University of St Andrews

Aptos10 User Notes

Journal Processing for non-finance staff

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Revision History

Version	Date	Author	Comments
1	31/10/2015	Karen Porteous	Aptos10 journals

1. Journals an overview

Journals are a method of transferring monies between internal accounts. Every financial transaction has an associated journal — in many cases (eg Accounts Payable Invoices, Sales Invoices, production of cheques) — these are created and posted 'invisibly' as part of the process.

There are other occasions where it is necessary to create journals that do not have an underlying source document. This may be to recharge another account or may be necessary to correct an entry that has been incorrectly coded or to reflect a bank statement entry in the system (eg a BACS failure).

1.1. Journal Creation

This document explains how to enter journals directly on Aptos. There are three basic stages to processing a journal:

Enter
Authorise (for journal types which require authorisation)
Post

Any member of Finance – and some users outwith finance – may enter journals but authorisation is limited to specific members of Finance. Whether a journal type requires authorisation or not is specified within Aptos. Journals which require authorisation cannot be posted until they are authorised. This allows journals to be checked before they are posted.

In the case of reversing or recurring journals **extra** steps must be followed to ensure all parts of the journal are posted. These are covered in the appropriate section.

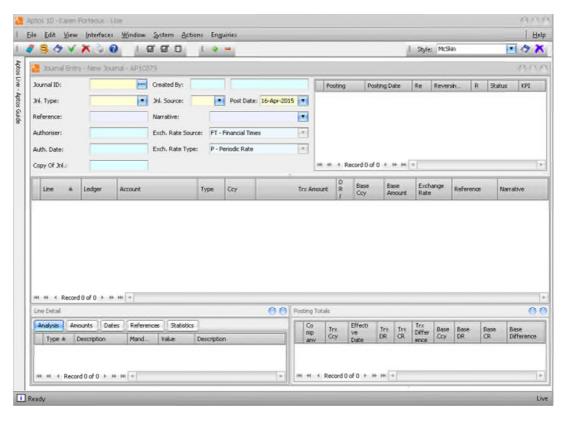
1.2. Accessing Core Aptos

For further information, including information on reporting problems, please see the Aptos web pages or the separate document 'An Introduction to Aptos'.

2. Journal Entry

1.3. Entering Simple Journals

General Ledger → Journals → Update → Journal Entry



Journal Header

Tab through the fields, entering all the information marked in bold:

Jnl Type	> Se	elect the type which 'feels' right for the entry This will usually be GLJ
Jnl Source	➤ Se	elect MAN
Post Date	Er o	Defaults to current date. Controls the financial period of the entry
Reference	➤ Er	nter reference applicable to entire journal
Narrative	➤ Er	nter narrative for entire journal
Authoriser	➢ Po	opulated once the journal has been authorised in workflow
Auth date	➢ Po	opulated once the journal has been authorised in workflow
Copy of jnl		the journal was copied from another journal the source urnal number is displayed

Journal Lines

Enter the journal lines, tabbing through and providing the following for each line:

Ledger	> Enter the correct ledger	
Account	> Enter full account code	
Туре	Choose a transaction type	
Ccy (currency)	> Select the currency for the transaction	
Trx Amount	Enter the transaction value in the first field	
	Enter Dr or Cr as appropriate in the second field	
Base CCY	This is automatically displayed as GBP	
Base Amount	This is automatically calculated based on the transaction currency and the exchange rate entered for the period	
Exchange Rate	This is automatically displayed	
Reference If you entered a Reference in the journal header, this field default to that reference. It can be changed. ➤ Enter the line reference to appear on transaction rep		
Narrative	If you entered a Narrative in the journal header, this field will default to that reference. It can be changed. Enter the line narrative to appear on transaction reports	

Note: When adding journal lines, tab at the end of one line to make the next line appear.

After entering the last line

- > SAVE the journal
 - o This will generate a journal ID

Note: the status of the journal is UNC uncommitted

- > Select the appropriate option from the **ACTIONS** menu
 - Submit to workflow if the journal requires authorisation
 - Submit for posting if the journal does not require authorisation

Note: only one of these options will be available depending on the journal type used

CLOSE the journal entry screen.

1.4. Cancelling an Unposted Journal

If a journal has been saved to generate a journal number (status of UNC **uncommitted**) it can be cancelled in the system. Posted journals cannot be cancelled.

If a journal has been submitted to workflow, the authoriser will need to reject it before it can be cancelled.

General Ledger → Journals → Update → Journal Entry

- Enter the journal number in the 'journal ID' field.
- ➤ TAB
- > Select journal status control cancel posting from the ACTIONS menu.

The status of the journal will change to CAN cancelled.

