



## ***Credit Card Clearing in Grants***

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On a monthly basis, the Finance Division will upload the Barclay Card Credit Card entries by journal to each department's control account. This will result in a debit entry to

***U.XX.XXAA.AAAA.FJAA*** where *XX* is the department code.

It is the department's responsibility to clear the control account as quickly as possible. Currently, for the majority of departments, any balances outstanding at year end will be cleared to *ADAA*, where all *AAAA* funds surpluses/deficits are accumulated. However, some departments have a local arrangement in their school.

### **Documentation required**

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The Credit Card expense form should be completed. The appropriate receipts need to be collected and retained, and necessary authorisation of expenditure obtained.

### **Grants journal within UFS**

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For all expenses related to research grants, the journal to clear the control account must be completed within the UFS Grants module.

This will mean ***debiting*** the appropriate project, and ***crediting*** the department control account, detailed above.