

Add Debtors Journal Transaction

Video Training Manual 2016 - [Click Here](#)

This is where we capture debtors/customer's journal entries in Huge ERP

These are direct adjustments to the balance of debtors/customer's account

A few examples of journal entries are:

- Discounts allowed/received
- Gain/ Loss
- Write-Offs
- Take on Balance

Debtors Module> Activity> Debtors Journal Transactions

Debtors Transaction Search

Search

Add

Edit

Clone

Delete

Process

Process All

Print / Import

Basic Search

Custom Search

Expand

Debtor Name:

Status:

All

Date From:

Date To:

2023-12-08

Page 1 of 1

Remove Paging:

#	Att	Memo	Date	Action	Code	Debtor	Description	Reference	Currency
1			2021-07-13	Customer Payment	IS002	Imraan _ New Le...	Test3	Testc	Rand South Africa
2			2021-07-13	Customer Payment	IS002	Imraan _ New Le...	Test4	Testd	Rand South Africa
3			2021-07-19	Customer Payment	X001	X001 Debtor	test1	test	Rand South Africa

Click Add to add a new journal

Debtors Transaction Search

Search

Add

Edit

Clone

Delete

Process

Process All

Print / Import

Basic Search

Custom Search

Expand

Debtor Name:

Status:

All

Date From:

2023-11-11

Date To:

2023-12-11

Page 0 of 0

Remove Paging:

