

Livestock Office – Creditor Journals

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Creditor Journals

Livestock Office main menu > Creditors > Creditor Journals

Allows you to add, review and edit Creditor Journal transactions.

Notes:

- Journals can also be used by your Accountant to record a transaction for which there is no designated cashbook transaction. This may include recording depreciation, adjustments made for rounding or year-end adjustments.
- Journals are created automatically when an Account Transfer is done.
- Journals are used during Livestock Office setup to create the opening balances for creditors.

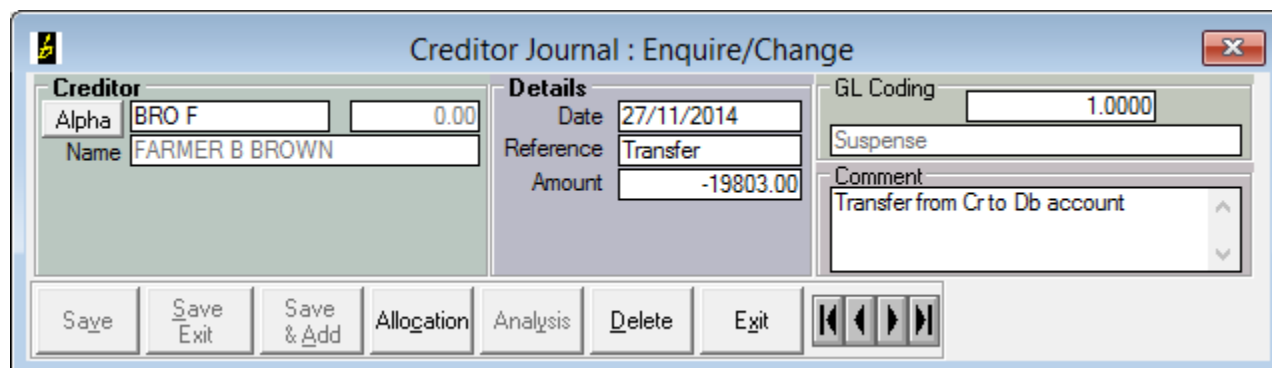
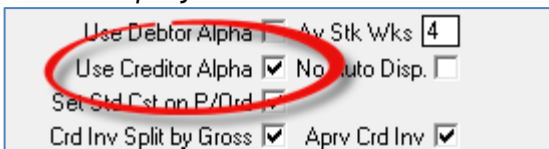


Figure 1: Creditor Journal screen

Field	Description
Creditor Act No / Alpha	Click the button to toggle between Creditor Account No and Alpha Key (code). Enter the Creditor Account No or Alpha Key. Double click or F8 for a lookup. Notes: <ul style="list-style-type: none"> Ctrl+F8 on a Creditor Acct No or Alpha Key will open the Creditor details. Tick the checkbox in Company Details > Constants tab to default to Alpha Key: 
Name	The Creditor name and outstanding balance will automatically display for the creditor.

Continued...

Field	Description
Details	
Date	Date of the Receipt transaction.
Reference	Up to 15 alphanumeric characters. Reference as entered in the cashbook transaction.
Amount	Numeric value up to 2 decimal places.
GL Coding	Enter the appropriate G/L code for this transaction. Double click or F8 for a lookup. Description will display automatically for the code entered.
Comment	Free text field to add notes regarding this transaction.

