

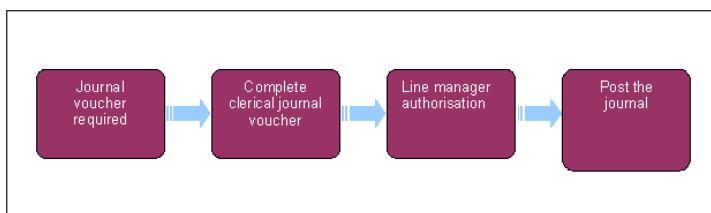
RM Journals

There are several instances when journals need to be posted onto the admin general ledger (GL) (Oracle RM). Discrepancies within Oracle RM can arise when the following procedures are being carried out:

- Reconcile admin current accounts
- Produce month end financial accounts
- Perform year end general ledger routines

When the admin GL balances do not match with other relevant balances in the above procedures, journal vouchers will need to be posted onto Oracle RM to reconcile the account. This is completed in admin finance.

Corrective action needs to be agreed with the admin accounting team. The relevant journals are completed, checked by a team leader (TL) and submitted onto the Oracle RM.



Journal voucher required

1. When posting a journal voucher to the admin general ledger (GL) (Oracle RM), you need to agree the correct balance and corrective action with the admin accounting team.

Complete clerical journal voucher

2. All Oracle RM journal entries need to be supported by a clerical voucher. This is completed on a spreadsheet template and then passed to a team leader (TL) for authorisation.

Line manager authorisation

3. Once complete, if the voucher is rejected by the TL and a redraft is required, complete another voucher. This can happen if the caseworker makes a mistake on the voucher.

Post the journal

4. Once the TL has authorised the voucher upload the journal onto the system.
5. To view online help on how to complete a journal, access RM and from the **Help And Assistance** box on the right hand side, select **Online Help**.
6. From the list on the left hand side of the screen select, **General Ledger**, then select **Create Journal** and **Upload**.
7. There will be three options for you to choose from as follows which will take you through each process step by step:
 - **Create journal template**
 - **Prepare journal**
 - **Upload journal**

Exceptions

Process would be the same for NI but we use Account NI not Oracle RM.

[Control of Automated Cash Transfer](#)

[Month End Financial Accounts - Produce](#)

[Perform Year End General Ledger Routines](#)

Reconcile Admin Current Accounts

Reconcile Bank Accounts

Reconcile BaNCS Mirror Accounts

Reconcile Control Accounts