



Use the General Journals to enter adjusting or correcting entries to the general ledger.

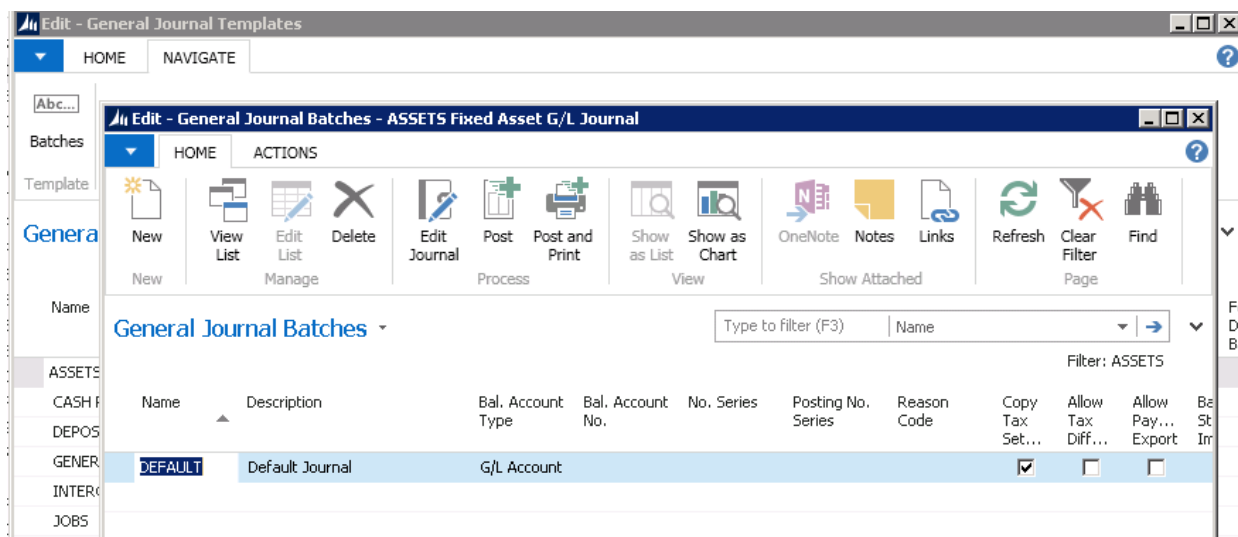
Note: All of Financial Manager's journals are similar, Cash Receipts, Sales, Purchases, etc. These instructions can be applied to entering records in other journals.

Creating Batches

Journals can have multiple batches. Do not confuse these batches with batch processing documents such as invoices. A batch can identify the purpose of the entries or the person making the entries. For example, in the general journal, you may have batches set up for cash entries, end of year entries, and miscellaneous entries. In the item journal, Job Manager users may want to set up a separate batch for receiving customer inventory.

You will probably want to assign different batches when several people will be using a journal. When each person has their own batch, several users can enter journal lines without creating conflicts. Users can leave the journal without posting their lines and their unposted journal lines will be stored in their batch table until they are ready to post them. For example, if you have several people entering cash receipts and each person is using their own batch, one user could leave unposted entries in their batch while they verify information without stopping another user from entering and posting cash receipts in a different batch.

1. In the **Search** box, enter **General Journal Templates**, and then choose the related link.
2. In the **General Journal Templates** window, select the line that contains the template for which you want to set up batches.
3. On the **Navigate** tab, in the **Template** group, choose **Batches**.
4. Fill in the first empty line to create a new journal batch. Fill in the **Name** and **Description** fields and other fields if they are required.
5. Close the window.



Entering an Adjusting Entry General Journal—Multiple Line Entry

Multiple line journal entries allow the user to select more than one debit and/or credit account number. They also allow the user to select more than one set of dimensions per line. You can correct to or from multiple accounts and dimension combinations.

1. In the **Search** box, enter **General Journal**, and then choose the related link.
2. Fill in the first row with needed information.
 1. **Posting Date**
 2. **Document Type.** This would be blank for a “normal” journal entry. If posting correcting entries to customers, vendors, ect, a document type may be required. Select the appropriate document type from the pull down list.
 3. **Document number.** If your system is set up to auto assign the number, tab past the field as the number will be assigned. If the number is user defined, enter a document number.
 4. **Account type.** General Ledger for a “normal” journal entry. Other choices available depending on the type of entry.
 5. **Account No.** Enter the chart of accounts number.
 6. **Global Dimension 1.** In the screen shot below, global dimension 1 is “Department Code”. Enter the correct value needed. (If this is the first time you are entering a journal entry, you will have to choose to show this column.)
 7. **Global Dimension 2.** In the screen shot below, global dimension 1 is “Project Code”. Enter the correct value needed. (If this is the first time you are entering a journal entry, you will have to choose to show this column.)
 8. **Description.** This field will auto fill with the name of the chart of accounts number.
 9. **Gen Posting Type.** May or may not be required depending on your system set up. See your Accounting Department for more information.
 10. **Gen. Bus. Posting Group.** May or may not be required depending on your system set up. See your Accounting Department for more information.



