Solutions

Unit: Financials

Topic: Posting Tools

3-1   Create a journal voucher.

Choose *Financials → Journal Vouchers*.

Choose *Add Entry to New Voucher*.

Enter a journal entry of your choice. For example, you can post a debit for an expense to an expenses account, and credit the same amount to your bank account.

Choose *Add to voucher*.

Enter a second journal entry of your choice. Choose *Add to voucher*. Close the window.

Update the *Journal Vouchers* screen.

3-2   Change and post the saved journal voucher.

Choose *Financials → Journal Vouchers*.

- Highlight the journal voucher you just created.
- Double-click one of the transactions and change the data in the journal voucher entry.
- Choose *Update*. Choose *OK*.

   In the **Journal Vouchers** window choose the *Add Entry to Existing Voucher* button.

- Enter a journal entry.
- Choose *Add to voucher*. Close the window.

   In the **Journal Vouchers** window, choose *Post Voucher*.

- Choose *Yes* to the system message.

   Check whether the postings have been made in the general ledger.

- Choose *Financials → Journal Entry*.
- Choose *Previous Record* to display the second entry you posted to the Journal Voucher. Choose *Previous Record* once more to display the first entry you posted to the Journal Voucher.

3-3 **True or False?**

    3-3-1 You can add a journal entry to a journal voucher only if the items on the credit and debit sides balance.

        _____

        False. You can also add journal entries to a journal voucher even if the credit and debit sides do not balance. You do not have to balance the journal entries until you post the journal voucher to the general ledger.

    3-3-2 You cannot post individual journal entries from a journal voucher to the general ledger.

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        False. You can use the *Journal Voucher Report* to post selected entries out of a journal voucher.

3-4   Use posting templates.

3-4-1   Create a posting template.

Choose *Financials* → *Posting Templates*.

Field Name or Data Type	Values
Code	**Bonus** (or other code)
Template Description	**Annual Bonus**

First G/L account row

G/L Account/BP Code.	<Leave blank>
G/L Account/BP Name	**Employee account**
Credit %	**115**

Second G/L account row

G/L Account/BP No.	<choose an expense account for salaries and wages>
Debit %	**100**

Third G/L account row

G/L Account/BP No.	<Choose an expense account for employee bonuses>
Debit %	**15**

Choose *Add*.

3-4-2   Use the posting template.

Choose *Financials → Journal Entry.*

Field Name or Data Type	Values
Template Type	**Percentage**
Template	**Bonus** (your posting template) **Tip:** Press *Tab* to see the list of available templates.

First line

Field Name or Data Type	Values
G/L Acct/BP Code.	Choose vendor or create a new one
Credit	<from template>

Second line

Field Name or Data Type	Values
G/L Acc./BP No.	<from template>
Debit	**<type any amount>**

Third line

Field Name or Data Type	Values
G/L Acc./BP No.	<from template>
Debit	<from template>

When you enter the Debit amount on the second line in place of the 100%, the system automatically calculates the amounts of the other line items.

Choose *Add* to post the entry.

3-5 **Execute recurring postings.**

3-5-1 **Create recurring posting.**

Choose *Financials* → *Recurring Postings*.

Field Name or Data Type	Values
Code	**Homepage**
Description	**Homepage maintenance**
Ref 1	**08400**

First line (expense account):

Field Name or Data Type	Values
G/L Account/BP Code	<choose the Internet expense account you created earlier in the Chart of Accounts unit>
Debit	**200**
Tax Group	**V2** (or other standard input tax group) Note that the system automatically adds the tax line to the journal entry.

Vendor item:

G/L Account/BP Code	V20000 (press *Ctrl+Tab* to see the list of business partners)
Credit	<entered automatically when you click in this field then press *Tab*>
Field Name or Data Type	**Values**
Frequency	**Monthly + On** <today's date>
Next Execution	<Today's date>

Choose *Add* to save the data record.

3-5-2 **Execute the recurring posting.**

Choose *Financials* → *Recurring Postings.*

Choose *Confirmation List* to display the postings for execution.

Select the recurring posting you just created.

Choose *Execute* to post the entry.

Choose *Add* to the *system* message.