

Raising a Budget Journal

To transfer budget from one account to another

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A budget journal moves budget from one expense line or cost centre to another, for example allocating funds to another department for a joint event.

The [Virement Policy](#) should be followed for permanent virement of budgets.

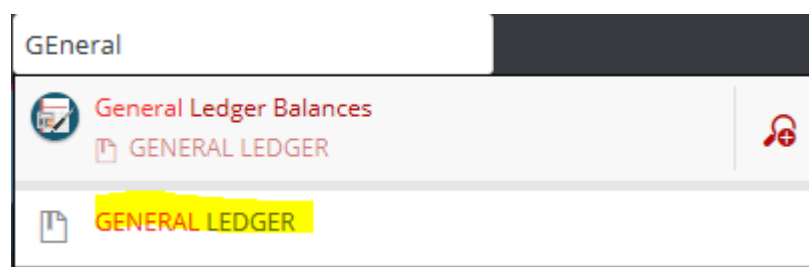
If you need to recode transactions which have been posted, use the [Raising a General Journal to Amend Coding](#) guide.

Open the Data Entry Module

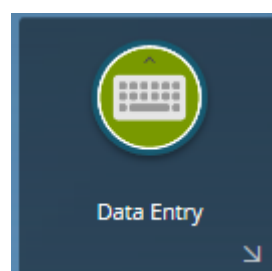
Navigate to General Ledger

Click on  General Ledger at the bottom of your home screen.

If this is not showing type General Ledger in the Enterprise Search at the top of the screen and select General Ledger.



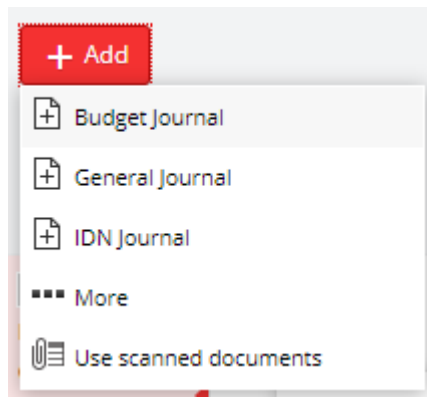
Click on Data Entry



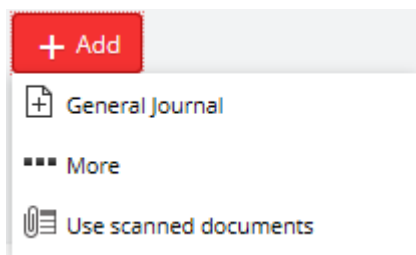
Post Budget Journal

Add a new Budget Journal

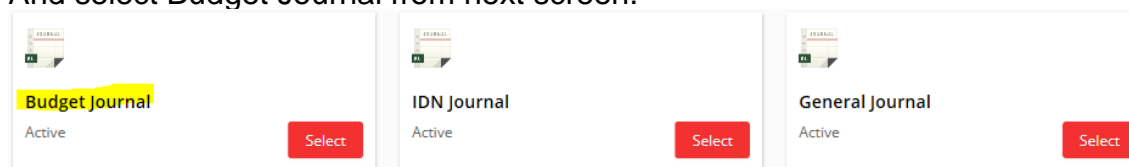
Click on Add and then Budget Journal



If Budget Journal is not showing, click on '...More'



And select Budget Journal from next screen.



The journal number and date will auto populate.

Document Details

Journal No.	BD0000032
Date *	27-Jul-2019 

Click into the first line to start entering the journal required.

Accounting Entries

+ 🔍 > No records found.

	Ledger	Account Number	Description	Amount	Na
n...	<div><div>GL</div><div>▼</div></div>			0	

Ledger- Select PJ if the journal relates to a project, otherwise select GL.

Ledger	Account Number	Description
<div><div>GL</div><div>×</div><div>▼</div></div>		
Selection Code	Short Description	Description
GL	General Ledger	General Ledger
PJ	Project Ledger	Project Ledger

Adding Account Codes

Account Number you can enter the full account string if known.

Otherwise click on Advanced Search

Account Number	Description
<div><div></div><div>▼</div></div>	
Account	Account Name
99.0.9999.9999.99999	Suspense. Suspense. Suspense. Err
99.9.9999.9999.99999	Suspense. Suspense. Suspense. Err
<div>< ></div>	
<div> Advanced search</div>	

Click on the arrow to the right of each component and select the relevant code for

Entity – this is likely to be 10 – LSE

Entity

Activity ☒

Cost Centre ☒

Nominal Account ☒ **Invalid**

Entity	Account Name	Data Entry Status
10	LSE	Active
20	LETS	Active
30	LSE Enterprise	Active
40	LSE Foundation	Active
60	TRIUM	Active
70	Russell Group	Active
99	Suspense	Active

Activity – select the type of activity

Activity

Cost Centre ☒

Nominal Account ☒ **Invalid**

Activity	Account Name
0000	Default
1000	Operating - Core
1200	Operating - Core (Other research and related activities)
1500	Operating - Non-Core
2000	Capital
3000	Research
9000	Balance Sheet

Cost Centre – Type a key word into the search box and select the relevant cost centre.

Cost Centre

✓

Nominal Account

! Invalid

Cost Centre	Account Name	Data Entry Status
1003	Accounting - Academic Activity	Active
1004	Accounting - Administration	Active

Advanced search

Account Number – search as above and select relevant account code

Nominal Account

✓

32002	Studentships
33050	Student Hospitality

If the account code string is valid, it will turn from red to green:

10.0.1000.8017.33001



Click

OK

Other Information

The **Description** field will auto populate and cannot be changed as this relates to the nominal account.


