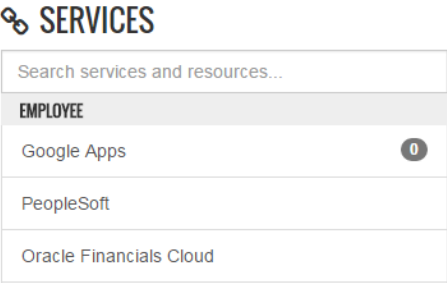


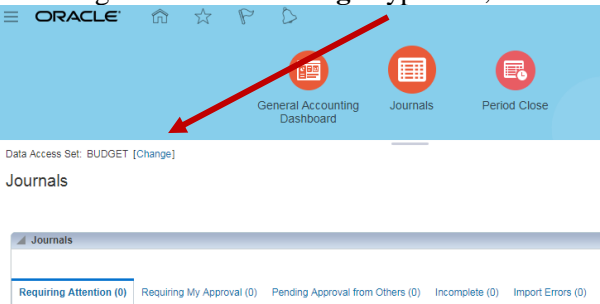
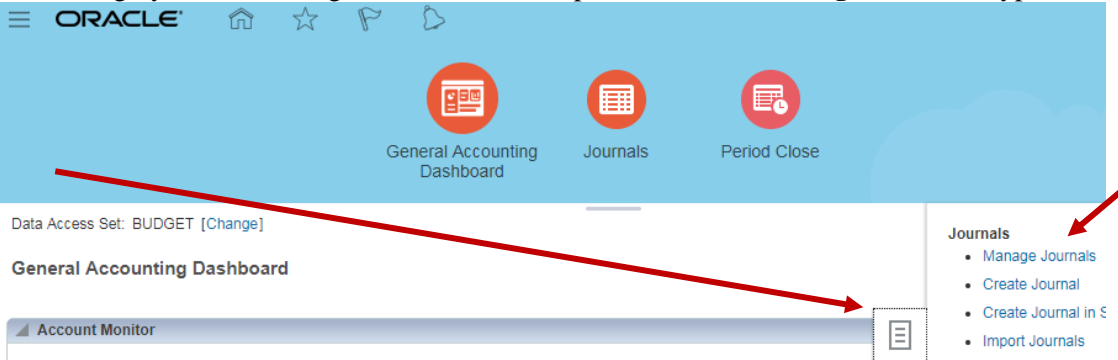
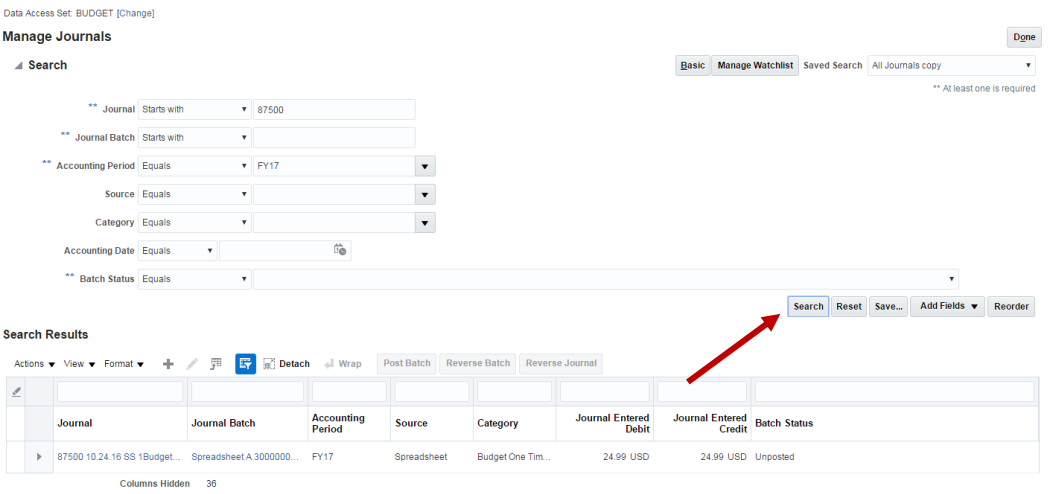
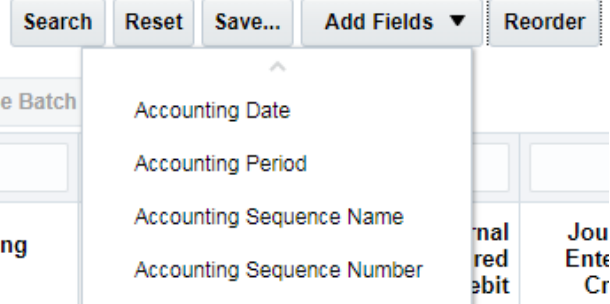
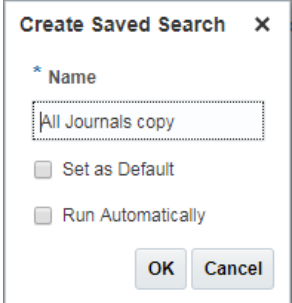


