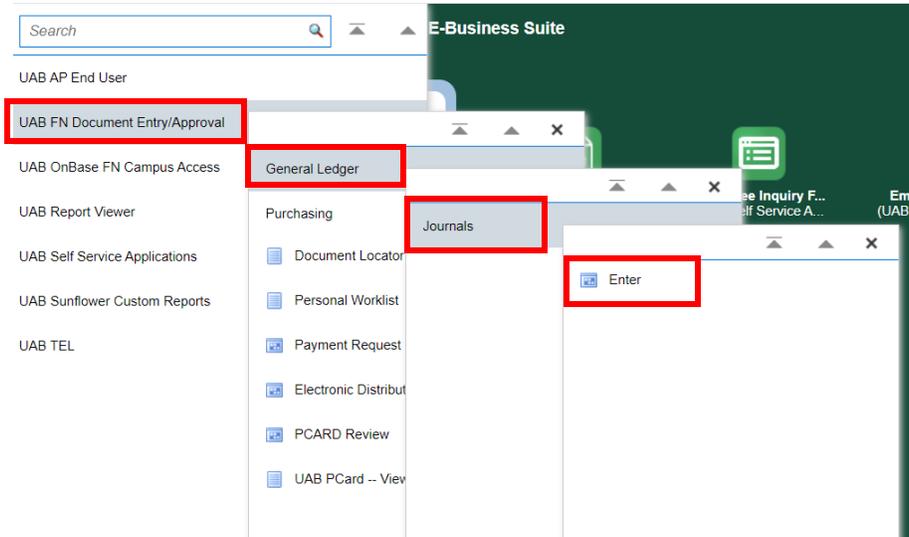
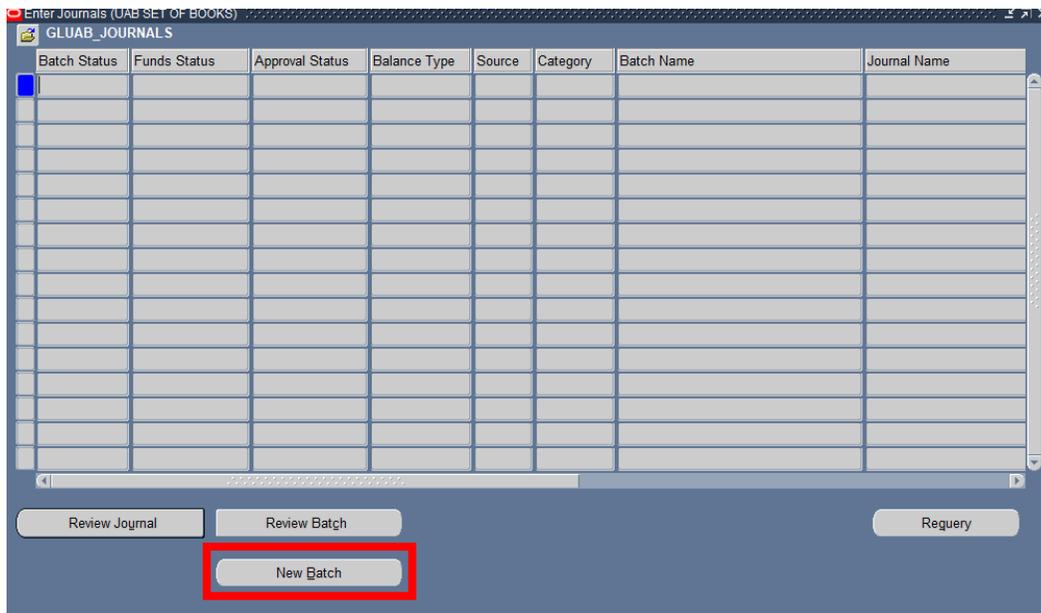


