Processing Grants Journals

This type of journal can be used to transfer charges between the GL and a research grant, such as petty cash or stock issues. If the expenditure you wish to move was processed in AP you should not use a journal but adjust the AP invoice distribution.

Departments cannot enter journals to Task 100 or for overheads and pooled labour.

GL codes which cannot be used in grants module journals are:

- Trust fund and balance sheet cost centers (ZZYA/B and 0000)
- Transfer of income or expenditure transaction codes (EZXX and LXBB)
- Sources of Funds in the range MAAA - MZZZ

If you need to transfer between a trust fund and a grant first journal the charge from the trust fund account to a departmental GL code, then to the grant.

Responsibility: GM Grants Administrator
Navigate: Expenditures > Enter Actuals

Enter the Batch Header

1. Navigate to the Expenditure Batches window.
2. Enter a unique batch name to identify the batch:
   **Batch Name Format:** Department Code/User Initials/Date/Ref
   E.g. ZZ/RAD/12/01/14/01
3. Click in the **Ending Date** field and select today's date from the calendar. The date will automatically default to the following Sunday.

   If the expenditures need to be entered within the current month and the following Sunday falls within the next month, the batch should be entered with a date from the previous week.

4. The class will default in as “Miscellaneous Transaction”

5. Click in the **description field**, Miscellaneous Transaction will be the default, this can be changed if required to a description of your choice.

6. Enter the total of the expenditures to be journalled in the control field to verify actual versus control totals.

7. **Save** the batch header and click on the **Expenditures** button to enter the batch.

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### Enter the Expenditure Lines

1. In the top part of the screen enter the Organisation code that incurred the cost, i.e. project owning organization. **NB Employee information is not necessary unless the batch relates to payroll.**

2. Tab through the **Expenditure Ending Date**, which will populate from the batch header.

4. Click in the Expenditure item date field. The date from the header will default in; this can be changed if required.

5. Enter the **Project Number, Task Number, Award Number, Expnd Type** and **Quantity** (which is the monetary value, you can right click in the title and amend to a more relevant description). A positive value debits the grant.

6. Complete the **Comment** field with any other relevant information.
7. Tab to or click in the descriptive flex field to populate the General Ledger cost centre, source of funds and transaction code. (The credit entry of the transaction).

8. To speed up data entry a second line will be created copying down the date and grant codes. If required, populate this line or navigate to the line above to remove the row.
9. **Save** your batch and close the expenditure window to return to the batch header.

10. **Submit** the batch for processing. Click once on the **Submit** button, and click once on the **Release** button.
NOTE: Batches can be saved at any stage in the batch entry process. Once submitted, the batch can be amended by pressing the ‘Rework’ button on the expenditure form. Once status has amended to Released, the batch can be Reversed.

The accounting entries generated with the expenditure batch will be to debit Research Grant and credit General Ledger.