


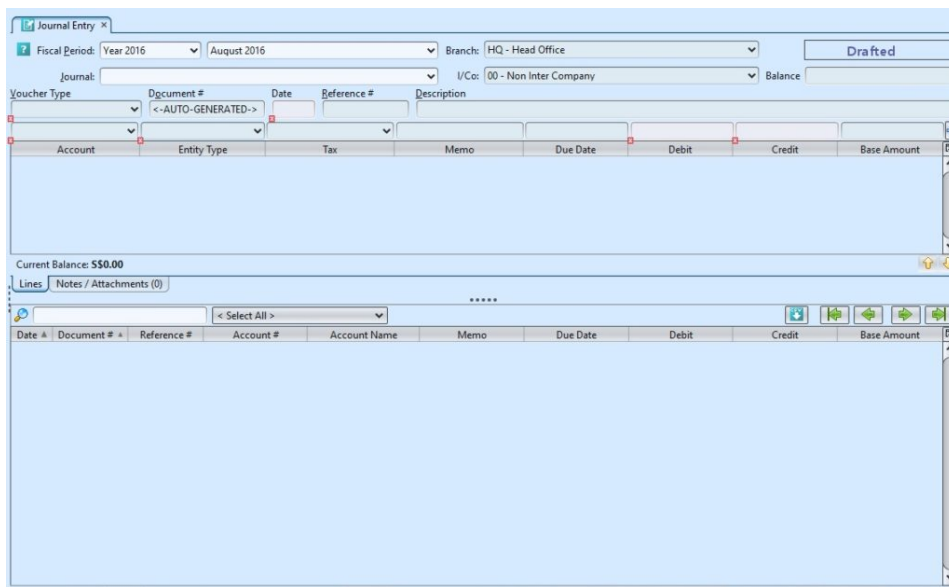
# Journal Entry

Journal entry is a record in a journal that keeps accounting transactions in chronological order, i.e. as they occur. Below actions are available from "Journal Entry":

 Create new journal entry, update, delete, view and search for entry details

 Import of journal entry data

## 1. Import from CSV file



The screenshot shows the 'Journal Entry' form with the following fields and options:

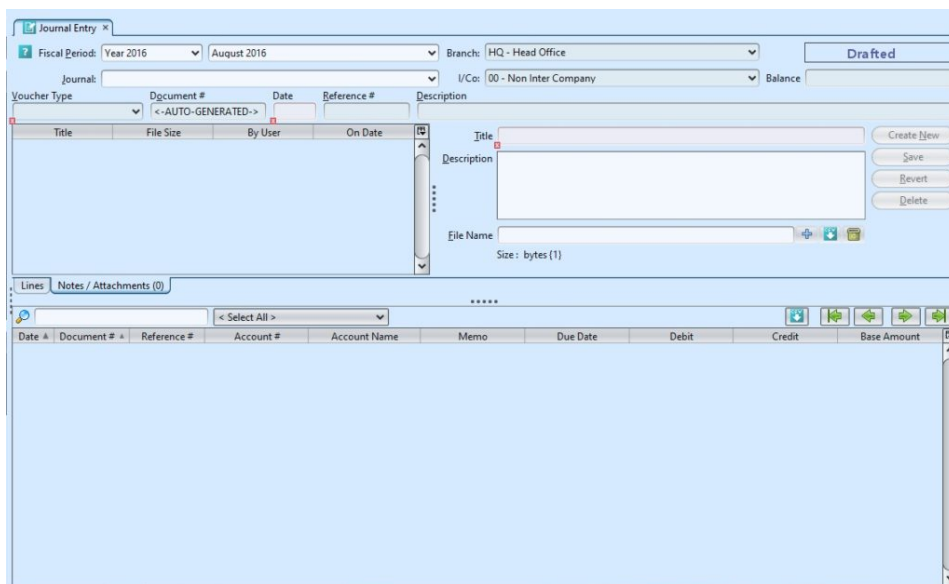
- Fiscal Period: Year 2016
- Month: August 2016
- Branch: HQ - Head Office
- Status: Drafted
- Journal: (empty)
- I/Co: 00 - Non Inter Company
- Balance: (empty)
- Voucher Type: (empty)
- Document #: <-AUTO-GENERATED->
- Date: (empty)
- Reference #: (empty)
- Description: (empty)

