

JE – Journal Entries Agresso 564 Version 1.0 Updated – June 20-15

JE1 Journal Entries

The purpose of this section is to introduce the user to the basic concepts needed to post journal transactions to the General Ledger within Agresso. Depending on the type of transaction being undertaken there are two journal types available to the user, these being

JE1.1 Standard Journal Entry

In addition, there are facilities to assist the journal entry task such as

- JE1.2 Text changes
- JE1.3 Re-posting

PLEASE NOTE JOURNAL ENTRIES OUTWITH THE FINANCE OFFICE IS NOT TO BE USED FOR SALARY, BUDGET, AND SURPLUSES. THESE TYPES OF REQUESTS SHOULD GO THE RELEVANT FINANCE OFFICE SECTION USING THE COMMONLY USED FORMS FOUND ON THE FINANCE OFFICE WEBSITE.

- Journal Entries should not have any VAT codes.
- The user will only be able to enter Journal Entries against Sub-Projects which they have access to.

JE1.1 Standard Journal Entry

In Agresso, transactions are entered individually, **NOT** in batches. A journal entry transaction should be associated with a single transfer request and should consist of a series of debit and credit lines that come to zero.

Most journal entry transactions should only consist of a few lines. It is recommended that recharges are entered as a series of short transactions rather than one transaction consisting of one credit and lots of debit lines.

1. To access the transaction entry screen for journals, click on:

Agresso Financials
 Constant Ledger
 Constant Co

3. The posting screen (VP10) will then appear – see next image:

To create and post a standard journal **Tab** through the fields, enter the following data:



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		[En	ter the	Sub-	Projec	Ct CO	de f	or the rec	quired Jour	nal Entry.		
/ <u>PI</u> GL-GI	. Journals X	n	ı yı	• If S • If e	you tep 5 you ntered	wish enter wish d in St	to ci a m to to tep 5	redi inus de en	t the Acc amount bit/charg ter a posi	tity count/Code e the Ab itive amour	Sub-Proj count/Cod it.	ject entered e Sub-Proje	in ct
Payment Cł	ange posting cy	le Parkin	g• Template•	Text Descri	ption Ame	nd tax 1009	% New e	xchang	e rate Change AP/	AR info Recurring jour	mal Accruals Re-po	ost Replace company Doc	uments for registra
eriod 20150)7 tra/inv date	02/0/2015	TransNo	0		SuppID) 🔻						
Account	Costc	Si	ub_project	Resno	Act	tivity						TC TS Cur	Curr. amount
lumber 'aluedate	0 02/06/2015		Value		(1.00			GBP 1 VAT	.00000000	-100.00		
	a eair to mojeu	ater thar	o die workg	project									
W	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	TC 19	6 Cur	Posted amount	Amount	Payment ref	Tex	t
1 🛛 74	20 902	6000	141744-01			7400	0 13	GBP	-100.0	0 -100.00		Credit To Project after ch	arged to the worr
7. Tex	kt	Тур	<mark>e descr</mark>	iption 1	to app	ear a	igain	<mark>st t</mark> ł	<mark>ne line.</mark>				

NB. If the details to do not move to the table field - Click on 'File' then 'View Options', Tick the

'Autokeep' field Auto keep and click OK. You wil need to TAB down again.

