

ABM STANDING JOURNALS

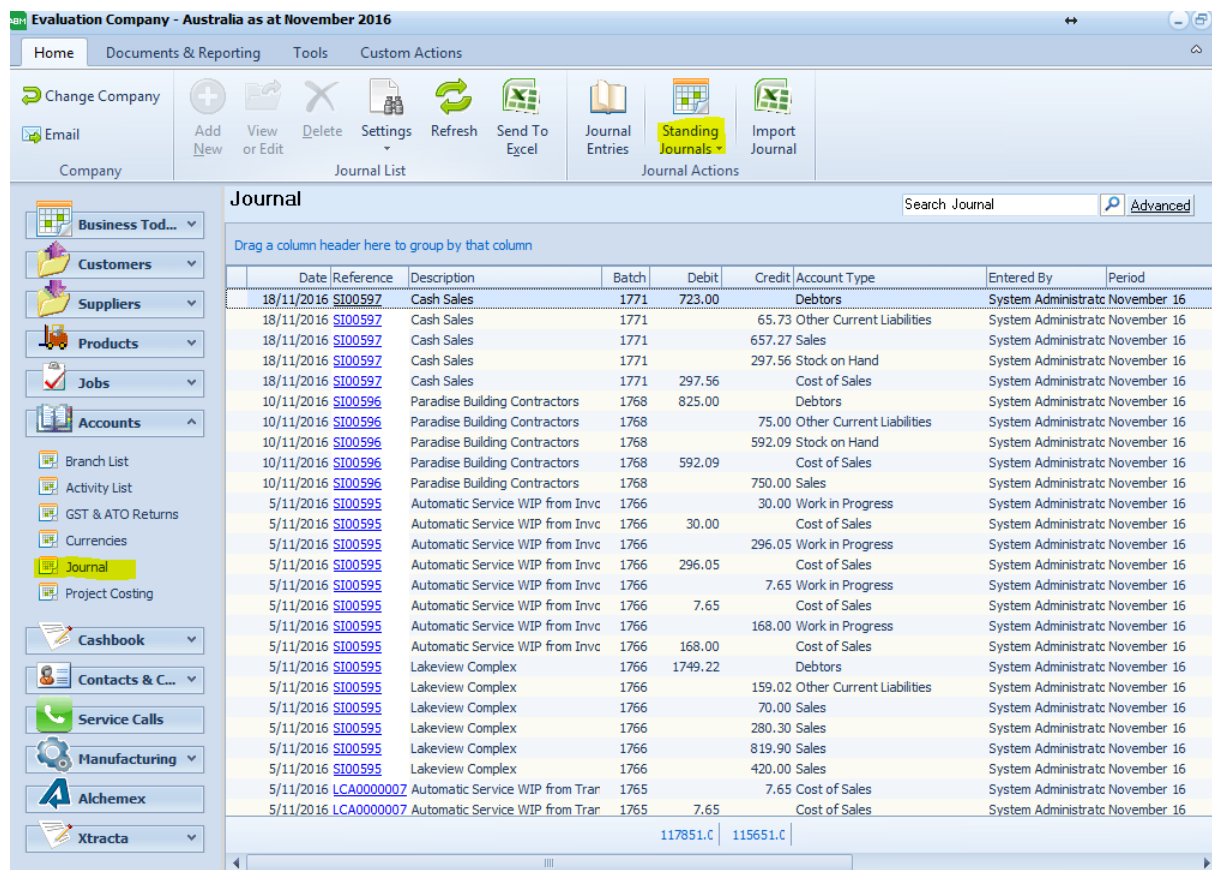
Adding Standing Journals

The Standing Journal option is used for repeated journal entries such as Depreciation.

To add a new Standing Journal:

Select **Accounts** in the main screen and a list of sub-categories will appear.

