LIVERPOOL HOPE UNIVERSITY
1844

U4ERP 7.0

GL Journal Transfers on the Web

User Guide

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1. GL Transfers

GL transfers are used to transfer funds between one or more nominal accounts, cost centres or projects. In its simplest form, a GL transfer would consist of 2 lines, debiting one code and crediting another. More complex GL transfers may consist of many debits and /or many credits but the total of all the lines must equal zero. When entering a transfer, the usual convention is to enter the debit line(s) first and then the credit line(s). **Credits** are entered as a **minus figure**.

All amounts are entered as the net value (i.e. excluding VAT). If an amount posted to the VAT account is to be transferred, enter a separate line on the journal for account 2999 (purchase VAT) or 8999 (sales VAT).

When the details for a transfer are entered on to U4ERP and saved, the workflow sends details to all respective budget holders for approval. When all the journal lines have been approved, it goes to the Accounting Technicians to check and approve before moving on to the Accountants to check and approve. When fully approved the journal posts to the ledger, updating the relevant accounts. No additional documentation is required by the Finance Team as the workflow provides a sufficient audit trail of the approvals.

1.1.   Important notes:

1. A budget holder has **5 days** to action a journal transfer request, otherwise U4ERP will assume **auto approval** of the line(s).

2. If one or more lines are rejected by the budget holder, they will be returned to the requisitioner, who must action them in one of 2 ways:

    a) **Amend and Resubmit** the rejected lines, which will then return to the budget holder(s) for approval.

    b) **REJECT** the lines to remove them from the transfer altogether.
       a. **HOWEVER,** if this results in the approved lines no longer totalling zero, the lines will be rejected by the Accounting Technicians in the next step of the process, and will therefore not be processed.

2. How to Enter a GL Transfer

Menu Route: Accounting > General Ledger > Registration of GL Transactions

2.1.   Transaction Details

On entering the screen, the ***Period*** and ***Date*** will automatically be populated, the ***Registration number*** will be generated automatically when saved.

The ***Transaction details*** default to these basic columns

But when entering data more columns may become visible

2.2. Columns to be competed for each line:

Field / column	Description
Account (nominal code)	For the first part of the transfer. *Conventionally, the **debits** are entered first.*
Cost Centre	To which the account entered above relates
Project	To which the account entered above relates
Asset	Can be left blank except for account codes that relate to Fixed Assets (cost centre PRCW)
Description	Enter a ***meaningful*** description. (also see ***Copy Description*** below) *This will appear on reports and should **detail** the purpose of the transaction*
Value date	
Currency	Leave as GBP
Tax Code	Leave as PE
Posted Amount	This is the net amount in GBP to be transferred. *Enter Debit amounts as a positive number and credit amounts as a negative number.*

2.3. Workflow Log (row X)

In the ***workflow log (row X)*** the (Enter a comment) box can be used to add internal notes against ***each line***. The comments are not included in the posted description, but are visible to the budget holder, and can be used to explain the reason for the transaction.

GL Journal Transfers

The number in (row x) indicates the row the comment is attached to; however, the **copy** button can be used to copy the workflow comment onto ALL the existing lines. So, if the same comment applies to all lines, add it to the last line entered, and **copy** it to all the other lines.

*(**NB** The comment may 'disappear' when you select copy, but it will still show in the Workflow log of the approval task)*

2.4.   Editing lines

- **Add a line**
  - o Click on **Add** for the next line, and repeat the process described above.
- **Delete a line**
  - o Tick the box to the left of the line(s) to be deleted and click on **Delete** the selected lines.
- **Copy line description**
  - o Select the line containing the description and tick **Copy Description** to populate all lines with the detail.

2.5.   Parking, and Retrieving a GL Transfer

Transfers must be balanced, to be saved and sent into workflow for approval. However, the 'park' option can be used to keep a transfer journal before it is completed.

- Select **More actions > Park transaction** (from the bottom of the screen).

- Enter a description for the transfer, for later retrieval, and click on OK. The registration screen will clear.

- Select **More actions > Get parked.** A Value lookup screen will appear. Enter the description in the 'Free Text' box, or leave blank to view all parked transfers, and click search. Select the item to be retrieved.

3. Budget Holder Approval

When a transfer has been saved, a task will be sent to each of the budget holders involved for them to approve lines of the transfer which relate to them. The tasks are listed on the home screen. Click on **Jnl Transfer BH Approval TransNo: XXXXX** to go into the **GL transaction approval** screen:

Although the full transfer journal will be displayed, the budget holder will only be able to accept or reject the lines for which they have approval rights, 'greyed out' lines cannot be approved in this task.

To select all available lines, to be approved or rejected, tick the box in the top left corner of the header row. Alternatively, click on each line separately and select approve or reject. A

comment **must** be entered, in the workflow log, for all rejected lines. Highlight the line to enter a comment, or enter a comment on one line and use **Copy** to copy this to all lines.

NB: If GL transfer is not actioned within 5 days (accepted or rejected) U4ERP will approve it automatically.