Account Number	Description
10.0.1000.8017.3...	Accommodation - Home

Amount – Enter the value, with debits shown as positive values and credits as negative values.

Amount	Amount
1,250.00	-1,250.00
- debit	- credit

Narrative – add a meaningful narrative, using line 2 and line 3 if required.


Narrative

Transfer from Finance t **Transaction Type** – select the relevant type.

Transaction...

Base Amount

Selection Code	Short Description
ALLOC	Annual Allocation
B/FORWD	Brought Forward
INTDTRF	Inter Dept/Div Tr
ORIGINAL	Original
VIREMENT	Virement

 Advanced search

Use **Annual Allocation** for any transfers **within** departments, i.e. within the same cost centre but with different nominal codes

Use **Virement** for any transfers **between** departments, i.e. different cost centres, for example. Economic History to Economics for joint ventures

Inter Dept/Div Transfer is for use by areas which allocate funds to other parts of the School as a part of their activity, e.g. Careers, EDEN

The other transaction types are for Finance Division use only.


For information, all available transaction types can be found [here](#).

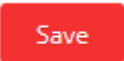
Additional Lines

Add other lines as required as above.


Ledger	Account Number	Description	Amount	Narrative
GL	10.0.1000.8017.3...	Accommodation - Home	1,250.00	Transfer to Economics fro...
GL	10.0.1000.8006.3...	Accommodation - Home	-1,250.00	Transfer from Finance to...
GL			0	

Ensure the journal totals to zero, balanced note will show in the Document Details pane on the left side of the screen when it does.



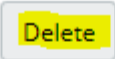
 Document Details	
Total	0.00
Debits	1,250.00
Credits	1,250.00
BALANCED	

Click  on the top right of the screen.

Editing a Journal

Once saved you can amend a journal by clicking on the  button and altering information as required.

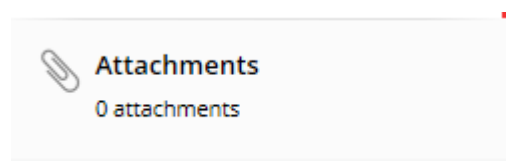
To delete a line – check the box to the left of the line and click Delete.

  1  < 1 - 3 of 3 records.		
	Ledger	Account Number
<input type="checkbox"/>	GL	10.0.1000.8017.33001
<input type="checkbox"/>	GL	10.0.1000.8006.33001
<input checked="" type="checkbox"/>	GL	

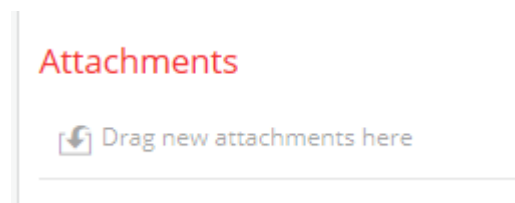
And press OK

Add Supporting Documentation

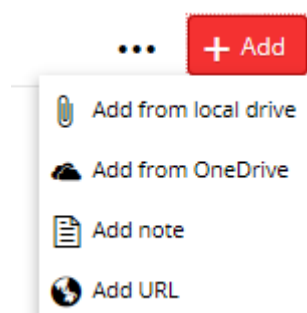
Click on the Attachments pane to the left of the screen.



You can drag and drop supporting documentation where indicated




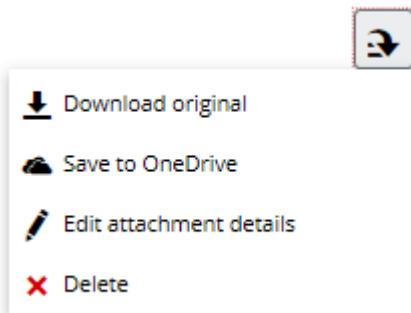
Or select Add and browse using the relevant link.




Add any additional notes and press OK



Click on  to amend attachments




Submit for Posting

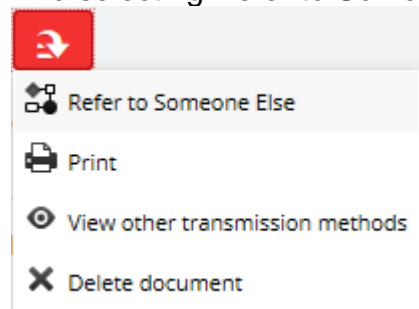
When everything is complete, in balance and has supporting documents attached, click on  at the top left of the screen.

The journal will route to the Financial Planning and Analysis team for review and posting.

Referring the Journal to Another Person for Review

You can refer the journal to someone else for review by clicking on  at the top left of the screen

And selecting Refer to Someone else



Select the person by typing part of the name into the search function and selecting the correct name.

Refer to Someone Else

This will complete the current task Create Doc File. The next task is: Create Doc File

Assign To *
bull

User	Full Name
201637862	Jennie Bull
BULLIMOD	Daniel Bullimore

And Clicking OK

Further Assistance

If you require assistance or have a query, contact your [FP&A Manager](#) or use the [Finance Division Enquiry Form](#) selecting Financial Planning & Analysis > Journals – budget.

Related Links

[Raising a General Journal to Amend Coding](#)

[Raising a Payroll Adjustment Journal](#)

[Budget Reporting in OneFinance](#) | [Budget Reporting Using the XLOne Tool](#)

[Available journal transaction types](#)