

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).

The screenshot shows the 'Journal Detail' form in the Salesforce Production Environment. The 'Journal Type' is set to 'Sales Invoice'. The form includes fields for 'Company', 'Journal Currency' (set to '--None--'), 'Reference', 'Journal Description', 'Journal Date' (set to '12/8/2016'), 'Period', 'Debits', 'Credits', 'Total', and 'Invoice Number'. Below these are fields for 'Line Item' with columns for 'Type' (set to '--None--'), 'Dimension', 'General Ledger Account', 'Amount', 'Account', and 'Tax Code'. At the bottom, there are fields for 'Journal Status' (set to 'In Process') and 'Discard Reason', and an 'Upload a Attachment' section with 'File' (set to 'Choose File') and 'Description' fields.

Fig a1

The screenshot shows the 'Journal Detail' form in the Salesforce Production Environment. The 'Journal Type' is set to 'Bank'. The form includes fields for 'Bank Account', 'Company', 'Journal Currency' (set to '--None--'), 'Reference', 'Journal Description', 'Journal Date' (set to '12/8/2016'), and 'Line Item' fields for 'Amount', 'Offset GLA', 'Type' (set to '--None--'), 'Account', 'Dimension', and 'General Ledger Account'. At the bottom, there are fields for 'Journal Status' (set to 'In Process') and 'Discard Reason', and an 'Upload a Attachment' section with 'File' (set to 'Choose File') and 'Description' fields.

Fig a2

Bank Journal

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

The screenshot shows the 'Journal Detail' form for a Bank Journal entry. At the top, there are 'Save' and 'Discard' buttons. Below them, the 'Journal Type' is set to 'Bank'. The 'Bank Journal' section contains fields for 'Bank Account' (Test Bank account), 'Company' (Rezzmatazz), and 'Journal Currency' (EURO). To the right, there are fields for 'Reference' (ref11), 'Journal Description' (testing the journal without line item & attachment), and 'Journal Date' (12/8/2016). Below this is a 'Line Item' table with columns: Amount, Offset GLA, Type, Account, Dimension, and General Ledger Account. The table currently has one row with 'Type' set to '--None--'.

Fig a3

A Journal with related Line Items is shown in Fig a4

The screenshot displays a completed 'Journal' entry and its associated 'Line Items' and 'Attachments'. The 'Journal Detail' section shows the following information:

Journal Detail	
Journal Number	JNL000509
Type	Bank
Journal Currency	EURO
Journal Date	12/8/2016
Reference	refer 1
Journal Description	describe first bank account entered in Production Environment
Discard Reason	n/a
Invoice Number	
Approval to Post	<input type="checkbox"/>
Posted Transaction	
Owner	Tanmoy Das [Change]
Bank Account	
Transaction (Reversal source)	
Created By	Tanmoy Das, 12/8/2016 6:09 AM
Last Modified By	Tanmoy Das, 12/8/2016 6:09 AM

The 'Line Items' section shows a table with one item:

Action	Line Item Number	Amount	General Ledger Account	Line Description	Total Amo
Edit Del	L1001132	7,700.00	42102 - Non-Food	describe first bank account entered in Production Environment	7,700.00

The 'Notes & Attachments' section shows an attachment:

Action	Type	Title	Last Modified
Edit View Del	Attachment	download.png	12/8/2016 6:09 AM

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).

