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WHITE PAPER USER MANUAL FOR – COPY JOURNAL VOUCHER

Module – General Ledger

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To explain a general voucher using the 5 W's—Who, What, When, Where, and Why—here's a breakdown:

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1. Who:

- **Who issues it?** Vouchers are typically issued by businesses, organizations, or financial institutions. They can also be provided by governments or other entities.
- **Who uses it?** The voucher is usually given to a customer, employee, or recipient as a form of credit or discount.

2. What:

- **What is a voucher?** A voucher is a document or digital code that represents a value or credit, which can be redeemed for goods, services, or discounts. It acts as a form of payment or incentive.

3. When:

- **When is it issued?** Vouchers can be issued at various times, such as during promotions, as rewards, or as part of a financial transaction. They might also be issued periodically or as part of specific programs.
- **When can it be used?** The timing of voucher use depends on its validity period, which can be immediate or have a set expiration date.

4. Where:

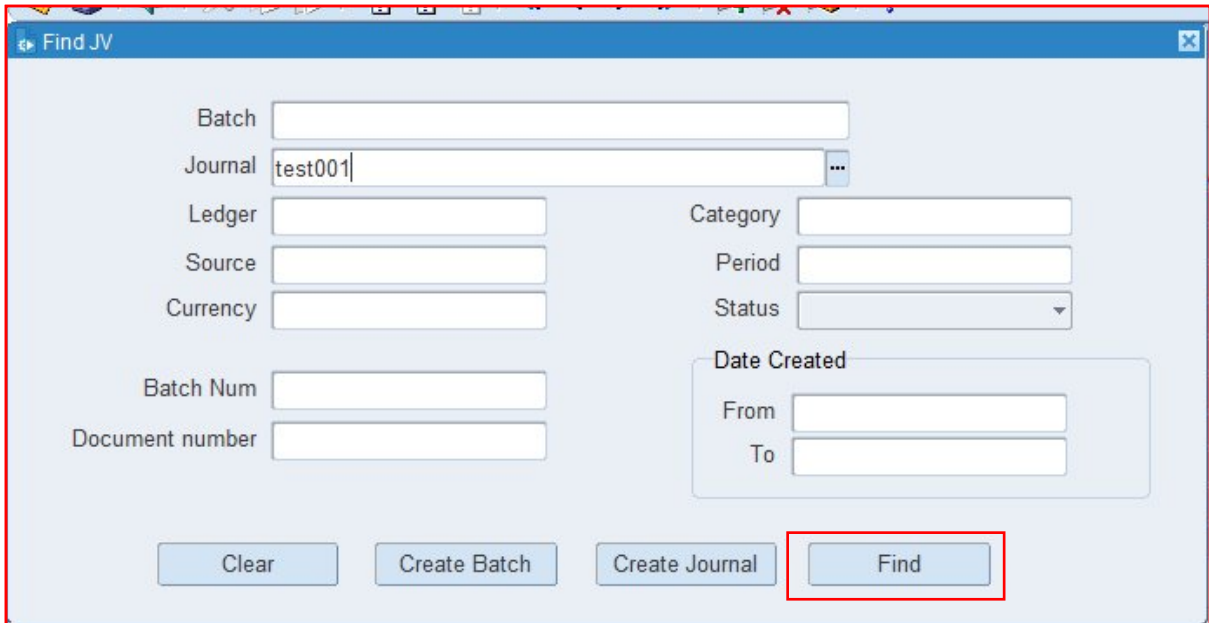
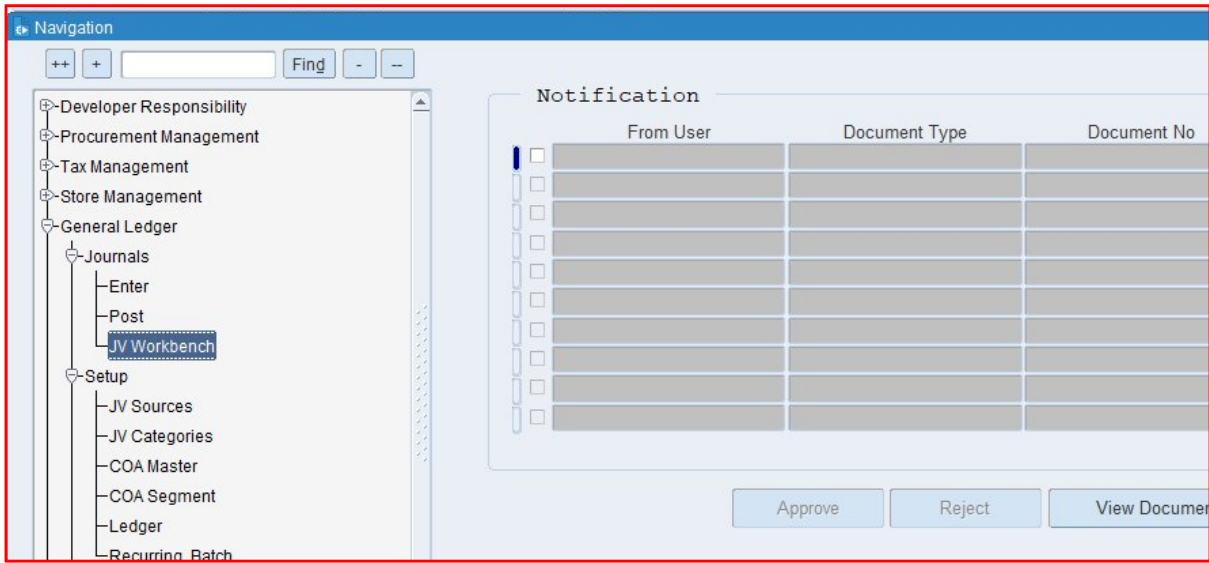
- **Where can it be redeemed?** Vouchers are typically redeemable at specified locations or online stores, depending on the issuing entity's policies. Some vouchers might be valid only at particular retailers or service providers.

