



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

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

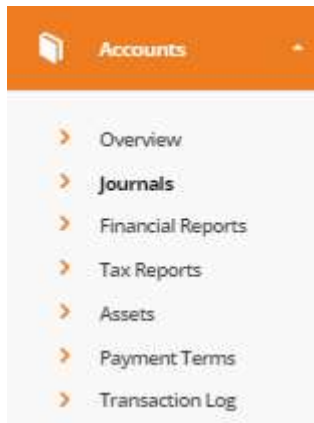
- Journals can be listed by their type and properties

Purpose of this document

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

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:

Journals

Advanced search Text Search

You can search for Narrative, Line Narrative, Reference.

+ NEW + ACTIONS -

ID	Narrative	Reference	Accounting Date	Auto Reversed Status	Value GBP	Actions
625			01/07/2020		100.00	
624		Auto reversal of journal 623 & financial transaction 81271	01/05/2020		100.00	
623	Advertising adjustments		01/04/2020	Completed	100.00	
622	Standard SJ	SJ 8978	01/04/2020		100.00	
621	Example Auto Rev Multi L Journal - Header Narrative	AR MJ 5678	25/06/2020	Pending	140.00	
620	Example Auto Reverse Single Line Journal	AR SJ 4567	25/06/2020	Pending	400.00	
619	Example Multi Line Journal - header Narrative	MJ 2345	29/06/2020		55.00	
618	Example Single Line Journal	SJ 1234	29/06/2020		25.00	

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

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

New General Journal Transaction

Details

To
Accounting/ Audit Fees
Accounting/ Audit Fees - #AUDIT (Expense)

From
Brochures & Other Literature
Brochures & Other Literature - #BROCHURE (Expense)

Accounting date
01/07/2020

Financial period
5/2021

Auto Reverse (Year / Period)?
Select Year: [v] Select Period: [v]

Amount
400.00

Currency
GBP: Home Currency (GBP)

Exchange rate
1

Reference
Ref123

Narrative
Example single line journal entry

Example Multi-Line Journal

New Multi Line Journal

Accounting Date: 01/07/2020
Financial Period: 5/2021
Reference: Ref123

Narrative: Example Multi-Line Journal Entry

Auto Reverse (Year / Period)?
Select Year: [v] Select Period: [v]

Account	Project	Department	Line Narrative	Debit Value (£)	Credit Value (£)
Advertising			Line 1 narrative	550.00	
Brochures & Other Literature			Line 2 narrative		200.00
Business Entertaining			Line 3 narrative		450.00
Totals				550.00	650.00

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:

Journal: 621

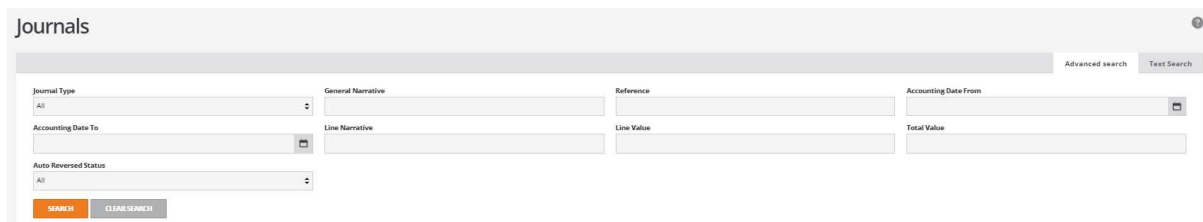
Accounting Date		Narrative				
25/06/2020		Example Auto Rev Multi L Journal - Header Narrative				
Financial Period		Reference				
4/2021		AR MJJ 5479				
		<input type="checkbox"/> Auto Reverse (Year / Period) ? Start Date: 01/07/2020 End Date: 31/07/2020				
		2021 Period 5				
ID	Account	Project	Department	Dr Value GBP	Cr Value GBP	Line Narrative
81265	Advertising (WADVERT)			100.00		AR MJJ Line 1
81266	Brochures & Other Literature (BROCHURE)				65.50	AR MJJ Line 2
81267	Catering & Refreshments (CATERING)				34.50	AR MJJ Line 3
81268	Default Prepayments (PREPAY)			40.00		AR MJJ Line 4
81269	Casual Wages (CASUAL)				40.00	AR MJJ Line 5
Totals				140.00	140.00	

EDIT QUICK REVERSE BACK

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:

Quick Reverse Journal 621

Are you sure you want to create a quick reverse multiline journal?
 All lines will be reversed and the following journal will be created.

Account	Dr Value GBP	Cr Value GBP	Line Narrative
Advertising (#ADVERT)		100.00	Reversal of financial transaction 81265
Brochures & Other Literature (#BROCHURE)	65.50		Reversal of financial transaction 81266
Catering & Refreshments (#CATERING)	34.50		Reversal of financial transaction 81267
Default Prepayments (#PREPAY)		40.00	Reversal of financial transaction 81268
Casual Wages (#CASUAL)	40.00		Reversal of financial transaction 81269
Totals	140.00	140.00	

REVERSE CANCEL

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