



Case Study 2 How to prepare for journals from the GL transaction report

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In almost all cases the journal entries will be included in the GL transaction listing

For capital projects and suspense items in research the HR core items may have been further manipulated before being posted as the HRCore entries. For these please refer to Case study 4.

Run the GL transaction listing for the relevant period into an Excel output

- Select only the manual journals on the 50*** natural accounts (i.e. those that do not relate to Core payroll postings) and delete the other lines
- Adjust the format if necessary. The BFT will not accept negative numbers as brackets, so please check the all the number columns. i.e.

Accounted Dr	Accounted Cr	Accounted Amount	Entered CR	Entered DR	Entered Net	C
0	0	0	0	0	0	
0	0	0	0	0	0	

- You are now ready to paste your transaction listing into the journal application in the BFTAs long as you have already cut out the line you don't want you can use the "select all" functionality in Excel
- Check that the listing to be posted does not exceed 100 lines. Although you can post debits and credits to all cost centres within the department from one cost centre there is a cut off after 100 lines in any one month

Select the Journal application and take ownership.

Note in order for the screen to turn yellow and accept the copied journal data it is necessary to select a single cost centre in the context area of the screen, as shown below. This can be any cost centre and has no relevance to the data copied to the screen which can relate to multiple cost centres.

Context:
Oct [Month] 2015-16 [Financial Years] AM0001 Research Recurrent Main A/c [Cost Centre]

Assign an employee to each line in the journal as shown in the screen shot below.

(the employee column is rather narrow. If you are finding this an irritation follow the steps in Case Study 3 to make the input easier)



Employee ID Split	Employee
2351904-AM0502-50100-00000	2351904
2351904-AM0000-50100-00000	GRADE J
	2351860
	SYAN L 2351870
	Y 2351881
	2351889
	M 2351893
	J 2351897
	J 2351900

The employee shows by surname and then employee number. If, as is perhaps best practice, your journal description shows only the employee ID you may find it helpful to use the main payroll planning screen to export a list of employees sorted by surname, but showing employee number. Alternatively you may have some other reference list sorted by employee number.

To get this listing:

- Navigate into the main payroll planning screen at your departmental level
- Click up total pay elements (click up on row shown yellow here)

iPayroll Main Planning View		ADD New Employee.xlsx	New Cost Coding Combination.xlsx	VIRE Payroll.xlsx
DWS:				
Employees Collapsed Alpha Sort by CC [Employee ID Split]		All Members [Pay Element]		
				Job Title
	Total of Employee ID Split	Total of Pay Element		
		Recurrent		
		Non Recurrent		
		Total of Pay Element		
	Existing Employees	Recurrent		

Then the list will show as one line per employee

			Job Title
Total of Employee ID Split		Total of Pay Element	
Existing Employees		Total of Pay Element	
	1143975	Total of Pay Element	Photographer
	1172609	Total of Pay Element	Head of Operations and Technical Services
	1245671	Total of Pay Element	Librarian