Departmental Correction

Transfer of Funds

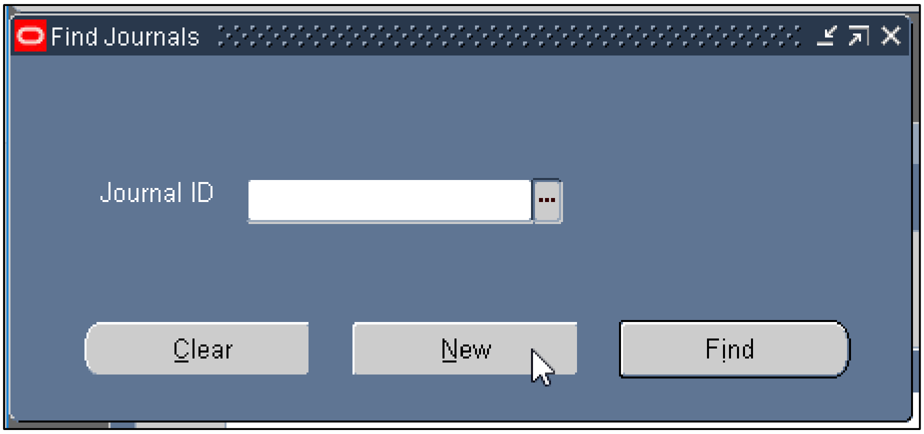
Departmental Correction Form Policies:

- Use this form to correct an error on an account or natural account or to split a cost between accounts or business units
- The Departmental Correction Form will accept any natural account except payroll natural accounts (5XXX) and transfer natural accounts (92XX)

Transfer of Funds Form Policies:

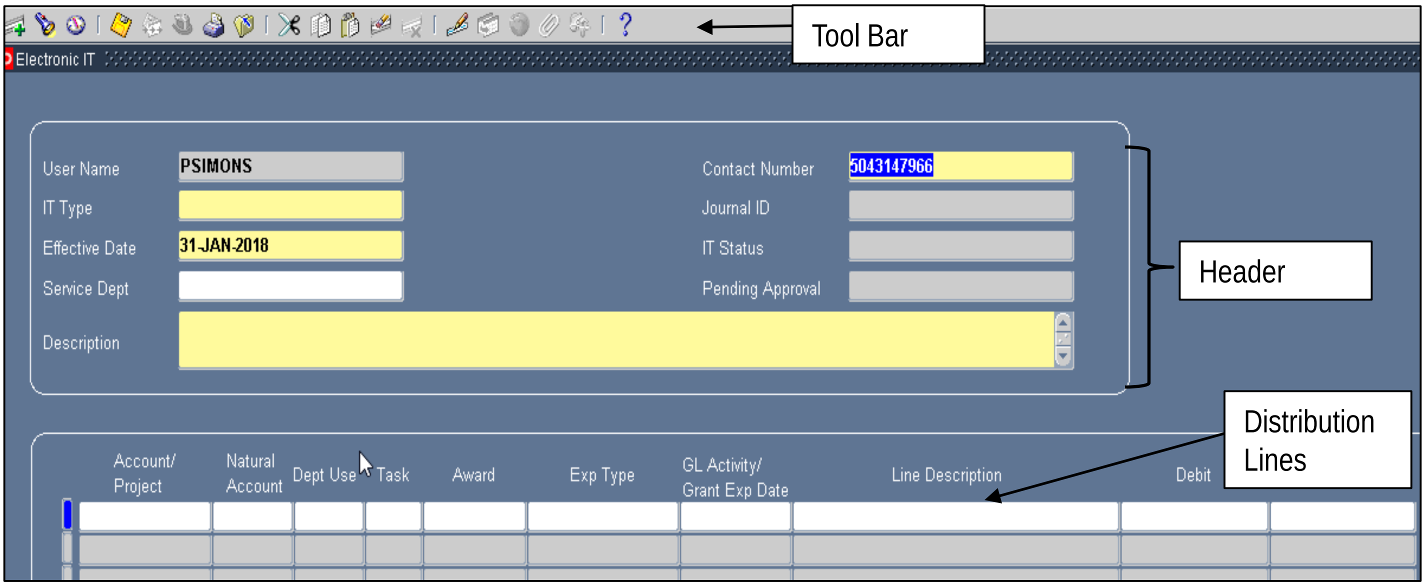
- Use this form for two business purposes only: to cover a deficit or for budgeted transfers
- This form is only used with transfer natural accounts (92XX)
- This form is never used with grant accounts (5XXXXX), deferred accounts (71XXXX, 78XXXX) or agency accounts (919XXX)
  - If you need to make an adjustment or correction to these types of accounts, you must use the Departmental Correction Form

Logging In - Initiating an IT



- To access the Oracle E-IT system, log into Gibson Online and choose EBS (TAMS and HCM) under the Administrative heading
  - You can also directly access the system via the following link: https://ebs.tulane.edu
- When the Oracle Applications Home Page opens, choose the responsibility called TAMS EIT Application GUI, then choose EIT Process to open the Find Journals box (see above)
- The Find Journals box will allow you to search on an existing IT or to initiate a new IT
- Click the New button to initiate an IT
  - The Find button will let you query an existing IT (covered in a separate manual)

