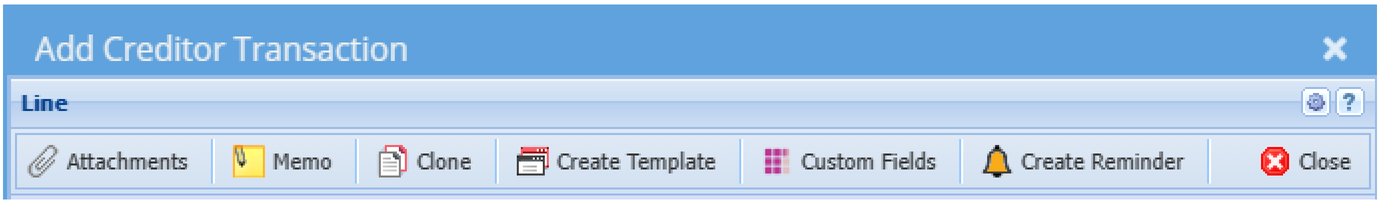
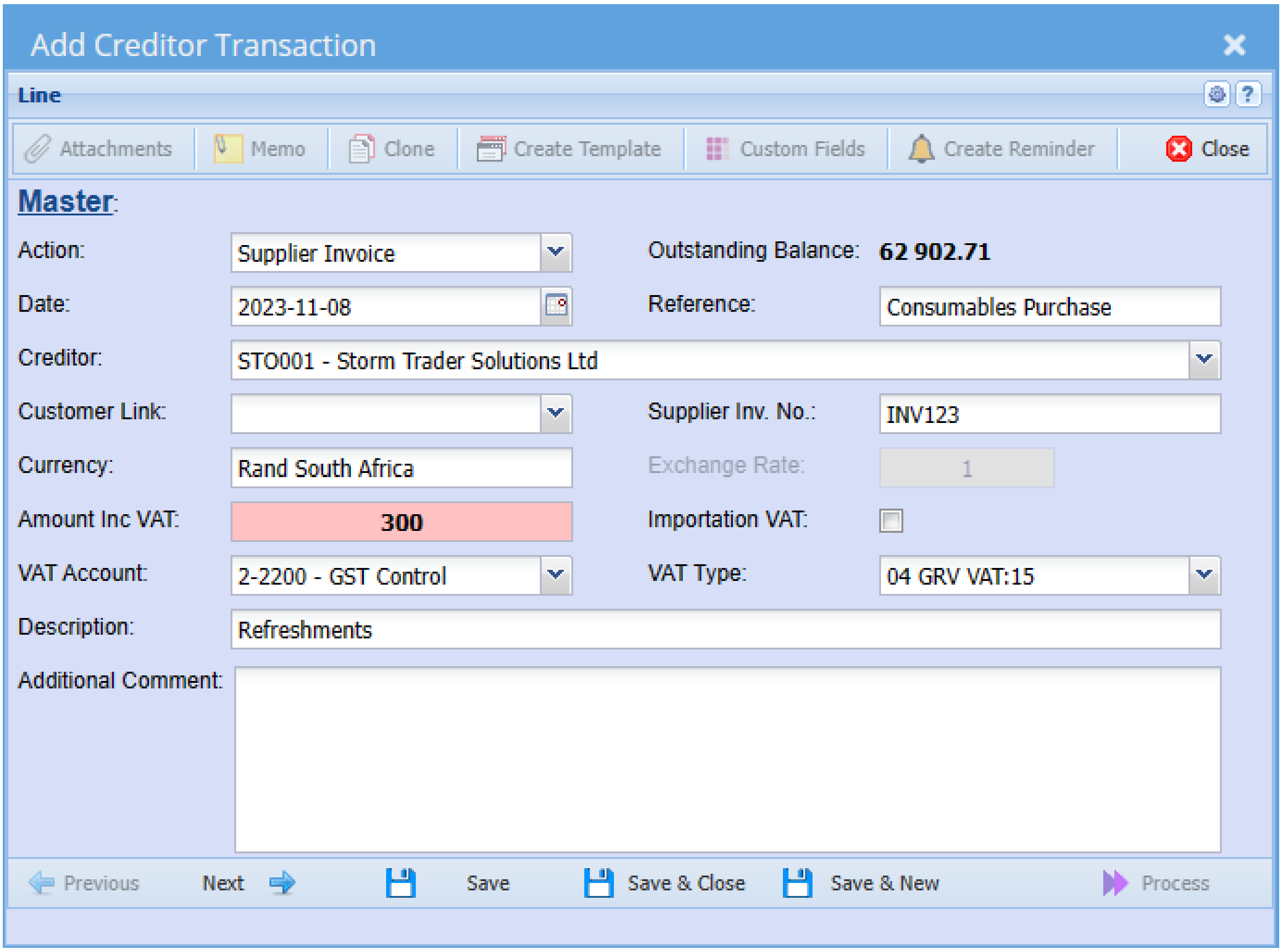
Add Creditor Journal Transaction



