

Creditors Journal Transactions Menu

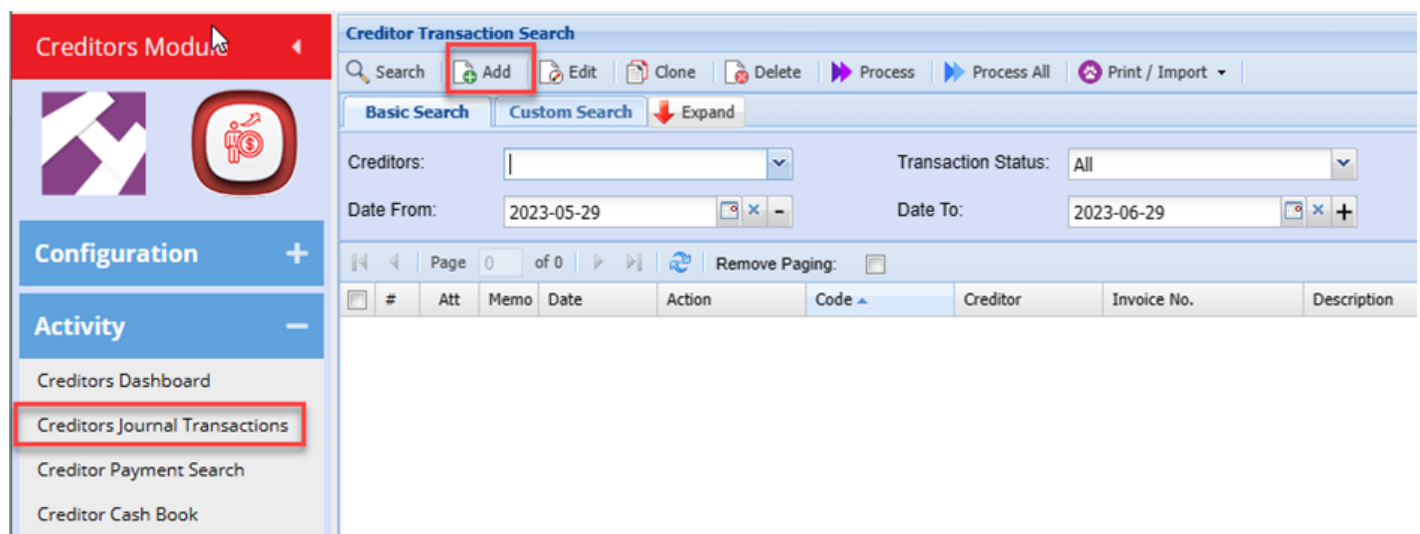
- [Creditors Journal Transaction Search](#)
- [Add Creditor Journal Transaction](#)
- [Creditors Journal Xero Processing](#)

Creditors Journal Transaction Search

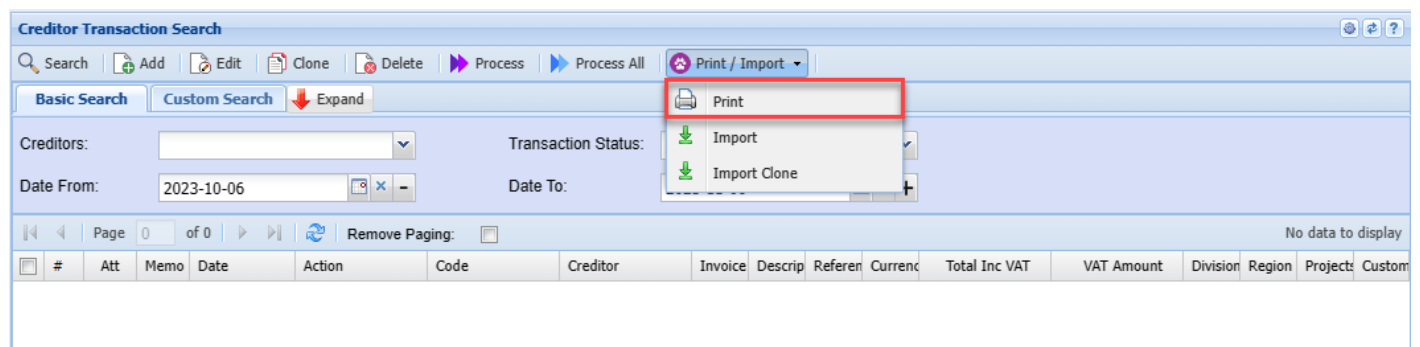
Click on **Creditors Module > Activity > Creditors Journal**

Always click on **search** to avoid duplication of transactions.

