BCE Journal List – User Notes

Author: David Rustell
Date: 24/06/2020
Doc Version: 1.0

Advanced Computer Software Group Ltd.
The Mailbox, 101 Wharfside Street, Birmingham, B1 1RF

t: 0330 343 8000 (+44 330 343 8000) | f: +44 (0) 1932 584001

www.oneadvanced.com

Copyright © Advanced Computer Software Group Ltd 2020

This document contains confidential and / or proprietary information. The content must not be disclosed to third parties without the prior written approval of Advanced Computer Software Group Limited or one of its subsidiaries as appropriate (each referred to as “Advanced”). External recipients may only use the information contained in this document for the purposes of evaluation of the information and entering into discussions with Advanced and for no other purpose.

Whilst Advanced endeavours to ensure that the information in this document is correct and has been prepared in good faith, the information is subject to change and no representation or warranty is given as to the accuracy or completeness of the information. Advanced does not accept any responsibility or liability for errors or omissions or any liability arising out of its use by external recipients or other third parties.

No information set out or referred to in this document shall form the basis of any contract with an external recipient. Any external recipient requiring the provision of software and/or services shall be required to enter into an agreement with Advanced detailing the terms applicable to the supply of such software and/or services and acknowledging that it has not relied on or been induced to enter into such an agreement by any representation or warranty, save as expressly set out in such agreement.

The software (if any) described in this document is supplied under licence and may be used or copied only in accordance with the terms of such a licence. Issue of this document does not entitle an external recipient to access or use the software described or to be granted such a licence.

The development of Advanced software is continuous and the published information may not reflect the current status. Any particular release of the software may not contain all of the facilities described in this document and / or may contain facilities not described in this document.

Advanced Computer Software Group Limited is a company registered in England and Wales with registration number 05965280 whose registered office is at Ditton Park, Riding Court Road, Datchet, Berkshire. SL3 9LL.

A full list of its trading subsidiaries is available at www.oneadvanced.com/legal-privacy

Contents

BCE Journal List – User Notes **1**
Introduction **6**
Purpose of this document 6
Journals List **7**
The Journals List 7
Creating New Journals 8
Example Single Line Journal 8
Example Multi-Line Journal 8
Journal Actions 9
Journal Narratives 9
Search and Advanced Search 10
Journal – Quick Reverse 10

© Advanced 2019

Introduction

The Journals' List allows users to manage their single line, multi-line and opening balance journals from a single list where the following tasks can be performed:

Creation of Journals

Single and multi-line Journals can be set up as auto-reversing journals

Journals can be quick reversed to correct data input errors

Journals and their lines can be located using the search and advanced search features

Journals can be listed by their type and properties

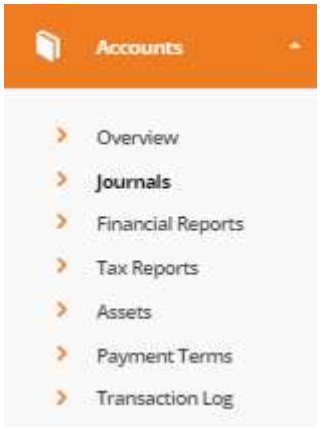
Purpose of this document

This document informs the user how to manage their journals from the 'Journals' list.

