

# Departmental Correction

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# Transfer of Funds

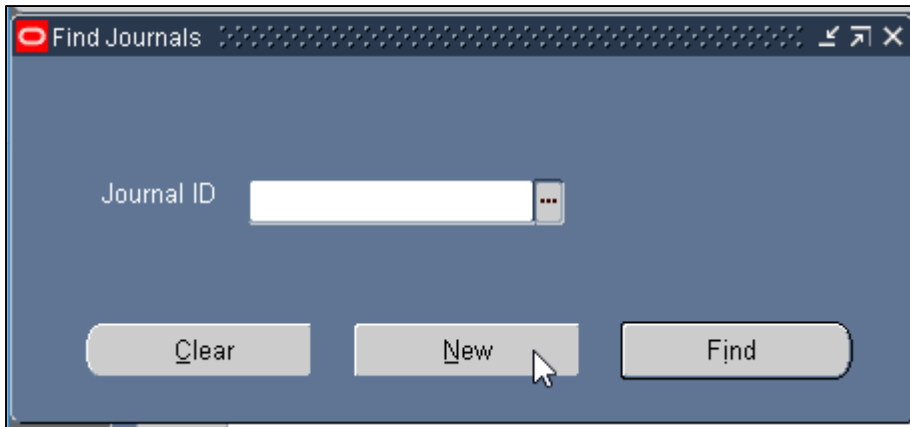
## Departmental Correction Form Policies:

- 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



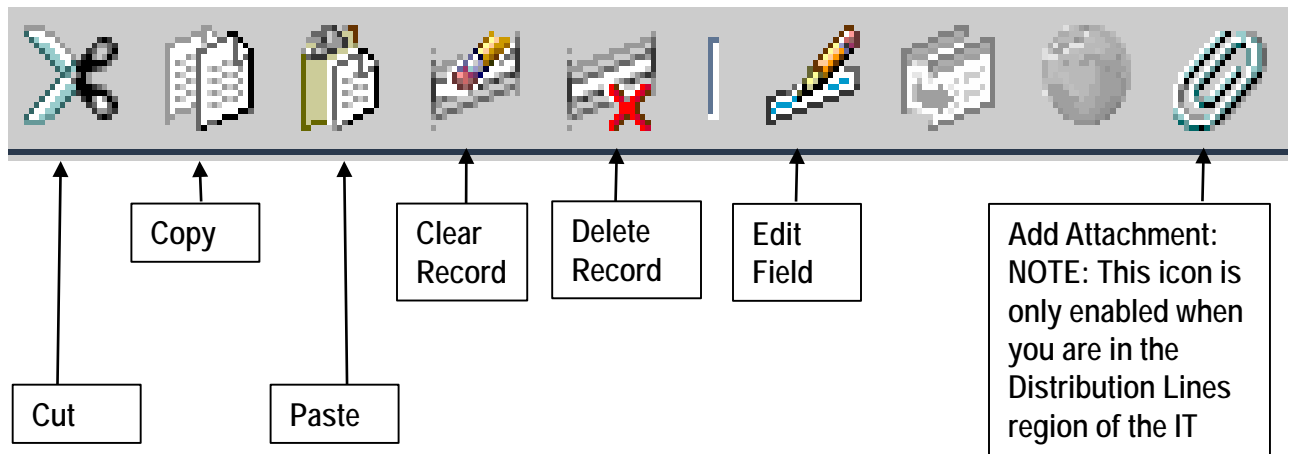
- To access the Oracle E-IT system, log into Gibson Online and choose EBS (TAMS and HCM) under the Administrative heading
  - You can also directly access the system via the following link:  
<https://ebs.tulane.edu>
- When the Oracle Applications Home Page opens, choose the responsibility called TAMS 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

