

How to Create Journal Entry using Analytical Group Template

This video will show users how to Create Journal Entry using Analytical Group Template.

Navigate to Accounting, Journal Entries, New Entry.
Fill in date, accounts, debits/credits, and description.
Click ENTER or Right Click to Post.

STEP-BY-STEP:

1. Go to Accounting menu
2. Select Journal Entries
3. Select transaction period
4. Select Journal and Voucher Type
5. Enter Date and Reference Number Or Description
6. Add account lines (debit/credit)
7. Write memo description
8. Click + button to save the line entry
9. For Analytical Group type of accounts, enter the Analytical Groups amount allocations in the pop up dialog window.
10. To use the Analytical Group Template, click on Template list and select one from the existing templates, then click Apply button.
11. The system will populate the lines and Analytical Group amount allocation based on the applied template.
The total amount for each type (Channel, Brand, Category) should be equal to the Total Amount on the top left.
The Balance Amount should be 0 when all the amount has been allocated.
Click OK button to enter the data.
12. Enter the next line entry.
Press ENTER (or right click) to post the Journal Entries when it is balanced / done.
13. For Analytical Group type of accounts, the (debit/credit) amount will be underlined.
Right-click to view the allocation.
14. If user wish to modify the posted Journal Entry, at the bottom table, right-click on one of the posted lines, and select "Undo Journal Entry Posting".

15. Edit the line to be modified.
Repeat steps #9-11 for the Analytical Group
modification.
