

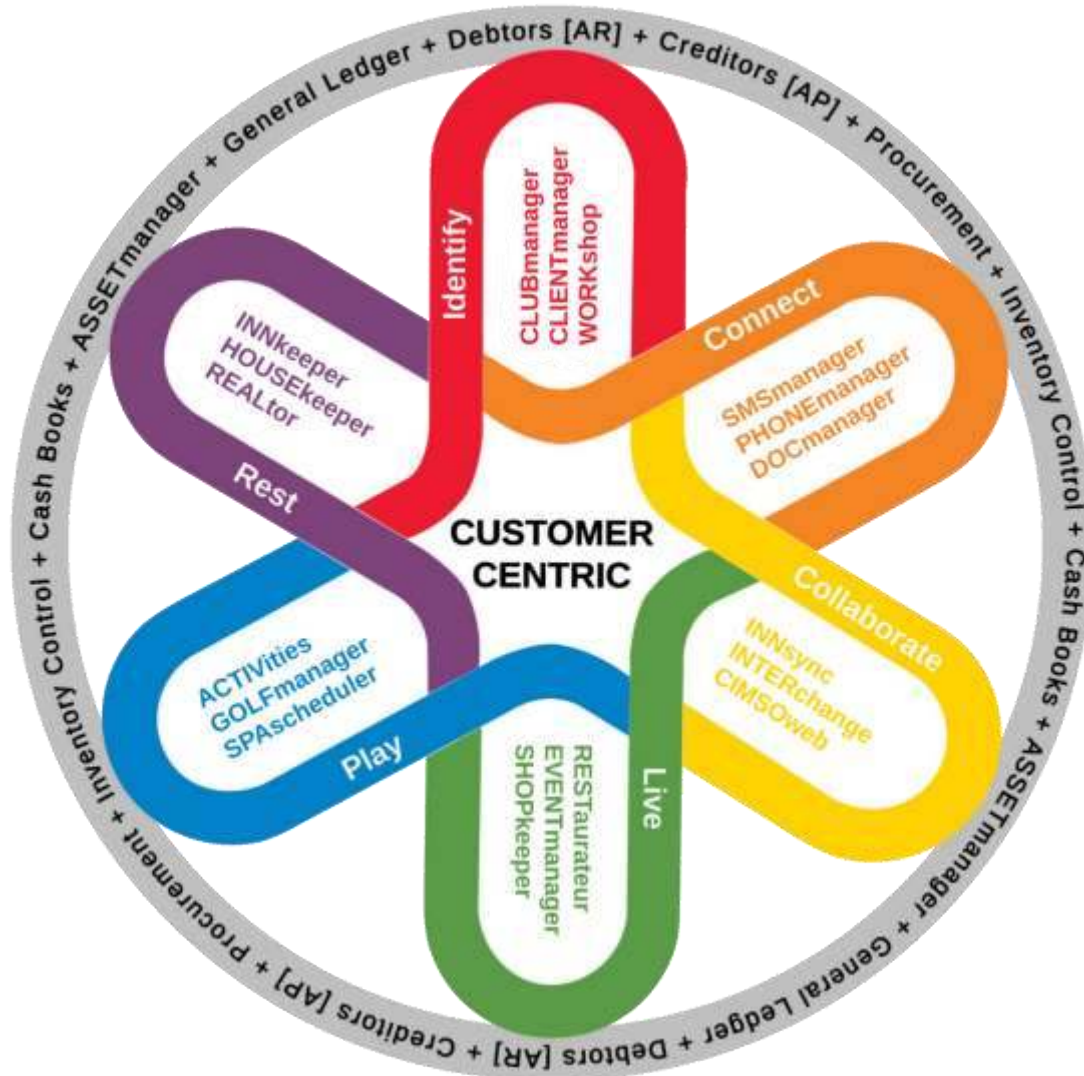
The Journal Transactions Process Manual

The Definition of Journal Transaction (Entry):

A journal entry is used to record a business transaction in the accounting records of a business. A journal entry can be recorded in the general ledger, but sometimes in a subsidiary ledger that is then summarized and rolled forward into the general ledger. The general ledger is then used to create financial statements for the business.

The logic behind a journal entry is to record every business transaction in at least two places (known as double entry accounting). For example, when you generate a sale for cash, this increases both the revenue account and the cash account. Or, if you buy goods on account, this increases both the accounts payable account and the inventory account.

- <https://www.accountingtools.com/articles/what-is-a-journal-entry.html>



CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet

- Menu
- Administration
- Golfer
- ActivityScheduler
- SpaScheduler
- Restaurateur
- ShopKeeper
- AssetManager
- WebRes
- InnSync
- Fax Server
- Phoneman
- TimeKeeper
- Configuration
- EXEUP
- Close Menu
- Exit Menu

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Language: English (United Kingdom)