#	Att	Memo	Date	Action	Code	Debtor	Description
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Add Transaction Line

Add Transaction

Line

Attachments
Memo
Clone
Create Template
Custom Fields
Create Reminder
Close

Action:
Customer Payment

Outstanding Balance:
21994.220000000

Date:
2023-12-11

Reference:
Payment

Debtor:
OTS001 - Otsile

Currency:
Rand South Africa

Exchange Rate:
1

Amount Inc VAT:
20000

VAT Account:
2-2200 - GST Control

VAT Type:
01 Invoice VAT:15

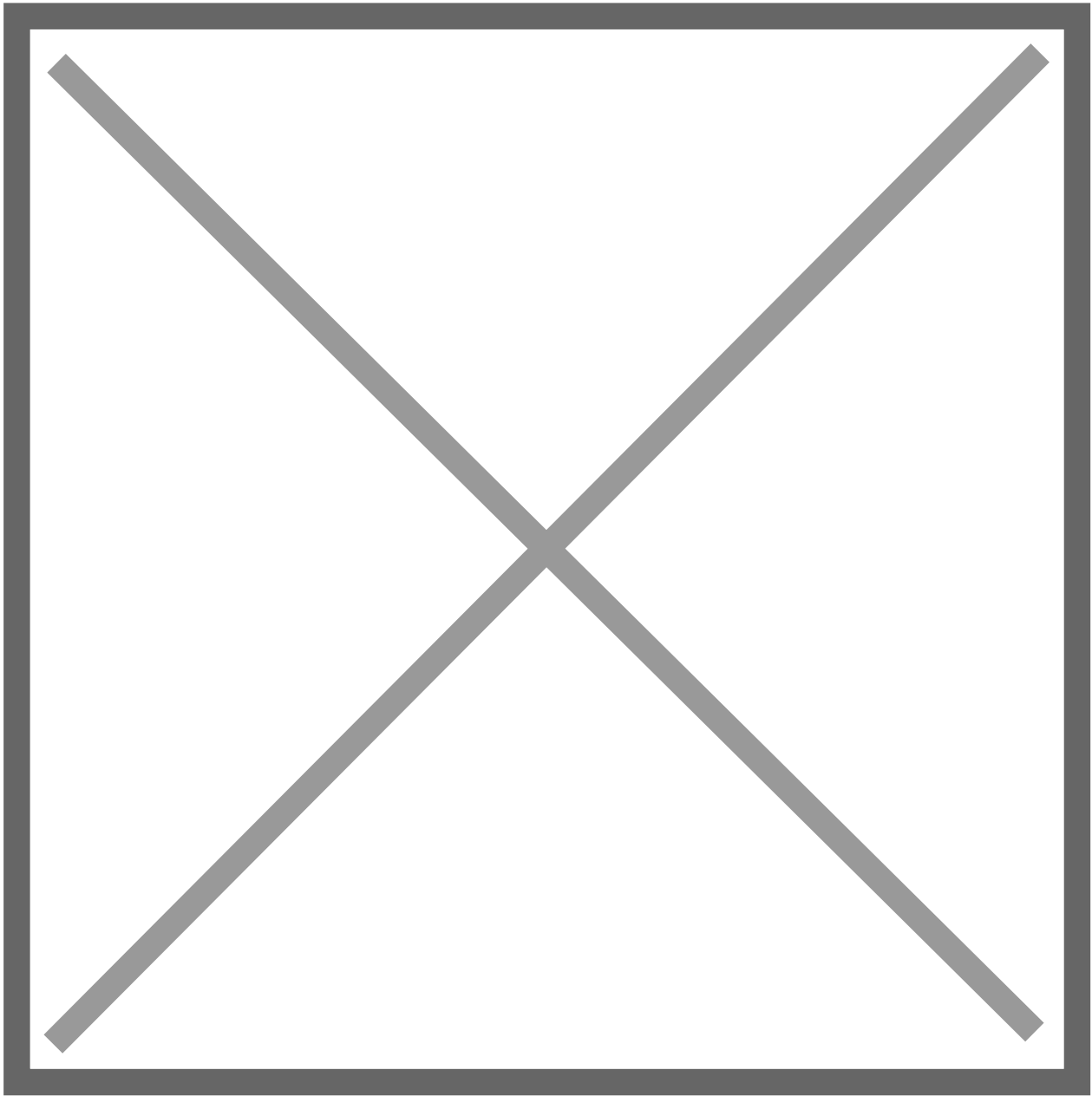
Description:
Customer Payment

Additional Comment:
Customer Payment

Previous
Next
Save
Save & Close
Save & New
Process

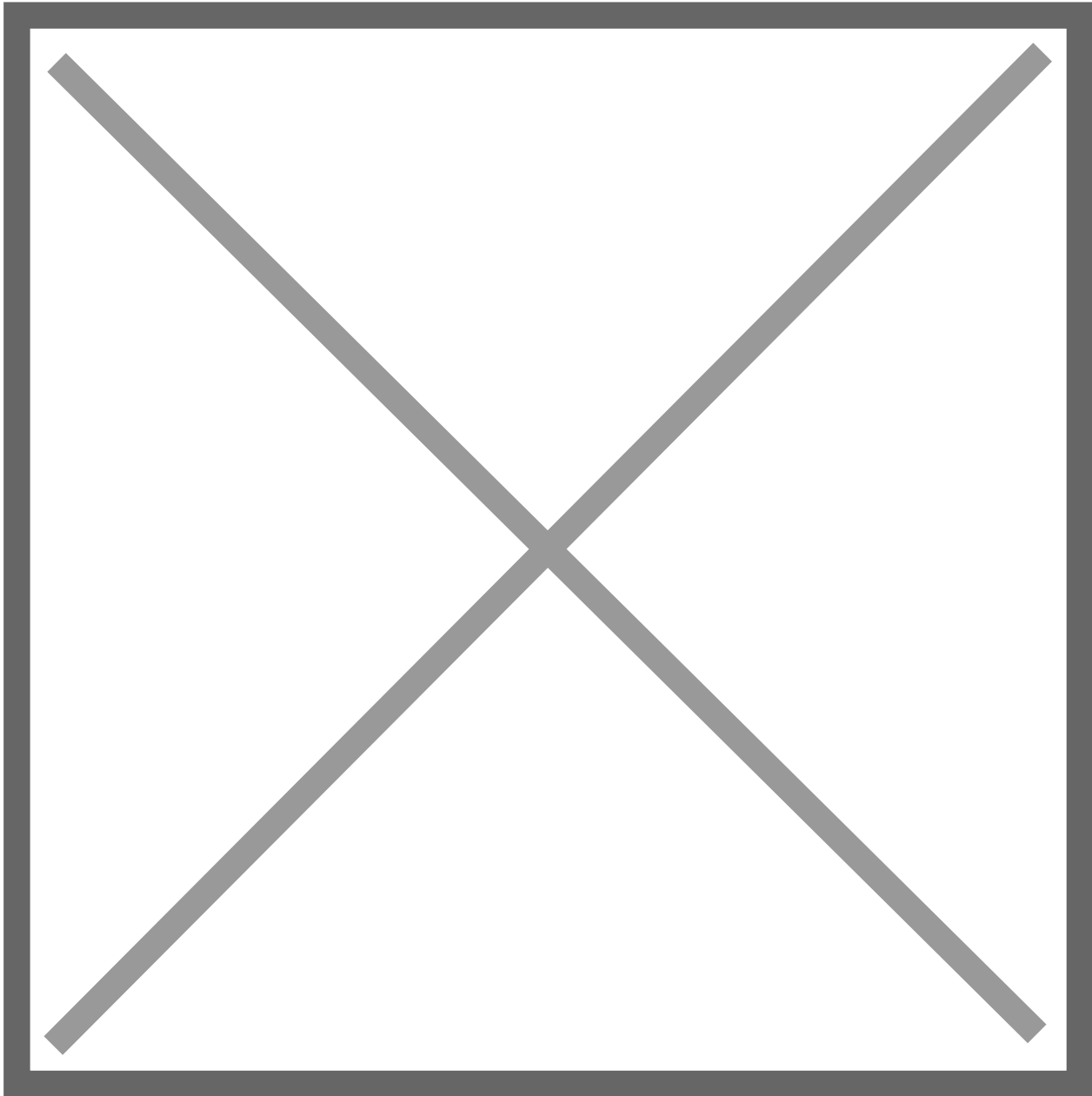
Action	Select journal Action from the drop down list e.g debtor journal debit Enter the action of the journal transaction This governs how the transaction will update general ledger accounts
Date	Enter the correct date of the journal
Debtor/ Customer	Select the customer who is affected by the journal transaction
Currency	Currency becomes available if the customer is a multi-currency then select currency
Amount Inc VAT/GST	The amount entered will include VAT/GST
VAT/ GST Account	Select the tax general ledger account
Description	Enter the amount and description
Additional Comment	Aff more information regarding the journal
Outstanding Balance	Displays the total amount outstanding
Reference	Enter a reference for the journal transaction
Exchange Rate	When currency is selected, enter the exchange rate

