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 cost 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.

<table>
<thead>
<tr>
<th>Cost Centre</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDAA</td>
<td>Plant Sciences: Administration</td>
</tr>
<tr>
<td>FDAB</td>
<td>Plant Sciences: Workshop</td>
</tr>
<tr>
<td>FDAC</td>
<td>Plant Sciences: Maintenance</td>
</tr>
<tr>
<td>FDAD</td>
<td>Plant Sciences: Library</td>
</tr>
<tr>
<td>FADE</td>
<td>Plant Sciences: Catering</td>
</tr>
<tr>
<td>FDAG</td>
<td>Plant Sciences: Research Grant Activity</td>
</tr>
<tr>
<td>FDAZ</td>
<td>Insurance Claims</td>
</tr>
<tr>
<td>FDBA</td>
<td>Plant Sciences General</td>
</tr>
</tbody>
</table>

The standard set that all departments get.

DO NOT USE!
The system uses this when it transfers data from the Research Grants Module.
The exception to the rule……Trust funds

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>Balance Sheet Default</td>
</tr>
<tr>
<td>A</td>
<td>Chest</td>
</tr>
<tr>
<td>AAAA</td>
<td>Other Charges (Non-Payroll)</td>
</tr>
<tr>
<td>ABAA</td>
<td>Stipends</td>
</tr>
<tr>
<td>ACAA</td>
<td>Wages</td>
</tr>
<tr>
<td>ADAA</td>
<td>Accumulated Balances</td>
</tr>
<tr>
<td>A* * *</td>
<td>Other Chest Budget Allocations</td>
</tr>
<tr>
<td>B</td>
<td>Recoverable from External Sources</td>
</tr>
<tr>
<td>BA* *</td>
<td>Health &amp; Hospital Authorities</td>
</tr>
<tr>
<td>BMRC</td>
<td>Insurance Claims</td>
</tr>
<tr>
<td>BN* *</td>
<td>Other</td>
</tr>
<tr>
<td>C</td>
<td>Recoverable from University Sources</td>
</tr>
<tr>
<td>E</td>
<td>General Reserves</td>
</tr>
<tr>
<td>EF* *</td>
<td>General Donations</td>
</tr>
<tr>
<td>G</td>
<td>Self-Supporting Activities</td>
</tr>
<tr>
<td>GAAA</td>
<td>External Trading</td>
</tr>
<tr>
<td>GAAB</td>
<td>Internal Trading</td>
</tr>
<tr>
<td>GB* *</td>
<td>Research Training Support Grants</td>
</tr>
<tr>
<td>GC* *</td>
<td>Donations from university Companies</td>
</tr>
</tbody>
</table>
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  

- **General Endowments** *(central use only)*
- **Colleges Fund** *(central use only)*
- **Investment Account** *(central use only)*
- **Pension Funds** *(central use only)*
- **Associated Bodies** *(central use only)*
- **Depreciation** *(central use only)*

**Specific Donations**  

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

Where the donor specifies how the whole amount donated should 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

1. **Decisions**
   - Is this a grant for research activity?
     - No
     - Yes: Advise RSD and account accordingly
   - Does this income establish a contractual relationship?
     - Yes
     - No: Account for according to nature of income
   - Is this a donation?
     - Yes
     - No: Assume no restrictions in the absence of evidence
   - Do we know whether the donor has placed restrictions on the spending of this donation?
     - Yes
     - No: Assume no restrictions in the absence of evidence
   - Are there restrictions?
     - Yes
     - No: Assume no restrictions in the absence of evidence
   - Can we meet the conditions with expenditure already committed or planned as part of the departments existing operations?
     - Yes
     - No
   - Has the donor specified that the gift is to be invested for the longer term?
     - Yes
     - No
   - Is a Trust Fund being / has it been established?
     - Yes
     - No: Assume no restrictions in the absence of evidence
   - Are there conditions placed on the spending of the investment income arising?
     - Yes
     - No

2. **Endowments**
   - K: Trust Fund, Specific Endowments
   - R: General Endowments, General Endowments
   - I: Special Funds, Specific Endowments

3. **Specific donations - income matches expenditure**
   - 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
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:

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. Budgets

The Cambridge University Finance System (CUFS) has moved University finances away from cash accounting principles. What this means is that we no longer just look at actual amounts spent or received, but also what we expect to come in and go out.

