

Journal Entry

What We Will Cover in This Section

In this section, we will explore the processes involved in entering and managing journal entries in the Oracle Financial System, with a focus on automation and error reduction to ensure financial accuracy. We will cover the following key aspects:

- Entering and processing standard journal entries to efficiently record financial transactions.
- Executing and managing reversing journal entries to correct financial errors with minimal manual intervention.
- Correcting and posting suspense journal entries, ensuring financial reports remain accurate and unaffected by unresolved errors.
- Defining and applying currency conversion rate types for handling international transactions.
- Entering and posting journal entries in foreign currencies (such as USD) based on approved exchange rates.
- Processing exchange rate revaluation differences and their impact on financial data and reporting accuracy.
- Creating and managing recurring journal entries, whether standard or formula-based, to streamline periodic financial transactions.
- ◆ **Objective:** This section aims to enhance financial system efficiency by automating processes and minimizing manual input, leading to improved financial reporting accuracy and faster task completion.

processing form for entering a journal entry in Carrefour's GL

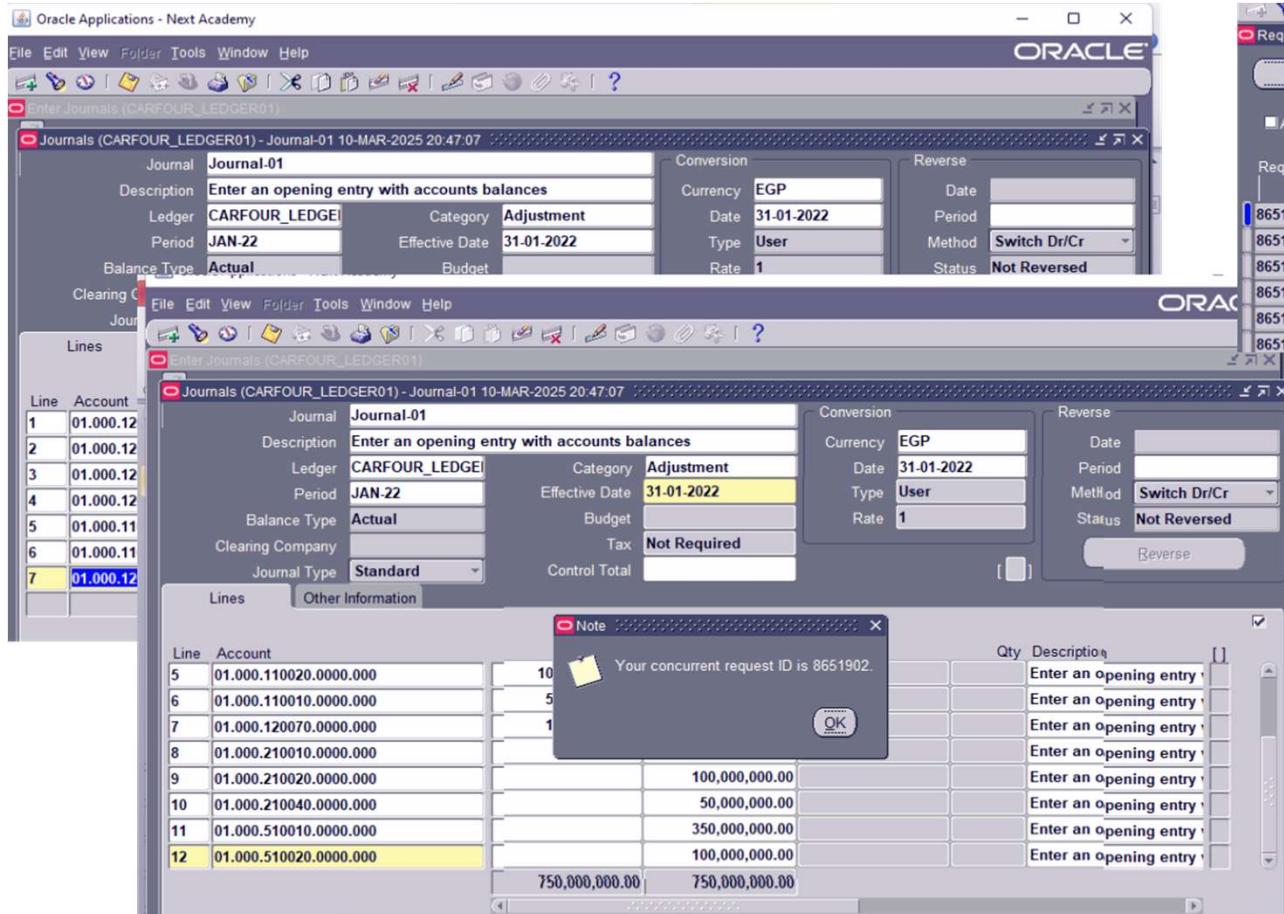
*When entering an accounting entry for the general ledger, we do the following in the part (header of the entry):

- Writing the entry name.
- Writing a description of the accounting entry.
- We verify the accounting period settings - category .
- balance type -Currency settings that are used in the entry.
- Verify the settings of the chart of accounts as in the previous steps .

Example: Enter an opening entry with accounts balances

line	account	Dept(EGP)	Credit(EGP)
1	Cash	100.000.000	
2	Bank	100.000.000	
3	Accounts receivable	90.000.000	
4	Inventory	300.000.000	
5	Fixes Assests(Machines and equipment)	100.000.000	
6	Fixes Assests (Furniture)	50.000.000	
7	Prepayment	10.000.000	
9	Payable to bank		150.000.000
10	Short term-Debit		100.000.000
11	Accrued Expenses		50.000.000
12	Stockholder's		350.000.000
13	Retained Earnings		100.000.000

Screenshots of recording the opening entry of accounts balances & Post the entry to the general ledger



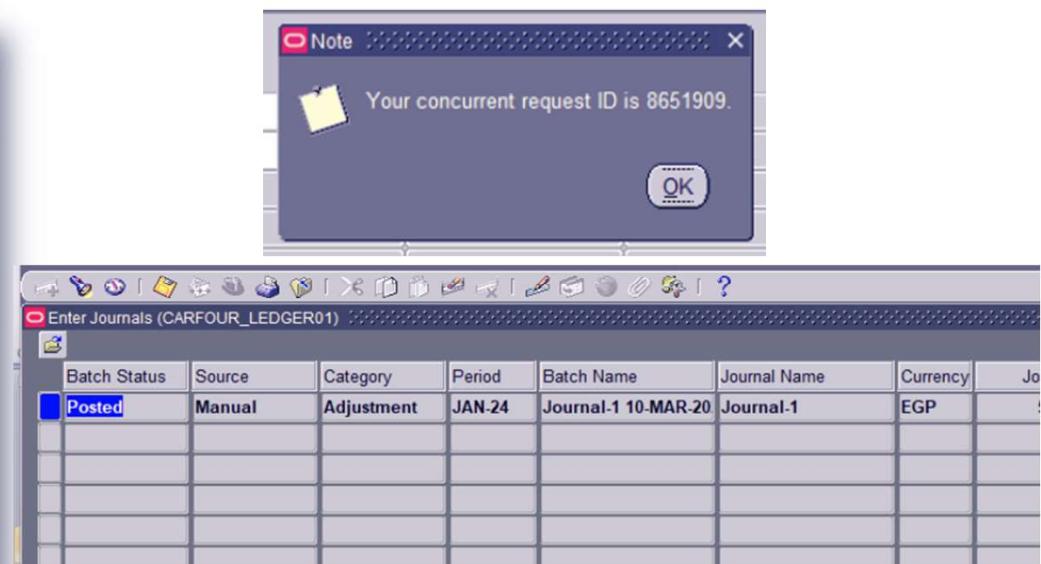
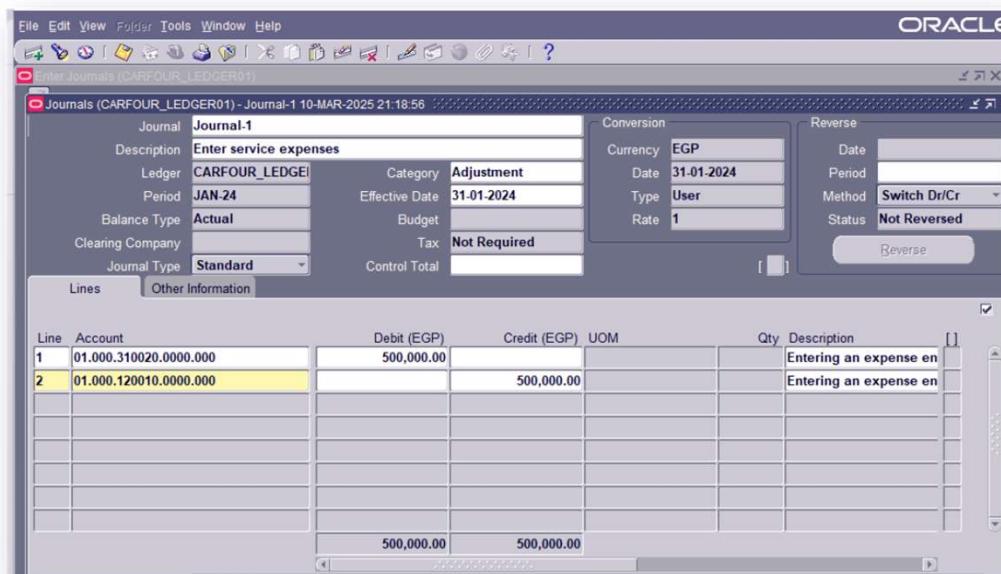
The screenshot shows the 'Requests' screen with a table of completed tasks. The columns include Request ID, Name, Phase, Status, and Parameters. One row is highlighted with a blue background and has a red arrow pointing to the 'Posted' status under the 'Status' column. The table also includes rows for 'Posting: Single Ledger', 'Assign Budget Account R', 'General Ledger Account', and 'Compile value set hierar'.

