



## 2.1 How to...Review Payroll – Step 1: Journal Gap

Note: Journal Gap applies to Forecasts only (Q1, Q2, Q3 + Year end) *not* Budgets

### Contents:

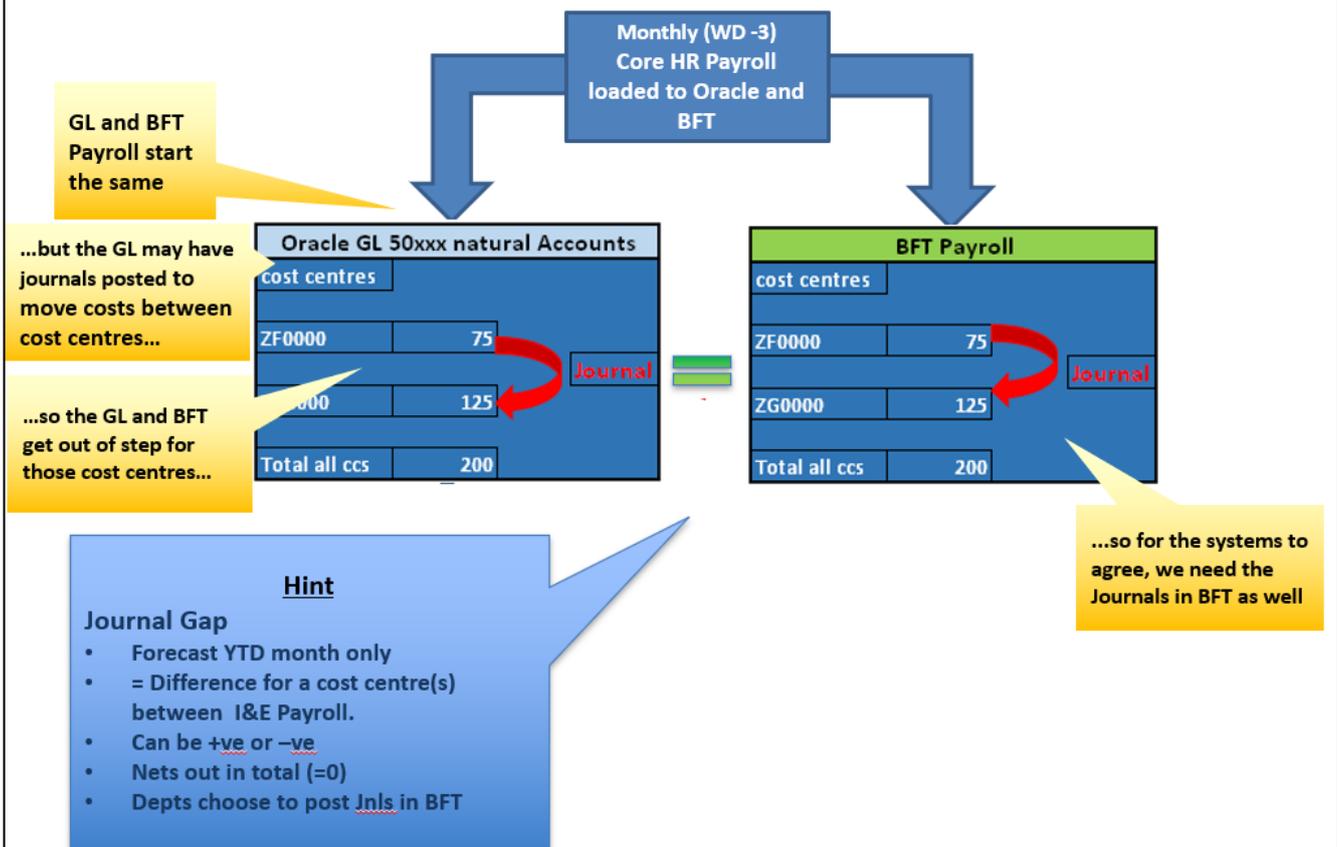
#### Background

1. Launch Payroll Ledger Summary
2. Identify Journal Gap
3. Copy GL journal transactions from Oracle Financials
4. Input Journal transactions to BFT Payroll Journal
5. Run BFT Journal update process
6. Check entries in Summary of Employees
7. Run Payroll updates