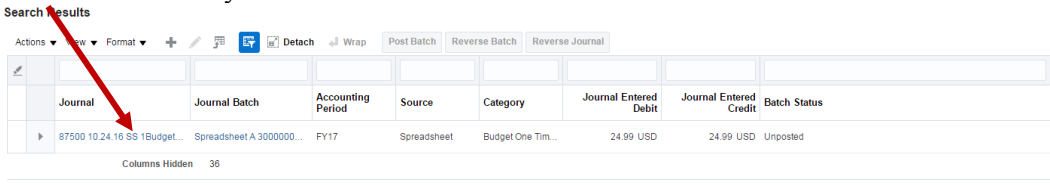
Reviewing a Budget Journal Entry

Step	Action
1.	<p>Begin by signing in to Oracle Fusion Cloud (OFC) from myBoiseState.edu.</p> 
2.	<p>To access the Home Screen in OFC, click the house icon at the top right hand corner. </p>
3.	<p>Click on the General Accounting Dashboard icon.</p> 
4.	<p>On the General Accounting Dashboard Check to see if the Data Access Set is BUDGET. To change it Click the Change hyperlink, and Select BUDGET from the dropdown.</p> 
5.	<p>Click the gray icon on the right. The menu will open. Select the Manage Journals hyperlink.</p> 



Step	Action
6.	<p>Enter Search criteria. If searching for a Transfer Journal, Enter the FROM (debit) department ID in the Journal field.</p> <p>Enter the Fiscal Year in the Accounting Period field. Click the Search button.</p>  <p>Note: The budget ledger has one Accounting Period per Fiscal Year. Ex: FY18, FY19. All Journals must have a distinct Journal Name. Names may not be repeated.</p>
7.	<p>Add Additional Search fields: Select the field you'd like to search by.</p>  <p>Note: Accounting Date can be useful to narrow a search.</p>
8.	<p>To save your search, click the Save button select the options you would like saved.</p> 



Step	Action																				
9.	<p>Click the Journal you'd like to review.</p>  <p>Search Results</p> <p>Actions ▾ New ▾ Format ▾ + Detach Wrap Post Batch Reverse Batch Reverse Journal</p> <table border="1"> <thead> <tr> <th>Journal</th> <th>Journal Batch</th> <th>Accounting Period</th> <th>Source</th> <th>Category</th> <th>Journal Entered Debit</th> <th>Journal Entered Credit</th> <th>Batch Status</th> </tr> </thead> <tbody> <tr> <td>▶</td> <td>87500 10.24.16 SS 1Budget...</td> <td>Spreadsheet A 3000000...</td> <td>FY17</td> <td>Spreadsheet</td> <td>Budget One Tim...</td> <td>24.99 USD</td> <td>24.99 USD Unposted</td> </tr> </tbody> </table> <p>Columns Hidden 36</p>	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status	▶	87500 10.24.16 SS 1Budget...	Spreadsheet A 3000000...	FY17	Spreadsheet	Budget One Tim...	24.99 USD	24.99 USD Unposted				
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10.	<p>To view Journal Action log, click the Show More link in the Journal Batch section.</p> <p>Edit Journal <input type="button" value="Save"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/></p> <p>▲ Journal Batch: Spreadsheet A 300000007694337 941532 N Show More Batch Actions ▾</p> <table border="0"> <tr> <td>Journal Batch</td> <td>Spreadsheet A 300000007694337 941532 N</td> <td>Source</td> <td>Spreadsheet</td> </tr> <tr> <td>Description</td> <td>Journal Import Spreadsheet 941532: //</td> <td>Approval Status</td> <td>Approved</td> </tr> <tr> <td>Balance Type</td> <td>Actual</td> <td>Funds Status</td> <td>Not applicable</td> </tr> <tr> <td>Accounting Period</td> <td>FY19</td> <td>Batch Status</td> <td>Posted</td> </tr> <tr> <td>Attachments</td> <td>10100 07.19.18 KD 1 (1 more...)+ backup doc</td> <td>Completion Status</td> <td>Complete</td> </tr> </table>	Journal Batch	Spreadsheet A 300000007694337 941532 N	Source	Spreadsheet	Description	Journal Import Spreadsheet 941532: //	Approval Status	Approved	Balance Type	Actual	Funds Status	Not applicable	Accounting Period	FY19	Batch Status	Posted	Attachments	10100 07.19.18 KD 1 (1 more...)+ backup doc	Completion Status	Complete
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11.	<p>Click the Action Log tab.</p> <p>▲ Journal Batch: Spreadsheet A 3000000077</p> <p>Batch Control Total Action Log</p> <p>View ▾</p> <table border="1"> <thead> <tr> <th>Event Date and Time</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>8/13/18 12:49 PM</td> <td>Posted</td> </tr> <tr> <td>8/13/18 12:49 PM</td> <td>Approved</td> </tr> <tr> <td>8/13/18 12:47 PM</td> <td>Reassigned</td> </tr> <tr> <td>8/12/18 10:56 PM</td> <td>Approved</td> </tr> </tbody> </table>	Event Date and Time	Action	8/13/18 12:49 PM	Posted	8/13/18 12:49 PM	Approved	8/13/18 12:47 PM	Reassigned	8/12/18 10:56 PM	Approved										
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12.	End of Procedure.																				