Request ID	Name	Phase	Status	Parameters
8651902	Posting: Single Ledger		Completed	Normal 2220, 1863, 57584, 179973
8651888	Posting: Single Ledger		Completed	Normal 2220, 1863, 57584, 179951
8651727	Assign Budget Account R		Completed	Normal 2220, 26802
8651725	General Ledger Account		Completed	Normal SH, 1032549, N
8651724	Compile value set hierar		Completed	Normal 1032549
8651718	General Ledger Account		Completed	Normal SH, 1002485, N

Example:2 of entering a journal entry for expenses in Egyptian pounds

Account	Debit (EGP)	Credit (EGP)
Services Expenses	500000	
Cash		500000

Screen shots of the process of entering the entry into the Oracle Financial Application and posting it to the general ledger



Example:3:To enter a special entry for revenues in Egyptian pounds on the Oracle Financial System and post it to the general ledger

Account	Debit (EGP)	Credit (EGP)
Cash	2.000.000	
Sales Revenues		2.000.000

Screenshots of entries into the Oracle Financial System and posting to the General Ledger

The image displays two screenshots of the Oracle Financial System's journal entry process.

Left Screenshot: Shows the 'Enter Journals' screen for 'CARFOUR_LEDGER01'. The journal details are as follows:

- Journal: Journal-3
- Description: Enter sales revenue entry
- Ledger: CARFOUR_LEDGER01
- Period: JAN-24
- Balance Type: Actual
- Clearing Company: [empty]
- Journal Type: Standard

The 'Lines' tab shows the journal entry:

Line	Account	Debit (EGP)	Credit (EGP)
1	01.000.120010.0000.000	2,000,000.00	
2	01.000.410010.0000.000		2,000,000.00
		2,000,000.00	2,000,000.00

A 'Control Total' window is open, showing a note: "Your concurrent request ID is 8651916." with an 'OK' button.

Right Screenshot: Shows the 'Enter Journals' screen with a list of journals. One journal entry is highlighted with a red box:

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Adjustment	JAN-24	Journal-1 10-MAR-20	Journal-1	EGP	500,000.00	500,000.00
Error18 - Show	Manual	Adjustment	JAN-24	Journal-2 10-MAR-20	Journal-2	EGP	2,000,000.00	2,000,000.00
Unposted	Manual	Adjustment	JAN-24	Journal-3 10-MAR-20	Journal-3	EGP	1,500,000.00	1,500,000.00
Posted	Manual	Adjustment	JAN-24	Journal-3 10-MAR-20	Journal-3	EGP	2,000,000.00	2,000,000.00

At the bottom, there are buttons for 'Review Journal', 'Review Batch', 'Post', 'Reverse Batch', 'Requery', 'New Journal', 'New Batch', 'Tax Batch', 'Approve', and 'AutoCopy'.

Processing form for entering a reverse journal entry in Carrefour's GL

- Regarding processing a reverse entry on the Oracle Financial System.
- It is made in the event that an error is entered that could actually affect the account balances and financial reports and it is posted to the general ledger.

Example: The following journal entry was entered by mistake and posted to the general ledger. To address its impact on the account balances and financial reports, we reversed the entry as follows:

The screenshot displays the Oracle Financial System interface for reversing a journal entry. On the left, a table shows the original transaction details:

Account	Debit (EGP)	Credit (EGP)
cost of goods sold	150000	
cash		150000

Below the table, the "Journal" tab is selected, showing the following details:

- Journal: Journal-4
- Description: CARFOUR_LEDGE
- Ledger: CARFOUR_LEDGE
- Period: FEB-24
- Balance Type: Actual
- Clearing Company:
- Journal Type: Standard

The "Other Information" tab is also visible. On the right, the reversal process is shown:

- Reversal parameters: Period: FEB-24, Effective Date: 29-02-2024, User: 1, Method: Switch Dr/Cr, Status: Not Reversed.
- A dropdown menu for "Default Reversal Period" lists periods: ADJ-24, DEC-24, NOV-24, OCT-24.
- An "Other Information" panel shows the reversal period as ADJ-24.
- A "Decision" dialog box asks for confirmation: "The reversal method for this journal is currently Switch Dr/Cr. Please confirm." It includes "Switch Dr/Cr", "Change Sign", and "OK" buttons.
- A note at the bottom right says: "Your concurrent request ID is 8651919."

Screenshots illustrating the process of entering a reverse entry into Oracle Financial Applications

Requests

File Edit View Folder Tools Window Help

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
8651919	Reverse Journals		Completed	Normal	1863, 7402888
8651918	Posting: Single Ledger		Completed	Normal	2220, 1863, 57584, 179991
8651046	Postings: Single Ledger		Completed	Normal	2220 1863 57584 170079

Enter.Journals (CARFOUR_LEDGER01)

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Adjustment	FEB-24	Journal-4 10-MAR-20	Journal-4	EGP	150,000.00	150,000.00
Unposted	Manual	Adjustment	FEB-24	Reverses "Journal-4"	Reverses "Journal-4"	EGP	150,000.00	150,000.00

Journals (CARFOUR_LEDGER01) - Reverses "Journal-4" 10-MAR-25 22:07:19 - 8651919

Journal	Reverses "Journal-4" 7402888	Conversion	Reverse
Description	Reverses "Journal-4" journal entry of "Journal-4 10-MAR-2025"	Currency	EGP
Ledger	CARFOUR_LEDGER	Date	29-02-2024
Period	FEB-24	Category	Adjustment
Balance Type	Actual	Effective Date	29-02-2024
Clearing Company		Budget	
Journal Type	Standard	Tax	Not Required
		Control Total	

Lines Other Information

Line	Account	Debit (EGP)	Credit (EGP)	UOM
1	01.000.310010.0000.000		150,000.00	
2	01.000.120010.0000.000		150,000.00	

Note: Your concurrent request ID is 8651920.

OK

Enter.Journals (CARFOUR_LEDGER01)

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Adjustment	FEB-24	Journal-4 10-MAR-20	Journal-4	EGP	150,000.00	150,000.00
Posted	Manual	Adjustment	FEB-24	Reverses "Journal-4"	Reverses "Journal-4"	EGP	150,000.00	150,000.00

Processing form for a suspense journal entry in Carrefour's GL

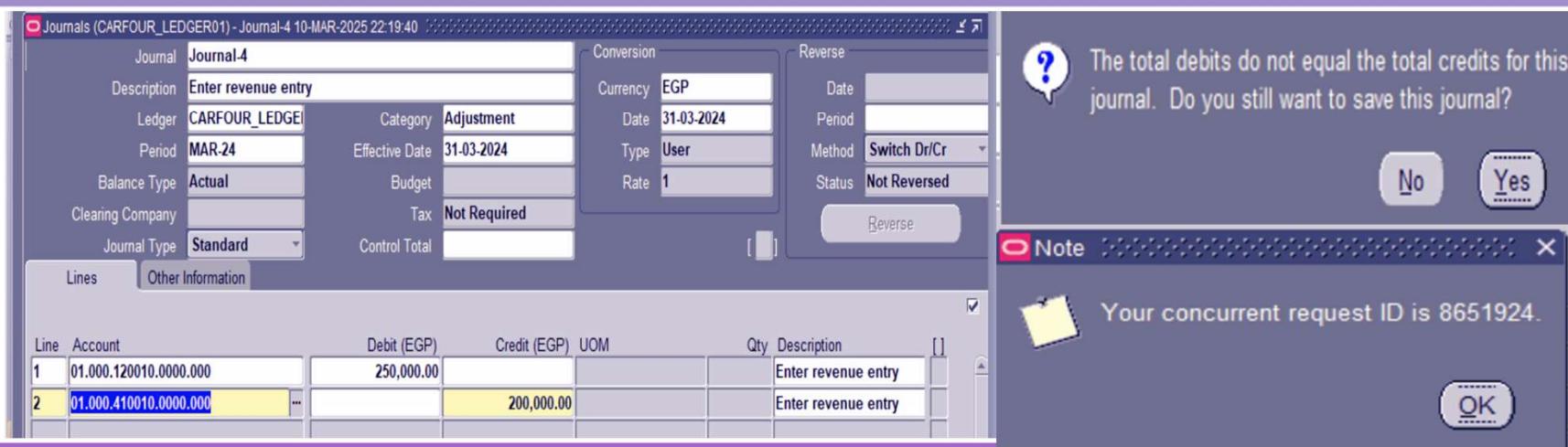
Regarding the processing of the suspense entry on the Oracle Financial System

-For example, entering an unbalanced journal entry on the Oracle Financial System

1st entry form

Account	Debit (EGP)	Credit (EGP)
cash	250000	
service revenues		200000

Screenshots of The process of entering an unbalanced suspense entry on the Oracle Financial application, saving it, and posting it to the general ledger



Suspended Entry Amendment Form

Account	Debit (EGP)	Credit (EGP)
cash	250000	
sales revenues		200000
Earned Discount		50000

Oracle Applications - Next Academy

Enter Journals (CARFOUR_LEDGER01)

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Adjustment	MAR-24	Journal-4 10-MAR-20	Journal-4	EGP	250,000.00	200,000.00

Journals (CARFOUR_LEDGER01) - Journal-4 10-MAR-2025 22:19:40

Journal	Journal-4	Conversion				
Description	Enter revenue entry	Currency	EGP			
Ledger	CARFOUR_LEDGE	Date	31-03-2024			
Period	MAR-24	Type	User			
Balance Type	Actual	Rate	1			
Clearing Company		Reverse				
Journal Type	Standard	Date				
Lines	Other Information	Period				
Line	Account	Budget	Tax	Control Total	Qty	Description
1	01.000.120010.0000.000			250,000.00		Enter revenue entry
2	01.000.410010.0000.000			200,000.00		Enter revenue entry
3	01.000.420050.0000.000			50,000.00		Enter revenue entry

Enter Journals (CARFOUR_LEDGER01)

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Adjustment	MAR-24	Journal-4 10-MAR-20	Journal-4	EGP	250,000.00	250,000.00

Note

Your concurrent request ID is 8651925.

