



# Processing a credit card journal

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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

Complete the  
batch details

Enter the  
journal

Post the journal

## Step 1: Complete the batch details

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### GL User/Supervisor Responsibility

- a) Navigate to **Journals, Enter** and the Find Journals screen displays.
- b) Click on **New Batch** to open the Batch screen.
- c) Complete the **Batch Name** field in the standard Naming convention:  
**Dept/initials/DD/MM/YR/unique ref No**
- d) The **Period** defaults in with the current accounting period, which can be changed if required by clicking on the list of Values.
- e) Complete the **Description** and **Control Total** (total value of journal)

## Detailed Procedure Processing a credit card journal

- f) Click on **Journals**

### Step 2: Complete the Journal details

- g) Complete the **Journal** field with the standard format  
**Dept code/initials/unique No**
- h) Complete the **Description**
- i) Complete the **Category** field with **Adjustment** and the **Control Total**.
- j) Click in the **Lines** field. A line represents a journal entry and usually starts at 10.
- k) Enter the **credit line** to credit the dept default account that the Finance Division coded the credit card entry to:

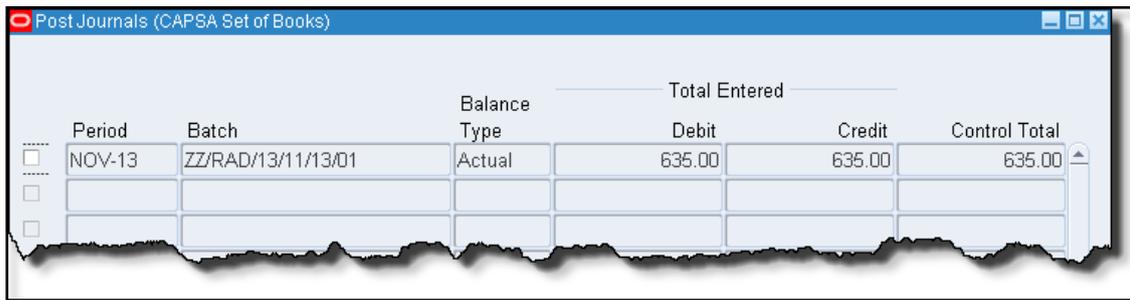
U.XX.XXAA.AAAA.FJAA.0000  
(XX being your dept code)

- l) Enter the **debit line/s** and code it to the department code/s as to where the money is coming from to clear the default account.
- m) The debit and credit entries should balance. **Save** your journal and close out of it so that you are back at the batch header screen

### Step 3: Post the Journal

- n) Once you are back at the batch header screen, **copy** the batch name and close out of the screens until your **Navigator** screen displays.
- o) Double click on **Post** and the **Find Journal Batches** screen displays.

- p) **Paste** the batch name into the **Batch** field and click **Find**



	Period	Batch	Balance Type	Total Entered		Control Total
				Debit	Credit	
<input checked="" type="checkbox"/>	NOV-13	ZZ/RAD/13/11/13/01	Actual	635.00	635.00	635.00
<input type="checkbox"/>						
<input type="checkbox"/>						

- q) The **Post Journals** screen displays
- r) Simply **click** in the box on the far left and the journal line will turn dark grey.
- s) Finally click on **Post**.
- t) A note will display advising of your request id. Click **OK** and then close out of the screens.