




RSA e-Business: Navigation

How to enter a journal entry in the general ledger: Summary

1. Click on the **Ledger** tab from the main menu.
2. Un **Transaction** group, click on the link **Journal Entries**
3. In the new window, locate the field **Amount** and enter the amount for a transaction in the journal
4. In the combo box **CostCtr** select the right entry type.
5. Optionally, enter a value in the other fields (Reference, Date, Year, Period).
6. Click on the **Save** button  for adding the entry to the journal
7. Click again on the **Save** button  for a confirmation.
8. For adding more entries on the journal, repeat the steps 4, 5, 6 and 7.
9. When you are done click on the **Save** button  on the bottom side of the window. A transaction number will be display on the screen if the operation is successfull.

How to enter a journal entry in the general ledger: details

1. Click on the **Ledger** tab from the main menu. This will open a new window (see fig 1 below).

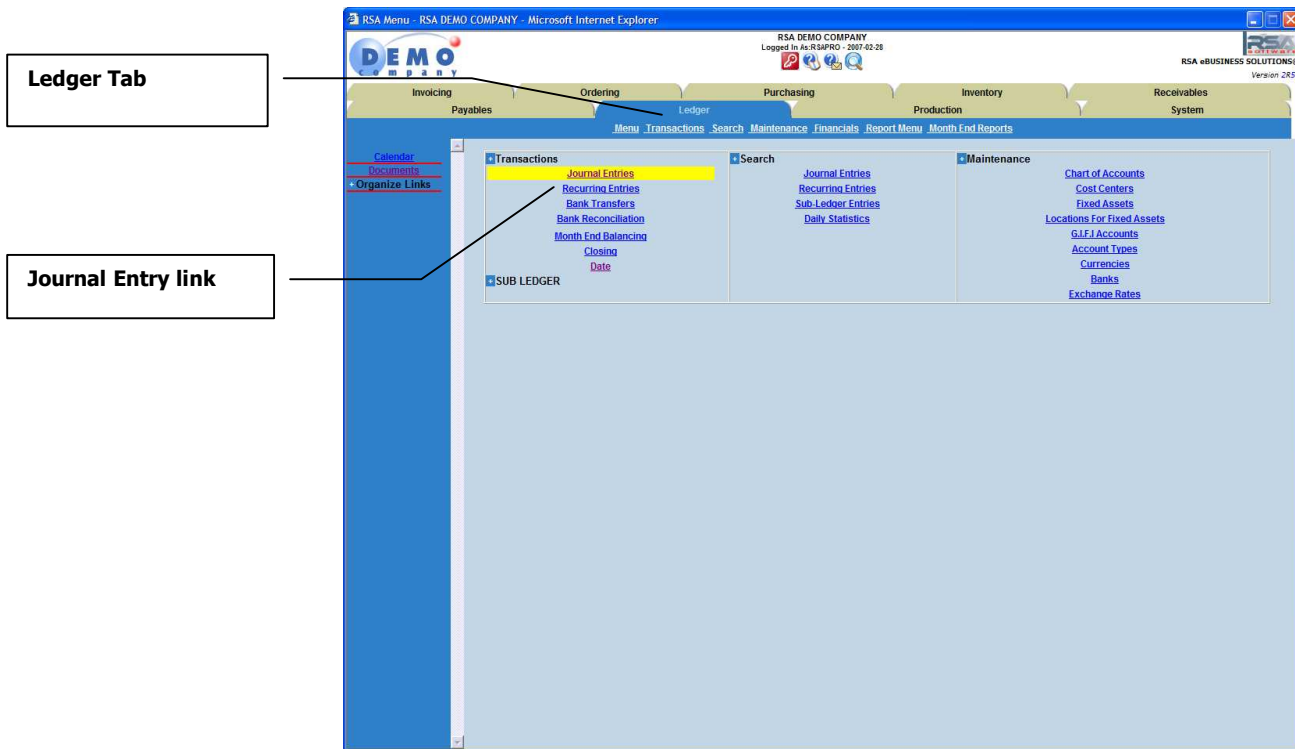


Fig 1: Leger main menu

2. Under the transaction group, click on the link **Journal Entry**. This will open a new window (see fig 2 below).

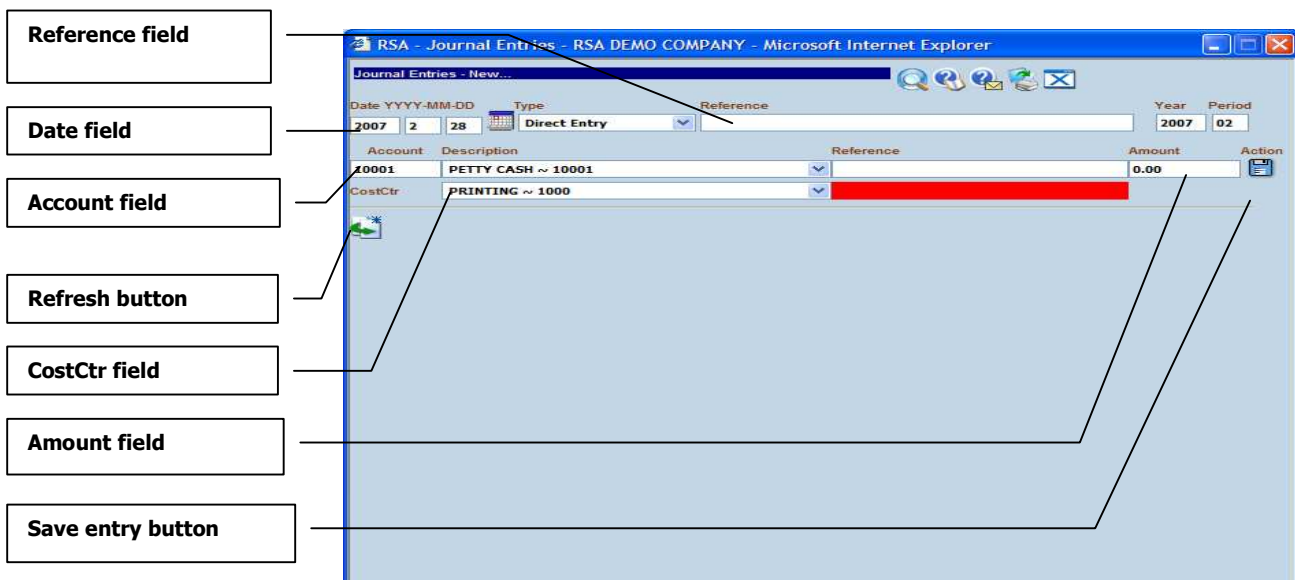

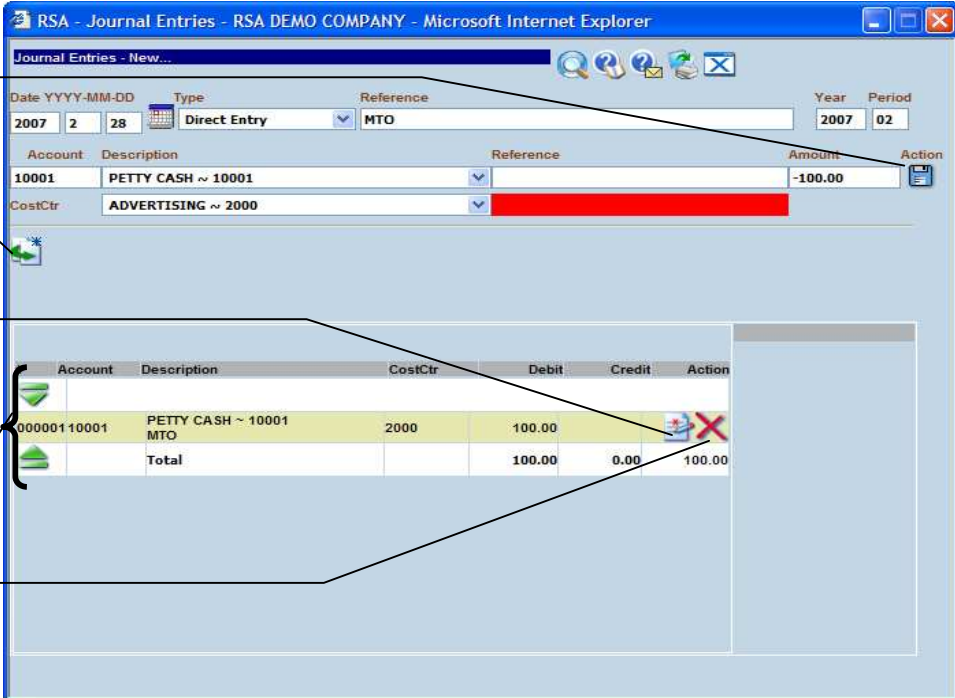


Fig 2: Entry journal window

3. In the field **Amount**, enter the amount for a transaction in the journal.
4. In the combo box **CostCtr** select the right entry type.
5. Optionally, enter a value in the other fields (Reference, Date, Year, Period).
6. Click on the **Save entry** button  for adding the entry to the journal. The entry will appear on the bottom side of the window (see fig 3 below).



The screenshot shows the 'Journal Entries - New...' window in Microsoft Internet Explorer. The window title is 'RSA - Journal Entries - RSA DEMO COMPANY - Microsoft Internet Explorer'. The interface includes several input fields and a table of entries.