© Advanced 2019

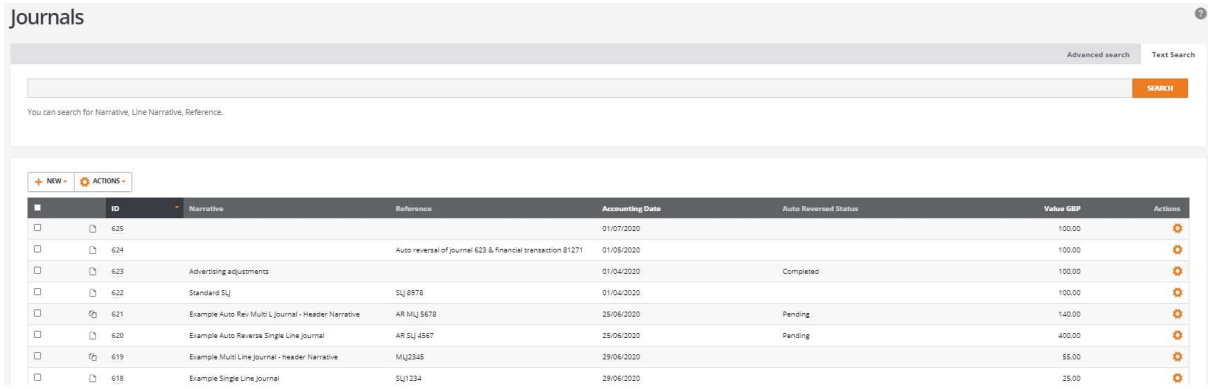
Journals List

The ‘Journals’ list screen is opened from the Accounts menu, selecting Journals:



The Journals List

The ‘Journals’ list screen displays the following information:



Journal icons indicate the journal type:

Single Line Journal

Multi Line Journal

Legacy Journals created before BCE v1.6.0

ID:	The journal’s unique ID
Narrative:	Content of the narrative taken from the journal header
Reference:	Journal reference
Accounting Date:	Date of the journal
Auto Reversed Status:	Indicates if an auto reversing journal is pending or completed
Value GBP:	The journal’s balanced value

© Advanced 2019

Creating New Journals

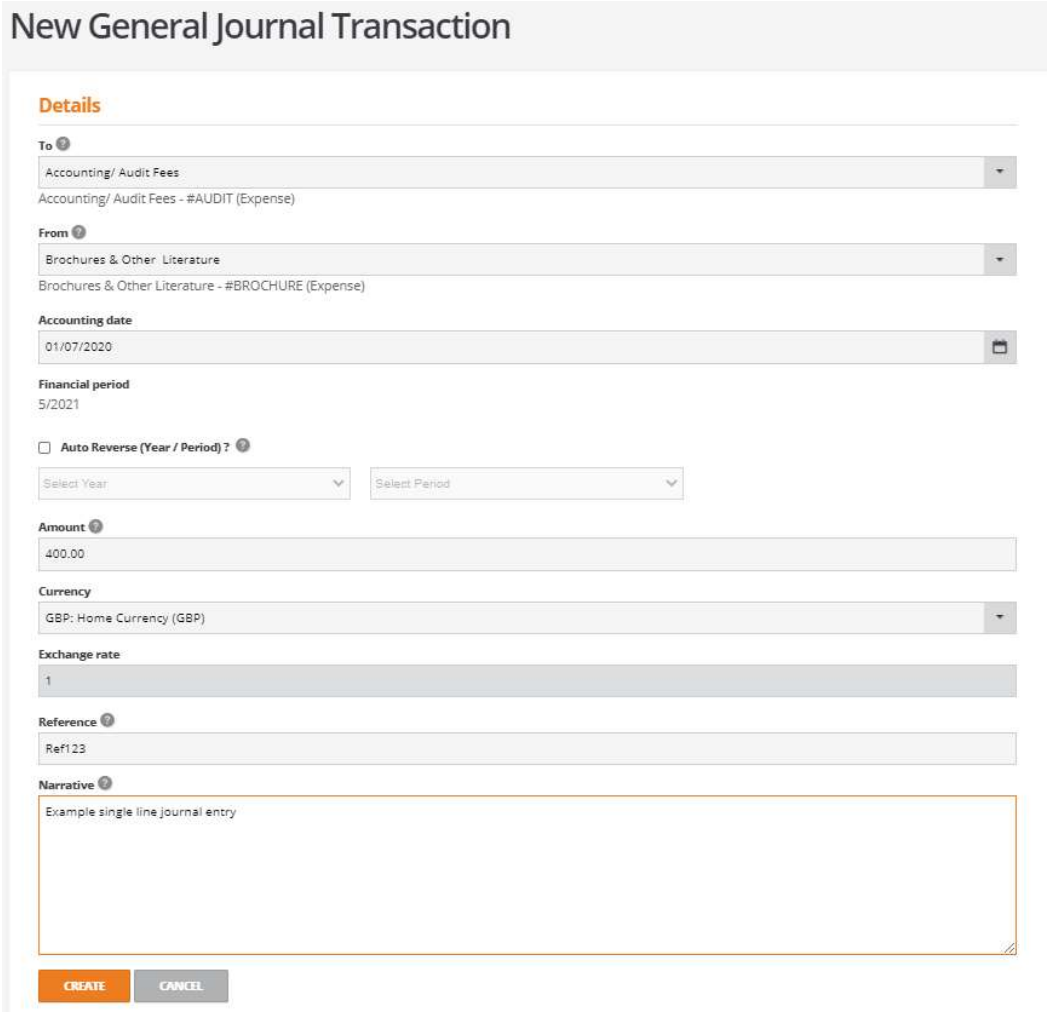
New journals are created using the '+NEW' menu button providing options to create:

