



# Ledger Journals

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## 1. PREPARING JOURNALS

### 1.1. Obtain Authorisation

Use the appropriate company procedure to obtain authorisation to create a new journal. This will involve collecting the data that is to be entered into the new journal:

- journal date, or transaction date
- auto reverse date (optional)
- transaction code (defaults to 'J'ournal)
- foreign currency date, code and rate (all optional)
- default reference and narration
- journal lines data:
  - account numbers
  - financial values
  - quantities (optional)
  - breaks (optional)
  - overriding references and narrations
  - due date (optional)
  - overriding transaction type (optional)
  - tax exclusive value (optional)

### 1.2. Create the Journal

Use the menu option 'Journal Document' to create the journal document. Press Enter on the 'Journal Number' field to obtain the next unused journal document number. Enter the journal header data as required.

### 1.3. Enter the Journal Lines

Journal lines may be entered for any posting account type, e.g. creditor (i.e. payable), debtor (i.e. receivable), inventory, ledger, job or vehicle. There are a number of actions available in the 'Journal Document' menu option to enter journal line data. They permit the entry of different account types, different currencies and different details, in terms of:

- Forex permits the use of a foreign currency to specify the line values for a bank account, a general ledger account or a vehicle account that has been set up for that currency.
- Full permits the entry or modification of all journal line details.
- Inventory permits the entry of warehouse accounts, or inventory items.
- Local permits the use of local currency to specify the line values.
- Trading permits the entry and modification of values for trading accounts only, i.e. either a creditor (or payable), or a debtor (or receivable) account.

Use the appropriate action to enter line data as required.

To verify the outcome, either run the 'Journal Document Report' menu option, use the Print action in the 'Journal Document' entry menu option, or check the screen display.

## 2. AMENDING JOURNALS

### 2.1. Obtain Authorisation

Use the appropriate company procedure to obtain authorisation to modify an existing Journal. This will involve collecting the journal number and the data that is to be amended in that journal (refer to [Obtain Authorisation](#) in Preparing Journals).

## 2.2. Modify the Journal

Use the menu option 'Journal Document' to modify the journal. Enter the required journal number into the 'Journal Number' field. Modify the journal header data as required. Note that only journals that have not been processed, or journals that have been processed and reversed, may be modified.

## 2.3. Modify the Journal Lines

Journal lines may be entered for any posting account type, and there are a number of actions available in the 'Journal Document' menu option to modify journal line data (refer to [Enter the Journal Lines](#)).

Use the appropriate action to modify lines as required. Lines may only be modified in an unprocessed journal or a journal that has been processed and reversed, or in a standing or recurring journal to amend the content prior to the next periodic generation process.

To verify the outcome, either run the 'Journal Document Report' menu option, use the Print action in the 'Journal Document' entry menu option, or check the screen display.

## 3. PREPARING AUTO-REVERSING JOURNALS

An auto-reversing journal is a 'regular' journal that creates 2 transaction sets each time that it is processed. As with the 'regular' journal, an auto-reversing journal creates a transaction set that mirrors the accounts and values on the journal lines (refer to [Processing Journals](#)). The processing of an auto-reversing journal, however, also creates a reversing transaction set, whose transaction values are equal and opposite to the those of the 'regular' transaction set, with a transaction date on or after the date of the 'regular' transaction set.

**Note that auto-reversing journals are not created by using the Reverse action in the 'Journal Document' menu option (refer to [Reversing Journals](#)).**

### 3.1. Create the Journal

Use the menu option 'Journal Document' to create a journal (refer to [Preparing Journals](#)).

### 3.2. Set the Auto Reversal Date

In the menu option 'Journal Document' enter a date into the 'Auto Reverse Date' field. When the journal is processed (refer to [Processing Journals](#)), a 'regular' transaction set will be created using the 'Transaction Date' entered in the document header, together with a reversing transaction set using the 'Auto Reverse Date' also entered in the document header. Note that the Auto Reverse Date may never be earlier than the transaction date.