Database: CiMSODemo_V417 on vmserver

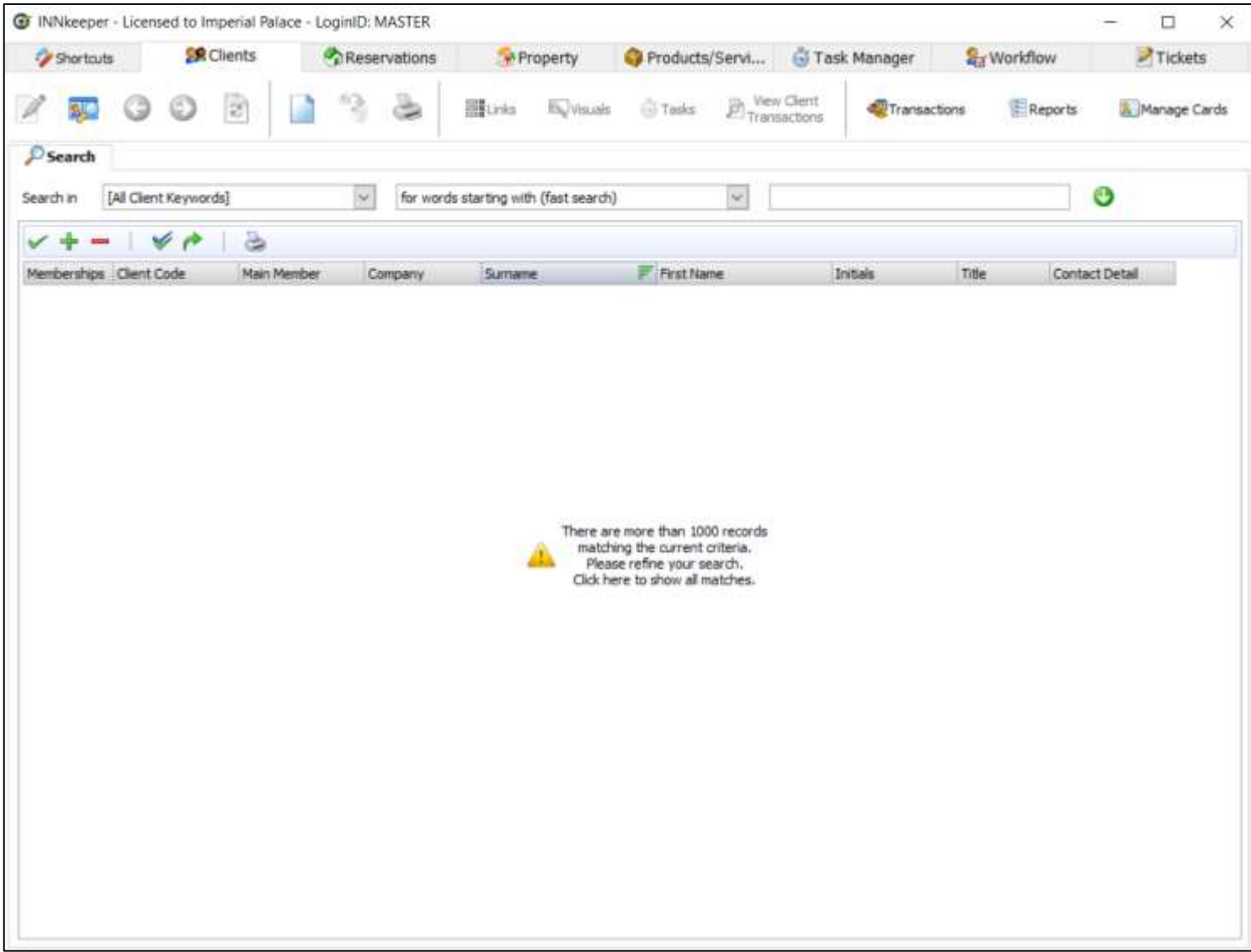
Location: MAIN Imperial Palace Rooms

Login ID: master

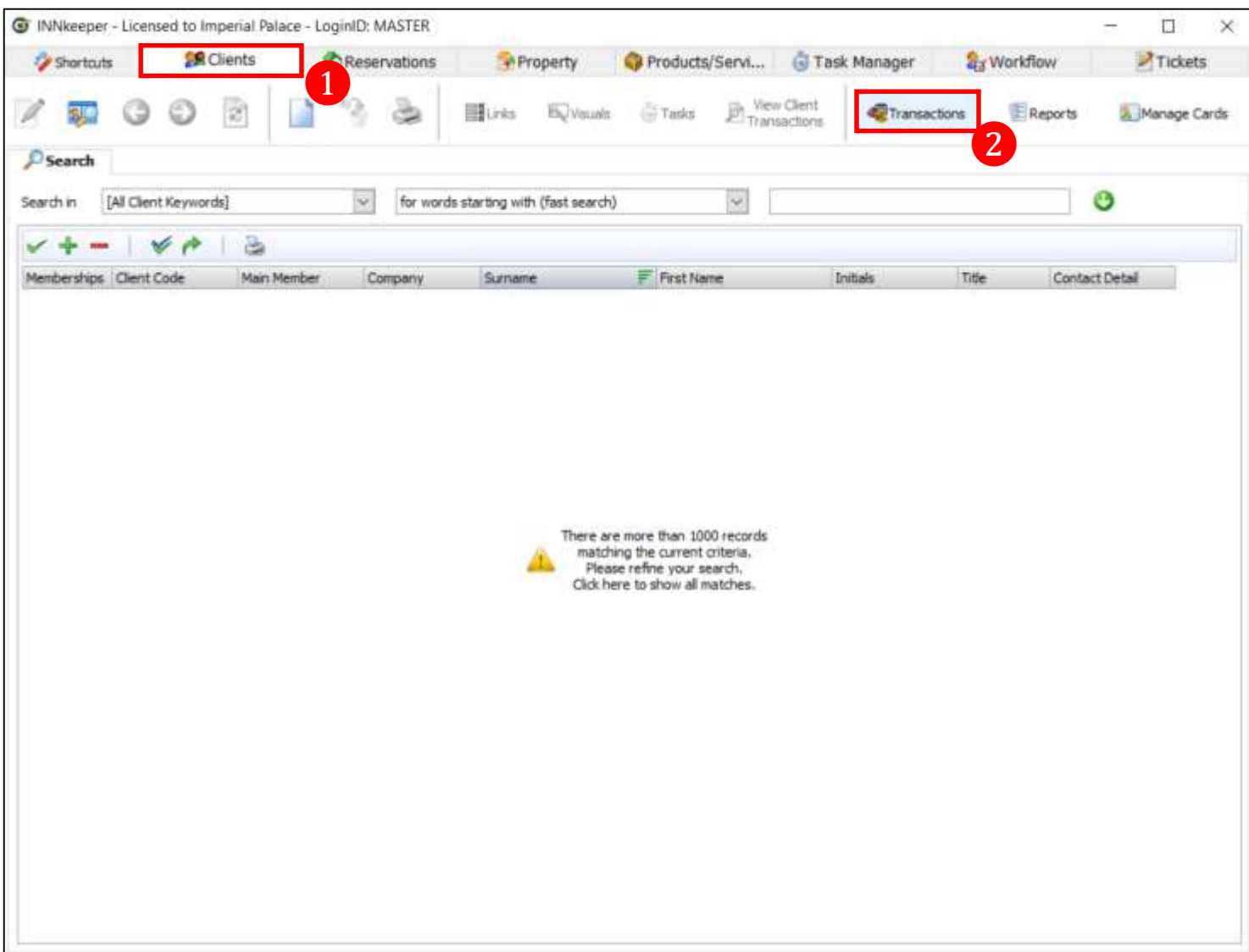
Password: []

