
GLW120 Work with Journals

Overview

Work with Journals is used for creating and posting journals directly into the General Ledger. These include General Journals, Cash Receipt Journals, Standing Journals and Journals for Manual Cheques as well as WIP Transfer Journals in Book Production. Auto-generated journal numbers can be used for nominated journal types.

Standing Journals cater for regular postings to the same accounts where values are usually the same for an indefinite period. Once Standing Journal masters or templates have been created, the next step is to post these journals each Period.

Examples

This section illustrates examples concerning:

[Example 1: Addition of a Journal](#)

[Example 2: Post a Journal Entry](#)

[Example 3: Approve a Journal Entry](#)

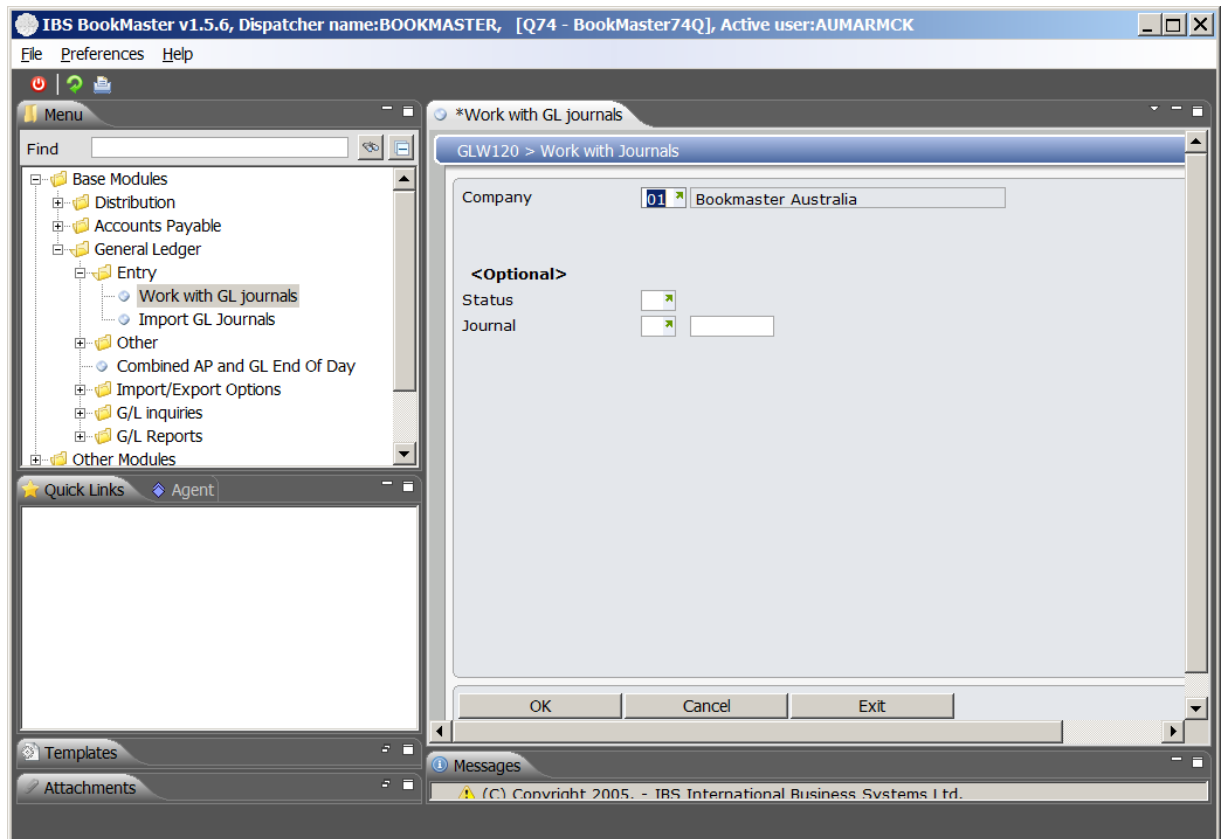
[Example 4: Reactivate a Journal Entry](#)

Example 1: Addition of a Journal

This example describes how to add a journal.

1. Select menu option **Work with GL Journals** from Base Modules>General Ledger>Entry menu.

GLW120 Work with Journals filter panel is displayed.



Relevant Fields

Company

Company codes secure a customer's account to a particular company. This is used primarily for multiple company sites. The company defaults from **TMSAP/CONO-DFT** but can be overridden.

The company number to which GL account transactions are to post is mandatory.

Status

Journal Process status

Journals can start with either

X = not balanced or E = Entered and balanced

A = Awaiting approval to be posted or rejected.

P = Posted to the General Ledger transaction file, this status is only used for Standing journals type = 'S'.

R = Rejected = Journal that has been rejected, however the journal can be reactivated; this will go back to either status X if the journal is not balanced or E for a Balanced journal.

TMSGJ/JNL-STS contains the valid Journal Statuses

Journal type

Journal type

The journal type is a code identifying the type of transaction used. For Example, D=Transfer from G/L Interface, P=EFT Payments, B=Bank Charges.

Note: Certain codes are user defined. These codes should be discussed in the initial setup.

In General Ledger Journal Entry a manually coded, user defined Journal Number is used to identify a particular journal entry. This number must fall within the range specified in Control File XACNA00P Journal Number File for each different Journal Type.

A General Journal is identified as a G journal.

Cheque Journals are a Type Q.

Cash Receipt Journals are a Journal Type H.

Standing Journals are a Type S.

Transfer Journals which are a Journal Type W.

Entry of duplicate journal numbers within the same period is subject to proper password security.

