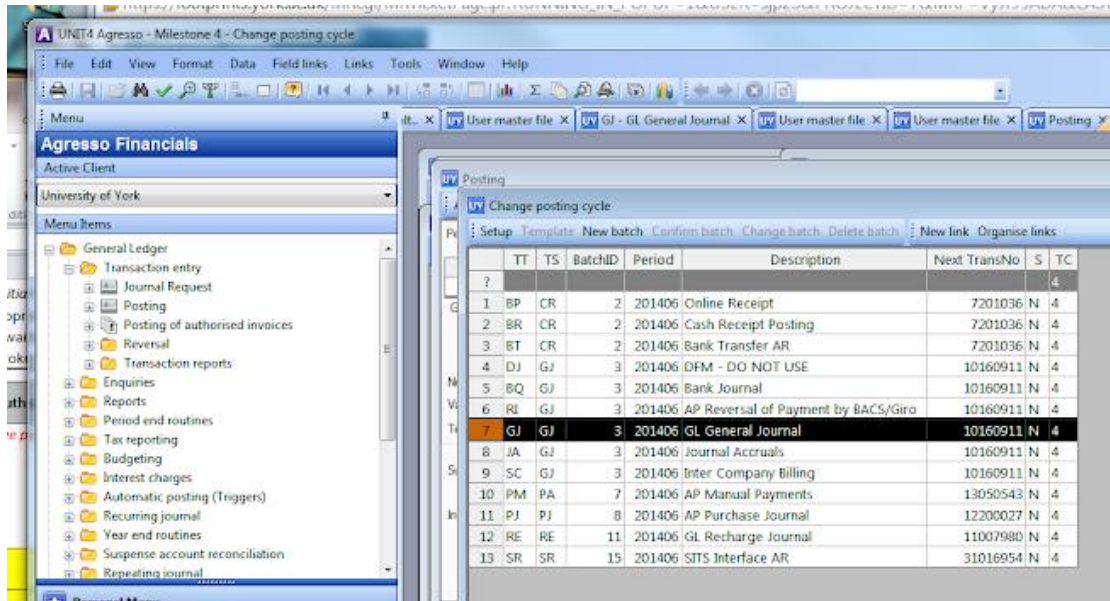
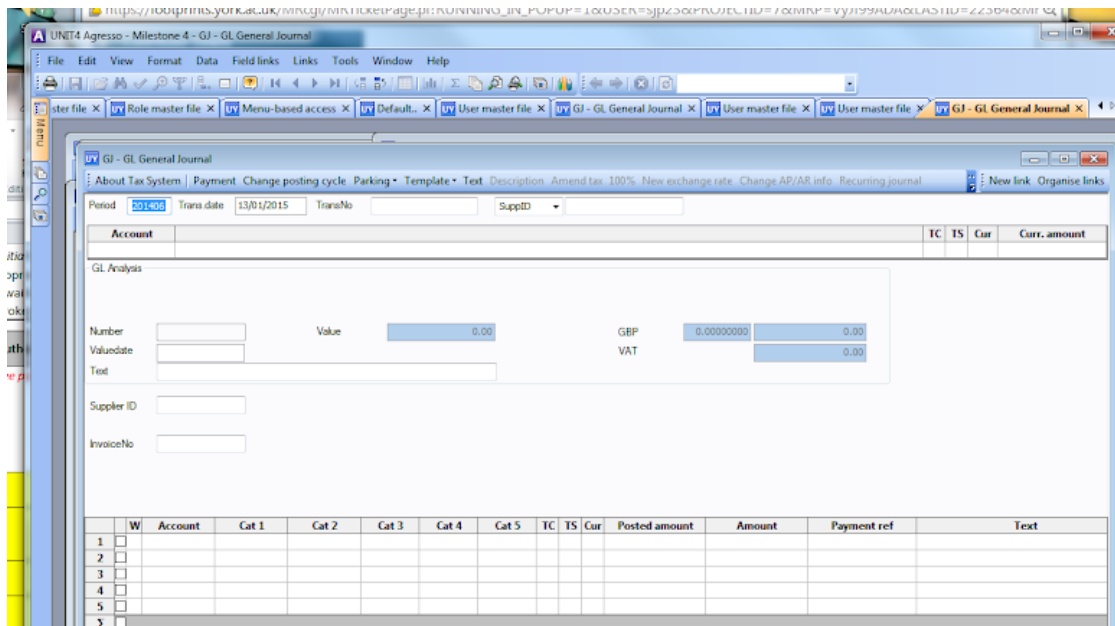


# Journal Entry

1. Login to Agresso desktop.
2. Menu route: **Financials** → **General Ledger** → **Transaction Entry** → **Posting**.



3. Click and select the **GJ** variant to open the **VP10** posting screen.



4. Tab through the fields, entering appropriate data. Use **F11/Keep** before entering the balancing line.
  - Note: **Auto-Keep** can be switched on. To do this, tab through to the **Account** field, then from the main Agresso menu, choose **File** → **View Options....** Click to place a check in the **Auto-Keep** box at the foot of the **View Options...** screen, then **OK** to retain this setting for future. For further information, see also the **Agresso Data Entry Screen VP10 View Options** manual.
5. Complete the required fields.

A sample journal is shown on the next page.

# Journal Entry

UY GJ - GL General Journal

About Tax System | 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

New link Organise links

Period 201803 Trans.date 05/10/2018 TransNo 0 SupplID

Account	Analysis	Project	Workord	Product	Interco	TC	TS	Cur	Curr.amount
2102		500039	50003909		UY	0	PR	GBP	0.00

GL Analysis

UK Travel - Rail/Coach/Bus/Tram/Ferries/Underground

Sterling Pound (GB)

MILES  HOURS  GBP

Valuedate 05/10/2018 VAT

Text

Supplier ID

InvoiceNo

	W	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	<input checked="" type="checkbox"/>	2103		500039		50003909		0	PR	GBP	1.00	1.00		test
2	<input checked="" type="checkbox"/>	2102		500039		50003909		0	PR	GBP	-1.00	-1.00		test
3	<input type="checkbox"/>													
4	<input type="checkbox"/>													
5	<input type="checkbox"/>													
Σ	<input checked="" type="checkbox"/>										0.00	0.00		

## Important things to note on the Journal Posting screen

- Period is the current system date.
- **Transaction Date** is **today's date**. By default, the value date is the same.
- **Transaction Number** is not assigned until the transaction is saved.
- **Account** = a 4-digit numeric code.
- **Analysis** = a 5-digit alphanumeric code, if used.
- **Project** = a 6-digit alphanumeric code.
- **Workorder** = an 8-digit alphanumeric code (usually first 6 digits of project code).
- **Product** = a 6-digit alphanumeric code.
- **TC** = Tax Code.
- **TS** = Tax System.
- **Currency** is GBP by default.
- **Curr.amount** = amount to journal in the currency (displays to 2 decimal places).

As a minimum, please complete the **Account**, **Workorder**, **Description** and **Amount** fields.

A meaningful **Description** in the free text field will help to improve interpretation of future report results. It is also helpful to include in the text field any transaction numbers to which your current journal refers.

When tabbing through the fields, Agresso will prompt when a value is required.

Note: users may only journal against workorders for which they have previously authorised.

A Journal must balance to 0.00 before the Journal can be saved. When the Journal is ready to post, click **Save (F12)**. Agresso then displays your **Transaction No.** – make a note of it for future reference.

Note: it can take up to 5 minutes for the TPS to post a journal. The transaction can be retrieved afterwards via a browser enquiry.