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11. **Gen. Prod. Posting Group.** May or may not be required depending on your system set up. See your Accounting Department for more information.
12. **Amount.** Enter a positive number for a debit and a negative number for a credit.
13. Balance columns are used in single line entry. **Bal. Account No.** must be blank for multiple line entry.
3. Fill out the remaining rows until you have completely entered the entire journal entry. The document number assigned will auto fill on subsequent lines until the whole document number balances to zero.
4. After filling in the fields, post the journal. On the **Home** tab, in the **Process** group, choose **Post**.

Batch Name:

Posting Date	Document Type	Document No.	Account Type	Account No.	Department Code	Project Code	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
1/23/2014		G00001	G/L Account	65100	SALES		Cleaning				250.00	G/L Account	
1/23/2014		G00001	G/L Account	65300			Repairs and Maintenance				-250.00	G/L Account	

(The above example shows a reclass of an expense from repairs and maintenance to cleaning.)

Note: If the numbering sequence for the journal is based on system defined number, use **Renumber Document Numbers** to eliminate posting errors due to possible duplicate numbers when multiple users are in the system. When you are ready to post the journal, on the **Actions** tab, in the **Functions** group, choose **Renumber Document Numbers**. The document numbers will be updated as required.

Entering an Adjusting Entry General Journal-Single Line Entry

Single line journal entries are used when you would be adjusting between two accounts with the same dimension combinations or two accounts that do not require dimensions.

5. In the **Search** box, enter **General Journal**, and then choose the related link.
6. Fill in the first row with needed information.
 1. Follow steps 1-12 of the multiple line entry instructions.
 2. **Bal. Account Type.** Choose the appropriate type from the drop down list.
 3. **Bal. Account No.** Enter the appropriate number or select a number from the drop down list.
 4. **Bal. Gen. Posting Type.** May or may not be required depending on your system set up. See your Accounting Department for more information.
 5. **Bal. Gen. Bus. Posting Group.** May or may not be required depending on your system set up. See your Accounting Department for more information.
 6. **Bal. Gen Prod Posting Group.** May or may not be required depending on your system set up. See your Accounting Department for more information.
7. After filling in the fields, post the journal. On the **Home** tab, in the **Process** group, choose **Post**.



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Batch Name:

Posting Date	Document Type	Document No.	Account Type	Account No.	Department Code	Project Code	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.	Bal. Gen. Posting Type	Bal. Gen. Bus. Posting Group	Bal. Gen. Prod. Posting...
1/23/2014		G00001	G/L Account	41200	SALES		Job Sales	Sale	NATIONAL	RETAIL	60,000.00	G/L Account	41450	Sale	NATIONAL	SERVICES

In the example above \$60,000 would be debited to account 41200, credit from 41450 and also reclassified from the retail general project posting group to the services. The global dimension 1 of “Department Code” would remain the same for both sides of the entry.

Running a Test Report before Posting

1. Fill in a general journal.
2. On the **Actions** tab, in the **Posting** group, choose **Test Report** to see a test report of the journal lines.

Viewing the Entry after Posting

1. Open the **Chart of Accounts** window.
2. On the line with the relevant account number, select the amount in the **Net Change** field.
3. Browse to the last entry on the account (or whichever entry is relevant), and on the **Actions** tab, choose **Navigate**.
4. In the **Navigate** window, on the **Actions** tab, choose **Show Related Entries** to view the general ledger entries.

Reversing Posted General Journal Entry

1. Select the entry that you want to reverse.
2. On the **Actions** tab, in the **Functions** group, choose **Reverse Transaction**.
3. In the **G/L Registers** window, select the relevant register.
4. On the **Actions** tab, in the **Functions** group, choose **Reverse Register**.
5. You can change the description in the **Description** field.
6. On the **Actions** tab, in the **Reversing** group, choose **Reverse**.

Creating Recurring Journal Entries

1. In the **Search** box, enter **Recurring General Journal**, and then choose the related link.
2. To readily identify the entry, give the recurring entry a unique and descriptive batch name. See **Creating Batches** at the beginning of these instructions.
3. Fill in the following:



