M7 Quick Guide - Desktop - Journal Registration

1) Login to Agresso Desktop

2) Menu route is: Financials | General Ledger | Transaction Entry

3) Double click on Journal Request to open the OJ - Online Journal VP10 screen

4) Tab through the fields 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.

Explanation of fields:

- **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 account code used. Empno = Employee number, Ord_Addr – Supplier’s Order Address (F9/F7 for a list of values)
- **Workord** - Workorder, 8-digit alphanumeric code - Mandatory
- **Cat 5 - varies** - 6-digit alphanumeric code, depending on account code used. May be Product code, 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 zero
- **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
5) Once all fields have been completed, press **F11** to **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 **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 **F12** or click to **Save** to submit your journal request.

10) Agresso generates a **transaction number**, note this number in case of any problems.

What happens next?

The journal enters workflow and awaits authorisation by a Management Accountant. If Approved, your journal will be posted to the General Ledger with the transaction number you noted above. 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.

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 OK.