
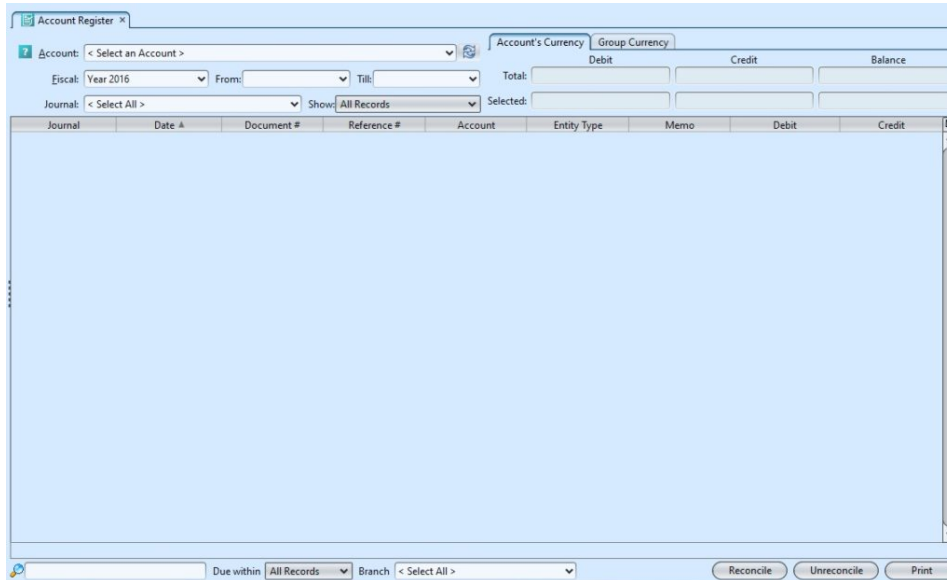


# Account Register

Account Register allows user to view accounts' entries for reconciliation and for reconciled entries. Below actions are available from "**Account Register**":

-  Reconcile and unreconcile account's journal entry, view and search for account summary



The screenshot shows the 'Account Register' window. At the top, there's a tabbed interface with 'Account's Currency' and 'Group Currency'. Below the tabs, there are fields for 'Account' (a dropdown), 'Fiscal' (Year 2016), 'From' and 'To' (date pickers), 'Total' (Debit, Credit, Balance), 'Journal' (dropdown), 'Show' (All Records), and 'Selected'. The main area is a table with columns: Journal, Date, Document #, Reference #, Account, Entity Type, Memo, Debit, and Credit. The table is currently empty. At the bottom, there are buttons for 'Reconcile', 'Unreconcile', and 'Print', along with a 'Due within' dropdown and a 'Branch' dropdown.

**Note:** There are three types of currencies that will be shown under Account Register as tabs on top right of the screen:

1. Account's Currency; this tab is only shown when the selected account is any of the following type:

-  Current Asset account

-  Liability account

-  Customer account

-  Vendor account

-  Employee account

2. Base Currency; this tab is only shown when the selected account's base currency is different from

the currency use by the (user's) company

The screenshot shows the 'Account Register' window. At the top, there are three tabs: 'Account's Currency', 'Base Currency', and 'Group Currency'. Below these tabs are three columns: 'Debit', 'Credit', and 'Balance'. The 'Account' dropdown is highlighted with a red box. Below it, there are fields for 'Fiscal' (Year 2015), 'From', 'Till', and 'Journal' (< Select All >). There is also a 'Show' button and a 'Selected' dropdown. At the bottom, there is a table with columns: Journal, Date, Document #, Reference #, Entity Type, Memo, Base Debit, and Base Credit.

3. Group Currency; this tab shows the company's group currency

Field Name	Description	Mandatory Information
Account	Select an account to view	Y
Fiscal	Select a fiscal year to view	Y
From	Select starting date to view account entries	N
Till	Select end date to view account entries	N
Journal	Select a journal or select all journals to view	Y
Show	Select an option to filter the records shown	N

# Reconcile and Unreconcile Account's Journal Entry

1. Select an account and fiscal year from the drop-down lists at the top left of the screen, it will pull up all the account's journal entries for the selected fiscal year

The screenshot shows the 'Account Register' window. At the top, there are two tabs: 'Account's Currency' and 'Group Currency'. Below these tabs are three columns: 'Debit', 'Credit', and 'Balance'. The 'Account' dropdown is highlighted with a red box. Below it, there are fields for 'Fiscal' (Year 2016), 'From', 'Till', and 'Journal' (< Select All >). There is also a 'Show' button and a 'Selected' dropdown. At the bottom, there is a table with columns: Journal, Date, Document #, Reference #, Account, Entity Type, Memo, Debit, and Credit.

2. Select journal entries from the table to reconcile / unreconcile, the selected entries must have same total amount of debit and total amount of credit (balanced). See the currency tabs on top right of screen to check the selected total debit, credit, and balance amounts

Account Register

Account: **EM05 - Elvy Ee** Account's Currency: Group Currency

Fiscal: Year 2016 From: To: Total: S\$346.00 Debit S\$358.00 Credit Balance S\$12.00 Cr

Journal: < Select All > Show: All Records Selected:

Journal	Date	Document #	Reference #	Entity Type	Memo	Debit	Credit
Purchase - SGD	Jul 29, 2015	EXPCL-15-0700...		ET01 - Commercial	Expense Claim by: Elvy Ee		S\$12.00
Purchase - SGD	Jun 9, 2016	EXPCL-16-0600...		ET01 - Commercial	Expense Claim by: Elvy Ee		S\$27.00
Cash	Jun 9, 2016	PYT160040		ET01 - Commercial	Meeting	S\$27.00	
Purchase - SGD	Jun 23, 2016	EXPCL-16-0600...		ET01 - Commercial	Expense Claim by: Elvy Ee		S\$319.00
Bank - OCBC - SGD	Jun 24, 2016	PYT160053		ET01 - Commercial	Business Trip	S\$319.00	

3. Click **"Reconcile"** button at the bottom right of the screen to reconcile the selected entries

4. Click **"Unreconcile"** button at the bottom right of the screen to unreconcile the selected entries

Total 5 records.

Due within: All Records Branch: < Select All >

Reconcile Unreconcile Print

## View and Search for Account Summary

1. Enter search parameter to filter the result, i.e. type in the account name in the search textfield box at the bottom left of the screen

Account Register

Account: **EMP003 - Elvy ee** Account's Currency: Group Currency

Fiscal: Year 2015 From: To: Total: RM300.00 Debit RM300.00 Credit Balance

Journal: < Select All > Show: All Records Selected:

Journal	Date	Document #	Reference #	Entity Type	Memo	Debit	Credit
Purchase MYR	Feb 11, 2015	CLM-15-020005		ET01 - Commercial	Expense Claim by: Elvy ee		RM300.00
Cash	Feb 12, 2015	PAY-15020001		ET01 - Commercial	test	RM300.00	

Search Engine

Total 2 records.

Due within: All Records Branch: < Select All >

Reconcile Unreconcile Print

2. Click **"Print"** button at the bottom left of the screen to preview and print the report, or export the report as pdf or excel file

Purchase - 300	Jun 23, 2016	EXP-10-0000...	ET01 - Commercial	Expense Claim by : chry ce	33319.00
Bank - OCBC - SGD	Jun 24, 2016	PYT160053	ET01 - Commercial	Business Trip	\$5319.00

Report Options

Report Options

Print/export/preview the generated report.

Print

Export

Preview

Cancel

Total 5 records.

Due within

All Records

Branch

< Select All >

Reconcile

Unreconcile

Print

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