Single Line Journals

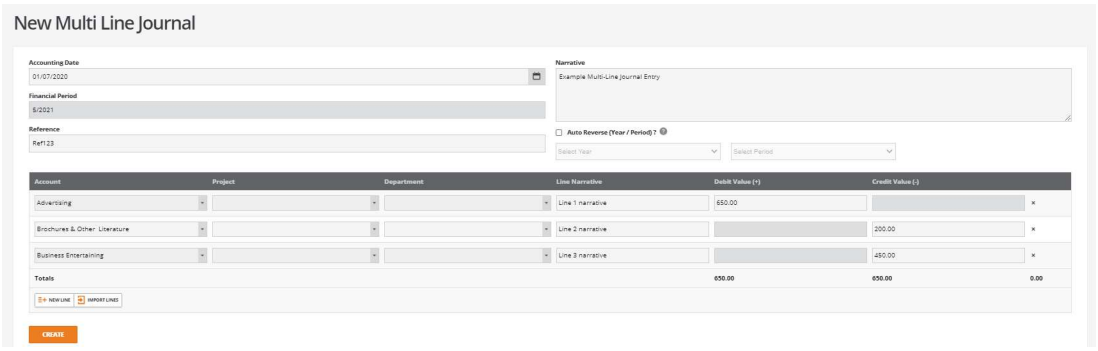
Multi Line Journals

Opening Balance Journals

Example Single Line Journal



Example Multi-Line Journal



Journal Actions

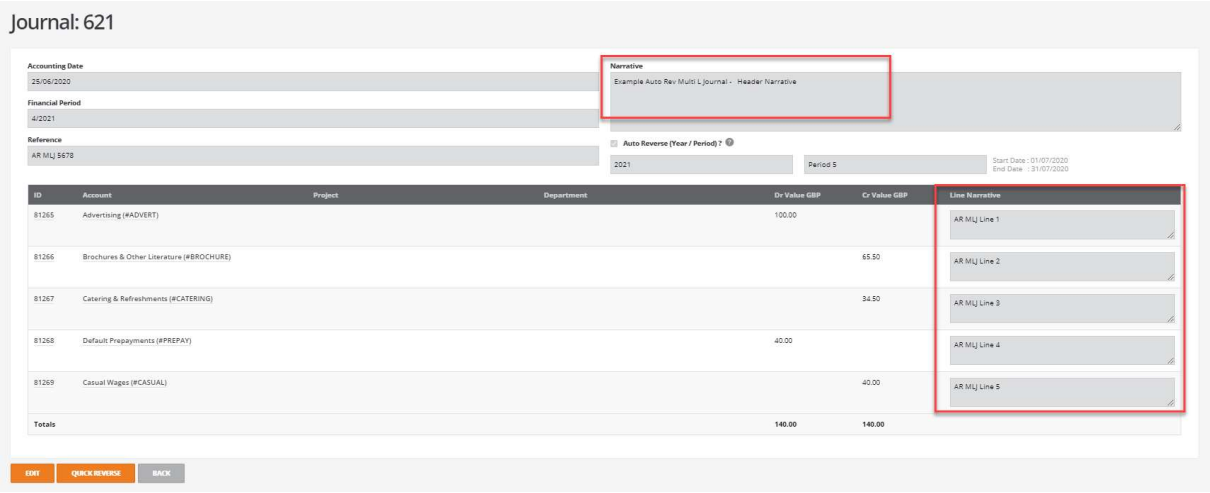
An ‘ACTIONS’ button and cog option opens the selected journal for:

Edit:	Allows the ‘Narrative’ and ‘Reference’ fields to be updated
	For auto reversing journals:
	The reversal status can be disabled
	The financial period/year for the reversing journal can be changed
Quick Reverse:	Reverses a journal entered to correct data entry mistakes
Show (Action cog only):	Displays the journal contents

Journal Narratives

Narratives can be entered on single line and multi-line journals to describe the purpose of the journal’s transactions.

