## 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 $\rightarrow$ 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.

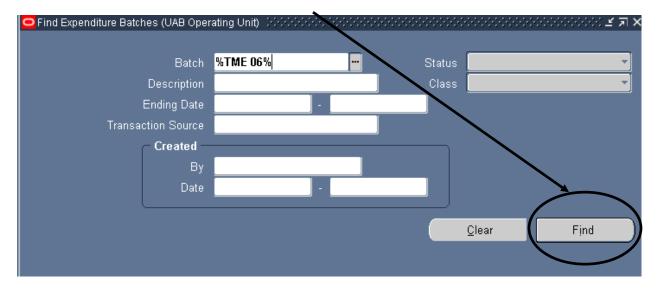
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Below is a description of the fields that can be used in the form:

Ватсн	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.



**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* ( $\downarrow$ ) key to view each returned batch.

Expenditure	Expenditure				
Batch	Ending Date	Description	Status	Ву	Date
TME 060105 01	04-JUN-2005	Miscellaneous Trans	Released	Ealy, Tina M	01-JUN-2005 🔷
TME 060306 01	03-JUN-2006	TRANSFER RESIDUA	Released	Ealy, Tina M	01-JUN-2006
TME 060306 02	03-JUN-2006	CORRECT VOID CHE	Released	Ealy, Tina M	01-JUN-2006
TME 060407 05	09-JUN-2007	RETURN DEBIT CARI	Released	Exly, Tina M	04-JUN-2007
TME 060508 03	07-JUN-2008	RETURN OF VISA GI	Released	Ealy, Tina M	05-JUN-2008
TME 060705 01	11-JUN-2005	Miscellaneous Trans	Released	Ealy, Tina M	07-JUN-2005
TME 060908 01	14-JUN-2008	INTEREST INCOME	Released	Ealy, Tina M	09-JUN-2008
TME 061306 10	17-JUN-2006	TRANSFER RESIDUA	Released	Ealy, Tina M	13-JUN-2006
TME 061405 01	18-JUN-2005	BOOK INTEREST	Released	Ealy, Tina M	14-JUN-2005 📃 🚽

3. Select the desired batch, and the 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 <u>here</u>. For entries involving both GA and GL Accounts, click <u>here</u>.

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30-APR-2004	235289	04.01	14718	19	6209999	MISC	CEXTEI	-3415		Reclass	- GA/GL	BESS
30-APR-2004	235289	04.02	14718	50	6209999	MISC	C EXTEI	-20		Reclass	- GA/GL	BESS
02-MAY-2005	227800	01.01	15278	)0	8208030	SUP	P-NON(	910		Reclass	- GA/GA	RECL
02-MAY-2005	227800	01.01	15278	)0	8908054	COM	PUTER	-910		Reclass	- GA/GA	RECL
02-MAY-2005	227800	01.01	15278	)0	8208030	SUP	P-NONC	5799.6	1	Reclass	- GA/GA	RECL
00 MAY 2005	227800	01.01	15278	)0	8908054	COM	PUTER	-5799.6	61	Reclass	- GA/GA	RECL
02-MAY-2005												

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
Таѕк	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

## 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.

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Credit Account	<b>P-2004</b>	227373	01.01	1527373	8704	019 EXT RENT-(	463	.11	Reclass - GA/GA	MAY& JUNE				
	P-2004	227373	05.01	1527373	8591	031 EQUIP MAII	-377	.81	Reclass - GA/GA	APRIL & MA				
	Y-2005	300792	05.01	2000416	8591	031 EQUIP MAII	377.	.81	Reclass - GA/GA	APRIL & MA				
Debit Account	Y-2005	300792	01.01	2000416	8704	019 EXT RENT-0	463.	.11	Reclass - GA/GA	MAY & JUNE				
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#### 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.

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1-2004	225815	01.01	1525	815	81030	020 SAL-PR	ROF I	49.7	2		Reclass	- G.	A/GL	DITTLE, J	EF
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1-2004	225815	01.01	1525	i815	81910	)12 GRP B	COM	26.3	8		Reclass	- G	A/GL	CFB	
R-2004	225815	01.01	1525	i815	81020	99 SAL-01	THER	490×	4.28		Reclass	- G	A/GL	WINDLE,	MI
R-2004	225815	01.01	1525	815	81910	011 GRP A	COM	110	8.37		Reclass	- G	VGL	CFB	
R-2004	225815	01.01	1525	i815	81020	099 SAL-01	THER	<b>490</b> 4	4.21		Reclass	- G	/GL	WINDLE,	М
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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.