5. Why:

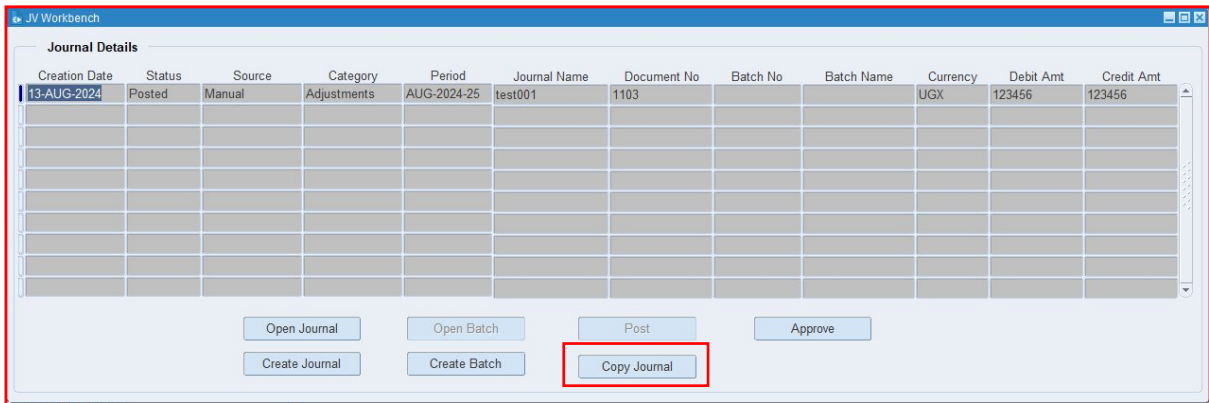
- **Why is it issued?** Vouchers are issued to encourage purchases, reward customers, promote brand loyalty, or facilitate transactions. They can also be used to provide financial assistance or incentives.

