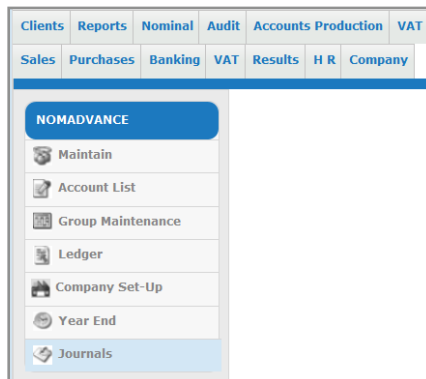


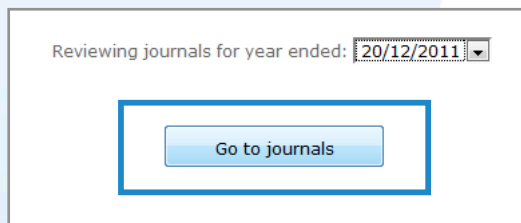
Add a Journal

This help document will show you how to add a journal on Liquid Accounts.

Select the **Nominal** menu tab at the top of the screen and then choose the **Journals** menu option.

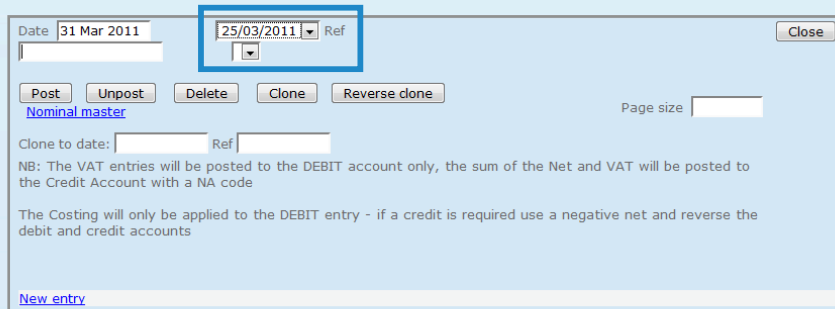


On the next screen ensure that the correct financial year is selected and then press the **Go to journals** button.

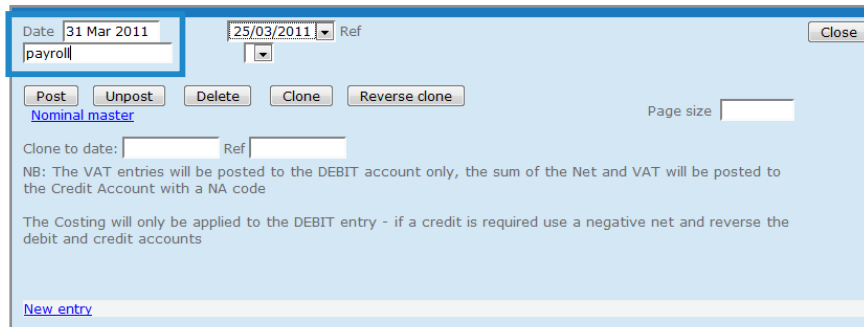


If this is the first time a journal has been entered, the screen will show as in the diagram below.

If a journal has been entered previously, the last journal will be shown. To select a previous journal, select a date from the drop down and then select a reference below.



In order to enter the new journal, you must now enter the **date** and a **reference** for the journal. When you enter the new date, the screen will then update, giving you a blank journal screen containing your new date and reference.



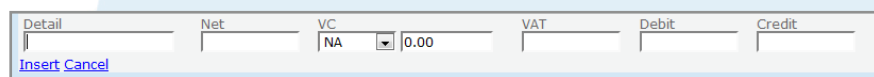
The screenshot shows a web interface for entering a journal entry. At the top, there are two date fields: the first is '31 Mar 2011' and the second is '25/03/2011'. The second field is highlighted with a blue box. To the right of the second date field is a 'Ref' label and a dropdown menu. Below the date fields are buttons for 'Post', 'Unpost', 'Delete', 'Clone', and 'Reverse clone'. There is also a 'Page size' input field. Below these buttons is a 'Nominal master' link. Further down, there are 'Clone to date:' and 'Ref' fields. A note states: 'NB: The VAT entries will be posted to the DEBIT account only, the sum of the Net and VAT will be posted to the Credit Account with a NA code'. Another note states: 'The Costing will only be applied to the DEBIT entry - if a credit is required use a negative net and reverse the debit and credit accounts'. At the bottom, there is a 'New entry' link.

You must now input the journal entries. To enter the first one, press the **New entry** hyperlink.



This screenshot is identical to the previous one, but the 'New entry' link at the bottom left is highlighted with a blue box. The 'Total:' label is visible at the top right of the form area.

A line will now appear for you to complete



The screenshot shows a single line form for a journal entry. It has several input fields: 'Detail', 'Net', 'VC', 'VAT', 'Debit', and 'Credit'. The 'VC' field has a dropdown menu with 'NA' selected. The 'VAT' field contains '0.00'. Below the fields are 'Insert' and 'Cancel' links.

Detail – Insert the description of the line for the journal. For example, PAYE.

Net – The net amount.

VC - This is the VAT code. Select the correct one from the pull down.

VAT – This will show the VAT amount calculated based upon the net, multiplied by the VAT rate chosen.

Debit – This is the nominal code for the account to be debited, if applicable.

Credit- This is the nominal code for the account to be credited, if applicable.

Once you have entered the details, press the **Insert** button below the line

Please note that once a line has been entered, the total of the lines of the journal appears in the **Total** box. Also, the **post** button will disappear until the **Total** is equal to zero. This is to prevent an unbalanced journal being entered.

To enter another line on the journal, press the **New entry** hyperlink and repeat the process.

Date: 31 Mar 2011 | 25/03/2011 | Ref: payroll | **Total: 100.00** | Close

Unpost | Delete | Clone | Reverse clone | Page size: []

Nominal master

Clone to date: [] Ref: []

NB: The VAT entries will be posted to the DEBIT account only, the sum of the Net and VAT will be posted to the Credit Account with a NA code

The Costing will only be applied to the DEBIT entry - if a credit is required use a negative net and reverse the debit and credit accounts

	Detail	Net	VC	VAT	Debit	Credit	Costing	Posted	ID
Delete Select	payroll example	100.00	NA	0.00	SAL01 Salaries And Wages				29

New entry

Once you have completed the journal, the **Total** should equal zero and the **post** button will re-appear. To post the journal press the **Post** button.

Date: 31 Mar 2011 | 25/03/2011 | Ref: payroll | **Total: 0.00** | Close

Post | Unpost | Delete | Clone | Reverse clone | Page size: []

Nominal master

Clone to date: [] Ref: []

NB: The VAT entries will be posted to the DEBIT account only, the sum of the Net and VAT will be posted to the Credit Account with a NA code

The Costing will only be applied to the DEBIT entry - if a credit is required use a negative net and reverse the debit and credit accounts

	Detail	Net	VC	VAT	Debit	Credit	Costing	Posted	ID
Delete Select	payroll example	100.00	NA	0.00	SAL01 Salaries And Wages				29
Delete Select	payroll balancing	100.00	NA	0.00		SAL01 Salaries And Wages			30

New entry

Once the journal has been posted, the screen will refresh. Each line will have a 'Y' in the posted column and it will say 'Posting complete'.

Posting complete

	Detail	Net	VC	VAT	Debit	Credit	Costing	Posted	ID
	payroll example	100.00	NA	0.00	SAL01 Salaries And Wages			Y	29
	payroll balancing	100.00	NA	0.00		SAL01 Salaries And Wages		Y	30

New entry