VAT/GST Type	If the Tax account is selected enter the Tax type
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Click save and click on Next

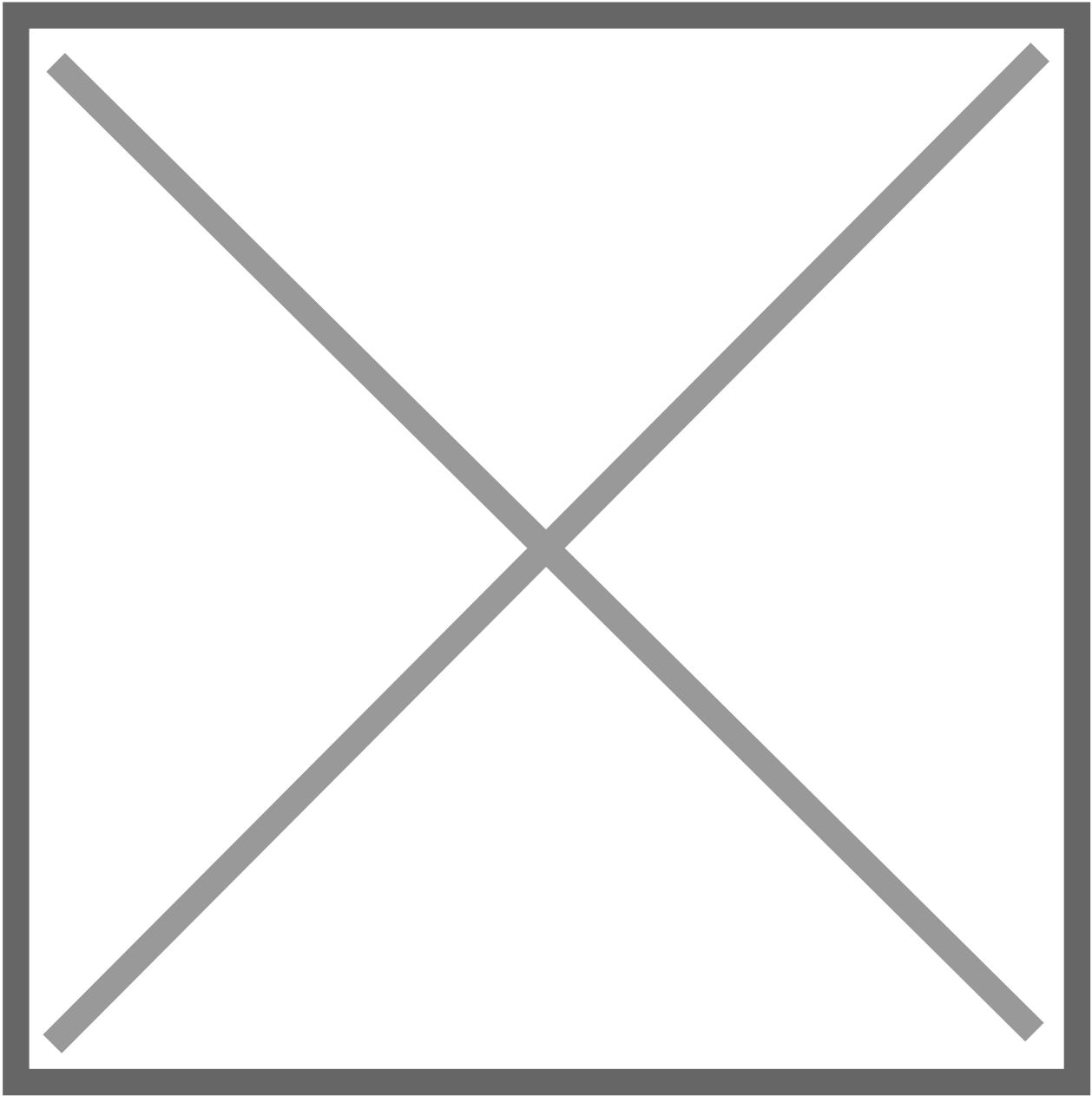
Next takes you to another window where extra information can be added