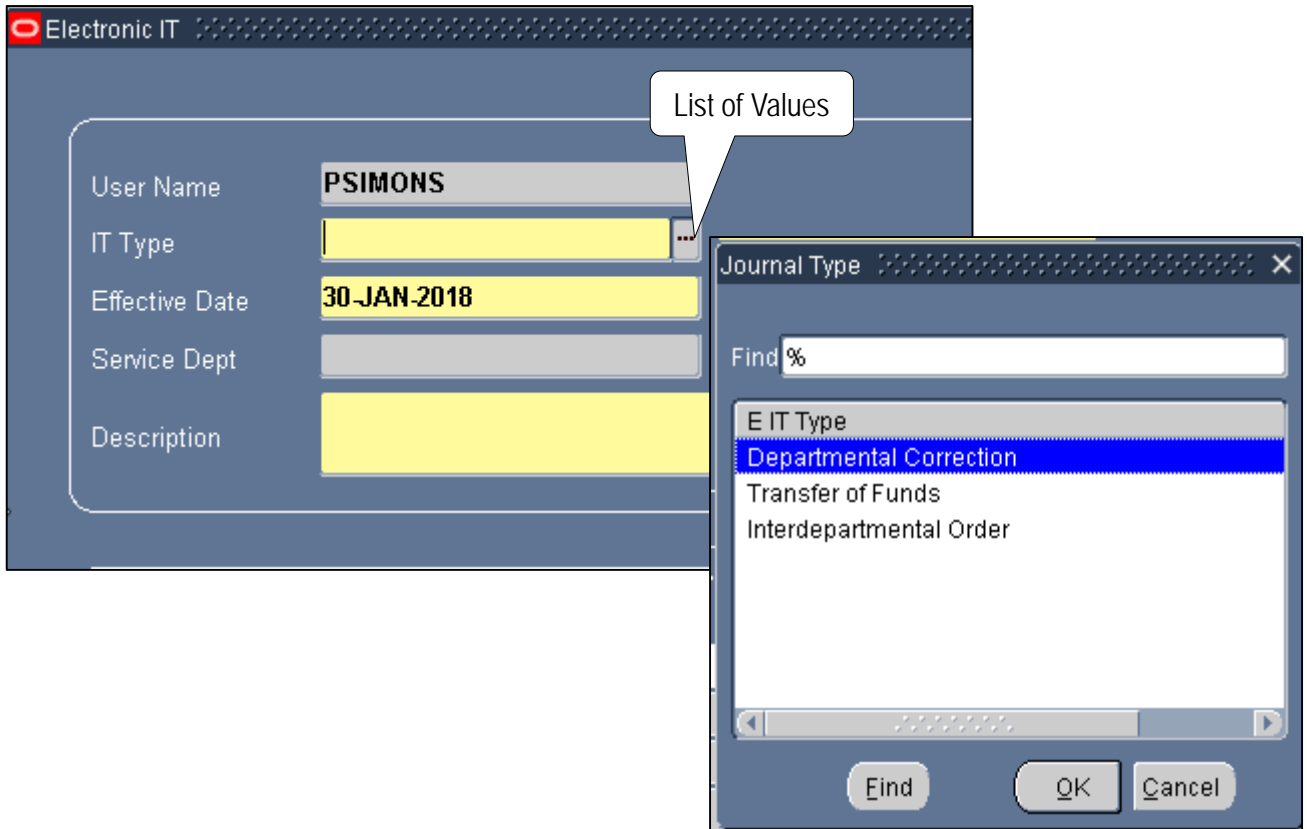
The screenshot shows a software interface for initiating a departmental correction. At the top, there is a 'Tool Bar' with various icons. Below it, the 'Electronic IT' window contains a form. The form is divided into two main sections: a 'Header' section and a 'Distribution Lines' section. The 'Header' section includes several input fields: 'User Name' (PSIMONS), 'Contact Number' (5043147966), 'IT Type', 'Effective Date' (31-JAN-2018), 'Service Dept', 'Journal ID', 'IT Status', and 'Pending Approval'. The 'Distribution Lines' section is a table with the following columns: 'Account/Project', 'Natural Account', 'Dept Use', 'Task', 'Award', 'Exp Type', 'GL Activity/Grant Exp Date', 'Line Description', and 'Debit'. The table is currently empty.

