

Appendix C: Other debtors (income accruals)

These are amounts owing to the University where we have provided goods or services before 31 July but where we have *not* raised an invoice on the Accounts Receivable system.

Example:

You held a conference on 28 July 2024 for which you will invoice delegates on 30 August 2024 but the AR module for July closed on 15 August.

How to adjust for them

1. Raise an **Auto Reversal** journal in July with an appropriate description e.g. Conference held in July but not invoiced.

The auto-reverse function should only be used when it is appropriate for the journal to be reversed in the next period. When it is not appropriate to reverse the journal in the next period the journal should be entered in the normal way and **manually** reversed in the appropriate period.

2. Code as follows:

	Debit	Credit
Institution code	As per credit line	As normal
Cost Centre	As per credit line	As normal
Source of Funds	0000	As normal
Transaction code	UNAA (Other Debtors)	As normal (e.g. LAAC)

3. **Save** your journal.

Posting the journal

From the **Navigator** screen choose **Journals>Post**. Enter the batch name to recall the journal and tick the box to select it for posting. Behind the scenes, a second (reversing) journal will be created in the next period and will be automatically posted by the Finance Division.

If the journal category Accrual or Adjustment is used, then you must remember to **manually** reverse it in the **AUG-24** period, using the More Actions button, and to post both journals.

In your accounts

Income is credited to the institution account in **JUL-24** without an invoice being raised. The reversing action of the journal in **AUG-24** means the subsequent sales invoice raised in August is netted off to zero.

Example:

➤ Current financial year:		
29-Jul-2024	Create journal to credit income (in lieu of sales invoice not yet raised)	£15,000
➤ New Financial Year:		
1-Aug-2024	Journal reverses automatically	(£15,000)
31-Aug-2024	Create sales invoice	£15,000
	Effect on income in the new year	<u>£ 0</u>