

General Ledger Journals

General Ledger>Activity>GL Journals

Journals are posted for:

1.	Opening Balances
2.	Corrections
3.	Payroll

Huge ERP allows users to create Journals on the fly. Journal batches are kept in this section until they are processed to the books where they are moved to the Journal History section of the package.

This can be found under **General Ledger > Analysis > Journal History**.

All Journals processed are saved in Journal History and can be reprinted at any stage.

General Ledger Journal

Search

Add

Edit

Cancel

Authorise

Process

Functions

Print / Import

Basic Search

Custom Search

Expand

Journal Name:

Reference:

Approval Status:

Journal Type:

Date From:

Date To:

Total Debit:

0.00

Total Credit:

0.00

Total GST:

0.00

Page 1 of 1

Remove Paging:

Displaying 1 - 4 of 4

#	Att	Date	Journal Type	Journal Name	Reference	Debit Amount	Credit Amount	GST Amount	Approval Status
1		2022-05-02	Weekly Journals	WIP correction journal for J...	WIP correction journ...	477.00	477.00	0.00	Preparation
2		2022-04-20	Monthly Journals	Job issue	1012	60.00	60.00	0.00	Preparation
3		2021-11-30	Monthly Journals	Journal Name	REF	250.00	250.00	0.00	Preparation
4		2019-12-19	Monthly Journals	Monthly corrections	JNL2019	500.00	0.00	0.00	Preparation

All processed Journals are allocated a number which is collected from the Reference table in the system under **System Configuration >Administration >Reference Values**.

These values consist of a prefix followed by a number - JNL305 which when broken up is JNL = General Ledger Journal batch number 305.

To search for saved Journals which have not being processed you click on the Search Button.

A User can search for saved Journals three different ways:

1	Name of Journal
2	Date Created
3	Approval Status

If any of the search criteria fields are left blank, the system will search for all saved Journals.

General Ledger Journal

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Expand

Journal Name:

Reference:

Approval Status:

Journal Type:

Date From:

Date To:

Total Debit:

0.00

Total Credit:

0.00

Total GST:

0.00

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Remove Paging:

Displaying 1 - 4 of 4

#	Att	Date	Journal Type	Journal Name	Reference	Debit Amount	Credit Amount	GST Amount	Approval Status
1		2022-05-02	Weekly Journals	WIP correction journal for J...	WIP correction jour...	477.00	477.00	0.00	Preparation
2		2022-04-20	Monthly Journals	Job issue	1012	60.00	60.00	0.00	Preparation
3		2021-11-30	Monthly Journals	Journal Name	REF	250.00	250.00	0.00	Preparation
4		2019-12-19	Monthly Journals	Monthly corrections	JNL2019	500.00	0.00	0.00	Preparation

New Journal

To Add a new Journal click on the Add button.

Fill in the information required for the Batch Header, the minimum requirement is the Journal Name. When you click on the Save button the batch Header information and the batch is saved, this also opens up the insert button.

Journal Number	Allocated after the Journal is posted
Journal Name	A required field to describe the Journal.

Reference	Enter a Reference number, Also note that when there is a tick active then the reference will be copied to each line inserted. Should the tick be off no reference is inserted per line.
Short Description	Quick description of the Journal
Description	A Long description of the journal.

Add GL Journal

AttachmentsCreate ReminderInsert TemplateSave as TemplateUpdate Grid LinesClose

Journal DetailCustom Fields

Journal Number:

Short Description:Correction

Reference:JNLCOROCT23

Branch:HSOF - Huge ERP DEMO

Copy Reference:☒

Copy Previous Line Description:☐

Increment Reference:☐

Journal Name:Correction Journal

Journal Date:2023-10-31

Journal Type:Monthly Journals

Long Description:Correcting month end figures

Page 1 of 1AddEditDeleteDelete All LinesDisplaying 1 - 2 of 2

#	Date	Account	Account Code	Account Type	Reference	Description	Debit	Credit	GST	GST %
1	2023-10-31	Job Costing Gai...	2000/6000	Cost of Sales	JNLCOROCT23	Correction COS		2 400.00		
2	2023-10-31	Hardware COS	2000/1015	Cost of Sales	JNLCOROCT23	Correction COS	2 400.00			

Total Debit:2 400.00

Total Credit:2 400.00

Total GST:0.00

SaveClose

Journal Line

To insert a line, click on the Add button after you have saved the Journal batch.