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.



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

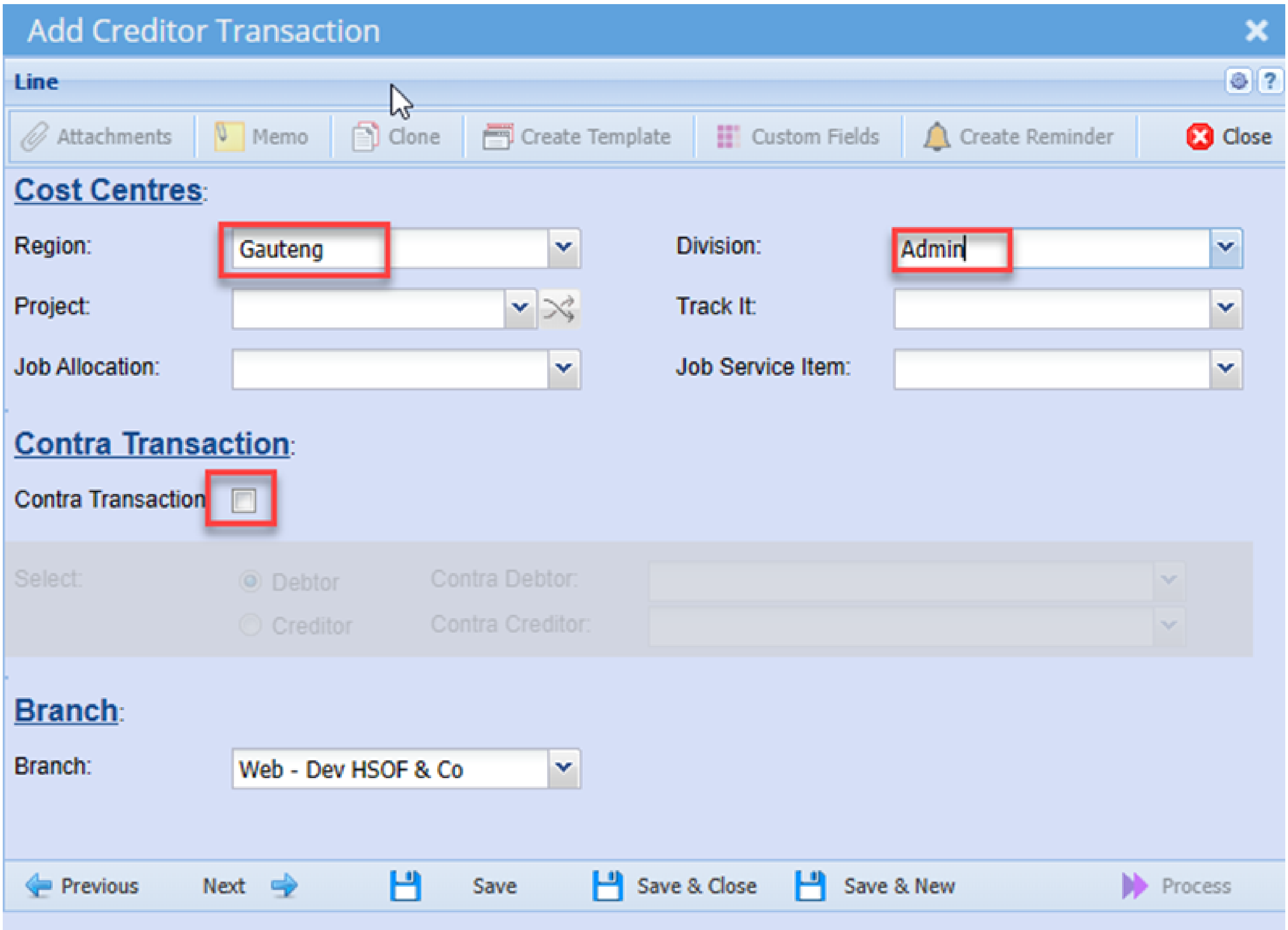
Click on Next Arrow

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.