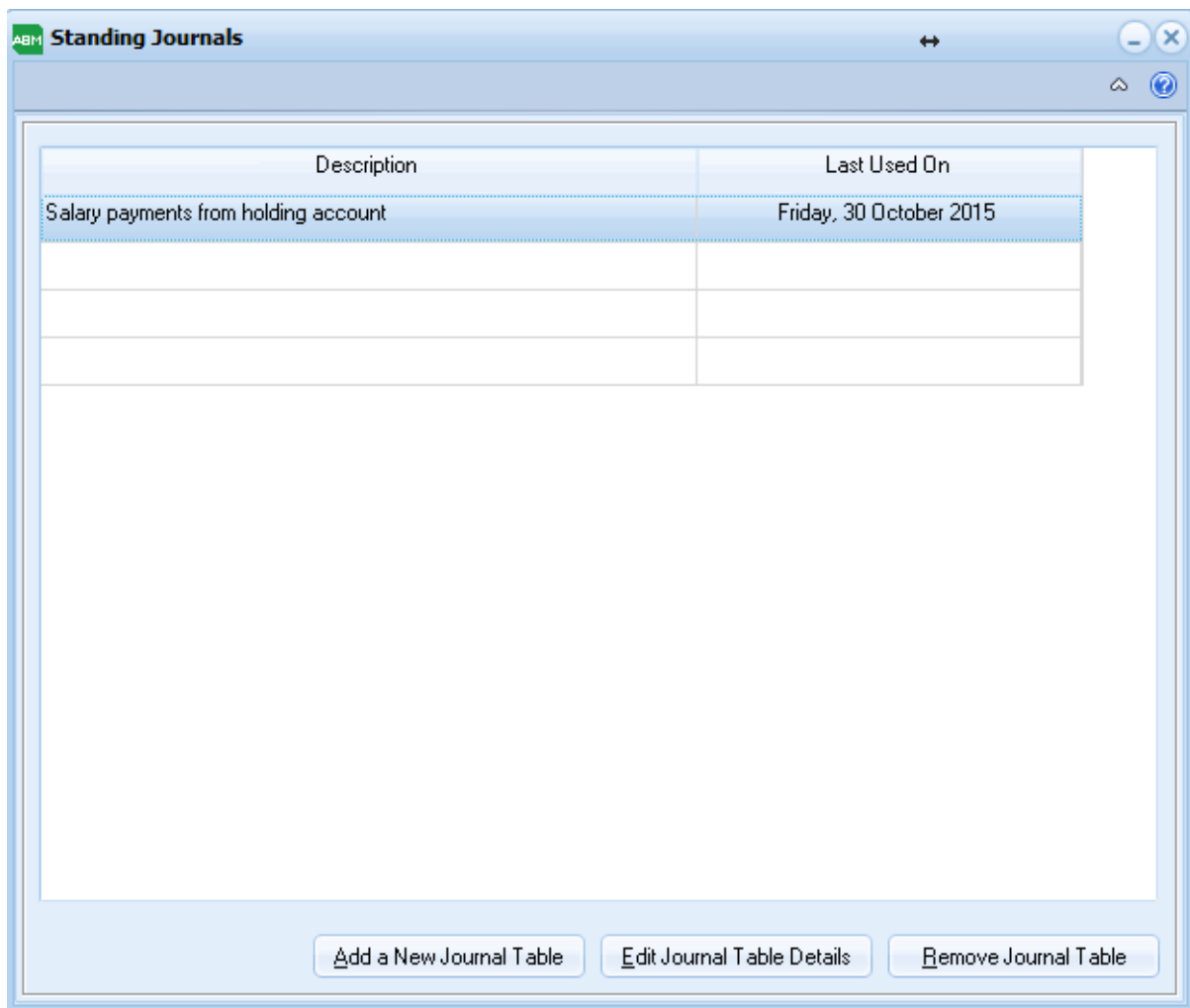
Select **Journal** in the list of sub-categories and a list of existing Journal Entries (if any) will appear:



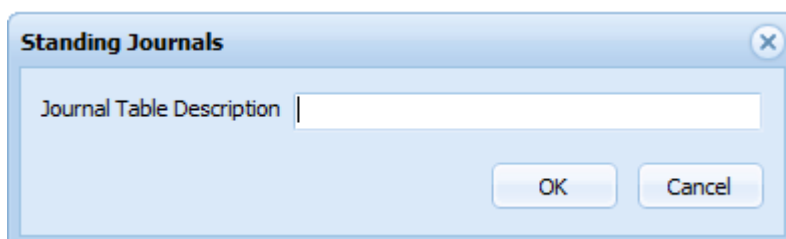
Date	Reference	Description	Batch	Debit	Credit	Account Type	Entered By	Period
18/11/2016	SI00597	Cash Sales	1771	723.00		Debtors	System Administratc	November 16
18/11/2016	SI00597	Cash Sales	1771		65.73	Other Current Liabilities	System Administratc	November 16
18/11/2016	SI00597	Cash Sales	1771		657.27	Sales	System Administratc	November 16
18/11/2016	SI00597	Cash Sales	1771		297.56	Stock on Hand	System Administratc	November 16
18/11/2016	SI00597	Cash Sales	1771	297.56		Cost of Sales	System Administratc	November 16
10/11/2016	SI00596	Paradise Building Contractors	1768	825.00		Debtors	System Administratc	November 16
10/11/2016	SI00596	Paradise Building Contractors	1768		75.00	Other Current Liabilities	System Administratc	November 16
10/11/2016	SI00596	Paradise Building Contractors	1768		592.09	Stock on Hand	System Administratc	November 16
10/11/2016	SI00596	Paradise Building Contractors	1768	592.09		Cost of Sales	System Administratc	November 16
10/11/2016	SI00596	Paradise Building Contractors	1768		750.00	Sales	System Administratc	November 16
5/11/2016	SI00595	Automatic Service WIP from Invc	1766		30.00	Work in Progress	System Administratc	November 16
5/11/2016	SI00595	Automatic Service WIP from Invc	1766	30.00		Cost of Sales	System Administratc	November 16
5/11/2016	SI00595	Automatic Service WIP from Invc	1766		296.05	Work in Progress	System Administratc	November 16
5/11/2016	SI00595	Automatic Service WIP from Invc	1766	296.05		Cost of Sales	System Administratc	November 16
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5/11/2016	SI00595	Automatic Service WIP from Invc	1766	7.65		Cost of Sales	System Administratc	November 16
5/11/2016	SI00595	Automatic Service WIP from Invc	1766		168.00	Work in Progress	System Administratc	November 16
5/11/2016	SI00595	Automatic Service WIP from Invc	1766	168.00		Cost of Sales	System Administratc	November 16
5/11/2016	SI00595	Lakeview Complex	1766	1749.22		Debtors	System Administratc	November 16
5/11/2016	SI00595	Lakeview Complex	1766		159.02	Other Current Liabilities	System Administratc	November 16
5/11/2016	SI00595	Lakeview Complex	1766		70.00	Sales	System Administratc	November 16
5/11/2016	SI00595	Lakeview Complex	1766		280.30	Sales	System Administratc	November 16
5/11/2016	SI00595	Lakeview Complex	1766		819.90	Sales	System Administratc	November 16
5/11/2016	SI00595	Lakeview Complex	1766		420.00	Sales	System Administratc	November 16
5/11/2016	LCA0000007	Automatic Service WIP from Trar	1765		7.65	Cost of Sales	System Administratc	November 16
5/11/2016	LCA0000007	Automatic Service WIP from Trar	1765	7.65		Cost of Sales	System Administratc	November 16