4. Rejections

If any lines of a GL transfer are rejected, at any stage of the workflow process, the requisitioner will receive a *Rejected by …* task. Click on the task to open the GL Transaction Approval screen, where rejected lines can be amended and re-submitted for approval. Alternatively, if the journal is to be cancelled in full, the line(s) can be rejected. Approved lines will not progress through the workflow until **all** lines are approved and balance to 0.00. The task will not clear until the transfer is resubmitted or rejected.

NB: A GL transfer will not progress to completion with any rejected or cancelled lines.

Workflow in progress has no **Task owner** *for the approved lines*

5. Managing Tasks

5.1.   Task List

All tasks appear in a user's task list in the top right corner of the home page. Click on the number ✓ 23 to expand the list, and click on a task to be taken into the correct screen for that task.

5.2.   Managing Tasks

The tasks can be grouped by various criteria over three levels, as required. See example in 5.3 below.
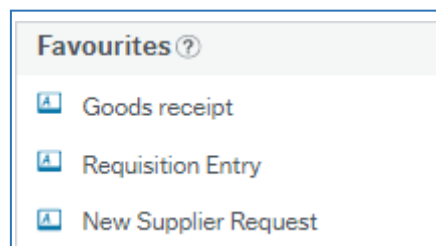
5.3.   Update Task List

Click on this ↻ button to refresh the task list to see the latest tasks sent, and to remove any complete tasks.
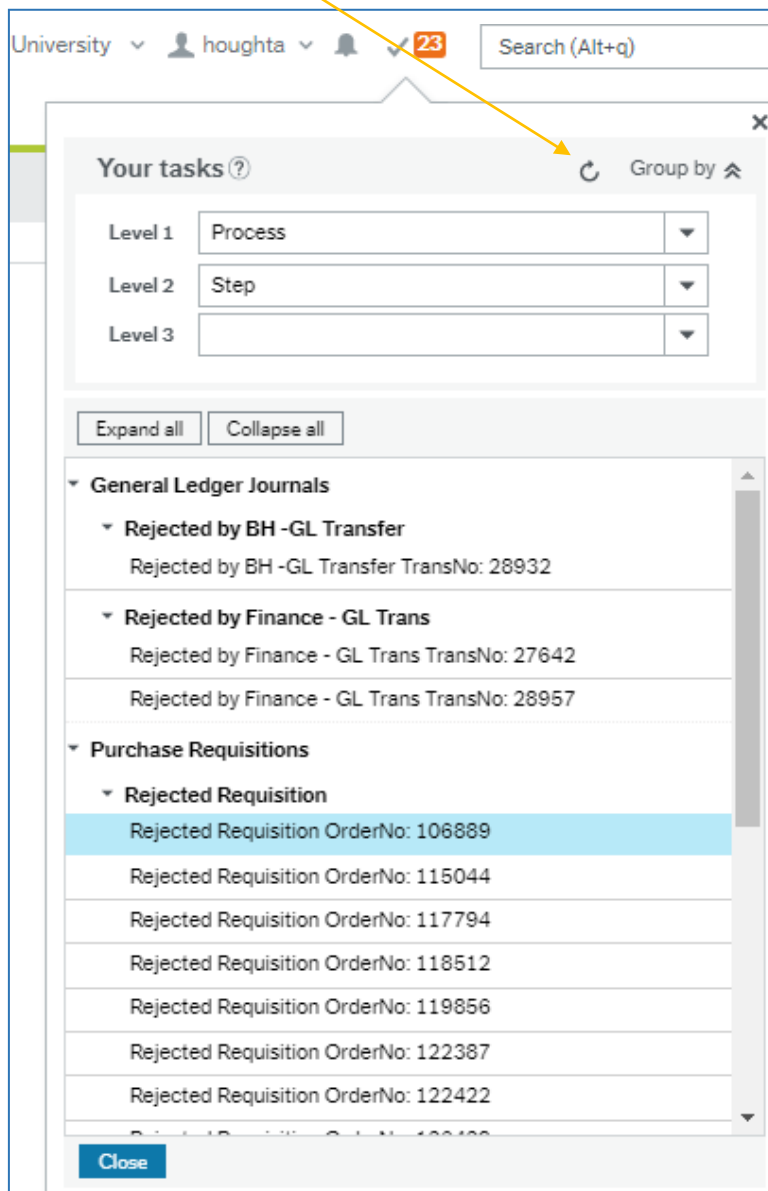
5.4.   Home page: Favourites

Click the heart ▣ button in the top right of any screen to add it to the ***Favourites*** panel.

Favourites ⑦

🄰 Goods receipt

🄰 Requisition Entry

🄰 New Supplier Request

Recently used screens will also appear in the ***Recently used*** panel.

Recently used

🔍 Workflow enquiry - Missing goods rece..

🄰 Requisition Entry

🔍 Workflow enquiry - Requisitions

🄰 Goods receipt

🄰 Registration of GL transactions

✗ Customer

🔍 Workflow enquiry - Sales orders