

## 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.**

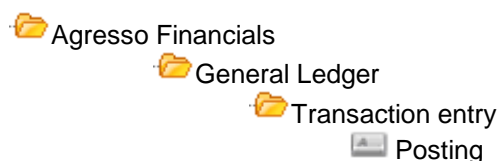
- Journal Entries should not have any VAT codes.
- The user will only be able to enter Journal Entries against Sub-Projects which they have access to.

## 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 re-charges 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:



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:

**4. Account** Enter the account code for the required Journal Entry.

**5. Sub-Project** Enter the Sub-Project code for the required Journal Entry.

**6. Curr. Amount** Type in the amount for the Journal Entry

- If you wish to credit the Account/Code Sub-Project entered in Step 5 enter a minus amount.
- If you wish to debit/charge the Account/Code Sub-Project entered in Step 5 enter a positive amount.

GL - GL Journals X

Payment Change posting cycle Parking Template Text Description Amend tax 100% New exchange rate Change AP/AR info Recurring journal Accruals Re-post Replace company Documents for registration

Period 201507 tra/inv date 02/06/2015 TransNo 0 SuppID

Account	Costc	Sub project	Resno	Activity	TC	TS	Cur	Curr. amount
7420	90206000	141744-01		7400	0	13	GBP	-100.00

GL Analysis

TRAVEL & SUBSISTENCE - UK ONLY

Sterling Pound (GB)

Number 0 Value 0.00 GBP 1.00000000 -100.00

Valuedate 02/06/2015 VAT 0.00


Text Credit To Project after charged to the wrong project

	W	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	<input checked="" type="checkbox"/>	7420	90206000	141744-01			7400	0	13	GBP	-100.00	-100.00		Credit To Project after charged to the wrong project

**7. Text** Type description to appear against the line

**8. Tab** to move the line to the table-field

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

'Autokeep' field  and click OK. You will need to TAB down again.

The second line of the journal can now be entered

9. **Account** Enter the account code for the required second line of the Journal Entry
10. **Sub-Project** Enter the Sub-Project code for the required second line of the Journal Entry
11. **Curr. Amount** Type in the amount for the second line of the Journal Entry which should be the opposite of the first line.
  - If you wish to credit the Account/Code Sub-Project entered in Step 11 enter a minus amount.
  - If you wish to debit/charge the Account/Code Sub-Project entered in Step 11 enter a positive amount.

PT GL - GL Journals X

Payment Change posting cycle Parking Template Text Description Amend tax 100% New exchange rate Change AP/AR info Recurring journal Accruals Re-p

Period 201507 tra/inv date 02/06/2015 TransNo 0 SuppID

Account	Costc	Sub_project	Resno	Activity	TC	TS	Cur	Curr. amount
7420	90201000	114564-01		7400	0	13	GBP	100.00

GL Analysis

**TRAVEL & SUBSISTENCE - UK ONLY**

**Sterling Pound (GB)**

Number 0 Value 0.00 GBP 1.00000000 100.00

Valuedate 02/06/2015 VAT 0.00

Text Charged to the correct project

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	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	<input type="checkbox"/>	0	7420	90206000	141744-01			7400	0	13	GBP	-100.00	-100.00		Credit To Project after charged to the wrong project
2	<input checked="" type="checkbox"/>	0	7420	90201000	114564-01			7400	0	13	GBP	100.00	100.00		Charged to the correct project
3	<input type="checkbox"/>														
4	<input type="checkbox"/>														
5	<input type="checkbox"/>														
Σ	<input type="checkbox"/>											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  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.

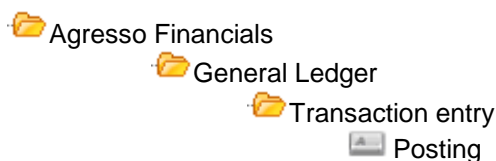


## JE1.2 Re-Posting

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.

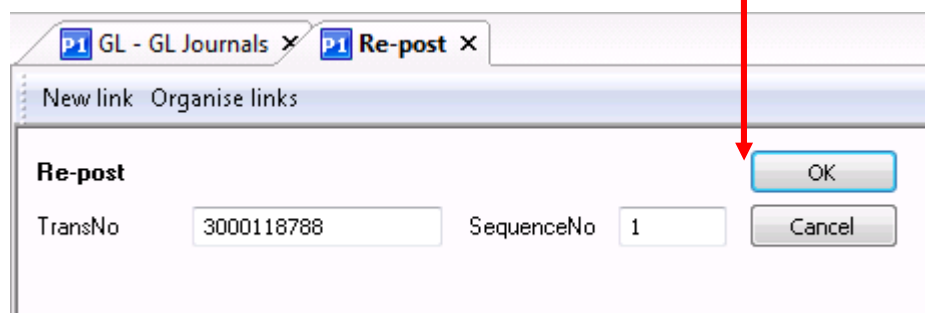
**Important:** This facility should **only** be used where tax code equals 0 (zero)

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



2. From the **Tools** drop down menu select **Re-post**. Enter the transaction number and sequence number of the transaction line to be corrected. Then Click OK.

The screen should look like this:



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	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
<input checked="" type="checkbox"/>	0		7420	90201000	114564-01			7400	0	13	GBP	-100.00	-100.00		Cancelled-201507-3000118788-1
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>												-100.00	-100.00		

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

GL - GL Journals

Payment Change posting cycle Parking Template Text Description Amend tax 100% New exchange rate Change AP/AR info Recurring journal Accruals Re-p

Period 201507 tra/inv date 02/06/2015 TransNo 0 SuppID

Account	Costc	Sub_project	Resno	Activity	TC	TS	Cur	Curr. amount
7420	90206000	141744-01		7400	0	13	GBP	100.00

GL Analysis

TRAVEL & SUBSISTENCE - UK ONLY

Sterling Pound (GBP)

Number 0 Value 0.00 GBP 1.00000000 100.00

Valuedate 02/06/2015 VAT 0.00

Text Reverse transaction

- Account** Enter the Required Account code
- Sub-Project** Enter the Required Sub-Project code.
- Curr. Amount** Type the line amount ('minus' indicates a credit amount).
- Text** Type the description to appear against the line

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

The screen will now look like this:

GL - GL Journals

Payment Change posting cycle Parking Template Text Description Amend tax 100% New exchange rate Change AP/AR info Recurring journal Accruals Re-p

Period 201507 tra/inv date 02/06/2015 TransNo 0 SuppID

Account	Costc	Sub_project	Resno	Activity
7420	90206000	141744-01		7400

GL Analysis

TRAVEL & SUBSISTENCE - UK ONLY

Sterling Pound (GBP)

Number 0 Value 0.00 GBP 1.00000000 0.00


Valuedate 02/06/2015 VAT 0.00

Text Reverse transaction

	Pos	W	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	<input checked="" type="checkbox"/>	0	7420	90201000	114564-01			7400	0	13	GBP	-100.00	-100.00		Cancelled-201507-3000118788-1
2	<input checked="" type="checkbox"/>	0	7420	90206000	141744-01			7400	0	13	GBP	100.00	100.00		Reverse transaction
3	<input type="checkbox"/>														
4	<input type="checkbox"/>														
5	<input type="checkbox"/>														
Σ	<input checked="" type="checkbox"/>											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