OK

❑Currency Conversion Rate Type

- Navigate to: General Ledger → Setup → Currencies → Daily Rates
- Enter:
- Currency: USD
- Conversion Rate Type: Corporate/Daily/Spot
- Exchange Rate: Enter the appropriate rate against the functional currency.
- Date: Ensure the rate is valid for the transaction date.
- Save. Define Exchange Rates (if not already set)

Processing form for Currency Conversion Rate Type in Carrefour's GL

We verify the currency settings used in the general ledger, for example, Activate use EGP and the USD

The screenshots show three separate windows for defining currencies:

- Top Window:** A list of currencies with columns: Code, Name, Description, Issuing Territory, Symbol, and Precision. One row for EGP is highlighted.
- Middle Window:** A detailed view of currency definitions with an "Effective Dates" section. It shows rows for UGX, USD, USN, US\$, and EGP. The USD row is selected.
- Bottom Window:** Another detailed view of currency definitions with an "Effective Dates" section. It shows rows for ECV, EEK, EGP, and ECDD. The EGP row is selected.

Case 1 :Create defined currency conversion rate (type- user)

A screenshot of the Oracle Applications interface showing a journal entry for "CARFOUR_LEDGER01 - Journal-6 10-MAR-2025 22:58:39". The "Conversion" section is highlighted with a red circle, showing the following details:

Currency	USD
Date	30-04-2024
Type	User
Rate	0.0208

The "Conversion Types" list on the right includes various options like RATE_H, RATE_XXX, Rate_A, Rate_Type_A, Reporting, Salama_Type, Spot, and USD Pivot. The "User" option is selected.

Case 2: Create a daily currency conversion rate type



The image contains two screenshots of SAP application windows.

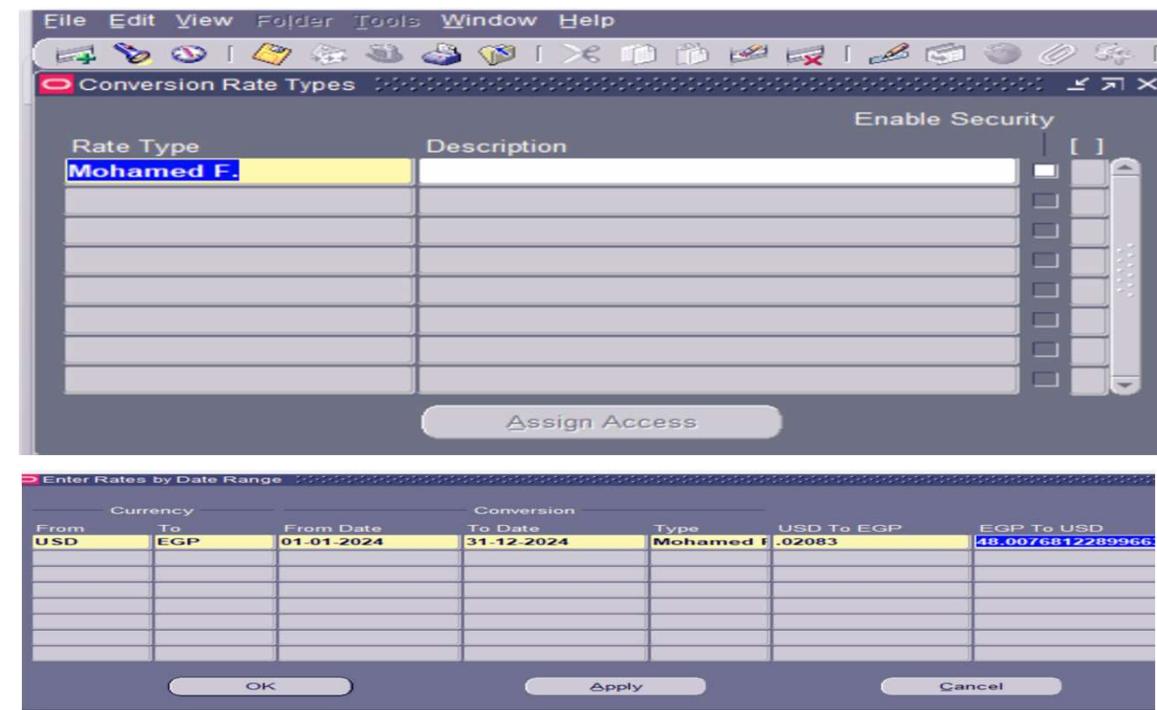
Conversion Rate Types Window:

- File Edit View Folder Tools Window Help
- Conversion Rate Types
- Enable Security
- Rate Type Description
- Mohamed F.
- Assign Access
- + Tax
+ Employees
+ System
- Open

Daily Rates Window:

- Daily Rates
- Currency Conversion
- From To Date Type USD To EGP EGP To USD
- USD EGP 01-04-2024 Mohamed F. .021 47.6190476190476190
- USD EGP 02-04-2024 Mohamed F. .021 47.6190476190476190
- USD EGP 03-04-2024 Mohamed F. .0209 47.8468899521531100
- USD EGP 04-04-2024 Mohamed F. .02092 47.8011472275334608
- USD EGP 05-04-2024 Mohamed F. .02087 47.9156684235745088
- Enter by Date Range...
- + System
- Open

Case 3 Establish a fixed currency conversion rate type, for example throughout the year 2024 1USD=48 EGP



Processing of entering a Journal entry in foreign currency (USD) and posting it

Example: entering a journal entry in EGP /US dollars 1USD=48EGP/TYPE(user)

Line	Account Description	Debit(USD)	Credit (USD)	Debit (EGP)	Credit (EGP)
1	Rent Exp.	5000		240.000	
2	cash		5000		240.000

The screenshot displays two windows from the Oracle Applications interface. On the left, the 'Enter Journals (CARFOUR_LEDGER01)' window is open, showing the entry of a journal entry. The journal details are as follows:

- Journal:** Journal-6
- Description:** Entering a journal rental expense entry in USD
- Ledger:** CARFOUR_LEDGER
- Period:** APR-24
- Balance Type:** Actual
- Clearing Company:** Not specified
- Journal Type:** Standard
- Conversion:** Currency: USD, Date: 30-04-2024, Rate: 48, Category: Adjustment, Effective Date: 30-04-2024, Type: User, Method: Switch Dr/Cr, Status: Not Reversed.
- Lines:**

Line	Account	Entered	Accounted
1	01.000.320010.0000.000	5,000.00	240,000.00
2	01.000.120010.0000.000		240,000.00
		5,000.00	5,000.00
		240,000.00	240,000.00

On the right, the 'Requests' window shows the status of the posted request. The table lists three requests:

Name	Phase	Status	Parameters
8653432	Posting: Single Ledger	Completed	Normal 2220, 1863, 57584, 180031
8652426	Posting: Single Ledger	Completed	Normal 2220, 1863, 57584, 180011
8651925	Posting: Single Ledger	Completed	Normal 2220, 1863, 57584, 179994

A red arrow points to the 'Posted' column for the first request, indicating the successful completion of the posting process.

processing a re-evaluation process

We resort to the process of reevaluating currency differences in the event of a change in the exchange rate, as the following example

Example :In the case of this Journal entry,

1 USD = 47.5 EGP

line	Account Description	DEPT(USD)	CREDIT(USD)	DEPT(EGP)	CREDIT(EGP)
1	CASH	4000		190.000	
2	Sales Revenues		4000		190.000

We assume that the price of the dollar decreases

During the period

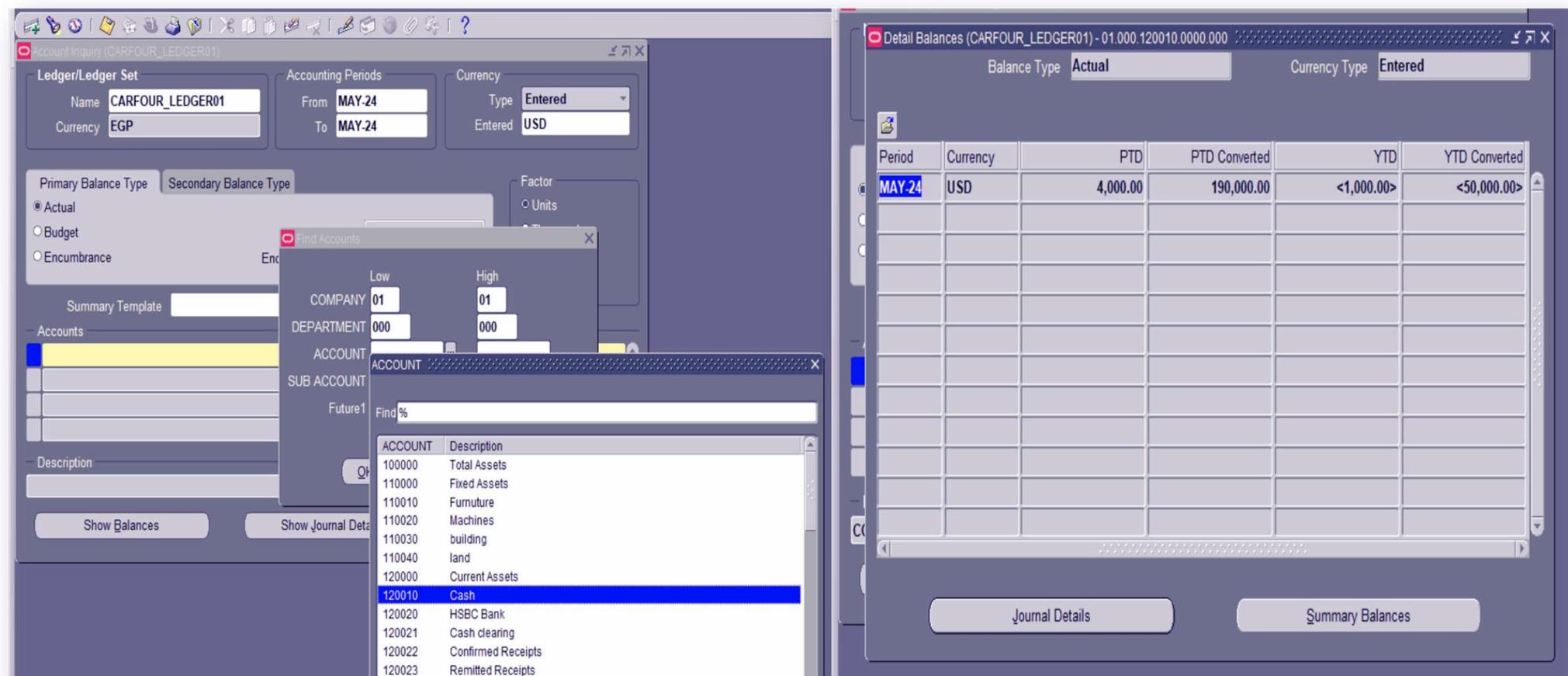
1 USD=47EGP

Screenshots of the process of entering the previous journal entry and posting it to the general ledger

Your concurrent request ID is 8653435.