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#### 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 cicking 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**.

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	1-2004	225815	01.01	1525815		020 SAL-PROF	-		Reclass - GA/GL	
	1-2004	225815	01.01	1525815	8191	012 GRP B CON	26.3	38	Reclass - GA/GL	CFB
	R-2004	225815	01.01	1525815	8102	099 SAL-OTHER	490	4.28	Reclass - GA/GL	WINDLE, MI
	R-2004	225815	01.01	1525815	8191	011 GRP A COM	110	8.37	Reclass - GA/GL	CFB
	R-2004	225815	01.01	1525815	8102	099 SAL-OTHEF	490	4.21	Reclass - GA/GL	WINDLE, MI
	R-2004	225815	01.01	1525815	8191	011 GRP A CON	110	8.35	Reclass - GA/GL	CFB
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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.

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	Open Save Cancel
🔽 Alwa	ys ask before opening this type of file
0	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

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.

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The file should now save to the computer.

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

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

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

# GA Journal Entry Batches— View Only

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

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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.

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4	31-Jan-04	225815	1.01	1525815	8191012 G	26.38	Reclass -	CFB												
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6	31-Mar-04	225815	1.01		8191011 G		Reclass -													
7	30-Apr-04	225815	1.01		8102099 S		Reclass -		MICHAEL											
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10	30-Nov-04	300790	1.01		8191012 G		Reclass -													
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6	31-Mar-04	225815 1.		5 8191011 GRP A COMP FR BENEFITS			GA/GL.2101032.000.110100000.01000000.0000.819101	
7	30-Apr-04	225815 1.		5 8102099 SAL-OTHER FACULTY			GA/GL.2101032.000.110100000.01000000.0000.810209	
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9	30-Nov-04	227394 1.		4 8191012 GRP B COMP FR BENEFITS		Reclass -		CFB
10	30-Nov-04	300790 1.		5 8191012 GRP B COMP FR BENEFITS		Reclass -		CFB
11	18-Apr-05	300998 4.		1 8201099 SUPP-OTHER OFF/ADMIN		Reclass -		STAPLES
12	18-Apr-05	300998 1.		1 8201099 SUPP-OTHER OFF/ADMIN		Reclass -		STAPLES
12	20-Apr-05	300998 4.		1 8301050 CONFERENCES/TRAINING		Reclass -		UABCR13644
14	20-Apr-05	300998 1.		1 8301050 CONFERENCES/TRAINING		Reclass -		UABCR13644
14	20-Apr-05	300998 4.		1 8301050 CONFERENCES/TRAINING		Reclass -		UABCR13647
15	25-Apr-05	300998 4.		1 8701010 USPS POSTAGE/SHIPPING		Reclass - Reclass -		POSTOFF
16	25-Apr-05	300998 4.		1 8704015 EXT RENT-VEHICLE		Reclass - Reclass -		
								AL LIMOSINE INC
18	25-Apr-05	300998 1.		1 8301050 CONFERENCES/TRAINING		Reclass -		UABCR1376850
19	25-Apr-05	300998 1.		1 8701010 USPS POSTAGE/SHIPPING		Reclass -		POSTOFFJ10
20	25-Apr-05	300998 1.		1 8704015 EXT RENT-VEHICLE		Reclass -		AL LIMOSINE INC
21	26-Apr-05	300998 1.		1 8609998 OTHER SERVICES		Reclass -		THREE ON A STR
22	26-Apr-05	300998 4.		1 8609998 OTHER SERVICES		Reclass -		THEE ON A STRU
23	28-Apr-05	300998 1.		1 6209999 MISC EXTERNAL S/S REV			GA/GL.0000000.000.213100784.010000000.0000.110200	
24	28-Apr-05	300998 4.		1 6209999 MISC EXTERNAL S/S REV			GA/GL.0000000.000.213100784.010000000.0000.110200	
25	12-May-05	300998 4.		1 8605020 PRINTING SERVICES		Reclass -		J RAG INC
26	12-May-05	300998 1.		1 8605020 PRINTING SERVICES		Reclass -		J RAG INC
27	27-May-05	300998 1.		1 8701099 OTHER SHIPPING SERVICE		Reclass -		UPS
28	27-May-05	300998 4.	01 200073	1 8701099 OTHER SHIPPING SERVICE	6.84	Reclass -	GA/GA	UPS
29								
30								
31								
32								

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