Getting Started in the General Ledger

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1. General ledger overview

What is the general ledger?

The General Ledger (also known in accounting circles as the GL or the Nominal Ledger) is at the heart of any accounting system.

The GL collates information from the rest of the system about all the transactions that have been processed. This information is then summarised into various departmental accounts. The information can then be utilised for both management and reporting purposes.

At Cambridge our financial year runs from the 1st August to the 31st July. Within the GL the information is initially broken down into the relevant months. Each month is an "accounting period". At the end of the year these accounting periods are consolidated in order to produce the financial accounts.

Any departmental budgets that are approved from the centre i.e. "the Chest" are also loaded into the GL for individual departments and cost centres.

Research grants are handled slightly differently. For many departments the bulk of their funding is represented by these two sources.

What can you do within the general ledger?

There are a number of areas within the GL that individual departments may want to utilise:

❑ **Entering and Posting Journals**
Journals can be reviewed and updated at any point prior to posting to the General Ledger.

❑ **Enquiring on-line**
Can review actual, budget and encumbrance account balances, for both summary and detailed accounts. You can also "drill down" to see how the detailed balances have been made up, going right back to the AP and AR modules if required.

❑ **Running Reports**
The GL provides many standard reports to allow users to view their accounts in a variety of ways. Note that all of the information in these reports and listings is also available on-line. Reports can also be run retrospectively, allowing users to analyse historic transactions.

> **Note:** A number of GL reports can now be run using the COGNOS reporting tool rather than CUFS.

How does it fit in with the other modules?

Automatic transfers of information (known as interfaces) occur between the other modules and the GL; often overnight. For example:

❑ **Procurement**
   There is a continuous process taking place to update the commitments created on accounts by the raising of a purchase order.

❑ **Accounts Payable**
   There is a nightly transfer that includes data relating to invoices entered and payments actually made.

❑ **Accounts Receivable**
   Again, there is a nightly transfer, which includes data relating to invoices that have been raised and payments that have been received.

❑ **Inventory**
   The individual departments who are using this module can specify the frequency of the transfer of their own information to the GL. Normally this will be carried out at least on a monthly basis.

The Grants module and GL

The Grants module operates in a slightly different way to the other modules that record transactions. The GL covers a financial accounting year (1st August – 31st July). However, many grants and major building projects do not run for such neat periods of time, they often span many years. The Grants module retains important information about grants that have been awarded; including details such as the period of the grant, the award, principal investigators and what is allowable expenditure. It is effectively working alongside the General Ledger and it can provide very detailed information about the status of individual grants.

Transfer of information to the GL from Grants

Although, the GL does not require all this additional information, it does need a summary of the financial transactions that have occurred. Therefore, there is an overnight interface between the Grants module and the GL. All the data recorded within individual project codes is summarised in the GL into a particular cost centre and limited range of sources of funds (all beginning with an M) specific to your department. These sources of funds split the grants into VAT recoverable or non-VAT recoverable and by the following types of sponsors:

UK Charity Medical

UK Charity Other

UK Nat/Public Corp

UK Private Industry/Comm,

EU Commission EC funded

Research Council

Other HM Government Depts

Royal Society

Overseas Private Ind/Comm

Overseas Govt/Educational

Overseas Charity

Overseas Nat/Public Corp

Health Authorities

Other

British Academy

British Council

General Institution Funds

Therefore, the place to look for information on a grant is in the Grants module and not the GL. Any journals that involve grant information must also be processed in the Grants Module.

Funds checking on grants

All information relating to the set-up of a grant, including funding, is made within the Grants module. If a Department wanted to pay for something out of a grant they would enter the supplier's invoice into the AP module. However; instead of looking into the GL to see if there were sufficient funds available to pay the invoice, the system would look at the information held within the Grants module.

2. Chart of Accounts

Overview

General ledger account codes are made up of six segments:

- Organisation   (1 character)
- Department   (2 characters)
- Cost Centre   (4 characters)
- Source of Funds   (4 characters)
- Transaction   (4 characters)
- Spare   (4 zeros)

They are normally written in a string format e.g. U.AG.AGAA.AAAA.ESBC.0000

> **Transactions that are processed via the Grants module have a different format of codes to record the type of specific information that is required for their reporting purposes. However, when the information is transferred into the General Ledger it is then automatically summarised and converted into the above standard format.**

Organisation segment

This is used to split transactions by legal entity. Normally this will be **U** for departments within the University of Cambridge.

Department segment

This is used to define the Department that is processing the transaction, e.g. AG for the Finance Division.

Cost centre codes

These provide departments with the means to analyse the transactions in a more detailed manner (budgets can be set for them too). For example, costs could be split between Library staff time, Library books and Library binding.

Each department has automatically been set up with a standard set of cost centres, covering activities such as administration, workshop, library, catering and Research Grants. To these, other costs centres specific to the Department have been added.
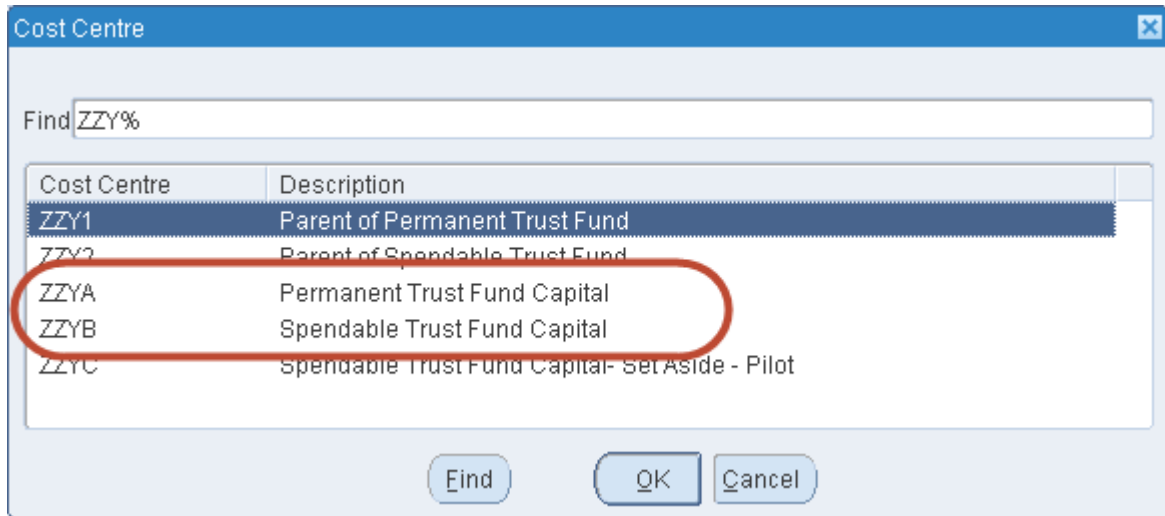
The Cost Centre code comprises four characters: the first two are normally the Department's code and the next two identify the particular activity. The reason these usually begin with your department code is because they are specific to your department.

An example of some of the Plant Sciences codes is given below.

