



Journal (Alt + J)

User can create multiple types of Journal using this module.

On clicking  option or on pressing the shortcut (Alt+ J), A popup will be

displayed to user as shown below:

Note: Voucher No. will be shown as red till it is unapproved. Once it is approved, it will be shown as green.

Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key to open the screen or can simply double click on the label.

User can perform below activities on the list of Journal Voucher.

Add (Alt + A)

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User needs to click on Add (Alt + A) button to add new journal entry. On clicking the Add button below screen will be displayed to user.

User needs to add the required adjustment details as mentioned under to Add new journal entry.

Journal Voucher Fields

Voucher No.: Voucher no. is the journal invoice number. Basis the voucher series definition for journal there are three ways to get the voucher number.

- Manual - User can manually enter any voucher number.
- Automatic - Voucher number will be auto populated based on the voucher series set.
- Both - Voucher number will be auto populated based on the voucher series set which can be edited by user.



Voucher Date: Voucher date is the journal invoice date. The default date set from the user's module will be displayed to user by default, user can set any date as voucher date.

Currency: User can transact in other currency also. If user is transacting in some other currency, other than the base currency, user can select it from the drop down.

Currency Rate: If user has selected transaction currency other than the base currency, then user needs to select currency rate of the transaction.

Is GST Adjustment? User need do adjustment related to GST than need to select that tab. User wants to enter expense journal wherein GST input is to be taken, then user needs to select the tab.

Party Name: Party Name can be selected from the dropdown list of added customers/vendors, or if new party is to be created then click on plus icon to add party account.

GSTIN: All the added GSTINs for the added party will be displayed under the dropdown and user can select any GSTIN from the list.

Place of Supply: The place of supply will be auto populated basis the GSTIN of the party. User can change the POS basis the delivery of goods.

Supply Type: Supply type will be based on the company GSTIN and Place of supply. If both are same, then it is an intrastate supply and if both are different then it is an interstate supply.

GST Adjustment Type: GST Adjustment than user need to select Adjustment type from given list.

GST Adjustment Details: On the basis of GST Adjustment Type GST Adjustment Detail user need to select from given list.

Note: Field marked with * are mandatory field

Journal Detail (F3): - User can create a Journal entry including the amount, it is description & whether the amount is credited or debited.



User needs to click on F3 button to add journal details. On clicking the F3 button below screen will be displayed to user.

Journal Detail		
C/D	A/c Name	Amount
		0.00

Debit : 0.00
Credit : 0.00

Voucher Narration (F12): Voucher Narration is for user to enter any description for the transaction which is to be printed on the voucher.

Internal notes (Ctrl + N): Internal Notes is for user to enter any description for their own reference which shall not be printed.

Tax Details (F7): User need to provide Tax Details when GST Adjustment tab were selected. On Clicking (F7) button below tab displayed to user.

Detail Form.

Tax Details

Tax							
GST Rate	Net Amount	Taxable Value	CESS Rate	IGST	SGST	CGST	CESS
<No data to display>							

<Press Ctrl + D to delete current record>
<Press (F3) to set focus to grid>
Ok

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Email(F10): An Email screen will be displayed for user to send any support related email to support or send sale invoice in attachment to vendor/customer.

Upload/Download file (Ctrl + F1): User can upload/download the supporting documents as an attachment of the voucher for their reference.

Attachment Details			
Upload	Download	File Name	Description
<No data to display>			

Add Record (F3)
 Double Click to open file
 Delete Record (Ctrl+Delete)

Close
Download All

Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit Journal details.

User needs to update the entry details and click on Save (Alt + V) button to save the entry or can cancel the edited entry details by clicking on Cancel (Alt +C) button.

Note: User will not be able to edit party name.

Delete (Alt + D)



User needs to click on Delete (Alt + D) button to delete the existing Journal entry. On clicking the Yes button, the selected order will be deleted from the list of Journal and on Clicking No button the user will be taken to previous tab.

Print (Alt + P)

User needs to click on Print (Alt + P) button to print the Journal.

Open Saved Record (Alt + O)

On clicking the Open Saved Record (Alt + O) button, user will be able to see below screen where in user can access previously saved records based on search options.

Close (Alt + S)

On clicking the Close (Alt + S) button, Journal tab will get closed.

Help (Alt + H)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Journal Tab.