### Background

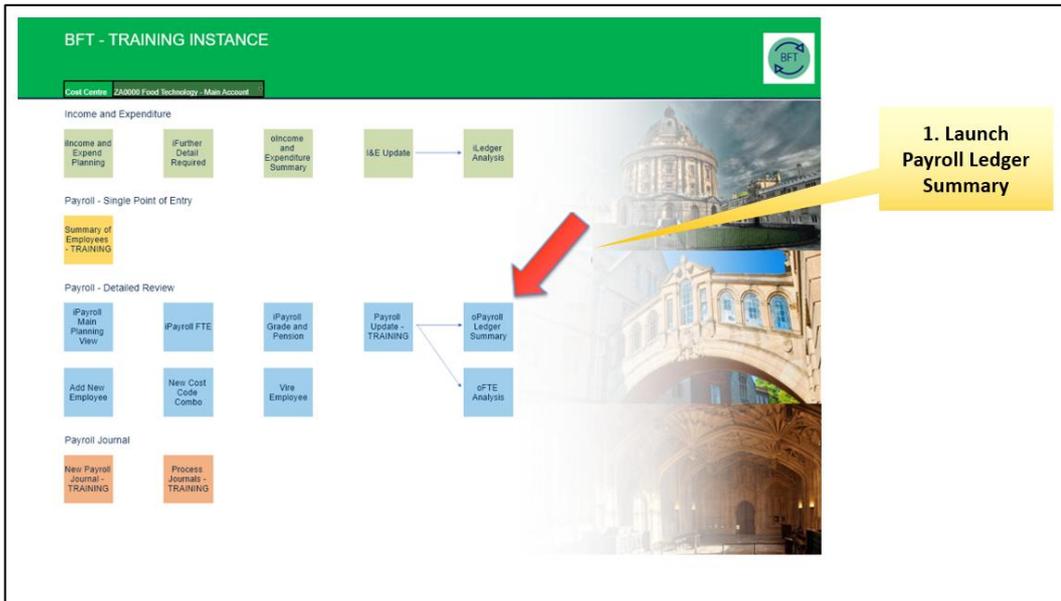
"The Journal Gap is the difference, for a given cost centre, between Payroll values in BFT and those shown in the Oracle General Ledger. It deals with Actual figures only, ...closing the journal gap ensures that BFT has a realistic Forecast basis for a given cost centre

### Payroll Journals



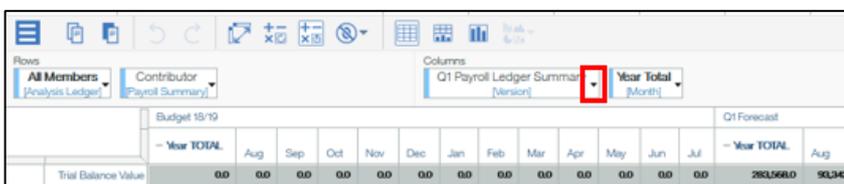
# 1. Launch Payroll Ledger Summary

a. To review the Journal Gap for a cost centre, from the BFT Landing Page, open the Payroll Ledger Summary.

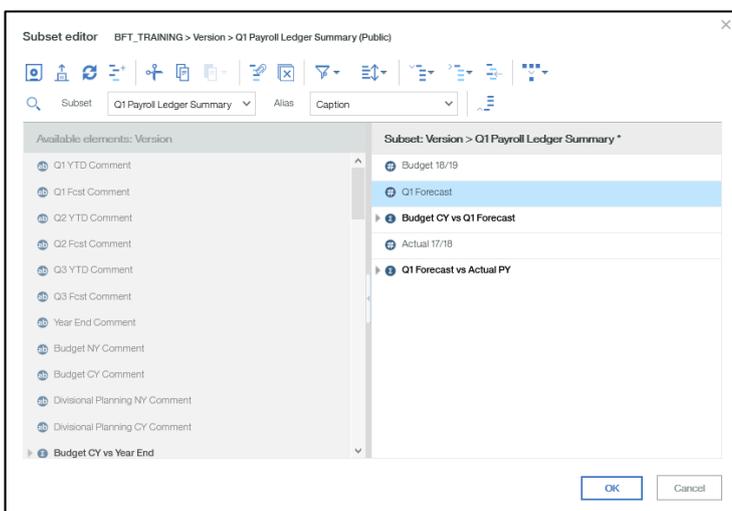


“...we're reconciling Actuals, so I just want to see the Forecast version in this screen. So I'm amending the "Columns" selection in BFT to show just the Forecast I'm working on., by changing the Version to Q1F only”

b. Click on Columns Version subset Editor (downward triangle at right of dimension box)



c. ...in the Subset Editor window...