Callouts on the left side of the screenshot point to the following elements:

- Save entry button**: Points to the save icon (floppy disk) in the top right of the entry form.
- Refresh button**: Points to the refresh icon (circular arrow) below the entry form.
- Modify entry button**: Points to the edit icon (pencil) in the action column of the entry table.
- Journal Entry section**: Points to the table containing the journal entries.
- Delete Entry button**: Points to the delete icon (X) in the action column of the entry table.

The entry form fields are:

- Date: 2007-02-28
- Type: Direct Entry
- Reference: MTO
- Year: 2007, Period: 02
- Account: 10001, Description: PETTY CASH ~ 10001
- CostCtr: ADVERTISING ~ 2000
- Amount: -100.00

The entry table shows the following data:




Account	Description	CostCtr	Debit	Credit	Action
000001 10001	PETTY CASH ~ 10001	2000	100.00		
	MTO				
	Total		100.00	0.00	100.00

Fig 3: Ledger Journal with entries

7. Click again on the **Save entry** button  for a confirmation. A **Save transaction** button will appear on the top of the entries (see fig 4).

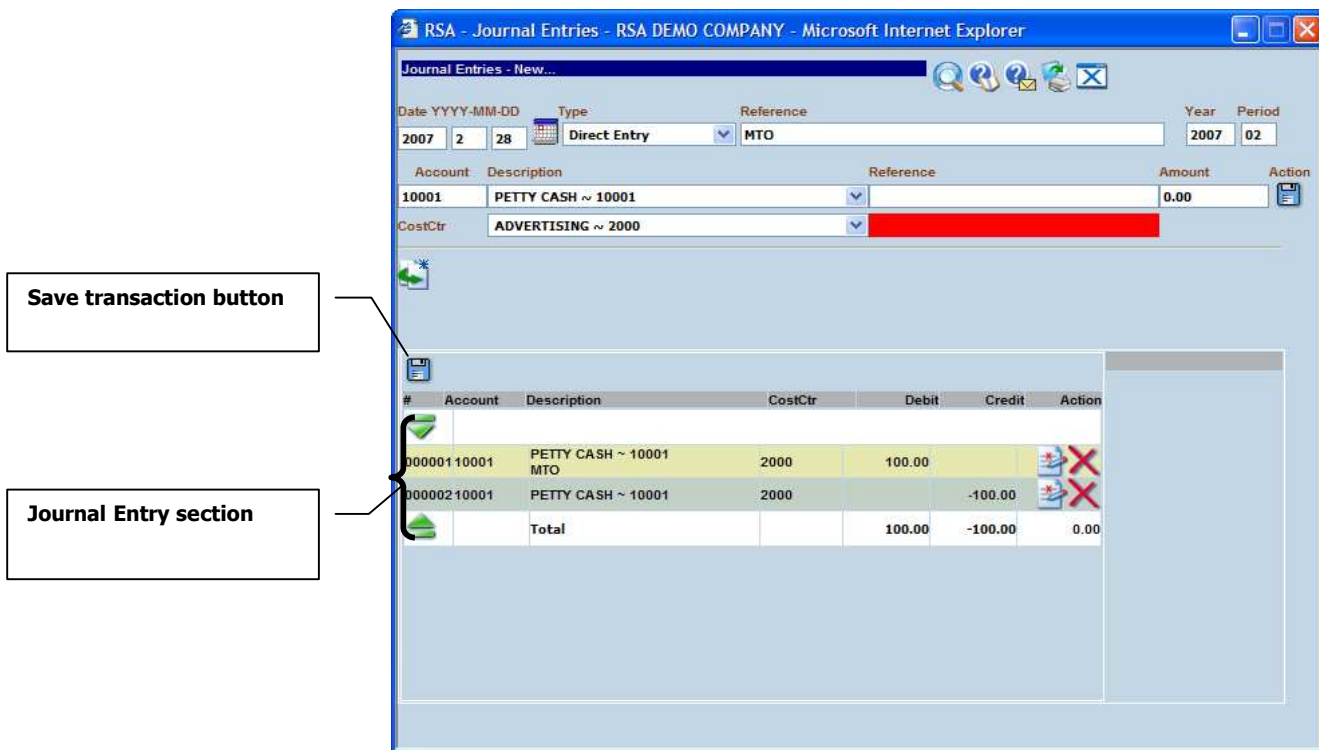



Fig 4: Ledger Journal with entries

8. For adding new entries on the journal, repeat steps 3, 4, 5, 6.
9. When you are done, click on the **Save transaction** button  for adding permanently the journal's entry to the database. A transaction number will be printed on the window if the operation is successful.