The second line of the journal can now be entered



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J. <mark>Accou</mark> l									
l 0. <mark>Sub-P</mark>r	roject	Enter the	Sub-Proje	ect code for	the require	ed secor	nd line	of the .	<mark>Journal</mark>
Entry			-						
1. Curr. A	Amount	Type in the	e amount i	for the seco	nd line of t	he Journ	al Entr	y which	should
		the opposi	ite of the fi	<mark>irst line.</mark>					
		• If v	vou wish	to credit the	Account/	Code Si	ub-Proi	ect ent	ered in
		Ste	en 11 ente	er a minus a	nount				
		- 16		to dobit/a	horgo the	A		o Cub	Droject
		•	vou wish	1 IO OPDI/C	патое тпе	- ACCOU		e Sub-	Project
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		en	tered in St	tep 11 enter	a positive	amount.			
		en	tered in St	tep 11 enter	a positive	amount.			
🖉 <u>PI</u> GL - GL Ja	ournals ×	en	tered in St	tep 11 enter	a positive	amount.			
Payment Char	ournals ×	en Furking - Template	• Text Descript	tep 11 enter	a positive	amount.	ie AP/AR in	fo Recurio	q journal Accruals
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PI GL - GL J Payment Char Period 201507 Account	ournals × nge posting cycle tra/inv date 02/C Costc	CN Furking ▼ Template 16/2015 TransNo Sub_project	Text Descript O Resno	tep 11 enter	a positive	amount. ge rate Chang	je AP/AR in	fo Recurring	g journal Accruals Curr. amount
Payment Char Period 201507 Account 7420	ournals × nge posting cycle tra/inv date 02/C Costc 90201000	En Frking - Template 16/2015 TransNo Sub_project 114564-01	• Text Descript 0 Resno	tep 11 enter	a positive	amount. ge rate Chang	ge AP/AR in	fo Recurro TS Cur 13 GBP	g journal Accruals Curr. amount 100
Payment Chai Payment Chai Period 201507 Account 7420 GL Analysis	ournals × nge posting cycle tra/inv date 02/0 Costc 90201000	en Friking - Template 16/1915 TransNo Sub_project 114564-01	 Text Descript 0 Resno 	tep 11 enter	a positive	amount. ge rate Chang	ge AP/AR in	fo Recurre TS Cur 13 GBP	g journal Accruals Curr. amount 100
Payment Char Payment Char Period 201507 Account 7420 GL Analysis TRAVEL & SU	ournals × nge posting cycle tra/inv date 02/C 0201000 BSISTENCE - UK	en Frking - Template 16/2015 TransNo Sub_project 114564-01 ONLY	 Text Descript 0 Resno 	ion Amend tax 10 Cuppl Activity 7400	a positive	amount. ge rate Chang	ge AP/AR in	fo Recuring TS Cur 13 GBP	g journal Accruals Curr. amount 100
Payment Char Payment Char Period 201507 Account 7420 GL Analysis TRAVEL & SUI Sterling Pound	ournals × nge posting cycle tra/inv date 02/C 0201000 BSISTENCE - UK I (GB)	en Frking - Template 6/2015 TransNo Sub_project 114564-01 ONLY	Text Descript O Resno	ion Amend tax 10 Amend tax 10 Activity 7400	a positive	amount. ge rate Chang	ge AP/AR in	fo Recurrent TS Cur 13 GBP	g journal Accruals Curr. amount 100
Payment Char Payment Char Period 201507 Account 7420 GL Analysis TRAVEL & SUI Sterling Pound Number 0	ournals × nge posting cycle tra/inv date 02/C 90201000 BSISTENCE - UK I (GB)	en Frking - Template 6/2015 TransNo Sub_project 114564-01 ONLY Value	 Text Descript 0 Resno 	tep 11 enter ion Amend tax 10 Suppl Activity 7400	a positive	amount. ge rate Chang	re AP/AR in	fo Recuring TS Cur 13 GBP	g journal Accruals Curr. amount 100
Payment Chai Payment Chai Period 201507 Account 7420 GL Analysis TRAVEL & SUI Sterling Pound Number 0 Valuedate 02	ournals × nge posting cycle tra/inv date 02/C 02/00 BSISTENCE - UK 1 (GB) 2/06/2015	en Frking * Template 6/1015 TransNo Sub_project 114564-01 ONLY Value	 Text Descript 0 Resno 	tep 11 enter ion Amend tax 10 Suppl Activity 7400	a positive	GBP VAT	ie AP/AR in TC 0	fo Recuring TS Cur 13 GBP	g journal Accruals Curr. amount 100 100.00 0.00

12. Text Type description to appear against the line.

13. Tab to move the line to the table-field

		Pos	w	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	тс	TS	Cur	Posted amount	Amount	Payment ref	Text
1		0		7420	90206000	141744-01			7400	0	13	GBP	-100.00	-100.00		Credit To Project after charged to the worng project
2	\boxtimes	0		7420	90201000	114564-01			7400	0	13	GBP	100.00	100.00		Charget o the correct project
3																
4																
5														<u> </u>		
Σ													100.00	100.00		
													-			

14. ENSURE THE TOTAL AMOUNT EQUAL ZERO. AGRESSO WILL NOT SAVE A TRANSACTION WHICH DOES NOT BALANCE TO ZERO

Transaction lines in the table-field may be corrected prior to posting by placing the cursor on the relevant table-field row and selecting the field to be amended. Once amended Tab out of the field.