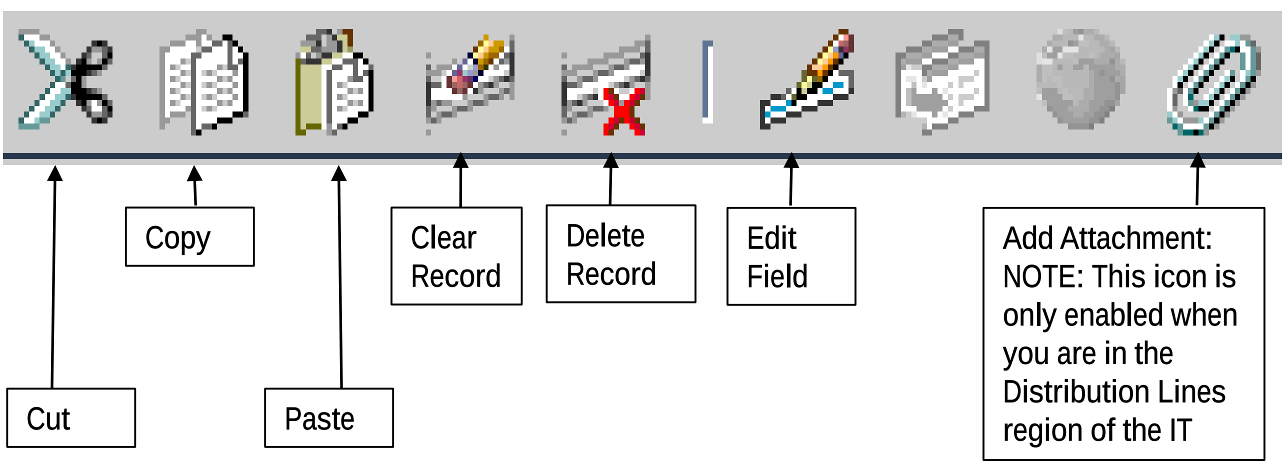
Initiating a Departmental Correction



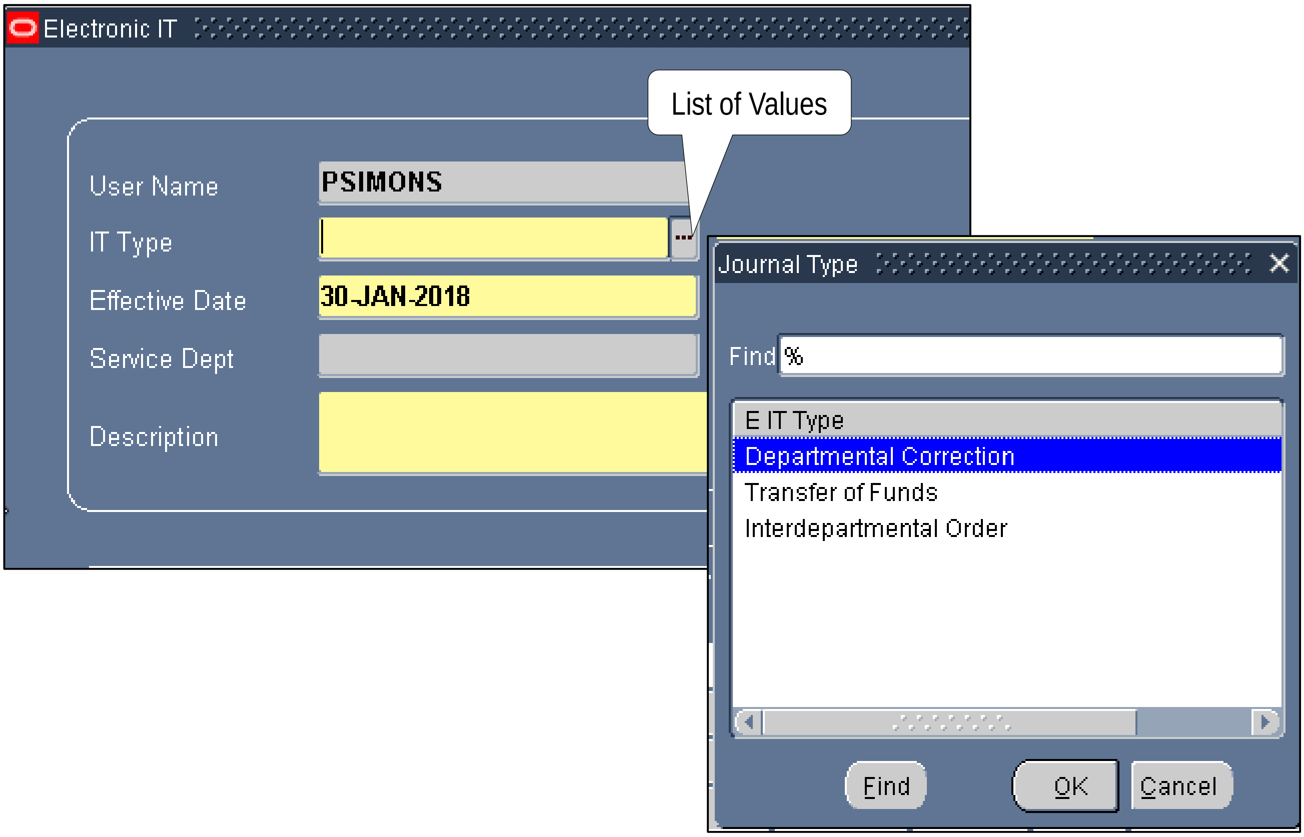
- A blank IT form will appear as shown above
- The form header and the distribution lines are on the same page
- Required fields are in yellow
- The initiator's user name and contact number will auto-populate when the blank IT is first opened

Tool Bar


Add New Record
Find: Opens Find Journals Box
Back to Navigator
Save: Never hesitate to save your work!
Screen Print
Close Form


Cut
Copy
Paste
Clear Record
Delete Record
Edit Field
Add Attachment: NOTE: This icon is only enabled when you are in the Distribution Lines region of the IT

