



Account Streams

Account Streams allows user to view automated system transactions generated from Asset module / Recurring entries. User is able to update and post the account streams from this view as well. Below actions are available from **“Account Streams”**:

-  View automated system transactions generated from Asset module / Recurring entries.
-  Update and post account stream, view and search for account stream details

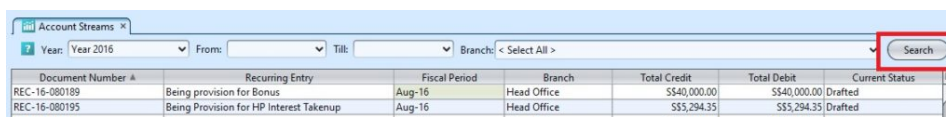
Account Streams		Year: Year 2016		From:	To:	Branch: < Select All >	Search
Document Number	Recurring Entry	Fiscal Period	Branch	Total Credit	Total Debit	Current Status	
REC-16-080189	Being provision for Bonus	Aug-16	Head Office	\$540,000.00	\$540,000.00	Drafted	
REC-16-080195	Being Provision for HP Interest Takenup	Aug-16	Head Office	\$55,294.35	\$55,294.35	Drafted	
REC-16-090190	Being provision for Bonus	Sep-16	Head Office	\$540,000.00	\$540,000.00	Drafted	
REC-16-090196	Being Provision for HP Interest Takenup	Sep-16	Head Office	\$55,294.35	\$55,294.35	Drafted	
REC-16-100191	Being provision for Bonus	Oct-16	Head Office	\$540,000.00	\$540,000.00	Drafted	
REC-16-100197	Being Provision for HP Interest Takenup	Oct-16	Head Office	\$55,294.35	\$55,294.35	Drafted	
REC-16-110192	Being provision for Bonus	Nov-16	Head Office	\$540,000.00	\$540,000.00	Drafted	
REC-16-110198	Being Provision for HP Interest Takenup	Nov-16	Head Office	\$55,294.35	\$55,294.35	Drafted	
REC-16-120193	Being provision for Bonus	Dec-16	Head Office	\$540,000.00	\$540,000.00	Drafted	
REC-16-120199	Being Provision for HP Interest Takenup	Dec-16	Head Office	\$55,294.35	\$55,294.35	Drafted	

[illegible]

Field Name	Description	Mandatory Information
Document Number	Self-explanatory	Y
Reference Number	Reference code for easy search	N
Journal	Journal type	Y
Fiscal Period	Fiscal period of the account stream entry	Y

Update and Post Account Stream

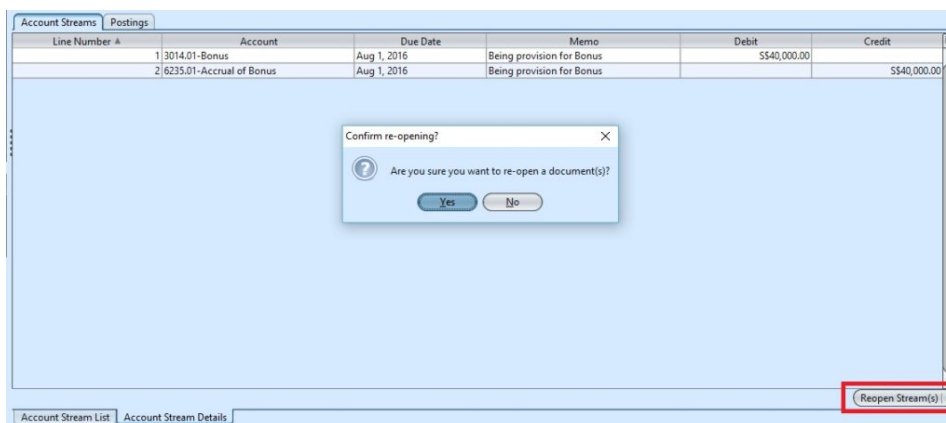
1. On **“Account Stream List”** tab select year and dates from drop-down lists on top of screen then click **“Search”** button on top right of screen



Document Number	Recurring Entry	Fiscal Period	Branch	Total Credit	Total Debit	Current Status
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REC-16-080195	Being Provision for HP Interest Takenup	Aug-16	Head Office	\$55,294.35	\$55,294.35	Drafted

