GENERAL LEDGER
JOURNAL VOUCHER

WELCOME TO

GENERAL LEDGER MODULE
NAYSA Financials V10

Preparation of Journal Voucher transaction

Only authorized process owner can access this module to prepare Journal Voucher entries for the following:
- Regular Adjustments
  These transactions are the monthly recurring entries.
- Transaction Reversal
  These transactions are entries that needed to be reversed due to incorrect encoding of GL Entries or a reversal as needed.
- AP Adjustments
  These transactions are adjustments related to Vendor reference SI that cannot be classified as entries for AP Debit Memo or AP Credit Memo.
- AR Adjustments
- These transactions are adjustments related to Customer SI that cannot be classified as entries for AR Debit Memo or AR Credit Memo.

1. You cannot proceed with the saving of transaction if required data in the transaction is not provided.
2. You cannot save an unbalanced Debit and Credit amounts.

1. Have you created the Cycle Period or Cut-off period to be used as reference in the transaction based on the Transaction Date?
2. Have you created the GL Account to be used in the transaction and details were correctly setup in the Chart of Accounts File?
3. Have you created the Responsibility Center to be used in the transaction as correct entry of RC Required-GL Account?
4. Have you created the Subsidiary Ledger crossed matched to the SL Required-GL Account to be used in the transaction?
5. Have you created the valid VAT details to be used in the transaction?
6. Have you created the valid EWT details to be used in the transaction?

How to navigate NAYSA?

Let's start by creating a Journal Voucher transaction.

By navigating from menu, select **General Ledger>Transaction**

1. Click General Ledger to view the menu below.

2. Select Transaction to view Journal Voucher Transaction submenu.

3. Select Journal Voucher to start encoding the transaction. A screen below is displayed.

4. NAYSA defaults the Branch Name pre-defined in the Company Identification File. This field cannot be edited.

5. The JV Number is system generated upon saving the transaction. NAYSA assigns the next JV Number in the series. Editing of system generated JV Number is disabled.

6. The default JV Date is the server date. NAYSA automatically assigns the accounting period setup of the transaction, based on the transaction date. This is a pre-defined information of a FROM and TO date range of a specific Cut-off Period in the Cycle Period reference file.

7. View a valid Transaction Type. By clicking the [v] button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.

8. If selected Transaction Type is Regular Adjustment or Transaction Reversal. Selection of valid Customer or Vendor is grayed out.

9. If selected Transaction Type is AP Adjustment. Selection of valid Vendor is enabled.

10. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

11. Double click to select a reference vendor.

12. If selected Transaction Type is AR Adjustment. Selection of valid Customer is enabled.

13. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

14. Double click to select a reference customer.

15. The Reference Document Type is automatically displayed upon selection of Transaction Type.
   - If selected Transaction Type is Regular Adjustment, the default Reference Document Type is Journal Voucher and cannot be edited.
    - If selected Transaction Type is Transaction Reversal, selection of valid Document Type is enabled. Select a reference document to proceed.
    - If selected Transaction Type is AP Adjustment, selection of valid AP related Document Type is enabled. Select a reference document to proceed.
    - If selected Transaction Type is AR Adjustment, selection of valid AR related Document Type is enabled. Select a reference document to proceed.

16. Encode a reference Document Number.

17. NAYSA defaults Peso as currency unit used in the transaction. View a valid currency for foreign currency transaction. By clicking the [▼] button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.

18. The default currency amount is one peso. Encode the currency rate to apply if selected currency is foreign. NAYSA validates currency amount up to four decimal places.
19. The Remarks field can cater a long explanation of the transaction. If the explanation is long the stroll bar will be enabled to allow continuous encoding of details.

20. Click the [Add] button to start the encoding of accounting entries.

21. The LN or Line Number is automatically assigned as you add a new line.

22. Double click Account Code to view a valid account, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character on any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

23. If selected GL Account requires a Responsibility Center, a default value REQ_RC is displayed.

24. Double click RC Code to view a valid Responsibility Center, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

25. If selected GL Account requires a Subsidiary Ledger, a default value REQ_SL is displayed.

26. Double click SL Code to view a valid Subsidiary Ledger, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

27. The Particulars is the description of Account, Responsibility Center and Subsidiary Ledger.

28. If selected GL Account requires VAT, a default value is displayed.

29. Double click VAT Code to view a valid VAT, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

30. Upon selecting a valid VAT Code, VAT Description is automatically displayed.

31. If selected GL Account requires EWT, double click EWT Code to view a valid EWT, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

32. Upon selecting a valid EWT Code, EWT Description is automatically displayed.

33. Encode the Debit Amount. NAYSA validates negative amount, it deletes the amount upon pressing enter.

34. Encode the Credit Amount. NAYSA validates negative amount, it deletes the amount upon pressing enter.

35. NAYSA displays a message alert below if both Debit and Credit Amounts have value.
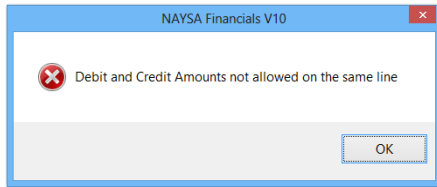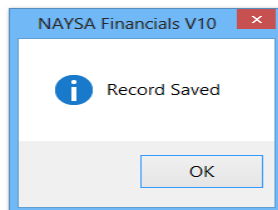

36. NAYSA displays a message alert below if Debit and Credit Amount is unbalanced.
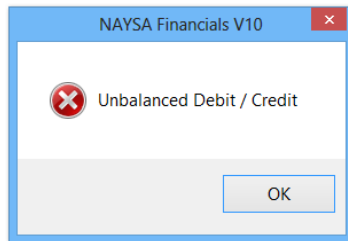
37. Click the [OK] button to correct the accounting entries.

