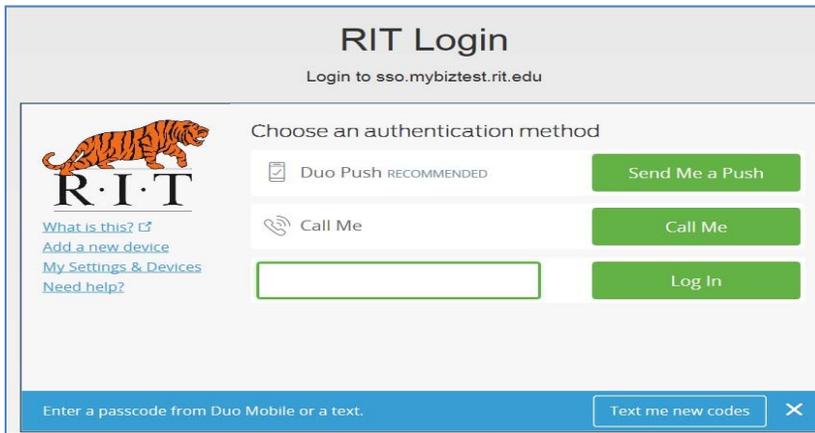
4. Login using your RIT Computer Account user-id and password, (email account)



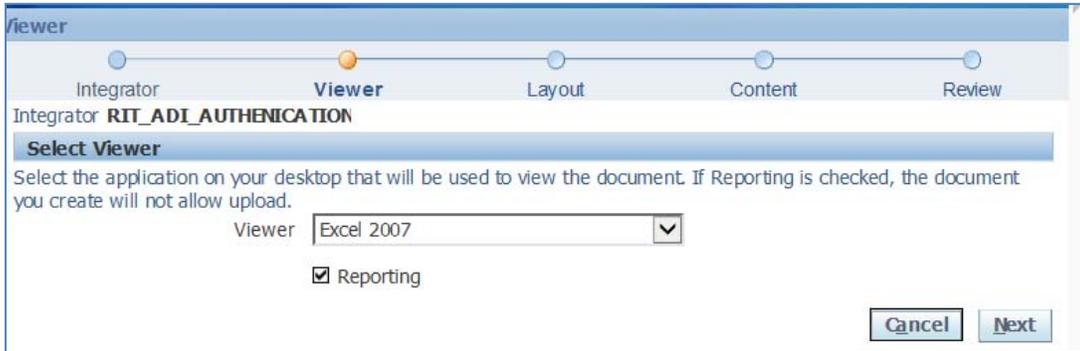
- 5. If you haven't yet, enroll in the DUO Application on your phone.
- 6. Choose an authentication method.



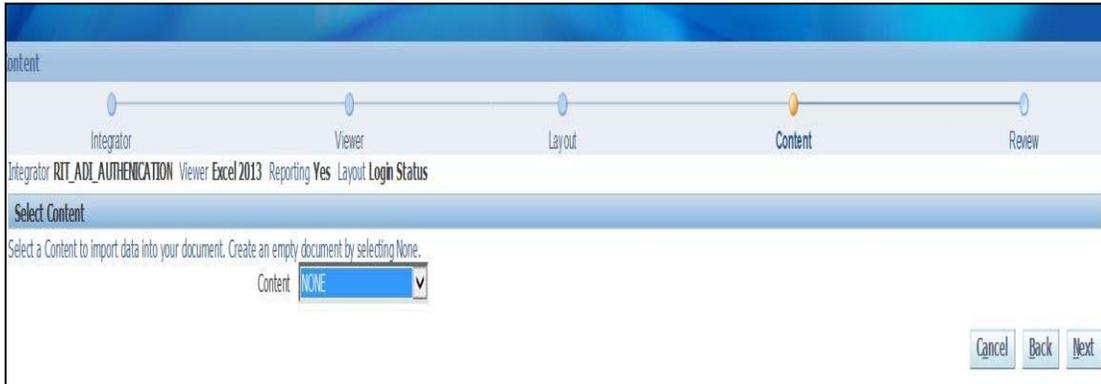
- 7. Depending on which authentication mode you selected, perform the following action:
 - a. Duo Push: Accept the “Push” on your phone
 - b. Call Me: Answer the phone call and follow instructions to login.
 - c. Passcode: Click on the green key on your phone and enter number into the field next to “Log in” in the RIT Login screen.