2. Double click an account stream, it will open **“Account Stream Details”** tab with the stream details

3. If the account stream is confirmed or posted, reopen it first to allow updates of account stream. At the bottom right of screen click on **“Reopen Stream(s)”** button or the arrow on **Post Stream(s)** button and select **“Reopen Stream(s)”**



Line Number	Account	Due Date	Memo	Debit	Credit
1	3014.01-Bonus	Aug 1, 2016	Being provision for Bonus	\$540,000.00	
2	6235.01-Accrual of Bonus	Aug 1, 2016	Being provision for Bonus		\$540,000.00

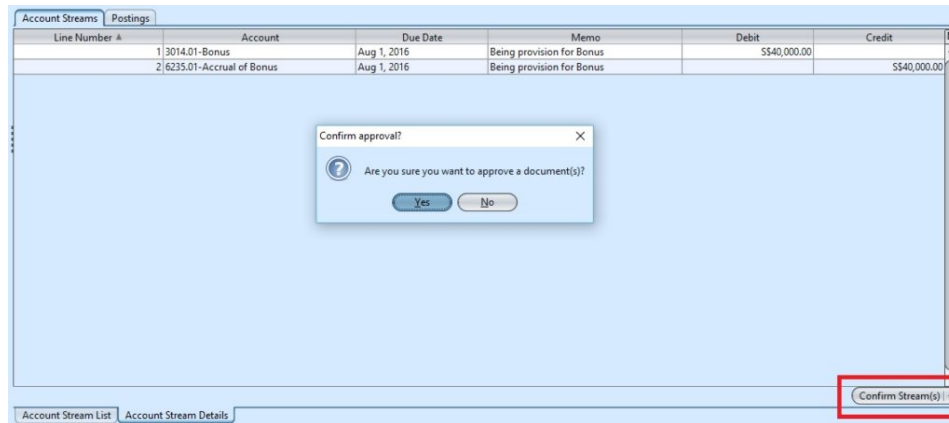
4. Make change(s) on the account stream information

5. Click on **“Save”** button at the right side of screen to save

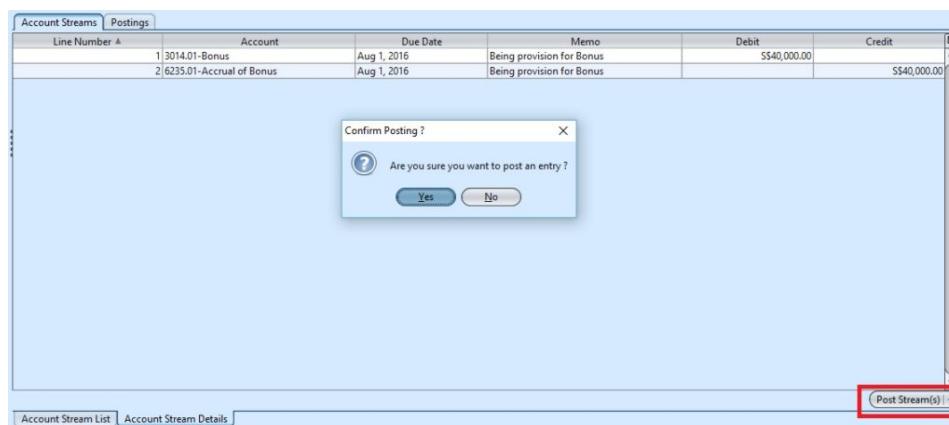
6. Click on **“Revert”** button at the right side of screen or refresh icon at the top of the screen to

roll back the changes

7. Click on **“Confirm Stream(s)”** button at the bottom right of screen and click **“Yes”** button to confirm the stream



8. Click on **“Post Stream(s)”** button at the bottom right of screen and click **“Yes”** button to post the stream. Journal entries will be automatically created under **“Postings”** tab



View and Search for Account Stream Details

1. Select year from drop-down list on top left of screen and click **“Search”** button on top right of screen

2. Enter search parameter to filter the result, i.e. type in the document number in the search textfield box at the bottom left of screen

Account Streams						
Year: Year 2016 From: Till: Branch: < Select All > Search						
Document Number	Recurring Entry	Fiscal Period	Branch	Total Credit	Total Debit	Current Status
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Search Engine

Account Stream List

Account Stream Details

Selected row 1 from the Total 10 records.

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