


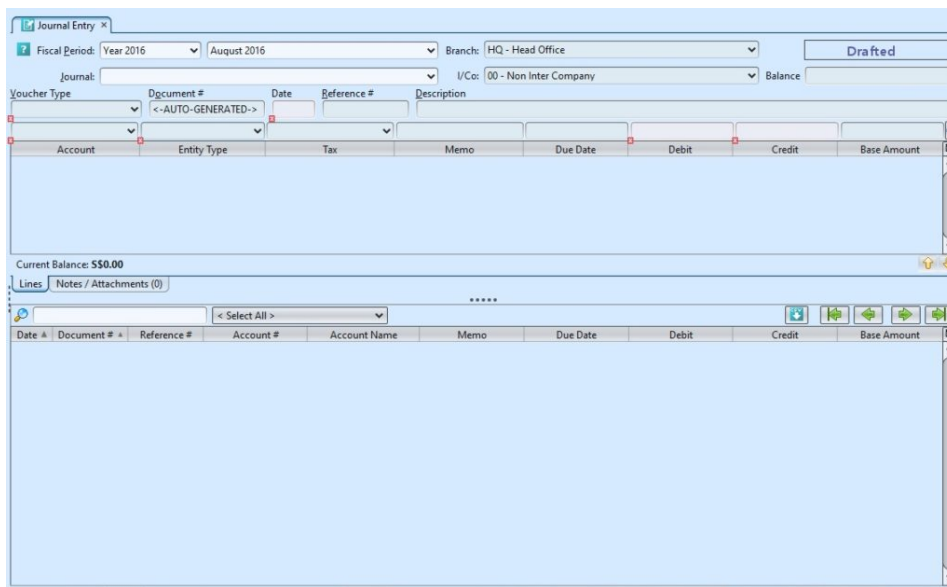
# Journal Entry

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"**:

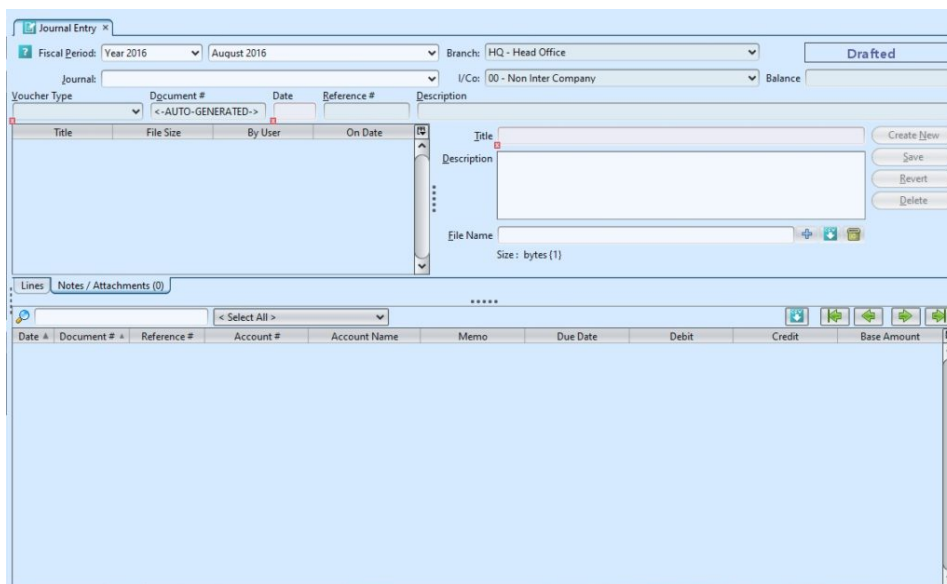
 Create new journal entry, update, delete, view and search for entry details

 Import of journal entry data

## 1. Import from CSV file



The screenshot shows the 'Journal Entry' form. At the top, there are dropdowns for 'Fiscal Period' (Year 2016), 'August 2016', and 'Branch' (HQ - Head Office). A 'Drafted' button is on the right. Below these are fields for 'Journal', 'I/Co' (00 - Non Inter Company), and 'Balance'. A 'Voucher Type' dropdown is set to '<-AUTO-GENERATED->'. The main part of the form is a table with columns: Account, Entity Type, Tax, Memo, Due Date, Debit, Credit, and Base Amount. Below the table, it says 'Current Balance: \$50.00'. At the bottom, there are tabs for 'Lines' and 'Notes / Attachments (0)'. A '< Select All >' button is visible above the table.