Click Add button to create a new Creditors Journal Transactions



Print



Processing Document Queue Status

Print Creditor Transaction.
To print the creditor transaction first select either Internal or Customer format then click Print or Click Close to close this window.

☒ Internal Format☐ Customer Format

Refresh Status

Print

Close

Import

Creditor Transaction Search

SearchAddEditCloneDeleteProcessProcess AllPrint / Import

Basic SearchCustom SearchExpand

Creditors:Transaction Status:

Date From:2023-10-06Date To:

PrintImportImport Clone

Page 0 of 0Remove Paging:

No data to display

#	Att	Memo	Date	Action	Code	Creditor	Invoice	Descrip	Referen	Currenc	Total Inc VAT	VAT Amount	Division	Region	Projects	Custom
---	-----	------	------	--------	------	----------	---------	---------	---------	---------	---------------	------------	----------	--------	----------	--------

Import Creditors Transaction

Import Journal

File:

Select File...

Upload

Import

Close

Print Clone

Creditor Transaction Search

Search

Add

Edit

Clone

Delete

Process

Process All

Print / Import

Basic Search

Custom Search

Expand

Creditors:

Transaction Status:

Date From: 2023-10-06

Date To:

Print

Import

Import Clone

Page 0 of 0

Remove Paging:

No data to display

#	Att	Memo	Date	Action	Code	Creditor	Invoice	Descrip	Referen	Currenc	Total Inc VAT	VAT Amount	Division	Region	Projects	Custom
---	-----	------	------	--------	------	----------	---------	---------	---------	---------	---------------	------------	----------	--------	----------	--------

Import Creditor Transaction Clone

Clone List

Search

View Clone

Delete Clone

Import

Code:

Description:

Page 0 of 0

No data to display

#	Code	Description
---	------	-------------

Close

Search	
View Clone	
Delete Clone	
Import	

Add Creditor Journal Transaction

Add Creditor Transaction

Line

Attachments

Memo

Clone

Create Template

Custom Fields

Create Reminder

Close

Attachments	
Memo	
Clone	
Create Template	
Custom Fields	
Create Reminder	

Note: each action listed has a corresponding Contra GL Account set on the system as a default.

The system can be set to allow the user to change default contra account.

Add Creditor Transaction

Line

Attachments
Memo
Clone
Create Template
Custom Fields
Create Reminder
Close

Master:

Action:
Supplier Invoice

Outstanding Balance:
62 902.71

Date:
2023-11-08

Reference:
Consumables Purchase

Creditor:
STO001 - Storm Trader Solutions Ltd

Customer Link:

Supplier Inv. No.:
INV123

Currency:
Rand South Africa

Exchange Rate:
1

Amount Inc VAT:
300

Importation VAT:

VAT Account:
2-2200 - GST Control

VAT Type:
04 GRV VAT:15

Description:
Refreshments

Additional Comment:

Previous
Next
Save
Save & Close
Save & New
Process

Action	Select the action from the drop-down box. e.g. Creditors Journal Credit
Date	Enter the transaction date for the journal.
Creditor	Select a Creditor for the Short Search – just type in part of the code or name and hit enter on the keyboard and select the Debtor. e.g. STO001
Customer Link	
Currency	
Amount Inc VAT	Enter the amount including VAT the system will automatically work out the Tax Amount and the Amount Excluding VAT.
VAT Account	
Description	Add the Description – e.g. GRV - Telkom
Additional Comment	Add in additional comments if required.
Outstanding Balance	
Reference	Enter a Reference e.g. Telkom
Supplier Inv. No.	Enter Supplier Invoice Number. e.g. INV1234 (if applicable)

Exchange Rate	
Importation VAT	
VAT Type	Select the VAT Type on the drop-down Box e.g. GRV VAT

Click on Next Arrow

If you are categorizing and allocating entries to Regions and Division, select the respective option from the drop down

If not allocating transaction to Divisions/Regions then you can leave this Blank

The Contra Transaction box allows for contra journals to be created and processed at the same time

Contra Journals are typically used in the case of intercompany accounts or where you have a supplier that happens to also be a Debtor on the system and you simply offset the accounts against one another.

