Journals

Contents:

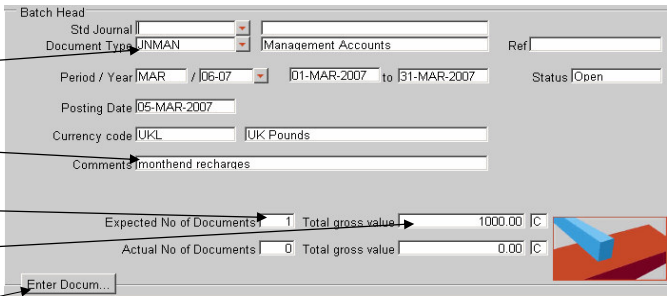## Input a journal

1   Login to Bluqube

2   Select

⊟Journals
    ┬─Batched Journals Input

3   Enter relevant Doc type

4   Enter a brief description

5   Enter the number of journals you will processing & the total credit value

6   Click on

Batch Head

Std Journal [   ] ▼ [   ]
Document Type JNMAN ▼ [Management Accounts]   Ref [   ]
Period / Year MAR / 06-07 ▼   [01-MAR-2007] to [31-MAR-2007]   Status [Open]
Posting Date 05-MAR-2007
Currency code UKL [UK Pounds]
Comments monthend recharges

Expected No of Documents [1]   Total gross value [1000.00] C
Actual No of Documents [0]   Total gross value [0.00] C

Enter Docum...

To select a different period
see procedures below
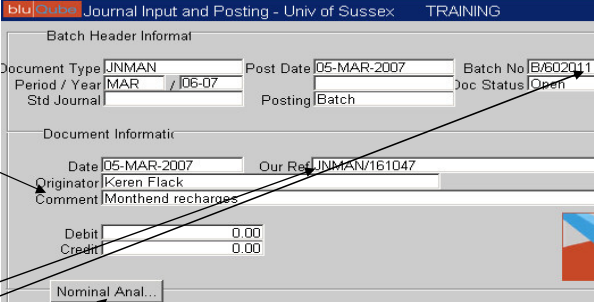"Entering into different period"

7   Enter brief description

8   Click on Save

9   Make a note of the journal and Batch number

10   Click on Nominal Analysis
or if you are doing a jnl upload from an excel spreadsheet
then go to procedures "Inputting a Journal Upload"

blu qube Journal Input and Posting - Univ of Sussex   TRAINING

Batch Header Information

Document Type JNMAN   Post Date 05-MAR-2007   Batch No B/602011
Period / Year MAR / 06-07   Doc Status Open
Std Journal [   ]   Posting Batch

Document Information

Date 05-MAR-2007   Our Ref JNMAN/161047
Originator Keren Flack
Comment Monthend recharges

Debit [0.00]
Credit [0.00]

Nominal Anal...

11 Input journal lines

Unit,Exp, Activity
Debit or Credit (-) value
Description

Arrow down or click on next line
to input further lines

12 Once complete check totals balance

| | If you need to delete any lines, highlight the relevant line and click on Remove icon | | If you need to delete the whole document click on Delete document icon |

When you have entered your journal
13 Click on Save

If you are entering more than one journal

Click on → Return to Document Information

Click on →

And continue with procedures from No. 7

Once all journals have been input

14 Click on exit
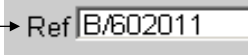To get to the front Batch Header screen

15 Complete and Post batch and

1   **Click on** ——————— ⊟ Journals
                              ├─► Batched Journals Input

2   **Click on Find** ————————

3   **Enter Batch Number - B/** ————► Ref B/602011

4   **Click on Find** ————————

5   **Click on** ——————————————► Enter Docum...

6   **Click on Find TWICE** —————

This will display your first journal

Batch Header Informat

Document Type	JNMAN	Post Date	05-MAR-2007	Batch No	B/602011
Period / Year	MAR / 06-07			Doc Status	Open
Std Journal		Posting	Batch		

Document Informatic

Date 05-MAR-2007   Our Ref JNMAN/161047
Originator Keren Flack
Comment Monthend recharges

Debit   1000.00
Credit   1000.00
Last updated by KLF21 on 05-MAR-2007 12:46

Nominal Anal...

If you have more than one journal, press the down-arrow on your keyboard to view others

Deleting a journal

You can only delete a journal if the status of the journal is open
Once a journal has been Posted you can not amend the document

1 **Find your journal by following procedures above**
Enter Batched Jnl input
Click find, enter batch number, click find
Make sure your batch status is open
Click on enter documents
CLICK ON FIND TWICE
arrow down to find relevant journal

```
Batch Head
  Std Journal [        ] [▼] [                          ]
  Document Type [JNMAN]  [Management Accounts]   Ref [B/602011]
  Period / Year [MAR] / [06-07] [▼]  [01-MAR-2007] to [31-MAR-2007]   Status [Open]
```

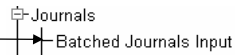**To re-open a batch from status Complete**
Click on

2 **Click on**

Entering a journal into a different period

You can place journals into the previous months period until that period is closed.
E.g July's period is open for a week after year end

1 **Click on**

```
⊟ Journals
  ⊢ Batched Journals Input
```

2 **Enter Doc type**

```
Batch Head
  Std Journal [        ] [▼] [                          ]
  Document Type [JNMAN]  [Management Accounts]
  Period / Year [MAR] / [06-07] [▼]  [01-MAR-2007] to [31-MAR-2007]
```

3 **Click on current month**

```
  Period / Year [      ] / [06-07] [▼]  [01-MAR-2007]
Time Periods

Find [%]

Time Period   Year     Start Date    70
MAR           06-07    01-MAR-2007   31-MAR-2007
FEB           06-07    01-FEB-2007   28-FEB-2007
```

4 **Delete current month**
and click on down-arrow

5 **Select relevant month**

6 **Continue with procedures**
"Input a journal"

Problems

What if the expected and actual values do not agree?

Expected No of Documents [1] Total gross value [1200.00] [C]   **1. Double check total value of credits from your paperwork**

Actual No of Documents [1] Total gross value [1000.00] [C]   **2. Double check the journal that has been entered**

What if the expected and actual No of Documents do not agree?

Expected No of Documents [1] Total gross value [1000.00] [C]

Actual No of Documents [2] Total gross value [1000.00] [C]

If the values agree
But the No. of documents differ it means you have accidentally created a new journal number

To remove this extra journal number

1 **Find the batch   B/…….** ──────────► Ref [B/602011]

2 **Click on Enter Documents** ──────────► Enter Docum…

3 **Click on find** TWICE

                                                          Jnl number

                    Date [05-MAR-2007]   Our Ref [JNMAN/161051]

                    Originator [Keren Flack]

4 **Find the journal number where the debit/credit values are zero**   Comment [recharges]
   Use the down-arrow on your keyboard to view the next jnl

                    Debit [0.00]
                    Credit [0.00]

5 **Delete the jnl by clicking on** ──────────►

The number of documents on the Batch Header should now be reduced by one