

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

The screenshot shows the 'Journal Entry - New Journal - AP10073' window in Aptos10. The interface includes a menu bar (File, Edit, View, Interfaces, Window, System, Actions, Enquiries, Help) and a toolbar. The main area contains several input fields: Journal ID, Created By, Jnl. Type, Jnl. Source, Post Date (16-Apr-2015), Reference, Narrative, Authoriser, Exch. Rate Source (FT - Financial Times), Auth. Date, Exch. Rate Type (P - Periodic Rate), and Copy Of Jnl. Below these fields is a table with columns: Line, Ledger, Account, Type, Ccy, Trx Amount, D R, Base Ccy, Base Amount, Exchange Rate, Reference, and Narrative. At the bottom, there are sections for 'Line Detail' and 'Posting Totals'.

Journal Header

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

Jnl Type	➤ Select the type which 'feels' right for the entry ○ This will usually be GLJ
Jnl Source	➤ Select MAN
Post Date	➤ Enter the posting date for the journal ○ Defaults to current date. ○ Controls the financial period of the entry
Reference	➤ Enter reference applicable to entire journal
Narrative	➤ Enter narrative for entire journal
Authoriser	➤ Populated once the journal has been authorised in workflow
Auth date	➤ Populated once the journal has been authorised in workflow
Copy of jnl	➤ If the journal was copied from another journal the source journal 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
Type	➤ 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 will default to that reference. It can be changed. ➤ Enter the line reference to appear on transaction reports
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

- 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**.

