

How to use Account Register

This video will show users the How to use Account Register

Navigate to Accounting, Account Register, View.

STEP-BY-STEP:

1. Go to Accounting menu
2. Select Account Register
3. Select an account from the list of Accounts, user can enter keyword to search for the account. Posted journal entries and invoices for the selected period will then be shown in the table below.
4. On the top right, by default the register will show the entries in the Account's Currency. User can choose to view the entries in their Base Currency or Group Currency using the appropriate tab. Exchange Rate column will show the rate if there is any.
5. On the top right of the entries table, click the small black button to view the available columns. Default columns are ticked the checkboxes, user can tick on the other hidden column(s) checkbox to show the data, or untick the checkbox to hide the column's data.
6. Click on the Print button and Preview button to view Account Register report with the list of entries for the selected account for the selected period. User can print, save or export it as excel or pdf file.
7. User can filter the shown entries using the Account Register parameters. For examples: by the Journal it belong to, Reconciled or Unreconciled Entries, Split or Non Split Entries, Due Within etc. Reconciled On column shows the date the entries were reconciled. Lettrage column shows the reference the batch of entries were reconciled together.
8. Right click on an entry to show the options available. Choose "Select All Lettrage" option, the entries with the same Lettrage reference will be selected (highlighted in orange color).

9. Click on the Unreconcile button to unreconcile the selected entries.

Entries that were posted using Payments / Receipts are auto-reconciled, so those entries cannot be unreconciled from the Account Register.

User will need to undo post those Payments / Receipts documents first before they can unreconcile the other selected entries.

10. Select an account with Cost Center split entry.

Filter the entries to Show the Split Entries Only.

Debit / Credit amounts that were underlined mean they have been allocated to their Cost Center.

Filter the entries to Show the Non Split Entries.

Debit / Credit amounts that were NOT underlined mean they have NOT been allocated to their Cost Center.

User will need to do the allocation for the split entries for those entries.

11. Right click on an entry and choose "Show Cost Center Entries" option.

Allocate the Cost Center's Dimension and Amount for the entry, then click OK button.

The Debit / Credit amounts will now be underlined after the allocation.

12. Right click on an entry and choose "Show History" option.

A pop up dialog will show the entry's history information, i.e. which user did what transaction on which date.

13. Right click on an entry and choose option to show the source transaction document, for example "Show Expense Claim".

User can undo post, view posted entries in the Postings tab, etc.

Right click on a posted entry and choose "Open Journal Entries" option.

User can edit the white color fields in the Journal Entry document if they have access to do so, for example the Description, Memo, etc.
