User Manual – Accounting Module

The **Accounting Module** in *Salesforce Production Environment* is going to be explained in this section. The user interface of the Accounting Module is shown in Fig a1. When the user selects the *Journal Type*, the main body will change accordingly. The user should select a *Journal Type* before selecting any other fields of *Journal*. As we see, when user select the *BANK journal*, relevant *Journal* fields are showing up in the interface (Fig a2).

Fig a1

Fig a2

Bank Journal

An example of the Accounting Module interface when filling up Bank Journal is given at Fig a3.

Fig a3

A *Journal* with related Line Items is shown in Fig a4

Fig a4

Posting the Bank Journal:

As user does not have Approval permission, an alert will be thrown (Fig a5). The user need to contact the Administrator to make the "Approval to Post" enabled. Once an approval is given, the user can post the *Journal* to *Transaction*. The detail page of *Journal* will be like Fig a6. The posted *Transaction* can be found in the *Journal Detail page* (Fig a6 Box 2), & the *Journal* Status will be converted as "Complete" (Fig a6 Box 1).
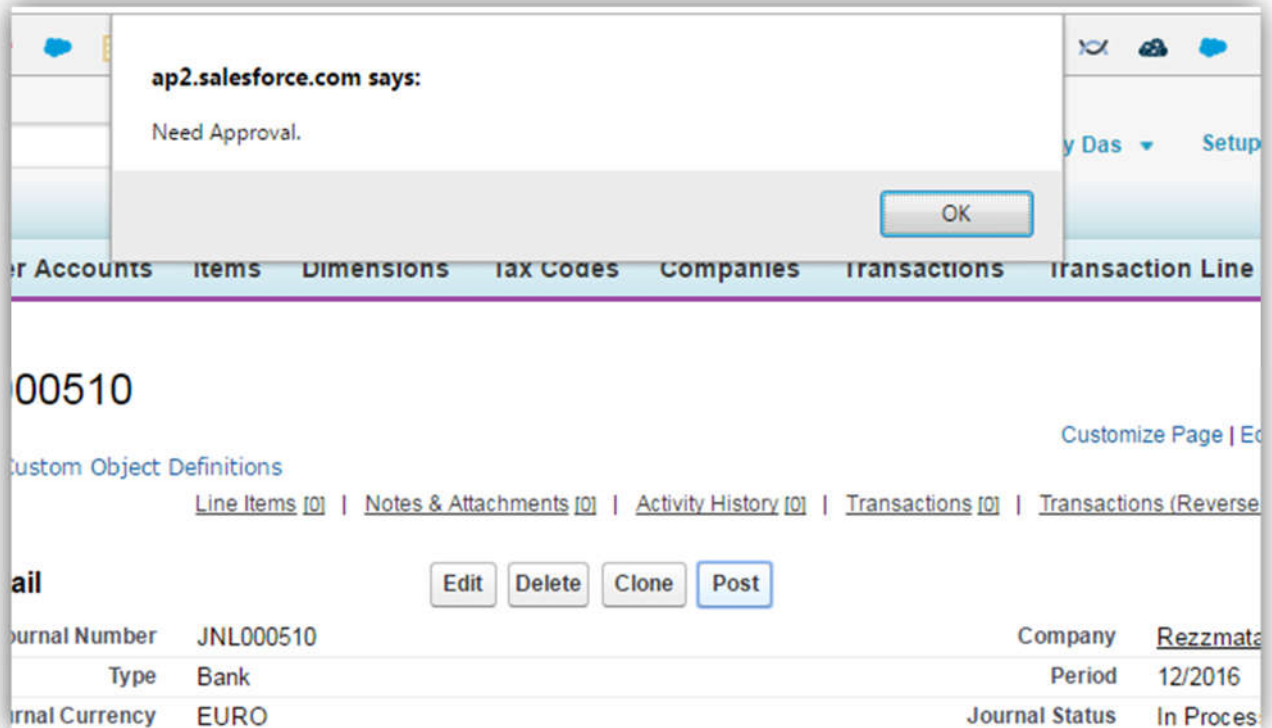

Fig a5

Fig a6

If the Transaction is needed to be Reversed into a Journal, that can be achieved by Reversal button in Transaction detail page (will be discussed in detail in Sales Journal Section). The reversed Journal of the Transaction Tr00015 of Fig a6 is shown in Fig a7. One can recognize this journal as Reversed Journal from the Reference & Journal Description field. And, the Transaction which is reversed is the lookup field *Transaction Reversal Source* (Red box in Fig a7).

Fig a7

Manual Journal

An example of Manual Journal is shown in Fig a8

Journal Detail

Journal Number	JNL000512	Company	Wave Hunters Surf Camp
Type	Manual	Period	12/2016
Journal Currency	EURO	Journal Status	In Process
Journal Date	12/14/2016	Debits	220.00
Reference	referring manual	Credits	-220.00
Journal Description	production env	Total	0.00
Discard Reason			
Invoice Number	7,766		
Approval to Post			
Posted Transaction			
Owner	Tanmoy Das [Change]		
Bank Account			
Transaction (Reversal source)			
Created By	Tanmoy Das, 12/8/2016 6:41 AM	Last Modified By	Tanmoy Das, 12/8/2016 6:41 AM

Line Items

Action	Line Item Number	Amount	General Ledger Account	Line Description	Total Amount	Account	Tax Code
Edit | Del	LI001133	220.00	45101 - Receivables write-offs and settlements	production env	220.00	Kamba	0
Edit | Del	LI001134	-220.00	48101 - Management & Advisory	production env	-220.00		0

Notes & Attachments

Action	Type	Title	Last Modified	Created By
Edit | View | Del	Attachment	16-20-07.factuur.ellssells.pdf	12/8/2016 6:41 AM	Tanmoy Das

Fig a8

Payable/Sales Journal

Creating Journal & Line Item:

An User Interface for *Sales Invoice* is shown in Fig a10 where input is entered by user/accountant. This User Interface follow Method 3. Method 3: When the *Journal* will be posted to *Transaction*, 3 *Transaction Line Items* will be generated based on the single *Line Item* in the *Journal* page. From Fig a10, from single *Line Item* (Box Magenta), after POSTing to *Transaction*, we will get 3 TLI.

Fig a10

After clicking the Save button in the User Interface (UI), *the Journal detail page* of newly created *Journal* is shown at Fig a11.

Posting the *Journal* into *Transaction*:
There is a <u>POST</u> button at the top of the page. Once the *Journal* is <u>approved</u> for posting (Approval for Post is checked), user can post the *Journal*. The posted *Transaction* for JNL000519 is shown in Fig a12.

Fig a11

Fig a12

Reversing the *Journal*:

Once the *Transaction* is posted, the Journal status is converted in to "Completed", the source *Journal* is stored in ***Reversal Journal***. The posted *Transaction* has 3 *Transaction Line Items* TLI 1, TLI 2, TLI 3. The Debit amount in the *Transaction* will be the positive sum of the Amount in the *Transaction Line Items* (Fig a12 Black Box & *Amount* of TLI in Related List). There is a Reversal button at the top of the page. Reversal will create a *Journal* from this *Transaction* (Fig a13)

Fig a13