- 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



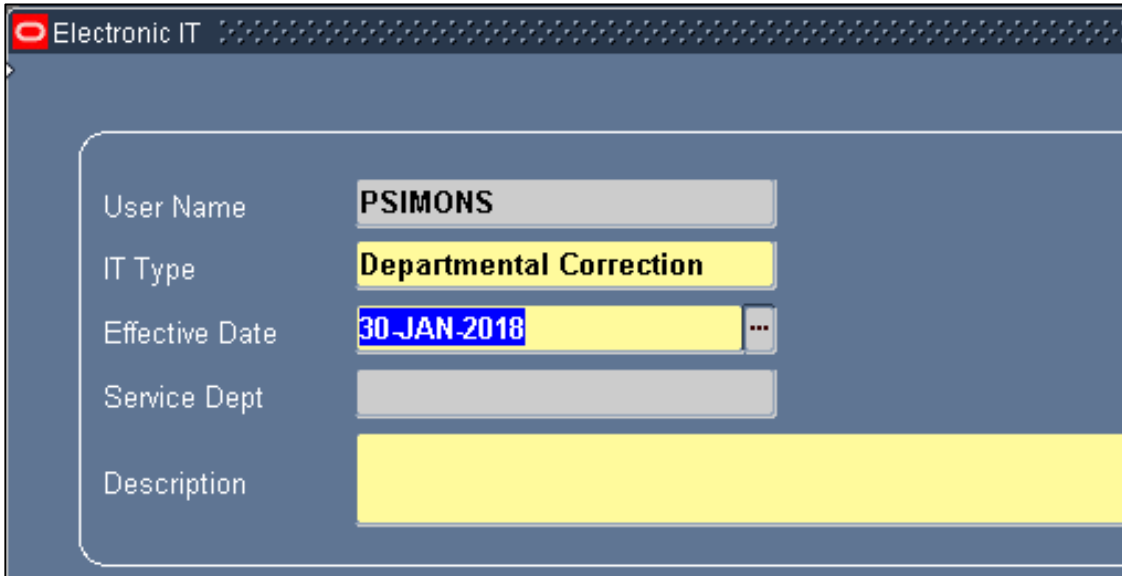
# Header: Selecting an IT Type



- 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 screenshot shows a web form titled "Electronic IT". The form has a dark blue header with a red "X" icon. Below the header, there are five input fields:

- User Name: PSIMONS
- IT Type: Departmental Correction
- Effective Date: 30-JAN-2018
- Service Dept: (empty)
- Description: (empty)

- 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

**IMPORTANT:** This date is critical at fiscal year end as it determines in which fiscal year the IT gets processed

# Header: Service Dept Field

The screenshot shows the header of the Electronic IT system. The fields are as follows:

Field	Value
User Name	PSIMONS
IT Type	Departmental Correction
Effective Date	30-JAN-2018
Service Dept	
Description	

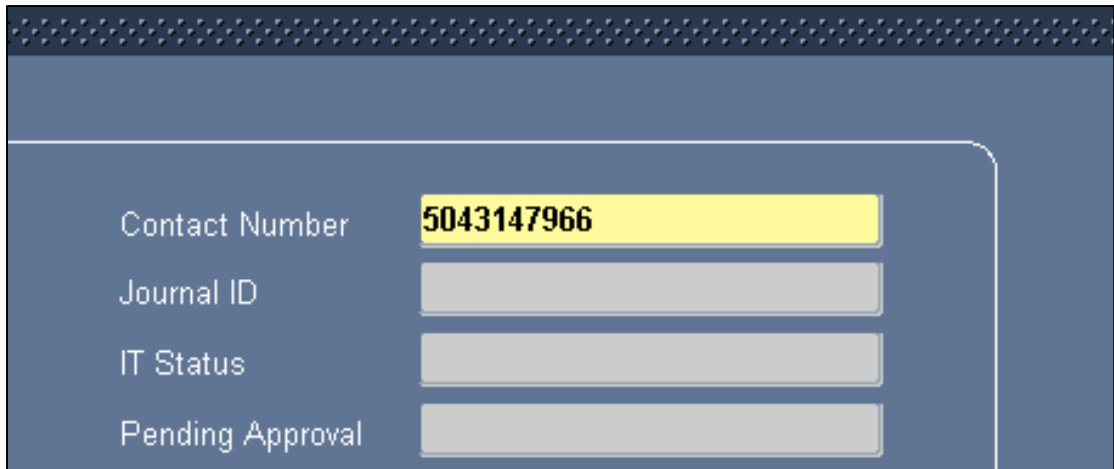
A callout box points to the Service Dept field with the text: "Service Dept field only applicable for Interdepartmental Order Forms".