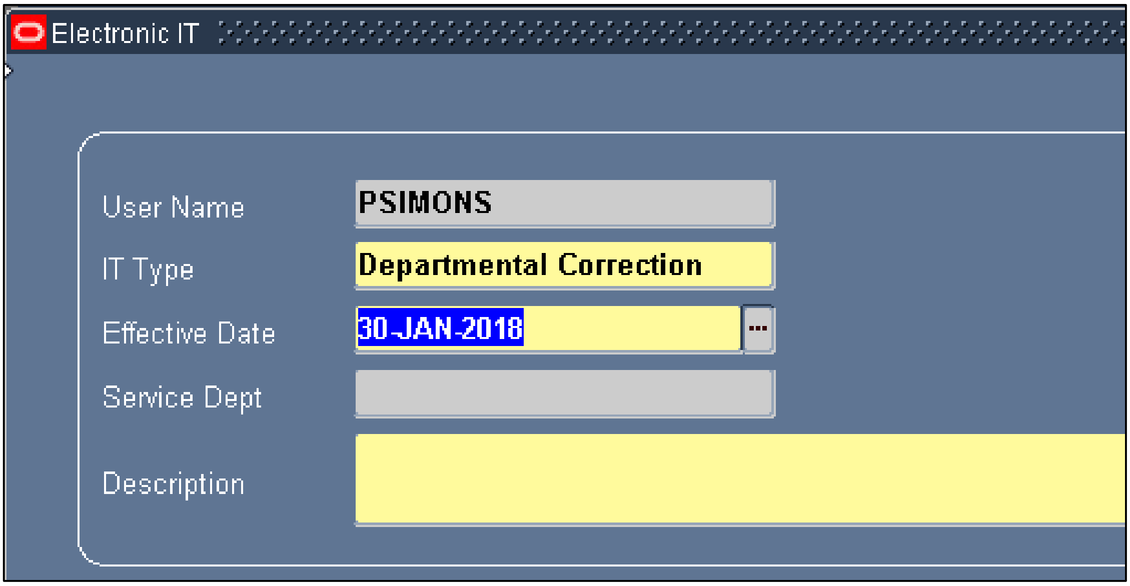
Header: Selecting an IT Type



- Click the List of Values button to choose one of the different Journal (IT) types
- You can select Departmental Correction, Transfer of Funds or Interdepartmental Order (used with service departments only)
  - SHORTCUT: In the IT Type field, you can type the first letter of the Journal Type (i.e. D, T or I) and press the Tab key to select the Journal Type
- For this example, select Departmental Correction by double clicking on it or by clicking the OK button
- Once the form type is selected, an IT# will automatically generate in the Journal ID field

NOTE: The Departmental Correction and the Transfer of Funds forms work exactly the same; the only difference is there are certain account or natural account restrictions depending on the policy of the form type you choose (see Policies at the beginning of this manual)

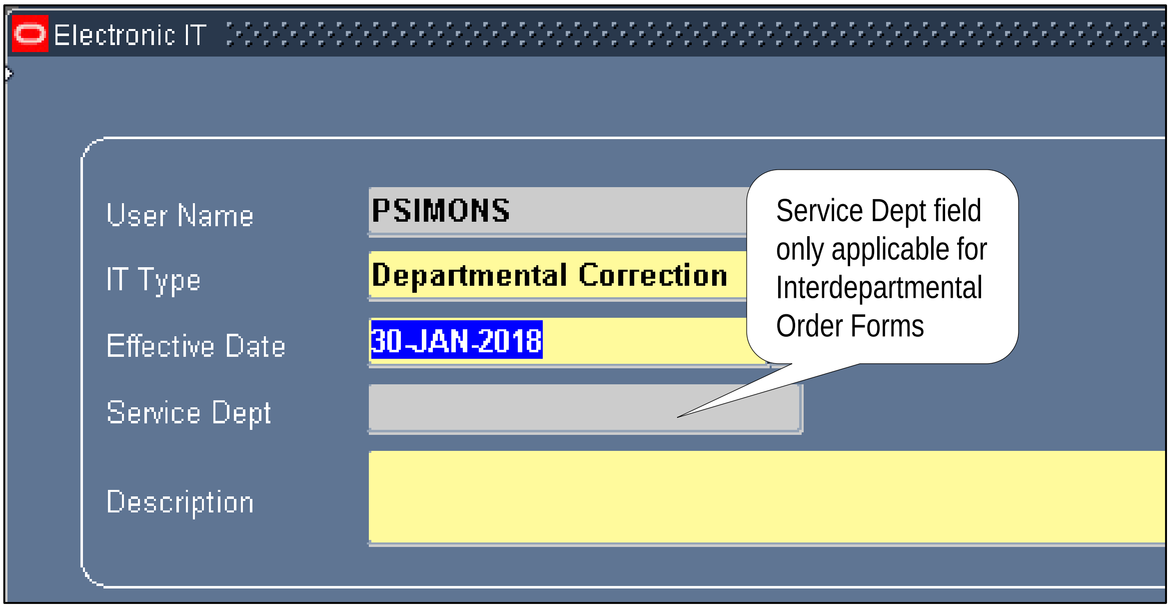
Header: Effective Date



- The Effective Date is a required field and defaults to the current date
- The Effective Date determines the period in which the IT gets processed

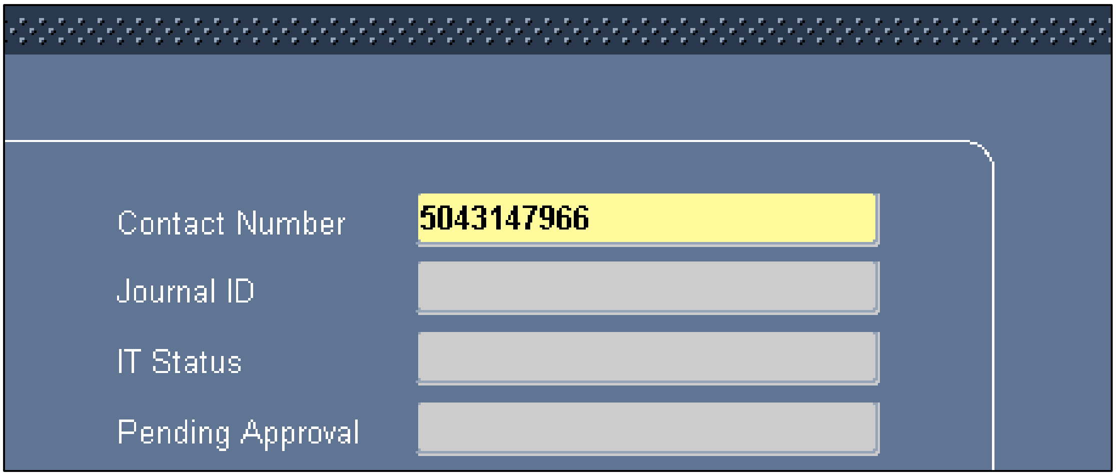
<u>IMPORTANT</u>: This date is critical at fiscal year end as it determines in which fiscal year the IT gets processed