Add Creditor Transaction

Line

Attachments Memo Clone Create Template Custom Fields Create Reminder Close

Cost Centres:

Region: **Gauteng** Division: **Admin**

Project: Track It:

Job Allocation: Job Service Item:

Contra Transaction:

Contra Transaction ☐

Select: ☒ Debtor ☐ Creditor

Contra Debtor: Contra Creditor:

Branch:

Branch: Web - Dev HSOF & Co

Previous Next Save Save & Close Save & New Process

Cost Centres

Region	
Project	
Job Allocation	
Division	
Track It	
Job Service Item	

Contra Transaction

Contra Transaction Tick	Once this tick is on it will allow you to see the greyed-out section
Contra Debtor	
Contra Creditor	

Branch

Branch	
--------	--

Click Next

If the system is set to allow changing the contra GL account, you can enter the required GL account and select or click the drop-down arrow and search for the required account.

Edit Creditor Transaction

×

Line

Attachments

Memo

Clone

Create Template

Custom Fields

Create Reminder

Close

GL Links:

Split Lines: ☐

Date: 2023-06-29

Debit Account:

5-2850 - Cost of Sales/Purchases - General

▼

Credit Account:

2-1600 - Trade Suppliers

VAT Account:

2-2200 - GST Control

Inc. VAT: 300.00

Ex VAT: 260.87

VAT: 39.13

Lines Amt: 300.00

Difference: 0.00

◀◀

◀

Page 1

of 1

▶

▶▶

↺

Add

Edit

Delete

Copy Description: ☒

Displaying 1 - 1 of 1

#	Account Code	Account Name	Description	Inc. VAT	Ex VAT	VAT	VAT
1	5-2850	Cost of Sales/P...	Refreshments	300.00	260.87	39.13	GST

◀ Previous

Next ▶

Save

Save & Close

Save & New

▶▶ Process

Split Account

If the transaction has to be split to various Contra accounts, you can click on the Split Lines Tick box. Then click the Add in the centre of the screen and add the respective Contra GL Accounts with the respective amounts.

Tick this box only if the entry is being split.

Alternatively, click Next.

Edit Creditor Transaction

Line

Attachments

Memo

Clone

Create Template

Custom Fields

Create Reminder

Close

GL Links:

Split Lines:

Date:

2023-06-29

Debit Account:

5-2850 - Cost of Sales/Purchases - General

Credit Account:

2-1600 - Trade Suppliers

VAT Account:

2-2200 - GST Control

Inc. VAT:

300.00

Ex VAT:

260.87

VAT:

39.13

Lines Amt:

300.00

Difference:

0.00

Page 1 of 1

Add

Edit

Delete

Copy Description:

Displaying 1 - 1 of 1

This screen allows the user to Allocate the entry to a specific transaction(s)

Edit Creditor Transaction

Line

Search

Allocate All

Unallocate All

Save Allocation

Close

Allocations:

Client: ACC001 - Allied Suppliers

Select:

System Currency

Document Currency

Amount:

100.00

Allocated Amnt.:

100.00

Unallocated Amnt.:

0.00

#	Allocate	Date	Doc. No.	Amount	Actual Amnt.	Alloc. Amnt.	Unalloc. Amnt.	Allocated	Doc. T
1	☐	2021-10-12	CMJRN10...	100.00	0.00	36.35	63.65	Partial	Credito
2	☒	2022-04-25	RTS57553	402.50	100.00	100.00	302.50	Partial	Stock I
3	☐	2022-04-29	RTS57554	96.60	0.00	0.00	96.60	Unallocated	Stock I
4	☐	2022-07-01	RTS57564	17.25	0.00	0.00	17.25	Unallocated	Stock I

Tick the relevant transaction and then click the Save Allocation Button

This saves the User from having to do the Allocations separately once the journal is processed.

Click Next

Add Creditor Transaction

Line

Search

Allocate All

Unallocate All

Save Allocation

Close

Search	
Allocate All	
Unallocate All	

Save Allocation

Add Creditor Transaction

Line

Search | Allocate All | Unallocate All | Save Allocation | Close

Allocations: Client: STO001 - Storm Trader Solutions Ltd

Select: ☒ System Currency ☐ Document Currency Auto Allocate: ☐ Check Zero: ☐

Amount: 300.00 Allocated Amnt.: 0.00 Unallocated Amnt.: 0.00

#	Allocate	Date	Doc. No.	Amount	Actual Amnt.	Alloc. Amnt.	Unalloc. Amnt.	Allocated	Doc. T
---	----------	------	----------	--------	--------------	--------------	----------------	-----------	--------

Previous Next Save Save & Close Save & New Process

When ready, click the Process button.

This will then process the journal and post the relevant entries

A Pop-up message will occur with the Journal number if successfully processed, alternatively the message will display any error found.

