

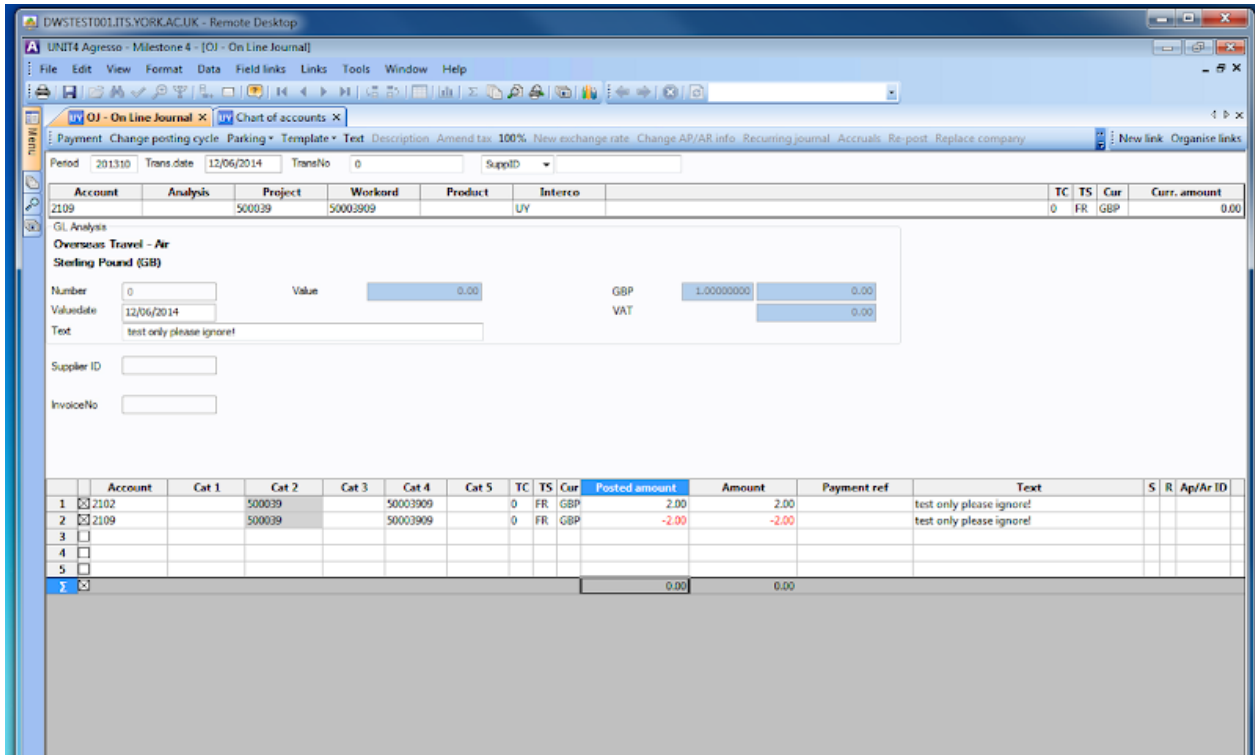
Journal Registration

1. Login to Agresso desktop.
2. Menu route: **Financials** → **General Ledger** → **Transaction Entry**.
3. Double click on **Journal Request** to open the **OJ – Online Journal VP10** screen.
4. Tab through the fields (explained below), entering the values you require.
 - Not all fields are mandatory, it depends on the account code used. You can press **F9** to access **Field Help** in most input fields, followed by **F7** to retrieve a list of possible values.

Field	Explanation
Period	Current Agresso accounting period.
Transaction date	Today's date. Can be changed to match the transaction date of the original transaction against which you are raising a journal. If the date entered is outside the current period, you will be shown a warning message – click OK.
Transaction number	Displays 0 until the journal request is saved.
Supp.ID	Supplier Number. Not used for general ledger journals.
Account	4-digit numeric code. Mandatory. The information required in the following input fields is dependent on which account code is used. (F9/F7 for a list of values).
Analysis	5-digit alphanumeric code. Optional. (F9/F7 for a list of values).
Project	Cursor will skip this field and automatically complete based on the Workorder used.
Cat 3 – varies	Dependent on the account code used. Empno = employee number. Ord_Addr = Supplier's Order Address. (F9/F7 for a list of values).
Workord	6-digit alphanumeric code, depending on the account code used. May be Product code, Student number etc. (F9/F7 for a list of values).
Cat 5 – varies	Dependent on account code used. May be Interco, Student number etc. (F9/F7 for a list of values).
Cat 6 – varies	Dependent on account code used. May be Interco, Student number etc. (F9/F7 for a list of values).
TC	Tax Code. Leave as 0.
TS	Tax System. Leave unchanged.
Curr	Currency. Defaults to GBP. (F9/F7 for a list of values).
Curr. Amount	Amount in currency.
Text	Enter brief meaningful information, such as the original transaction number or purpose of the journal.
Invoice No.	Optional. Use if the original transaction had an invoice number.

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5. Once all fields have been completed, press **F11/Keep** to add this line to your journal (shown in the table at the foot of the VP10 screen).
6. Agresso will automatically reverse the signage of the amount on the next line, to create a balancing transaction. Amend any other details, then press **F11** to add the second line to your journal request.
7. Repeat the above steps as required to enter balancing line(s).
8. When all details have been completed, ensure that **the journal total balances to £0.00** and a cross appears in the checkbox on the left of the total line at the foot of the screen, as shown below.



9. Then press **F12** or click **Save** to submit your journal request.
10. Agresso generates a **transaction number**. Make note of this number in case of any problems.

What happens next?

The journal enters the workflow and awaits authorisation by a Management Accountant.

- If approved, your journal will be posted to the General Ledger with the transaction number you made note of.
- If rejected, your journal will be shown in your Task List. Please read the comments and make the necessary changes, then re-submit for approval.

Did you know?

The Journal Request screen (screenID **VP10**) is user configurable from the Agresso main menu. With the VP10 screen open, click **File** → **View Options**. Choose which fields to use, then click **OK**.