Header: Service Dept Field



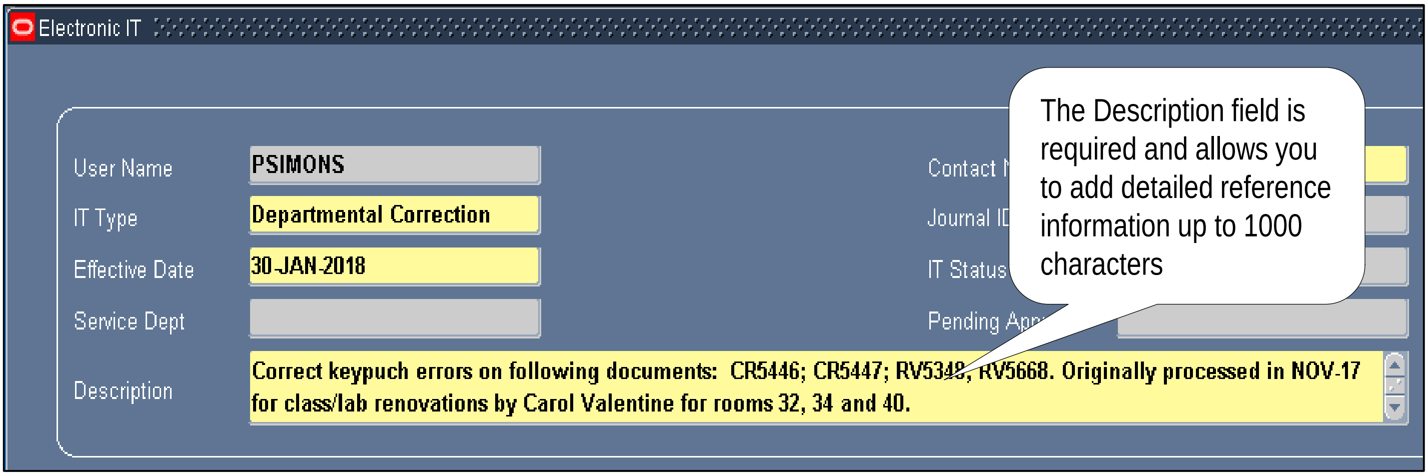
- The Service Dept field is only applicable if you are creating an Interdepartmental Order (service) form (see instructions for this field in the Interdepartmental Order Form manual)
- The Service Dept field is only editable on the Interdepartmental Order form
- Since this manual is specific to Departmental Correction and Transfer of Funds types, you can skip the Service Dept field and tab to the Description field

Header: Journal ID/IT Status/Pending Approval



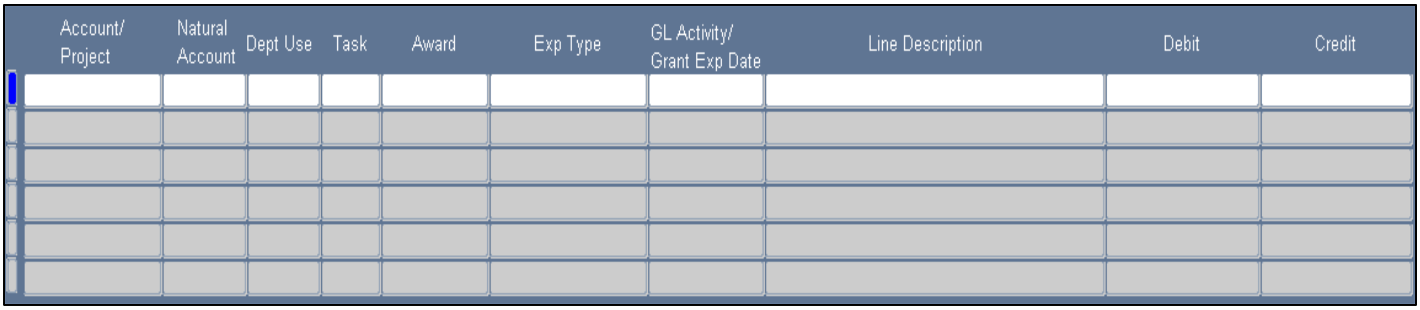
- Contact Number is the phone number of the IT's preparer
- The Journal ID is the seven character sequential "IT number" and is auto-populated when an IT is first open
  - Departmental Correction types are preceded with a C, Transfer of Funds types are preceded with a T and Interdepartmental Order types are preceded with an I
- IT Status shows the status of an IT during its life cycle
  - New: The IT has been initiated but not submitted
  - In Process: The IT has been submitted and is going through approval workflow
  - Completed: The IT has completed the approval workflow process
- Pending Approval shows the user IDs of all approvers in the workflow who have not yet approved the IT