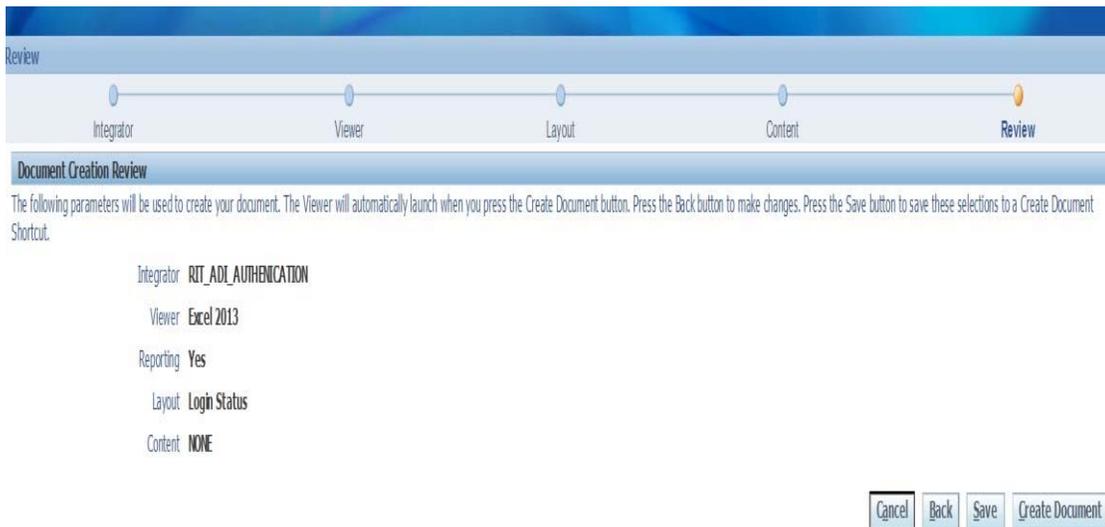
- 8. A Viewer screen will open. Leave “Excel 2007” in the “Viewer” field and click the “Next” button.



- 9. Leave “None” in the “Content” field and click the “Next” button.



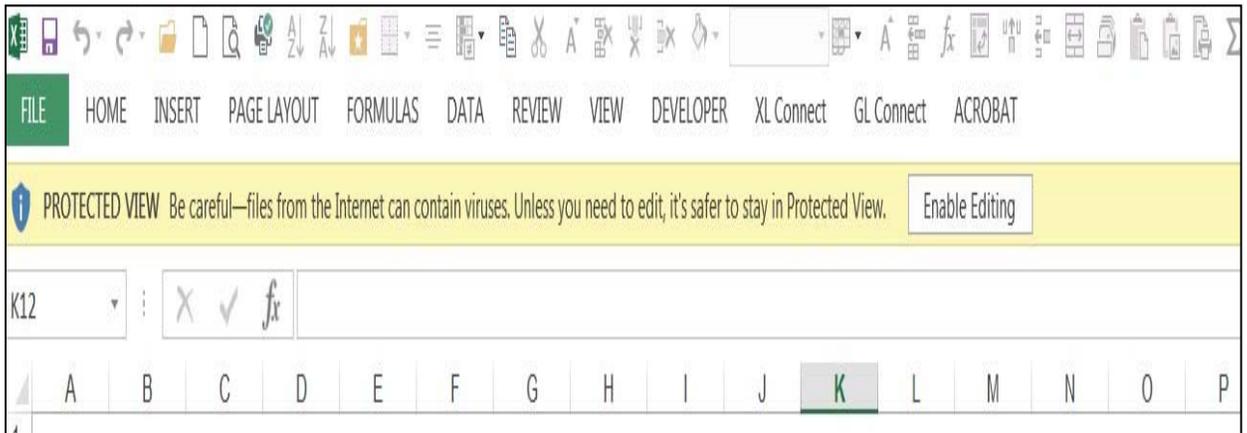
- 10. Click the “Create Document” button.