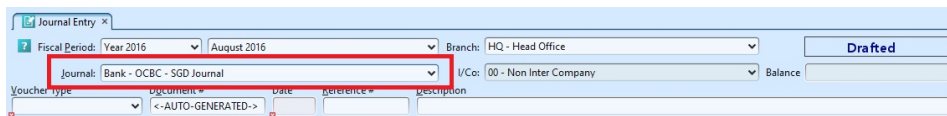


This screenshot shows the 'Journal Entry' form with the 'Notes / Attachments (0)' tab selected. On the right side, there is a file upload interface with a 'Title' field, a 'Description' text area, and a 'File Name' field. Below the file name field, it says 'Size: bytes (1)'. To the right of these fields are buttons: 'Create New', 'Save', 'Revert', and 'Delete'. The main table at the bottom remains the same as in the previous screenshot, with columns for Date, Document #, Reference #, Account #, Account Name, Memo, Due Date, Debit, Credit, and Base Amount.

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

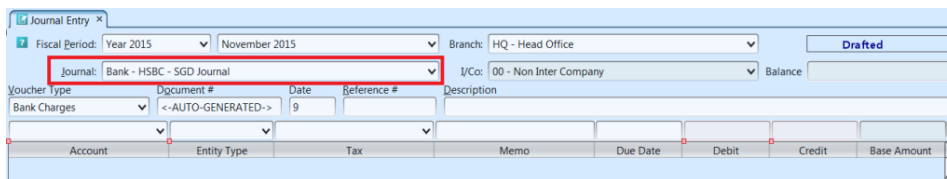
## Create New Journal Entry

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. At the top left, there are two dropdown menus for 'Fiscal Period' (Year 2016) and 'August 2016'. Below these, the 'Journal' dropdown is highlighted with a red box, showing 'Bank - OCBC - SGD Journal' selected. Other fields include 'Branch' (HQ - Head Office), '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"***




This screenshot shows the 'Journal Entry' form with the 'Journal' dropdown highlighted by a red box. The selected journal is 'Bank - HSBC - SGD Journal'. The 'Fiscal Period' is set to Year 2015 and November 2015. The 'Voucher Type' is set to 'Bank Charges'. The 'Document #' is '<-AUTO-GENERATED->' and the 'Date' is '9'.

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 'Journal Entry' form. At the top, there are fields for 'Fiscal Period' (Year 2016), 'August 2016', and 'Branch' (HQ - Head Office). Below these, there are fields for 'Journal' (Bank - OCBC - SGD Journal), 'I/Co' (00 - Non Inter Company), and 'Balance'. The 'Voucher Type' dropdown menu is highlighted with a red box, showing 'Bank Charges' selected. Other fields include 'Document #', 'Date', 'Reference #', and 'Description'. At the bottom, there is 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

The screenshot shows the 'Journal Entry' form with the 'Lines' tab selected. The 'Voucher Type' dropdown menu is highlighted with a red box, showing 'Bank Charges' selected. The 'Date' field is highlighted with a red box, showing '19'. Below these, there is a table with columns: Account, Entity Type, Tax, Memo, Due Date, Debit, Credit, and Base Amount. A red box highlights the 'Debit' and 'Credit' columns. At the bottom right, there is a '+' button to add a new line.

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)

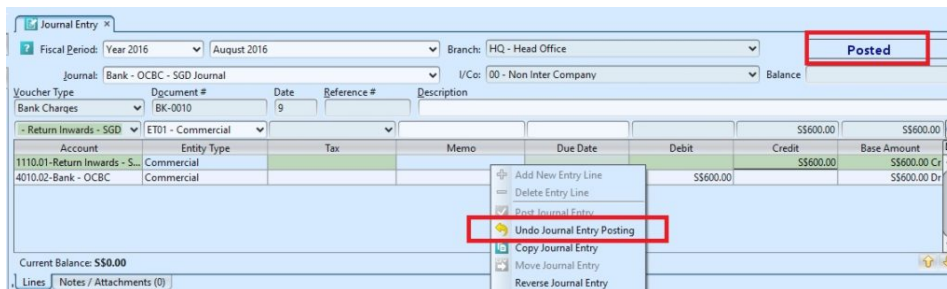
The screenshot shows the 'Allocate Amount to Analytical Groups' dialog box. It has fields for 'Total Amount' (S\$600.00) and 'Balance Amount' (S\$600.00). The 'Template' dropdown menu is highlighted with a red box, showing 'Entry - Default Brand Allocation - Tanzi' selected. There is an 'Apply' button next to it. Below these, there is a table with columns: Trade Type, Channel, Amount1, Brand, Amount2, Category, and Amount3. At the bottom, there are 'OK' and 'Cancel' buttons.