1. select "Q1 Forecast"



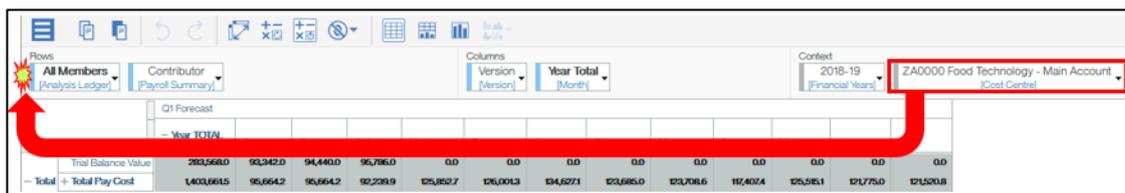
2. choose "Keep selected elements" (paperclip) from the ribbon menu



3. Click OK



If you need to see Journal Gap by individual cost centre, e.g. for a department, drag the Cost Centre dimension from Context, dropping it to the left of "Analysis Ledger" in the Rows area



2. Identify the Journal Gap

In the Payroll Ledger Summary, the Journal Gap is the Trial Balance total of the "50xxx" Payroll Natural Accounts, minus the BFT Payroll Total Pay Cost. The JG is calculated for each cost centre (or group of cost centres) for every "Actual" month.

		Year TOTAL	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
- Total	Trial Balance Value	2,252,213.4	374,594.1	390,027.7	(71,712.5)	162,161.5				174,031.3
	+ Total Pay Cost	1,862,425.9	120,083.9	120,083.9	130,197.3			1,569.2	166,204.8	166,593.1
	+ Journal Gap	389,787.5	254,510.1	269,943.7	(201,909.8)			7,438.2	7,438.2	7,438.2
A1	Trial Balance Value	2,252,213.4	374,594.1	390,027.7	(71,712.5)	162,161.5	175,231.1	186,007.4	173,642.9	174,031.3
	+ Total Pay Cost	1,862,425.9							166,204.8	166,593.1
	+ Journal Gap	389,787.5							7,438.2	7,438.2
A2	Trial Balance Value	0.0								0.0
	+ Total Pay Cost	0.0								0.0
	+ Journal Gap	0.0								0.0
B	Trial Balance Value	0.0								0.0
	+ Total Pay Cost	0.0								0.0
	+ Journal Gap	0.0								0.0

### 3. Copy GL journal transactions from Oracle Financials ... With Splash BI

1. Click "Reports" in the Splash BI Homescreen



2. Select "UO GL Transaction Listing by Period - Cost Centre - Account..."

Reports

SEARCH BUSINESS APPLICATION/FOLDER SEARCH REPORT Filters

REPORT NAME	FOLDER	OWNER
UO GL Chart of Account Listing	General Ledger Oracle E-Business Suite	Jun 04, 2020 admin
UO GL Chart of Accounts Listing	UO SSA Oracle E-Business Suite	May 21, 2020 admin
UO GL Import Failed Files & Unposted Journals Report	General Ledger Oracle E-Business Suite	May 21, 2020 admin
UO GL Journal Header Level	General Ledger Oracle E-Business Suite	May 21, 2020 admin
UO GL Transaction Listing by Period - Troika	General Ledger Oracle E-Business Suite	May 21, 2020 admin
UO GL Transaction Listing by Period- Cost Centre - Account	General Ledger Oracle E-Business Suite	Aug 17, 2020 admin

Report Name: UO GL Transaction Listing by Period- Cost Centre - Account  
Description: GL-RT-04 UO GL Transaction Listing by Period- Cost Centre - Account: Listing of transactions within GL module for specified Period null Centre null Account.  
Domain Name: General Ledger

3. Report Payroll journal transactions:

...parameters required:

- GL Period**  
 ...usually From and To are the same - for a single month
- Cost Centre: "From":** select your main account eg "XX0000"  
 "To" is the last cc of interest eg "XX9996" \*
- Account Codes:** main Payroll range, so "From" 50100  
 "To" 50300 only
- Leave the other entries as they stand, to return all transactions  
 \*...if excluding B Ledger XX3938 and XX3939, where Journal Gap is not allocated

UO GL Transaction Listing by Period- Cost Centre - Account

Filters

Responsibility: UO General Ledger Div...

