Reallocating Funding Sources

Overview

Non VAT journals can be used to reallocate costs, such as salary costs to be taken from pupil premium rather than being funded by GAG.

Reallocation of costs to another school will need to be posted by central finance, (unless you have access to all schools involved).

I.I. Menu

Operations – Journals – Post Non-VAT Journal



Access the journal entry screen in the finance portal (Hoge). Core transaction details will need to be entered before the line details.

I.2. Enter the journal summary details

Details relating to the whole transaction are entered in the header area.

🔍 My Account 📼	🖆 Operations 🔻 📿 Search 🔻	Reports 👻 🕐	Help 🔻		
1					Demo User 💭
Post Non-VAT	Journal				
Create New Jou	rnal I				
Reference* Journal Date*	COASAL0723		Description	Salary cross changes July 2023	
Year* Period*	2022 - 202: 🗸)		\bigcirc	
Cancel X	⁰ ^k 6				

Step	Description
I	Enter a reference number for the transaction.
2	Enter the payment date.
3	The year will default to the current processing year.
4	The period will default to the current processing period.



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Step	Description
5	Enter a brief description. Full details can be entered on the line transactions.
6	Click on [OK] when complete or [Cancel] to exit.

I.3. Enter the charge details

As we do not need to report in detail, the split of salary costs by fund, (i.e. we do not need to split out gross, national insurance, pension costs); the journal that is posted can be a sum of all the parts.

Journal Entry Detail				
Journal Entry Details	: Creyew Line			
Is Debit	2			
Organisation	✓ Coaley C of E Test - COA			
Cost Centre	Teaching Assistants Salaries - CC10			
Nominal Account	Teaching Assistants-Funding Split - 6			
Funding Stream	Y Pupil Premium (Restricted) - PP			
Nominal Account Code*	Teaching Assistants-Fund Split-PPUP			
Q Project	٩ ٢			
Project Item	v v v v v v v v v v v v v v v v v v v			
Description	Funding for TA's from pupil premium			
Nett*	2000			
	7			

Step	Description
I	Check the [Is Debit] field for the entry which contains the charge.
	In this example teaching assistant staff costs are to have costs funded by pupil premium.
2	The organisation will default to the user's school.
	Should the individual work in multiple schools the school will need to be selected from the drop down list. If the name of the school is keyed in, the list of available schools will shorten.
3	Enter the staffing payroll cost centre. In this example the teaching assistant staffing cost centre has been selected.
4	Enter the "funding split" nominal.
5	Enter the fund that is to have the charge.
6	Enter a description of the transaction. For example "Funding for TA's from pupil premium-July 2023"
7	Enter the amount to be allocated.
8	Click on [OK] when complete.

8

Cancel 🗙 Ok 🗸

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Step	Descriptio	n
	Post Non-VAT Journal View Journal Details Surral Type Surral Type Normal Details Surral Type Normal Details Surral Type Normal Details Surral Type Normal Details Surral Type Year 2007cal Lenst Surral Type Surral Type Surral Type Surral Type Surral Type Surral Lenst Surral Cocuments Surral Cocuments Surral Cocuments Surral Cocument (Surral Cocuments) Sural Cocumen	The main screen will be shown with the single line. It is not possible to post this journal as it is not in balance.
	Total Records 1 (Frances 1), Real (Law)	

I.4. Enter the fund that is being supplemented

s Debit	
Organisation	Coaley C of E Test - COA
Cost Centre	Teaching Assistants Salaries - CC10
Nominal Account	Teaching Assistants-Salary - 615100
unding Stream	Revenue Funds (GACL-20
Nominal Account Code*	V Teaching Assistants-Salar, 5 c
Q Project	٩
Project Item	\sim
Description	Recharge of salary costs for TA in July 2023 to pupil premium
Vett*	2000
	7

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Step	Description					
	Post Non-VAT Journal View Journal Details Uournal Type New Ut Aurnal New Ut Aurnal Selection Se	[Add a line] to be able to enter the funding details that are being supplemented.				
2	The organisation will default to the user's school. Should the individual work in multiple schools the school wil the name of the school is keyed in, the list of available school Enter the staffing payroll cost centre. In this example the tea	I need to be selected from the drop down list. If Is will shorten.				
	selected.					
4	Enter the salary nominal. As we do not need to report in detail, the split of salary cost national insurance, pension costs); the journal that is posted	s by fund, (i.e. we do not need to split out gross, can be a sum of all the parts.				
5	The fund should default based on the cost centre. Most cost some like extended schools will default to unrestricted and n	salary cost centres will default to GAG, however nursery to the nursery grant.				
6	Enter a description of the transaction. For example "Funding for TA's from pupil premium-July 2023"					
7	Enter the payment amount.					
8	Click on [OK] when complete.	The main screen will be shown with the completed lines. If the journal is in balance it can be posted. If corrections are required, select [View] on the transaction line and edit the line details.				



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I.5. Review the journal entry and complete the posting

Post Non-VAT Journal								
iew Journal De	etails							
Journal ID	0			Description		Salary cross chang	ges July 2023	
Iournal Type	Non-VAT Journal							
eterence	COASAL0723							
ear	31/07/2023							
Period	11							
ournal Lines 🕤	Supporting Documents	Journal Documents 🕨						
urnal Entry D	etails: Line List							
Add a Line 🕂								
isplay <mark>50 🗸</mark> Rec	ords Export: 🕱 🌐	۲.	-				Search	1:
Nominal Acco	unt Code	Nominal Account			٥	Nett 🜣	A	â
COA-CC10-61	5100-20	Teaching Assistants-Salary				2,000.00	View	Delete
▼ COA-CC10-615108-PP Te		Teaching Assistants-Fund S	plit-PPU	р		2,000.00	v w	Delete
0.00								
otal Records: 2			-		-			vious 1 Next La
Dome V Edit 🖉 Delete 🔟 Upload Document 🕕 Copy 🗍 Submit 🚱 Help 🤈								
					4			
(3) (2)					(4)		

Step	Description					
1	totrail Extry Details: View Line Details Spacing Assistants Safarat- 0.000 Orgeniation Castle of the total of total of the total of total of the total of tota	If the line details need altering, then select [View] and [Edit] on the line detail screen that is displayed. Once complete select [Done] to return to the main screen.				

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Step		Description				
	Journal Entry Detail					
	Journal Entry Details: Edit Line	[Edit] the line details and click [OK]				
	Is bebit	<pre>// under the declars and click [OK] when complete. If the coding is completely inaccurate click on the [Clear} to start again.</pre>				
2	Cancel × ○ × ✓ The [Edit] button takes the cursor to th	ne header information so changes can be made to the data that relates to				
	the whole invoice, for example the date.					
3	If not all the details are available then [Done] will save the transaction as draft so that you can retrieve it later from the Operations – Journals – My Journal Entries Pending tab.					
4	Provided you are happy the details have been entered correctly, [Submit] the journal.					
5	On posting the screen is refreshed ready for the next journal to be added.					