Navigation – General Ledger > Journals > JV Workbench

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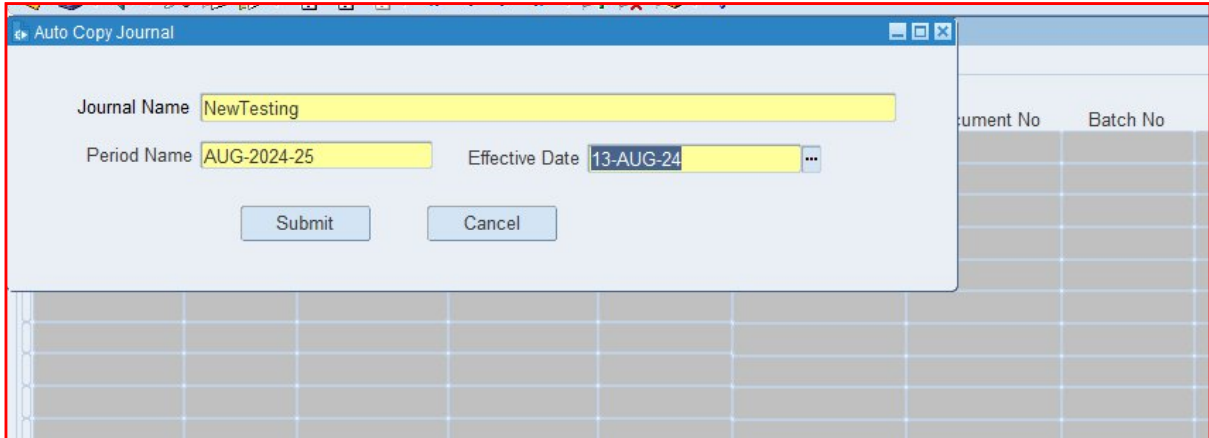


