

Add Creditor Journal Transaction

Add Creditor Transaction

Line

Attachments

Memo

Clone

Create Template

Custom Fields

Create Reminder

Close

Attachments	
Memo	
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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.

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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.

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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	
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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

×

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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

◀

◀

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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

Auto Allocate: ☐

Check Zero: ☐

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

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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
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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.

Revision #9

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