Date	The date the journal entry will reflect and in which period it will be posted to.
Reference	The reference of the journal line.

Account Code	Select which Ledger account is to be affected, ledger accounts can be selected in three ways
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Edit GL Journal Line

Master:

Line Date: 2023-10-31
Reference: JNLCOROCT23

GL Account: 2000/6000 - Job Costing Gain or Loss - IS

Contra Account: 2000/1015 - Hardware COS - IS

Entry Type: Credit
Amount: 2400

GST Account: No Tax
GST Type: No Tax Type

Description: Correction COS

Addition Comments: Correct Cost of Sales to correct account

Debtors Link:
Branch: HSOF - Huge ERP DEMO

Previous Next Save Save & Close Save & New Close

To select an account, select the account dropdown and click on the enter button on your keyboard. Notice that there is no accounts when you first open the drop down but after clicking on the enter button the drop down is populated with the ledger accounts. It is sorted by account code. One can also use your down arrow keys on the keyboard to scroll down to the desired ledger account

NOTE: The reason that this drop down is done in this manner is to increase speed, if the company has a lot of ledger accounts then the drop down takes a long period to populate and the user might want to use the long search method to find an account which is much faster.

Post Dated Cheque	Tick this option to show that this entry is post dated
Entry Type	Debit or Credit
Entry Amount	The amount that is to be posted on this line. It is not necessary to enter a .00 after 500.00 as the system will automatically assume that when an amount is entered there is no decimals.
Tax Account	Select the tax account

Tax Type	If the Tax Account is entered a tax type needs to be filled in.
Description	Short description of what this line is about.
Additional Comments	A long description that is used to describe why this entry is being done.
Job	This is used to allocated the amount to a job – it is relevant when using the Job Costing Module.
Projects	Add this amount to a project

Journals will not be posted if they do not balance with the Debit and Credit amounts equal. The journal must balance in the relevant periods that are being changed.

To Amend any changes highlight the line that needs changing and click on the Amend button or double click on the line in the grid.

A debit and a credit line is required to balance the journal, in this example I have only made one entry but one journal batch can have as many lines as you want.

Journal Templates

Journal templates are useful to save repetitive Journals each month, instead of capturing all the lines every month. Create the initial Journal and then click on the Template Tab and click on the “Save as Template”. Insert a Name for the template so you can recall it at anytime.

Add GL Journal

Attachments Create Reminder Insert Template **Save as Template** Update Grid Lines Close

Journal Detail Custom Fields

Journal Number: Journal Name: Correction Journal

Short Description: Correction Journal Date: 2023-10-31

Reference: JNLCOCT23 Journal Type: Monthly Journals

Branch: HSOF - Huge ERP DEMO Long Description: Correcting month end figures

Copy Reference: ☒ Increment Reference: ☐

Copy Previous Line Description: ☐

Save GL Journal As Template

Template Name: Name the template

Save Close

#	Date	Account	Account	bit	Credit	GST	GST /
1	2023-10-31	Job Costing Gai...	2000	0.00	2 400.00	0.00	
2	2023-10-31	Hardware COS	2000	0.00			

Displaying 1 - 2 of 2

Total Debit: 2 400.00 Total Credit: 2 400.00 Total GST: 0.00

Save Close

Inserting of a saved journal is simple, create a new Journal batch and save your Journal Headers. Click on the Template Tab and click on the Insert Template button. Select the Journal that you have saved and click on the Import button. Your saved journal template will now be put into the current Journal batch. The Dates of the lines will be inserted with today's date.

Add GL Journal

Attachments
Create Reminder

Insert Template

Save as Template

Update Grid Lines

Journal Detail
Customize

Journal Number:
Short Description:
Reference:
Branch:
Copy Reference:
Copy Previous Line Description:

Page 1 of 1

#	Date	Account
1	2023-10-31	Job Costing
2	2023-10-31	Hardware C

Import GL Journal Template

Search
View Template
Import
Delete Template
Close

Template Name:

New Date And Reference:

Date:

Reference:

Swap Debits & Credits:

Keep Template Date:

Page 1 of 1

Displaying 1 - 1 of 1

#	Template Name	Captured Date
1	Journal template	2022-04-20 09:23:56

To process a journal click on the Process tab, a journal cannot be processed without being authorized first. Highlight the Journal and click on the Authorise Button and you will notice that the journal has changed statuses from Preparation to Authorised. The Process button now becomes active and you can process the journal.