The exception to the rule…….trust funds

If your department has any trusts then you will also have access to two additional cost centres:

ZZYA – Permanent Trust Fund Capital

ZZYB – Spendable Trust Fund Capital

New cost centres

It is possible to request new cost centres within your Department. This would be applicable if you wanted to monitor income and expenditure for a specific activity and wanted to report on it separately from any other activity.

To request a new cost centre, a request should be emailed to:
UFS_GL_Codes@admin.cam.ac.uk, including details as to the desired name of the cost centre, its purpose and a list of the source of funds codes that you are planning to use it with

Source of funds codes

Funding for the University's activities comes from many different sources. The University has a responsibility to its sponsors, donors, and government funders to separate, manage and report (in most cases) on the activities based upon the source of funds.

The source of funds code is represented by four characters, which are the same across all departments. Although the list of them is very long there is some logical structure behind it.

0000	**Balance Sheet default**
A	**Chest**
AAAA	Other charges (non-payroll)
ABAA	Stipends
ACAA	Wages
ADAA	Accumulated balances
A* * *	Other Chest budget allocations
B	**Recoverable from external sources**
BA* *	Health & Hospital Authorities
BMRC	Insurance claims
BN* *	Other
C	**Recoverable from University sources**
E	**General Reserves**
EF* *	General Donations
G	**Self-supporting activities**
GAAA	External Trading
GAAB	Internal Trading
GB* *	Research Training Support Grants
GC* *	Donations from university Companies

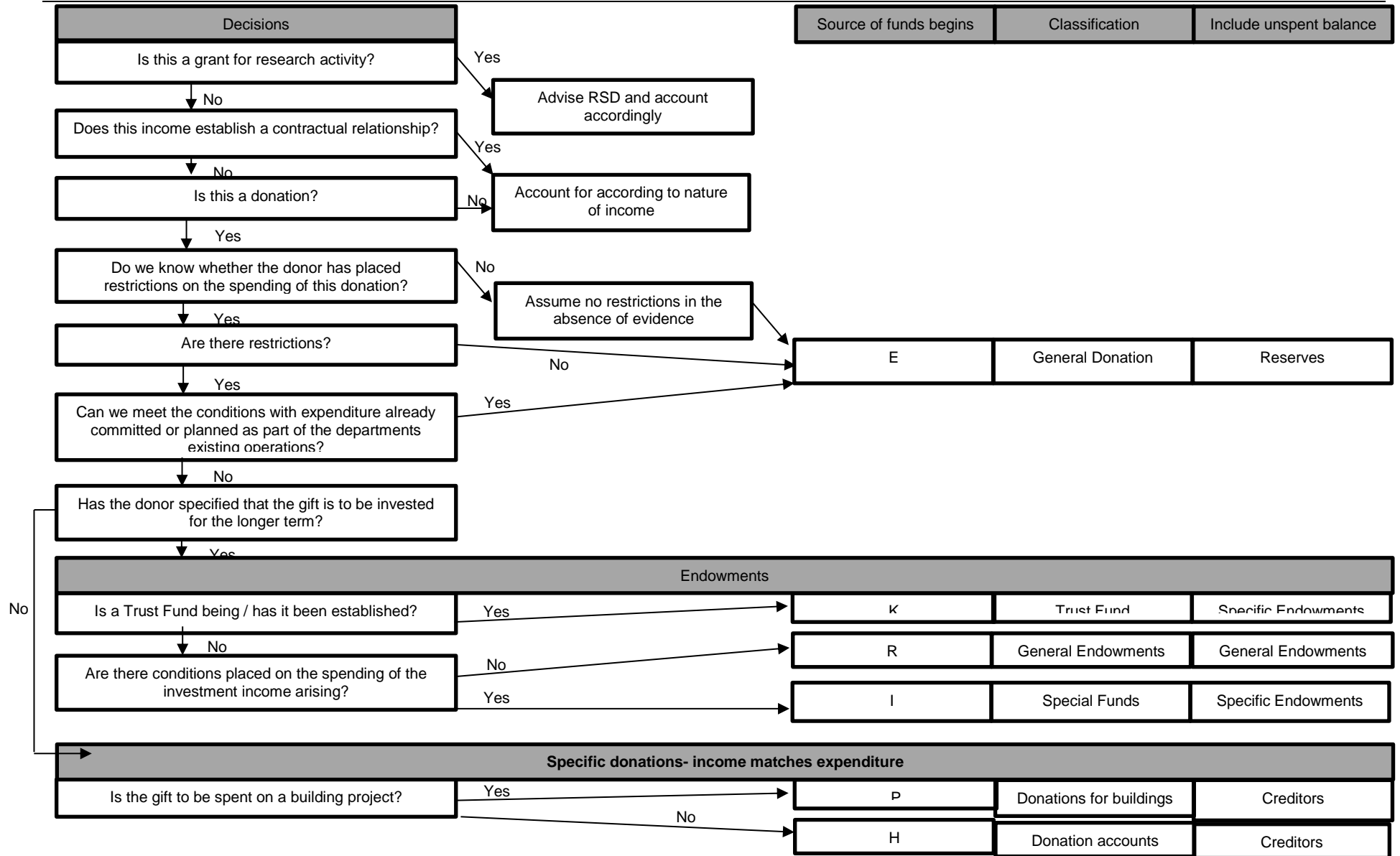|	
H	**Specific Donations**
J	**HEFCE Initiatives**
K	**Trust Funds**
L	**Appropriations in Aid**
M	**Research Grants**
P	
PAAA	Capital Funds for Land and Buildings
PBAA	Revenue Funds for Major Projects
PBAA	Capital Funds for Major Projects
R	**General Endowments** *(central use only)*
S	**Colleges Fund** *(central use only)*
T	**Investment Account** *(central use only)*
U	**Pension Funds** *(central use only)*
X	**Associated Bodies** *(central use only)*
Z	**Depreciation** *(central use only)*

Donations

The University receives donations from a variety of sponsors. The accounting treatment of these funds relies on the conditions attached to the money and if/how it is invested.

General Donations   This is where no specific conditions on the use of the money has
      EF**   been stipulated by the donor, e.g. a contribution to a general appeal.

Specific Donations   Where the donor specifies how the whole amount donated should
      H***   be spent (excluding donations for Building projects).

Please see the following flowchart for further guidance on establishing the type of donation and the relevant source of funds.

Classification of Donations

Source of funds begins	Classification	Include unspent balance

Decisions

Is this a grant for research activity? — **Yes** → Advise RSD and account accordingly

No ↓

Does this income establish a contractual relationship? — **Yes** → Account for according to nature of income

No ↓

Is this a donation? — **No** →

Yes ↓

Do we know whether the donor has placed restrictions on the spending of this donation? — **No** → Assume no restrictions in the absence of evidence

Yes ↓

Are there restrictions? — **No** →

Yes ↓

Can we meet the conditions with expenditure already committed or planned as part of the departments existing operations? — **Yes** →

E	General Donation	Reserves

No ↓

Has the donor specified that the gift is to be invested for the longer term?

Yes ↓

Endowments

Is a Trust Fund being / has it been established? — **Yes** →

No ↓

Are there conditions placed on the spending of the investment income arising?