Identification Password Log In

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in

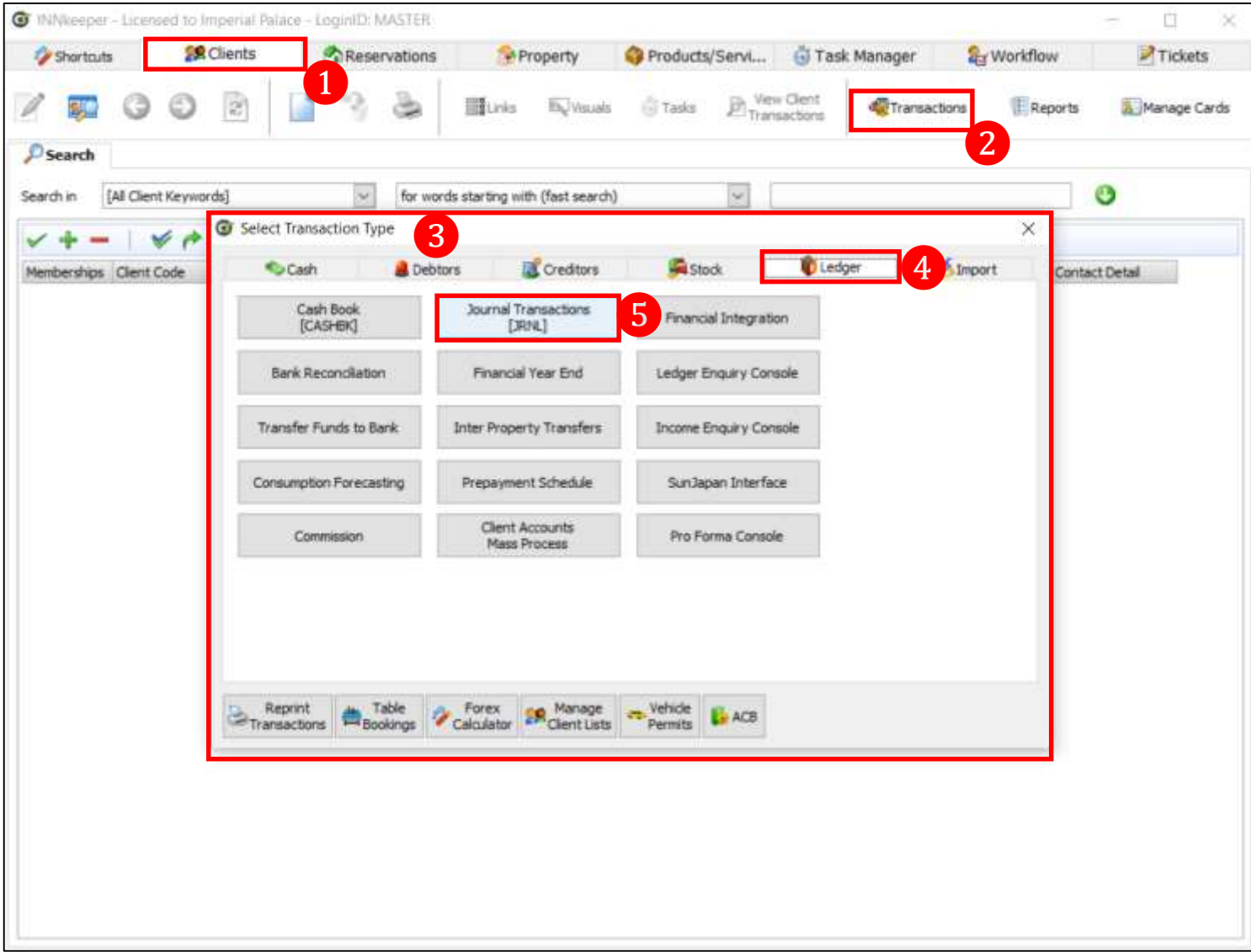


Once logged into Administration, you are able to navigate through the database



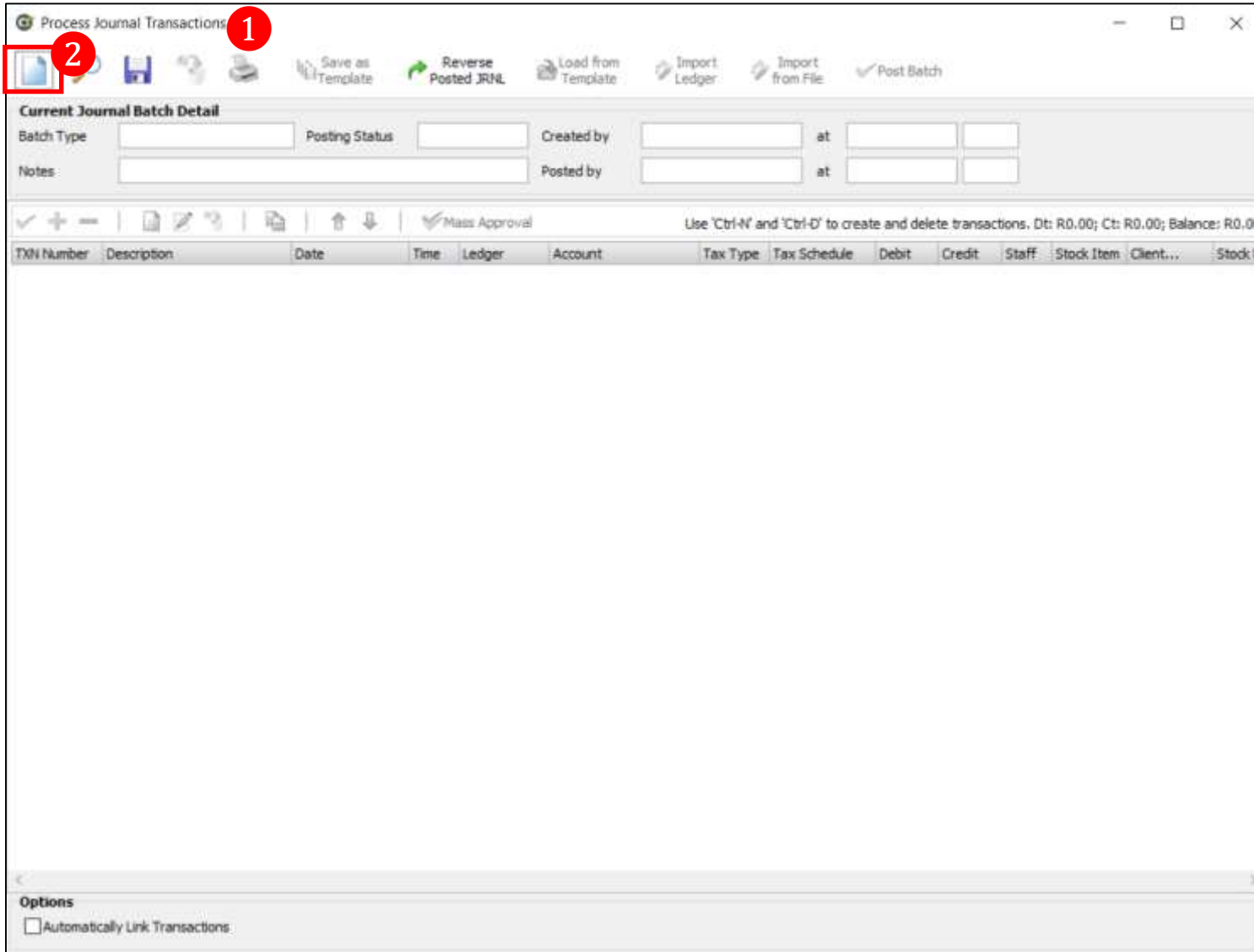
Navigation: The Journal Transaction [JRNL]

- 1 Clients tab
- 2 Select the Transactions button



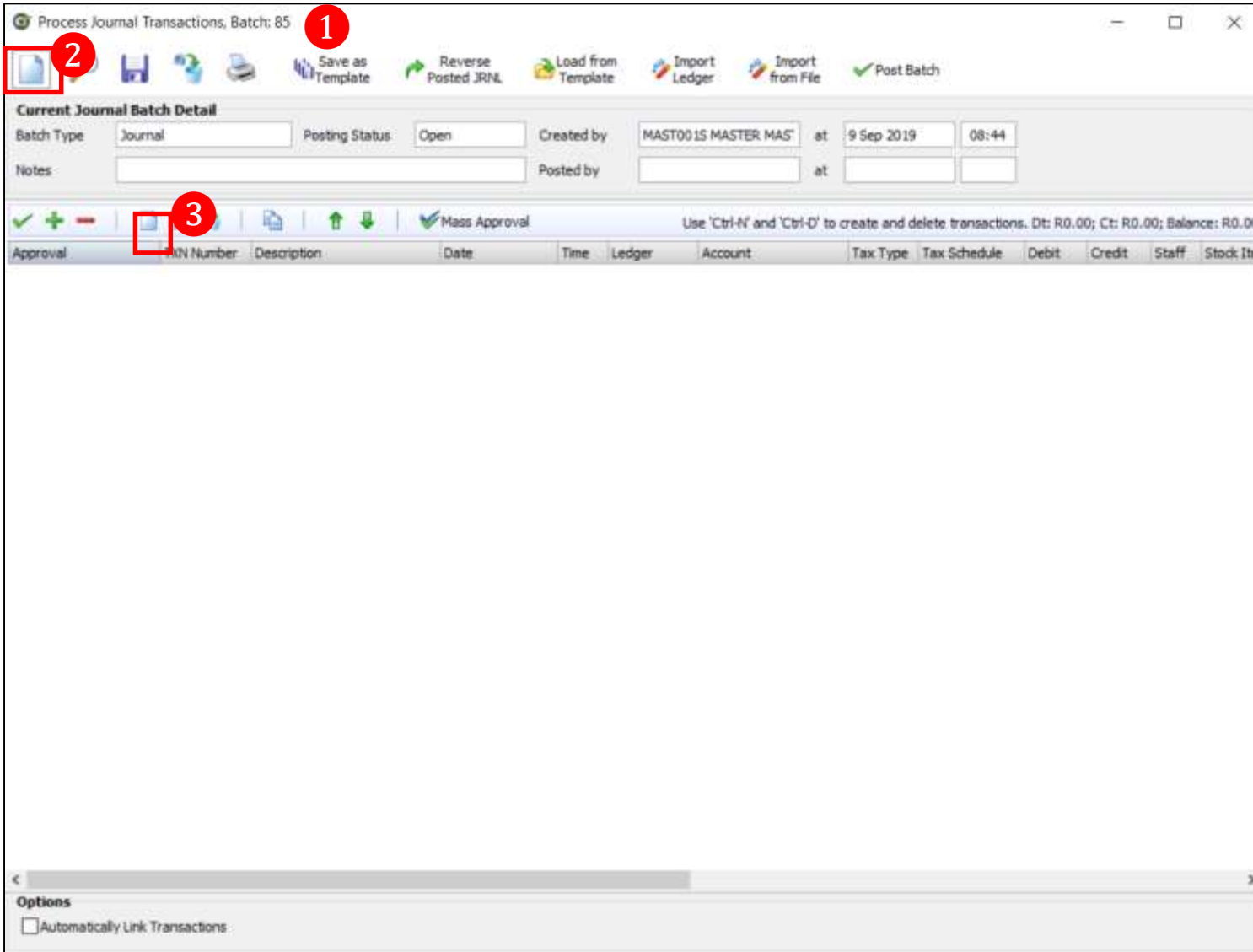
Navigation: The Journal Transaction [JRNL]

- 1 Clients tab
- 2 Select the Transactions button
- 3 Select Transaction Type window
- 4 Ledger tab
- 5 Select the Journal Transactions [JRNL] button



