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WHITE PAPER USER MANUAL FOR – POSTING OF 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:

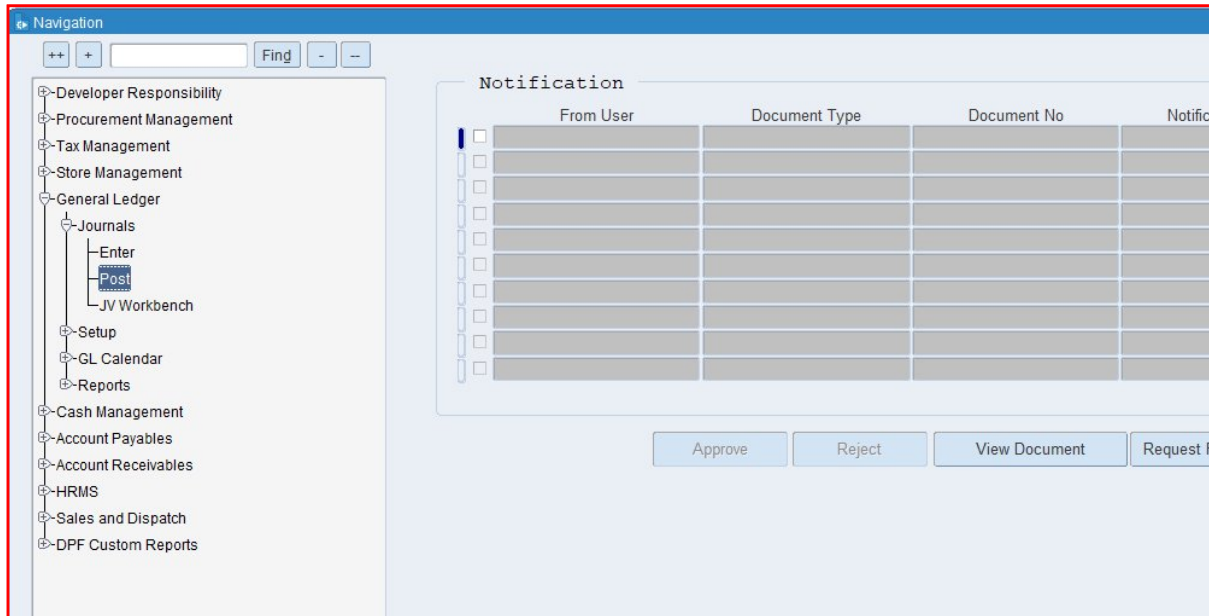
- **Where can it be redeemed?** Vouchers are typically redeemable at specified locations or online stores, depending on the issuing entity's policies. Some vouchers might be valid only at particular retailers or service providers.