- a. **Recurring Method**
 - i. **Fixed.** The amount on the journal line will remain after posting.
 - ii. **Variable.** The amount on the journal line will be deleted after posting.
 - iii. **Balance.** The posted amount on the account on the line will be allocated among the accounts specified for the line in the Gen. Jnl. Allocation table. The balance on the account will thus be set to zero. Remember to fill in the Allocation % field in the Allocation List table. (See Note below)
 - iv. **Reversing Fixed.** The amount on the journal line will remain after posting, and a balancing entry will be posted on the next day.
 - v. **Reversing Variable.** The amount on the journal line will be deleted after posting, and a balancing entry will be posted on the next day.
 - vi. **Reversing Balance.** The posted amount on the account on the line will be allocated among the accounts specified for the line in the Gen. Jnl. Allocation table. The balance on the account will thus be set to zero. A balancing entry is posted on the next day. (See Note below)
- b. **Recurring Frequency**
 - i. For a full explanation of using dates and times please see HOW TO: ENTER DATES AND TIMES in the Help.
 - ii. The most common formula for the frequency code is the last day of the month. The code is 1D+1M-1D.
- c. **Posting Date**
- d. **Document No.**
 - i. The **Document No.** field on a recurring journal line can contain a time period name that updates automatically every time the journal is posted. Enter a code that represents the time period description to be inserted. You can choose from the following codes.
 - 1. %1 Current day, for example, Monday.
 - 2. %2 Current week, for example, 52.
 - 3. %3 Current month number, for example, 1.
 - 4. %4 Current month name, for example, January.
 - 5. %5 Current accounting period name, for example, January.If the entry's document number should be "Insurance + current month number," then enter "Insurance %3" in the field.
- e. **Account Type**
- f. **Account No.**
- g. **Description**
 - i. The Description field on a recurring journal line can contain a time period name that updates automatically every time the journal is posted. Codes are the same



as those listed for the document number. If the entry's description should be "Shrinkage + current month number," then enter "Shrinkage %3" in the field.

- h. **Amount.** Enter debits as positive numbers and credits as negative numbers.
4. Post the journal.

You will notice the dates are different from the dates you entered. The changes are made according to the formula in the **Recurring Frequency** field. If the **Recurring Method** field contains **Fixed**, *the amount is unchanged*. If the **Recurring Method** field contains **Reversing Variable**, *the amount has been deleted*.

Note: If the recurring method is set to Balance or Reversing Balance, any dimension value codes in the recurring journal are disregarded if the amount is set to zero.

Post Recurring Journals after Set Up

1. In the **Search** box, enter **Recurring General Journal**, and then choose the related link.
2. Choose the batch to post.
3. If you have entries with variable amounts, type the correct amount for this period in the Amount field.
4. Post the journal

Using Allocations in a Recurring Journal Entry

1. In the **Search** box, enter **Recurring General Journal**, and then choose the related link.
2. Select **Batch Name** field at the top of the window, choose **New** and create a new journal batch.
3. In the **Name** field, enter a name for the batch, such as **CLEANING**. In the **Description** field, enter a description, such as **Cleaning Expenses Journal**.
4. When you are done, choose the **OK** button. A new, empty recurring journal opens.
5. In the **Recurring Method** field, select the preferred method, such as **Variable**. In the **Recurring Frequency** field, enter the appropriate period, **1M**, for example.
6. Fill in the **Posting Date**, **Document No.**, **Account Type**, **Account No.**, and **Description** fields. Enter the total amount to be allocated in the **Amount** field.
7. In the last field on the line, press the Enter key to set up the line. Select the line, and then from the **Navigation** tab, in the **Line** group, choose **Allocations**.
8. Create a line for each allocation. You must fill in either the **Allocation %**, **Allocation Quantity**, or **Amount** field. You must also fill in the **Account No.** field and, if you are allocating the transaction among global dimensions, the global dimension fields.
9. If you enter a percentage on a line, the amount in the **Amount** field is calculated automatically. These amounts have the opposite sign from the total amount in the **Amount** field in the recurring journal.
10. After entering the allocations lines, choose **OK** to return to the **Recurring General Journal** window. The **Allocated Amt. (LCY)** field is filled in and matches the **Amount** field.



11. Post the journal.

How to Apply General Ledger Entries

1. In the **Search** box, enter **Chart of Accounts**, and then choose the related link.
2. In the **Chart of Accounts** window, select the account that you want to apply entries for, and then on the **Navigate** tab, in the **Account** group, choose **Apply Entries**.
3. In the **Apply G/L Entries** window, select the ledger entries that you want to apply.
4. On the **Navigate** tab, in the **Process** group, choose **Set Applies-to ID** to populate the **Applies-to ID** field with the user ID of the current user.
5. On the **Navigate** tab, in the **Process** group, choose **Post Application**.

How to Unapply General Ledger Entries

1. In the **Search** box, enter **Chart of Accounts**, and then choose the related link.
2. In the **Chart of Accounts** window, select the account you want to unapply entries for, and then on the **Navigate** tab, in the **Account** group, choose **Apply Entries**.
3. In the **Apply G/L Entries** window, select the ledger entries you want to unapply.
4. On the **Navigate** tab, in the **Process** group, choose **Unapply Entries**.

For further information contact Vertex Support at (800) 536-3427 or support@vertexsystems.com. You can also search the HELP files by searching “General Journal” or visit the Microsoft Dynamics NAV library at [http://msdn.microsoft.com/en-us/library/hh168755\(v=nav.71\).aspx](http://msdn.microsoft.com/en-us/library/hh168755(v=nav.71).aspx)