K	Trust Fund	Specific Endowments
R	General Endowments	General Endowments
I	Special Funds	Specific Endowments

Trust Fund **No** → R (General Endowments)
Conditions **Yes** → I (Special Funds)

No →

Specific donations- income matches expenditure

Is the gift to be spent on a building project? — **Yes** →

No →

P	Donations for buildings	Creditors
H	Donation accounts	Creditors

Transaction codes

Transaction Codes are used to describe the actual product/service for both income and expenditure. This is required for reporting and control purposes. The code consists of four characters: the first identifies what sort of transactions it is, the next three exactly what the transaction was.

E.g.   If you were ordering some box files you would select transaction code ESBC

        E: Expenditure on Consumables account

        S: Stationery and Office Supplies

        BC: Box Files

Types of transactions

There are quite a few different transaction types (the first character) but the ones you will most commonly use are probably:

A	Stipends – Established Posts
B	Stipends - Casual
C	Wages
D	Wages
E	Consumables Expenditure
F	Other Expenses
G	Allocation income
H	Grant Received from HEFCE
J	Grants Received from TTA (Teacher Training Agency)
K	Academic Fees & Support Grants
L	Other Operating Income
N	Endowment Income and Investment Activity

Description of actual transaction

The majority of the time you will be selecting a transaction code that will relate to either expenditure or operating income. There are long lists for each, but as with sources of funds there is a logical sequence behind them and you may find the following paragraphs and summary lists helpful. These are also available via a link to the Financial Procedures Manual from the Finance web page:

http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures

or in hard copy format in your department as they are printed in Chapter 3 of the Financial Procedures Manual.

1. **Expenditure transactions codes starting with either 'E…' or 'F…'**

    A Audio-visual and Multimedia

    B Library and Publications

    C Catering Supplies and Services

    D Medical, Surgical and Nursing Supplies and Services

    E Agricultural/Fisheries/Forestry/Horticultural Supplies and Services

    F Furniture, Furnishing & Textiles

    H Cleaning Materials & Equipment, Janitorial supplies

    K Computer

    L Laboratory & Animal House Supplies and Services

    M Workshop & Maintenance Supplies (Lab and Estates)

    P Printing

    Q Telecommunications, Postal and Mail Room Services

    R Professional & Bought in Services

    S Stationery & Office Supplies

    T Travel & Transport (incl. Vehicle hire and subsistence)

    U Safety & Security

    V Vehicles (Purchase, Lease, Contract Hire)

    W Estates & Buildings

    X Miscellaneous/unclassified

2. **Other operating income codes starting L…**

    LA.. Other Services Rendered

    LB.. Catering

    LC.. Health & Hospital Authorities

    LD.. Released from Deferred Capital Grants

    LE.. Transfer from Local Examinations Syndicate

    LF.. General Donations

    LG.. University Companies

    LH.. VAT Rebate

    LJ.. Room Hire

    LK.. Other

    LL.. Discount Taken

LM.. Property Income

LN.. Press & Publications Income

LP.. Pensions Income

LR.. Computer Related Sales

LZA. Overhead Recovery

LZB. Labour Recovery

LZD. Trust Fund Recovery

LZE. Research Grant Revenue

Spare code

This is simply a spare field in case we decide to expand the accounting code structure at some point in the future. At present this is always going to be 0000 (four zeros).

3. Budgeting

The Cambridge University Finance System (CUFS) doesn't just look at actual amounts spent or received, but also what we *expect* to come in and go out to enable departments to budget and manage their finances. Within the General Ledger there are three separate types of transaction:

Actual transactions	A
Plan transactions	B
Encumbrances transactions	E

Therefore for each account you can view the Actual, Plan or Encumbrance version of the information you require.

Actuals   These are amounts received or paid out of your departmental accounts (e.g. Suppliers invoices, sales invoices and receipts, donations received and salary payments made via the HR system).

The Plan   This is a departmental budget for income and expenditure. It includes:

- The predicted amount of income and expenditure that will be transferred into the department's accounts from the Centre (the Chest Allocation);
- Any other predicted expenditure and income (for sources other than research grants) that the department have identified and added to their Plan.

   NB, All Research Grants have budgets set by the Research Operations Office and are managed via the Grants module

Encumbrances   show any balances which the University has committed to spend within the finance system. Usually these will be purchase orders which have been raised but not yet matched to a purchase invoice. These are often referred to as *"commitments".*

Chest Allocations by 'The Centre'

Most (but not all) departments have traditionally received each year an amount of money to support the core salaries and running costs of their department – this is known as "Chest Allocation".

Departmental Key Contacts are notified of what their annual allocation will be and all accounting entries for these are entered and posted by Central Finance on the department's behalf. This is a three stage process

Stage 1: The total annual allocation is entered into the Plan as an income budget

All Chest allocations will normally be shown in the accounts against department's **general cost centre code (e.g. xxBA).**

A budget for the annual income will be entered as a negative budget into the Plan using this cost centre, using the transaction code GPAA, against the appropriate source of funds

…AAAA ….	chest non-payroll
…ABAA…	stipends
…ACAA…	wages

E.g.
A £12k allocation for chest non-payroll would be coded in the Plan as expected income on account
    U.xx.xxBA.AAAA.GPAA.0000   -£12,000

Stage 2: The corresponding annual expenditure budgets are entered into CUFS

As it is known what this allocated income will be used for a corresponding budget for expenditure is also entered in the Plan. With the exception of the pay/salaries the budgeted expenditure will appear in the plan using **transaction code EXZZ** (miscellaneous) but this time as a positive figure.

E.g.
The £12k allocation for chest non-payroll expenditure would be coded in the Plan as expected expenditure on account
    U.xx.xxBA.AAAA.EXZZ.0000   £12,000

Stage 3: Each month the department will receive a share of the allocation

The Centre will credit the department with that month's share of the Allocation. Which will show as actual income in your departmental accounts against the transaction code GPAA.

E.g.
In April the department receives £1k of income from their annual £12k Allocation for chest non-payroll
    U.xx.xxBA.AAAA.GPAA.0000   - £1,000

Making changes to the Plan

- The budget for the Chest Allocation is split over the 12 months (i.e. accounting periods) in the financial year. This is known as **'Phasing'** and it is to assist managers in monitoring their budgets on an ongoing basis.

    Individual managers may want to allocate their budgets to accounting periods in unequal proportions to reflect real demands and trends but only School Finance Managers can do this via a budget journal.

- If a department wants these allocations to be posted differently (e.g. to different cost centres and/or transaction codes) they will need to contact their School Finance Manager.

    - You will be required to fill out a multi period journal spreadsheet found on the page below:

        https://www.finance.admin.cam.ac.uk/staff-and-departmental-services/forms

The School Finance Manager will then enter a *budget* journal to adjust the Plan and arrange for the subsequent *actual* income journals to be posted to the correct account.

Non-recurrent grants (warrants)

- Non-Recurrent Grants (Warrants) are extra amounts of money that are approved by the centre or school often for one off activities/ reasons, e.g. building works.

- The departments will still receive the documentation concerning the paperwork as they did before, but the Financial Planning & Analysis section will automatically do the budget adjustments in that current period (i.e. will not normally be phased).