Request ID	Name	Phase	Status	Parameters
8653435	Posting: Single Ledger	Completed	Normal	2220, 1863, 57584, 180032
8653432	Posting: Single Ledger	Completed	Normal	2220, 1863, 57584, 180031
8652426	Posting: Single Ledger	Completed	Normal	2220, 1863, 57584, 180011
8651925	Posting: Single Ledger	Completed	Normal	2220, 1863, 57584, 179994

Inquiry about the cash account balance after entering and posting the journal entry to the general ledger



Screenshots of the revaluation process of the USD price difference 1 USD= 47.5 to 47 EGP

Revaluation (CARFOUR_LEDGER01)

Revaluation: Mohamed F-Revaluation
Description:
AutoPost Revaluation:
Enable Security:

Currency Options: All Currencies
Rate Options: Daily Rates (selected), Type:
Single Currency: USD:
One-Time:

Gain/Loss Accounts:
Unrealized Gain:
Unrealized Loss:

Revaluation Ranges:
Account Low:
Account High:
Expand Parent Natural Account:
Expand Parent Balancing Segment:

Buttons: Assign Access, Revalue...

Run this Request

Name: Program - Revalue Balances
Operating Unit: CARFOUR_LEDGER01:Mohamed F-Revaluation:MAY-24:31-05-2024:31-05-2024
Parameters: American English
Language: American English
At these Times: Run the Job: As Soon as Possible
Upon Completion: Save all Output Files:
Layout: Auto Refresh:

Note: Request submitted. (Request ID = 8653438)

Request ID

Request ID	Name	Parent	Phase	Status	Parameters
8653438	Program - Revalue Balar		Completed	Normal	1863, 2220, 18120, MAY-24, 2
8653435	Posting: Single Ledger		Completed	Normal	2220, 1863, 57584, 180032
8653432	Posting: Single Ledger		Completed	Normal	2220, 1863, 57584, 180031
8652426	Posting: Single Ledger		Completed	Normal	2220, 1863, 57584, 180011
8651925	Posting: Single Ledger		Completed	Normal	2220, 1863, 57584, 179994

Enter Journals (CARFOUR_LEDGER01)

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Adjustment	MAY-24	Journal-7 11-MAR-20	Journal-7	USD	4,000.00	4,000.00
Unposted	Revaluation	Revaluation	MAY-24	Revalues MAY-24 11	Revalues for USD tra	USD	0.00	0.00

Posting the revaluation' currency entry and completing the revaluation process

Journals (CARFOUR_LEDGER01) - Revalues MAY-24 11-MAR-2025 5654735

Journal	Revalues for USD transactions	Conversion
Description	Revalues for USD transactions	Currency USD
Ledger	CARFOUR_LEDGE	Date 31-05-2024
Period	MAY-24	Effective Date 31-05-2024
Balance Type	Actual	Type User
Clearing Company		Method Switch Dr/Cr
Journal Type	Standard	Rate .02127
Control Total		Status Not Reversed

Note: Your concurrent request ID is 8653439.

Debit (EGP)	Credit (EGP)
9,978.73	0.00

Lines **Other Information**

Line	Account	Debit (USD)	Credit (USD)	Debit (EGP)	Credit (EGP)	UOM
10	01.000.120010.0000.000	0.00	0.00	49,978.73	0.00	
15	01.000.420020.0000.000	0.00	0.00	0.00	49,978.73	
		0.00	0.00	49,978.73	49,978.73	

Acct Desc: CO1.Default.Cash.Default.Default

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...
Check Funds Reserve Funds View Results Change Period... Change Currency...

Request ID **Name** **Parent** **Phase** **Status** **Parameters**

8653439	Posting: Single Ledger		Completed	Normal	2220, 1863, 57584, 180033
8653438	Program - Revalue Balan		Completed	Normal	1863, 2220, 18120, MAY-24, 2
8653435	Posting: Single Ledger		Completed	Normal	2220, 1863, 57584, 180032
8653432	Posting: Single Ledger		Completed	Normal	2220, 1863, 57584, 180031

Inquiry about the cash balance after the revaluation of the USD currency difference

File Edit View Folder Tools Actions Window Help

Account Inquiry (CARFOUR_LEDGER01)

Ledger/Ledger Set	Accounting Periods	Currency
Name <input type="text" value="CARFOUR_LEDGER01"/>	From <input type="text" value="MAY-24"/>	Type <input type="text" value="Entered"/>
Currency <input type="text" value="EGP"/>	To <input type="text" value="MAY-24"/>	Entered <input type="text" value="USD"/>
Primary Balance Type <input type="radio"/> Secondary Balance Type <input type="radio"/>		Factor <input type="radio"/> Units <input type="radio"/> Thousands <input type="radio"/> Millions <input type="radio"/> Billions
<input checked="" type="radio"/> Actual		
<input type="radio"/> Budget	Budget <input type="text"/>	
<input type="radio"/> Encumbrance	Encumbrance Type <input type="text"/>	
Summary Template <input type="text"/>		
Accounts		
<input type="text" value="01.000.120010.0000.000"/>		
Description		
CO1.Default.Cash.Default.Default		
<input type="button" value="Show Balances"/>		<input type="button" value="Show Journal Details"/>
		<input type="button" value="Show Variance"/>

Journal Approval Workflow:

what is journal approval?

journal approval is a process in oracle GL (general ledger) that ensures all journal entries are reviewed and validated by authorized personnel before they are posted to the general ledger. this is done through a workflow that routes journal entries to the appropriate approvers based on predefined rules.

Why Is Journal Approval Important?

minimizes errors: Prevents incorrect journal entries from being posted.

ensures compliance :Ensures financial transactions follow internal policies and regulations.

improves accountability: each journal entry is tracked, and the approver's name is recorded, creating a clear audit trail.

prevents fraud: unauthorized or suspicious journal entries can be flagged and rejected during the approval process.

Best Practices for Journal Approval in Oracle EBS

To ensure an efficient and error-free Journal Approval Process, follow these best practices:

1- Define Clear Approval Hierarchies

- Set up approval workflows based on user roles and responsibilities.
- Ensure that high-value transactions require senior-level approvals.

2- Use Automated Notifications & Alerts

- Configure email alerts in Oracle EBS to notify approvers when a journal needs approval.

3- Validate Entries Before Submission

- Ensure that account codes, amounts, and supporting documents are correct before submitting.

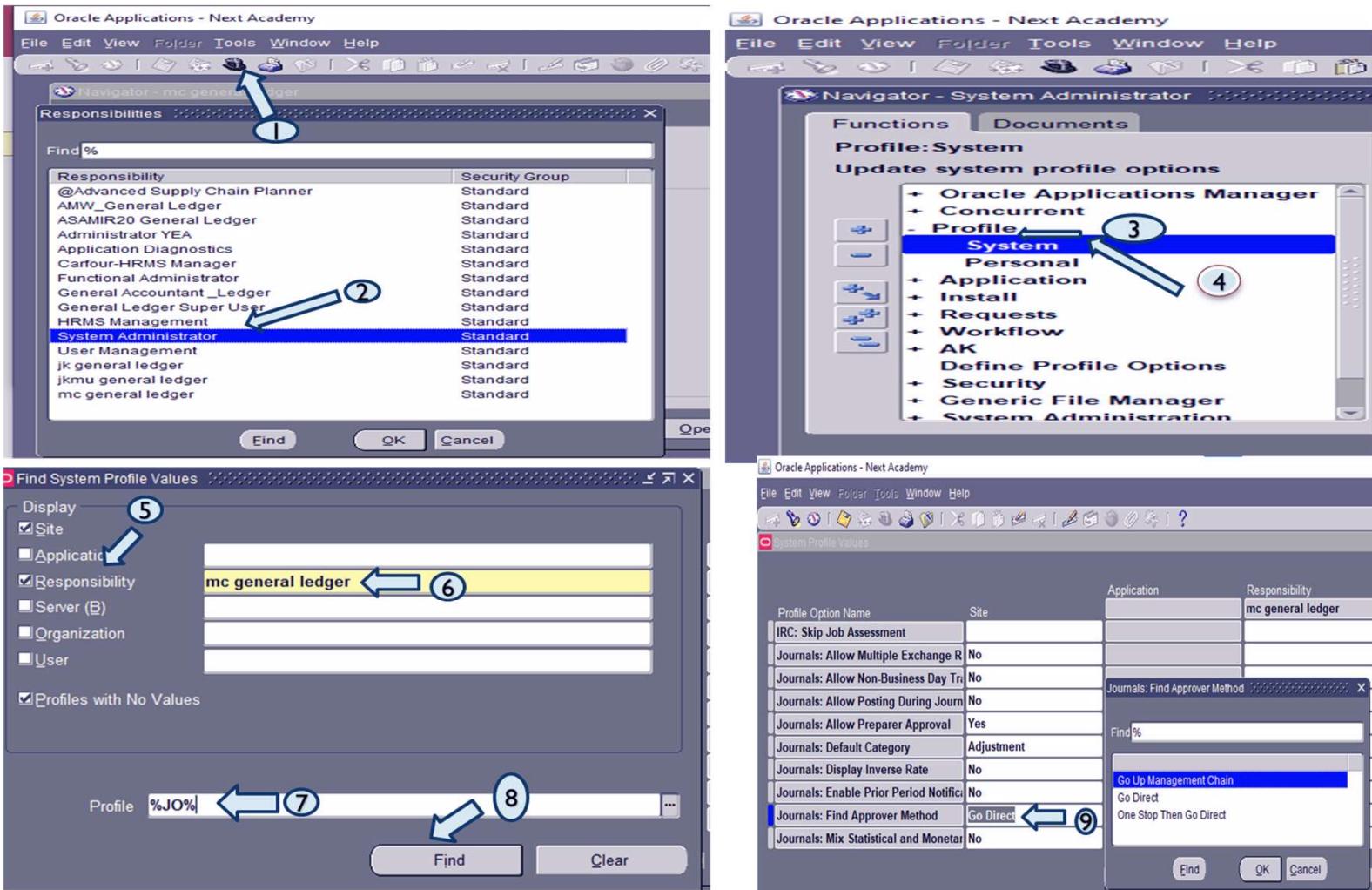
4- Monitor Approval Status Regularly

- Use the Journal Approval Status Report to track pending, approved, or rejected journals.

