

Controlled

Approved: Finance Officers Group 12 Feb 2014

### Procedures for approving GL codes

It is of value to circulate GL codes to other Group Accountants to ensure that duplication and proliferation of codes is avoided as much as possible.

However, the nature of the DCC chart of accounts is such that sections of it are department-specific and this procedure proposes that there should be a differentiated approval process for accounts depending on where they sit within the ledger:

Code range	Group description	Proposal for approval
'1' codes	External expenditure	Circulate to group accountants for comments prior to sending to SAP Finance – Technical have final approval. Exception: codes starting '18' to be approved by Capital.
'2' codes	External income	Circulate to group accountants for comments prior to sending to SAP Finance – Technical have final approval
'3' codes	Internal recharges	These are departmental specific so require approval by relevant group accountant
'4' codes	Finance items	Approval by Technical
'5' codes	Transfers to and from balance sheet	Approval by Technical
'6' codes	Capital	Approval by Capital
'7' codes	Control accounts	Approval by Technical
'8' codes	Balance sheet items	Approval by Technical except for '891' departmental earmarked reserves where supported by an approval in line with reserves policy (may be established in anticipation of this at year end if necessary)
'9' codes	Assessments	Departmental specific so approval by relevant group accountant