Header: Description Field



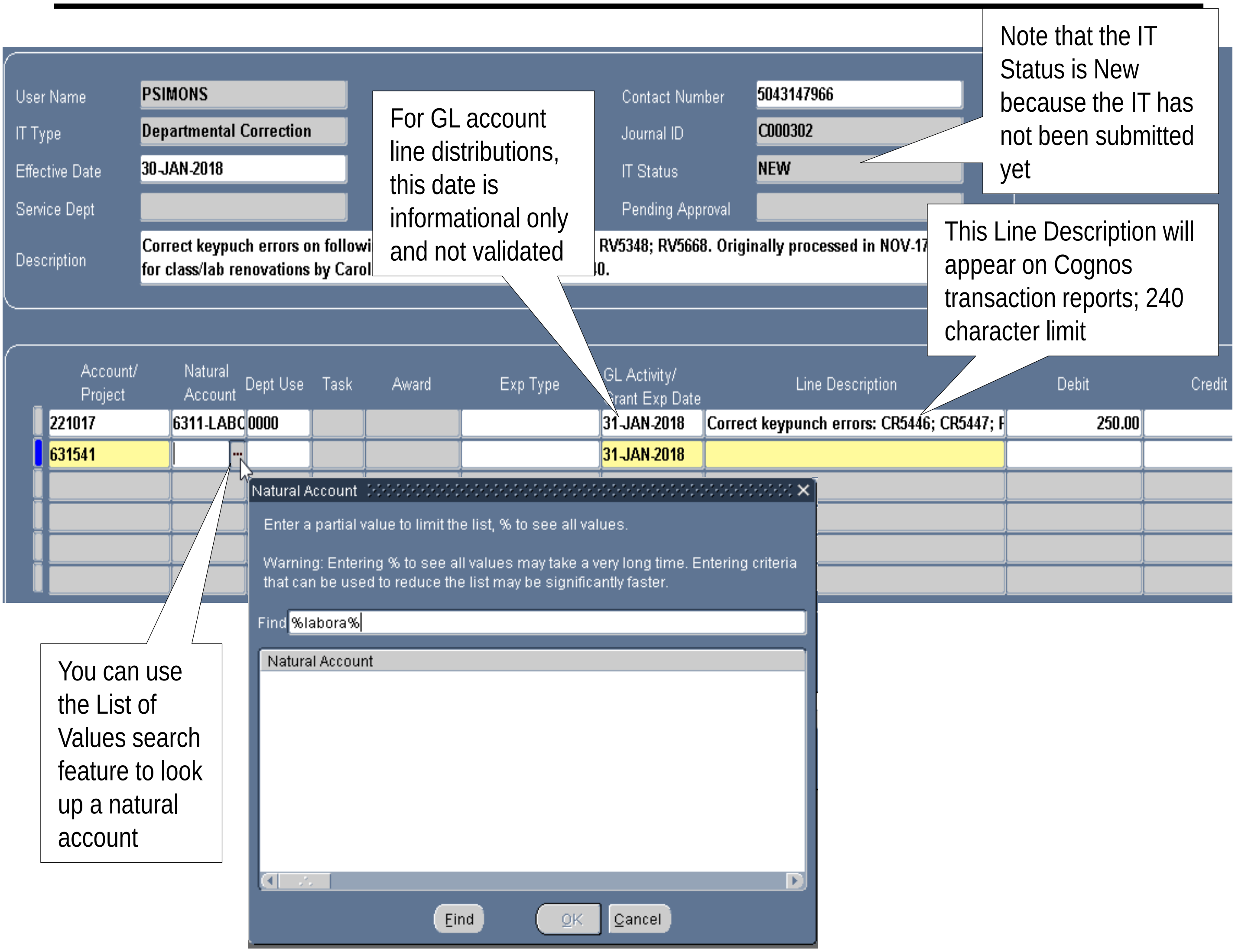
- The Description field is required and allows you to add detailed information related to your IT
- The character limitation in this field is 1000
- The information in this field <u>does not</u> appear on Cognos reports (i.e. GL and Grant transaction reports), but will appear in E-IT queries and certain E-IT reports
- Information typed in the Description field is also useful to approvers who may need to know details for the reason of the IT
- After completing the description, tab out of the Description field to go to the distribution region of the form