Processing Document Queue Status

Creditor Journal **CMJRN1048** successfully processed.
To print the creditor transaction first select either Internal or Customer format
then click Print or Click Close to close this window.

Creditors Journal Xero Processing

Creditors journal can be processed to Xero for Invoices and credit Notes.

This will create a Bill in Xero with a line item.

Setting up for Xero processing.

1. Setup a custom item for Xero item line for Bill
2. Setup GL Links for Creditors and Debtors journals

Setup a custom item for Xero

Edit Inventory Item

Inventory Detail

Attachment Memo Info Suppliers Warehouses Alerts Inventory Overview Functions Close

Inventory Code: XERO/BILL Description: Xero Bill line item

Inventory Details More Details Extra Details Pricing Levels Properties Comment / Replace Custom Fields

Inventory Code: XERO/BILL

Category: Custom 9

Description: Xero Bill line item

Long Description:

Group Code:

Stock Category:

Priority Level:

Bar Code: Print

Version Number: Active: ☒

Sync To Mobile: ☒ Hide From Purchase: ☐

Sync to WebShop: ☐ Hide from Sale: ☐

WebShop Qty: ☐

Seasonal: ☐ Slow Mover: ☐

Primary Image:

Thumbnail Image:

Save & New Save & Close Save Close Recalculate Item

Set the custom item in System Defaults

This setting will be used in the GRV importation split lines.

System Configuration

Administration

- Company Profiles
- Defaults**
- Financial Periods Setup
- Backups
- Multi Currency
- Multilingual
- Custom Fields
- Reference Value
- Custom Period Setup
- Imports
- POS Setup

System Defaults

Save Please Note: Remember to save your default setting before leaving this window.

System Defaults General Ledger Debtors **Creditors** Inventory Webatar

Document Import.

Default Item: XERO/BILL - Xero Bill line item

Doc Import Supplier:

Statement Defaults.

Creditors Statements: ☐ Normal ☒ Open Items

View Type: Standard

Print Type: Detail

Creditor Payments Defaults.

GL Bank Account: 1-1000 - Bank Account Main

CashBook Type: Monthly Cashbooks

Creditor Cash Book Export Format.

Export Bank Format: ANZ Bank

Set PO to update Creditor cost when authorized

Update Creditors Cost On Authorized: ☐

GL Links setup

Setup the Supplier Invoice and credit note

The tick next to the Xero/Bill item is to set to active if you want the Journal to be posted to Xero. If the tick is OFF then the Journal will NOT be sent to Xero.

System Configurati...

Administration +

General +

General Ledger Lin... -

Links Maintenance

Links Maintenance

Links Groups Group Links

Group Code: Group Name:

Page 1 of 1 Remove Paging:

Group Maintenance

Branch

Group Code: SMINVGL

Group Name: Supplier Invoice

Document Type: Creditors Journal Action

Default GST Type: No Tax Type

Require Creditors Invoice No: ☒ Allow Journal To Job: ☐

Payment: ☐ Purchases: ☒

Enforce Division: ☐ Enforce Region: ☐

Allow Job Allocation: ☐

Item: XERO/BILL - Xero Bill line item ☒

☒ Invoice ☐ Credit Note

Save & New Save Close

Set the Credit note side

System Configurati...

Administration +

General +

General Ledger Lin... -

Links Maintenance

Links Maintenance

Search Add Edit Delete

Links Groups Group Links

Group Code: Group Name:

Page 1 of 1 Remove Paging:

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Document Type

Debtors Decimal Credit Co

Debtors Decimal Debit Co

Creditors Decimal Credit C

Creditors Decimal Debit Co

GRN Delivery Note

GRN Del Note Correct

Delivery Note Journal

Goods Received Note

Goods Return Note

Invoice

Job BOM

Job WIP Correction

Percentage Invoice

Percentage Invoice Final

Job Close

POS Payment Method

POS Payment Method

POS Payment Method

POS Payment Method

POS Payment Method

Proforma Part 1

Proforma Part 2

Edit GL Group Link

Group Maintenance

Branch

Group Code: SMCRNGL

Group Name: Supplier Credit Note

Document Type: Creditors Journal Action

Default GST Type: No Tax Type

Require Creditors Invoice No: ☒ Allow Journal To Job: ☐

Payment: ☐ Purchases: ☒

Enforce Division: ☐ Enforce Region: ☐

Allow Job Allocation: ☐

Item: XERO/BILL - Xero Bill line item ☒

☐ Invoice ☒ Credit Note

Save & New Save Close