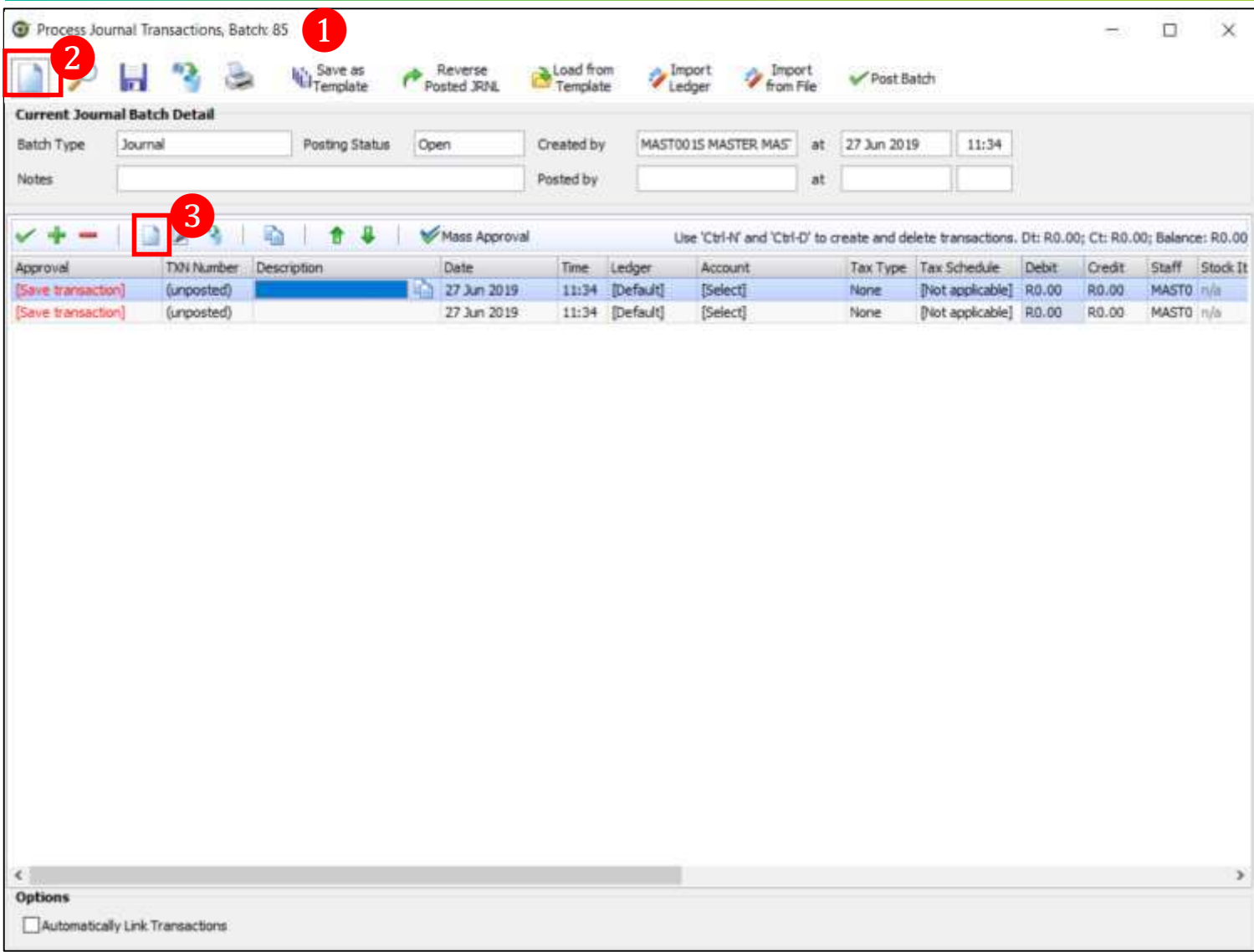
The Journal Transaction [JRNL] Process:

- 1 Process Journal Transactions window
- 2 Select the **New Journal Batch** (page glyph)



The Journal Transaction [JRNL] Process:

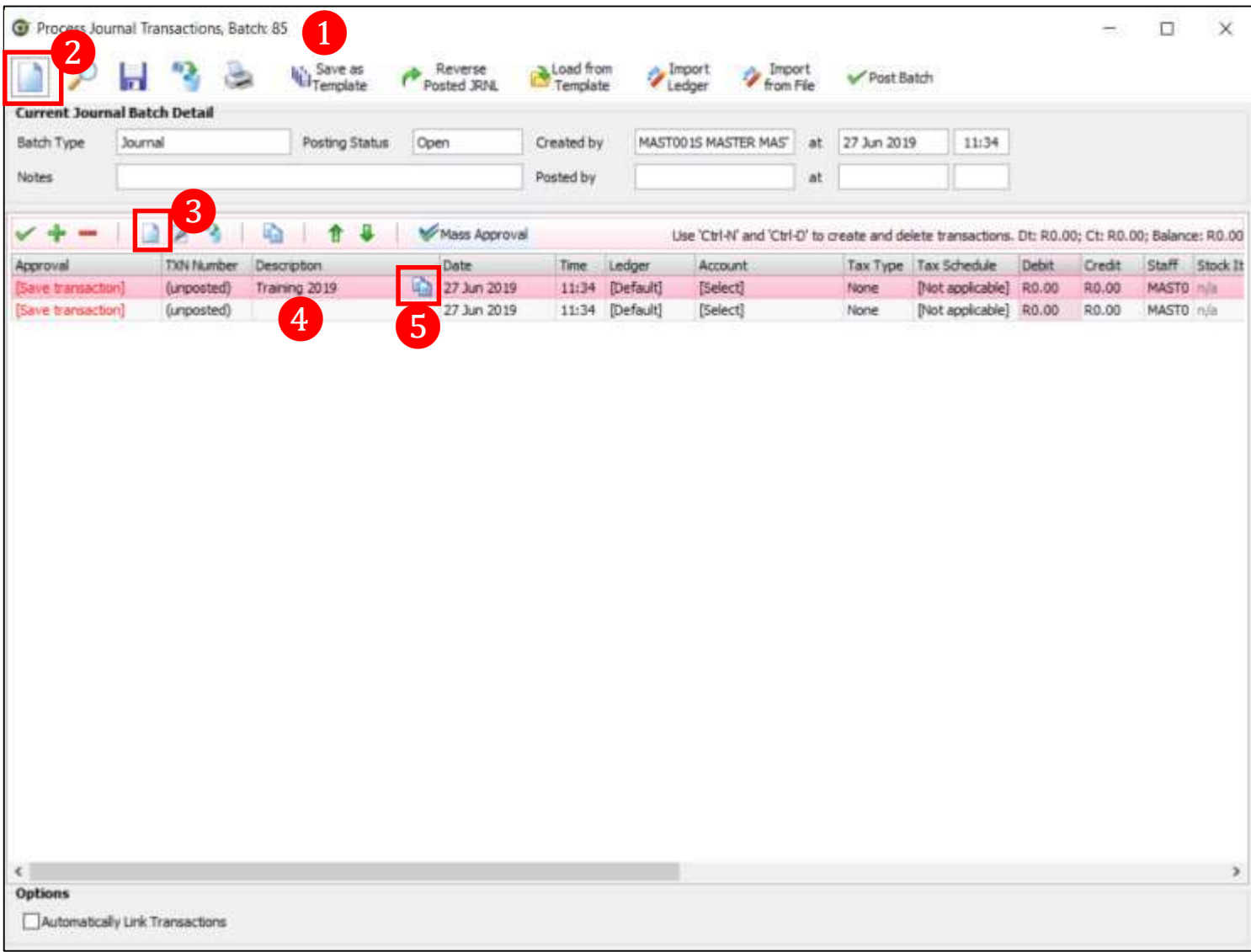
- 1 Process Journal Transactions window
- 2 Select the **New Journal Batch** (page glyph)
- 3 Select the **New Journal Transactions** (page glyph)



The Journal Transaction [JRNL] Process:

- 1 Process Journal Transactions window
- 2 Select the New Journal Batch (page glyph)
- 3 Select the New Journal Transactions (page glyph)

Note: you will need to repeat step 3 to create a new transaction line each time



The Journal Transaction [JRNL] Process:

- 1 Process Journal Transactions window
- 2 Select the New Journal Batch (page glyph)
- 3 Select the New Journal Transactions (page glyph)
- 4 Description column: type in the description
- 5 Select the Copy (double page glyph) button

Process Journal Transactions, Batch: 85

Save as Template Reverse Posted JRNL Load from Template Import Ledger Import from File Post Batch

Current Journal Batch Detail

Batch Type: Journal Posting Status: Open Created by: MAST001S MASTER MAS at: 27 Jun 2019 11:34

Notes: Posted by: at:

Use 'Ctrl-N' and 'Ctrl-D' to create and delete transactions. Dt: R0.00; Ct: R0.00; Balance: R0.00

Approval	TXN Number	Description	Date	Time	Ledger	Account	Tax Type	Tax Schedule	Debit	Credit	Staff	Stock It
[Save transaction]	(unposted)	Training 2019	27 Jun 2019	11:34	[Default]	[Select]	None	[Not applicable]	R0.00	R0.00	MAST0	n/a
[Save transaction]	(unposted)		27 Jun 2019	11:34	[Default]	[Select]	None	[Not applicable]	R0.00	R0.00	MAST0	n/a

