Raising a General Journal to Amend Coding

To Change Account Coding of Posted Transactions

This guide is to recode transactions which have been posted.

If you want to move budget from one expense line or cost centre to another, for example allocating funds to another department for a joint event you should follow the Raising a Budget Journal guide.
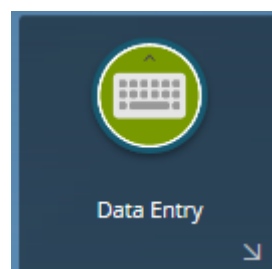
Open the Data Entry Module

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.
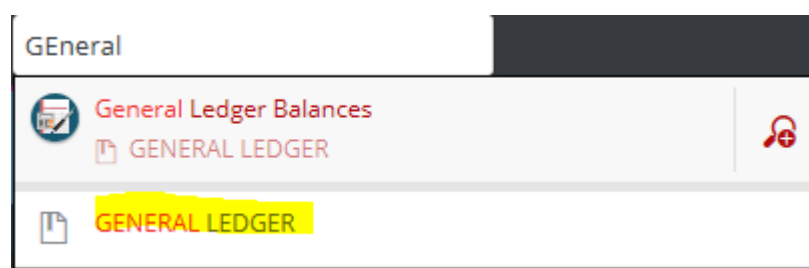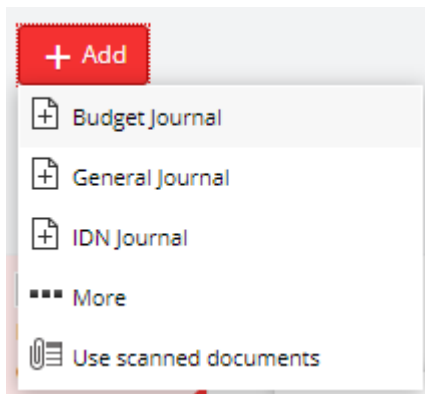

Click on Data Entry

Post General Journal

Add a new General Journal

Click on Add and then General Journal

If General Journal is not showing, click on '…More'
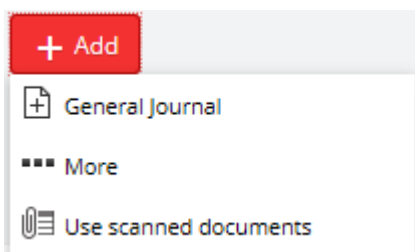
And select General Journal from next screen.
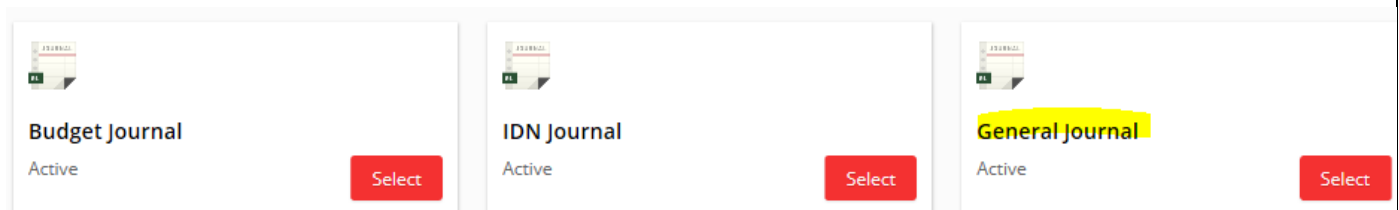
The journal number and date will auto populate.

Document Details

Journal No.   GJ0000159

Date *   27-Jul-2019

You can enter a meaningful description of the journal in the Journal Description field

Journal Description

This has a maximum character limit of 30, and could be something 'Correction to Project Code'

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

Accounting Entries

	Ledger	Account Number	Description	Amount	Na
n....				0	

+ 🔍 > No records found.

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

Ledger	Account Number	Description
GL		

Selection Code	Short Description	Description
GL	General Ledger	General Ledg
PJ	Project Ledger	Project Ledg

Adding Account Codes

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

Otherwise click on Advanced Search

Account Number	Description	

Account	Account Name
99.0.9999.9999.99999	Suspense. Suspense. Suspense. Err
99.9.9999.9999.99999	Suspense. Suspense. Suspense. Err

▤ Advanced search

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			
	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

Entity — 10

✅

Activity

✅

Cost Centre

✅

Nominal Account

⊗ **Invalid**

Activity – select the type of activity

Activity		
	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

Activity — 1000

✅

Cost Centre

✅

Nominal Account

⊗ **Invalid**

Advanced search

OK   Cancel

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

Cost Centre	accounting		
✅	**Cost Centre**	**Account Name**	**Data Entry Status**
	1003	Accounting - Academic Activity	Active
Nominal Account	1004	Accounting - Administration	Active
⛔ **Invalid**	🗐 Advanced search		

Account Number – search as above and select relevant account code

Nominal Account	student		
✅	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
1,250.00
- debit

Amount
-1,250.00
- credit

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

Narrative

Corr Inv no 1234

Transaction Type – Select GENERAL as the Transaction Type

Transaction Type

Selection Code	Short Description	Descriptic
EPOS	EPOS (MCR)	EPOS (MC
ESHOP	ESHOP	ESHOP
EXP_BFWD	Non Staff Exp BFwd	Non Staff
FOREX	Foreign Exchange	Foreign Ex
FUNDRIVE	Fundriver	Fundriver
GBP2USD	GBP To USD Bal Tfr	GBP To US
GENERAL	General	General

Advanced search

All other codes are for Finance Division use only, a complete list 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	Corr Inv no 1234
☐	GL	10.0.1000.8006.3...	Accommodation - Home	-1,250.00	Corr Inv no 1234

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 **Save** on the top right of the screen.