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

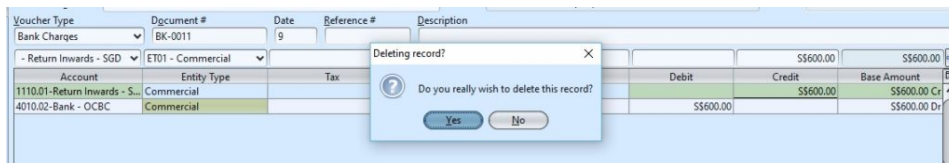
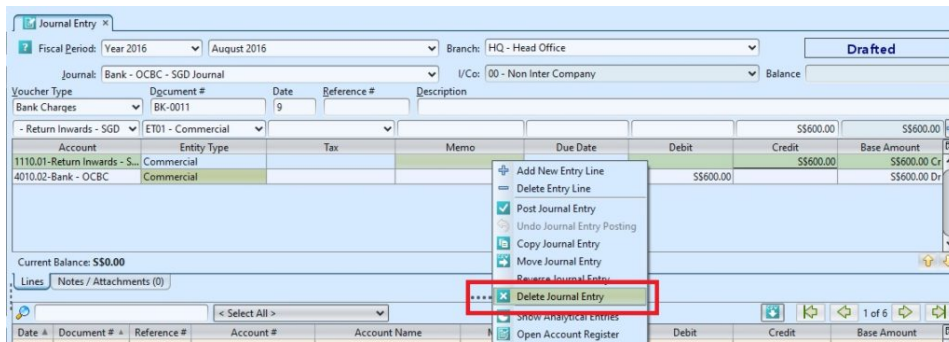
1. Select a **“Fiscal Period”** and month from the drop-down lists at the top left side of screen

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

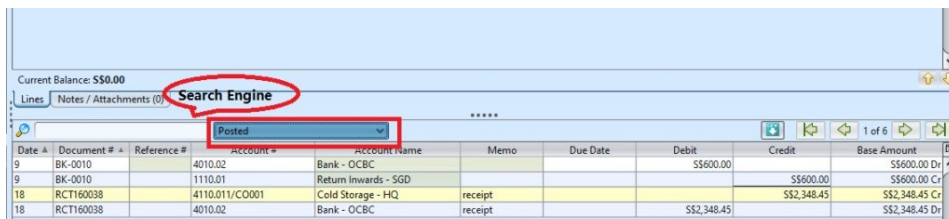
4. Right click on journal entry to be deleted, select

***“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

Journal Entry

Fiscal Period: Year 2016 | August 2016 | Branch: HQ - Head Office | Drafted

Journal: Bank - OCBC - SGD Journal | I/Co: 00 - Non Inter Company | Balance

Voucher Type: Bank Charges | Document #: BK-0011 | Date: 9 | Reference #: | Description: - Return Inwards - SGD

Account	Entity Type	Tax	Memo	Due Date	Debit	Credit	Base Amount
1110.01-Return Inwards - S	Commercial					\$5600.00	\$5600.00 Cr
4010.02-Bank - OCBC	Commercial				\$5600.00		\$5600.00 Dr

Current Balance: \$50.00

Lines | Notes / Attachments (0)


Posted

Date	Document #	Reference #	Account #	Account Name	Memo	Due Date	Debit	Credit	Base Amount
9	BK-0010		4010.02	Bank - OCBC			\$5600.00		\$5600.00 Dr
9	BK-0010		1110.01	Return Inwards			\$5600.00		\$5600.00 Cr
18	RCT160038		4110.011/CO001	Cold Storage - S			\$52,348.45		\$52,348.45 Cr
18	RCT160038		4010.02	Bank - OCBC			\$52,348.45		\$52,348.45 Dr

Context Menu:

- Add New Entry Line
- Delete Entry Line
- Post Journal Entry
- Undo Journal Entry Posting
- Copy Journal Entry
- Move Journal Entry
- Reverse Journal Entry
- Delete Journal Entry
- Show Analytical Entries
- Open Account Register
- Open Audit Trail Register
- Show Source Document
- Show History
- Print Journal Entry

## 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.

Current Balance: \$50.00

Lines | Notes / Attachments (0)

Posted

Date	Document #	Reference #	Account #	Account Name	Memo	Due Date	Debit	Credit	Base Amount
9	BK-0010		4010.02	Bank - OCBC			\$5600.00		\$5600.00 Dr
9	BK-0010		1110.01	Return Inwards - SGD			\$5600.00		\$5600.00 Cr