



Example Scenario for Training Purposes Only

Note: The following training exercise is intended to provide “real-life” scenarios for use during instructor led training. Refer to the accompanying data sheet as necessary while performing the practice training exercises. Please note that the scenario and data provided are for example purposes only.

OVERVIEW

Purpose

The purpose of this document is to provide the necessary information to complete the classroom training exercises. In addition to the information provided below, you may also reference your training guide for additional information.

List of Activities

The following training exercises are part of the FIN310: General Ledger course:

- Activity 1: Creating Journal Entries Training Exercise
- Activity 2: Create Budget Status Report Training Exercise

ACTIVITY 1: CREATING JOURNAL ENTRIES TRAINING EXERCISE

As part of month-end close, you have been asked to create an accrual journal entry for Business Unit 37000. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Add	
Long Description	Accrual JE
Ledger Group	Actuals
Source	ONL
Select Lines Tab	
Bud Ref	FY2015
Fund	10000
Appropriation	44100
Dept	3701131102
Account	7540000
Amount	150



Field	Value
Click Insert Lines	
Bud Ref	FY2015
Fund	10000
Appropriation	44100
Dept	3701131102
Account	2002000
Amount	-150
Click Save	
Note the Journal ID at the top of page	
You have now completed this training exercise!	

ACTIVITY 2: CREATE BUDGET STATUS REPORT TRAINING EXERCISE

You need to inquire on the remaining available budget. In order to do so, you will run the Budget Status report. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Commitment Control > Budget Reports > Budget Status > Add a New Value	
Run Control ID	<Use Your Initials>_Budget_Status
Click Add	
Unit	37000
Ledger Group	CC_APPROR
Click Refresh	
Fund Code	Select Include CF Checkbox
Appropriation	Select Include CF Checkbox
Account	Select Include CF Checkbox
Click Run , then click OK from the Process Scheduler Request message box	
Click Report Manager , select the Administration tab, and then click Budget Status Report (Note: Click Refresh until link to report is available)	
You have now completed this training exercise!	