



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

**FINANCIAL CONTROL PROCEDURE:
GENERAL LEDGER**

Initiated by: Director of Finance [& Procurement](#)

Approved by: Audit Committee

Date approved:
Operational Date:

Date for review: [December](#) 2023

Distribution: Executive Directors
Board Secretary
Assistant Directors
[Clinical Service Group Managers](#)
[Directorate](#)

[Managers](#)

SharePoint

Freedom of Information Status: Open

This policy has been subject to a full equality impact assessment.

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SCOPE & PRINCIPLES

- 1.1 This procedure details the controls underlying the Cwm Taf Morgannwg University Health Board's General Ledger [GL] and is applicable to the GLs that relate to both Cwm Taf Morgannwg University Health Board [the UHB] and the hosted service of Welsh Health Specialised Services Committee [WHSSC] incorporating the Emergency Ambulance Services Committee [EASC].
- 1.2 Where the term University Health Board [UHB] is used this applies equally, unless otherwise specified, to WHSSC & EASC.
- 1.3 This procedure should be read in conjunction with the UHB's Standing Orders, Standing Financial Instructions and other relevant Financial Procedures.
- 1.4 The Director of Finance will be responsible for ensuring that proper financial controls and segregation of duties exist for the maintenance of the integrity, validity and accuracy of the data fed into the GL and the resulting output.
- 1.5 Subject to the responsibility of the Director of Finance for the control systems in use, the day-to-day management will be delegated to the Head of Corporate Finance [or their representative].

2. SYSTEM ADMINISTRATION

- 2.1 The UHB's accounting system, ORACLE will be protected by password control. The UHB will use the all Wales standard password renewal period of 30 days. Each individual user will be allowed access to certain applications dependent on their position.
- 2.2 There will be nominated System Administrators [SAs] who will be responsible for adding new users and end dating old users on the ORACLE system. Levels of access for each new user will be determined and approved by the new user's Head of Section [see appendix 1 for form to be completed]. Electronic copies of proof of the request for a user account will be retained for each financial year for a period of at least 6 months following each year end.
- 2.3 Heads of Section should also notify the SAs of staff whose system access requires termination. This is particularly important for staff with an approval limit as these are not picked up by any other checks.
- 2.4 The SAs will perform a monthly review of users for non-usage and end date accounts that have not been used for over 60 days with the exception of Approvers within the purchasing hierarchy.

2.5 The SAs will have access to the University Health Board Systems Administrator application and General Ledger SuperUser within the ORACLE system.

2.6 Under no circumstances are the SAs allowed to use the University Health Board System Administrator function to access databases of other University Health Boards within the consortium. Abuse of this privilege will lead to disciplinary action.

3. INPUT PROCEDURES

3.1 Journal Input

A journal may be entered in ORACLE in three different ways:

- *Manual journal entry*

Line by line entries can be made in ORACLE if necessary.

- *Imported [automated feeds only]*

The Journal Import function may be used to integrate information from other applications such as payroll with the General Ledger application.

For each period, accounting data from feeder systems will be imported by the SAs. The content of the feeders will not be manually amended prior to Journal Import to provide an audit trail between systems, other than where this would cause the feeder import to fail such as missing codes or formatting errors. Where this is required standard procedure is followed according to the guidance for each feed. Feeders are reconciled to the original feeder source before posting.

For nondirect ORACLE module feeds [Payroll, Stores, Pharmacy JAC and Procurement feeds], a copy of the original file is stored as an audit trail, supporting information is saved to a shared Excel folder to allow access and usage by the Finance Department.

- *Via the Application Desktop Integrator [ADI] application*

Journals may be entered directly into a Microsoft Excel spreadsheet which can then be copied into an ADI journal entry worksheet. ADI will validate the data against the ORACLE GL and then upload the journal.

3.2 Journal Categories

These will be created and maintained under the responsibility of the Head of Corporate Finance [or their representative]. Each journal

category will have a document number allocated by the system to allow input control.

3.3 Posting Procedures

Input and posting procedures are agreed by each finance section. Control over the posting of journals is by limited access to the posting functionality as agreed by managers within the Finance department.

Journal batches may also be selected and posted by the SAs.

4. **LEDGER MAINTENANCE**

4.1 The University Health Board's financial coding structure consists of five elements: Entity [3 digits], Cost Centre [4 digits], Subjective [5 digits], Analysis [4 digits] and Other [6 digits]. All five elements form a valid financial code when linked.

4.2 All requests for new or changes to financial code values will be made by members of the Finance Department on the appropriate form [Appendices 2 & 3].

4.3 Only the SAs are able to create new code values. However subjective codes are controlled centrally by the NHS Wales Shared Services Partnership ORACLE Central Support Team. Requests for new subjective codes will require the approval of the Head of Corporate Finance [or their representative].