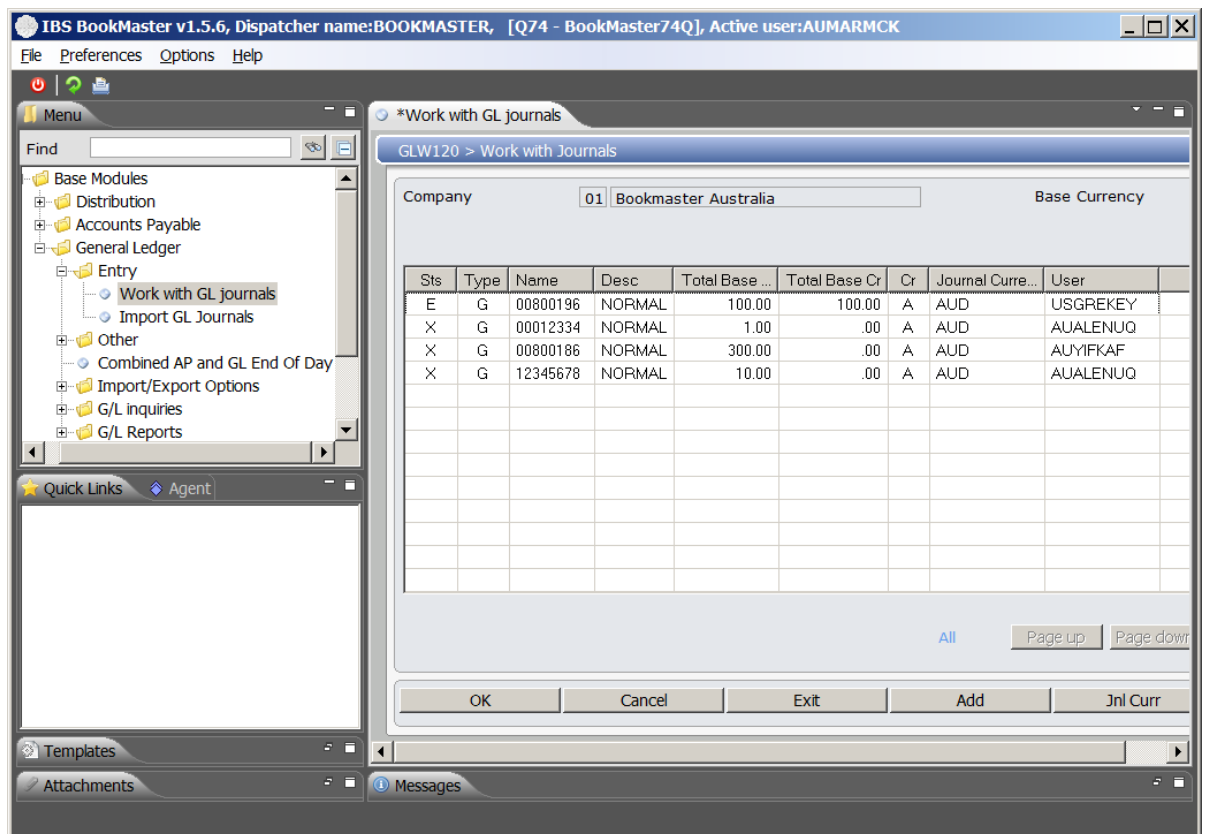
Once a valid Standing Journal number has been entered, the details display from the journal template created in Standing Journal Maintenance. The Process number makes the journal unique and Standing Journals are usually posted once per period.

Start journal type

In GL Transaction Inquiry by Journal this is an optional field and if no entry is made all journals on the system display.

2. Key in required fields and click **OK**.

GLW120 Work with Journals panel is displayed.



Options

Post	Access GLE020B General Ledger Journal Entry panel to post the selected journal entry.
Reactivate	Reactivate A rejected journal, this will change the status from 'R' to either X for not balanced or E for entered and Balanced.
Reject	Reject changes the journal status to 'R'
Change	Access GLM180B Standing Journal Maintenance in change mode to change journal details.
Approval	Awaiting Approval changes the journal status to 'A'.
Delete	This option will delete the selected journal.
Inquiry	Access GLM180B Standing Journal Maintenance in inquiry mode to display details of selected journal.

Functions

Add	Access GLM180 Standing Journal Maintenance in add mode to allow user to enter new journals.
Jnl Curr	JNL Curr toggles between base currency and journal currency.

3. Click **Add**.

GLM180 Standing Journal Maintenance panel is displayed in add mode.

Please refer GLM180 for further details.

Note To change journal details click **Change** to display GLM180B in change mode and to delete a journal select the journal and click **Delete**.

Example 2: Post a Journal Entry

This example describes how to post a journal entry.

1. Repeat steps 1 and 2 as in [Example 1: Addition of a Journal](#)
2. Select a journal to be posted and click **Post**.

GLE020B General Ledger Journal Entry panel is displayed.

Please refer GLE020B for further details.

Example 3: Approve a Journal Entry

This example describes how to approve a journal entry.

1. Repeat steps 1 and 2 as in [Example 1: Addition of a Journal](#)
2. Select a journal to be approved and click **Approval**.

Journal status is changed to approved 'A'.

Example 4: Reactivate a Journal Entry

This example describes how to reactivate a journal entry.

1. Repeat steps 1 and 2 as in [Example 1: Addition of a Journal](#)

2. Select a journal to be reactivated and click **Reactivate**.

Journal status is changed from 'R' to either X for not balanced or E for entered and Balanced.

Cross Reference

- GLM180 – Standing Journal Maintenance