5- Ensure Compliance with Internal Controls

- Enforce company policies to avoid unauthorized journal postings.
- Maintain an audit trail for financial transparency and compliance.

***Step1:**
 Enable Direct Approve:
 N> System Administrator > Profile >System
 Choose Responsibility Search in Profile Share Box AS%JO% Search about Journal:
 Find Approve method And choose Go Direct.

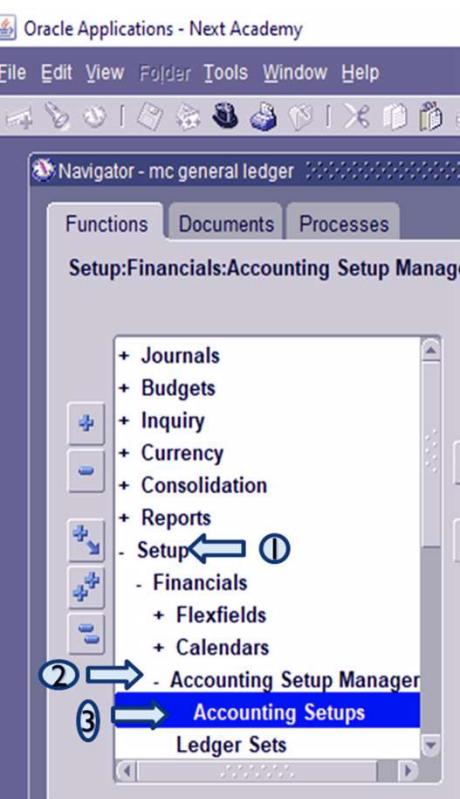


Step 2:

TO Setup Journal "Enable Journal Approval":

Navigator > mc General ledger > Setup > Financials > Accounting Setup Manager > Accounting Setups

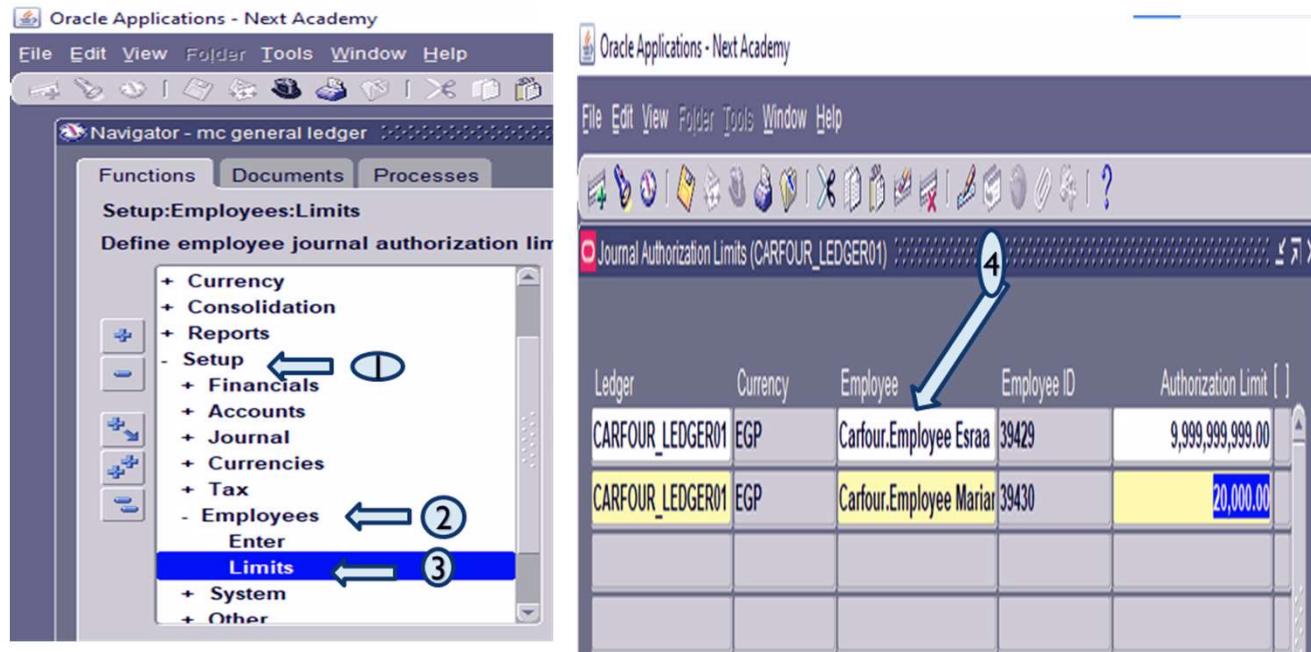
Click on "Enable Journal Approval" And Finish.



The screenshots illustrate the configuration of a ledger in Oracle E-Business Suite R12. The top window shows the 'CARFOUR_LEDGER01' ledger options, specifically the 'Journal Processing' section. In this section, the 'Enable Journal Approval' checkbox is checked and circled with a blue circle containing the number 6. The bottom window shows the 'Update Ledger: Ledger Options' screen, Step 2 of 4, which also includes the 'Enable Journal Approval' checkbox, which is also checked and circled with a blue circle containing the number 6. Both windows include numbered arrows (1, 2, 3, 4, 5, 6) indicating the steps to reach this configuration screen.

*Step3:

- 1-Navigator > mc-General Ledger > Setup > Employees > Limits
- 2- Click on “New”, Select the Ledger” CARFOUR-LEDGER01, Currency, Employee and Limit Once The employee is defined Then we have to define the authorization limit on the general approval limit.



How To create journal approval rules that either automatically approve a journal batch OR that route the batch for approval based on the ledger and journal amounts

In this example , to create approval rules for the Mc general ledger:

*If the largest journal amount in a journal batch is 20000 or less the batch doesn't require approval or it's automatically approved.

*If the largest journal amount in a journal batch is more than 20000 , the level of supervisory approval are required.

*Step4:

Navigator > Journals > Enter

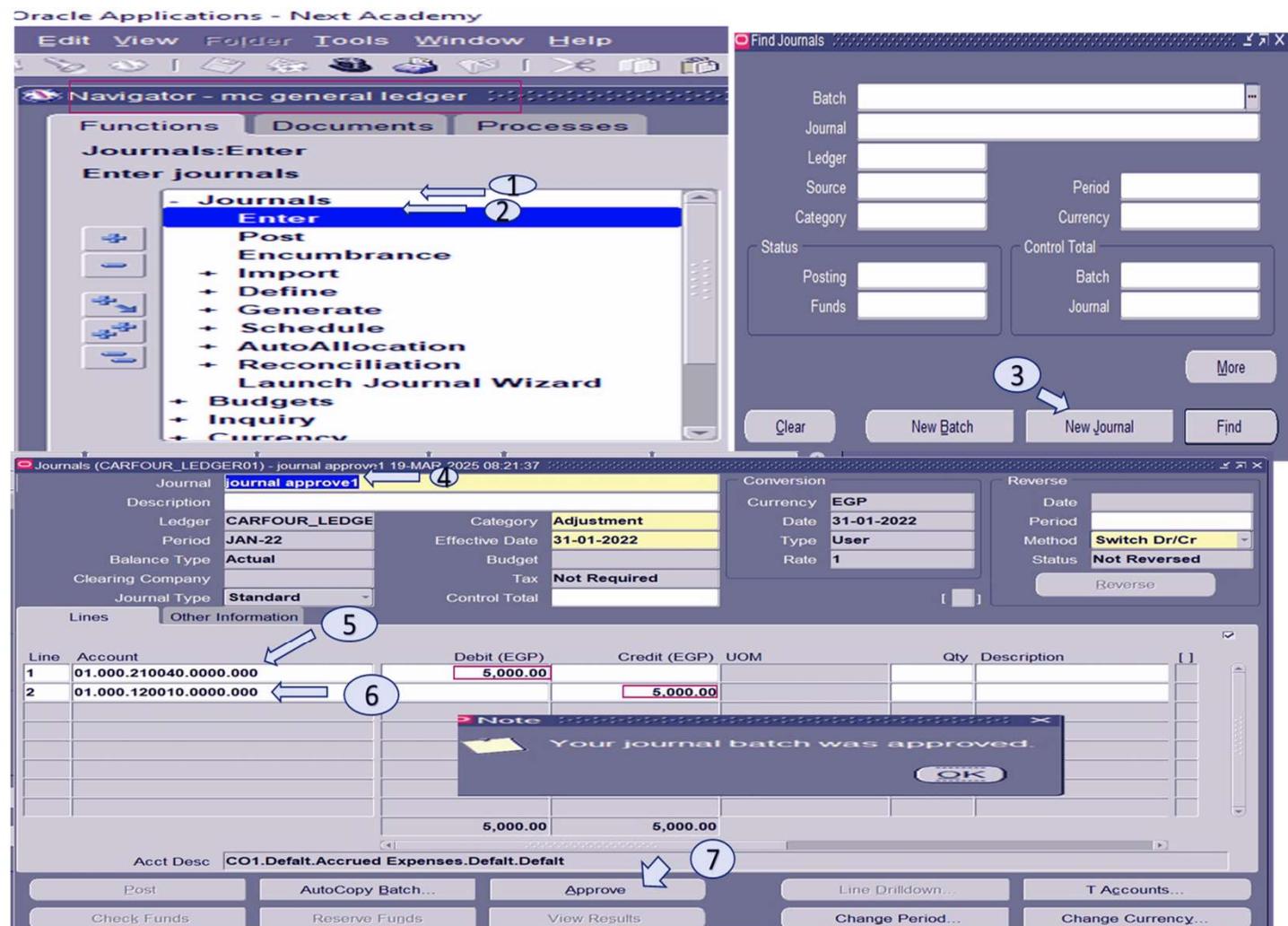
1- Click on “ New Journal”
Button

2- Create New Journal ,Click
on “Approve” Button and
“Post” Button

3- View >Requests > Refresh
Data

“The journal has been
approved and posted”

4- create another journal
that amount more than the
limit set for the employee
and requires the manager's
approval.



Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Parent	Phase	Status	Parameters
8709820	Posting: Single Ledger	Completed	Normal	2220, 1863, 57584, 180311

Journals (CARFOUR_LEDGER01) - journal approve1 19-MAR-2025 08:21:37

Journal	journal approve1	Conversion	Reverse
Description		Currency	EGP
Ledger	CARFOUR_LEDGE	Date	31-01-2022
Period	JAN-22	Type	User
Balance Type	Actual	Rate	1
Clearing Company		<input type="checkbox"/>	
Journal Type	Standard	Reverse	

Lines Other Information

Line	Account	Debit (EGP)	Credit (EGP)	UOM	Qty	Description
1	01.000.210040.0000.000	5,000.00				
2	01.000.120010.0000.000		5,000.00			
		5,000.00	5,000.00			

Acct Desc CO1.Defalt.Accrued Expenses.Defalt.Defalt

Post AutoCopy Batch... Unapprove Line Drilldown... T Accounts...
Check Funds Reserve Funds View Results Change Period... Change Currency...

Journals (CARFOUR_LEDGER01) - journal approve2 19-MAR-2025 08:35:26

Journal	journal approve2	
Description	CARFOUR_LEDGE	
Ledger	CARFOUR_LEDGE	
Period	JAN-22	
Balance Type	Actual	
Clearing Company		
Journal Type	Standard	

Conversion
Currency EGP
Date 31-01-2022
Effective Date 31-01-2022
Budget
Tax Not Required
Control Total

Reverse
Date
Period
Method Switch Dr/Cr
Status Not Reversed

Lines Other Information

Line	Account	Debit (EGP)	Credit (EGP)	UOM	Qty	Description
1	01.000.210040.0000.000	25,000.00				
2	01.000.120010.0000.000		25000			

Your journal batch was forwarded to an approver.

Acct Desc CO1.Default.Cash.Default.Default
Post AutoCopy Batch... Approve Line Drilldown... T Accounts...
Check Funds Reserve Funds View Results Change Period... Change Currency...

ORACLE E-Business Suite

Home

Navigator

Personalize

- Application Diagnostics
- ESRA HRMS Manager
- ESRA_GL_N
- Functional Administrator
- General Ledger Super User
- System Administrator
- User Management
- User Management - N

Worklist

Full List (2)

From Type Subject Sent Due

Manam, Carfour Employee Journal Batch Journal batch journal approve2 19-MAR-2025 08:35:26 requires your approval 19-03-2025 26-03-2025
Stock Plat SFM Standard More Information Requested Controller services are not running 17-03-2025 16-03-2025

TIP Vacation Rules - Redirect or auto-respond to notifications.

ORACLE E-Business Suite

Home > Journal batch journal approve2 19-MAR-2025 08:35:26 requires your approval.

From Manam, Carfour Employee
To Esraa Mndoub, Carfour Employee
Sent 19-03-2025 08:37:36
Due 26-03-2025 08:37:36
ID 828102
Journal batch journal approve2 19-MAR-2025 08:35:26 submitted by Manam, Carfour Employee requires your approval.

Action History

Num	Action Date	Action	From	To	Details
1	19-03-2025 08:37:36	Submit	Manam, Carfour Employee	Esraa Mndoub, Carfour Employee	

Journals (CARFOUR_LEDGER01) - journal approve2 19-MAR-2025 08:35:26

Journal	journal approve2	
Description	CARFOUR_LEDGE	
Ledger	CARFOUR_LEDGE	
Period	JAN-22	
Balance Type	Actual	
Clearing Company		
Journal Type	Standard	

Conversion
Currency EGP
Date 31-01-2022
Effective Date 31-01-2022
Budget
Tax Not Required
Control Total

Reverse
Date
Period
Method Switch Dr/Cr
Status Not Reversed

Lines Other Information

Line	Account	Debit (EGP)	Credit (EGP)	UOM	Qty	Description
1	01.000.210040.0000.000	26,000.00				
2	01.000.120010.0000.000		25,000.00			

Your concurrent request ID is 8709824.

Acct Desc CO1.Default.Accrued Expenses.Default.Default
Post AutoCopy Batch... Unapprove Line Drilldown... T Accounts...
Check Funds Reserve Funds View Results Change Period... Change Currency...

What are Recurring & Formula Journals?

Recurring journals are predefined journal entries that repeat at fixed intervals, such as:

- Monthly rent payments
- Salaries & employee benefits
- Depreciation expenses

Why Use Recurring And Formula Journals?

- 1.saves time: automating repetitive journal entries eliminates the need to manually create the same entry every month.
- 2.reduces errors: since the journal is predefined, there's less chance of making mistakes in amounts or accounts.
- 3.speeds up month-end closing: automating these entries helps close the books faster at the end of the month.

key benefits of recurring and formula journals:

- efficiency: automates repetitive tasks, freeing up time for more strategic work.
- accuracy: reduces the risk of manual errors in calculations or account assignments.
- consistency: ensures that recurring transactions are recorded consistently every period.

Processing Recurring Journal entries & Recurring and Formula Journal Creation

Example: Creating a batch for the Recurring journal entries for expenses

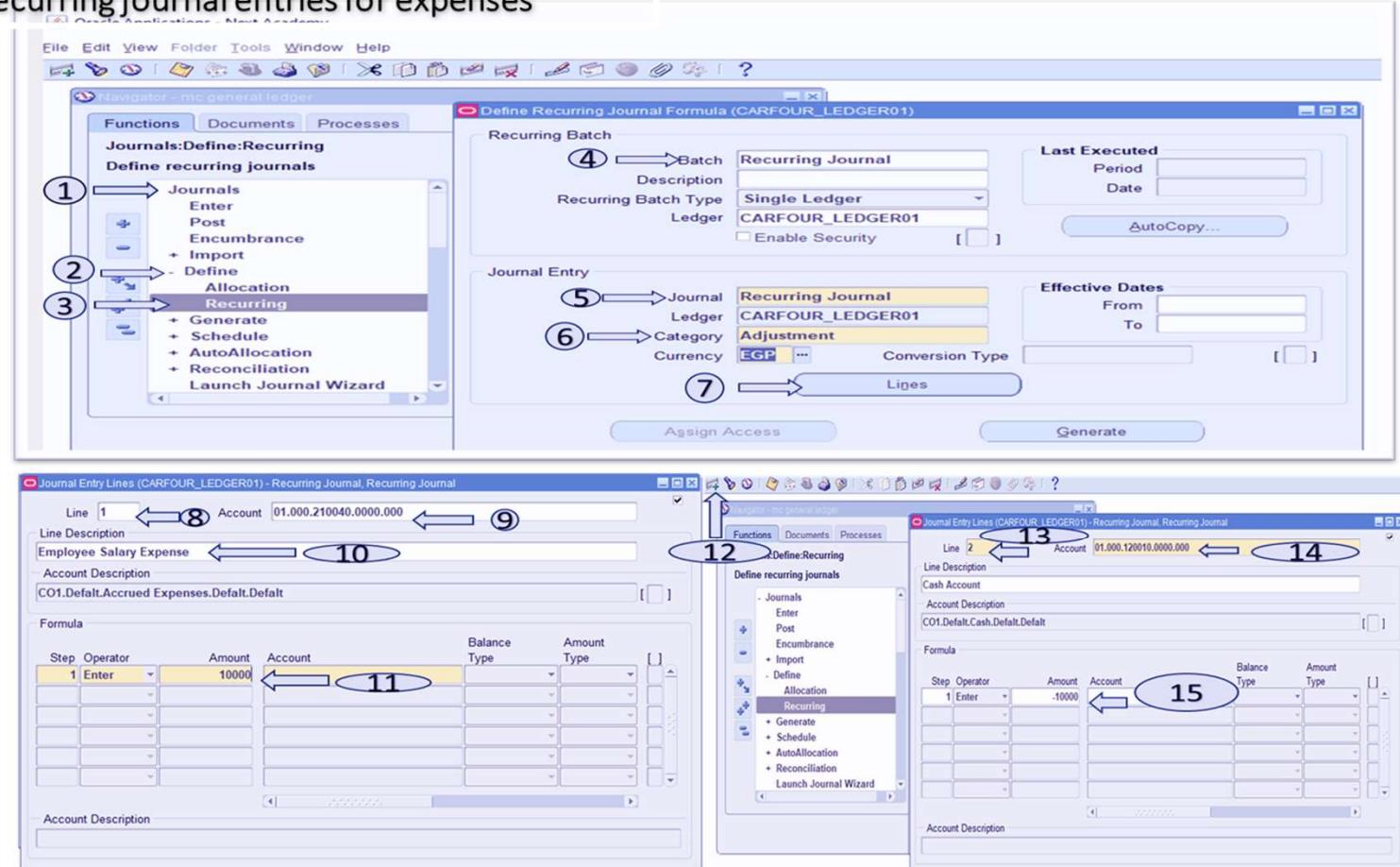
1-Navigator > mc general ledger> Journals > Define > Recurring

2-This is a RecurringJournal Screen:
Enter New Batch" Recurring Journal ,Category "Adjustment" And Click on "lines"

Line 1 select the account ,the line description "Employee Salary Expense", Enter amount (10000) DR and save.