4. The Personal Profile form

The Personal Profile form allows the user to change defaults within the system. This form is user specific and will contain information entered by the user who has signed into the system. It is a one off set up.

Examples of changes that you may want to make to the default settings are:
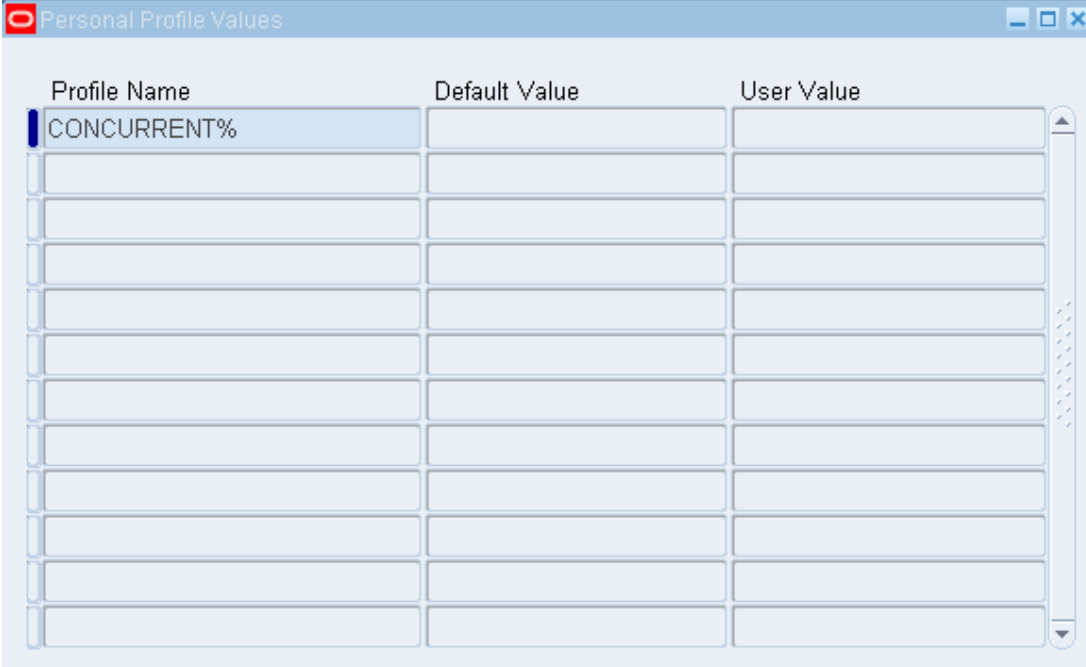
- Changing the default printer
- Changing the number of copies automatically printed

If you use the system mostly for running reports / checking account balances then it is advisable to leave the Concurrent: report copies as zero. This is because some of the reports may be very long, and you may want to check their suitability before you print them off.

> **Responsibility:**   available in all modules and all responsibilities
> **Navigate:**   Personal Profiles

Setting number of copies to print automatically

When you click on Personal Profile a blank screen will display. Press **F11** to put the screen into query mode so that the first line goes blue and type in the word **CONCURRENT%** and press **Ctrl F11.**

Concurrent Report Copies profile name allows you to change the number of copies set to come off the printer, without having to keep changing it in the request screens.

a) Click into the **User Value** field
b) Enter 1 in the field *(Even if you select a number higher than 1, you will still only get 1 copy).* If you are running a lot of reports then enter 0 in field so that it prints to screen first for you to view and then you can reprint if required.

Profile Name	Default Value	User Value
Concurrent:OPP Process Timeout	300	
Concurrent:OPP Response Timeo	120	
Concurrent:PCP Instance Check	ON	
Concurrent:Print on Warning		
Concurrent:Report Copies	0	0
Concurrent:Request Priority	50	
Concurrent:Request Start Time		
Concurrent:Save Output	Yes	
Concurrent:Sequential Requests		
Concurrent:Show Request Set Sta		
Concurrent:TM Transport Type	PIPE	
Concurrent:URL Lifetime		

Setting a default printer

Save your work and put your screen back into query mode by pressing **F11** and type in **PRINTER%** and press **Ctrl F11.**

Printer profile name allows you to set your own printer name in the User Value column by clicking in the user value field and using the list of values to select required printer. Not all printers are compatible with CUFS so you may need to check with your computer officer.

Profile Name	Default Value	User Value
Printer	noprint	zz_pr18030

Save your work.

5. 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.

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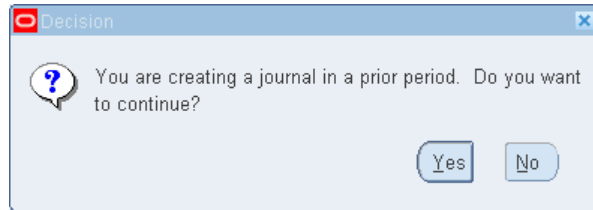
  Select **Yes** to continue entering the journal in a prior period.

- **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.
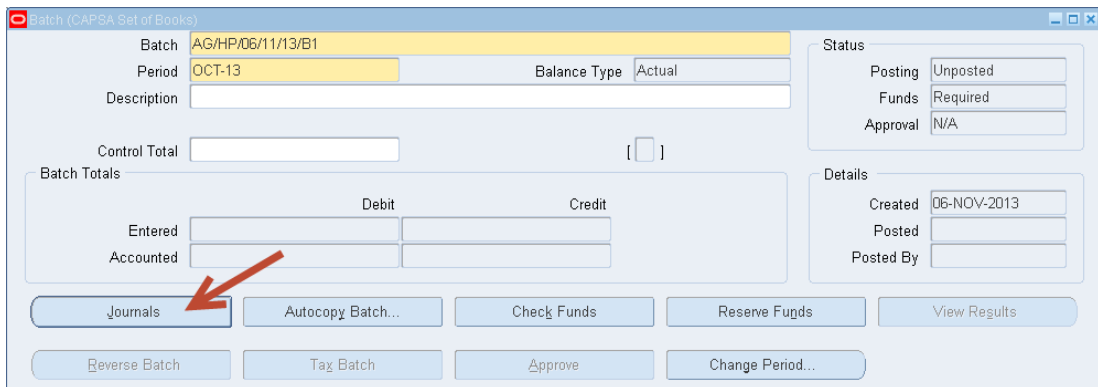
Step 2 – Enter the journal

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

Completing journal header information

a) Enter a name for your journal using the standard format:

   DEPT CODE/INITIALS/UNIQUE NUMBER

b) Confirm the **Period** for the journal (it will default to the current period).

c) 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.

d) Accept or change the default **Effective Date** (today's date) for the journal entry (i.e. this should be within the appropriate accounting period).

e) 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.

f) 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.

g) 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

a) 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).

b) After you enter the first journal entry line number, the system will automatically increment the numbers for the following lines.

c) You can change the line numbers as necessary.

d) 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.*

e) 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

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

Posting a journal batch

Responsibility: **GL Dept Supervisor**
Navigate: **Journals → Post**

Post journals screen

1.   The first screen that opens is a find screen. Query back the journal batch or batches that you want to post. If you wish to query all un-posted journals for your department enter %the dept code% in the batch field and click on **Find.**

2.   Review the Period Status and Post Status to determine if a batch is available for posting (see example below).

Important   *You must only post your own department's journals*
               (You may be able to see other departments' journal batches)

The batch information says the selected journal is **Postable** and the **Period** is Open

3. If applicable, check the Control Total for the journal batch. As a general rule, you will not be able to post journal batches that do not have entered debits and credits that agree with the control total.