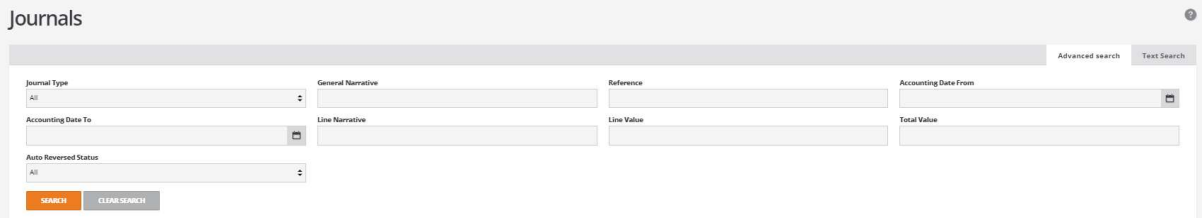
For multi-line journals, a narrative can be entered both on the journal header and for each individual journal line:



The ‘Search’ and ‘Advanced search’ features from the ‘Journals’ list can be used to search the content of all general header narrative and line narrative fields where users may enter all or part of the narrative text to locate and identify historic journals.

Search and Advanced Search

The ‘Journals’ list includes ‘Search’ and ‘Advanced search’ features:



The ‘Search’ option allows journals to be searched by the content of their narrative, line narrative and reference fields, where text can entered in full or in part.

The ‘Advanced Search’ extends the search options allowing journals to be searched by the content of the following fields:

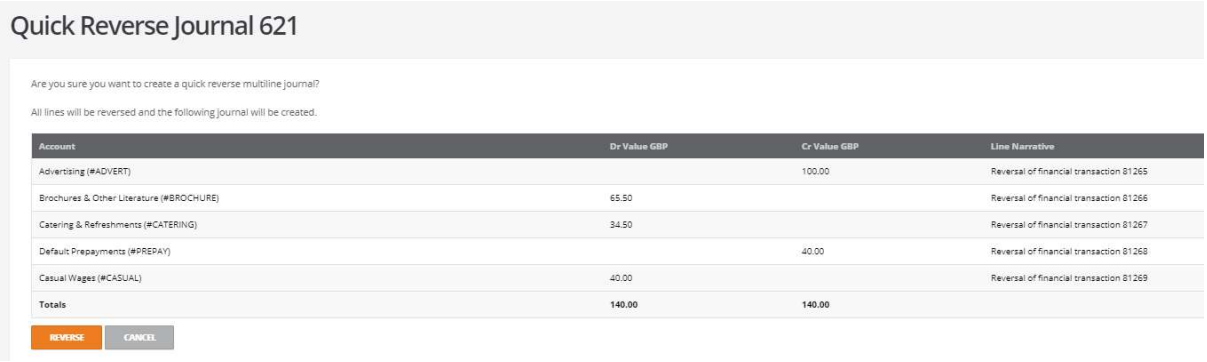
Journal Type:	Icon representing single/multi-line and legacy journals
Accounting Date To:	Lists all journals to the specified date
Auto Reversed Status:	All/Pending/Completed
General Narrative:	Single and multi-line header narrative
Line Narrative:	Line narrative for multi-line journals
Reference:	Journal reference
Line Value:	Returns all journals containing the line value entered
Accounting Date From:	Lists all journals from the specified date
Total Value:	Returns all journals whose lines total the value entered

Journal – Quick Reverse

Journals can be quick reversed to correct data input mistakes where the reversal cancels the original journal entry.

When selecting a single line journal for quick reverse, the following details are displayed to allow the user to review and confirm the quick reverse process:

When selecting a multi-line journal for quick reverse, the following details are displayed to allow the user to review and confirm the quick reverse process:



For both single and multi-line journals, clicking on the ‘Reverse’ button commits the reversal and clicking on ‘Cancel’ abandons the quick reverse.

Note: Limitations apply to the quick reversal of journals and the following journals types are excluded from the quick reverse function:

Journals between Customer, Supplier or Employee accounts

Journals containing payments or receipts

Journals that belong to closed financial periods

Reversal Journals