Distribution Lines



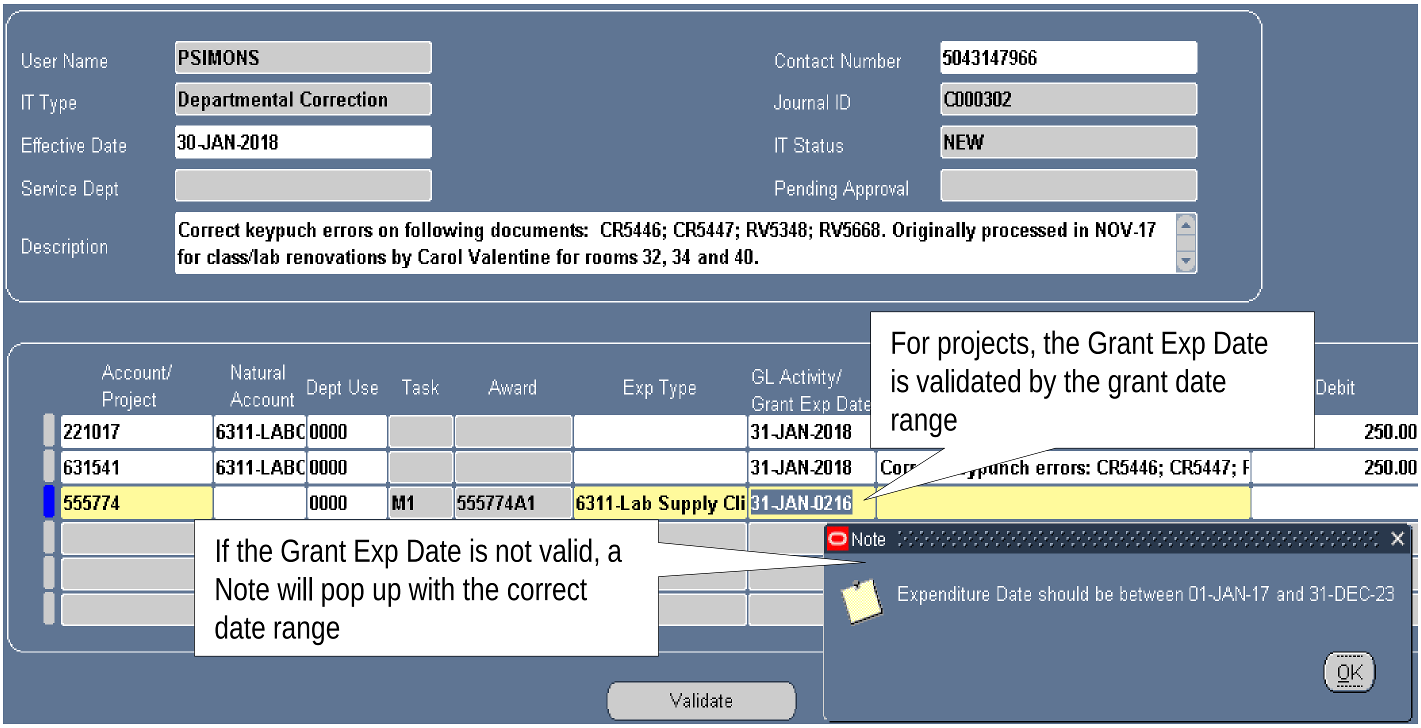
- Account/Project: Enter the six-digit GL account or project number
  - The entry format of the line will change depending on whether you entered a GL account or a project
- Natural Account: If you entered a GL account, you are required to complete this field with the appropriate natural account; if you entered a project number, skip to the Exp Type field
- Dept Use: This field is optional; the default is ‘0000’
- Task/Award: If you entered a project number, these fields will auto-populate with the correct values
- Exp Type: If you entered a project number, you are required to complete this field with the appropriate expenditure type; this field is not applicable to GL accounts
- GL Activity/Grant Exp Date: IMPORTANT The purpose of this field will change depending on whether you entered a GL account or a project
  - This field auto-populates with the current date; you can change the default
  - If you entered a GL account (GL Activity date), this field is informational only and not validated so any date can be used depending on your reference information needs
  - If you entered a project (Grant Exp Date), this field becomes validated to accept only a date within the date range of the project entered
- Line Description: Information typed in this field will appear on Cognos transaction reports; there is a 240 character limit
- Debit/Credit: Enter the amount

Adding Distribution Lines – GL Account



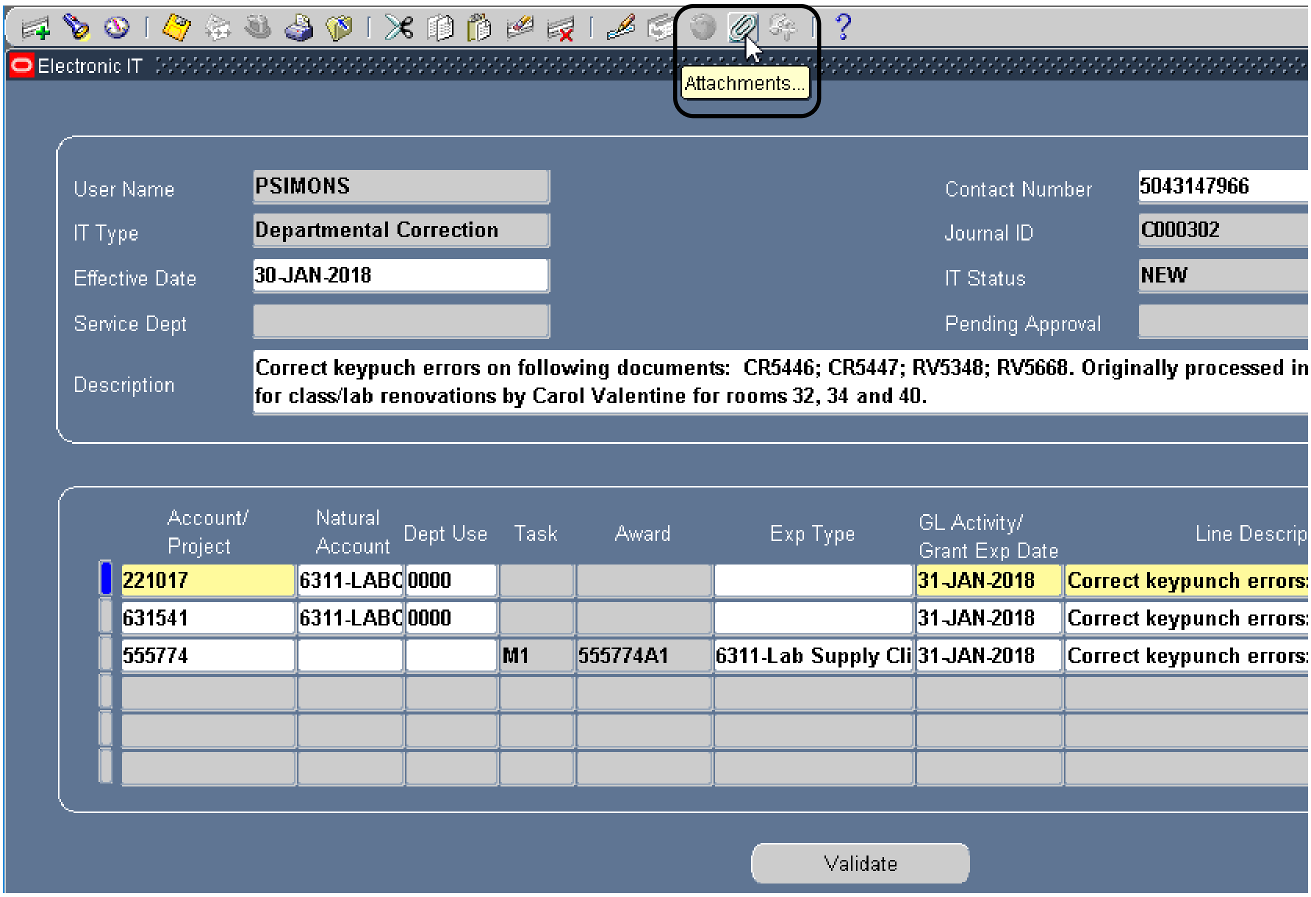
- Add the GL account number and natural account
  HINT: You can look up a natural account by name by clicking on the List of Values icon ··· appended to the field; type a portion of the description and surround it with the standard Oracle wildcard (%)
  Example: To find 6311 – LABORATORY SUPPLIES, you could type %labora% in the Find field as shown above, then click the Find button
- If your organization uses Dept Use Codes, you can type the appropriate code over the default value (0000); otherwise, accept the default
- Since you are not using a project for these distribution lines, you can skip to GL Activity/Grant Exp Date field and either accept the default or type in the appropriate date; the GL Activity date is not validated
- Type in the Line Description (which appears on Cognos transaction reports) and the debit amount or credit amount