4. Click on the small box on the left hand side of the row containing the batch you wish to post. A **tick** will appear in the box (as above).

5. Click on **Post** to initiate a concurrent process that posts this batch to the General Ledger.

6. If you wish to review the journal prior to posting, click on **Review Batch** to drill down into the batch header and from there to the journal detail.

Cancelling posting

To cancel a journal batch-posting request, verify that the concurrent request for a batch has a Post Status of Pending.
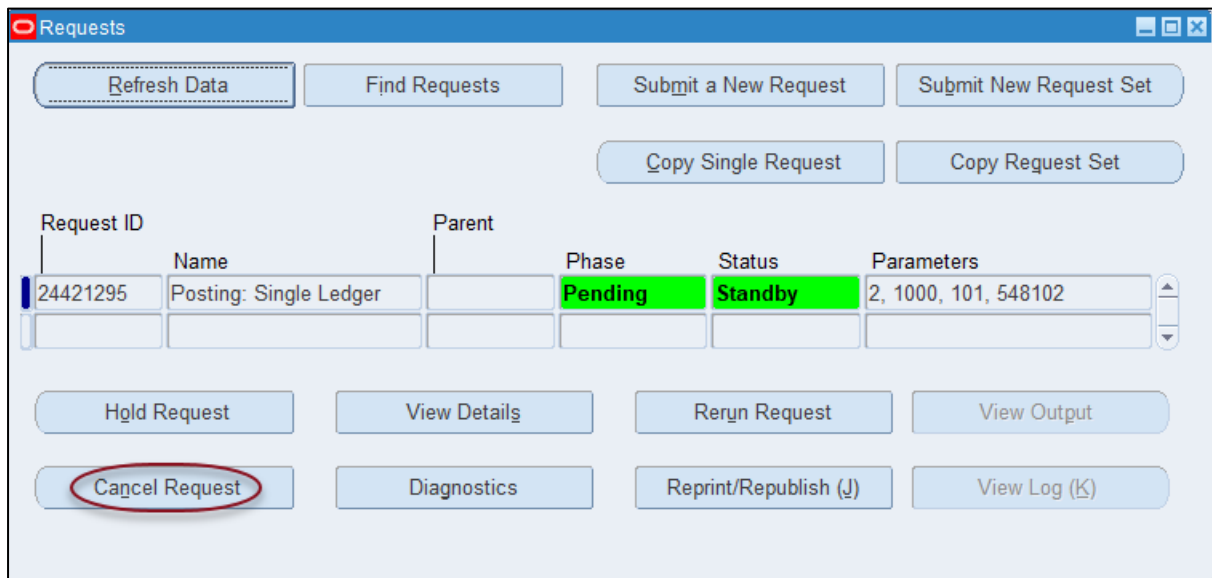
If so, then cancel the concurrent request by:

- Clicking on **View menu** (above the toolbar)→ **Requests** → **Find button**
- Click on Cancel Request

The post status resets to Postable.

Running journal reports

Run the **'Journal – Line Report'** (CUFS) to provide all the details of posted journals you selected.

To run the report

1.   Navigate: **Requests → Run**

2.   Click on **OK** to accept "Single Request"

3.   Click into the Request Name box and select the required report from the list of values.

4. Click into the Parameters Box and complete with the appropriate data

   An example of possible parameters for this report

   Note, you will have to type in the details for the two date fields, as the list of values will not work.

Other common categories: include 'Petty Cash', Department deposit movement', 'Transfers'.

5. Click on Options and make sure that you have the correct printer (if not choose   the right one from the local list of values) and that copies =1

6. **Submit** your Request.

7. Periodically click on **Refresh Data** until the request completes.

8. Once completed if viewing on screen then click on **View Output.**

```
CAPSA Set of Books                                                                          Report Date: 06-MAY-2014 14:29
                                                                                            Page:    1    of    40
                                             JOURNAL LINE REPORT (UFS)
                                            From 2013/07/31    to 2013/07/31


            Entity: U                 UC
            Period: JUL-13
          Category: Adjustment          Adjusting Journal Entry

       Batch Name: AG/19/08/13/01
       Batch Date: 31-JUL-13
     Posting Date: 19-AUG-13

[1mC[0m    Entry Name: AG/HP/19/08/13/J1
 Entry Reference: First Intuition invoice 1792          Period Total of JUL-13                    1,624,583.17      1,346,880.72
           Source: Manual
         Currency: GBP               Pound Sterling
    Currency Rate: 1
    Currency Type: User
  Department Code: AG                Finance
                                                                   |------------ Entered ------------| |----------- Accounted -----------|
 Date       Accounting Flexfield      Entry      Reference      Description                     Debit            Credit            Debit            Credit
 --------------------------------------- ------------ --------------- -------------------------------- ---------------- -------------------- ----------------


 31-JUL-13 U.AG.AGTD.GAAB.ERPZ.0000 AG/HP/19/08/ First Intuition 50% of invoice posted to internal     198.75                            198.75
                                    13/J1        invoice 1792    trading
 31-JUL-13 U.AG.AGTD.AAAA.ERPZ.0000 AG/HP/19/08/ First Intuition 50% of invoice posted to internal                      198.75                            198.75
                                    13/J1        invoice 1792    trading

                                                                Header Total of AG/HP/19/08/13/J1      198.75          198.75          198.75          198.75
                                                                Batch Total of AG/19/08/13/01                                         198.75          198.75
       Batch Name: AG/19/08/13/02
       Batch Date: 31-JUL-13
```

Journals - more actions

Navigate:	Journals -> Enter -> Find

Enter the batch/journal ID in the Find fields and recall the journal.

At the bottom of the journal screen there is a selection of buttons to perform more actions for a journal. They are:

- **Reverse** Journals
- **Change Period**
- **Change Currency**
- **Check Funds**
- **Reserve Funds**
- View the **T Accounts**

At the bottom of the journal screen there is a selection of buttons to perform more actions for a journal. They are:

- **Reverse** Journals
- **Change Period**
- **Change Currency**
- **Check Funds**
- **Reserve Funds**
- View the **T Accounts**

In the following pages we describe how to Reverse a journal and change the accounting period.

Reverse Journals

You can reverse the journal that you are currently entering in either a future period or the current period. If you choose the current period it would effectively net off the original journal and the end result would be zero.