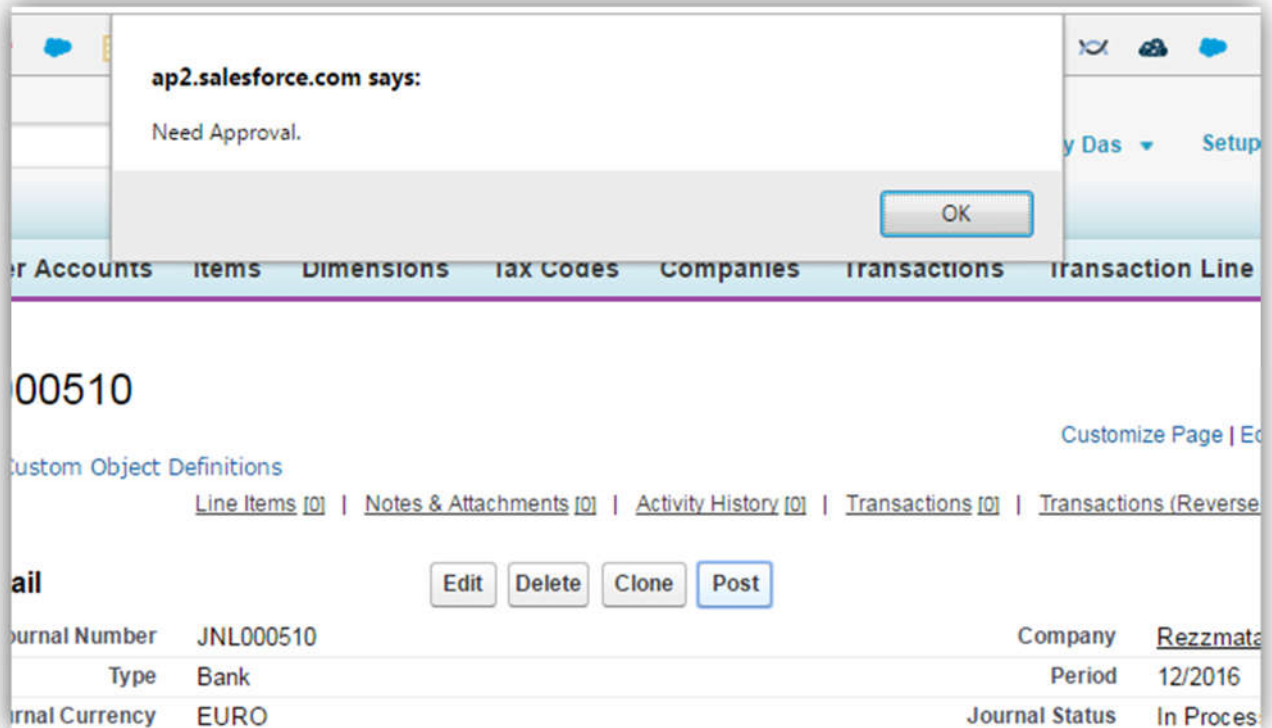


Fig a5

Journal Detail		Edit	Delete	Clone	Post
Journal Number	JNL000510			Company	Rezzmatazz
Type	Bank			Period	12/2016
Journal Currency	EURO			Journal Status	Completed
Journal Date	12/8/2016			Debits	0.00
Reference	ref11			Credits	0.00
Journal Description	testing the journal without line item & attachment			Total	0.00
Discard Reason					
Invoice Number					
Approval to Post <input checked="" type="checkbox"/>					
Posted Transaction <u>Tr00015</u>					

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).

Journal Detail		Edit	Delete	Clone	Post
Journal Number	JNL000511			Company	Rezzmatazz
Type	Bank			Period	12/2016
Journal Currency	EURO			Journal Status	In Process
Journal Date	12/7/2016			Debits	0.00
Reference	Reversed Journal: ref11			Credits	0.00
Journal Description	Reversed Journal: testing the journal without line item & attachment			Total	0.00
Discard Reason					
Invoice Number					
Approval to Post <input type="checkbox"/>					
Posted Transaction					
Owner Tanmoy Das [Change]					
Bank Account					
Transaction (Reversal source) <u>Tr00015</u>					
Created By Tanmoy Das, 12/8/2016 6:28 AM			Last Modified By Tanmoy Das, 12/8/2016 6:28 AM		

Fig a7

Manual Journal

An example of Manual Journal is shown in Fig a8

The screenshot displays the 'Manual Journal' interface. The top section, 'Journal Detail', contains fields for Journal Number (JNL000512), Type (Manual), Journal Currency (EURO), Journal Date (12/14/2016), Reference (referring manual), Journal Description (production env), Discard Reason, Invoice Number (7,766), Approval to Post (checkbox), Posted Transaction, Owner (Tanmoy Das), Bank Account, and Transaction (Reversal source). It also shows Company (Wave Hunters Surf Camp), Period (12/2016), Journal Status (In Process), Debits (220.00), Credits (-220.00), and Total (0.00). Below this is the 'Line Items' section, which is highlighted with a blue border. It contains a table with columns: Action, Line Item Number, Amount, General Ledger Account, Line Description, Total Amount, Account, and Tax Code. Two line items are listed: LI001133 with amount 220.00 and LI001134 with amount -220.00. The bottom section, 'Notes & Attachments', shows a table with columns: Action, Type, Title, Last Modified, and Created By. One attachment is listed: '16-20-07 factuur ellssells.pdf'.

Journal Detail		Company	
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	<input type="checkbox"/>		
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		New Line Item					
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	Q
Edit Del	LI001134	-220.00	48101 - Management & Advisory	production env	-220.00		Q

Notes & Attachments		New Note		Attach File		View All	
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.