Ledger From (Optional): "UO Ledger GBP" "UO Ledger GBP"

Ledger To (Optional): "UO Ledger GBP"

GL Period From: "Aug-20"

GL Period To: "Aug-20"

Cost Centre Parent (Optional):

Cost Centre Code From: XX0000

Cost Centre Code To: XX9996

Account Number From (Optional): 50100

Account Number To (Optional): 50300

Activity Code From (Optional):

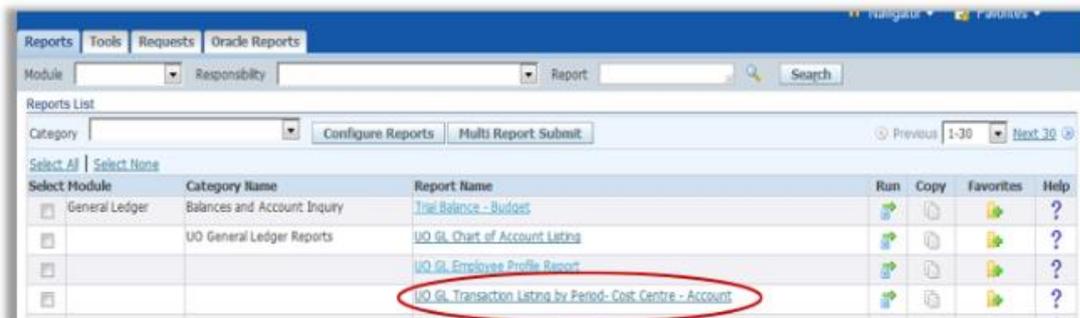
Activity Code To:

Clear View Now Submit

4. Submit the Report

...With EIS reports, based on Medical Sciences Division's training materials

- **Step 1:** Run report 'UO GL Transaction Listing by Period- Cost Centre- Account' in Oracle R12 to identify pay journals for the month.



- Suggested report parameters to identify R12 pay journals for the month:

- GL Period From / To: select the period of interest
- Cost Centre Code From: select main departmental account e.g. XX0000
- Cost Centre Code To: select last account of interest e.g. XX9986 'Studentships' (note: as departments are not asked to allocate the journal gap for the B ledger, it is recommended not to include the XX9998 and XX9999 accounts when running this report)
- Account Number From: 50100 'Academic Staff'
- Account Number To: 50300 'Technicians' (note: other natural account codes related to pay e.g. casual payroll are included in the BFT I&E module rather than in the payroll module)
- Leave all other details unchanged to return all results

...you'll see that report submission is almost identical in old and new platforms

#### 4. Input Journal transactions to BFT Payroll Journal

- **Step 2:** Copy relevant lines of the Excel R12 transaction listing returned in Step 1 to BFT 'Payroll Journal' application. The column order is the same as in the R12 transaction listing. **Please note that the BFT will not accept negative numbers as brackets, so the format may need to be adjusted prior to pasting the data into the BFT.**
- **Only manual pay journals/ adjustments (i.e. not COREPAY) are required.** COREPAY journals are uploaded in the BFT automatically, so do not need to be manually allocated as per Steps 2 & 3.

## New Payroll Journal

- From the BFT Landing page, click on New Payroll Journal and select a cost centre. **Please note that you can pick any cost centre and it does not need to be the cost centre to which the journal relates to.** This is because the BFT will automatically match the cost centre information in the journal with the correct cost centre in the BFT. You will see a screen that looks like this:

Rows	Columns	Context
[JAPG Item Index]	New Payroll Journal	Amy Lee
[JAPG Item Index]	[New Payroll Journal Measure]	[JAPG Clients]
		2018-19
		[Financial Years]
		290000 Training - Main Account
		[Cost Centre]
		Oct
		[Month]

	Value after Journal	Core	Ledger	GL period	Supplier/Customer	GL date	Cost Centre	Cost Centre Description	Journal Description	Activity Code	SoF	SOF description
0001	0	0										
0002	0	0										
0003	0	0										
0004	0	0										
0005	0	0										
0006	0	0										

Ensure that the correct financial year is selected e.g. 2019-20

select the correct month in the context box

- You can now cut and paste the pay journal data from the R12 transaction listing obtained in Step 1.
- Step 3:** Match the journal lines that you have pasted in Step 2 to individual employees using drop-down menu in the 'Employee' column. This column is located at the far right hand side of the screen.
- Click F9 to save the data

## 5. Run BFT Journal update process

- Process the journal by selecting the Process Journals cube from the landing page, selecting 'Update' and 'Continue'.
- 
- Once the journals have been uploaded, there is no easy 'undo' option, so it is important to ensure that the journal lines are allocated to the correct employee in the first instance.
  - You have now successfully allocated the journal gap and will be able to see journal data matched to relevant employees in their employee record card.

## 6. Check entries in Summary of Employees (see "Summary of Employees + ERC" training)

## 7. Run Payroll Updates (see "More Navigation" training)