1.   Navigate → **Journals Enter**

2.   Find the journal you wish to reverse

3.   In the journal listing screen you can select the **Reverse Batch Button**
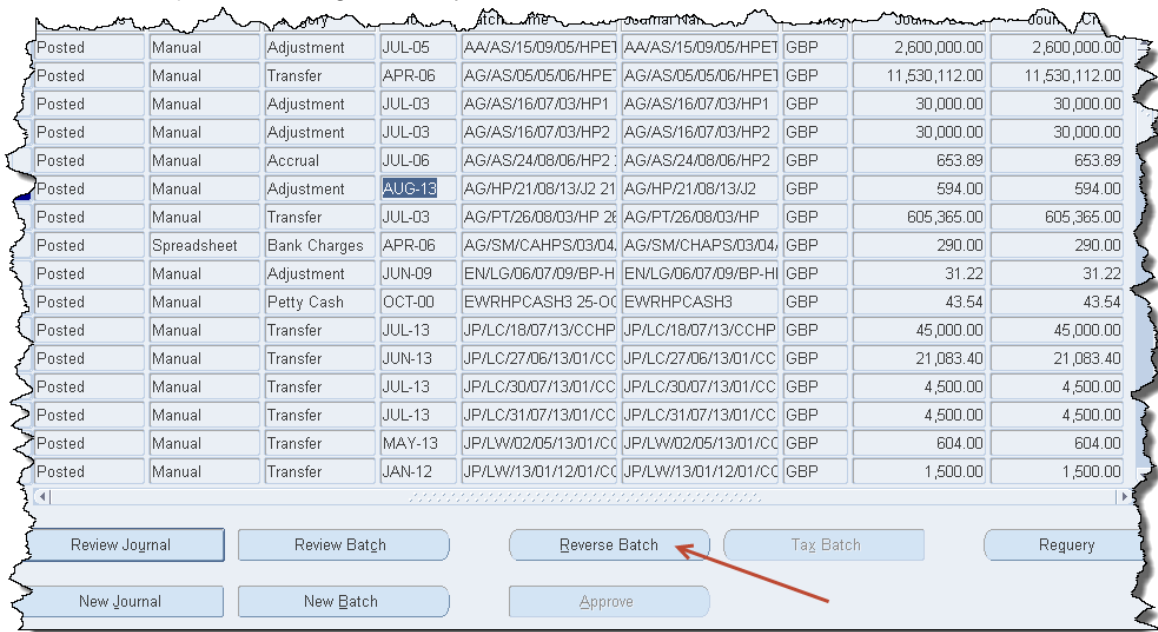
Or…… you can review the journal and then click on the **Reverse button.**
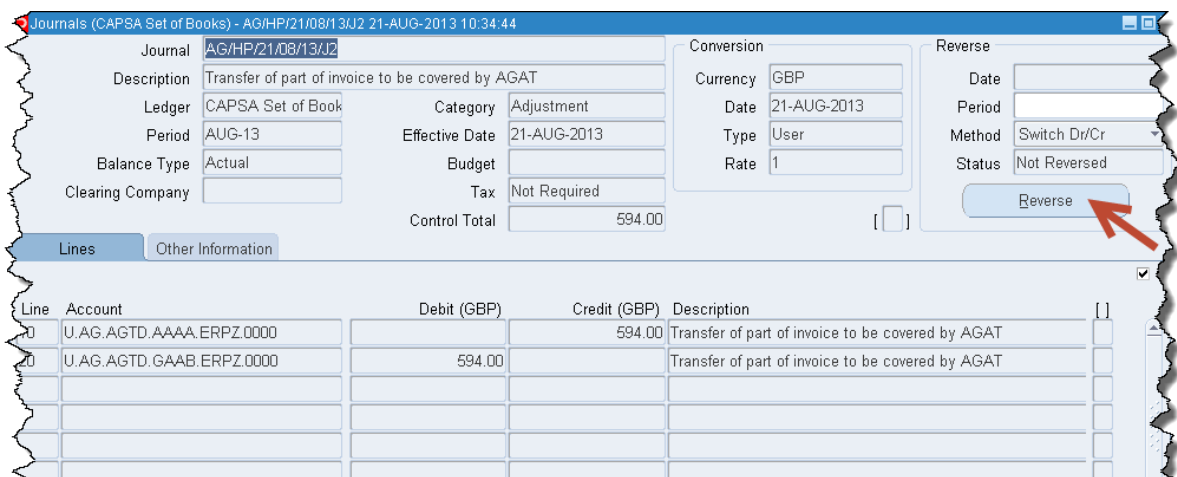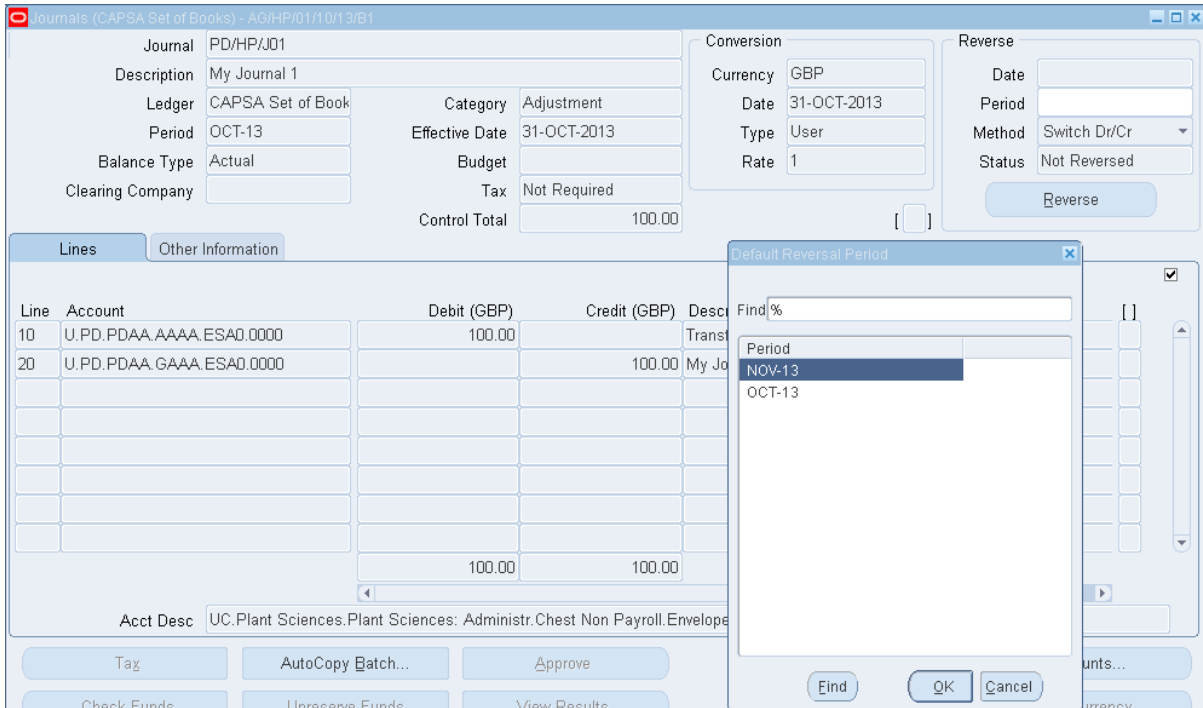
4. Select →**Reverse**

- In this example the original journal was completed for the Oct-13 period and so there are two choices to reverse it, in either Nov or Oct.

