Directions on how to Complete a Journal Transfer

- 1. Open up Oracle
- 2. Click on FN Document Entry/Approval \rightarrow General Ledger \rightarrow Journals \rightarrow Enter

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| UAB AP End User | | | | | | | | | | |
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| UAB Self Service Applications | Document Locator | | | ۰, | | | - | | | × |
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3. Once inside the application, click on "New Batch"

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| | Batch Status | Funds Status | Approval Status | Balance Type | Source | Category | Batch Name | Journal Name |
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4. Once you've opened a new Batch, the image below will pop up. Create a description of: "International Visiting Scholar Application Fee – IVS______ (Type name of your international visitor)

| Batch (UAB SET OF BOOK | S) 14144444444444444444444444444 | ******** | | | >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> |
|------------------------|----------------------------------|--------------------------|---------------|-----------|---------------------------------------|
| Batch | Manual 17198365 20-SEP-2024 | 12:59:15 | | - Status | |
| Period | SEP-2024 | Balance Type | Actual | Posting | Unposted |
| Description | International Visiting Scholar | Application Fee IVS NAME | | Funds | Required |
| | | | | Approval | N/A |
| Control Total | | | []] | | |
| - Batch Totals | | | | - Details | |
| | Debit | Credit | | Created | 20-SEP-2024 |
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| Journals | | Check Funds | Reserve Funds | s | |
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| Reverse Batch | Approve | Change Period | | | |
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5. Click on "Journals" near the bottom of the page.

| Batch (UAB SET OF BOOK) | S) (1999): 199 | | | | ×>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> |
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6. Once you've clicked on Journals, the new screen below will pop up.

| Journals (UAB SET OF BO Journal | DKS) - [New] Doctorio | | | Conversior | 1 | Reverse - | | ्ड्र ज |
|------------------------------------|-----------------------|-----------------------|--------------|------------|-------------|-------------|--------------|-----------|
| Description | International Visitin | g Scholar Application | Fee - IVS | Currency | USD | Date | | |
| Ledger | UAB SET OF BOO | Category | | Date | 20-SEP-2024 | Period | | |
| Period | SEP-2024 | Effective Date | 20-SEP-2024 | Туре | User | Method | Switch Dr/Cr | - |
| Balance Type | Actual | Budget | | Rate | 1 | Status | Not Reversed | |
| Clearing Company | | | Not Required | | | | Reverse | |
| | | Control Total | | | L L | | | |
| Lines Other | Information | | | | | | | |
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| Acct Desc | | | | | | | | |

- 7. Put the same description in as before: "International Visiting Scholar Application Fee IVS International Visiting Scholar Application Fee IVS ______ (Type name of your international visitor).
- 8. Then click within the category section, and 3 dots will appear to the right. Click these 3 dots, then search for "Miscellaneous Transaction". Click "ok".

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| Journ | nals (UAB SET OF BO | DKS) - [New] Distriction | | ******* | | Find <mark>%</mark> | | |
| | Journal | | | | C C | | _ | |
| | Description | International Visitir | ng Scholar Application | Fee - IVS | C | Category | Desc | cription |
| | Ledger | UAB SET OF BOO | Category | | | Cash Disb - Manual | UAB | Cash Disbursements - Misc Manual |
| | Period | SEP-2024 | Effective Date | 20-SEP-2024 | | Cash Rec - Manual | UAB | Cash Receipts - Misc Manual |
| | Balance Type | Actual | Budget | | | MUF Central Rev Realloc | UAB | Misc Unrestricted Funds Central Re |
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9. Click in the "Line" box and put a "10" in the first Line box. Then click in the Account Box, click on the 3 dots to the right and search for you're the Oracle Account Number that the funds will come from. If you know that Account Number, simply enter your Account Number in the Account Box.

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| Journa | al Manual 17433754 20 |)-SEP-2024 17:00:43 | | Conversion | | Reverse - | | v – | |
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| Perio | d SEP-2024 | Effective Date | 20-SEP-2024 | Туре | User | Method | Switch Dr/Cr | •] | |
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** Please make sure that the account number to be debited is an unrestricted account and put **YOUR** Department account number in the first line. Select the original Account, <u>not</u> the account that has a "21" in front of the Account number. *** Then, Click ok.

10. Put in the Object Code for transferring funds out which is <u>4206099</u>. (The rest of the information in the picture below will automatically populate when you click on your Account Number). Click "Ok".



- 11. In the <u>Debit</u> column on Line 10 put "\$350"
- 12. Go down to the second line and put a "20" in the Line box.
- 13. Click within the Account box and put International Medical Education's (IME) Account Number **3124527.000.213124527.312001500.0000** in this box. You may also click on the 3 dots within the Account Box again and enter IME's Account Number Alias **3124527**, then click "find". Click on the original account number (not with "21" in front of the Account Number). Click "ok".
- 14. Type in Object Code for transferring IN, which is <u>4106099.</u> Click ok.
- 15. Put "\$350" in <u>credit</u> category in Line 2, labeled "20"

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- 16. Click <u>save</u> with both the Batch (UAB Set of Books) and Journals (UAB Set of Books) boxes open. We suggest that you screenshot this page for your records. Then, you may exit out of the <u>Journals box</u>, keeping the Batch Box open.
- 17. Now click on OnBase button at the top of the screen and upload your required documentation (The email from Ashley outlining a \$350 transfer request to International Medical Education's Account for an International Visiting Scholar should be included in the documents uploaded). Click "Import documents".
- 18. Once the screen says your documents have been **Imported Successfully**, you may close out of OnBase and return to your <u>Batch Screen</u> (see below screen).
- 19. Click on "Reserve Funds". If a dialogue box appears, click "ok". This will then allow the "Approve" button to become active.



20. Then click "Approve" and your Journal Transfer is Complete.