



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?








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.

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General Ledger

- ▶  Transaction
- ▶  Reference File
- ▶  Query
- ▶  Processing
- ▶  GL Reports
- ▶  BIR Reports

2. Select Transaction to view Journal Voucher Transaction submenu.

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General Ledger

Transaction

Journal Voucher

Petty Cash Voucher

Post Journal Voucher

Post Petty Cash Voucher

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

Journal Voucher Transaction File

Transaction Details

Transaction History

Field Name

Field Value

Branch Code

HEAD OFFICE

JV No

JV Date

Tran Type

Regular Adjustment

Cust/Vend Code

Cust/Vend Name

Field Name

Field Value

Ref Doc Type

Journal Voucher

Ref Doc No

00000000

Currency

PESO

Curr Rate

1.0000

Remarks

General Ledger

LN	Acct Code	RC Code	SL Code	Particular	VAT Code	VAT Desc	EWT Code	EWT Desc	Debit	Credit

Add

Delete

Generate GL Entries


0


0

Debit

Credit

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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  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.

Cust/Vend Code	<input type="text"/>	
Cust/Vend Name	<input type="text"/>	

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

Journal Voucher Transaction File

Transaction Details Transaction History

Field Name	Field Value	Field Name	Field Value	Remarks
Branch Code	HEAD OFFICE	Ref Doc Type	A/P Credit Memo	
JV No	<input type="text"/>	Ref Doc No	00000000	
JV Date	<input type="text"/>	Currency	Philippine Peso	
Tran Type	AP Adjustment	Curr Rate	1.0000	
Cust/Vend Code	<input type="text"/>			
Cust/Vend Name	<input type="text"/>			

General Ledger

Vendor Masterfile

LN	Vend Code	Vendor Name	TIN	ATC	Source	Address
Contains:	Contains:	Contains:	Contains:	Contains:	Contains:	
▶	SU000002	ASIA INSURANCE PHILIPPINES CORPORATION			Local	
	SU000003	B2BE COM PHILIPPINES INC			Local	
	SU000004	BAYAN TELECOMMUNICATIONS INCORPORATED			Local	
	SU000005	BDO UNIBANK INC			Local	

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.

The screenshot shows the 'Journal Voucher Transaction File' window. It has two tabs: 'Transaction Details' and 'Transaction History'. The 'Transaction Details' tab is active. It contains several fields for transaction information:

- Field Name**: Branch Code, JV No, JV Date, Tran Type, Cust/Vend Code, Cust/Vend Name.
- Field Value**: HEAD OFFICE, (blank), (blank), AR Adjustment, (blank), (blank).
- Field Name**: Ref Doc Type, Ref Doc No, Currency, Curr Rate.
- Field Value**: Official Receipt, 00000000, PESO, 1.0000.
- Remarks**: (empty text area).

Below the transaction details, there is a 'Customer Masterfile' window. It shows a list of customers with columns for Code, Customer Name, TIN, and Address. The list is filtered by 'Contains:' and shows the following entries:

Code	Customer Name	TIN	Address
CU000001	10/Q THE MODERN SARI-SARI STORE - WEST FAIRVIEW		
CU000002	ANSON SUPERMARKET, INC.		
CU000003	AYAGOLD RETAILERS INC.		
CU000004	CALDEZAM'S GROCERY		


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.

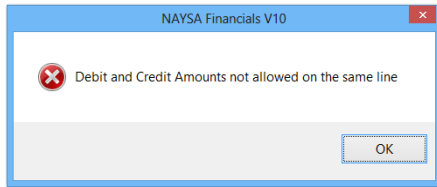
19. The Remarks field can cater a long explanation of the transaction. If the explanation is long the stroll bar will be enabled to allow continuous encoding of details.

20. Click the  button to start the encoding of accounting entries.

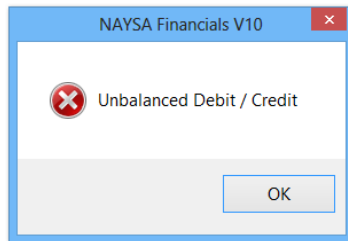
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
21. The LN or Line Number is automatically assigned as you add a new line.
22. Double click Account Code to view a valid account, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of 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.