Window Control Buttons

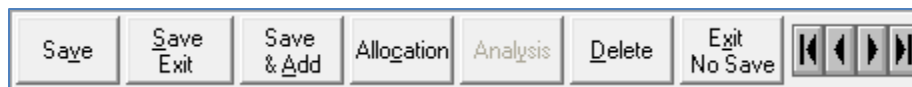



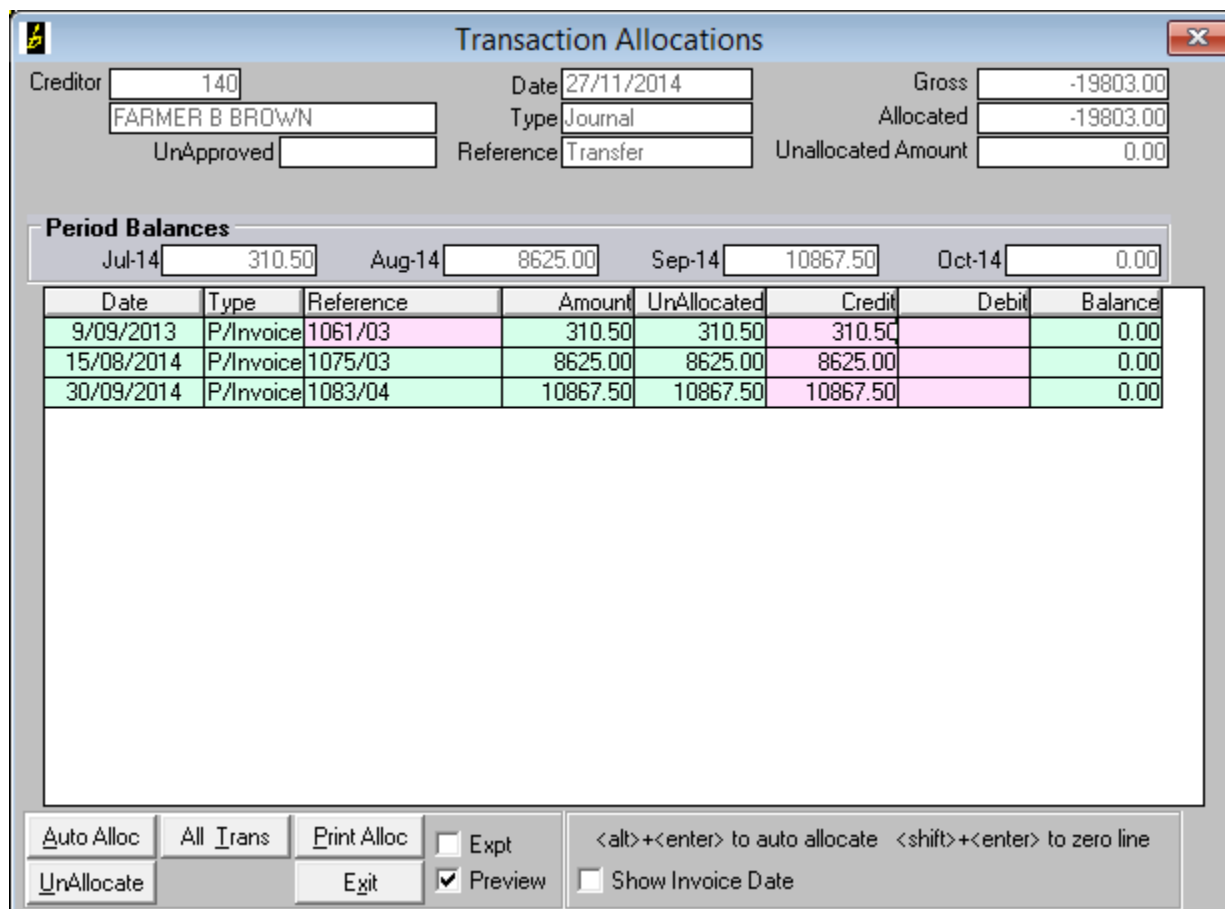
Figure 2: Window Control Buttons

Button	Description
Save	Saves the current record.
Save Exit	Saves and closes the current window.
Save & Add	Saves and opens an empty ADD window.
Allocation	Opens list of Allocation screen for this Journal transaction. Please refer to the next section in this document for details.
Analysis	Not applicable for Creditor Journals.
Delete	Deletes the current Journal. <i>Notes:</i> <ul style="list-style-type: none"> • All allocations must be removed first. • The transaction must not be reconciled on a bank statement. • The period must be open.
Exit / Exit No Save	Close the window.
	Go to: First / Previous / Next / Last record.

Allocation Button

Opens the Allocation window for the open Creditor Journal.

This screen shows any Creditor transactions (payments, invoices or journals) that have been allocated to the invoice.



Date	Type	Reference	Amount	UnAllocated	Credit	Debit	Balance
9/09/2013	P/Invoice	1061/03	310.50	310.50	310.50		0.00
15/08/2014	P/Invoice	1075/03	8625.00	8625.00	8625.00		0.00
30/09/2014	P/Invoice	1083/04	10867.50	10867.50	10867.50		0.00

Figure 3: Creditor Journal Allocation

Field	Description
Header	The Creditor and Journal details will automatically display.
Period Balances	Displays the last 4 months period balances for the creditor.
Grid	Lists all creditor transactions allocated to this invoice. If the invoice is not fully allocated, then all creditor transactions (payments, invoices and journals) that are not fully allocated will display. Click on any of the first 5 columns on any line to open the selected transaction.

Continued...

Field	Description
Grid cont... Grid Colours	Reference - Pink background indicates the currently selected row. Amount - Pink indicates a dispute on the invoice. UnAllocated - Blue indicates a partial allocation. - Yellow indicates a discount is available to take. Credit/Debit - Pink indicates editable columns. You can type the amounts in.
Credit Debit) Double click to manually allocate the outstanding amount.) Double click again to manually zero the line.) Single click in the Credit box to manually edit the amount.
Auto-Alloc button	Automatically allocates any unallocated journal amount to the outstanding creditor transactions.
UnAllocate button	Unallocates any allocated amounts.
All Trans button	Shows All transactions that are not fully allocated.
Import button	Not applicable to Creditor Journals, only applies to Receipts.
Print Alloc Expt Preview	Prints the allocation list. Opens the export dialog window when Print Alloc is clicked. Previews the report when Print Alloc is clicked. Note: <ul style="list-style-type: none"> Preview defaults to the Print Preview setting in the User file for the current user.
Exit	Close the window
Sort by Date/Ref	Select desired sort order from the drop down list to change the order of the transactions list.