## 4. PREPARING STANDING JOURNALS

A standing, or recurring, journal is a journal that is set up to be processed at regular intervals, e.g. weekly, monthly. This interval is known as the recurring frequency. Each time a standing journal is processed, a copy of the original (standing) journal document is created as a 'regular' journal (i.e. not a standing journal), whose transaction date is one interval (e.g. 1 week, 1 month) later than its predecessor. This 'copy' journal is then processed as usual (refer to [Processing Journals](#)).

A standing journal may also be set up as auto-reversing so that when processed, a reversing transaction set is also produced (refer to [Preparing Auto-Reversing Journals](#)).

### 4.1. Create the Journal

Use the menu option 'Journal Document' to create a journal (refer to [Preparing Journals](#)).

### 4.2. Set the Recurring Frequency

Use the Extra action in the menu option 'Journal Document' to specify the recurring



frequency and the date range, and use the Submit action to confirm these details.

### 4.3. Update the Journal Status

On return to the primary journal form, use the Submit action to update the journal status to 'Recurring'. Note that this action does not post the journal, nor create a transaction set.

## 5. PROCESSING JOURNALS

Posting a journal involves 2 processes – queuing and processing. Firstly the journal document is queued to the financial job queue, either for immediate processing, or for processing at a specified future date and time. When it reaches the head of the queue it is processed in 3 stages. The 1<sup>st</sup> stage involves checking that the document is valid, in all respects, for processing, e.g. the journal date is valid, the accounts are valid, the total value of the lines is zero, the processing date and time are within the permitted range for the user. The 2<sup>nd</sup> stage of processing creates a transaction set, using the appropriate rules, that reflects the accounts and values on the journal lines. Auto-reversing journals, when processed through this stage, also produce a reversing transaction set. The 3<sup>rd</sup> stage processes the transaction set. This involves posting transactions to the accounts specified in the transaction set, thereby updating the balances and period information on those accounts. It also updates the status of the originating journal document to 'Complete' as specified in the relevant rules. Standing journals, incorporating a document 'generation' phase, are posted automatically on creation by the 'Recurring Document Release' menu option.

### 5.1. Optionally Set the Processing Date and Time

Note that this step is not required for the immediate processing of a journal.

Use the Extra action in the menu option 'Journal Document' to set up the required processing date and time.

### 5.2. Submit the Journal

For 'regular' or auto-reversing journals, use the Submit action in the menu option 'Journal Document' to queue the journal for posting. Note that only journals that have not been processed, or journals that have been processed and reversed, may be posted.

To verify the outcome, use the 'Job Manager Control' menu option to confirm that the journal has been processed, then return to the menu option 'Journal Document' and check that the journal status displayed is 'Complete'.

### 5.3. Generate the Standing Journal

Use the menu option 'Recurring Document Release' to specify journal as the 'Document Class' and the appropriate 'End Date'. 'Report Only' mode may be specified to determine which journals will be included. Note that the content of standing journals may be varied for each periodic process (refer to [Modify the Journal Lines](#)). With 'Report Mode' not specified, the document numbers of the new journals that have been created from standing journals due up to and including the end date will be listed, and these new journals will be automatically submitted for posting.

## 6. REVERSING JOURNALS

Reversing a journal causes the journal document to be marked for reversal and queued to the financial job queue. It is then processed (refer to [Processing Journals](#)) so that the transaction set that is created has, when posted, the effect of reversing every transaction from the transaction set that was created when the document was originally processed.

**Note that this procedure is not concerned with Auto-Reversing Journals.**

## 6.1. Reverse the Journal

Use the menu option 'Journal Document' to enter the journal number. Use the Reverse action to mark the document for reversal and queue it to the financial job queue.

To verify the outcome, use the 'Job Manager Control' menu option to confirm that the journal has been processed, then return to the menu option 'Journal Document' and check that the journal status displayed is 'Open'.

## 7. DELETING JOURNALS

Deleting a journal document can have 1 of 2 effects. Deleting a document with 'New' status, i.e. it has not yet been posted, causes the document to be physically erased from the O.R.C.A system. Deleting a document with 'Open' status, i.e. it has been processed and reversed, causes the status to be changed to 'Cancelled' and the document is not physically erased.

Deleting an journal line has only 1 effect. It causes the line to be physically erased if it has not been processed, or if it has been processed and reversed, since in both cases the line status is 'New'. Note that lines cannot be deleted if the document status is 'Cancelled'.

