



Raising GL Journals

It is University policy that all journals will be entered as a batch, with a standardised batch naming convention. Within a batch you can enter journals that have the same:

- Journal type
- Journal date
- Journal preparer
- Accounting period

When creating a General Ledger journal, it must be given a **Journal Category**. This is a mandatory field in the journal entry screen. The category should be chosen that best describes the type of journal being entered. For example, if the Petty Cash journal is being entered, then choose the category "Petty Cash". If expenditure is being transferred from one cost centre to another the category "Transfer" or "Adjustment" should be used. The most commonly used categories are:

- Transfer
- Adjustment
- Accrual
- Petty Cash
- Department Deposit Movements

Step 1 – Complete Batch Details

Navigate: Journals -> Enter

- a) From the Find Journals screen, select the **New Batch** button to open the Batch screen.

The screenshot shows the 'Find Journals' window with the following fields and buttons:

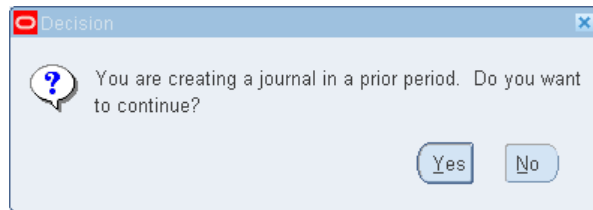
- Batch:
- Journal:
- Ledger:
- Source:
- Category:
- Period:
- Currency:
- Status: Posting , Funds
- Control Total: Batch , Journal
- Buttons: Clear, New Batch (highlighted with a red arrow), New Journal, Find
- More:



b) Complete the batch header:

- **Batch Name.** Enter a name for your batch in the standard format ***DEPT CODE / INITIALS / DATE / UNIQUE NUMBER***
- **Period.** Defaults in with the current accounting period; change if required (see the section on More Actions).

Note: If you select a prior accounting period, i.e. you want to post the journal entry into the previous month's accounts, you will receive the warning message.



Select **Yes** to continue entering the journal in a prior period.

- **Control Total.** Optionally enter the value of all the journals that are to be included in this batch
- **Description.** Enter a brief description for the whole batch.

c) Click on the **Journals** button to add journals to the batch.



Step 2 – Enter the Journal

After clicking on the **Journals** button, the Journals screen will open.

Line	Account	Debit (GBP)	Credit (GBP)	Description

Completing Journal Header Information

- Enter a name for your journal using the standard format:
DEPT CODE/INITIALS/UNIQUE NUMBER
- Confirm the **Period** for the journal (it will default to the current period).
- If you entered a period at the batch level, you must use the same period for each journal entry in the batch. If you have not previously entered one, choose any period that is "Open" or "Future Enterable". However, if you realise you have put in the period incorrectly, there is an opportunity to change the period. See the *More Action* section for guidance.
- Accept or change the default **Effective Date** (today's date) for the journal entry (i.e. this should be within the appropriate accounting period).
- Enter a **category** from the list of values. All lines in a journal entry should share the same category. The journal category describes the type of financial transaction being recorded, e.g. transfer, adjustment, petty cash.
- Balance type is a display-only field. It displays 'A' when you are entering actual journals, 'B' for budget journals and 'E' for encumbrance journals.
- Complete:
 - Description** This will be for the whole journal (this will then default into the description field alongside each line of your journal). **As this is visible to all please keep this brief and amend or enter any specific or sensitive departmental details in the description box alongside each journal line.**



- **Control total** Enter at this point so the system can verify that the total of subsequently entered debits for this journal agree with what is expected.

h) The currency field will default to GBP.

i) Click into the **Lines** field.

What if I want to do a Budget journal?



At the moment only the Finance Division have access to budget journals. If you want to transfer some, or your entire budget to a different account then please contact Financial Planning and Analysis.

Completing the Journal Lines

Journal lines

- Enter a line number for each journal line to control the sequence in which the journal entry lines appear online and in reports (e.g. 10,20,30).
- After you enter the first journal entry line number, the system will automatically increment the numbers for the following lines.
- You can change the line numbers as necessary.
- Enter the account details for the journal lines (i.e. the account you want to debit). You will find that the list of entities, departments, cost centres, sources of funds and transaction codes will be restricted based upon your access rights.

If you type in 'U' and then hit the Tab key, the system will take you straight to the accounting flex field (grid) in which you can enter your account details.

- Enter the **Debit amount** following the account just entered.



- f) Description: Enter any specific departmental details in this field for the line.
- g) Complete the **Credit Entries** lines in the same manner

If you are just entering one journal you can post it straight from the journal screen using the post button

The screenshot shows a journal entry form with the following fields:

- Journal: AG/HP/J1
- Description: My Journal 1
- Ledger: CAPSA Set of Book
- Category: Adjustment
- Period: MAR-14
- Effective Date: 18-MAR-2014
- Balance Type: Actual
- Budget: [Empty]
- Clearing Company: [Empty]
- Tax: Not Required
- Control Total: [Empty]
- Conversion: Currency: GBP, Date: 18-MAR-2014, Type: User, Rate: 1
- Reverse: [Checked]
- Date: [Empty]
- Period: [Empty]
- Method: Switch Dr/Cr
- Status: Not Reversed
- Reverse button

The 'Lines' section contains a table with the following data:

Line	Account	Debit (GBP)	Credit (GBP)	Description
10	U.AG.AGTD.AAAA.EBBZ.0000		150.00	My Journal 1
20	U.AG.AGTD.AAAA.EPZZ.0000	150.00		My Journal 1
		150.00	150.00	

Acct Desc: UC.Finance.Finance Division Developm.Chest Non Payroll.Other/ General Printing.Default

Buttons: Post (circled in red), Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

If you are just entering more than one journal in the batch then use the procedures for Posting a Batch