Adding Distribution Lines – Project (Grant Account)



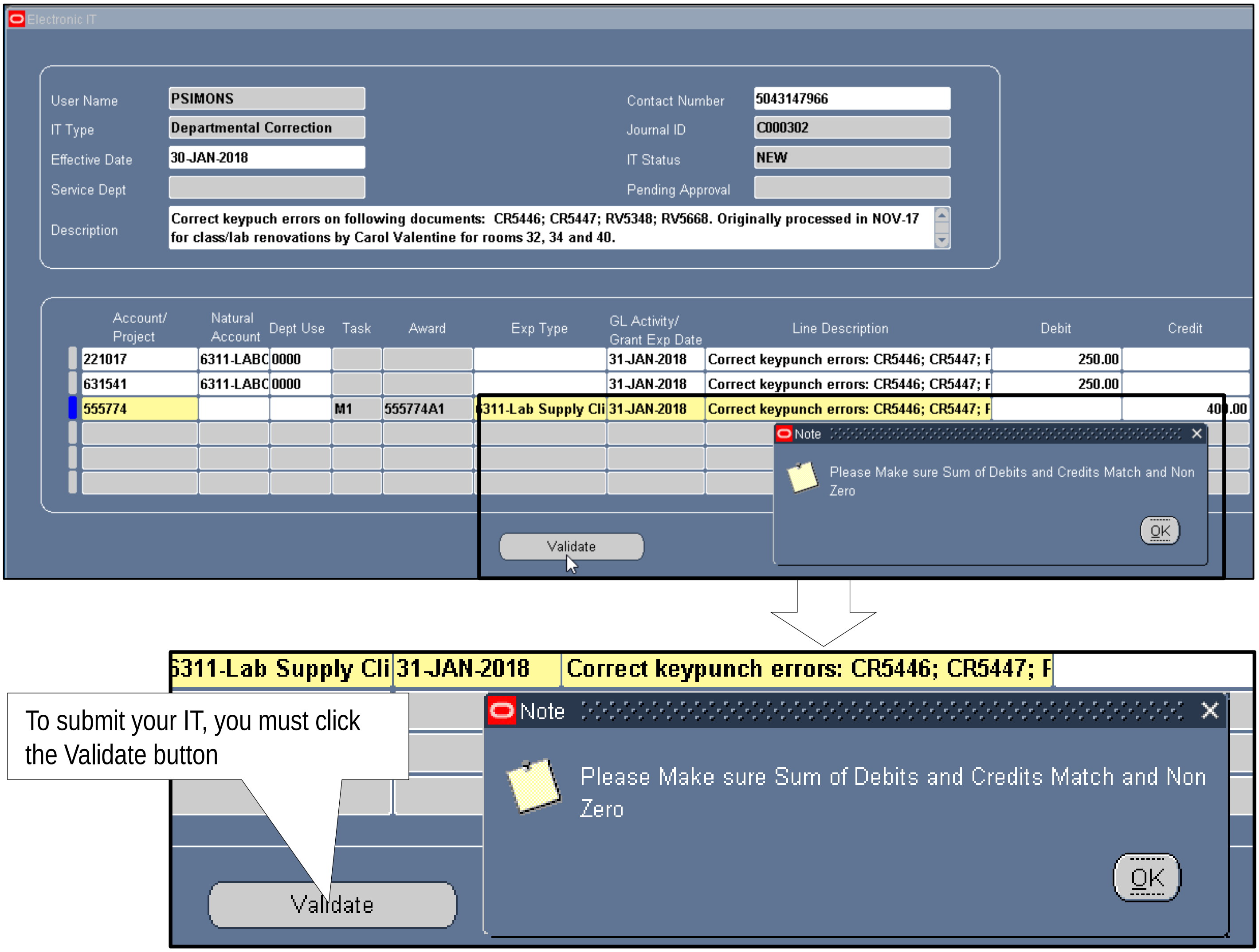
- When you add a project (in this example, 555774), the related Task and Award will auto-complete
- Since Natural Account and Dept Use are not applicable to projects, you will tab straight to the Exp Type field after adding the project
  HINT: You can look up a expenditure type by name by clicking on the List of Values icon appended to the field; type a portion of the description and surround it with the standard Oracle wildcard (%)
- In the GL Activity/Grant Exp Date field, type in the grant expenditure date
  - If the date does not fall within the project date range, you will receive a Note that lets you know the correct dates; change the date accordingly
- Complete the Line Description (which appears on Cognos transaction reports) and the debit or credit amount