15. To save the transaction, click on **H**or press **F12**. Agresso will not save a transaction that does not balance to zero

N.B. Once the transaction has been saved it cannot be amended.

16. The Agresso General Ledger will be updated and an Agresso pop up screen will inform the user of the transaction number, which should be written on any supporting documentation.





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JE1.2 Re-Posting

Where a journal has been posted to the General ledger and it is subsequently discovered that an *individual line* is wrong then Re-Post allows a correction to be made without having to reverse and re-input the whole transaction.

Important: This facility should <u>only</u> be used where tax code equals 0 (zero)

- 1. To access the transaction entry screen for journals, click on:
 - Agresso Financials
 Constant Co
- 2. From the **Tools** drop down menu select **Re-post** N. Enter the transaction number and sequence number of the transaction line to be corrected. Then Click OK.

The screen should look like this:

P1 GL - G	6L Journals 🗡 🗾 Re-p	post ×	
New link C	Organise links		
Re-post			ок
TransNo	3000118788	SequenceNo	1 Cancel

The transaction line will then be entered into the table-field with a reverse amount and a narrative indicating that it is a cancelling transaction.

Pos	w	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	тс	TS	Cur	Posted amount	Amount	r ay ment ref	Text
0		7420	90201000	114564-01			7400	0	13	GBP	-100.00	-100.00		Cancelled-201507-3000118788-1
1														
1														
1														
1														
1											-100.00	-100.00		



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3. Enter the correcting transaction line in the posting section as for any other journal entry line.

Period 201507	tra/inv date 02,	/06/2015 TransNo	0	SuppID 👻					
Account	Costc	Sub_project	Resno	Activity		TC	TS C	Cur (Curr. amount
GL Analysis TRAVEL & Sta Sterling Pound Jumber 0 Jaluedate 02	SISTENCE - UI (GE) 2/06/2015	CONLY Value		0.00	GBP VAT	1.000	00000		100.00
	Accou	int E	nter the R	equired Account	code				
	Sub-P	roject E	nter the R	equired Sub-Pro	ject code.				
	Curr.	Amount T	ype the lin	e amount ('minu	s' indicates a	credit a	amou	unt).	
	Text	Т	vne the de	escription to appe	ar against the	o lino			

Tab to move the line to the table-field.

The screen will now look like this:

	G	L - GL	Jou	rnals ×													
Pay	me	nt Ch	ang	e posting cy	ycle Parkir	ng 🔹 Template	• Text	Descrip	tion Ar	nend	tax	100%	New excha	ange rate 🤇	Change AP/AR i	info Recurring journal	Accruals R
Perio	d [20150	17	tra/inv date	02/06/201	5 TransNo	0				Su	ppID	•				
	Acc	ount		Costa	: S	ub_project	Re	sno		Activ	ity						
7420				90206000	1413	744-01			7400								
GLA	۹naly	sis															
TR/	٩VE	LŁS	UBS	ISTENCE	- UK ONLY	r											
Ste	ling	Pour	nd ((iB)													
Num	ber		0			Value				0.0	0			GBP	1.00	000000	0.00
Valu	edate		02/0	6/2015	_									VAT			0.00
Text			Rev	erse transar	tion												
													Posted				
		Pos	w	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	тс	TS	Cur	amount	Amount	Payment ref	Text	
1	\square	0		7420	90201000	114564-01			7400	0	13	GBP	-100.00	-100.00		Cancelled-201507-300	0118788-1
2	\boxtimes	0		7420	90206000	141744-01			7400	0	13	GBP	100.00	100.00		Reverse transaction	
3																	
4																	
5															<u> </u>		
Σ	\bowtie												0.00	0.00			
											-						

4. ENSURE THE TOTAL AMOUNT EQUAL ZERO. AGRESSO WILL NOT SAVE A TRANSACTION WHICH DOES NOT BALANCE TO ZERO Transaction lines in the table-field may be corrected prior to posting by placing the cursor on

the relevant table-field row and selecting the field to be amended. Once amended **Tab** out of the field. **N.B. Once the transaction has been saved it cannot be amended**

5. Click on 'Save' or press F12 to post the journal as normal. The Agresso General Ledger will be updated and an Agresso pop up screen will inform the user of the transaction number, which should be written on any supporting documentation