Directions on how to Complete a Journal Transfer

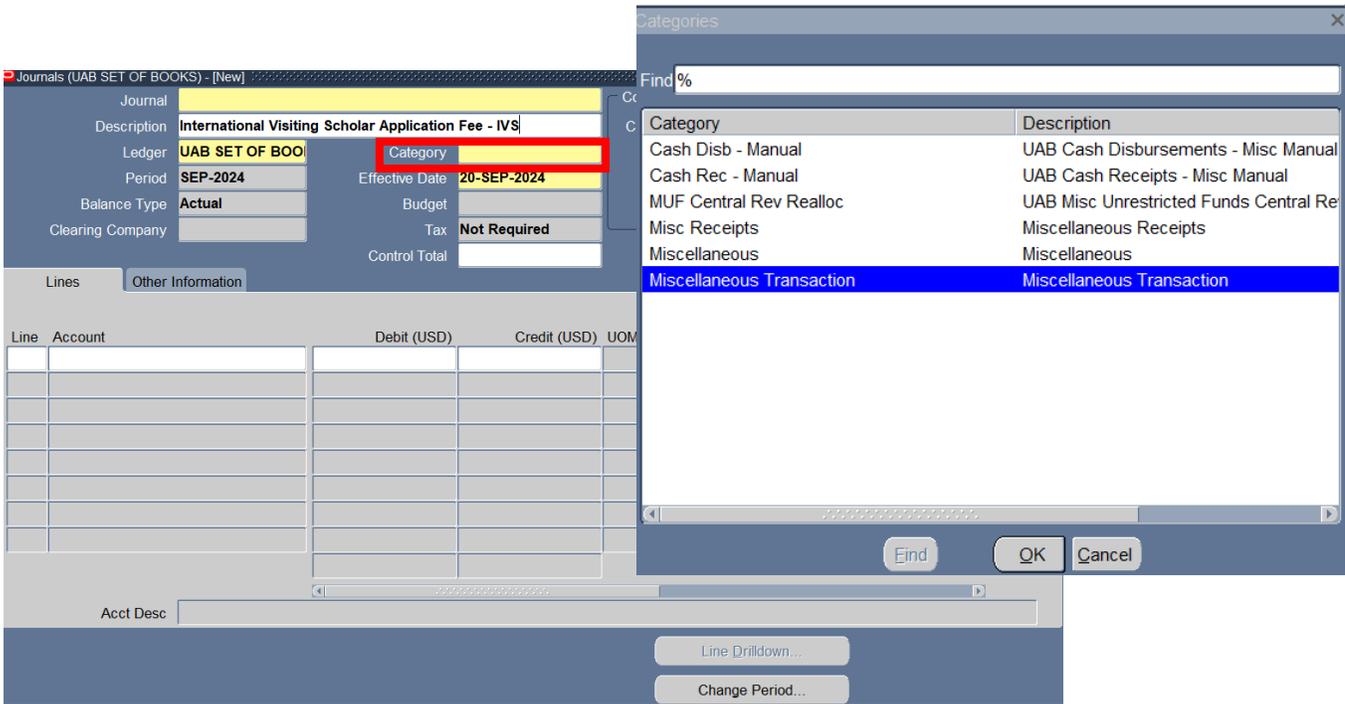
1. Open up Oracle
2. Click on FN Document Entry/Approval → General Ledger → Journals → Enter