38. Click the 💾 button to save the transaction. A screen below is displayed.

Click the [OK] button to confirm. NAYSA clears the screen to allow creation of another transaction.

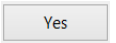39. To print the Journal Voucher Form, click the 🖨 button.

40. To exit, click the ↶ button to clear the details of the current transaction and proceed with the encoding of another transaction.

41. To cancel a transaction, click the ✕ button. A screen below is displayed.
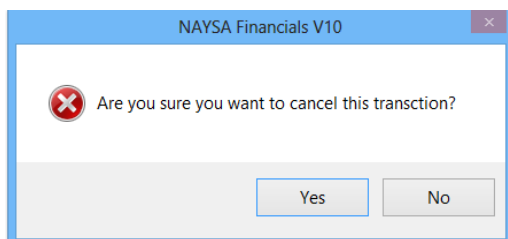
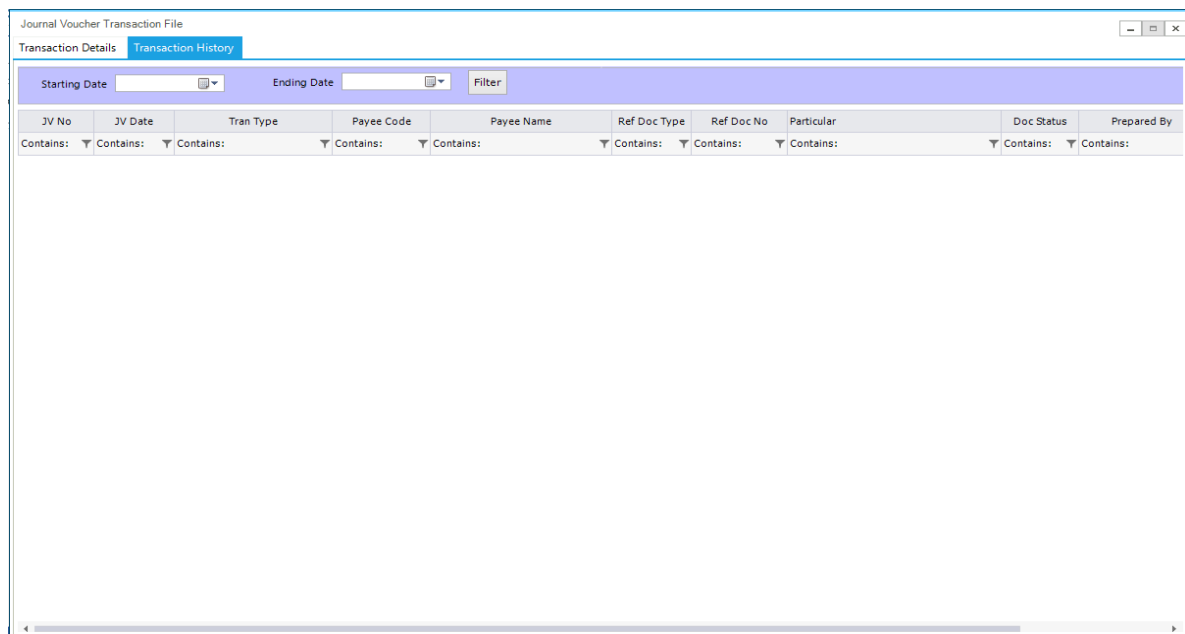42. To cancel the cancellation of a transaction, click the [No] button.

43. To proceed with the cancellation of transaction, click the [Yes] button.

44. To view the details of an existing transaction, the following buttons are options:
    - Click the ⏮ button to move to the first record.
    - Click the ◀ button to go back to the previous the record.
    - Click the ▶ button to move to the next record.
   - Click the ⏭ button to move to the last record.

45. To view and select transaction to edit, the system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

46. Click the [...] button or click the Transaction History tab to view the JV History as shown below:



47. Enter the Starting Date of the transaction to filter.

48. Enter the Ending Date of the transaction filter. NAYSA defaults three months to view but it can be edited.

49. Click the [Filter] button to filter. The system provides a powerful engine to search and filter a transaction in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

50. Double click to select a transaction to edit.

51. Click the 💾 button to save the transaction. A screen below is displayed.
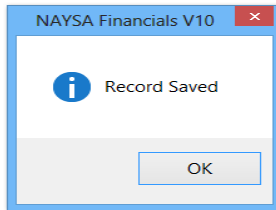
Click the [OK] button to confirm. NAYSA clears the screen to allow creation of another transaction.

52. To exit from the transaction, click the [×] button at the upper rightmost part of the screen.