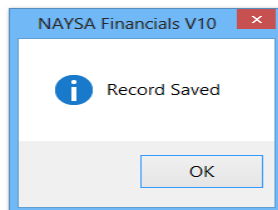



36. NAYSA displays a message alert below if Debit and Credit Amount is unbalanced.





37. Click the  button to correct the accounting entries.

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

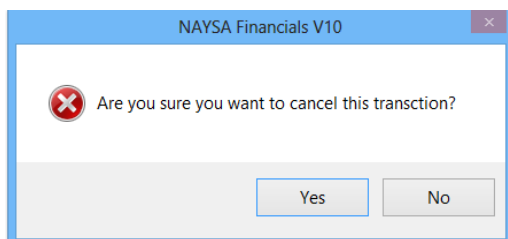


Click the  button to confirm. NAYSA clears the screen to allow creation of another transaction.

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

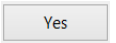
40. To exit, click the  button to clear the details of the current transaction and proceed with the encoding of another transaction.

41. To cancel a transaction, click the  button. A screen below is displayed.







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42. To cancel the cancellation of a transaction, click the  button.

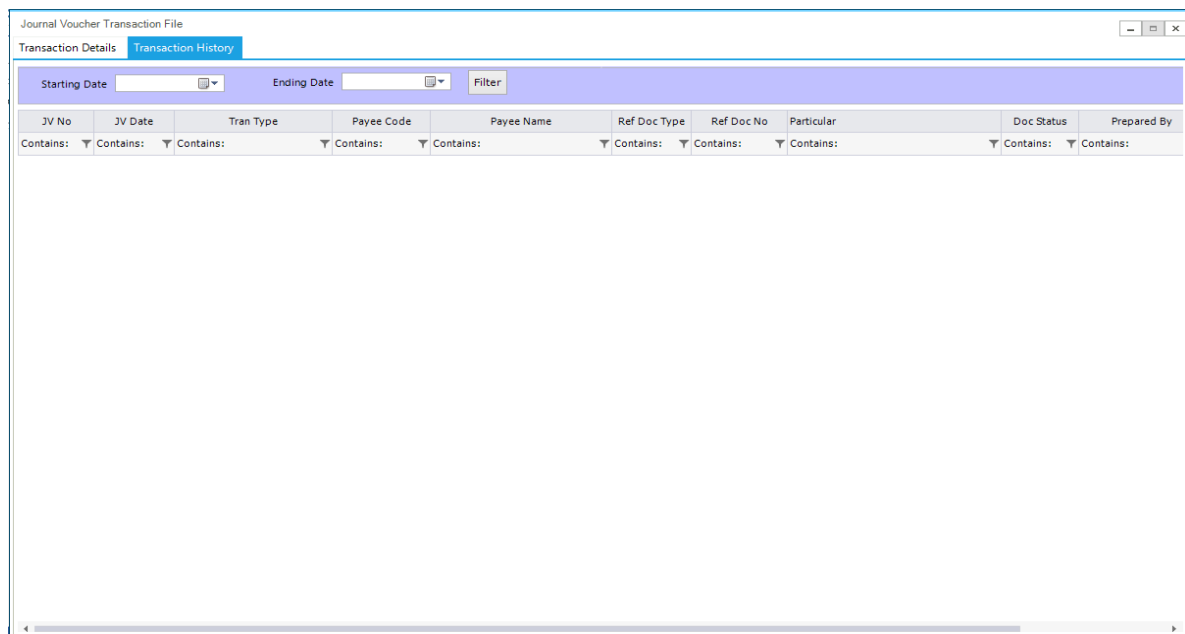
43. To proceed with the cancellation of transaction, click the  button.

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:




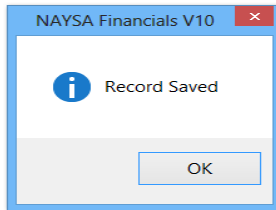
47. Enter the Starting Date of the transaction to filter.


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

49. Click the  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  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.