In the Journal Transactions menu bar, click the arrow to the right of the **Standing Journals**.

Select **Add, Edit or Delete Standing Journals** and the following screen appears:



Select **Add a New Journal Table** and the following screen will appear



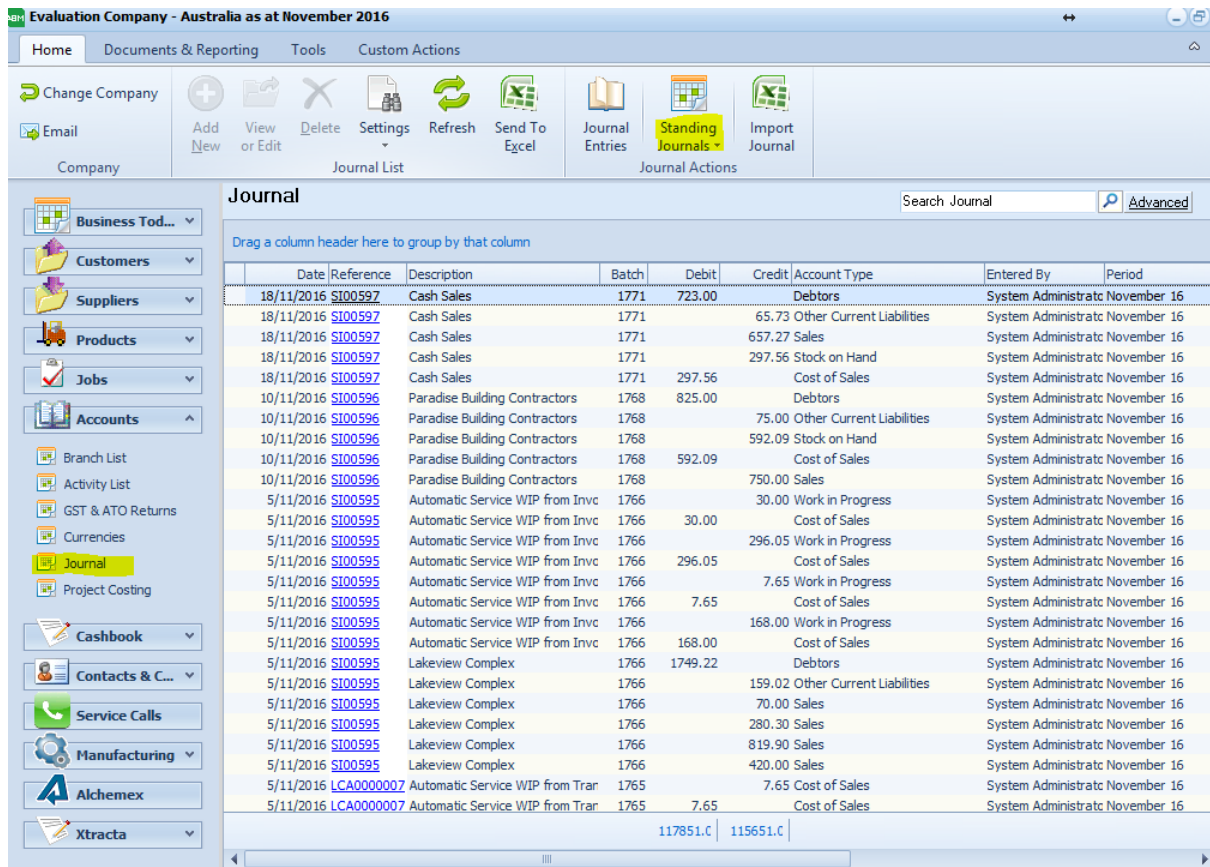
Editing Standing Journals

The Standing Journal option is used for repeated journal entries such as Depreciation.

To edit a Standing Journal:

Select **Accounts** in the main screen and a list of sub-categories will appear.