NOTE: The reason for authorize and then process is to eliminate mistakes in your books as well as running a workflow procedure. A clerk can capture and a manager can release to the books.

General Ledger Journal

Search | Add | Edit | Cancel | Authorise | Process | Functions | Print / Import

Basic Search | Custom Search | Expand **1** **2**

Journal Name: Reference:

Approval Status: Preparation And Authoriz Journal Type: All

Date From: 2000-08-04 Date To: 2023-11-04

Total Debit: 500.00 Total Credit: 0.00 Total GST: 0

Page 1 of 1 Remove Paging: ☐

#	Att	Date	Journal Type	Journal Name	Reference	Debit Amount
1		2023-10-31	Monthly Journals	Correction Journal	JNLCOROCT23	2 400.00

Once the journal has been posted to your books it will disappear off this search screen and will be transferred to the Journal history section.

General Ledger > Analysis > Journal History

NOTE: If you cancel the journal it will be moved to the Journal History window

Update Grid Lines

Edit GL Journal

Attachments

Create Reminder

Insert Template

Save As Template

Update Grid Lines

Journal Detail

Custom Fields

Journal Number:

Short Description: JD

Reference: JR

Branch: Web - Dev

Copy Reference: ☒

Copy Previous Line Description: ☐

Page 1 of 1

#	Date	Account
1	2024-03-07	Consulting Fees
2	2024-03-06	Marketing Expe...

Update Templates

Date: 2024-03-05 ☒ Use

Reference: JR ☒ Use

Switch Debit/Credit: ☐

Update

Cancel

Date	
Reference	
Switch Debit/Credit Tick	
Use Tick	

Printing of Journal

This can be done in the Activity – Journal screen or in the Analysis – Journal History screen.

Click on the Print tab at the bottom of the page and highlight the Journal you want to print and click on the Print button. A criteria screen comes up to allow the general ledger journal to be sort by a. Account b. Account Code c. Date d. Description e. Reference

Journal History

Search

View Journal

Related Transactions

Clone

Save as Template

Print

Basic Search

Custom Search

Expand

Journal Number:

Journal Type:

Journal Name:

Approval Status:

Date From:

Date To:

Order By:

Page 1 of 1

Remove Paging:

#	Att	Journal No.	Journal Date	Debit
1		GLJRN3	2022-04-20	510.00
2		GLJRN4	2022-04-20	60.00
3		GLJRN5	2023-07-20	40.00
4		GLJRN6	2023-01-31	126.20
5		GLJRN7	2023-02-28	117.79

Report Order Selection

Order: Account

Select All:

Incl Division:

Incl Region:

Continue

Close

Print

Email

Export

Copy

General Ledger Journal Batch Report

Huge ERP DEMO

Close

Journal Date:

Journal Number:

Journal Name:

Description:

2022-04-20

GLJRN4

Job issue

Job 1012

Report Date:

Reference:

Journal Type:

2023-11-04 08:43:52

1012

Monthly Journals

No.	Date	Account Code	Account Name	Reference	Description	Tax %	Tax	Debit	Credit	Tax Amnt
1	2022-04-20	2000/6000	Job Costing Gain or Loss	JOB1012	Job gain or loss			60.00	0.00	
2	2022-04-20	7850/0000	Work in Progress	JOB1012	Job gain or loss			0.00	60.00	
Totals :								60.00	60.00	

A Journal can either be printed, Emailed or copy to Clipboard where it can be taken to programs like Excel.

Post Status

Question- What happens if I cannot find my Journal in Activity – Journal or in Analysis Journal History after I have processed the Journal? It has just disappeared.