Select a region, division, project or TrackIt item related to this journal entry

This field does not apply to every client

You can click Next again to go to the posting window



Region	If you have Regions, this will add Regions to the report.
Division	If you have multiple Divisions, by selecting this will add this column to your report.
Project	Select the Project
TrackIt	Select the TrackIt asset affected

Contra Journal

Contra journal is used to ensure accurate reconciliation of debtor/customer-related transactions

Add Transaction

Line

Attachments

Memo

Clone

Create Template

Custom Fields

Create Reminder

Close

Region:

Pretoria

Division:

Installation

Project:

Track It:

Contra Journal:

Contra Journal:

☒

Select:

☐ Debtor

Contra Debtor:

☒ Creditor

Contra Creditor:

Branch:

Web - Dev H5OF & Co

Credit Card Surcharge:

Credit Card:

☐

Surcharge %:

Surcharge Value:

Debtor Trans. Link:

Previous

Next

Save

Save & Close

Save & New

Process

Contra Journal tick	Put a tick on if you want an additional journal to be posted
Debtor	Used when you want to move values from one customer to another
Creditor	Used when you want to move values from one supplier to another

Credit Card Surcharge

A credit card surcharge is an additional fee imposed by a merchant when a customer uses a credit card for a transaction

Add Transaction

Line

Attachments
Memo
Clone
Create Template
Custom Fields
Create Reminder
Close

Region: Pretoria
Division: Installation
Project:
Track It:

Contra Journal:
Contra Journal:
Select:
Debtor
Contra Debtor:
Creditor
Contra Creditor:

Branch:
Branch: Web - Dev HSOF & Co

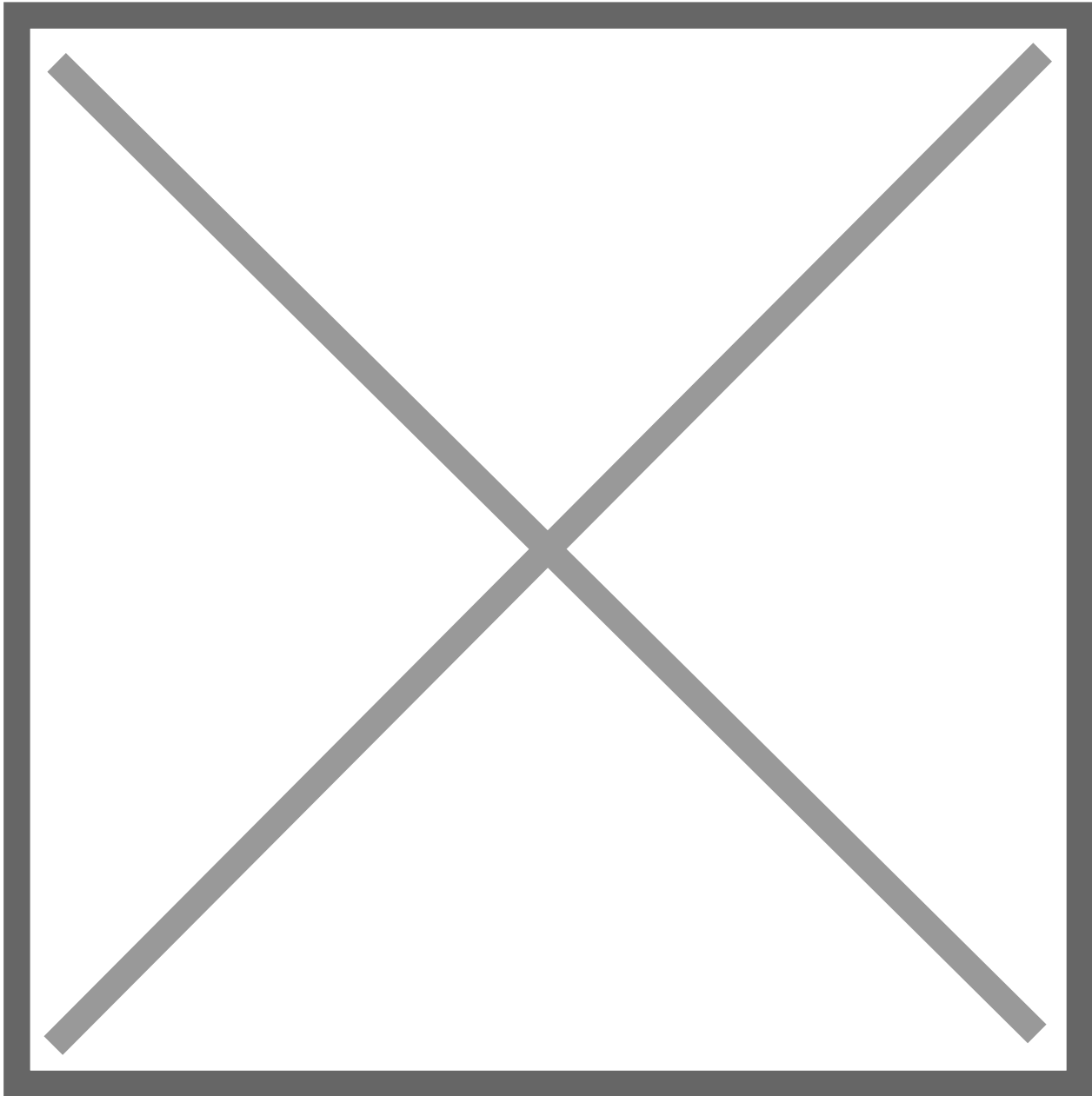
Credit Card Surcharge:
Credit Card:
Surcharge %: 2.5
Surcharge Value: 500
Debtor Trans. Link: CMCCPAY - Customer Credit Card Charges

Previous
Next
Save
Save & Close
Save & New
Process

Credit Card	Select if charging a credit card surcharge with the payment
Surcharge %	Populates from a setup with the percentage charged for credit card
Debtor Transaction Link	Shows the default debtor transaction
Surcharge Value	Displays the surcharge value

GL Links

The default GL Accounts will populate this window, but you have a choice to change the other leg of the posting to go to any other desired GL account