Cost Centres

Region	
Project	
Job Allocation	
Division	
Track It	
Job Service Item	

Contra Transaction

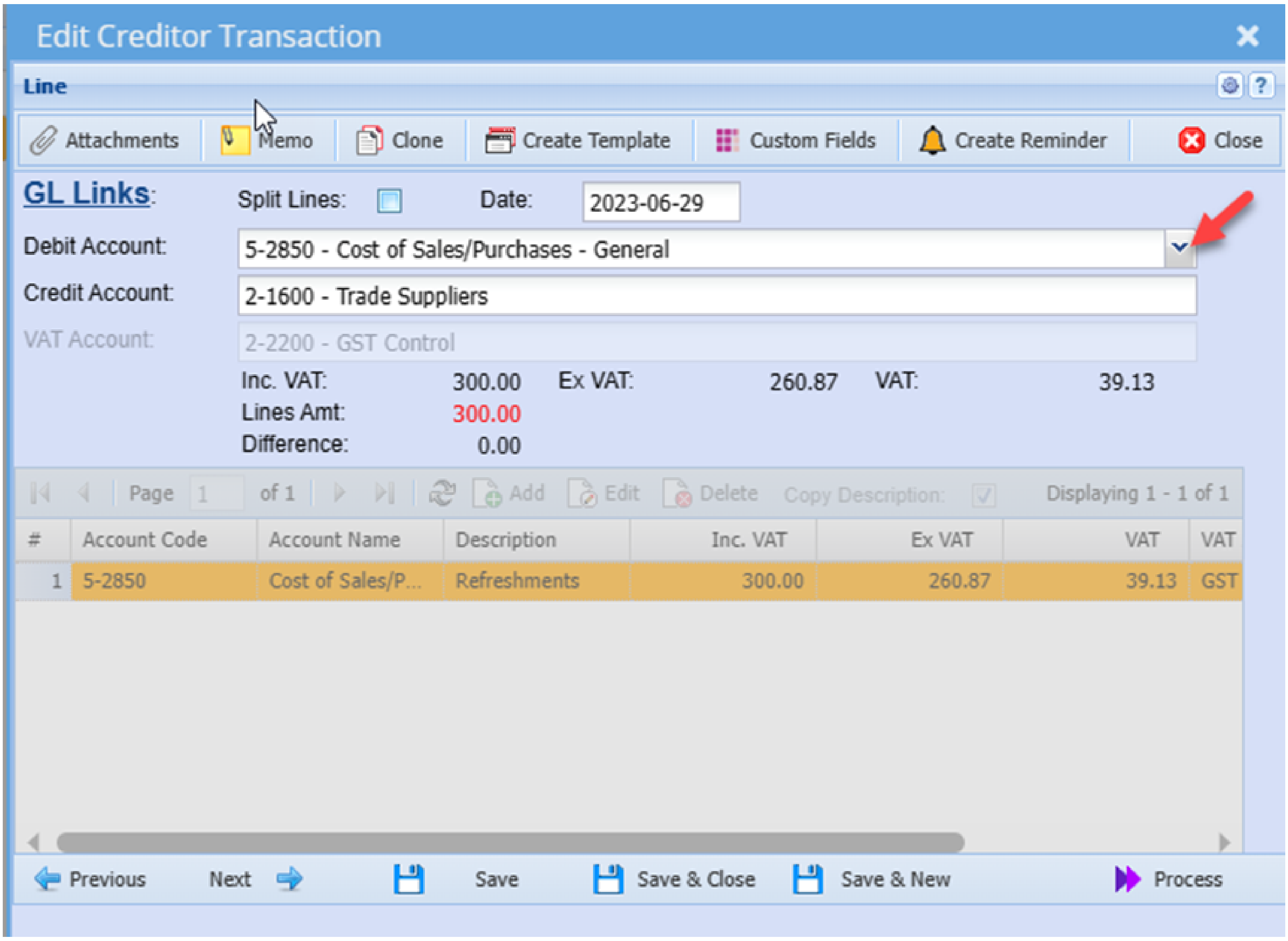
Contra Transaction Tick	Once this tick is on it will allow you to see the greyed-out section
Contra Debtor	
Contra Creditor	

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.