Account	Entity Type	Tax	Memo	Due Date	Debit	Credit	Base Amount
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Current Balance: 550.00

Lines / Notes / Attachments (0)

Date	Document #	Reference #	Account #	Account Name	Memo	Due Date	Debit	Credit	Base Amount
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The screenshot shows the 'Journal Entry' form with the attachment upload interface:

- Fiscal Period: Year 2016
- Month: August 2016
- Branch: HQ - Head Office
- Status: Drafted
- Journal: (empty)
- I/Co: 00 - Non Inter Company
- Balance: (empty)
- Voucher Type: (empty)
- Document #: <-AUTO-GENERATED->
- Date: (empty)
- Reference #: (empty)
- Description: (empty)

Title	File Size	By User	On Date
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Title: (empty)

Description: (empty)

File Name: (empty)

Size: bytes (1)

Buttons: Create New, Save, Revert, Delete

Lines / Notes / Attachments (0)

Date	Document #	Reference #	Account #	Account Name	Memo	Due Date	Debit	Credit	Base Amount
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Field Name	Description	Mandatory Information
Fiscal Period	Select the financial year and month	Y
Branch	Company's branch	Y
Journal	Select the bank journal, created in Account – (Masters) Account Document's Base Category	Y
Voucher Type	Type of journal voucher, created in Account – (Masters) Account Document's Sub Category	Y
Document	Auto generated or custom create the document's number	Y
Date	Date of journal entry	Y
Reference	Reference code for easy search	N
Description	Description	N
Account	Select the account for the journal entry	Y
Entity Type	Entity Type group in Analytical Groups	Y
Tax	A compulsory contribution to state revenue, levied by the government on workers' income and business profits, or added to the cost of some goods, services, and transactions.	N
Memo	A memorandum for the account	N
Due Date	Due date to invoice	N
Debit/Credit	Debit / Credit value of the journal entry	Y

## Create New Journal Entry

1. Select a **"Fiscal Period"** and month from the drop-down lists at the top left side of screen

The screenshot shows the 'Journal Entry' form with the 'Fiscal Period' dropdown menu open. The menu is highlighted with a red box, showing 'Year 2016' and 'August 2016' selected. Other fields include 'Branch: HQ - Head Office', 'Journal: Bank - OCBC - SGD Journal', 'I/Co: 00 - Non Inter Company', and 'Balance'.

2. Select a **"Journal"** from the drop-down list at the top left side of screen. More journals can be created from **"Accounts – (Masters) Journal"**

The screenshot shows the 'Journal Entry' form with the 'Journal' dropdown menu open. The menu is highlighted with a red box, showing 'Bank - HSBC - SGD Journal' selected. Other fields include 'Fiscal Period: Year 2015', 'November 2015', 'Branch: HQ - Head Office', 'I/Co: 00 - Non Inter Company', and 'Balance'. Below the dropdowns, there are fields for 'Voucher type', 'Document #', 'Date', 'Reference #', and 'Description'.

3. Select a **"Voucher Type"** from the drop-down list at the top left side of screen. More voucher types can be created from **"Accounts – (Masters) Account"**

## Document”

The screenshot shows the top portion of a 'Journal Entry' form. At the top, there are dropdown menus for 'Fiscal Period' (Year 2016), 'August 2016', and 'Branch: HQ - Head Office'. A 'Drafted' status button is visible. Below these are fields for 'Journal: Bank - OCBC - SGD Journal', 'I/Co: 00 - Non Inter Company', and 'Balance'. A red box highlights the 'Voucher Type' dropdown menu, which is set to 'Bank Charges'. Other fields include 'Document #', 'Date', 'Reference #', and 'Description'. At the bottom of this section, there are columns for 'Title', 'File Size', 'By User', and 'On Date', along with a 'Create New' button.