- 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

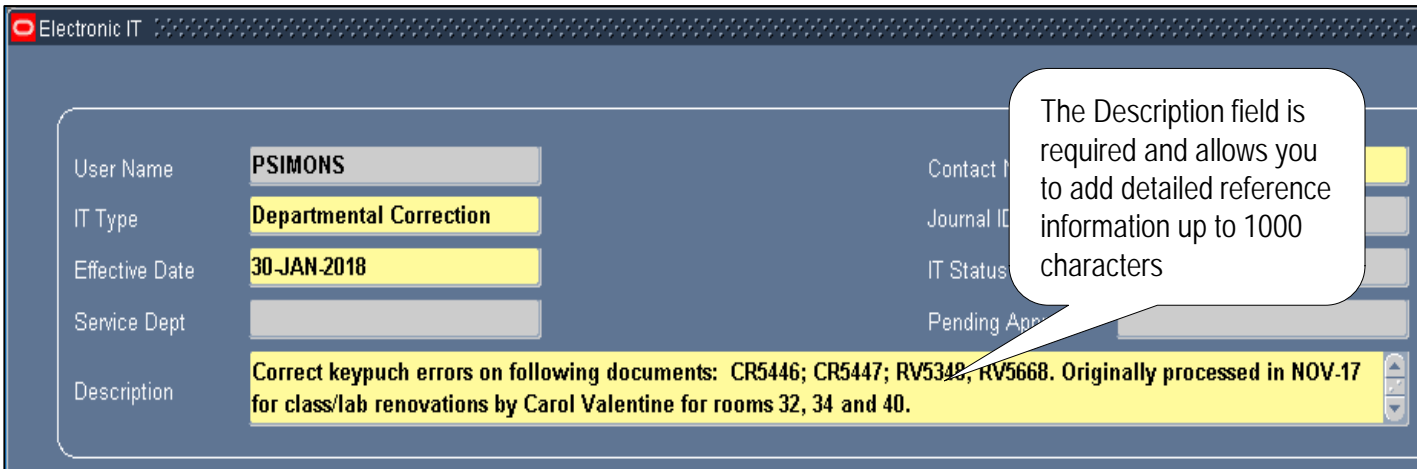
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Contact Number	5043147966
Journal ID	
IT Status	
Pending Approval	

- 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



Electronic IT

User Name: PSIMONS

IT Type: Departmental Correction

Effective Date: 30-JAN-2018

Service Dept:

Description: Correct keypunch errors on following documents: CR5446; CR5447; RV5348; RV5668. Originally processed in NOV-17 for class/lab renovations by Carol Valentine for rooms 32, 34 and 40.

The Description field is required and allows you to add detailed reference information up to 1000 characters

- 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 does not 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	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/ Grant Exp Date	Line Description	Debit	Credit

- **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

User Name: PSIMONS  
 IT Type: Departmental Correction  
 Effective Date: 30-JAN-2018  
 Service Dept:  
 Description: Correct keypunch errors on followi for class/lab renovations by Carol

Contact Number: 5043147966  
 Journal ID: C000302  
 IT Status: NEW  
 Pending Approval:

For GL account line distributions, this date is informational only and not validated


Note that the IT Status is New because the IT has not been submitted yet

This Line Description will appear on Cognos transaction reports; 240 character limit

Account/Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/Grant Exp Date	Line Description	Debit	Credit
221017	6311-LABORATORY SUPPLIES	0000				31-JAN-2018	Correct keypunch errors: CR5446; CR5447; F	250.00	
631541						31-JAN-2018			

Natural Account search dialog box:  
 Enter a partial value to limit the list, % to see all values.  
 Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.  
 Find %labora%  
 Natural Account

You can use the List of Values search feature to look up a natural 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)

User Name: PSIMONS      Contact Number: 5043147966  
 IT Type: Departmental Correction      Journal ID: C000302  
 Effective Date: 30-JAN-2018      IT Status: NEW  
 Service Dept:      Pending Approval:     
   
 Description: Correct keypunch errors on following documents: CR5446; CR5447; RV5348; RV5668. Originally processed in NOV-17 for class/lab renovations by Carol Valentine for rooms 32, 34 and 40.


