



FINANCIAL AFFAIRS

The University of Alabama at Birmingham

Entering Journal Entries in the General Ledger

Journal entries (JEs) are used to transfer/reclassify expenses from one account or object code to another. JEs are entered under the UAB FN Document Entry/Approval responsibility in Oracle.

Responsibility Access by Assignment Category

- 01 – Full-time Regular Employees
- 03 – Full-time Temp Employees
- 04 – Affiliated No Pay
- 04 – Retirees

End-Users are not permitted to create:

- JEs involving cash receipts
- JEs involving cash disbursements
- JEs using Oracle Grants Accounting project strings
- JEs using salary object codes

Debits & Credits

Before you begin entering journal entries, it is vital to understand the effect of Debits and Credits on various types of account strings.

Effect on Accounts

- *If* Normal Balance = Debit
 - *Then* Debit account to increase & Credit account to decrease
- *If* Normal Balance = Credit
 - *Then* Credit account to increase & Debit account to decrease

Normal Balances of Common Accounts

	DEBIT	CREDIT
INCOME STATEMENT	Expenses Cost of Goods Sold Transfers Out	Revenues Transfers In
BALANCE SHEET	Assets	Liabilities Net Assets Balances

Journal Batches

In the General Ledger system, it is UAB policy to create journal entries as part of a batch. Batches are used by UAB to track and reference journal entries.

All journals in a batch **must** share the same:

- Balance Type
- Accounting Period
- Common purpose



For a detailed how-to on creating a Batch & Journal Entries, [click here](#) for a video tutorial!