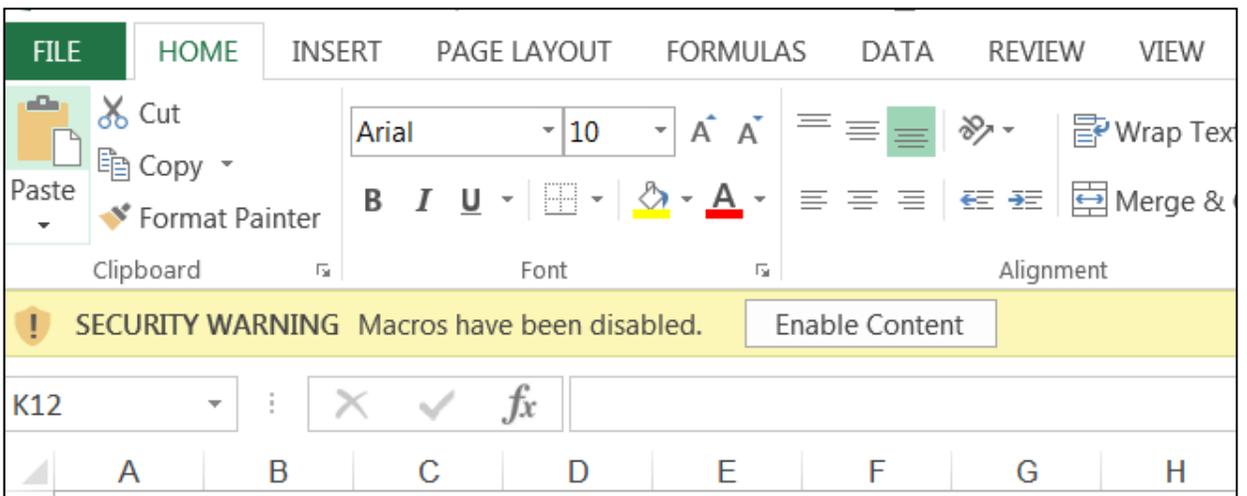
- 11. An Information screen will open and a popup screen will open. You will be prompted to open or save the document. Click the “Open” button.



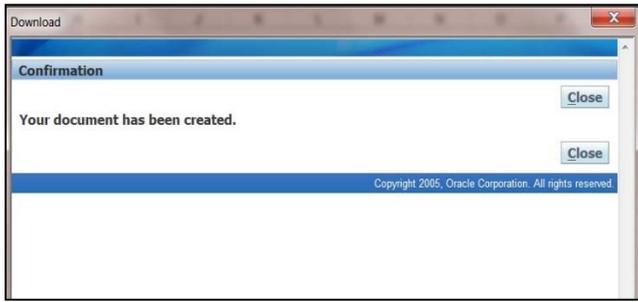
- 12. Excel will open a workbook on your screen. Enable Editing.



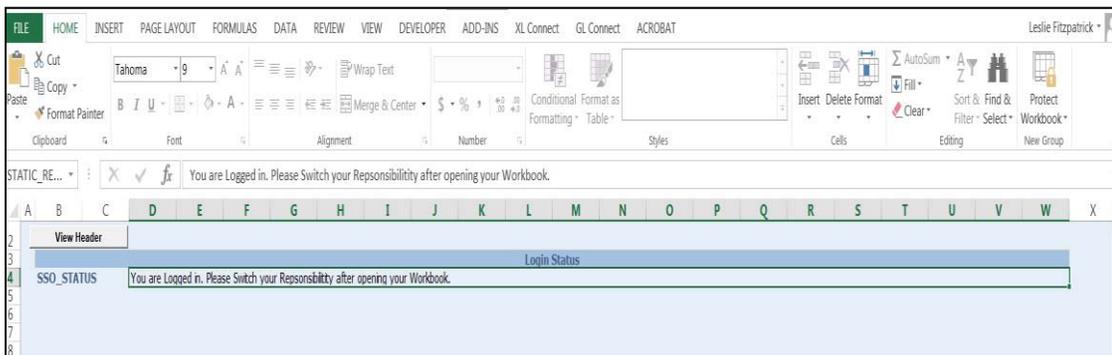
- 13. Enable Content.