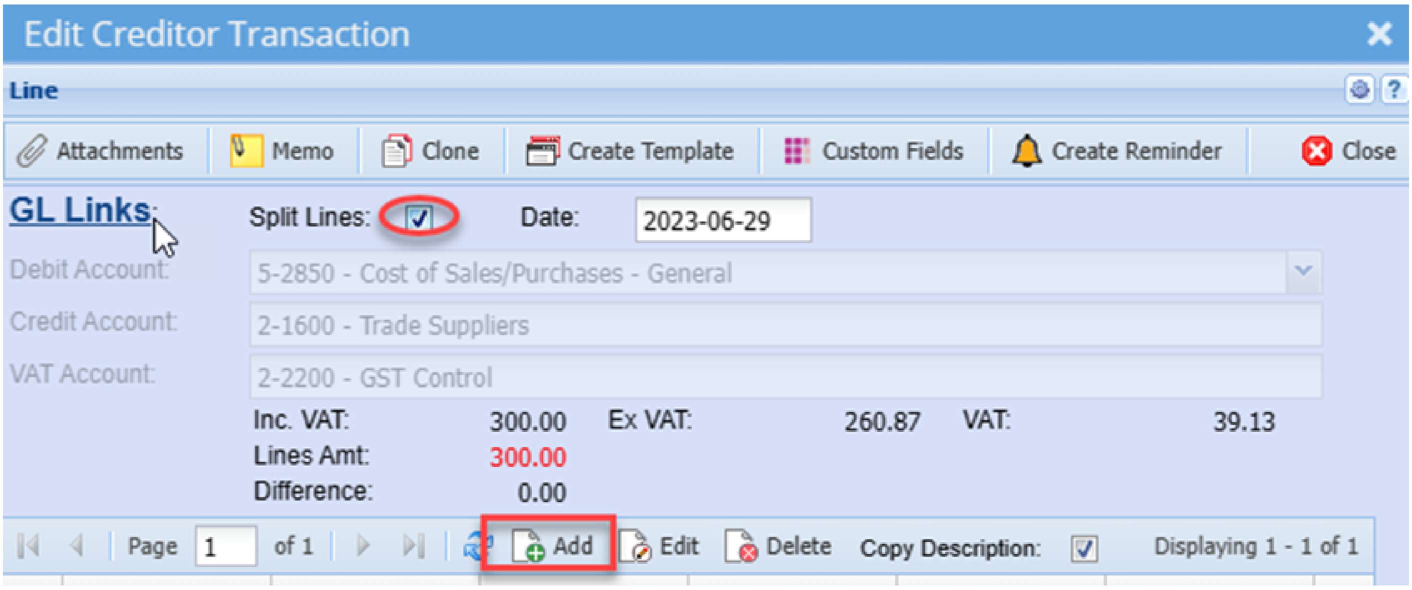


Split Account

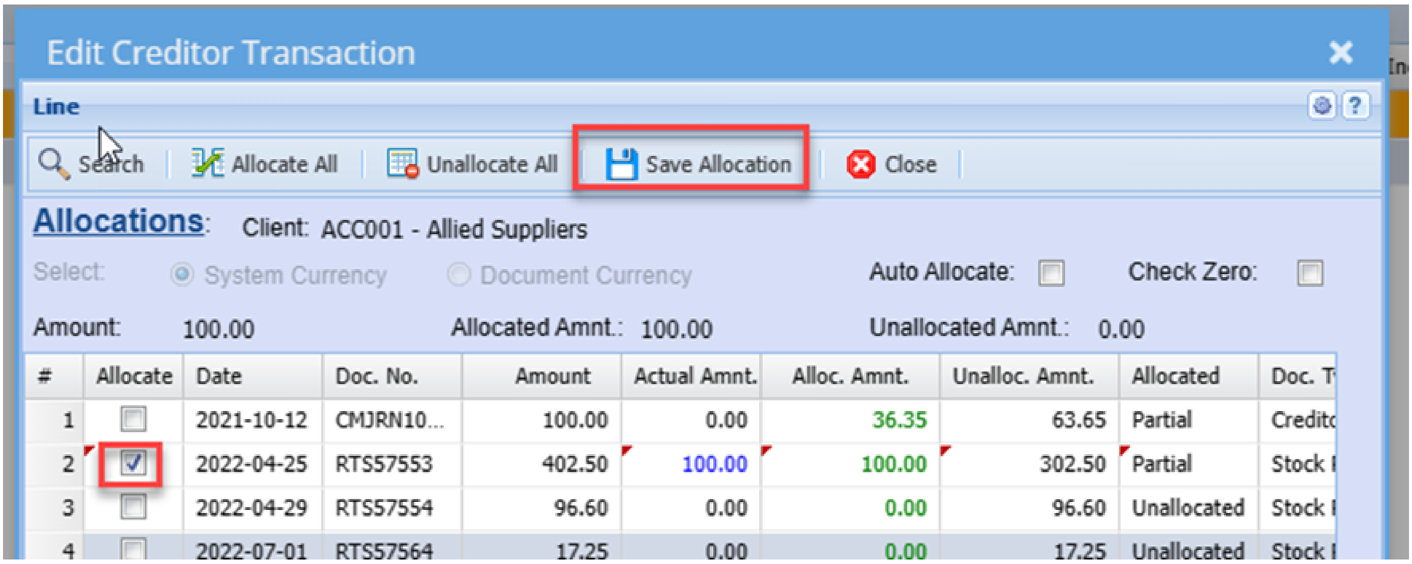
If the transaction has to be split to various Contra accounts, you can click on the Split Lines Tick box. Ten click the Add in the centre of the screen and add the respective Contra GL Accounts with the respective amounts.

Tick this box only if the entry is being split.

Alternatively, click Next.



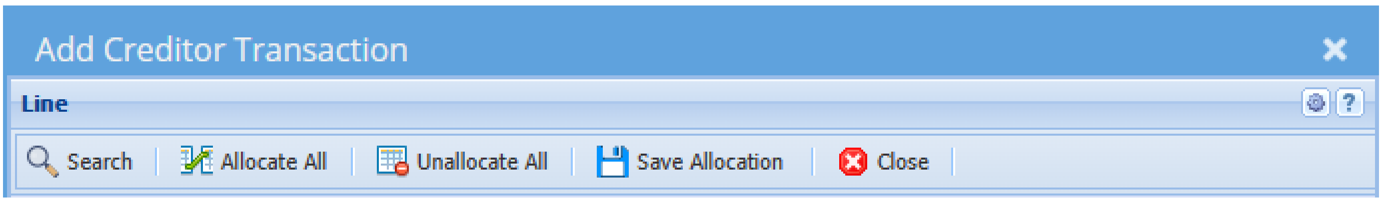
This screen allows the user to Allocate the entry to a specific transaction(s)



