Appendix D: Prepayments

A prepayment is when you pay for goods or services and some or all of those goods/services relate to the next financial year.

**Example:**
- You are billed in advance for the annual maintenance charge for your equipment of £10,200.
- The invoice is received and processed in July 2021 however it relates to maintenance for the period 1 August 2021 - 31 July 2022.

The expenditure is taken out of the 2020/21 year by means of a journal which is then reversed in **AUG-21** to allocate the cost to the subsequent year.

How to raise the journal

1. Start to enter your journal in the normal way
   a) Period: should be **JUL-21** at this year end
   b) Category: select **Auto Reversal** from the list of values
      
      *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.*
   c) Description: **Pre prepayment of invoice X for period dd/mm/yy to dd/mm/yy**
   d) Control Total: enter as appropriate

2. Enter the following journal lines:

<table>
<thead>
<tr>
<th></th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department code</td>
<td>As per credit line</td>
<td>As normal</td>
</tr>
<tr>
<td>Cost Centre</td>
<td>as per credit line</td>
<td>As normal</td>
</tr>
<tr>
<td>Source of Funds</td>
<td>0000</td>
<td>As normal</td>
</tr>
<tr>
<td>Transaction code</td>
<td><strong>UNGA</strong> (prepayment)</td>
<td>As normal (e.g. <strong>EUEF</strong>)</td>
</tr>
</tbody>
</table>

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 **Adjustment** is used then you must remember to **manually** reverse it in the **AUG-21** period, using the **More Actions** button, and to post both journals.

In your accounts

**Example:**
- Current financial year:
  - 16-Jul-2021 Suppliers invoice entered in UFS **£10,200**
  - 29-Jul-2021 Prepayment journal reduces (credits) expenditure **£10,200**
  - Effect on expenditure in the current year **£ 0**

- New financial year:
  - 1-Aug-2021 Journal reverses, charging expenditure to dept account **£10,200**