14. Click “Close”

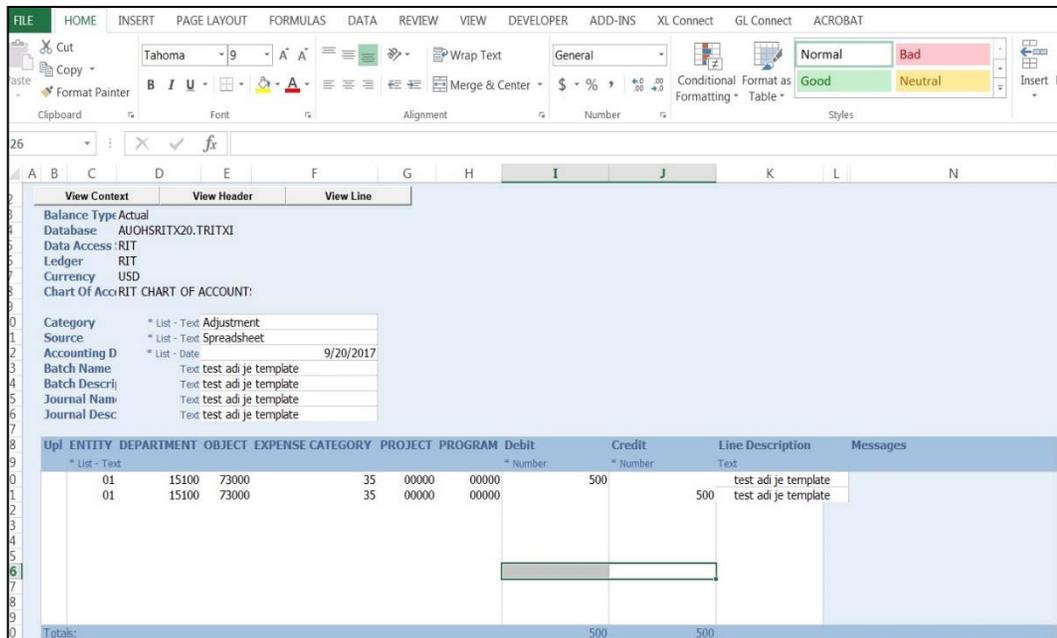


15. A blue template will open in Excel.

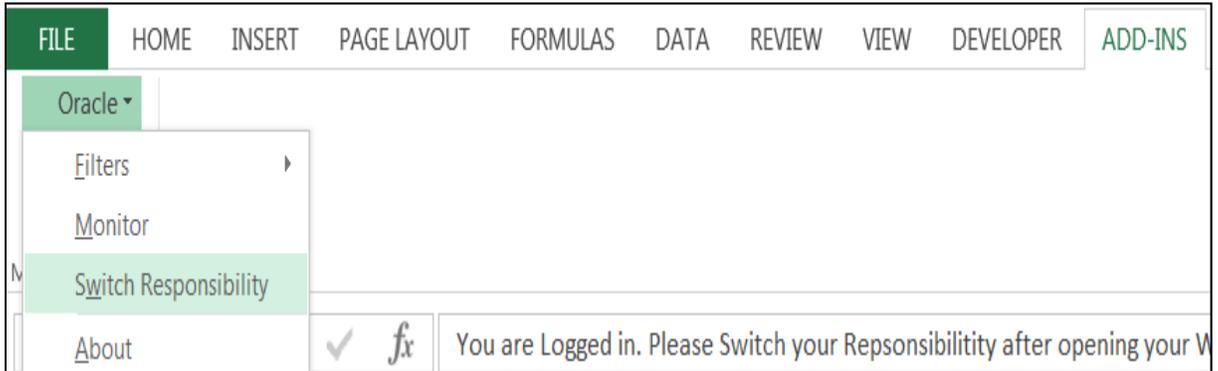


16. Open an existing ADI Template.

- a. The user must always open the ADI template **AFTER** he/she has logged into a secured authentication workbook.
- b. Once ADI template has been opened user **MUST** choose an Oracle responsibility.



- 17. Select a responsibility by clicking on the “ADD-INS” tab and selecting “Switch Responsibility” from the Oracle drop down list.



- 18. Update, upload, and save the ADI template as you normally would in Excel using the Oracle Add-In.
- 19. Do not close the Excel authentication session until you have finished uploading all of ADI templates. Once closed a new session will have to be opened by logging in again.