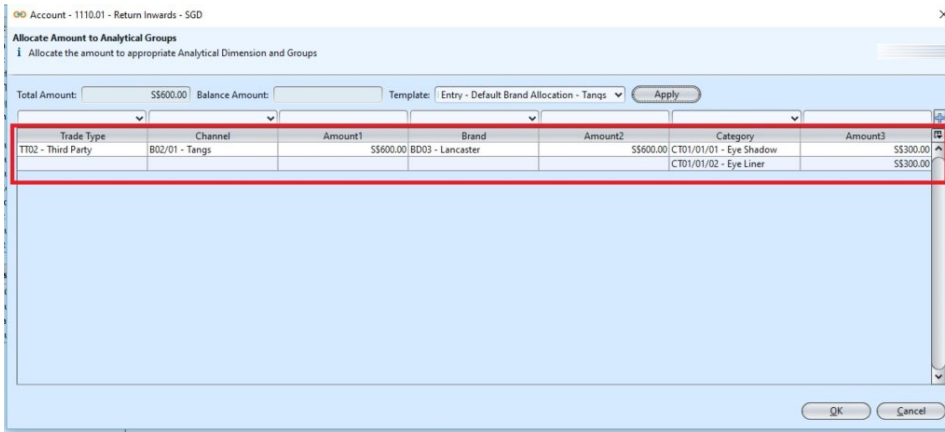
4. Fill up journal entry's information on **"Lines"** tab. Date value is date only; month and year were defined above on drop-down list next to Fiscal Period. Journal entry must have either **"Debit"** or **"Credit"** amount, not both

5. Click  button at the right side of screen to add a journal entry

This screenshot shows the 'Lines' tab of the 'Journal Entry' form. A red box highlights the 'Date' field, which contains '19'. Below this is a table with columns: 'Account', 'Entity Type', 'Tax', 'Memo', 'Due Date', 'Debit', 'Credit', and 'Base Amount'. A red box also highlights the 'Add' button (a plus sign in a square) on the right side of the table. The 'Drafted' status is still visible at the top.

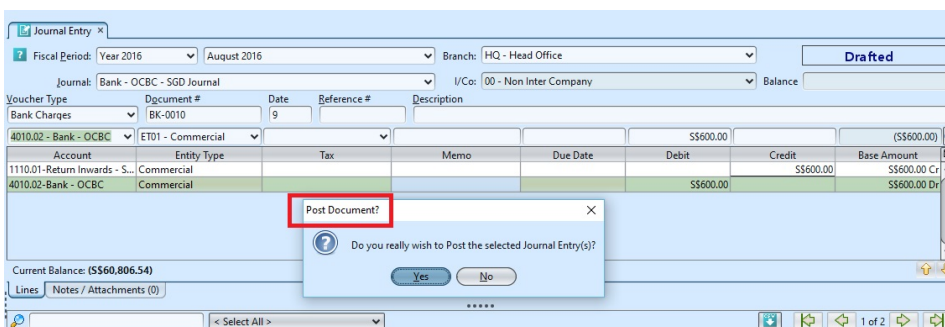
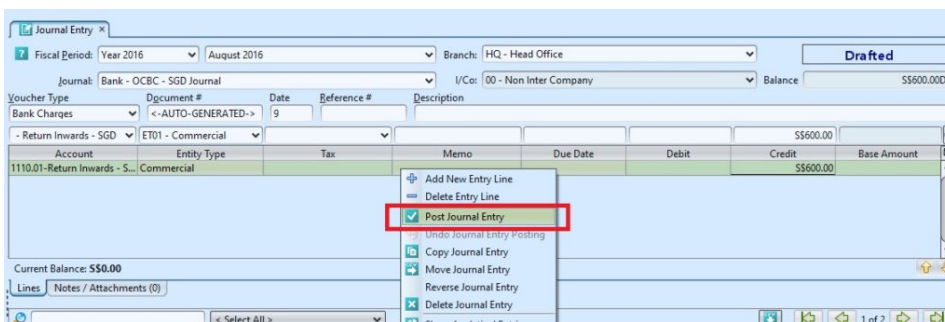
User will need to allocate the amount for split mode (analytical / cost center type) entry. User can select from available entry template in the pop-up window to auto-allocate the amount (see below images for Cost Center entry example)