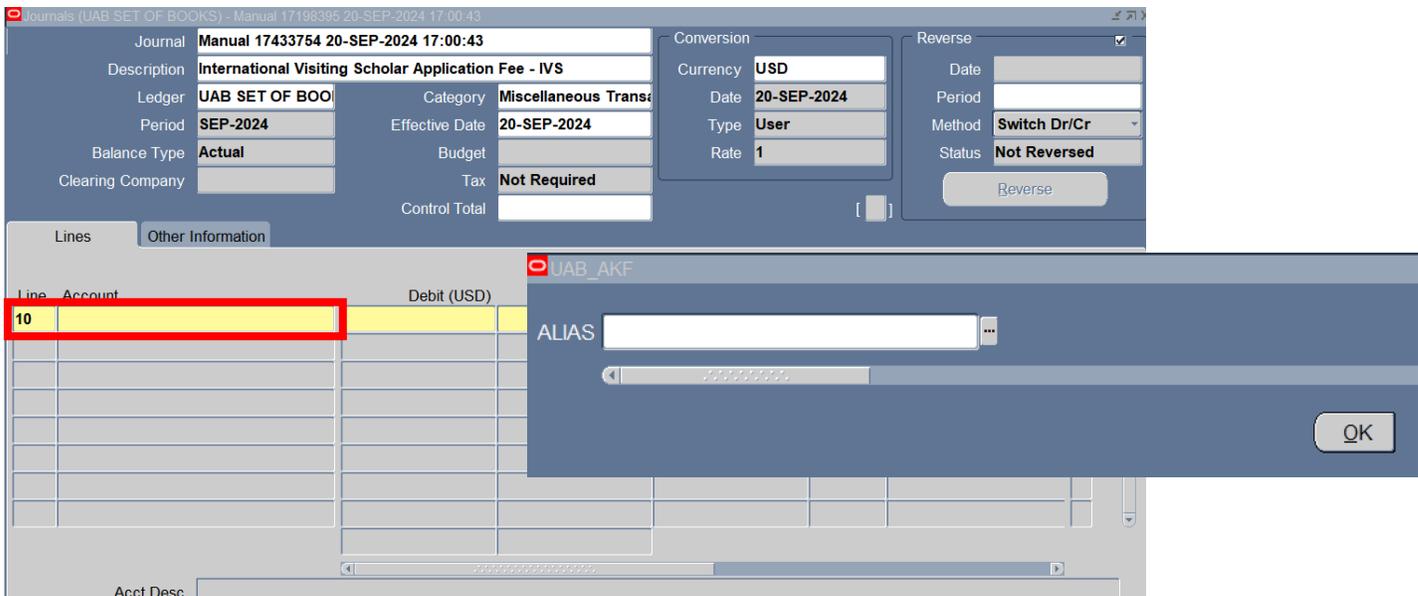
3. Once inside the application, click on “New Batch”



- 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).
- 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”.



- 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.



** 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, not 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 4206099. (The rest of the information in the picture below will automatically populate when you click on your Account Number). Click “OK”.

11. In the Debit 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 4106099. Click ok.

15. Put “\$350” in credit category in Line 2, labeled “20”

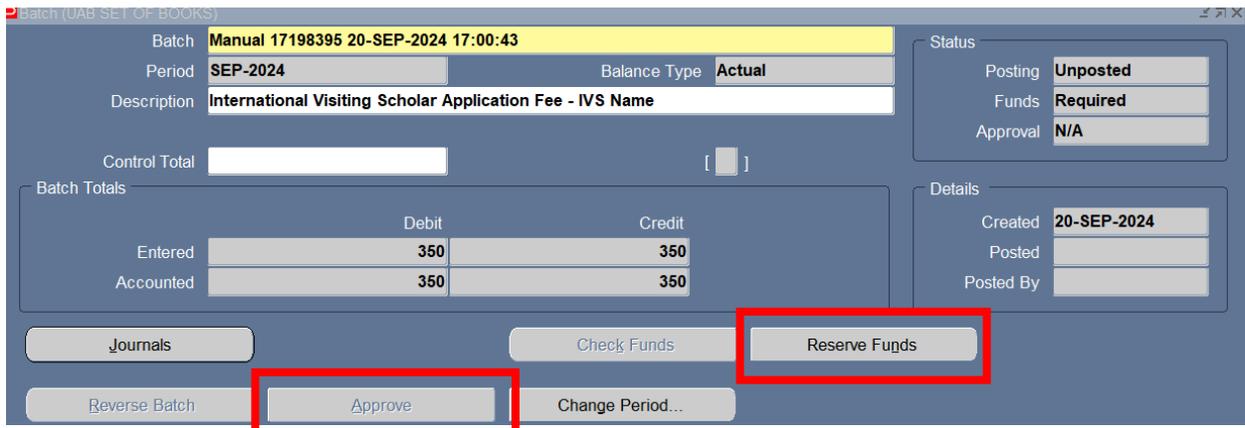
Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
10	Your Account Number Here	350.00				International Visiting Sc
20	3124527.000.213124527.312001500.0000		350.00			International Visiting Sc
		350.00	350.00			

16. Click save 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 Journals box, 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 Batch Screen (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.