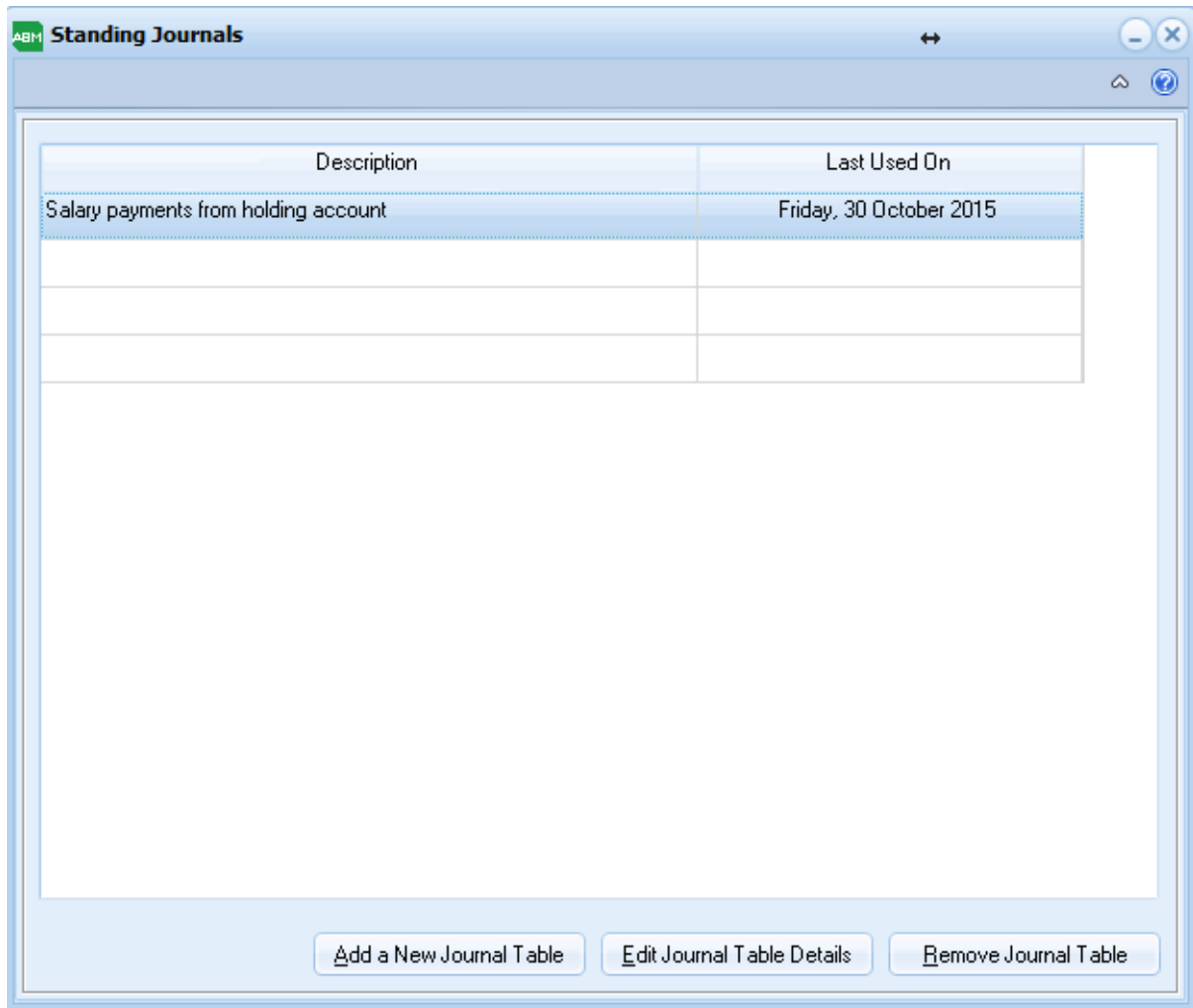
Select **Journal** in the list of sub-categories and a list of existing Journal Entries (if any) will appear:



Date	Reference	Description	Batch	Debit	Credit	Account Type	Entered By	Period
18/11/2016	SI00597	Cash Sales	1771	723.00		Debtors	System Administrator	November 16
18/11/2016	SI00597	Cash Sales	1771		65.73	Other Current Liabilities	System Administrator	November 16
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5/11/2016	SI00595	Automatic Service WIP from Invc	1766		296.05	Work in Progress	System Administrator	November 16
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5/11/2016	LCA0000007	Automatic Service WIP from Trar	1765	7.65		Cost of Sales	System Administrator	November 16

In the Journal Transactions menu bar, click the arrow to the right of **Standing Journals**.

Select **Add, Edit or Delete Standing Journals** and the following screen appears:



Select the journal you want to edit and select **Edit Journal Details**.