First thing to check is that you are searching in the correct DATE Range OR

The missing journal can be found in the Post Status screen where it lies between saved and posted status, almost like a Journal WIP (Work In Progress). The accounting package will not process any Journals which could have a problem when posting – some examples are:

1	Journal not in balance
2	Journal not in balance for specific period
3	Ledger account on hold
4	Period blocked

Go to **General Ledger > Activity > Journal**, click on the bottom tab called Process and click on the button called “Post Status”

The screenshot displays the 'General Ledger Journal' window. At the top, there is a toolbar with buttons for Search, Add, Edit, Cancel, Authorise, Process, Functions, and Print / Import. Below the toolbar, there are tabs for 'Basic Search' and 'Custom Search', with an 'Expand' button. The main area contains search criteria: Journal Name (text box), Reference (text box), Approval Status (dropdown menu set to 'Preparation And Authoriz'), Journal Type (dropdown menu set to 'All'), Date From (calendar icon, text box '2023-08-04', and buttons for calendar, close, and minus), and Date To (calendar icon, text box '2023-11-04', and buttons for calendar, close, and plus). Below the search criteria, there is a summary row showing 'Total Debit: 0.00', 'Total Credit: 0.00', and 'Total GST:'. At the bottom, there is a table with columns: #, Att, Date, Journal Type, Journal Name, Reference, and Debit. The 'Post Status' button is highlighted in a red box, and a 'Convert To Template' button is also visible.

Queue Status

Search

Reset Queued

Reset All Queued

Remove Item

Remove Completed Items

View

Print

Close

Document Type:

All

Process:

All

Login ID:

All

Prompt For:

All

Page 1 of 1

Displaying 1 - 75 of 75

#	Reason	Queued At	Completed At	Duration	User	Doc. Type	Doc No	Posted	Prompt For
1		2023-10-25 22:04...	2023-10-25 22:04:38	2	Malcolm	GL Cashbook	GLCB46	Yes	No
2		2023-10-24 19:46...	2023-10-24 19:46:35	3	Malcolm	GL Cashbook	GLCB45	Yes	No
3		2023-10-14 17:57...	2023-10-14 17:57:30	0	Malcolm	Activate Stock Take	STKTK9	Yes	No
4		2023-09-26 18:52...	2023-09-26 18:52:41	1	su	GL Journal	GLJRN6	Yes	No
5		2023-09-26 19:08...	2023-09-26 19:08:22	0	su	GL Journal	GLJRN7	Yes	No
6		2023-08-25 22:52...	2023-08-25 22:52:53	2	Malcolm	Stock Level Adjustm...	STJRN25	Yes	No
7		2023-08-01 21:07...	2023-08-01 21:07:45	1	Malcolm	Stock Level Adjustm...	STJRN23	Yes	No
8		2023-08-01 21:10...	2023-08-01 21:10:32	0	Malcolm	Stock Level Adjustm...	STJRN24	Yes	No
9		2023-06-29 16:05...	2023-06-29 16:05:43	0	Malcolm	Activate Stock Take	STKTK7	Yes	No
10		2023-06-29 16:15...	2023-06-29 16:15:39	0	Malcolm	Activate Stock Take	STKTK8	Yes	No
11		2023-05-15 20:15...	2023-05-15 20:15:12	2	Malcolm	Stock Level Adjustm...	STJRN20	Yes	No
12		2023-05-15 20:19...	2023-05-15 20:19:13	0	Malcolm	Stock Level Adjustm...	STJRN21	Yes	No
13		2023-05-02 18:12...	2023-05-02 18:12:14	0	Malcolm	Stock Level Adjustm...	STJRN19	Yes	No
14		2023-04-04 18:41...	2023-04-04 18:41:07	0	Malcolm	Activate Stock Take	STKTK6	Yes	No

In the above screen one can find your Journal, check the column called Posted and see if there is a Yes, if so then the journal was successfully posted. If the answer is no, then the button with the red flag should be highlighted and when you click on this button it will give you the reason why the journal failed.

16		2019-10-21 09:49...	2019-10-21 09:49...	0	Thabile	A
17		2019-10-18 05:58...	2019-10-18 05:58...	0	Malcolm	S
18		2019-10-18 10:02...	2019-10-18 10:02...	0	Imraan	S
19		2019-10-17 08:57...			Paige	G

To take the Journal out of Journal WIP highlight the line and click on the “Reset Item / Queued” button. This will delete the Journal in WIP and put it back into Activity – Journal screen where you can edit it and fix the problem. Once the problem is fixed you can process again.

Revision #7

Created 18 July 2023 20:45:54 by Paige

Updated 1 June 2026 20:08:12 by Paige