3- Click on "New" And Enter Line 2

Select the second Account, The line Description " Cash account", Ender amount (-1000) CR and save.



* Creating Recurring Journal Entries:

Recurring entries are repeated at certain periods of time on a permanent basis, and may be specific to one specific type of journal entry.

for example: journal entries for a specific type of expenses or revenues.

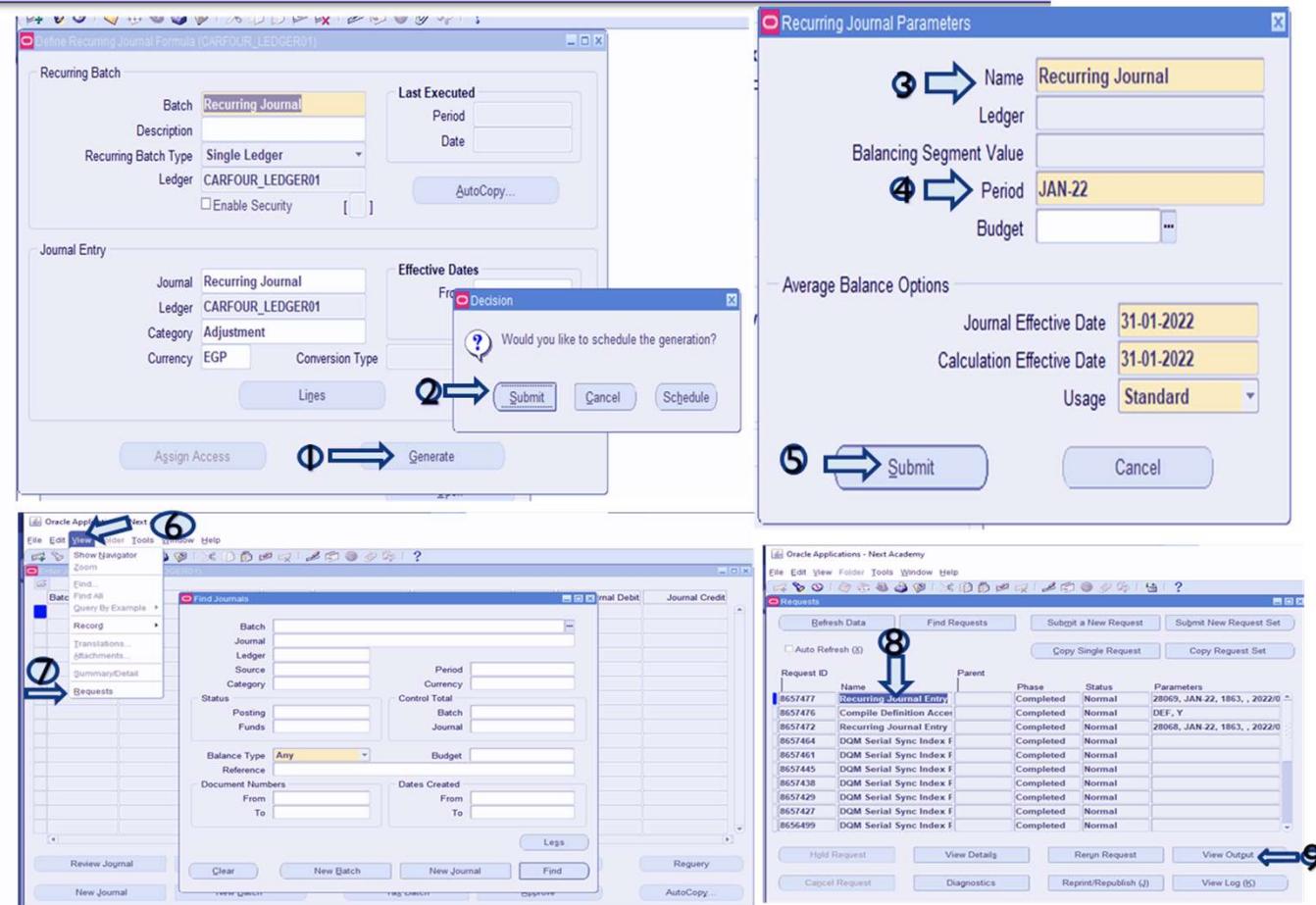
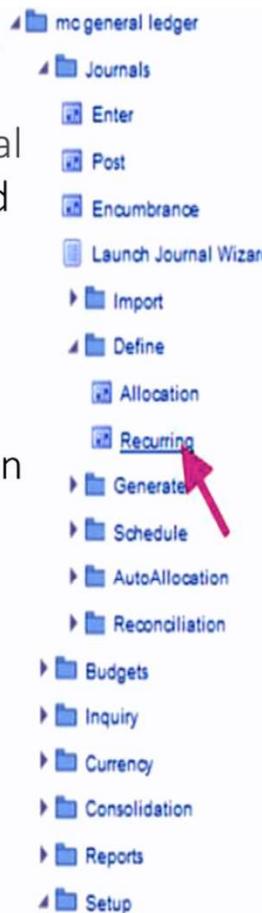
Example : The following Journal entry represents a recurring entry for expenses

Line	Accounts	Depit(DR)	Credit(CR)
1	Employee salary expense	5000	
2	Cash		5000

The process of processing the previous recurring entry for expenses on Oracle Financial applications

4- Click on Generate , Manually “ Submit” and search the journal Name and The period that we opened through Navigator > MC General Ledger > Setup > Other >Open/Close and then selected the period.

5- Click on “View Requests” Find and click on “Refresh Data” check the Status of the Journal and click on “View output”.

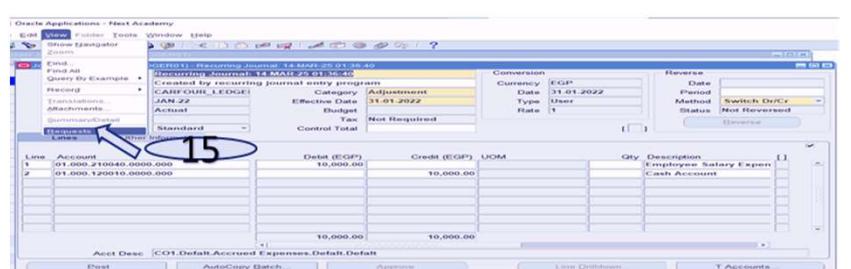
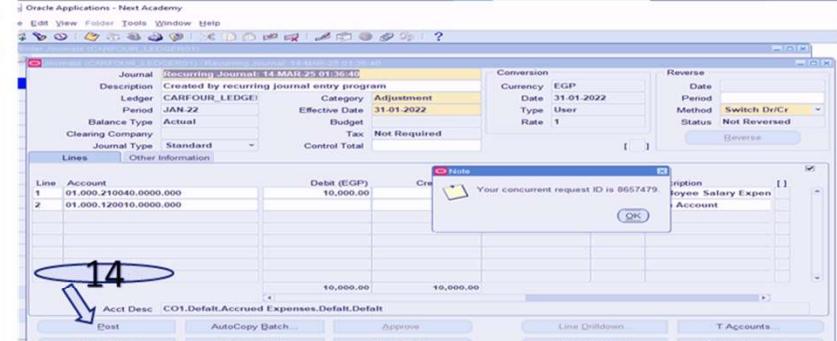
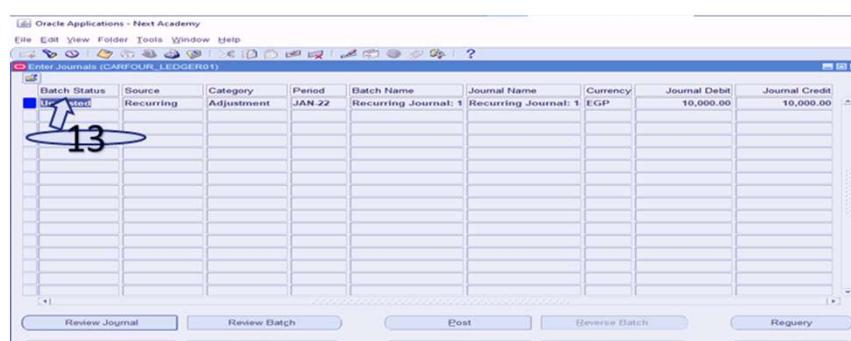
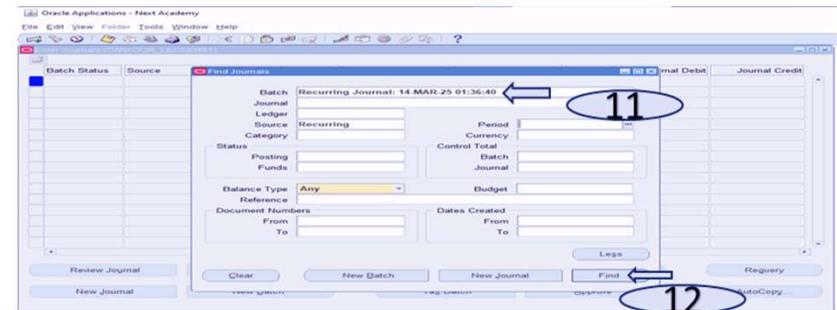


Inquire about the recurring journal entry and display it to record the Accounts balances

5-Review Journal and search The recurring journal , click on Find , We will find that the Recurring Journal has not been posted.

Therefore, we need to open the Recurring Journal and click on the "Post" button.

6- Go to " view Requests Click on "Refresh Data" The status of the Journal has been posted.



Mass Allocation in Oracle Financials (Oracle ERP)

Mass Allocation in Oracle ERP (specifically in Oracle E-Business Suite) is a powerful feature used to automate the distribution of financial amounts (such as costs, revenues, or expenses) across multiple accounts, departments, or cost centers based on predefined rules or formulas. It is commonly used for tasks like cost allocation, revenue distribution, and expense sharing.

Key Components of Mass Allocation

Formula: Equation defining allocation method (e.g., percentages).

Base Data: Total amount to allocate (e.g., \$100K rent).