The following screen will appear:

Edit Salary payments from holding account Table

Journal Table Description: Salary payments from holding account

Account Code	Title	Description	Debit	Credit
0302.00.00	Wages and Salaries - Temp holding	Credit the holding acc which is p		4,587.00
0300.00.00	Wages and Salaries - Paid	All salaries paid Exc PAYE and d	3,267.00	
0625.00.00	PAYE Payable	tax	1,320.00	
Line No. 1		Totals	4,587.00	4,587.00

You have the option to either 'Add a New Item', 'Edit Item', or 'Remove Item'. Select the item that you want to edit and select **Edit Item**. The following screen will appear:

Edit Item

Account Code: 0300.00.00

Description: All salaries paid Exc PAYE and deductions

Amount ex. GST: 3,267.00

Edit the item as required and click 'OK' to process the new information and return to the journal entry details

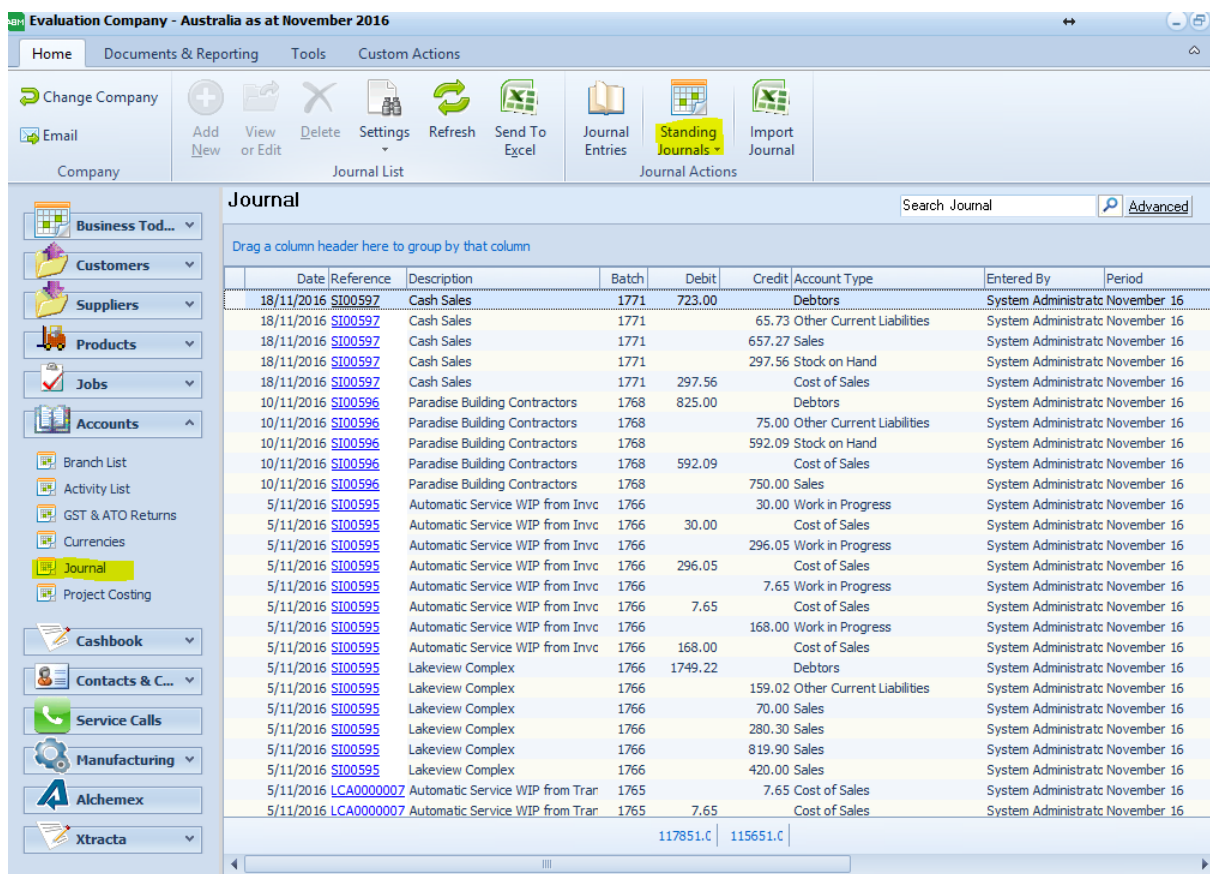
Deleting Standing Journals

The Standing Journal option is used for repeated journal entries such as Depreciation.

To delete a Standing Journal:

Select **Accounts** in the main screen and a list of sub-categories will appear.

