

Raising a General Journal to Amend Coding

To Change Account Coding of Posted Transactions

Open the Data Entry Module	2
Navigate to General Ledger	2
Post General Journal	3
Add a new General Journal	3
Adding Account Codes	4
Other Information	6
Additional Lines	7
Editing a Journal	8
Add Supporting Documentation	9
Submit for Posting	10
Referring the Journal to Another Person for Review	11
Further Assistance	11
Related Links	11

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 <u>Raising a Budget Journal</u> guide.

Open the Data Entry Module

Navigate to General Ledger

Click on If this is not showing type General select General Ledger.	at the bottom of your home screen. Ledger in the Enterprise Search at the top of the screen and
GEneral General Ledger Balances GENERAL LEDGER GENERAL LEDGER	
Click on Data Entry	

Post General Journal

Add a new General Journal

Click on Add and then General Jo	urnal	
More More		
Use scanned documents		
If General Journal is not showing,	click on 'More'	
+ Add		
+ General Journal		
•••• More		
Use scanned documents		
And select General Journal from r	ext screen.	
Fame	Tama	Inne
· ·		
Budget Journal	IDN Journal	General Journal
Active	Active Select	Active Select
The journal number and date will a	auto populate.	
Document Details		
Journal No. GJ0000159		
Date * 27-Jul-2019		
You can enter a meaningful descr	iption of the journal in the Journal	Description field
Journal Description		
This has a maximum character lim	nit of 30, and could be something	'Correction to Project Code'

Clic	k into th	e first line to	start er	ntering the	e journal requir	ed.			
	Account	ting Entries							
+ 🔎 > No records found.									
	ι	edger	Account N	umber	Description		Amo	ount	Na
	n	•						0	
Led	ger - Se	lect PJ if the	e journal	relates to	a project, othe	erwise sele	ect GL.		
Le	dger	Account Nu	mber	Description	n				
G	L 🛛 -	•							
Sel	lection Co	de Short Des	cription	Description	n				
GL		General Le	edger	General Led	3F				
PJ		Project Lee	dger	Project Ledg	B'				
<				>	•				

Adding Account Codes

Account Number	Account Number you can enter the full account string if known.						
Otherwise click on a	Otherwise click on Advanced Search						
Account Number	Account Number Description						
-							
Account	Account Name						
99.0.9999.9999.99999	Suspense. Suspense. Suspense. E	r					
99.9.9999.9999.99999	Suspense. Suspense. Suspense. E	т					
<		1					
Advanced search							

Click on the arrow to	the right c	a each componer			
Entity – this is likely	to be 10 –	LSE			
ntity	10			• 8	
0	Entity	Account Name	Data Entry Status		
tivity	10	LSE	Active		
	20	LETS	Active		
Centre	30	LSE Enterprise	Active		
. centre	40	LSE Foundation	Active		
inal Account	60	TRIUM	Active		
	70	Russell Group	Active		
Invalid		-			
ctivity - select the	99	Suspense	Active		
tivity – select the	ype of ac	Suspense tivity	Active	8.	
tivity – select the ^{tivity}	99 type of ac 1000 Activity	Suspense tivity Account Name	Active	•	
tivity – select the tivity St Centre	99 type of ac 1000 Activity 0000	tivity Account Name Default	Active	•	
tivity – select the tivity st Centre	99 type of ac 1000 Activity 0000 1000	Suspense tivity Account Name Default Operating - Core	Active	8	
tivity – select the tivity st Centre	99 type of ac 1000 Activity 0000 1000 1200	Suspense tivity Account Name Default Operating - Core Operating - Core (Oth	Active	extivities	
tivity – select the tivity st Centre minal Account	99 type of ac 1000 Activity 0000 1000 1200 1500	Suspense tivity Account Name Default Operating - Core Operating - Core (Oth Operating - Non-Core	Active	O vertical de la construcción de la construcció	
ivity – select the ivity it Centre minal Account Invalid	99 type of ac 1000 Activity 0000 1000 1200 1500 2000	Suspense tivity Account Name Default Operating - Core Operating - Core (Oth Operating - Non-Core Capital	Active		
ivity – select the ivity at Centre minal Account Invalid	99 type of ac 1000 Activity 0000 1000 1200 1500 2000 3000	Suspense tivity Account Name Default Operating - Core Operating - Core (Oth Operating - Non-Core Capital Research	Active	C v	
tivity – select the tivity st Centre minal Account Invalid	99 type of ac 1000 Activity 0000 1000 1200 1500 2000 3000 9000	Suspense tivity Account Name Default Operating - Core Operating - Core (Oth Operating - Non-Core Capital Research Balance Sheet	Active		
tivity – select the tivity st Centre minal Account Invalid	99 type of ac 1000 Activity 0000 1200 1200 1500 2000 3000 9000 <	Suspense tivity Account Name Default Operating - Core Operating - Core (Oth Operating - Non-Core Capital Research Balance Sheet	Active	activities	