Adding Attachments



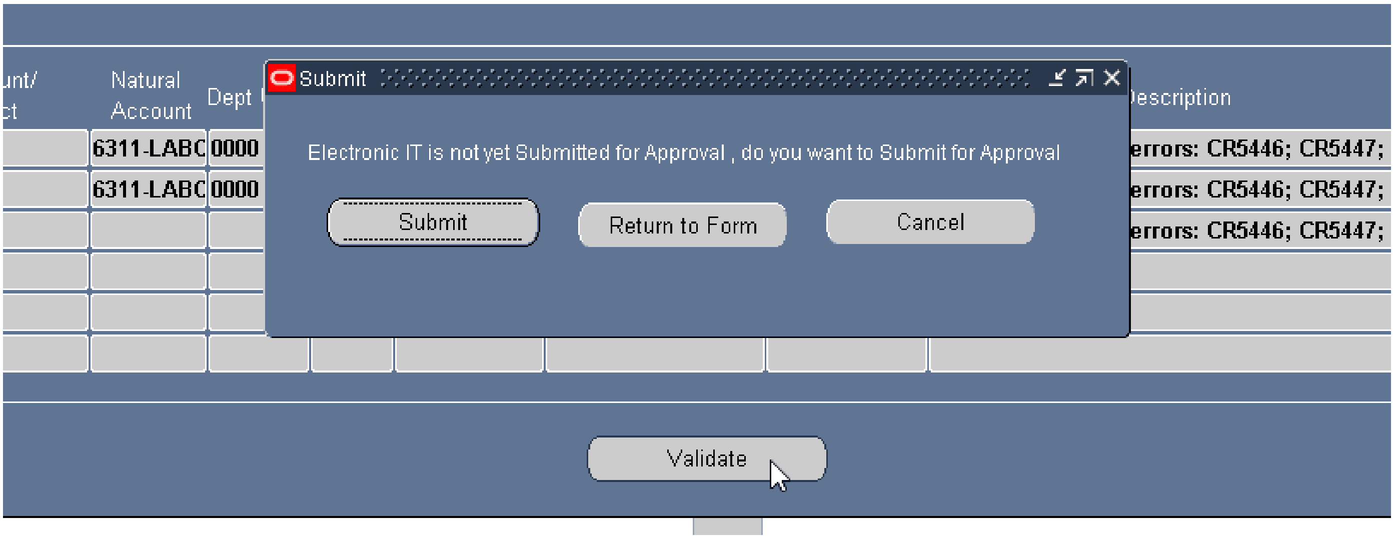
- To add an attachment to your IT, click the paperclip icon in the toolbar
- Detailed instructions on how to add/view attachments can be found in a separate manual
- Anyone in the workflow can add an attachment
- Multiple attachments can be added
- Once an attachment is added, it cannot be removed
  - If the attachment needs to be removed, you will need to contact the E-IT administrator

Validate Button



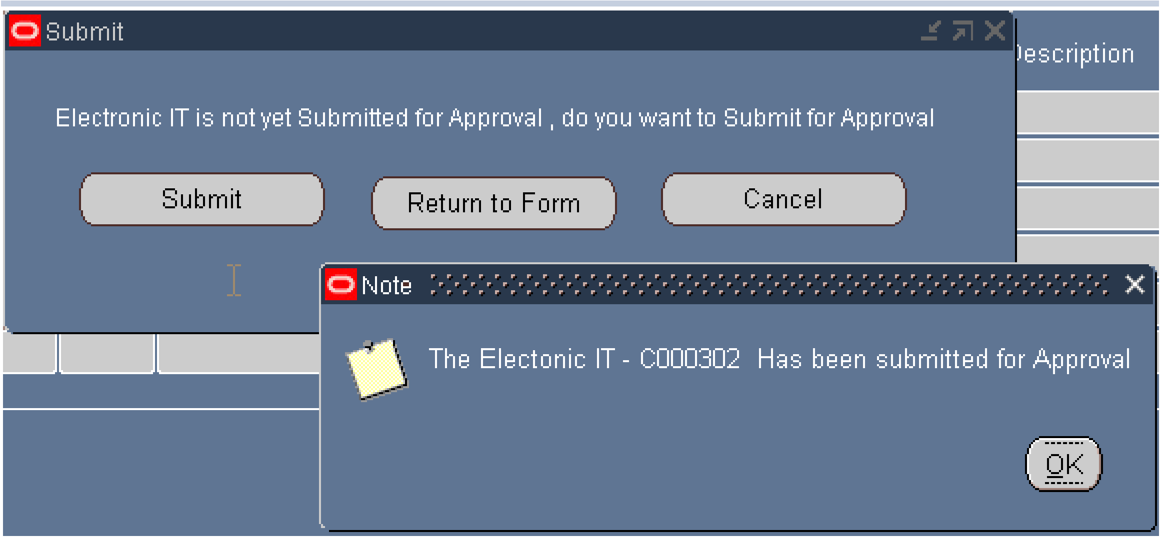
- When you have completed all distribution lines and are ready to submit your IT, you must click the Validate button at the bottom of the form
  - This action validates that the debits and the credits balance before your IT gets submitted
  - If the debits and credits do not balance, a Note box will pop up to warn you (see above); click OK
  - Correct the amounts, then click Validate again

Validate Button



- If you click Validate to submit your IT and all debits and credits are balanced, a Submit box will pop up with the following options
  - <u>Submit</u>: Submits the IT for processing
    - Once the IT is submitted, you will no longer be able to edit it unless it is returned to you by one of the approvers
    - The IT Status changes from New to In Process
    - You can query the IT after you submit it to see the name of all pending approvers in the Pending Approval field
  - <u>Return to Form</u>: Returns you to the form to allow further editing
  - <u>Cancel</u>: Closes the saved IT and returns you to the Oracle Navigator
    - Clicking Cancel <u>does not</u> submit your IT
    - You will need to come back to the form by querying it when you are ready to validate and submit it

Validate Button – Submit the IT



- When you click the Submit button, a Note box will pop up confirming that you have successfully submitted the IT for approval
- Click OK
- The IT has now been submitted to the approval workflow and for subsequent processing into TAMS

<u>IMPORTANT</u>: If your IT gets rejected by any of the approvers, you will receive an email notification and the IT will also appear on your Worklist letting you know the IT was rejected. You will need to query the IT using the Find IT box to make any changes and resubmit the IT