### 7.1. Delete the Journal

Use the menu option 'Journal Document' to enter the journal number. Use the Delete action.

To verify the outcome, return to the menu option 'Journal Document' and check that the journal either no longer exists, or is displayed with 'Cancelled' status as appropriate.

Note that a standing journal that is no longer required on permanent basis should be deleted. If it is only temporarily not required, use the Extra action to change the recurring start date to a date in the future.(refer to [Set the Recurring Frequency](#)).

### 7.2. Delete the Journal Lines

Use the menu option 'Journal Document' to enter the journal number. Use the required action to access the document lines (refer to [Enter the Journal Lines](#)). Use the Delete action on the relevant line.

To verify the outcome, return to the menu option 'Journal Document' and check that the deleted line is no longer displayed.

## 8. USING CONTROL FEATURES

Control features comprise reports and other options, e.g. manually calculating a control total for journal adjustments, that are used to verify that the desired action has been completed successfully.

### 8.1. Run the Incomplete Documents Report

The incomplete documents report provides a listing of all documents of the selected classes that have not been processed. Use the menu option 'Incomplete Documents Report' to select the journal document class and a relevant document number range and/or date range. The report will list all journals that should have, but have not, been processed. The specification of a 'Recurring Date' will result in those standing journals that should have, and have not, generated journal documents dated on or before this date being included in the report.

### 8.2. Run the Recurring Document Release Report

The recurring document release report, when run in 'report only' mode, provides a listing of the standing journals that will be included if release is actioned. Use the menu option 'Recurring Document Release' to select the journal document class, enter an 'End Date'



and specify 'Report Only'.

## 9. TROUBLESHOOTING

### 9.1. Cannot Access the Menu Option

If the option to create and maintain the journal is not accessible, then ask your System Administrator to check that the security has been set up to permit this access.

### 9.2. Cannot Reverse a Journal – Document Status Error

If an error message commencing with 'Document Status Error' is displayed as a result of reversing a journal (refer to [Reverse the Journal](#)), then the document status is invalid. A journal document may only be reversed if it has a status of 'Complete'.

### 9.3. Cannot Submit a Journal – Document Status Error

If an error message commencing with 'Document Status Error' is displayed as a result of submitting a journal for processing (refer to [Submit the Journal](#)), then the document status is invalid. A journal document may only be submitted for posting if it has a status of 'New' (i.e. it has never been processed) or 'Open' (i.e. it has been processed and reversed). Invalid status and correcting actions are:

- Cancelled cannot change status, so a new journal document must be created.
- Complete use Reverse action to reverse the original transaction set, modify the journal document and re-submit.
- Error check the job log in the View action of the 'Job Manager Control' menu option. If unable to access this, contact your System Administrator. Correct the error and re-submit.
- Pending journal document has already been queued for posting and remains in the financial job queue awaiting its turn. Check that the Financial Status in the 'Job Manager Control' menu option is 'RUNNING'. If so, wait for the journal to be posted. If not, then restart the financial job queue from the 'Job Manager Control' menu option. If unable to access this, then contact your System Administrator.
- Update journal document has already been queued for posting and is currently being processed by the financial job controller. Check that the Financial Process in the 'Job Manager Control' menu option is processing the correct journal. Wait until it has finished, then re-enter the journal number in the 'Journal Document' menu option and check the document status. If the journal processing appears to have stalled, ask your System Administrator to check the job status.

### 9.4. Cannot Submit a Journal – Balance Error

If an error message commencing with 'Balance Error' is displayed as a result of submitting a journal for processing (refer to [Submit the Journal](#)), then the sum of the line values on the document is not zero. Check the difference between the total credit value and the total debit value displayed (in local or foreign currency as appropriate), correct the value on the appropriate lines, and re-submit the document for processing.

### 9.5. Cannot Process a Journal

If the journal document does not process, then check that the financial processor is running, using the 'Job Manager Control' menu option. Then check that the document status is valid, and that the transaction date is correct on the document. Also check that the processing date and time limits for the company have not been violated (menu option 'Company Codes'), and that the user's membership of the requisite user group is still active (menu option 'Users Maintenance').