- Select the period for reversal and click **OK**

After clicking **OK**, CUFS will run a concurrent request to create the reversing journal, which will then have to be selected for posting.
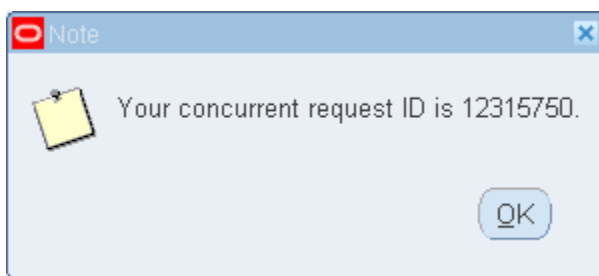
If you close the journal down and return to the journal enquiry screen, and then click on the **Requery button,** you will see the status of the journal has changed to **Reversed**. Re-query your original journal and click on the More Details button at the bottom of the screen, you will see that the status of the journal has changed to "Reversed".

When you post your journals, remember to ask the system to find batches awaiting posting by using wildcards either side of your department code, i.e. %your dept code%.

This is because the system automatically creates your reversal journal with a modified batch name.

In this example the reversing journal is created, but as it is for the next period, it will not be activated for posting until that period is opened

If you forget to post the journal in the next period, the Finance Division will prompt you to either post or cancel the journal.

Changing the period

You can instantly change the period of any un-posted journal (if you want to change period and then post the journal).

Either find the journal in the posting screen or you can review the journal via the Journal entry screen.

1. Find the un-posted journal by navigating to **Journals > Enter>Find**

2. Click on **Review journal**. Click the **Change Period** button at the bottom of the screen……
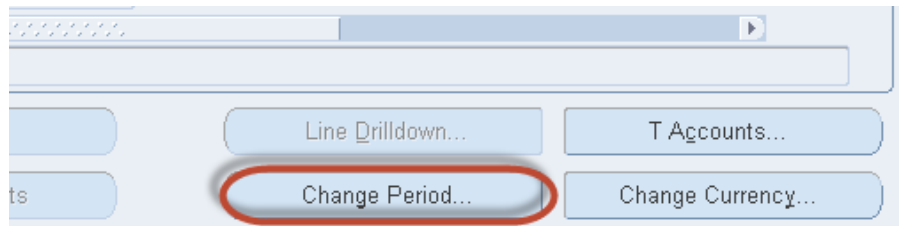
3. In the yellow drop down box, select an available open period and click **OK**.
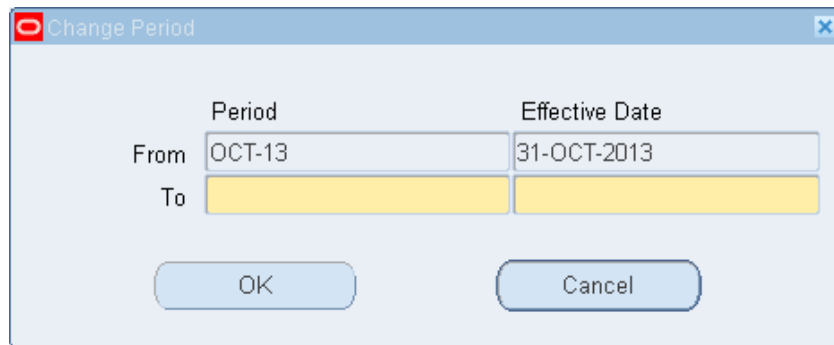
4. The journal will automatically save and update with the new accounting period and the effective date, ready to be posted once the period is open.

Reprint reports

These procedures are for reprinting a report that has been run in all modules other than iProcurement.

Find the report output

a) Navigate to the requests screen :**Requests** ⟶**View**
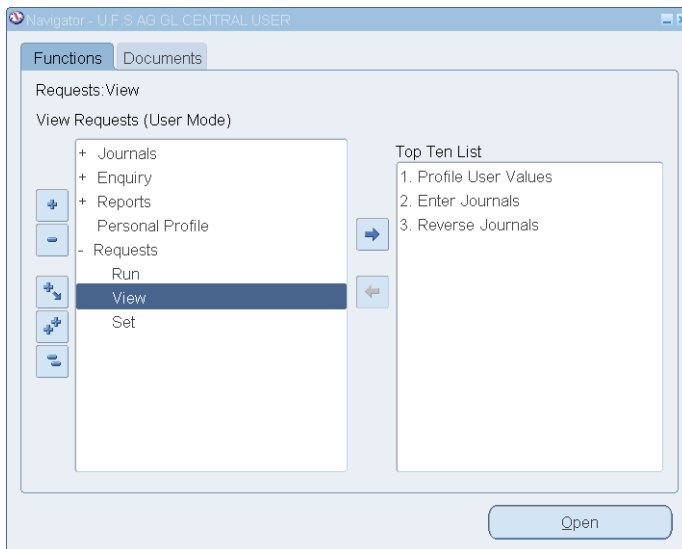
b) Click **OK** to accept the default "*My Completed Requests*" (or alternatively tick "*All My Requests*" to see everything).
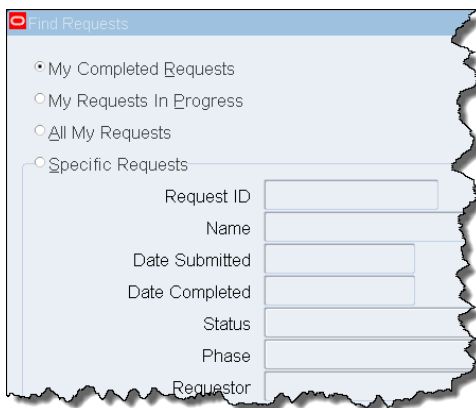
c) Select the required report and click **Reprint/Republish** from the **Tool** menu.
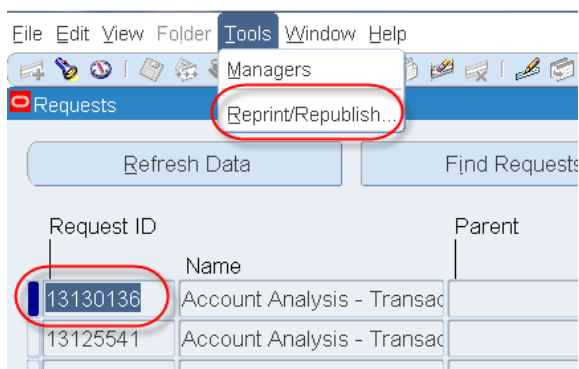
d) Select the printer by clicking on the magnifying glass.

e) Enter % to search for all printers

f) **Quick Select** the required printer.

g) Ensure that you have the number of copies set to 1 and then click on **APPLY.**

6. Barclaycard

If your department makes use of the University Barclaycards then each month you will have to process a journal for the expenditure incurred. The statements are dated at the 11th of each month. Accounts Payable will send an email to the key contact within your department shortly after when they are available for viewing using the online Barclays interface.

Each month the University pays directly the total Barclaycard bill via AP and codes each department's share to U.XX.XXAA.AAAA.FJAA.0000.

Before raising the journal you must collect the receipts from the card holder and check their validity to reconcile with the statement.