Confirmation

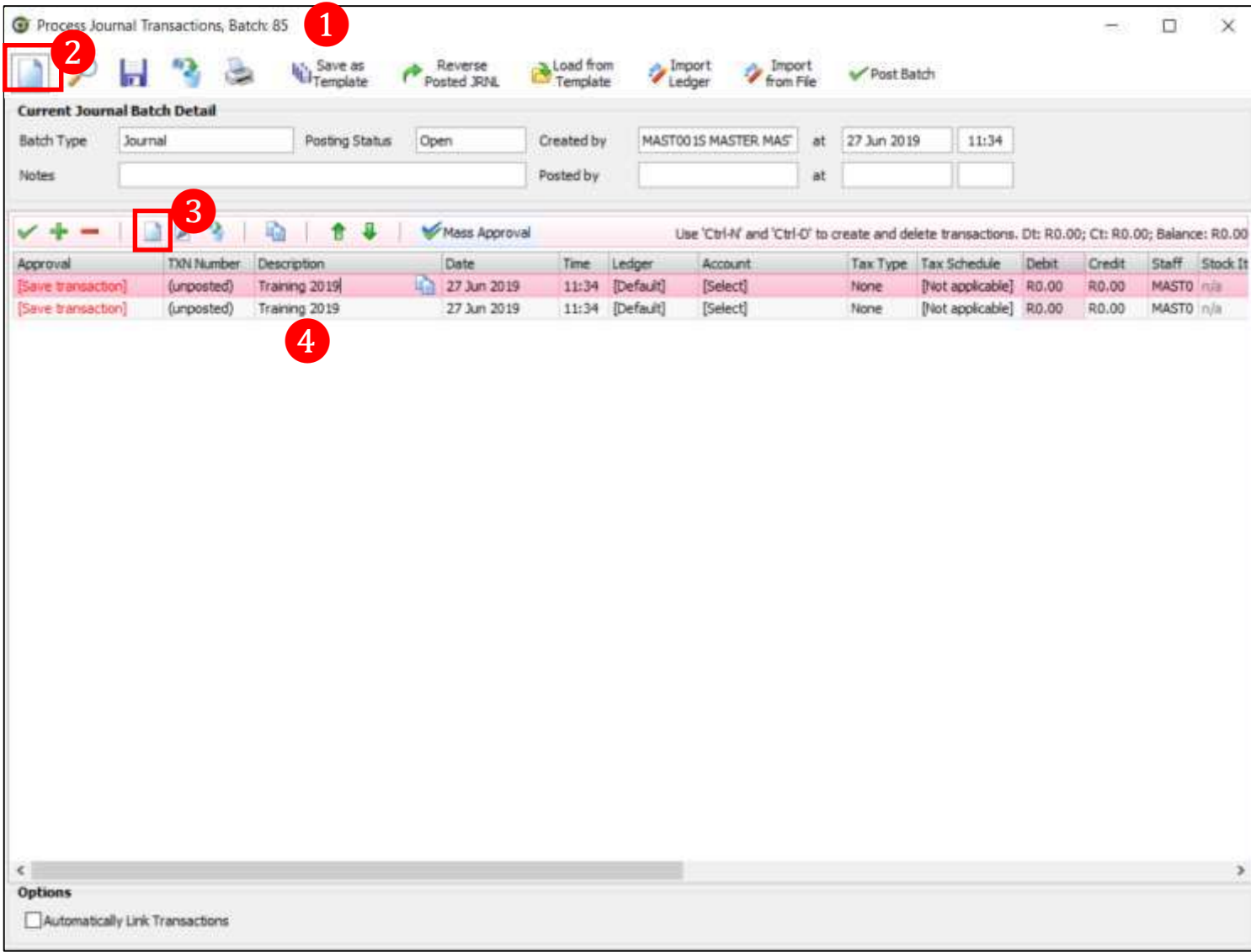
Are you sure you wish to copy the data from Description to all the other transactions?

Yes No

Options

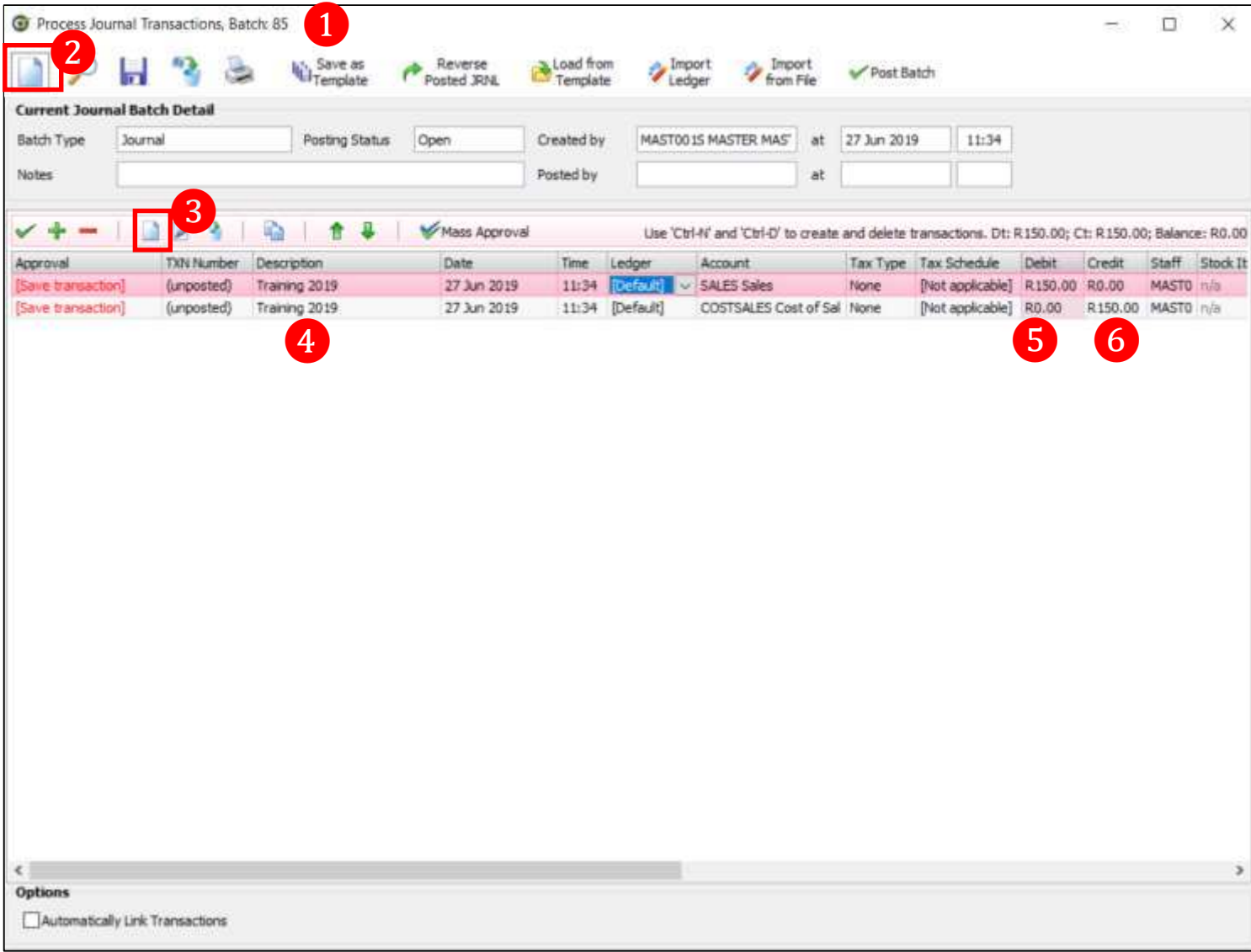
Automatically Link Transactions

The **Confirmation** window, confirming the copying of data to the other transaction(s). Select **Yes** to proceed