The screenshot shows a dialog box titled 'Account - 1110.01 - Return Inwards - SGD'. The main heading is 'Allocate Amount to Analytical Groups' with a sub-heading 'Allocate the amount to appropriate Analytical Dimension and Groups'. It features two input fields for 'Total Amount:' and 'Balance Amount:', both set to '\$5600.00'. A 'Template:' dropdown menu is set to 'Entry - Default Brand Allocation - Tanzi', and an 'Apply' button is next to it. Below this is a table with columns: 'Trade Type', 'Channel', 'Amount1', 'Brand', 'Amount2', 'Category', and 'Amount3'. The table is currently empty. At the bottom right, there are 'OK' and 'Cancel' buttons.



6. Repeat steps 3-5 until debit total amount matches with credit total amount (reconciled double-entries). Balance field on top right side of screen will be empty when the journal entries are all reconciled, otherwise it will show the remaining balance value (debit / credit)

7. When the journal entries are reconciled, right click on an entry and select **"Post Journal Entry"** option and click **"Yes"** button to post the journal entry



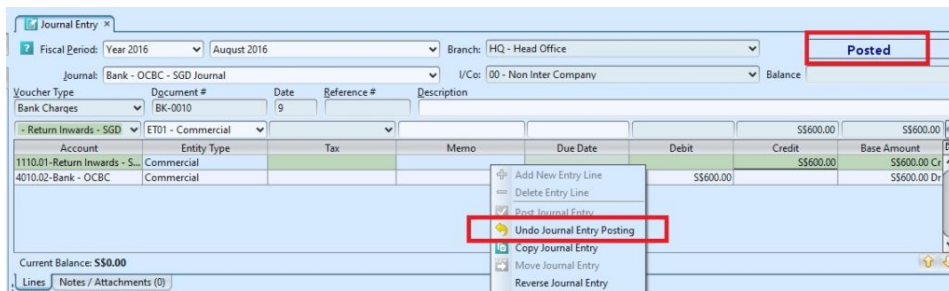
## Update Journal Entry


1. Select a **"Fiscal Period"** and month from the drop-

down lists at the top left side of screen

2. Select a **“Journal”** from the drop-down list at the top left side of screen

3. At the table on bottom half of screen, right click on journal entry to be updated, it will bring up options to select and the selected journal details on the table on top half of screen. Select **“Undo Journal Entry Posting”** option and click **“Yes”** button, now the journal entry is editable on the table on top half of screen



4. Click  button at the bottom right side of screen when done with the updates

5. On the journal entry at the table on bottom half of screen, right click on an entry and select **“Post Journal Entry”** option and click **“Yes”** button to post the journal entry

## Delete Journal Entry

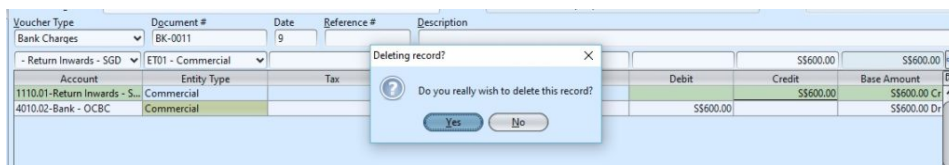
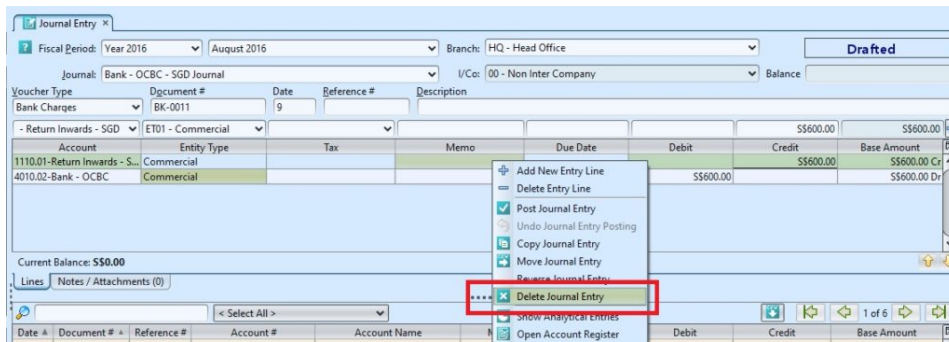
1. Select a **“Fiscal Period”** and month from the drop-down lists at the top left side of screen