Processing the journal

A Barclaycard journal is processed much the same as any other journal:

- Create a batch using the standard batch naming conventions (XX/Initials/DD/MM/YY/01).
- Make sure that the batch description includes something appropriate eg. '*Barclaycard …*' and the month it relates to.
- Create your journal (XX/Initials/Ref) within the batch. The journal type will be adjustment and the description should include Barclaycard and the month it relates to.
- The lines will Credit U.XX.XXAA.AAAA.FJAA.0000 and debit the relevant expenditure codes for each transaction. For each line include a relevant description of what that transaction related to.

Once you have created lines for all the transactions on the statement you must post the journal for the adjustment to take effect.

Remember !

If any of the expenditure relates to a research grant then it will have to be moved using a grants journal in the grants module.

As part of your end of the month end checks, you must make sure that the balance on FJAA is zero.

Further information about the University Barclaycards can be found in the Financial Procedures manual.

7. Petty Cash

If your department has petty cash, it is strongly recommended that the on-line Petty Cash course is completed.

This 20 minute on-line course will guide you through the day-to-day use of petty cash and the relevant accounting procedures.

To obtain access to the course please refer to the University Training Booking System:
http://www.training.cam.ac.uk/fin/event/1542538

In addition to the on-line course, detailed best practices can be found in the Financial Procedures Manual, Chapter 7

8. Reviewing account balances online

The GL module has the facility to enable you to review detail within your accounts online. Online account enquiries can be used for various purposes, such as:

- Reviewing Payables invoices posted to a general ledger account;
- Looking at donations entered into Accounts Receivable and posted to an account;
- Reviewing spend on a particular account

Navigate: **Enquiry → Account**

Once in the Account Inquiry screen you will need to decide whether you want to look at a group of accounts or just one specific account (e.g. U.AG.AGAA.AAAA.EBBZ.0000) and fill in the boxes as follows.

Individual accounts

Place cursor in the Accounts field. The Accounts flex field will appear. Type in the relevant account code.

Click into any line you wish to investigate further. **Show balances** will then enable you to view details on this account.

You can then obtain further information by clicking on **Journal Details**.

Summary templates

Summary Templates allow you to group together and obtain balances for the following account code combinations:

- transactions for a particular cost centre and source of funds combination
- all transactions on a particular cost centre
- all transactions on a particular source of funds

> **Responsibility:**   **GL Department Supervisor**
> **Navigate:**   **Enquiry ⟶ Account**

Place the cursor in the 'Summary Template' field and click on the ⌐⌐⌐

From the pick list select the required template.

If the template has a "D" in it for a particular segment then you have to "detail" that segment value.

D.D.D.D.T.T.	Summary of all transactions for a department on a particular **cost centre and source of funds combination**
D.D.D.D.TIE.T	As above, but excluding all brought forward balances and any other "balance sheet" items such as debtors or creditors
D.D.D.T.T.T.	All transactions on a particular **cost centre code**
D.D.D.T.TIE.T	As above excluding all the brought forward balances & other "balance sheet" items
D.D.T.D.TIE.T	Transactions (excluding Balance Sheet & b/forward balances) on a particular **source of funds. Please note, this summary template only works for those who hold a central responsibility**

Click on the **Show Balances** to view details.

Drilling down

The on line enquiry facility will show amounts posted to this account, e.g., paid supplier invoices, amounts credited to the department, payroll and petty cash journals.
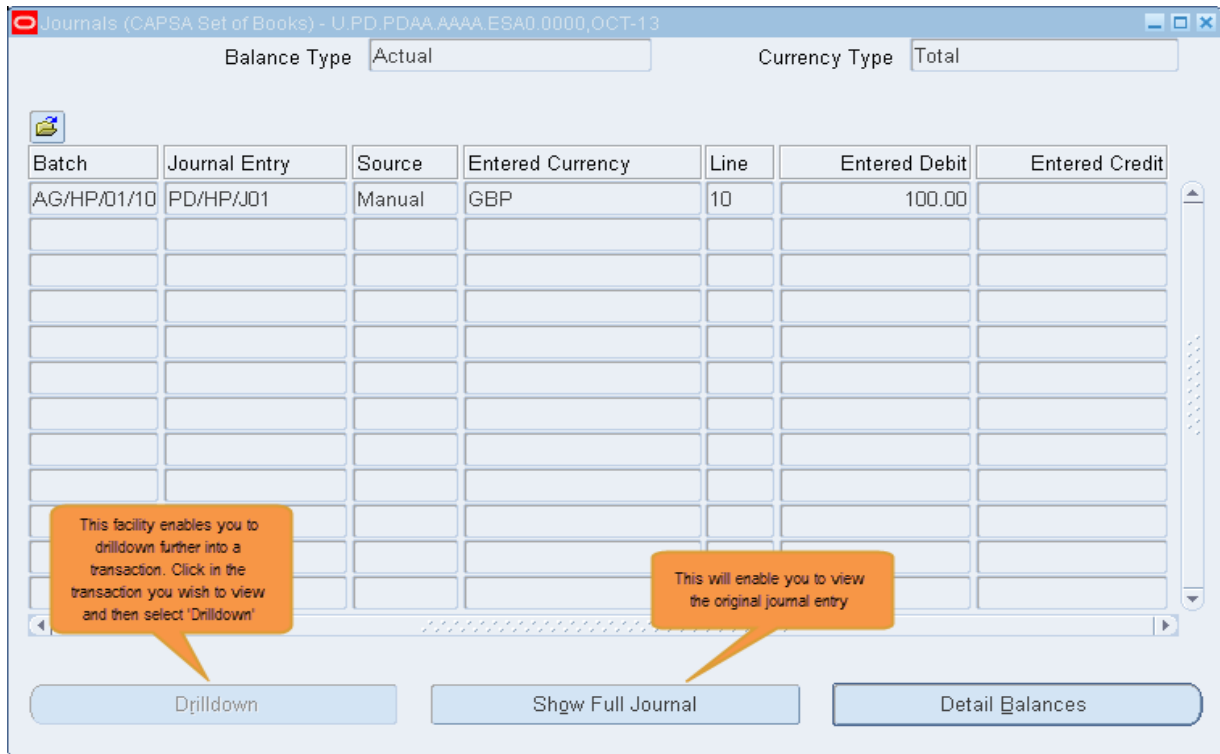
The drilldown facility will take you into the relevant module at the invoice entry or transaction entry window.

Note that if the transaction type is a journal, the Drilldown box will be unavailable, instead you look at the original journal by clicking on **Show Full Journal**.

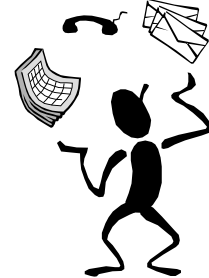# 9. Reference guides and further information

GENERAL LEDGER JOURNAL HELPDESK

Telephone: (3)39660

Email: UFS_GLJ@admin.cam.ac.uk

REFERENCE GUIDES

Comprehensive documentation is also available for General Ledger which details processes that are not classed as a quick reference guide or within the complete General Ledger course manual e.g. Investments and Trust Funds. These can be found via:

https://www.finance.admin.cam.ac.uk/training/docs/general-ledger

FINANCE TRAINING

Other Finance courses that complement and build upon the skills and knowledge developed in this course.

See the Finance Training web-site for further details:

https://www.finance.admin.cam.ac.uk/training