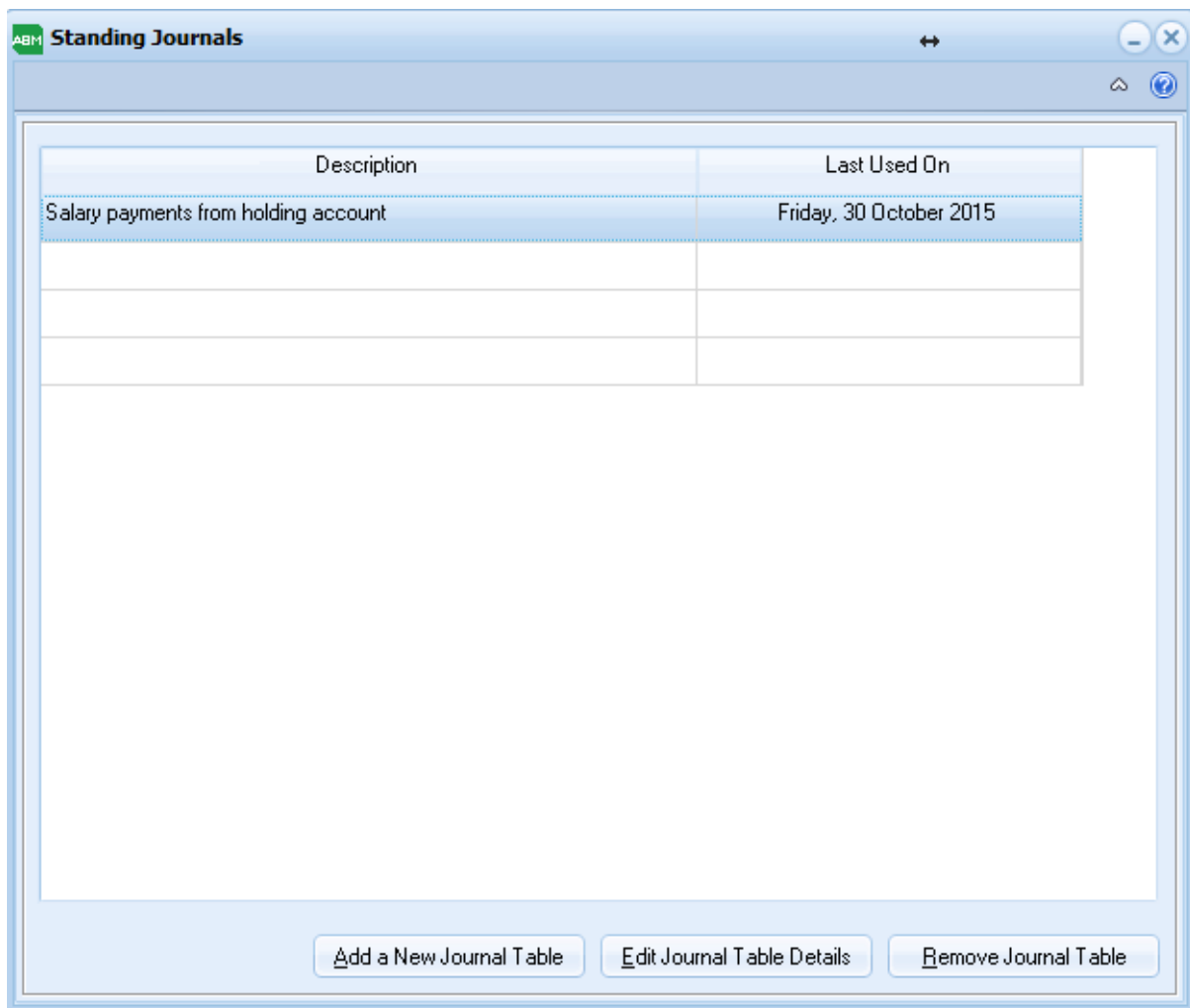
Select **Journal** in the list of sub-categories and a list of existing Journal Entries (if any) will appear:



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5/11/2016	SI00595	Lakeview Complex	1766	1749.22		Debtors	System Administrat	November 16
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In the Journal Transactions menu bar, click the arrow to the right of the **Standing Journals**.

Select **Add, Edit or Delete Standing Journals** and the following screen appears:



Select the journal you want to edit and select **Remove Journal Table**.

You will receive a confirmation message asking whether you are sure you want to remove the selected journal tab.

If you want to remove the journal table, click 'Yes'.