4.4 When requesting the setting up of an element, the user must specify the summary code to which the element will be linked where appropriate. These should fit within the guidelines explained in Appendix 4

5 **RECONCILIATIONS**

5.1 Each month a series of reconciliations will be performed and reports run, to provide assurance that the integrity of the account codes and data feeds to the ledger has not been compromised.

5.2 The reconciliations provide evidence that the subsidiary modules/underlying records reconcile to the General Ledger. Balance Sheet reconciliations are the responsibility of the Financial Accounts section. System creditor reconciliations are the responsibility of NHS Wales Shared Services. Capital creditor, cash and expenditure reconciliations are the responsibility of the Capital Finance section.

5.3 The Head of Corporate Finance [or their representative] will assign each reconciliation to individual members of staff. Each reconciliation will be completed in accordance with a timetable set by the Head of Corporate Finance [or their representative].

- 5.4 When completed, all reconciliations will be reviewed and signed by the preparer and the Head of Corporate Finance [or their representative who will be of a more senior grade than the preparer].
- 5.5 The responsibility for allocation of reconciliations of the WHSSC GL resides within WHSSC. However, where applicable the same series of monthly reconciliations is required.

6 MONTH END PROCEDURES

- 6.1 The SAs shall confirm that the accounting information from the sub-ledgers [*ORACLE Payables, Receivables*] has been transferred to the General Ledger.
- 6.2 The Shared Services P2P Manager will notify the SAs when the Accounts Payable [AP] module has been closed.
- 6.3 SAs will process the system accruals, stock feed and pharmacy JAC feed and make the source documents available to finance staff.
- 6.4 SAs run checks to verify coding and Qlik integrity and run a General Ledger Trial Balance on the first working day of each month and verify that the system is in balance. This will also include the WHSSC GL.
- 6.5 Systems task list is reviewed for the month to ensure all expected feeders have been received and processed.
- 6.6 Debtors verify that their month end processing is complete.
- 6.7 SAs notify Divisional support that the month end systems processing is complete for them to start their month end adjustment and reporting processes. The target for this notification is midday on working day 1.
- 6.8 System admin checks are then undertaken to verify system user, code and transfer points are appropriate and as expected.
- 6.9 At the end of the reporting period the SAs will close the General Ledger accounting period after all the accounting transactions have been completed for the period. Periods will not be permanently closed unless instructed by the Head of Corporate Finance [or their representative].
- 6.10 The SAs shall then open the next GL accounting period. This will generate the reversal journals.
- 6.11 The next Qlik reporting period is made available for CTT and WHSSC

7 YEAR END PROCEDURES

- 7.1 The year-end procedures will operate in the same way as the month end procedures with the only difference being the use of an additional adjusting period Month 13.
- 7.2 The only entries posted to Month 13 will be those that are required to adjust the year-end position to the Final Accounts reported position.
- 7.3 Month 13 will only be made available on request by the Financial accounts team.
- 7.4 The SAs will ensure that Months 12 and 13 are closed in accordance with Section 6 of this procedure upon notification by Financial Accounts.
- 7.5 The SAs will open the next year when instructed by the Head of Corporate Finance [or their representative].

8 EQUALITY IMPACT ASSESSMENT

- 8.1 Following assessment, this policy is not felt to be discriminatory or detrimental in any way with regard to the following equality strands: Gender; Race; Disability; Age; Sexual Orientation; Religion or Belief; Welsh Language or Human Rights.



CTM ORACLE USER FORM



*** MANDATORY FIELDS ARE INDICATED BY AN ASTERISK - Failure to complete all mandatory fields may result in the form being returned and/or a delay in the user account being created. Digital signatures can only be accepted if form is received from managers email. Please print and sign the form.**

To be completed by the User

* Date of training session Access to **Ipurement System** will not be granted until attended formal [Training sessions see link](#)

*TITLE Mr Mrs Miss Ms Dr Rev Other

*FULL NAME *Payroll No.

*Agency

*JOB TITLE

*DEPARTMENT Base

*WKS TEL NO *NADEX NUMBER

*EMAIL @wales.nhs.uk

*EMPLOYEE SIGNATURE *DATE

*** To be completed by the Manager**

Ipurement Qlikview Bridgend Stores Finance User

User being set up as Requisitioner Approver Limit

If an approval limit is requested has an ASL form been completed? (authorised signatory form)

New User/Amendment Detail:

If new user, does this user **replace** an existing user Y/N EXISTING USER

or

If new user, **same level of access as an existing user** EXISTING USER

If neither of above apply please complete required information below

* Default Cost Centre * Transfer Point No

* Requisition Approver

* MANAGERS SIGNATURE DATE

*** To be completed by Systems Team**

Employee Added to email SOD

Responsibility

User Name

If Qlikview user the following steps need to be completed

Qlikview responsibility

* Default Cost Centre * Added to User Stats Sheet

* System Administrator Name

* Signed DATE

Please return to CTT_FINANCE_SYSTEMS@WALES.NHS.UK

New code request

~~Type of Code required: Cost Centre / Analysis / Other~~ (Please delete as appropriate)

Description for code:

For Cost Centre requests:

Link to Parent L code: —	L
Or same parent as cost centre code:	

Optional: — Do you want this code to be grouped near another code? — Y/N

Which code should it be placed near to? —

Budget code combination links to be set up:

N.B. This is only for codes likely to be used for a budget transaction before an actual transaction.