Account/Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/Grant Exp Date	Debit
221017	6311-LABC	0000				31-JAN-2018	250.00
631541	6311-LABC	0000				31-JAN-2018	250.00
555774		0000	M1	555774A1	6311-Lab Supply Cl	31-JAN-0216	

For projects, the Grant Exp Date is validated by the grant date range

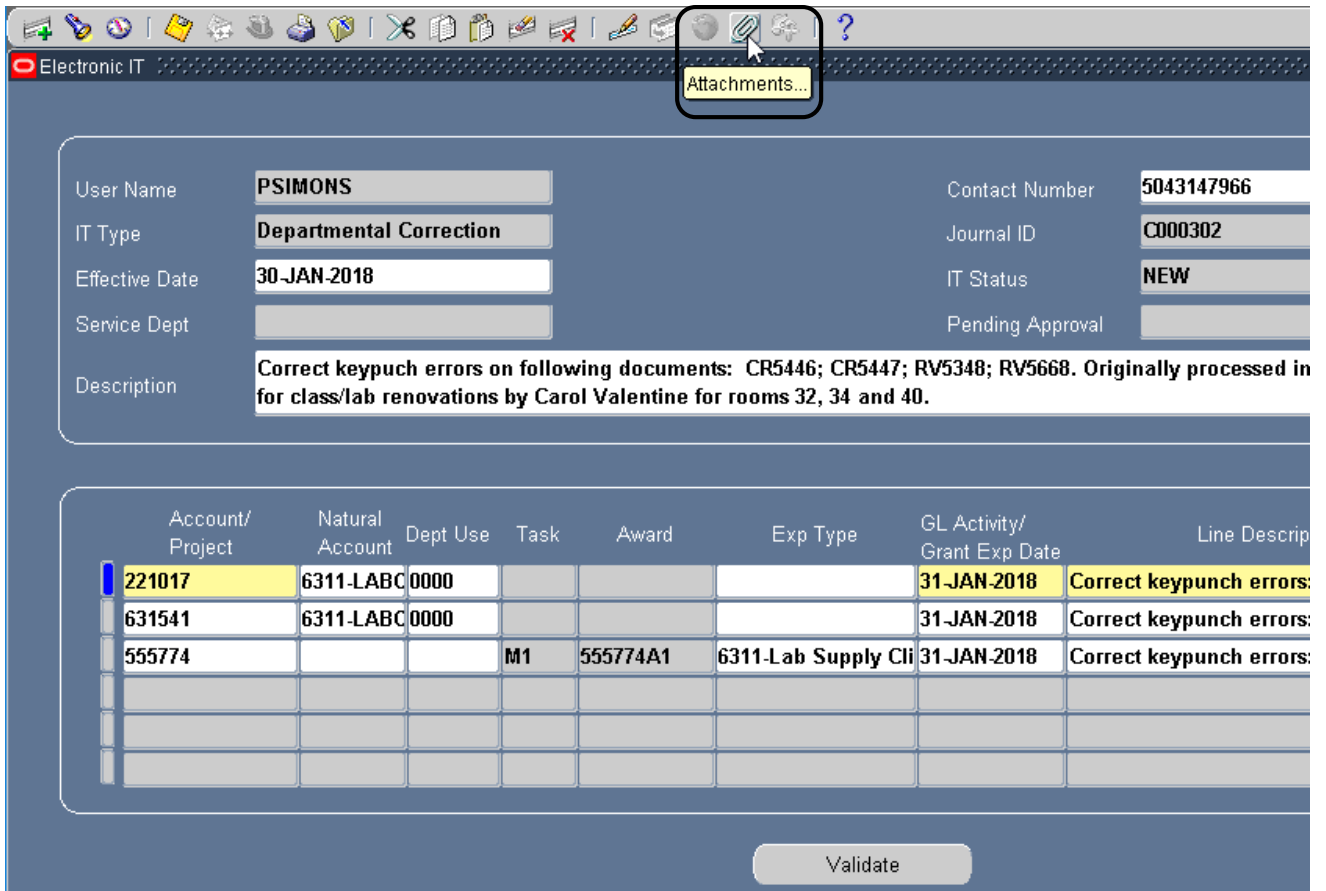
If the Grant Exp Date is not valid, a Note will pop up with the correct date range

Note: Expenditure Date should be between 01-JAN-17 and 31-DEC-23

Validate      OK

- 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



The screenshot shows the 'Electronic IT' application window. The toolbar at the top contains various icons, with a paperclip icon highlighted by a red box and labeled 'Attachments...'. Below the toolbar, the form displays the following information:

User Name: **PSIMONS**      Contact Number: **5043147966**  
IT Type: **Departmental Correction**      Journal ID: **C000302**  
Effective Date: **30-JAN-2018**      IT Status: **NEW**  
Service Dept:       Pending Approval:   
Description: **Correct keypunch errors on following documents: CR5446; CR5447; RV5348; RV5668. Originally processed in for class/lab renovations by Carol Valentine for rooms 32, 34 and 40.**