Tick the relevant transaction and then click the Save Allocation Button

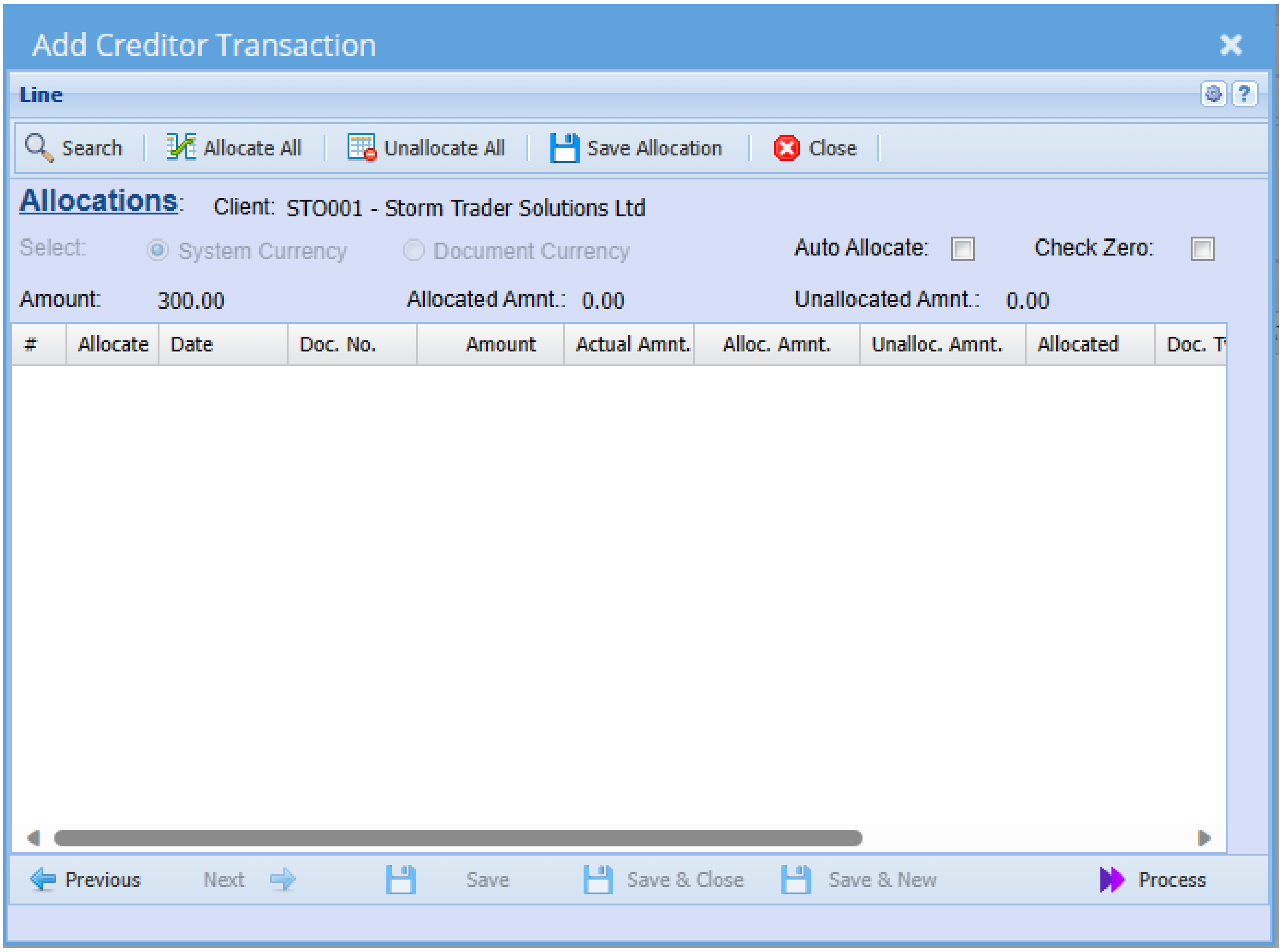
This saves the User from having to do the Allocations separately once the journal is processed.

Click Next



Search	
Allocate All	
Unallocate All	

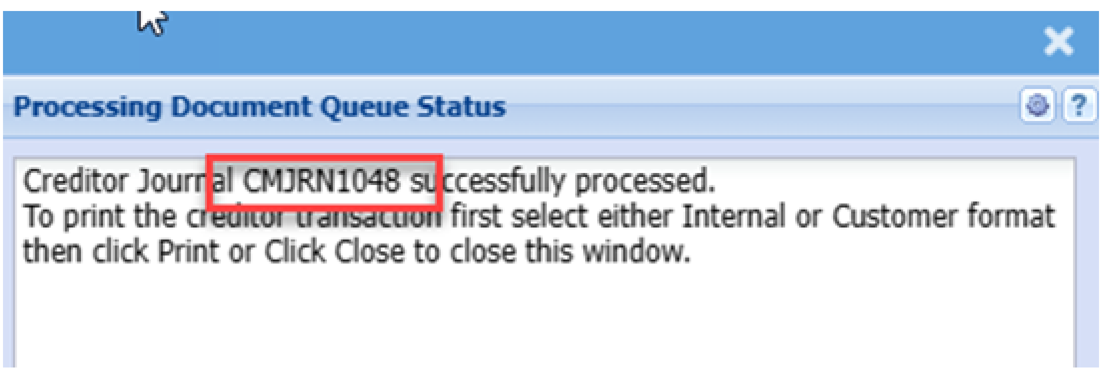
Save Allocation	



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.



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