Processing Grants Journals

This type of journal can 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*
- *Transfer of income* or *expenditure transaction codes*
- *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

2. Navigate to the *Expenditure Batches* window.

3. Enter a unique batch name to identify the batch.

   Batch Name Format: *Department Code/User Initials/Date/Ref*
   E.g. ZZ/CR/21/12/18/01

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 journaled 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.

Enter the expenditure lines

1.   In the top part of the screen enter the *Organisation* code that incurred the cost, i.e. project owning organisation. *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.

3.   Click in the *Expenditure item date* field. The date from the header will default. This can be changed if required.

4.   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.

5.   Complete the *Comment* field with any other relevant information.

6. Tab to or click in the descriptive *Flexfield* to populate the *General Ledger cost centre, source of funds* and *transaction cod*e. (The *credit* entry of the transaction).

7. 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.

8. *Save* your batch and close the expenditure window to return to the batch header.

9. Submit the batch for processing. Click once on the *Submit* button, and click once on the *Release* button.

> **NB**: 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.