

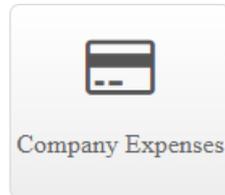
Company Expenses Functionality

Here you can manage your income and expenses of the business. This section excludes transactions from the accounts section of parents/customers

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1. General



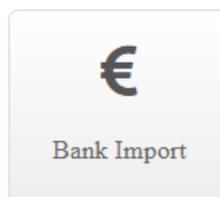
You can manage your expenses in various categories such as petrol, rent, bank charges...

The list of transactions in the company expense comes from...

1. Adding a journal entry inside the company expense function

A rectangular button with a light gray background and rounded corners. The text "Add Journal" is centered in a dark gray, sans-serif font.

2. Allocating transactions from your bank import to your expenses



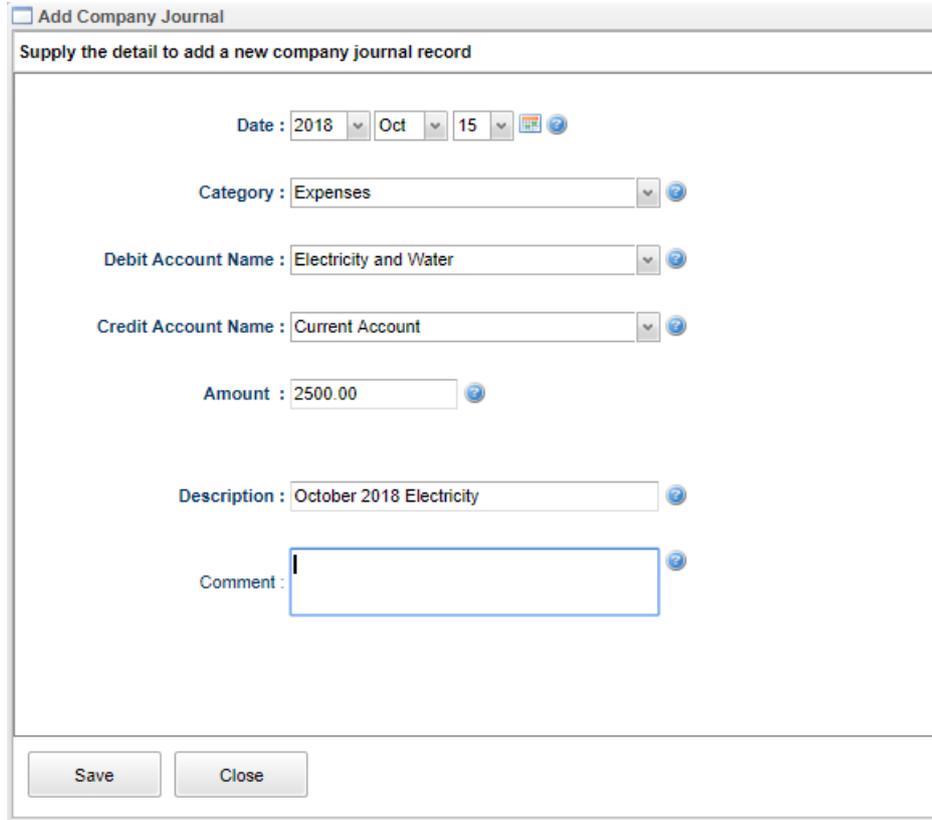
2. How to add a journal

There are 2 methods; here we will show you how to add a journal inside the company expense account. To view how to add via the bank import function, please see manual for bank import

- Inside your company expenses, select the button "Add Journal"

A rectangular button with a light gray background and rounded corners. The text "Add Journal" is centered in a dark gray, sans-serif font.

- The following text box will pop up to complete



- Once completed, click on save and the transaction will be added to the list

3. How to edit or delete a journal

You might have made a mistake that needs to be corrected or even deleted

Take note that transactions with the status “Pending” can be edited or deleted.

Transactions with the “Completed” status cannot be edited or removed.

How to edit the journal

- Highlight the journal entry you want to edit
- Click on the edit button below

Edit Journal

- The text box appears with the details.
- You can now edit the information and click on save to complete

How to delete the journal

- Highlight the journal entry you wish to remove
- Click on delete journal button

Delete Journal

- The journal entry has now been permanently removed from your system

4. Doing your Month End

In every accounting system, you need to post your journals/transactions to your ledger account

Month End

The posting of transactions in the company expenses is a manual process, but very quick and simple.

- Select the button below called “Month End”
- A text box appears for you to complete

Month End - General Ledger Posting

Post all Journal Records to the General Ledger until the specified date

Date : 2018 ▼ Oct ▼ 15 ▼ 

What Journals Must Be Included In General Ledger Posting? :

- Company Journal Only
- Customer Journal Only
- Company and Customer Journal

Save Close

- The date represents up until when you would like transactions to be posted
- The second option with the drop down offers you to select transactions only from the company expenses, customer accounts or both.