Journal Type: Sales Invoice

Journal

Company: Rezzmatazz
 Journal Date: 12/8/2016 [12/8/2016]
 Journal Currency: --None--
 Reference: Method 3: Create 3 Transaction Line It
 Journal Description: describe sales journal -
 Period: Debits
 Credits
 Total
 Invoice Number: 8

Line Item **Transaction Line Item (TLI) 1**

Type	Dimension	General Ledger Account	Amount	TLI 2	TLI 3
General Ledger Account	Grade1 B	45101 - Receivables write-offs a...	20	United Oil & amp; ...	100

Add Line Delete Line

Journal Status

Journal Status: In Process
 Discard Reason: not given

Upload a Attachment

File: Choose File IMIM5788_2-LFVQ6NC.pdf
 Description: immi doc

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 POST button at the top of the page. Once the *Journal* is approved for posting (Approval for Post is checked), user can post the *Journal*. The posted *Transaction* for JNL000519 is shown in Fig a12.

Journal Detail Edit Delete Clone **Post**

Journal Number	JNL000519	Company	Rezzmatazz
Type	Sales	Period	12/2016
Journal Currency	EURO	Journal Status	In Process
Journal Date	12/8/2016	Debits	20.00
Reference	Method 3: Create 3 Transaction Line Items from 1 Line Item in Journal	Credits	0.00
Journal Description	describe sales journal -	Total	20.00
Discard Reason	not given		
Invoice Number	8		
Approval to Post	✓		

Posted Transaction

Owner: Tanmoy Das [Change]

Bank Account

Transaction (Reversal source)

Created By: Tanmoy Das, 12/8/2016 7:43 AM
 Last Modified By: Tanmoy Das, 12/8/2016 8:16 AM

Edit Delete Clone Post

Line Items New Line Item Line Items Help ?

Action	Line Item Number	Amount	General Ledger Account	Line Description	Total Amount	Account	Tax Code
Edit Delete	U001144	20.00	45101 - Receivables write-offs and settlements	describe sales journal -	20.00	United Oil & Gas, UK	100

Fig a11

Transaction Detail [Edit] [Delete] [Clone] **Reversal**

Journal	JNL000519	Company	Rezzmatazz
Type	Sales	Period	12/2016
Currency	Euro	Journal Status	Completed
Journal Date	12/7/2016 4:00 PM	Debit	22.00
Reference	Method 3: Create 3 Transaction Line Items from 1 Line Item in Journal	Credit	-22.00
Description	describe sales journal -	Total	0.00
Discard Reason	not given		
Invoice Number	8.00		
Transaction Name	Tr00018		
Created By	Tanmoy Das, 12/8/2016 7:44 AM		
Reversal Approval	✓		
Reversed Journal	JNL000520		
Transaction Line Item			

[Edit] [Delete] [Clone] [Reversal]

Transaction Line Items [New Transaction Line Item] [Transaction Line Items Help ?]

Action	Transaction Line Item Name	Line Item	Amount	General Ledger Account	Line Description	Account	Total Amount
[Edit] [Del]	TLI000007	TLI 1	20.00	45101 - Receivables write-offs and settlements	describe sales journal -	United Oil & Gas, UK	20.00
[Edit] [Del]	TLI000008	TLI 2	-22.00	Test gla	describe sales journal -	United Oil & Gas, UK	-22.00
[Edit] [Del]	TLI000009	TLI 3	2.00	10001 - ABN AMRO - Plukje	describe sales journal -	United Oil & Gas, UK	2.00

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)

Journal Detail [Edit] [Delete] [Clone] [Post]

Journal Number	JNL000520	Company	Rezzmatazz
Type	Sales	Period	12/2016
Journal Currency		Journal Status	In Process
Journal Date	12/7/2016	Debits	22.00
Reference	Reversed Journal: Method 3: Create 3 Transaction Line Items from 1 Line Item in Journal	Credits	-22.00
Journal Description	Reversed Journal: describe sales journal -	Total	0.00
Discard Reason	not given		
Invoice Number	8		
Approval to Post	<input type="checkbox"/>		
Posted Transaction			
Owner	Tanmoy Das [Change]		
Bank Account			
Transaction (Reversal source)	Tr00018		
Created By	Tanmoy Das, 12/8/2016 7:46 AM	Last Modified By	Tanmoy Das, 12/8/2016 7:46 AM

[Edit] [Delete] [Clone] [Post]

Line Items [New Line Item] [Line Item]

Action	Line Item Number	Amount	General Ledger Account	Line Description	Total Amount	Account
[Edit] [Del]	L1001145	-20.00	45101 - Receivables write-offs and settlements	Reversed Journal: describe sales journal -	-20.00	United Oil & Gas, UK
[Edit] [Del]	L1001146	22.00	Test gla	Reversed Journal: describe sales journal -	22.00	United Oil & Gas, UK
[Edit] [Del]	L1001147	-2.00	10001 - ABN AMRO - Plukje	Reversed Journal: describe sales journal -	-2.00	United Oil & Gas, UK

Fig a13