Please return completed form to: **CTT_FinSystemsAdmin**

Requested by:

Type of Analysis /

Code required: Cost Centre / Other (Please delete as appropriate)

Description for code:

For Cost Centre requests:

Link to Parent Y code: —	Y	Oracle Hierarchy Approver
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Or same parent as cost centre code:

Optional: Do you want this code to be grouped near another code? Y/N

Which code should it be placed near to?

Budget code combination links to be set up:

N.B. This is only for codes likely to be used for a budget transaction before an actual transaction.

Please return completed form to:

CTT_FINANCE_SYSTEMS@WALES.NHS.UK

Requested

by:

Date:

Systems team

use only:

Code set up by:

Code:

User notified date:

Please return to: CTT_FinSystemsAdmin@wales.nhs.uk

Where electronic signature is used the form must be received direct from the approvers' e-mail account.

Date:

Systems team use only:

Code set up by: _____

Code:—

User notified date:

~~**Where electronic signature is used the form must be received direct from the approvers' e-mail account.**~~

Code Changes request

~~Type of Code: Cost Centre / Analysis / Other~~ (Please delete as appropriate)

Code:

~~New~~ **description required Y/N**

~~New Description for code:~~

New parent code required: Y/N

Link to Parent L code: _____	<u>L</u>
Or same parent as cost centre code:	

End Date Code Y/N

Cost centre -- Link to End dated codes? Y/N
Please refer to End dated code process guidance

Please return completed form to: **CTT_FinSystemsAdmin**

Requested by:

Type of
 (Please delete as

Code: Cost Centre / Analysis / Other
 appropriate)

Code:
New

description required Y/N

New

Description for code:

New parent code required: Y/N

Link to Parent Y code: _____	<u>Y</u>	Oracle Hierarchy Approver	
Or same parent as cost centre code:			

End Date Code Y/N

This will not remove the code from your reporting but will stop any future use

Cost Centre - Link to End dated codes? Y/N

This will remove the code from your reporting but you MUST follow the End Dated Code process guidance before making the request. The guidance can be accessed using the link below;

..\GN79 - End dated codes check.docx

Please return completed form to: **CTT FINANCE SYSTEMS@WALES.NHS.UK**

Requested

by:

Date:

Systems team

use only:

Actioned by:

User notified date:

Please return to: *CTT_FinSystemsAdmin@wales.nhs.uk*

Where electronic signature is used the form must be received direct from the approvers' e-mail account.

Date:

Systems team use only:

Actioned by:

User notified date:

Where electronic signature is used the form must be received direct from the approvers' e-mail account.

Cost Centre Hierarchy Guidelines

Level 3 codes begin with **A** and any new codes should only be required if there is a change to the **Director** structure of the organisation.

Level 4 – C codes, should equate to **Assistant Director** Structures

Level 5 - D codes, should align to **Directorate** level

Level 6 - E codes, these are the most commonly reported parent or summary levels, they generally equate to **Directorate Managers**

Level 7 – G codes – should generally equate to **Service** Level

Level 8 – L codes relate to a **Service Department**. These are the codes that should be provided to the systems team to identify where in the structure any new posting level cost centre requests should be joined.

Entity	3 numeric digits	110 – Cwm Taf UHB 111 – Charitable Funds 112 – WHSSC
Cost Centre	4 numeric digits 4 Alphanumeric starting with H 4 Alpha digits	0001 - 8889 = Revenue 9001 – 9998 = Trust funds 9999 - Balance sheet WHSSC Summary
Subjective (All Wales)	5 Numeric 5 Alpha numeric 5 Numeric	00600 - 00950 – Other NHS 01100 – 09440 - Income 09450 – 09500 – Charitable funds Income 09510 – 09670 – Income 1***** - Ambulance 2***** - Payroll 3***** – Supplies & Services 5***** - Primary care (Pharmacy, Dental etc.) 91100 - 91420 – Capital jobs 9***** - Balance Sheet
Analysis	4 Alpha numeric 4 Numeric	Capital Revenue
Other	6 Numeric	000000 - Default Others - WHSSC