These expected amounts are often referred to as Encumbrances or Commitments. Within the General Ledger there are three separate types of transaction:

- Actual transactions: A
- Budget transactions: B
- Encumbrances transactions: E

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

Quick Note

The budget on a particular account will be shown as a debit entry. This is because the University budgets shown against Departments are estimates of expenditure (and any expenditure will be recorded as a debit in the actual accounts).

Budgets allocated by ‘The Centre’: “Chest” sources of funds

- These approved estimates of expenditure are at present the only budgets entered onto the system
- All budgets are entered centrally and details are sent out to Departmental key contacts
- In general the department’s budget is allocated to each department’s general cost centre code (e.g. xxBA)
- In the majority of cases this has then been further split out between the appropriate sources of funds:

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

- With the exception of the pay/salaries expenditure the transaction code EXZZ (miscellaneous) is used.
• The budget 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 can only do this via a Virement Form.**

• If a department wants to allocate their budget differently they need to complete a “Virement Form” available on the web at:


  and send it to the Financial Planning and Analysis section in the Finance Division, who will be happy to provide advice and assistance.

• Only the Finance Division can raise Budget journals.

**Non-recurrent grants (warrants)**

• Non-Recurrent Grants (Warrants) are extra amounts of money that come from the centre 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).

**Grants**

• Research Grants have been set up as budgets in the Grants module by Research Operations Office.
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.

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.

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

---

**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.

---

**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.*

  ![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 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.

![Find_Journal_Batches](image)

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

**Important** You may be able to see other departments' journal Batches only post your own!
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.
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**.
**GL Detailed Procedure**

**Getting Started in the General Ledger**

**CAP5A Set of Books**

**JOURNAL LINE REPORT (UT5)**

**Report Date:** 06-MAY-2014 14:28

**Page:** 1 of 40

<table>
<thead>
<tr>
<th>Date</th>
<th>Accounting Field</th>
<th>Entry</th>
<th>Reference</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-JUL-13</td>
<td>U.AG.AGTD.GAAB.EDPZ.0000</td>
<td>AG/HB/19/08</td>
<td>13/J1</td>
<td>trading invoice 1792 5% of invoice posted to internal</td>
<td>198.78</td>
<td>198.78</td>
</tr>
<tr>
<td>31-JUL-13</td>
<td>U.AG.AGTD.AAAZ.ERFZ.0000</td>
<td>AG/HB/19/05</td>
<td>13/J1</td>
<td>invoice 1792 5% of invoice posted to internal</td>
<td>198.78</td>
<td>198.78</td>
</tr>
</tbody>
</table>

Header Total of AG/HB/19/08/13/J1: 198.78 198.78

Batch Total of AG/HB/19/08/13/J1: 198.78 198.78

**Batch Name:** AG/10/08/13/01

**Batch Date:** 31-JUL-13

**Posting Date:** 19-AMS-13

**Entry Reference:** First Intuition invoice 1792

**Currency:** GBP

**Currency Rate:** 1

**Department Code:** AS

**Finance**
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](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.

<table>
<thead>
<tr>
<th>Template</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.D.D.D.T.T.</td>
<td>Summary of all transactions for a department on a particular cost centre and source of funds combination</td>
</tr>
<tr>
<td>D.D.D.D.T.I.E.T</td>
<td>As above, but excluding all brought forward balances and any other “balance sheet” items such as debtors or creditors</td>
</tr>
<tr>
<td>D.D.D.T.T.T.T</td>
<td>All transactions on a particular cost centre code</td>
</tr>
<tr>
<td>D.D.D.T.I.E.T</td>
<td>As above excluding all the brought forward balances &amp; other “balance sheet” items</td>
</tr>
</tbody>
</table>

Click on the Show Balances to view details.
Drilling down

The online 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