5. Why:

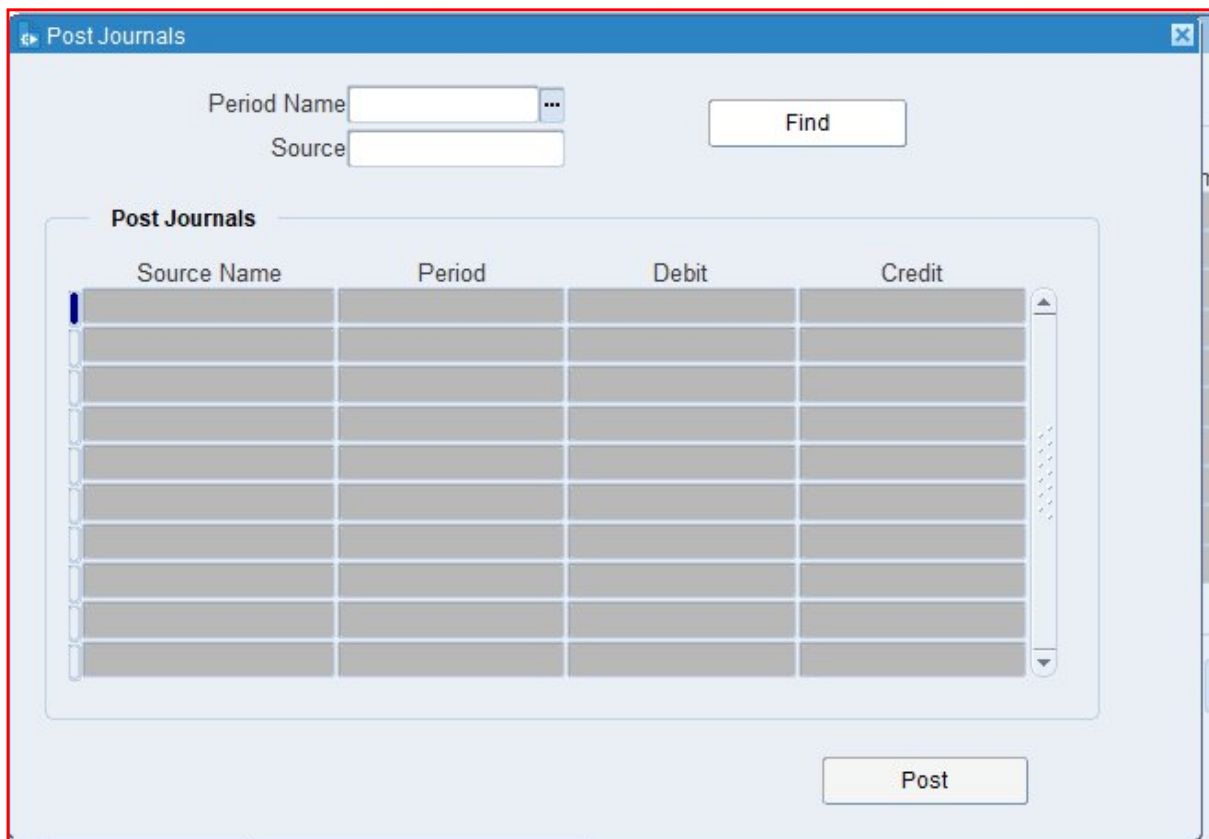
- **Why is it issued?** Vouchers are issued to encourage purchases, reward customers, promote brand loyalty, or facilitate transactions. They can also be used to provide financial assistance or incentives.

Navigation – General Ledger > Journals > Post

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The screenshot shows the 'Navigation' pane on the left with a tree view. The 'Journals' folder is expanded, and the 'Post' option is highlighted. On the right, a 'Notification' table is visible with columns for 'From User', 'Document Type', 'Document No', and 'Notific'. Below the table are buttons for 'Approve', 'Reject', 'View Document', and 'Request f'.