Editing a Journal

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

To delete a line – check the box to the left of the line and click Delete.
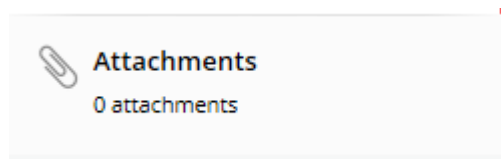
+ 🔍 1 **Delete** ‹ 1 - 3 of 3 records.

	Ledger	Account Number
☐	GL	10.0.1000.8017.33001
☐	GL	10.0.1000.8006.33001
☑	GL	

And press OK

Add Supporting Documentation

Click on the Attachments pane to the left of the screen. Attachments 0 attachments
You can drag and drop supporting documentation where indicated Attachments Drag new attachments here
Or select Add and browse using the relevant link. ··· + Add Add from local drive Add from OneDrive Add note Add URL
Add any additional notes and press OK Add from local drive ✕ 1 file selected + Inv 1234 Correction.pdf   36.11 kB ✕ Notes   32747 Posted to wrong dept ⊗ OK   Cancel
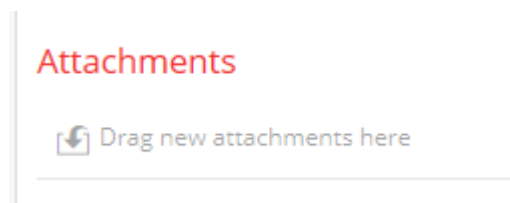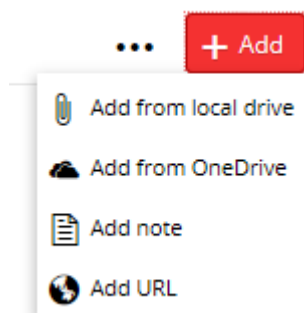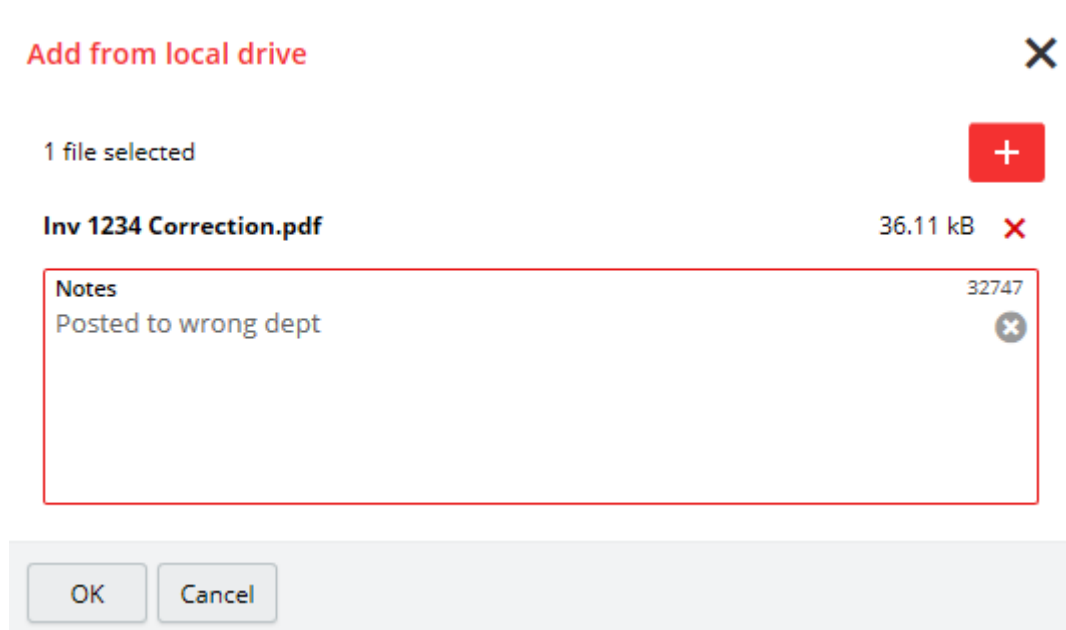
Click on to amend or delete attachments

- Download original
- Save to OneDrive
- Edit attachment details
- Delete
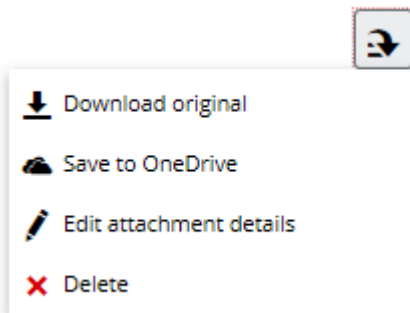
Submit for Posting

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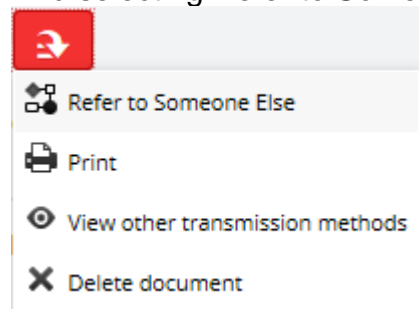
 Submit for Approval at the top left of the screen.

The journal will route to the Financial Reporting and Compliance team in the Finance Division 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.

And Clicking OK

Further Assistance

If you require assistance or have a query use the Finance Division Enquiry Form selecting
Financial Reporting & Compliance > Journals – normal

Related Links

Raising a Budget Journal
Raising a Payroll Adjustment Journal
Budget Reporting in OneFinance | Budget Reporting Using the XLOne Tool
Available journal transaction types