

## Appendix C: Other debtors (income accruals)

These are amounts owing to the University where we have provided goods or services before 31 July but where we have *not* raised an invoice on the Accounts Receivable system.

Example:

You held a conference on 28 July 2019 for which you will invoice delegates on 31 August 2019, but the AR module for July closed on 14 August.

How to adjust for them

1. Raise an **Auto Reversal** journal in July with an appropriate description e.g. *Conference held in July but not invoiced*.

*The auto-reverse function should only be used when it is appropriate for the journal to be reversed in the next period. When it is not appropriate to reverse the journal in the next period the journal should be entered in the normal way and **manually** reversed in the appropriate period.*

2. Code as follows:

	<b>Debit</b>	<b>Credit</b>
Department code	As per credit line	As normal
Cost Centre	As per credit line	As normal
Source of Funds	0000	As normal
Transaction code	<b>UNAA</b> (Other Debtors)	As normal (e.g. <b>LAAC</b> )

3. **Save** your journal.

Posting the journal

From the *Navigator* screen choose **Journals>Post**. Enter the *batch name* to recall the journal and *tick* the box to select it for posting. Behind the scenes, a second (reversing) journal will be created in the next period and will be automatically posted by the Finance Division.

If the journal category *Accrual* or *Adjustment* is used, then you must remember to **manually** reverse it in the **AUG-19** period, using the *More Actions* button, and to post both journals.

In your accounts

Income is credited to the department account in JUL-19 without an invoice being raised. The reversing action of the journal in AUG-19 means the subsequent sales invoice raised in August is netted off to zero.

**Example:**

➤ Current financial year:			
	29-Jul-2019	Create journal to credit income (in lieu of sales invoice not yet raised)	£15,000
➤ New Financial Year:			
	1-Aug-2019	Journal reverses <b>automatically</b>	(£15,000)
	31-Aug-2019	Create sales invoice	£15,000
		Effect on income in the new year	<u>£ 0</u>