2. Select a **“Journal”** from the drop-down list at the top left side of screen

3. At the table on bottom half of screen, right click on journal entry to be deleted, it will bring up options to select and the selected journal details on the table on top half of screen. Select **“Undo Journal Entry Posting”** option and click **“Yes”** button

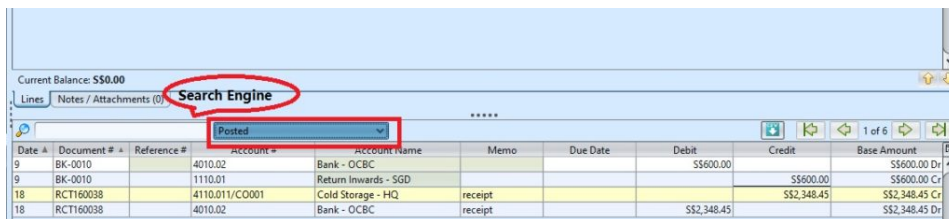
4. Right click on journal entry to be deleted, select

**“Delete Journal Entry”** and click **“Yes”** to confirm deletion of the entry



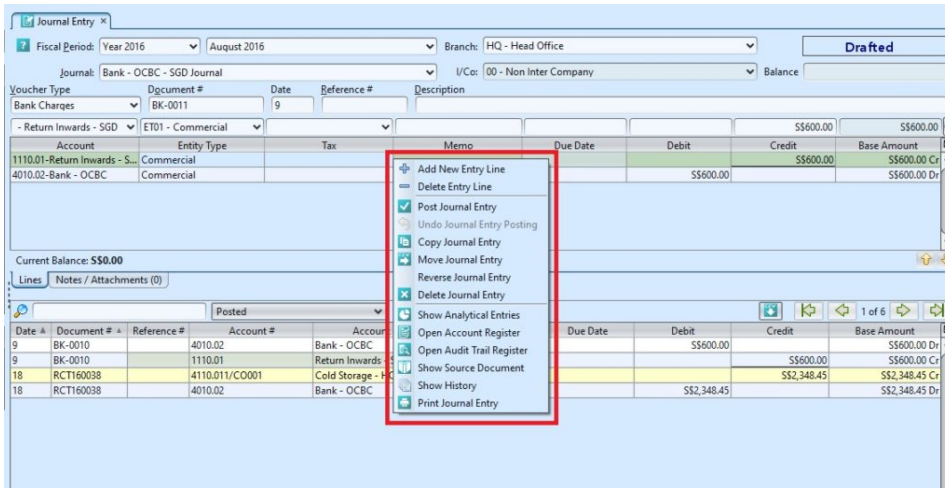
## View and Search for Journal Entry Details

1. Enter search parameter to filter the result, i.e. type in the journal entry account in the search textfield box on the left of screen




2. Select option to view all, or show only drafted / posted journal entry from the drop-down list in middle of the screen

3. Right click on journal entry to view, it will bring up options for the selected journal entry to see more details (if any), print, etc



## Import of Journal Entry Data

1. Click "Import from CSV"  button at the middle right side of the screen to import journal entry data. Use "Export to CSV" feature to get the file template with example.