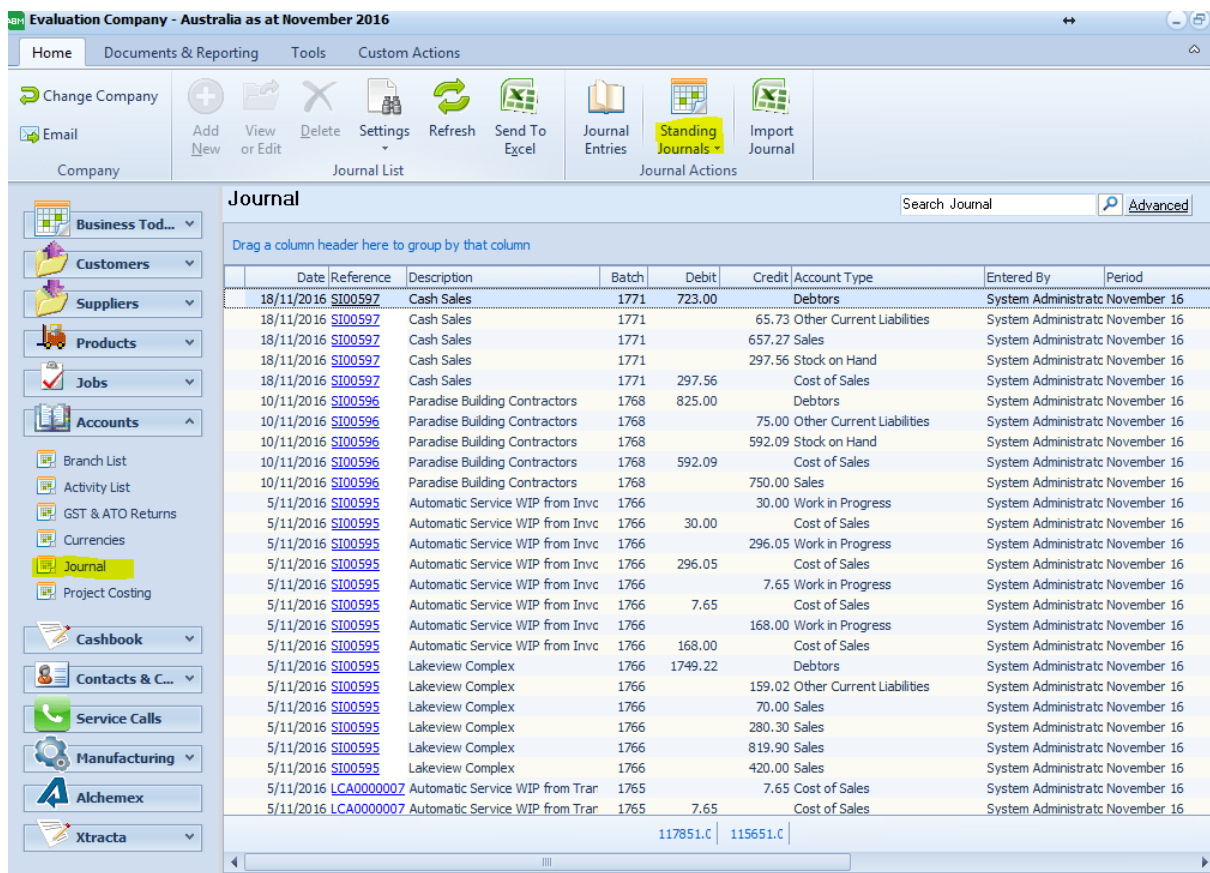
If you do not want to remove the journal table, click 'No'.

Processing Selected Journals

To process a Journal:

Select Accounts in the main screen and a list of sub-categories and any existing ledger accounts will appear.

Select Journal in the list of sub-categories and a list of any existing journal entries will appear:



In the Journal Transactions menu bar, click the arrow to the right of Standing Journals.

Select **Process Selected Journals** and the following screen will appear:

Journals can be automatically reversed by selecting the **Reverse Journal** when selecting the journal to process. These journals will be reversed on the first day on the next accounting period.

Journal

Date	Reference	Description	Batch	Debit	Credit	Account Type	Entered By	Period
18/11/2016	S00592	Cash Sales	1771	723.00		Debtors	System Administrat	November 16
18/11/2016	S00592	Cash Sales	1771		65.73	Other Current Liabilities	System Administrat	November 16
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5/11/2016	LCA0000007	Automatic Service WIP from Trar	1765	7.65		Cost of Sales	System Administrat	November 16
				117851.0	115651.0			

Transaction Date: 22/11/2016 First Journal Reference Number: 22112016/1

Journals selected to be reversed will be reversed on the first day of the next accounting period.

Description	Last Used On	Select	Reference	Reverse	Reference
Salary payments from holding account	12:00 AM 30/10/2015	<input checked="" type="checkbox"/>	22112016/1	<input type="checkbox"/>	

Process Selected Journals

Select the journal description that you want to process and click **Process Selected Journals**.

