

Oracle Journal Naming & Categories Protocols

To maintain good practice users are reminded to ensure that the journal naming protocol is always adhered to and that the journal category used is appropriate to the type of transaction being undertaken.

Journal Name

The following journal naming format should be followed:

Service Area_Initials of who Requested the Journal_Date_Journal No_Brief Reason for journal

Where:

Service Area is that of the service originating the journal. This should be applied consistently for each service area.

The initials should be of the person requesting the Journal and not of the person creating the journal.

Date should be in the format ddmmyy.

Journal number should be in the format XXX, starting at 001 for the first journal of the day.

Brief reason for journal should only a couple of words (no more than three) explaining reason for journal. The journal description will allow a more detailed explanation.

DO NOT PUT PEOPLES NAMES ON THIS LINE AS PER GDPR.

An example journal name would be

FINANCE TD 120724 001 LEASE COSTS

Journal Category

The journal category chosen should be appropriate for the type of transaction being undertaken. For example, all recharges for services within the Council should use the category 'Internal Trading'. Commonly used journal categories and their associated transaction types are as follows:

Journal Category	Transaction Types
Adjustments	Where services are moving between cost centres/financial codes due to reorganisation.
Allocations	Transfer of costs or income between services following an external transaction which for ease of administration has been initially posted to a single code prior to redistribution to other codes e.g. Mobile phone bills. Where costs are recharged to a service, but the recipient has little influence over the values e.g. CSS. The budget is usually transferred with the costs and the recipient service has little influence over the value.
Internal Trading	Where the service has been requested from an in-house team. The recipient can therefore influence price and quantity.
Miscoding	To correct an incorrect posting. Not to be used for reorganisation of cost centres as that is not a miscoding. Use adjustments instead.
Transfer	This is to be used only where funds are being transferred from control accounts to balance sheet codes or where we are passporting funds to schools etc.
Year End Accrual	Year-end accruals of income and expenditure. Must be reversed in the following financial year.