



How Grants Journals are posted

To release the batch for posting, click on the **Submit** and **Release** button on the header. The batch will be posted via the overnight processing.

Before the batch has been posted the expenditure lines can be viewed in **Actual Expenditure Enquiry**, but will not have been **cost distributed**. After processing, the expenditure lines will either be **cost distributed** or marked as a *funds check failure* if they have failed funds checking.

The GL side of the batch is posted via the grants process **GMS: Interface Usage and Miscellaneous Costs to General Ledger**, which will post the GL side of the batch into a GL import table from where it is then imported into GL.

Any lines that have failed funds checking will **not** transfer to the GL. Expenditure lines to the same GL codes posted on the same day will automatically be added together, along with lines from other journals to the same GL code. One value will be posted in the GL with the reference projects.

In the **Expenditure Enquiry** screen the status of the GL posting can be viewed by drilling down on the expenditure and using the **Item Details > Cost Distribution Line** drill down buttons.

The batch lines will post into the Grants accounting period (PA Period) into the closest open period as per the expenditure item date specified on the line. The GL period will be the same as Grants or the closest open period to Grants. The **Transfer Status** indicates how far the GL side has been processed.

Generated	The batch has been released and cost distributed
Transferred	The generated amount has been picked up by the transfer process from grants to GL and is ready for posting in the GL
Accepted	Has been posted in the GL

If the status is blank, the batch has not been picked up by the overnight processing or may have failed funds checking.

Drill down from GL back to Grants

The posting in the GL will have the reference projects and a batch number. The GL drilldown buttons can be used to view the grants side of the entry or a listing of the entries can be obtained by running the **Cost Audit Report** that is available in the *Grants module*. (Please see separate procedures for both of these options.)