

We are currently updating our site; thank you for your patience.

## 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.

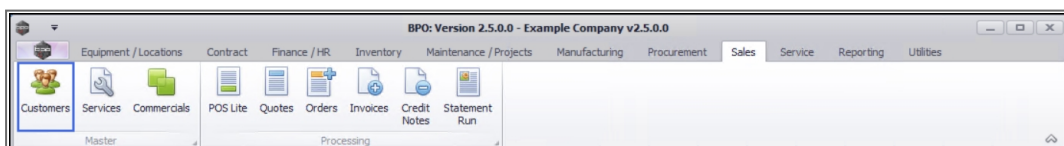
All transactions that are processed on the Customer Account, such as Contract Invoices, Credit Notes, Journal Adjustments, and other payments, whether being processed directly within BPO or Sage Evolution, will reflect in the Journals tile.

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

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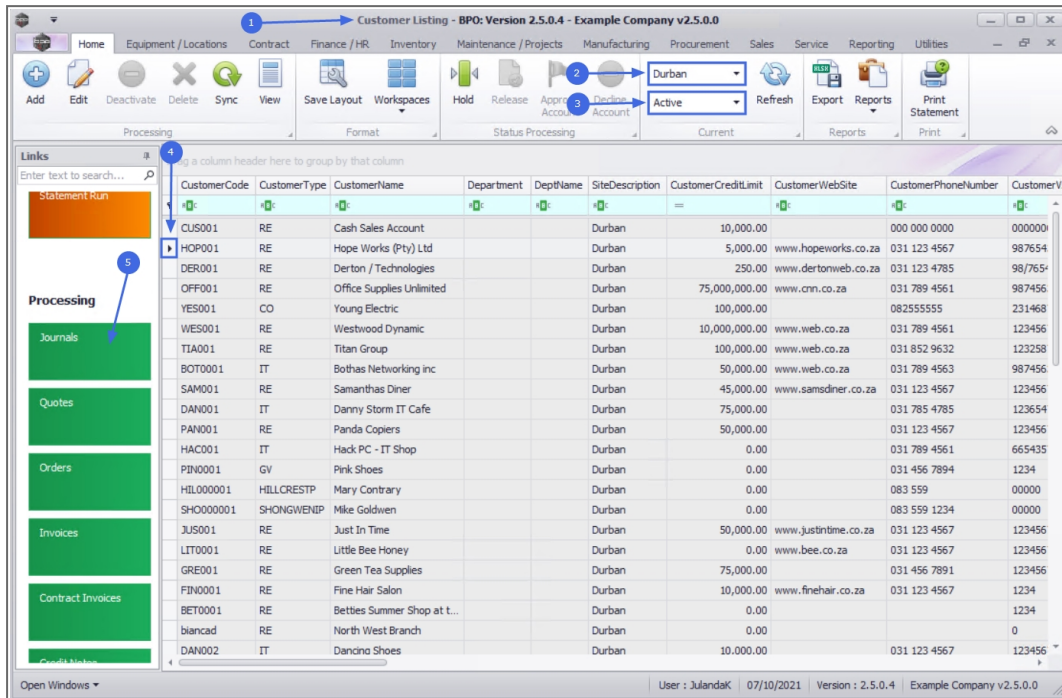
#### Ribbon Access: Sales > Customers

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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.



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



This screen is for view only and 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, not 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**

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

### **JOURNAL TOTAL**

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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.

Accounts Journals for Customer - HOP001 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Workspaces Refresh

Process... mat Curr...

Drag a column header here to group by that column

Account	Code	Debit	Credit	f Foreign D...	f Foreign Cr...	Outstanding	Tx Date	Reference	User Name	c Reference2
HOP001	CN	0	911.66	0	911.66	-911.66	10/12/2020	CR0000002	JulandaK	IN0000005
HOP001	DS	963.17	0	963.17	0	963.17	01/03/2021	INW0000544	JulandaK	
HOP001	DS	18143.55	0	18143.55	0	18143.55	16/04/2021	INW0000549	JulandaK	
HOP001	BF	0	18975	0	18975	-18975	16/04/2021	CN0000148	JulandaK	INW0000549
HOP001	BF	0	963.17	0	963.17	-963.17	15/04/2021	CN0000147	JulandaK	INW0000544
HOP001	DS	231437.5	0	231437.5	0	231437.5	26/04/2021	INW0000551	JulandaK	
HOP001	BF	0	231437.5	0	231437.5	-231437.5	26/04/2021	CN0000149	JulandaK	INW0000551
HOP001	DS	402.5	0	402.5	0	402.5	29/04/2021	INW0000552	JulandaK	
HOP001	BF	0	402.5	0	402.5	-402.5	29/04/2021	CN0000150	JulandaK	INW0000552

-1,743.11

Aging

Older	120 Days	90 Days	60 Days	30 Days	Current
-1,743.11	0.00	0.00	0.00	0.00	0.00

Open Windows User: JulandaK 07/10/2021 Version: 2.5.0.4 Example Company v2.5.0.0

MNU.061.030