Enter the name of Journal you want to copy & click on find button

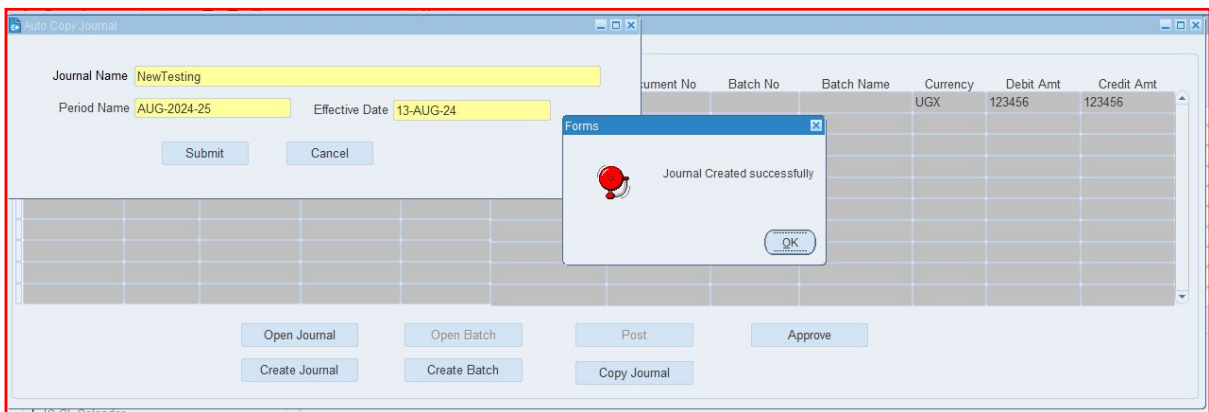


Click on Copy Journal

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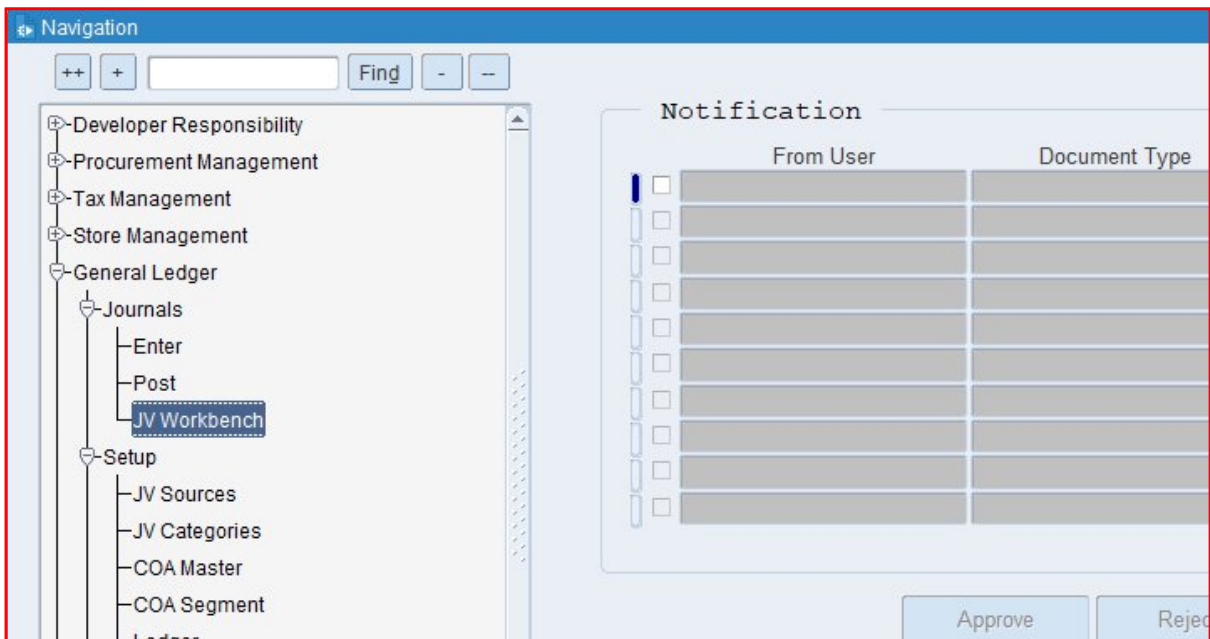