Cost Centre – Type a	key word ir	ito the search box and sel	ect the releva	ant cost centre.
Cost Centre	accounting		8	•
0	Cost Centre	Account Name	Data Entry Sta	itus
Nominal Account	1003	Accounting - Academic Activity	Active	
Invalid	1004	Accounting - Administration	Active	
	E Advance	d search		
	10.0.10	00.1003.31002		
Account Number – se	earch as ab	ove and select relevant ac	ccount code	
Nominal Account	student		8	-
0	32002	Studentships		^
	33050	Student Hospitality		()
If the account code str	ing is valid,	it will turn from red to gree	en:	
10.0.1000.80	17.3300	1	0	
Click				

Other Information

The Description account.	field will auto populate ar	d cannot be changed as this relates to the nominal	
Account Number	Description		
10.0.1000.8017.3	Accommodation - Home		
Amount – Enter t	he value, with debits sho	wn as positive values and credits as negative values	3.
Amount		Amount	
1,250.00	- debit	-1,250.00 - credit	

Page 6 | Back to Contents Menu

Narrative – a	Narrative – add a meaningful narrative, using line 2 and line 3 if required.							
Narrative	Narrative							
Corr Inv no 123	34							
	1							
Transaction ⁻	Type – Select GEN	IERAL as f	the Transaction Type					
Transaction Type	2							
			•					
Selection Code	Short Description	Descripti						
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 U						
GENERAL	General	General						
Advanced se	Advanced search							
			J					
A 11	, <u>-</u>							
All other code	s are for Finance L	Division use	e only, a complete list can be found here.					

Additional Lines

Add	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			
Ensu left s	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.							



|--|

Editing a Journal

Once as rec	Once saved you can amend a journal by clicking on the saved you can amend a journal by clicking on the button and altering information as required.							
+		1 - 3 of 3 records.						
	Ledger	Account Number						
	GL	10.0.1000.8017.33001						
	GL	10.0.1000.8006.33001						
	GL							
And p	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 docum	nentation where indicated	
Attachments		
F Drag new attachments here		
Or select Add and browse using the relev	vant 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 Posted to wrong dept	32747	
OK Cancel		

Click on to amend or delete attachments					
3					
▲ 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 Journ	nal to Another Per	son for Review	
You can refer the jourr screen	al to someone else for	review by clicking o	at the top left of the
And selecting Refer to	Someone else		
 View other transmission n Delete document 	iethods		
Select the person by ty name.	ping part of the name	into the search functi	ion and selecting the correct
Refer to Someone Els	e	e next task is: Create Doc	
File			
Assign To *		0 -	
User	Full Name	W	
201637862	Jennie Bull		
BULLIMOD	Daniel Bullimore		

And Clicking OK

Further Assistance

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

Related Links

Raising a Budget JournalRaising a Payroll Adjustment JournalBudget Reporting in OneFinanceBudget Reporting Using the XLOne ToolAvailable journal transaction types