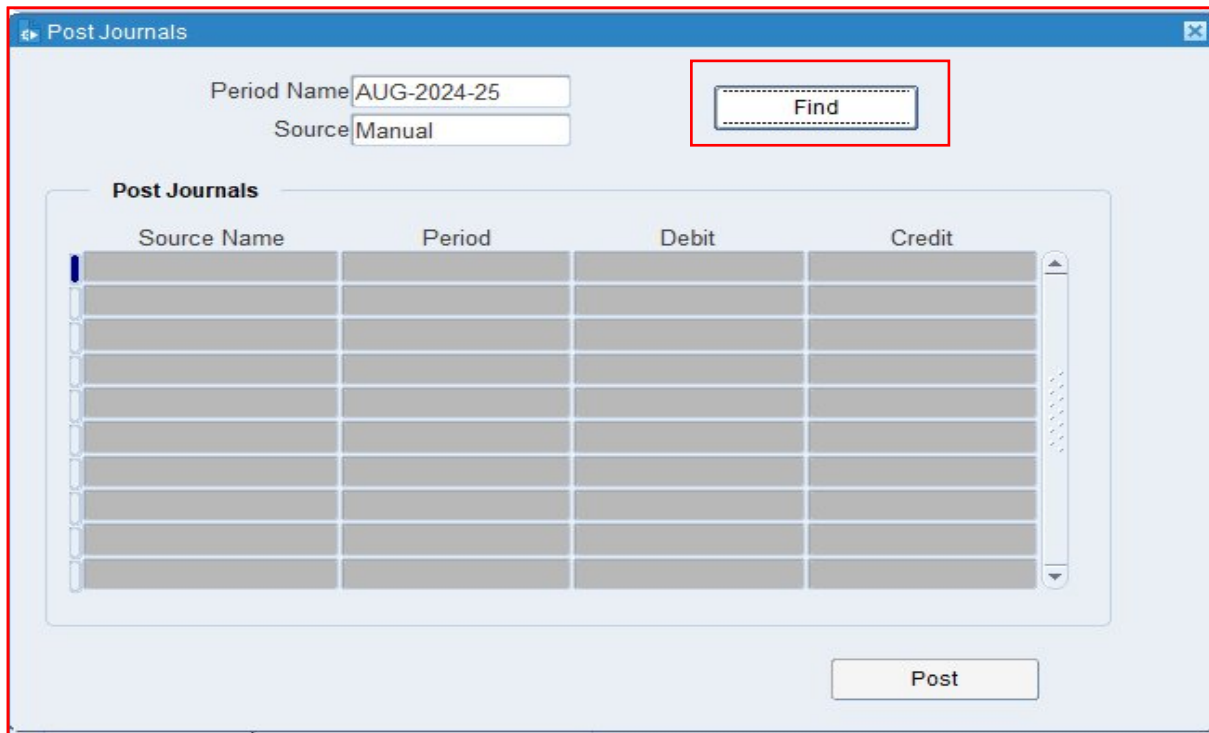
The screenshot shows the 'Post Journals' window. At the top, there are input fields for 'Period Name' and 'Source', followed by a 'Find' button. Below this is a table titled 'Post Journals' with columns for 'Source Name', 'Period', 'Debit', and 'Credit'. The table is currently empty. At the bottom right of the window is a 'Post' button.

Put the period name & Source

What is a Source name?

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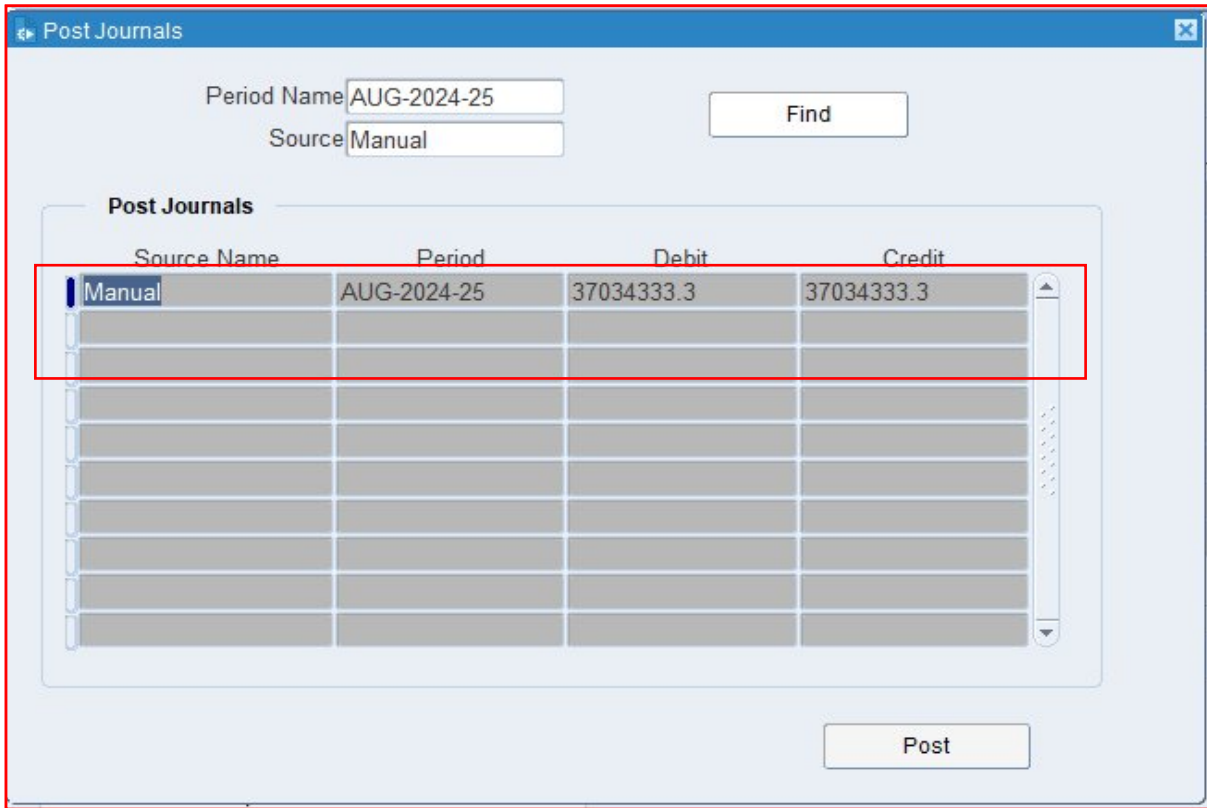
In accounting, the source name might refer to the document or record from which a transaction originates. For example, invoices, receipts, or purchase orders are source documents that provide evidence for entries in the accounting system