Criteria: Rules for distribution (e.g., headcount, area).

Target Accounts: Accounts/cost centers receiving the allocation.

Accounting Period: Open financial period for posting.

Journal Entry Batch: Auto-generated accounting entries.

Reports: Tools to verify allocation accuracy.

Expense sharing.

Importance of Mass Allocation in Oracle EBS:

1. Automation of Complex Tasks:

- Example: Monthly rent allocation across departments is done in minutes, not hours.

2. Error Reduction:

- Minimizes human errors in calculations, ensuring accurate financial data.

3. Enhanced Reporting:

- Generates accurate financial reports for better decision-making.
- Example: Provides clear visibility into departmental costs for budget planning.

4. Audit Trail:

- Creates detailed journal entries, ensuring transparency and audit readiness.

5. Cost Efficiency:

- Reduces operational costs by automating manual workflows.

Uses of Mass Allocation in Oracle EBS:

1. Efficient Cost Management

- Distributing shared costs (rent, utilities).
- Allocating indirect costs (administrative expenses).
- Assigning general expenses (travel, training).

Common Goal : Ensure accurate cost allocation across departments/projects.

2. Equitable Revenue & Cost Allocation

- Splitting revenue between partners or branches.
- Ensuring fair distribution in multi-branch organizations.

Common Goal:

- Avoid internal conflicts through transparent criteria.

3. Global Operational Efficiency

- Handling multi-currency transactions with exchange rates.
- Automating month/year-end closing processes.

Common Goal : Simplify financial workflows for multinational companies.

How to Create a Mass Allocation Formula- Practical example

Step 1 :-Enter a Journal entry to record payment of rent by department 210.

The screenshot shows the 'Enter Journals' window for Vision Operations (US\$). The journal is titled 'Test Rent Payment for Jan-16'. The details section includes:

- Description:** Vision Operations
- Ledger:** Vision Operations
- Period:** Jan-16
- Balance Type:** Actual
- Clearing Company:** Standard
- Journal Type:** Standard
- Category:** Adjustment
- Effective Date:** 31-01-2016
- Budget:** Not Required
- Tax:** Not Required
- Control Total:** [Blank]

The 'Conversion' section shows:

- Currency:** USD
- Date:** 31-01-2016
- Type:** User
- Rate:** 1

The 'Reverse' section shows:

- Date:** [Blank]
- Period:** [Blank]
- Method:** Switch Dr/Cr
- Status:** Not Reversed

The 'Lines' tab displays the journal entries:

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description	U1	U2
10	01-210-7420-0000-000	10,000.00						
20	01-000-1110-0000-000		10,000.00					
		10,000.00	10,000.00					

The 'Acct Desc' field contains: El ASKARY -No Department-Cash-No Sub Account-No Product.

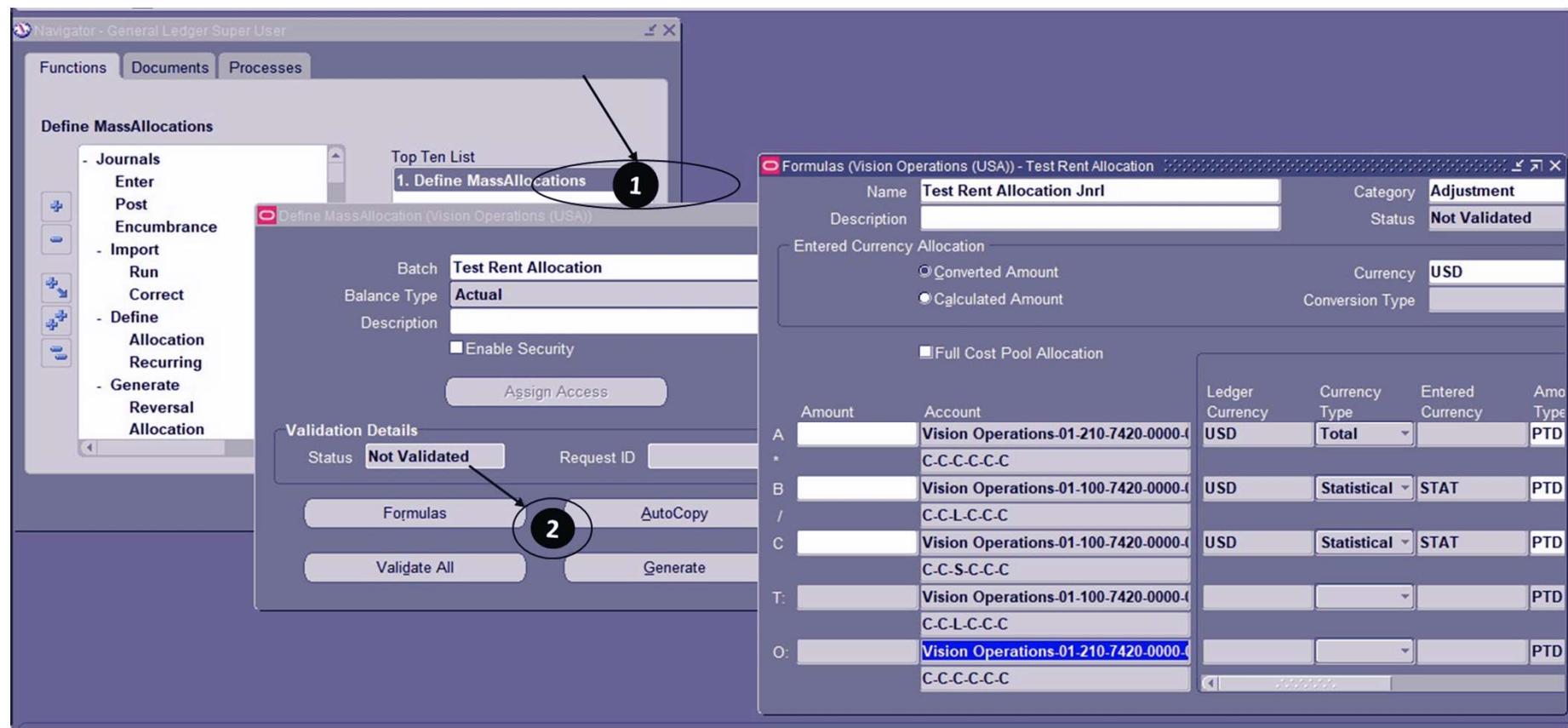
Buttons at the bottom include: Post, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., and Change Currency... .

How to Create a Mass Allocation Formula- Practical example

Step 2 :-Enter STAT journal to record the percentage of space occupied by each departments.

How to Create a Mass Allocation Formula- Practical example

Step 3 :-Create a Mass Allocation Formula



How to Create a Mass Allocation Formula- Practical example

Define MassAllocation (Vision Operations (USA))

Batch	Test Rent Allocation
Balance Type	Actual
Description	
<input type="checkbox"/> Enable Security	
Assign Access	
Validation Details	
Status	Validated
Request ID 8808316	
Formulas	
AutoCopy	
Validate All	
Generate	

Decision Would you like to schedule the generation?

Submit Cancel Schedule

Allocation Parameters

Name	Test Rent Allocation
Ledger	Vision Operations
Balancing Segment Value	01
Period	Jan-16
Allocation Method	Full
Average Balance Options	
Journal Effective Date	31-01-2016
Calculation Effective Date	31-01-2016
Usage	Standard

Submit Cancel

How to Create a Mass Allocation Formula- Practical example

Journal Description	Test Rent Allocation Jrn Vision Operations																	
Ledger Period	Vision Operations (L) 04-18	Category Adjustment																
Balance Type	Actual	Effective Date 06-APR-2018																
Bearing Company	I	Budget																
Journal Type	Standard	Tax Not Required																
Control Total																		
Debit (USD) Credit (USD) UOM Qty Description																		
-130-7420-0000-000	2,000.00																	
-110-7420-0000-000	5,000.00																	
-120-7420-0000-000	3,000.00																	
-210-7420-0000-000		10,000.00																
	10,000.00	10,000.00																
Acct Desc Operations-Secretarial Dept-Rent Expense-No Sub Account-No Product																		
Post	AutoCopy Batch...	Approve	Line Drilldown	T Accounts...														
Check Funds	Reserve Funds	View Results	Account Inquiry (Vision Operations (USA))															
<p>Ledger/Ledger Set</p> <table border="1"> <tr> <td>Name</td> <td>Vision Operations (USA)</td> </tr> <tr> <td>Currency</td> <td>USD</td> </tr> </table>			Name	Vision Operations (USA)	Currency	USD	<p>Accounting Periods</p> <table border="1"> <tr> <td>From</td> <td>apr-18</td> </tr> <tr> <td>To</td> <td>apr-18</td> </tr> </table>		From	apr-18	To	apr-18	<p>Currency</p> <table border="1"> <tr> <td>Type</td> <td>Total</td> </tr> <tr> <td>Entered</td> <td></td> </tr> </table>		Type	Total	Entered	
Name	Vision Operations (USA)																	
Currency	USD																	
From	apr-18																	
To	apr-18																	
Type	Total																	
Entered																		
<p>Primary Balance Type</p> <input checked="" type="radio"/> Actual <input type="radio"/> Budget <input type="radio"/> Encumbrance			<p>Secondary Balance Type</p> <table border="1"> <tr> <td>Budget</td> <td></td> </tr> <tr> <td>Encumbrance Type</td> <td></td> </tr> </table>		Budget		Encumbrance Type		<p>Factor</p> <input type="radio"/> Units <input type="radio"/> Thousands <input type="radio"/> Millions <input type="radio"/> Billions									
Budget																		
Encumbrance Type																		
<p>Summary Template</p> <p>Accounts</p> <table border="1"> <tr> <td>01-210-7420-0000-000</td> </tr> </table>			01-210-7420-0000-000															
01-210-7420-0000-000																		
<p>Description</p> <p>Operations-US Organization-Rent Expense-No Sub Account-No Product</p>																		
<input type="button" value="Show Balances"/>			<input type="button" value="Show Journal Details"/>			<input type="button" value="Show Variance"/>												