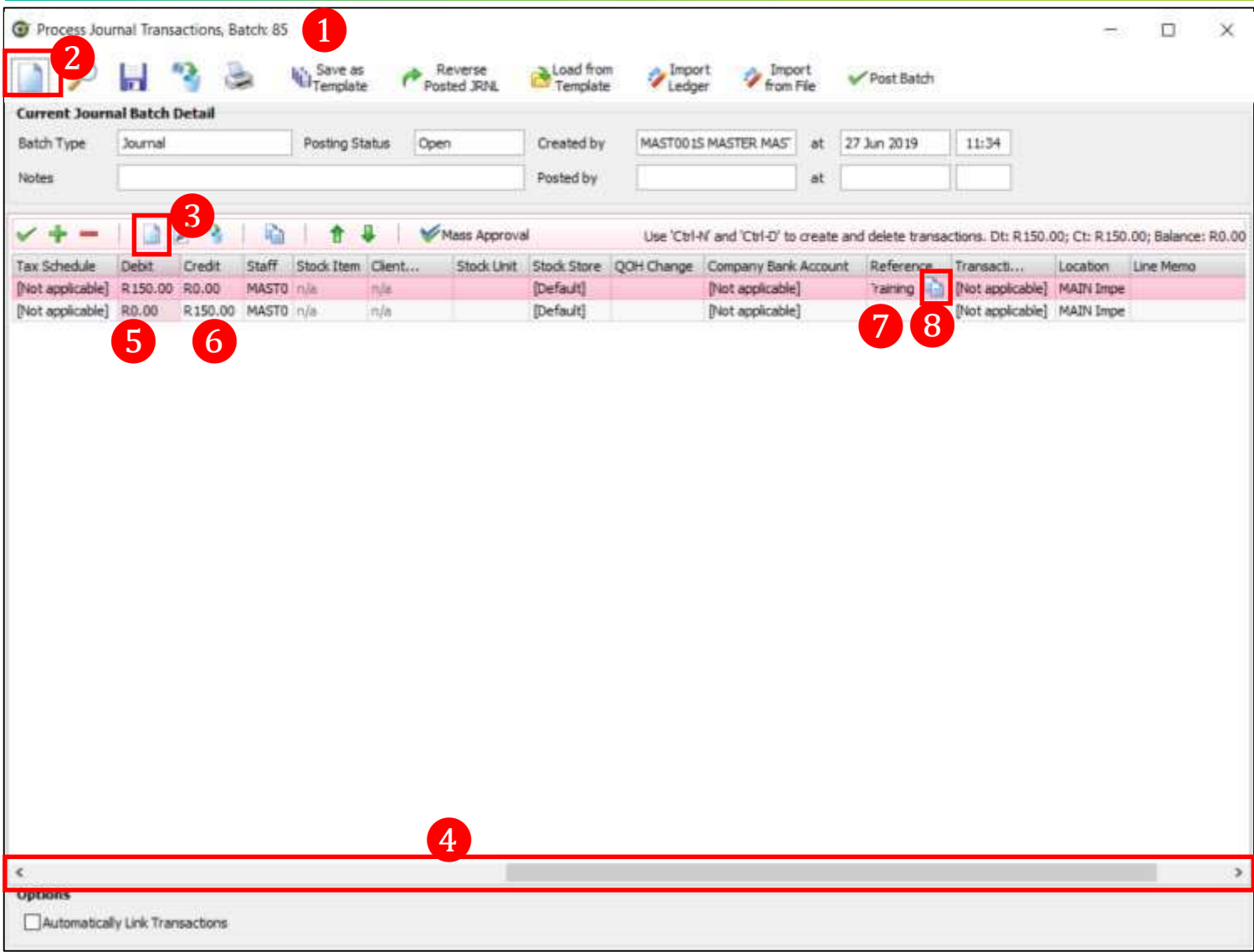
The Journal Transaction [JRNL] Process:

- 1 Process Journal Transactions window
- 2 Select the New Journal Batch (page glyph)
- 3 Select the New Journal Transactions (page glyph)
- 4 Description column: type in the description



The Journal Transaction [JRNL] Process:

- 1 Process Journal Transactions window
- 2 Select the **New Journal Batch** (page glyph)
- 3 Select the **New Journal Transactions** (page glyph)
- 4 **Description** column: type in the description
- 5 **Debit** column: type in the amount
- 6 **Credit** column: type in the amount



The Journal Transaction [JRNL] Process:

- 1 **Process Journal Transactions** window
- 2 Select the **New Journal Batch** (page glyph)
- 3 Select the **New Journal Transactions** (page glyph)
- 4 **Locate & Select:** slide (scroll) the grid bar to locate the other columns
- 5 **Debit** column: type in the amount
- 6 **Credit** column: type in the amount
- 7 **Reference** column: type in the reference
- 8 Select the **Copy** (double page glyph)

Process Journal Transactions, Batch: 85

Save as Template | Reverse Posted JRNL | Load from Template | Import Ledger | Import from File | Post Batch

Current Journal Batch Detail

Batch Type: Journal | Posting Status: Open | Created by: MAST001S MASTER MAS | at: 27 Jun 2019 11:34

Notes: | Posted by: | at: |

Mass Approval | Use 'Ctrl-N' and 'Ctrl-D' to create and delete transactions. Dt: R150.00; Ct: R150.00; Balance: R0.00

Tax Schedule	Debit	Credit	Staff	Stock Item	Client...	Stock Unit	Stock Store	QOH Change	Company Bank Account	Reference	Transacti...	Locabon	Line Memo
[Not applicable]	R150.00	R0.00	MAST0	n/a	n/a		[Default]		[Not applicable]	Training	[Not applicable]	MAIN Impe	
[Not applicable]	R0.00	R150.00	MAST0	n/a	n/a		[Default]		[Not applicable]		[Not applicable]	MAIN Impe	

Confirmation

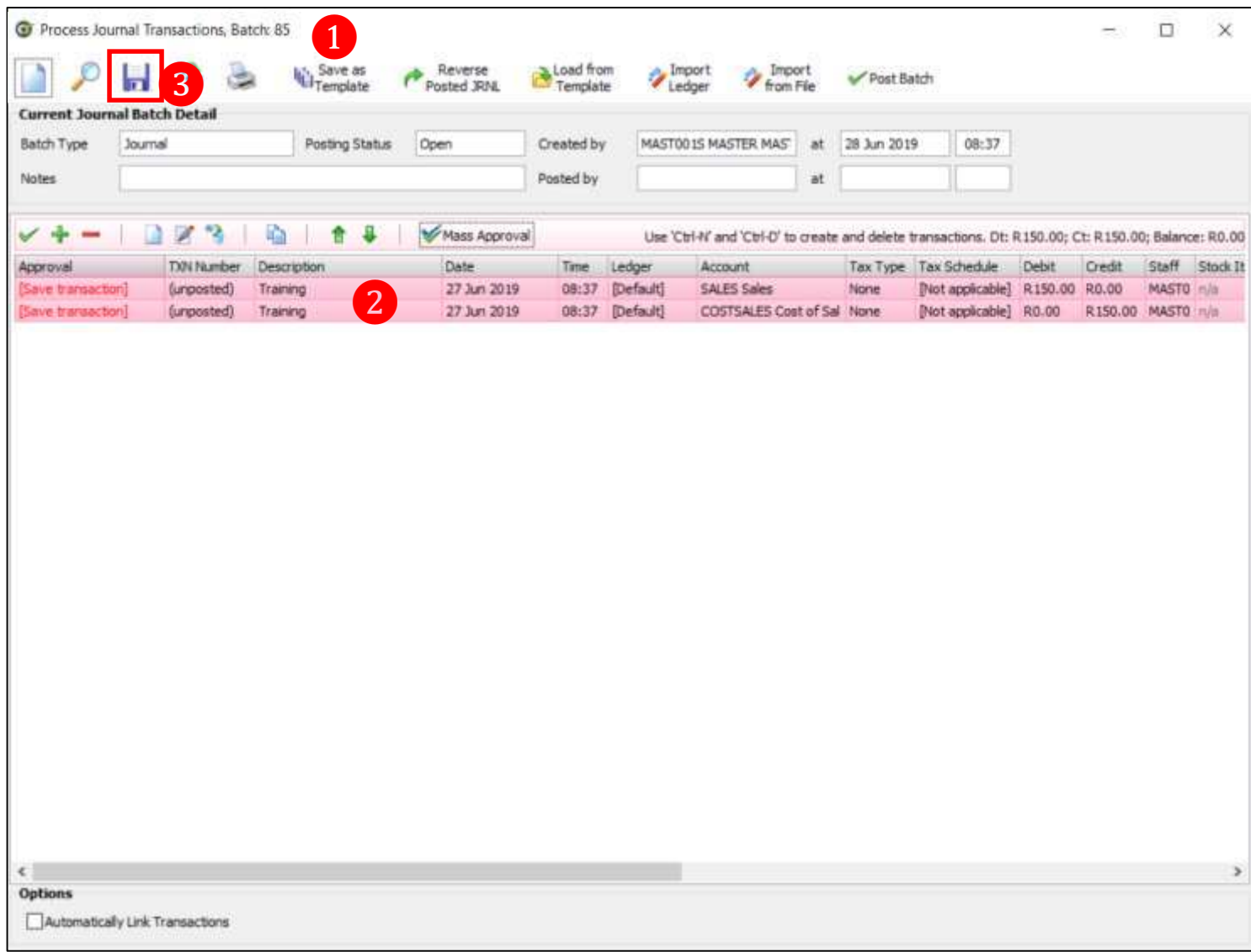
Are you sure you wish to copy the data from Reference to all the other transactions?

