

ORACLE®

Create Journal

* Required **At least one is required

If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set	UW CAD	*Group ID	300000002483092
Journal Description	Allocate Office Supplies	*Source	Spreadsheet
*Ledger	UW CAD	*Category	Adjustment
*Accounting Date	2018-01-15	Reversal Period	
Adjusting Period		Reversal Date	
Worksheet Status		Reference Date	
		Journal Validation Status	

Total Entered Debit	500.00
Total Entered Credit	500.00
Total Accounted Debit	0.00
Total Accounted Credit	0.00

Scenario: The History Department and the Philosophy Deptment Share a Supply Closet. The closet's supplies are charged to History's account (Dean's office Program), and twice per year, the total cost incurred is allocated 50% to the Philosopy Department (Dean's office). You note at the 6 month mark that \$500 must be allocated to the Philosophy Department.

Note: Some columns are hidden for the purpose of this handout.

Journal Lines

Changed	Row Status	*FUND [..]	*DEPARTMENT [..]	*PROGRAM [..]	*PROJECT [..]	*NATURAL ACC	*CLASSIFICATION [..]	*INTERFUND [..]	*FUTURE USE [..]	*Currency	**Entered Debit	**Entered Credit	Line Description
		01	1030	10300	000000	82210	000	00	000	CAD		500.00	Allocate Philosophy's share of Office Supplies at 6 months
		01	1040	10400	000000	82210	000	00	000	CAD	500.00		Allocate Philosophy's share of Office Supplies at 6 months

Once complete, send to PostMyJE@uwindsor.ca