

SALES

CUSTOMERS - JOURNALS

The **Journals** tile is linked to *Sage Evolution*, and reflects all transactional information on the Customer's account in Sage Evolution that has an available balance and an outstanding balance. In Sage Evolution, a transaction is outstanding until such time as the transaction is allocated. An account may have a balance of zero if you sum the debits and credits, but transactions will still show as outstanding.

All transactions that are processed on the Customer Account, such as Contract Invoices, Credit Notes, Journal Adjustments, and other payments, whether being processed directly within BPO or Sage Evolution, will reflect in the Journals tile.

Data is shown in **real time**. Processed payments in Sage Evolution will reflect on the Journals tab immediately once posted. No synchronisation is required.

Ribbon Access: Sales > Customers



- 1. The *Customer Listing* screen will be displayed.
- 2. Select the *Site* where the customer is located.
 - The example has *Durban* selected.
- 3. Select the *Status* for the customer.
 - The example has *Active* selected.
- 4. Select the *row* of the customer whose Journal entries you wish to view.
- 5. Click on the *Journals* tile.



7		1	> Customer Listing -	BPO: Version	2.5.0.4 - Ex	ample Compa	ny v2.5.0.0		_	
Home Equ	ipment / Locations	Contract Fina	ance / HR Inventory	Maintenance / I	Projects I	Manufacturing	Procurement Sale	s Service Reporti	ng Utilities —	8 ×
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nter text to search	CustomerCode	CustomerType	CustomerName	Department	DeptName	SiteDescription	CustomerCreditLimit	CustomerWebSite	CustomerPhoneNumber	Customer
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5 Processing	▶ HOP001	RE	Hope Works (Pty) Ltd			Durban	5,000.00	www.hopeworks.co.za	031 123 4567	987654
	DER001	RE	Derton / Technologies			Durban	250.00	www.dertonweb.co.za	031 123 4785	98/7654
	OFF001	RE	Office Supplies Unlimited			Durban	75,000,000.00	www.cnn.co.za	031 789 4561	987456
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Journals	WES001	RE	Westwood Dynamic			Durban	10,000,000.00	www.web.co.za	031 789 4561	123456
	TIA001	RE	Titan Group			Durban	100,000.00	www.web.co.za	031 852 9632	123258
	BOT0001	Π	Bothas Networking inc			Durban	50,000.00	www.web.co.za	031 789 4563	987456
	SAM001	RE	Samanthas Diner			Durban	45,000.00	www.samsdiner.co.za	031 123 4567	123456
Quotes	DAN001	п	Danny Storm IT Cafe			Durban	75,000.00		031 785 4785	123654
	PAN001	RE	Panda Copiers			Durban 50,000.00		031 123 4567	123456	
	HAC001	Π	Hack PC - IT Shop			Durban	0.00		031 789 4561	665435
Orders	PIN0001	GV	Pink Shoes			Durban	0.00		031 456 7894	1234
	HIL000001	HILLCRESTP	Mary Contrary			Durban	0.00		083 559	00000
	SHO000001	SHONGWENIP	Mike Goldwen			Durban	0.00		083 559 1234	00000
Invoices	JUS001	RE	Just In Time			Durban	50,000.00	www.justintime.co.za	031 123 4567	123456
	LIT0001	RE	Little Bee Honey			Durban	0.00	www.bee.co.za	031 123 4567	123456
	GRE001	RE	Green Tea Supplies			Durban	75,000.00		031 456 7891	123456
Contract Invoices	FIN0001	RE	Fine Hair Salon			Durban	10,000.00	www.finehair.co.za	031 123 4567	1234
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pen windows *						L	iser : Julandak 07/1	0/2021 version : 2.5.0	Example Company V	2.5.0.0

6. The *Accounts Journals for Customer - [customer code]* screen will display.

This screen is for view only an no changes can be made.

INFORMATION FRAME

- 7. The information frame displays a list of all journal entries for the selected customer.
 - Account: The account field will reflect the Customer Code as the Account reference number for the transaction.
 - **Code:** This field will show what transaction has been processed, such as an Invoice, Payment, a Profit on Exchange, or Journal.
 - **Debit and Credit:** Either a Debit or Credit value is displayed for the account.



- Foreign Debit and Credit: These fields are for foreign based customers and different values will be displayed in these fields based on the currency.
- **Outstanding:** The outstanding value will be displayed in this field.
- **Tx Date:** This field displays the Transaction date as reflected in the financials, <u>not</u> the date that the transaction was processed.
- **Reference:** The Invoice Number or Credit Note reference is reflected in this field.
- User Name: The name of the last Agent/User who update the transaction will display as the username.
- **Reference2:** This field will list any secondary reference information, such as Accounts receivable, Journal, or Cash Book batch information.

AGING FRAME

8. The **Aging** frame reflects the total amount for the period outstanding.

JOURNAL TOTAL

- 9. Journal Total: This field will list the total amount for all the journal entries.
- 10. When you have finished viewing the Journal entries for the customer, click on *Back* to return to the *Customer Listing* screen.



•			Acco	ounts Journal	s for Custome	r - HOP001 - E	BPO: Versio	n 2.5.0.4 - Exam	ple Company	y v2.5.0.0					
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Back	Save Layout	Workspaces Re at C	efresh												\$
Account	Code	Debit	Credit	f Foreign D	f Foreign Cr	Outstanding	Tx Date	Reference	User Name	c Referer	nce2				-
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HOP001	CN	0	911.66	0	911.66	-911.66	10/12/2020	CR000002	JulandaK	IN00000	05				
HOP001	DS	963.17	0	963.17	0	963,17	01/03/2021	INV0000544	JulandaK						
HOP001	DS	18143.55	0	18143.55	0	18143.55	16/04/2021	INV0000549	JulandaK						
HOP001	BF	0	18975	0	18975	-18975	16/04/2021	CN0000148	JulandaK	INV00005	549				
HOP001	BF	0	963.17	0	963.17	-963.17	15/04/2021	CN0000147	JulandaK	INV00005	544		7		
HOP001	DS	231437.5	0	231437.5	0	231437.5	26/04/2021	INV0000551	JulandaK						
HOP001	BF	0	231437.5	0	231437.5	-231437.5	26/04/2021	CN0000149	JulandaK	INV00005	551				
HOP001	DS	402.5	0	402.5	0	402.5	29/04/2021	INV0000552	JulandaK						
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