Once satisfied with the posting entries click save and next

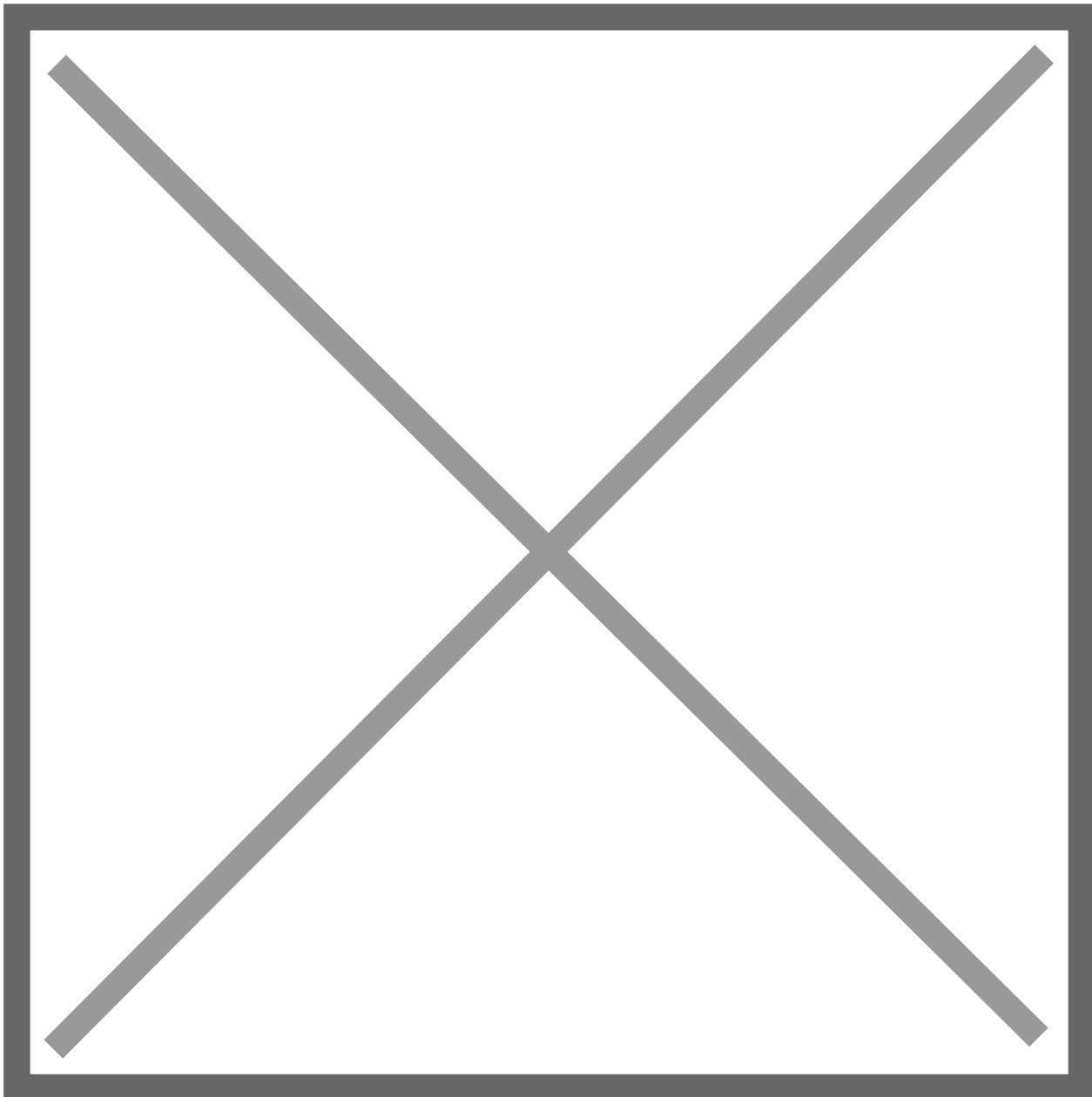
The process button will be activated to continue processing this transaction.

Or alternatively, save and close to process at a later stage.

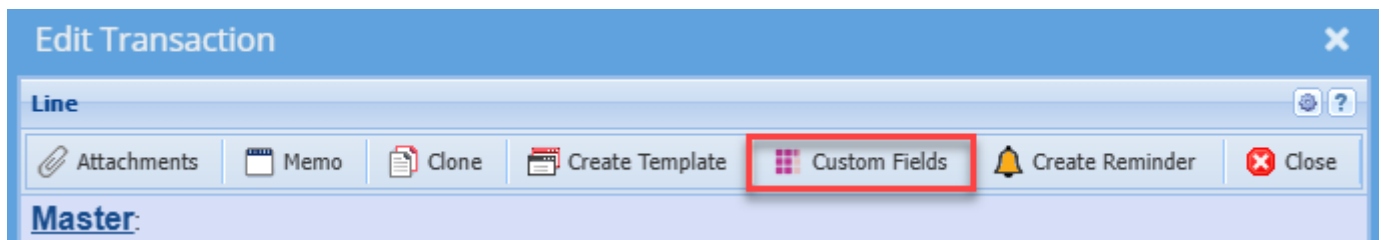
Process in the search window

To post transactions in the system

select it either by highlighting it or adding a tick in the tick box



Custom Fields



Debtor Transaction Custom Values

Custom Fields

Category:

All

Save

Please click on the save button BEFORE you change the Category drop down.

Save

Close

Revision #15

Created 19 July 2023 21:30:18 by Paige

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