Put the Journal name, period name & Effective date
Click on submit

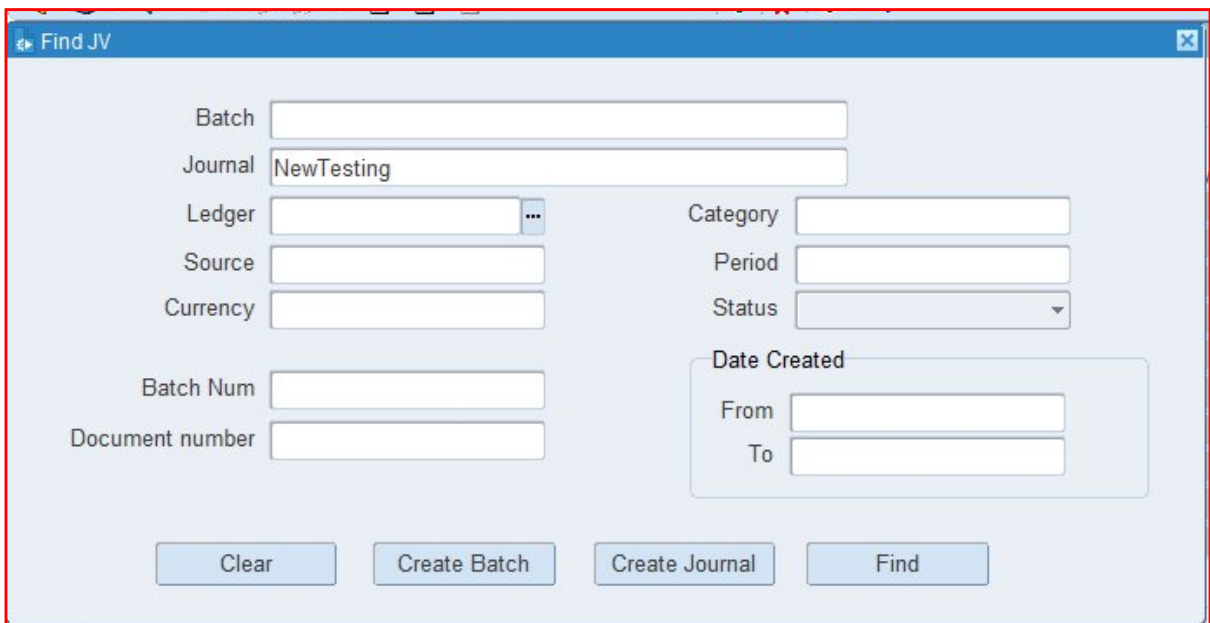


JV Created successfully

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Click on JV Workbench



Put the copied JV name & find.

What is a Journal Name?

The choice of journal name helps in organizing and managing financial records efficiently. If you have a specific context or type of transaction in mind, let me know, and I can provide more targeted information.

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What is BATCH Number?

In financial systems, batch numbers are used to group transactions that are processed together. For example, a batch number might be assigned to a group of invoices or payroll transactions that are entered into the accounting system at the same time.

What is a Ledger?

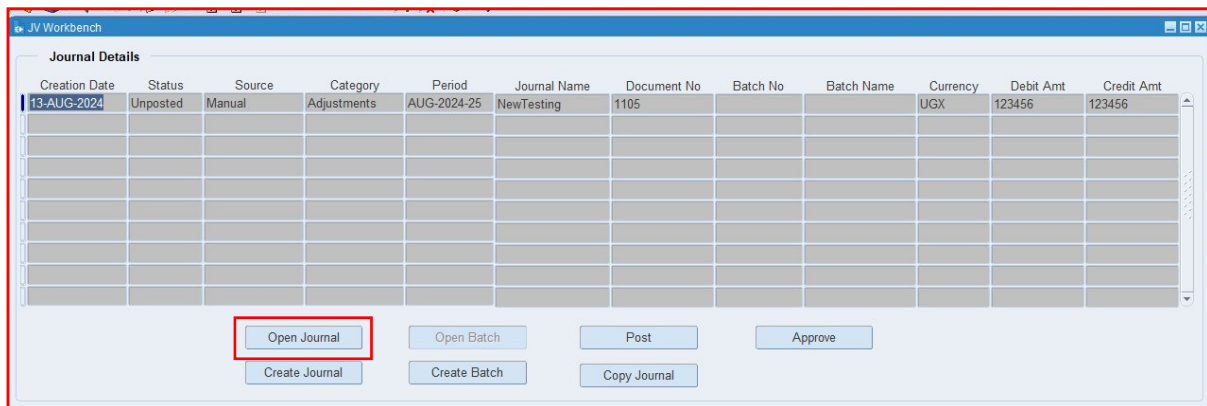
a ledger is a fundamental book or digital record where all financial transactions of a business are systematically recorded and categorized. It serves as the central repository for all financial data, which is used to prepare financial statements and reports.

What is a batch name?

A batch name is a unique identifier or label assigned to a group of items, transactions, or data processed together as a single unit. It helps in tracking and managing these items or transactions efficiently.

What is a Source name?

In accounting, the source name might refer to the document or record from which a transaction originates. For example, invoices, receipts, or purchase orders are source documents that provide evidence for entries in the accounting system.



Click on Open Journal

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Journal Name: Batch No.:

Description:

Ledger: Batch Name:

Source Name: Category:

Period: Date:

Document No: Status:

Currency Conversion

Currency:

Date:

Type:

Rate:

Reverse

Reverse Period:

Reverse Date:

Sr No	Account	Debit(UGX)	Credit(UGX)	Description
1	1.107.111001.9999.9999.9999	...	123456	test001
2	1.102.111001.9999.9999.9999	123456		test001
		123456	123456	

The JV has been copied successfully.

XX END XX