Account/ Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/ Grant Exp Date	Line Descrip
221017	6311-LABC	0000				31-JAN-2018	Correct keypunch errors:
631541	6311-LABC	0000				31-JAN-2018	Correct keypunch errors:
555774			M1	555774A1	6311-Lab Supply Cli	31-JAN-2018	Correct keypunch errors:

Validate

- 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

Electronic IT

User Name: **PSIMONS** Contact Number: **5043147966**  
IT Type: **Departmental Correction** Journal ID: **C000302**  
Effective Date: **30-JAN-2018** IT Status: **NEW**  
Service Dept:  Pending Approval:   
Description: **Correct keypunch errors on following documents: CR5446; CR5447; RV5348; RV5668. Originally processed in NOV-17 for class/lab renovations by Carol Valentine for rooms 32, 34 and 40.**

Account/ Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/ Grant Exp Date	Line Description	Debit	Credit
221017	6311-LABC0000					31-JAN-2018	Correct keypunch errors: CR5446; CR5447; F	250.00	
631541	6311-LABC0000					31-JAN-2018	Correct keypunch errors: CR5446; CR5447; F	250.00	
555774			M1	555774A1	6311-Lab Supply Cli	31-JAN-2018	Correct keypunch errors: CR5446; CR5447; F		400.00

Validate

Note: Please Make sure Sum of Debits and Credits Match and Non Zero

6311-Lab Supply Cli 31-JAN-2018 Correct keypunch errors: CR5446; CR5447; F

To submit your IT, you must click the Validate button

Validate

Note: Please Make sure Sum of Debits and Credits Match and Non Zero

- 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

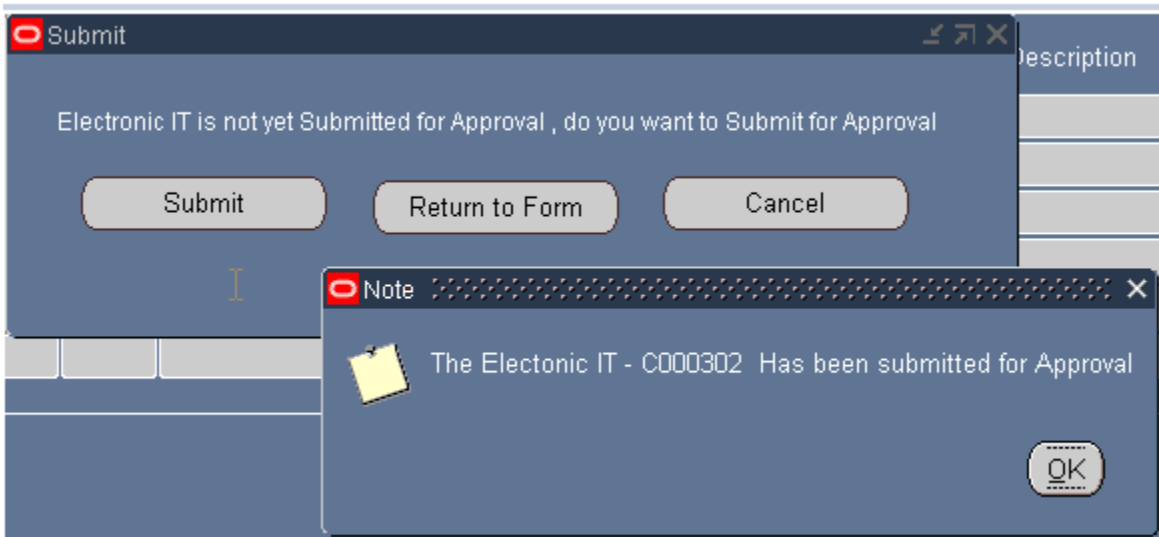


- If you click Validate to submit your IT and all debits and credits are balanced, a Submit box will pop up with the following options
  - Submit: Submits the IT for processing
    - Once the IT is submitted, you will no longer be able to edit it unless it is returned to you by one of the approvers
    - 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
  - Return to Form: Returns you to the form to allow further editing
  - Cancel: Closes the saved IT and returns you to the Oracle Navigator
    - Clicking Cancel does not 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

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- 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

**IMPORTANT:** 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