| Source Name | Period | Debit | Credit |
|-------------|--------|-------|--------|
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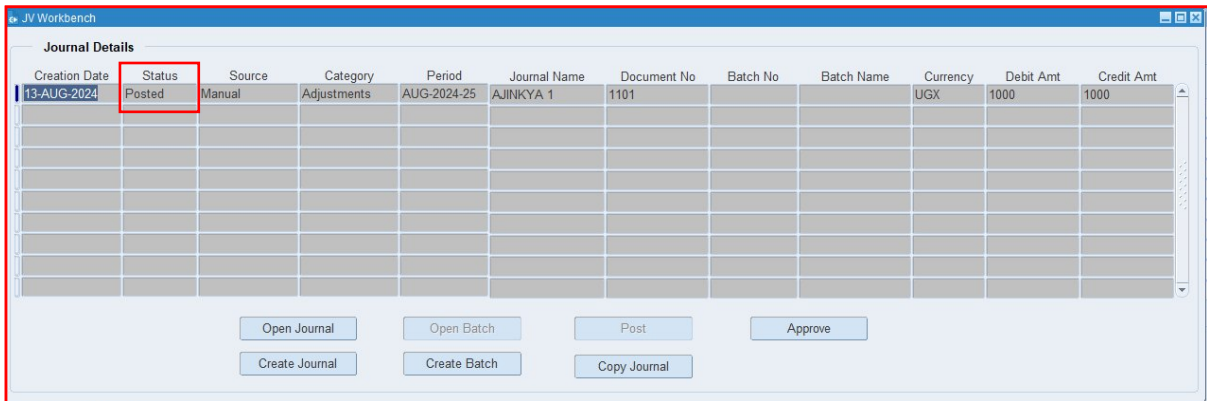
Click on Find

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| Source Name | Period | Debit | Credit |
|-------------|-------------|------------|------------|
| Manual | AUG-2024-25 | 37034333.3 | 37034333.3 |
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Click on Post.



| Creation Date | Status | Source | Category | Period | Journal Name | Document No | Batch No | Batch Name | Currency | Debit Amt | Credit Amt |
|---------------|--------|--------|-------------|-------------|--------------|-------------|----------|------------|----------|-----------|------------|
| 13-AUG-2024 | Posted | Manual | Adjustments | AUG-2024-25 | AJINKYA 1 | 1101 | | | UGX | 1000 | 1000 |
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The JV has been successfully posted.

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