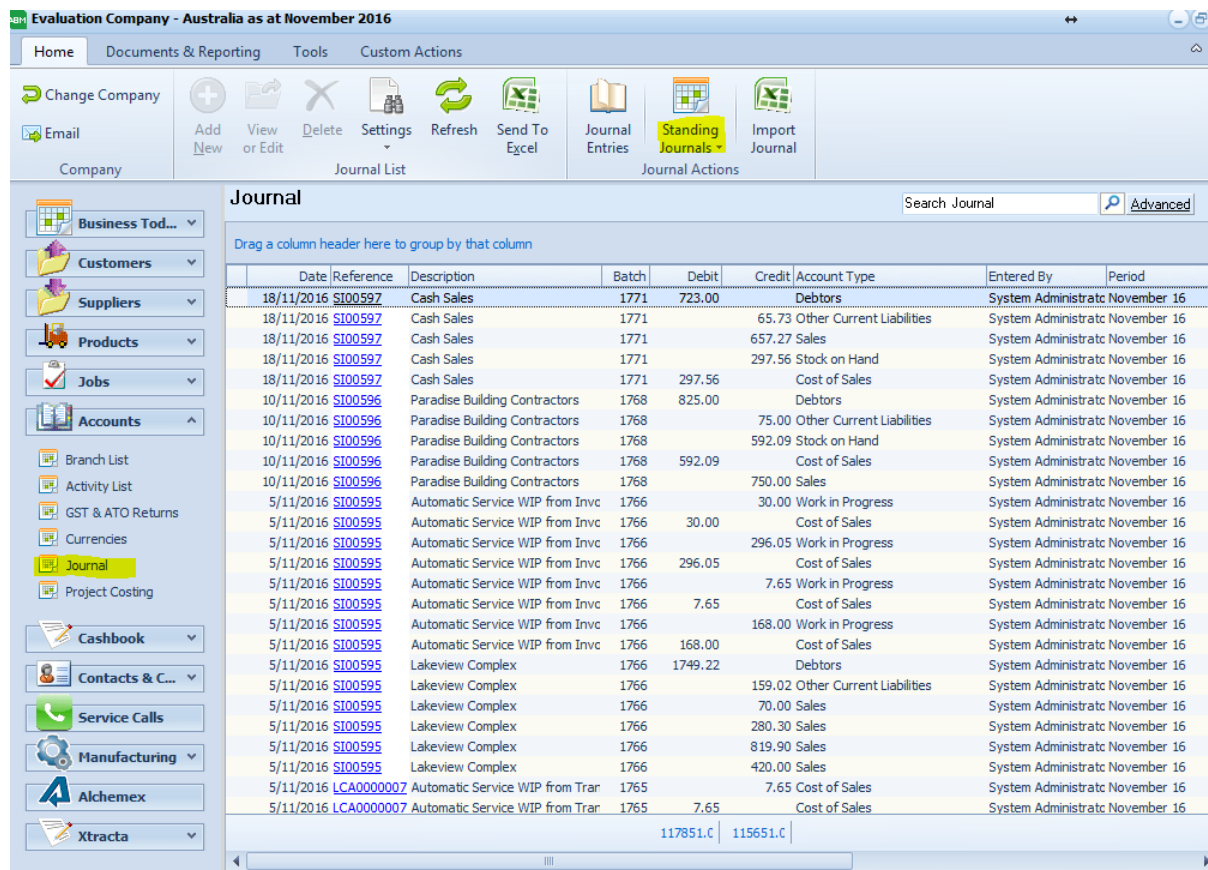
After you have finished processing the selected journal description, select 'Close' to return to the main screen.

Reversing Selected Journals

To reverse a Journal:

Select Accounts in the main screen and a list of sub-categories and any existing ledger accounts will appear.

Select Journal in the list of sub-categories and a list of any existing journal entries will appear:



The screenshot shows the 'Journal' screen in the software. The top menu bar includes 'Home', 'Documents & Reporting', 'Tools', and 'Custom Actions'. Below this is a toolbar with icons for 'Change Company', 'Email', 'Add New', 'View or Edit', 'Delete', 'Settings', 'Refresh', 'Send To Excel', 'Journal Entries', 'Standing Journals', and 'Import Journal'. The 'Standing Journals' button is highlighted in yellow. On the left side, there is a navigation pane with categories like 'Business Tod...', 'Customers', 'Suppliers', 'Products', 'Jobs', 'Accounts', 'Cashbook', 'Contacts & C...', 'Service Calls', 'Manufacturing', 'Alchemex', and 'Xtracta'. The 'Journal' category is selected. The main area displays a table of journal entries with columns for Date, Reference, Description, Batch, Debit, Credit, Account Type, Entered By, and Period. The table contains 20 rows of data, including entries for 'Cash Sales', 'Paradise Building Contractors', 'Automatic Service WIP from Invc', and 'Lakeview Complex'. At the bottom of the table, there are summary values: 117851.00 and 115651.00.

Date	Reference	Description	Batch	Debit	Credit	Account Type	Entered By	Period
18/11/2016	SI00597	Cash Sales	1771	723.00		Debtors	System Administratc	November 16
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In the Journal Transactions menu bar, click the arrow to the right of Standing Journals.

Select **Reverse Selected Journals** and the following screen will appear:

Evaluation Company - Australia as at November 2016

Home Documents & Reporting Tools Custom Actions

Change Company Add New View or Edit Delete Settings Refresh Send To Excel Journal Entries Standing Journals Import Journal

Company Journal List

Business Tool... Customers Suppliers Products Jobs Accounts

Branch List Activity List GST & ATO Returns Currencies Journal Project Costing

Cashbook Contacts & C... Service Calls Manufacturing Alchemex Xtracta

Journal

Drag a column header here to group by that column

Date	Reference	Description	Batch	Debit	Credit	Account Type	Entered By	Period
18/11/2016	5200592	Cash Sales	1771	723.00		Debtors	System Administrator	November 16
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5/11/2016	LCA0000007	Automatic Service WIP from Trar	1765		7.65	Cost of Sales	System Administrator	November 16
5/11/2016	LCA0000007	Automatic Service WIP from Trar	1765	7.65		Cost of Sales	System Administrator	November 16
				117851.0	115651.0			

Most Recent 100 Transactions

Reverse Standing Journals

Transaction Date: 22/11/2016 First Journal Reference Number: 22112016/2

Description	Last Used On	Select	Reference
Salary payments from holding account	12:00 AM 30/10/2015	<input checked="" type="checkbox"/>	22112016/2

Reverse Selected Journals

Select the journal description that you want to reverse and select **Reverse**

Selected Journals.

After you have finished reversing the selected journal description, select 'Close' to return to the main screen.

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