Yes No

Options

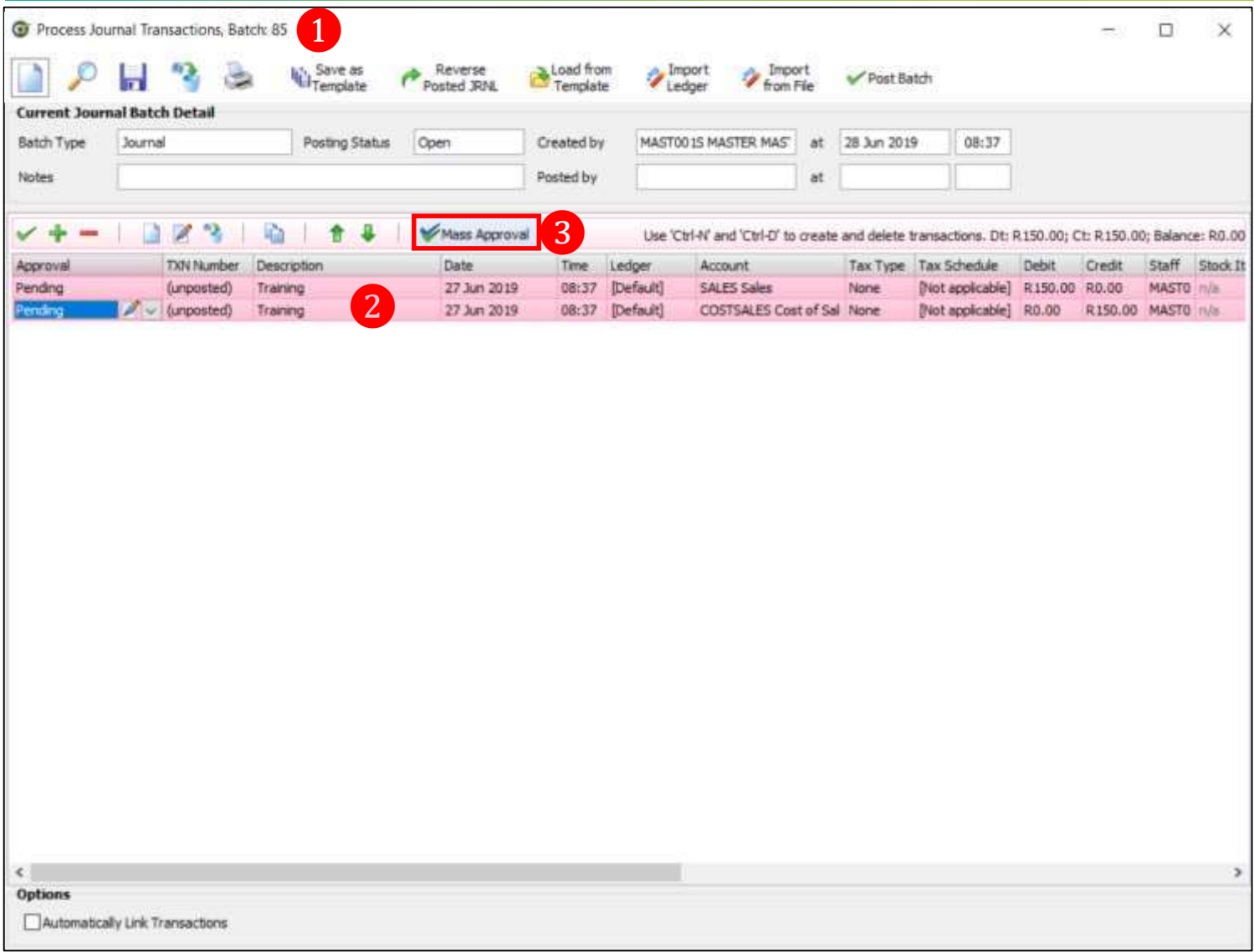
Automatically Link Transactions

The **Confirmation** window, confirming the copying of the Data to the other Transactions. Select **Yes** to Proceed



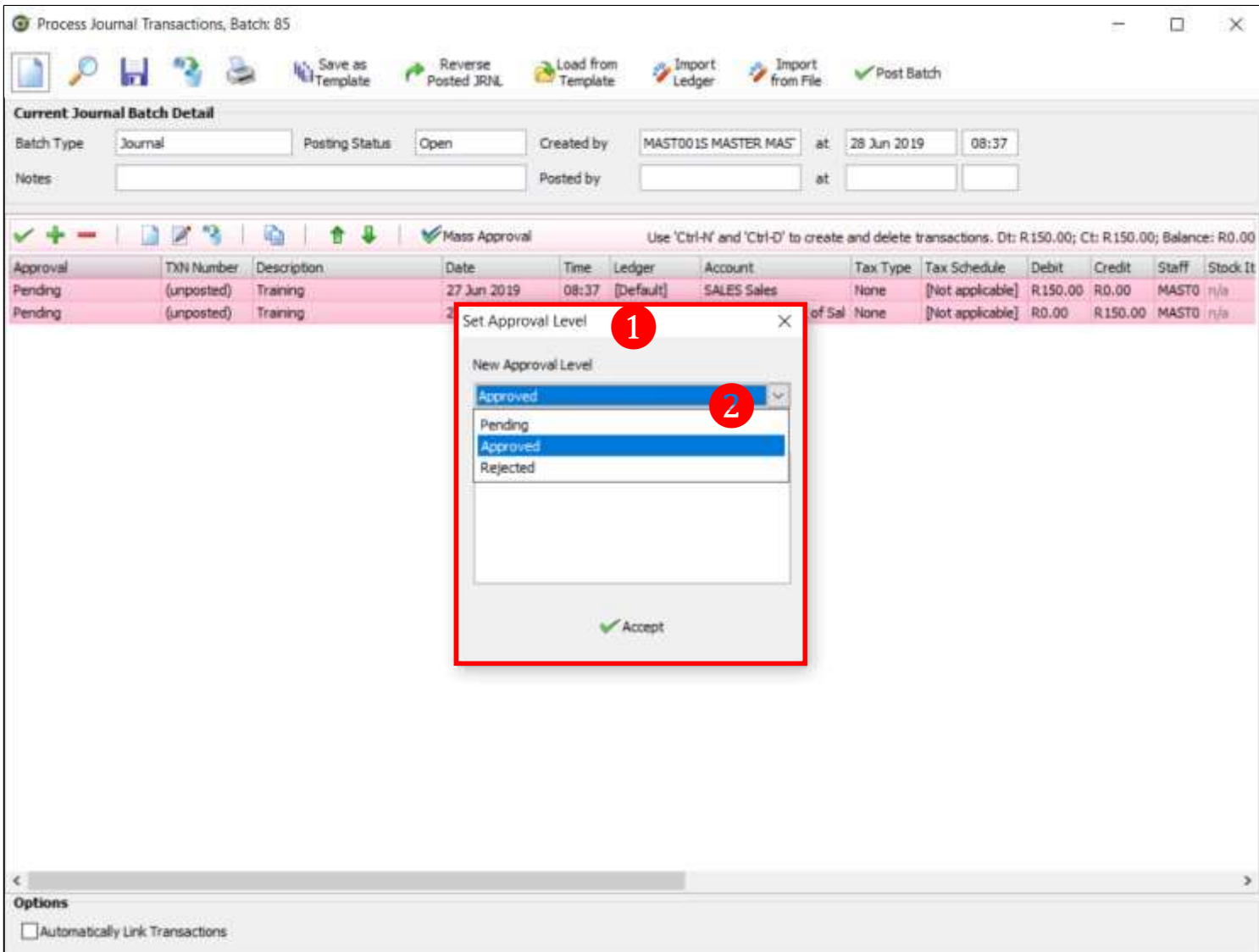
The Journal Transaction [JRNL] Process:

- 1 **Process Journal Transactions** window
- 2 **Locate & Select:** select to highlight all required transactions (*Note: Approval column is set currently at [Save Transaction]*)
- 3 Select the **Save Batch** (stiffy glyph)



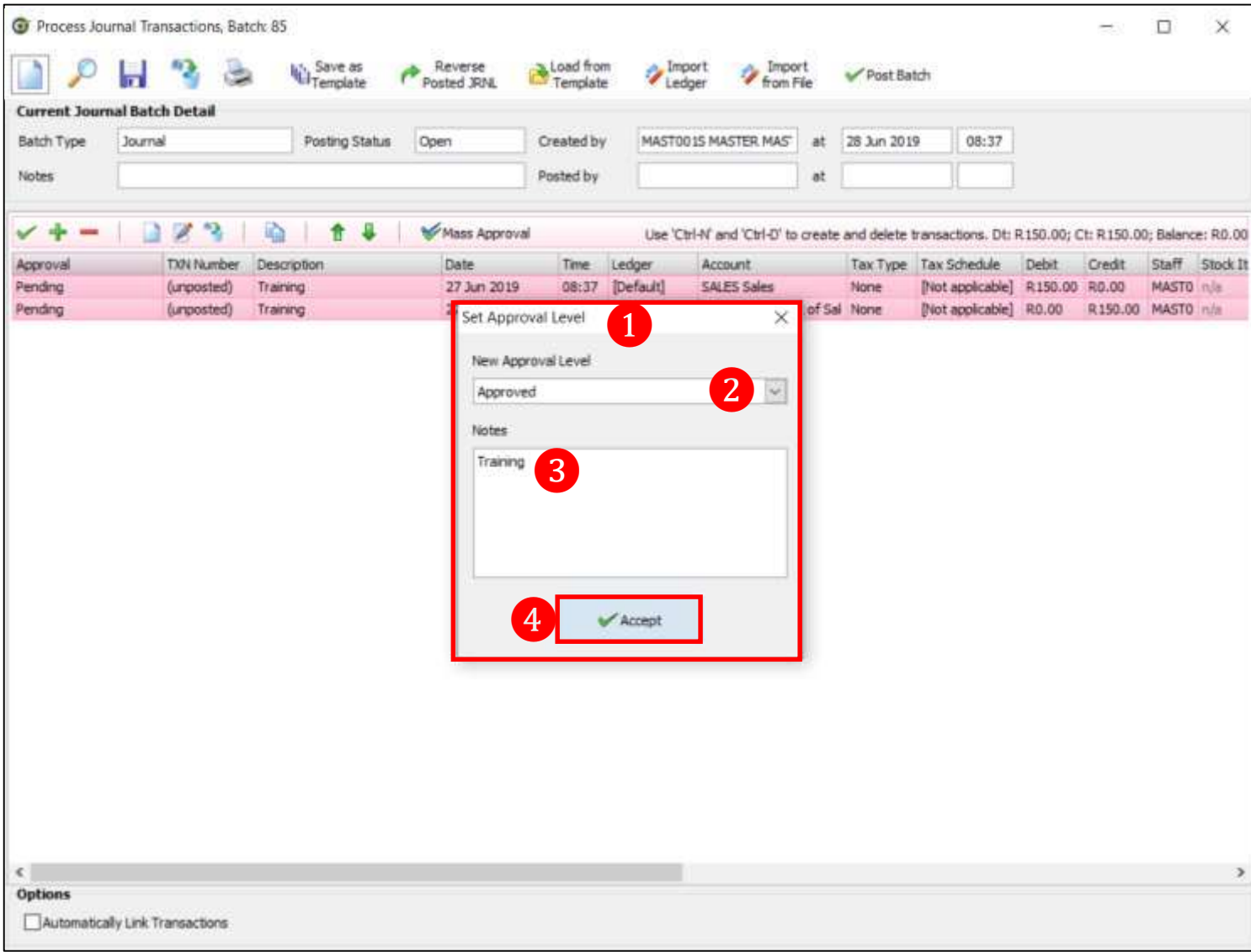
The Journal Transaction [JRNL] Process:

- 1 Process Journal Transactions window
- 2 Locate & Select: select to highlight all required transactions (*Note: Approval column is set currently at Pending*)
- 3 Select the Mass Approval button



The Journal Transaction [JRNL] Process:

- 1 Set Approval Level window
- 2 New Approval Level: use the drop down to access the list of options – select the Approved option



The Journal Transaction [JRNL] Process:

- 1 **Set Approval Level** window
- 2 **New Approval Level:** use the drop down to access the list of options – select the Approved option
- 3 **Notes:** type in the notes
- 4 Select the **Accept** button

Process Journal Transactions, Batch: 85

Save as Template Reverse Posted JRNL Load from Template Import Ledger Import from File **Post Batch**

Current Journal Batch Detail

Batch Type: Journal Posting Status: Open Created by: MAST0015 MASTER MAS at: 28 Jun 2019 08:37

Notes: Posted by: at:

Use 'Ctrl-N' and 'Ctrl-D' to create and delete transactions. Dt: R 150.00; Ct: R 150.00; Balance: R 0.00

Approval	TXN Number	Description	Date	Time	Ledger	Account	Tax Type	Tax Schedule	Debit	Credit	Staff	Stock It
Approved	(unposted)	Training	27 Jun 2019	08:37	[Default]	SALES Sales	None	[Not applicable]	R 150.00	R 0.00	MAST0	n/a
Approved	(unposted)	Training	27 Jun 2019	08:37	[Default]	COSTSALES Cost of Sal	None	[Not applicable]	R 0.00	R 150.00	MAST0	n/a

Options

Automatically Link Transactions

The Journal Transaction [JRNL] Process:

- 1 **Process Journal Transactions** window
- 2 **Locate & Select:** select to highlight all required transactions (*Note: Approval column is set currently at Approved*)
- 3 Select the **Post Batch** button

Process Journal Transactions, Batch: 85

Save as Template | Reverse Posted JRNL | Load from Template | Import Ledger | Import from File | Post Batch

Current Journal Batch Detail

Batch Type: Journal | Posting Status: Open | Created by: MAST0015 MASTER MAS* at 26 Jun 2019 08:37

Notes: | Posted by: | at: |

Mass Approval | Use 'Ctrl-N' and 'Ctrl-D' to create and delete transactions. Dt: R.150.00; Ct: R.150.00; Balance: R0.00

Approval	TXN Number	Description	Date	Time	Ledger	Account	Tax Type	Tax Schedule	Debit	Credit	Staff	Stock It
Approved	(unposted)	Training	27 Jun 2019	08:37	[Default]	SALES Sales	None	[Not applicable]	R.150.00	R0.00	MAST0	n/a
Approved	(unposted)	Training	27 Jun 2019	08:37	[Default]	COSTSALES Cost of Sal	None	[Not applicable]	R0.00	R.150.00	MAST0	n/a

Confirmation

ⓘ No changes will be allowed after posting. Are you sure you want to final post transaction batch 71?

Yes No

Options

Automatically Link Transactions

The **Confirmation** window, confirming the processing of the Journal Transaction. Select **Yes** to proceed

Process Journal Transactions, Batch: 85

Save as Template | Reverse Posted JRNL | Load from Template | Import Ledger | Import from File | Post Batch

Current Journal Batch Detail

Batch Type: Journal | Posting Status: Open | Created by: MAST0015 MASTER MAS | at: 28 Jun 2019 08:37

Notes: | Posted by: | at: |

Use 'Ctrl-N' and 'Ctrl-D' to create and delete transactions. Dt: R150.00; Ct: R150.00; Balance: R0.00

Approval	TXN Number	Description	Date	Time	Ledger	Account	Tax Type	Tax Schedule	Debit	Credit	Staff	Stock It
Approved	(unposted)	Training	27 Jun 2019	08:37	[Default]	SALES Sales	None	[Not applicable]	R150.00	R0.00	MAST0	n/a
Approved	(unposted)	Training	27 Jun 2019	08:37	[Default]	COSTSALES Cost of Sal	None	[Not applicable]	R0.00	R150.00	MAST0	n/a

Information

Transaction batch processed. 2 Transaction(s) have been posted successfully.

OK

Options

Automatically Link Transactions

The **Information** window, confirming the transaction batch has been processed successfully

Thank you!