

Title of document	How to post nominal account journals
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### Purpose

This procedure has been created to detail the methods through which a user can create nominal journals in the SQLWorks Accounts module.

### Scope

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment. The procedure is aimed at the end user, who will be operating the SQLWorks client for the first time.

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## Procedure

### Posting nominal account journals

Journal entries can be used to transfer values between nominal codes and/or analysis and department codes. A complete journal entry is made up from 2 or more individual lines, each line holds its own description, value and nominal/analysis/department code. All lines in the journal must have the same date and must follow double entry bookkeeping principles i.e. the sum of the entire journal must balance to zero (debit and credit totals must be equal).

1. To add a journal entry go to the SQLWorks Navbar and click on **Accounts > Nominal > Nominal Ledger**. Select the nominal code and click on 'Post Journal', this will open the Nominal Journal window.

The screenshot shows the SQLWorks application interface. In the top bar, the 'Post Journal' button is highlighted with a red box. In the left sidebar, the 'Nominal Ledger' option is highlighted with a red box. The main window displays a form for creating a new journal entry. The form includes fields for Date (8 Aug 2023), Description, Nominal Code (106), Analysis Code (000), Department Code (MISC), Debit (0.00), Credit (0.00), and Reference. A table at the bottom shows existing journal entries.

Date	J/No	Reference	Rc	G	Tax?	Debit	Credit	Dept	Anl	GL	Description
1 May 2019	28260										
1 May 2019	28260										

2. Enter a 'Description' for your journal entry and ensure that all the corresponding information for your journal entry is correct in the 'Dept Code', 'Analysis Code' and 'Nominal Code' fields. Enter a figure in the 'Debit' or 'Credit'. Enter a 'Reference'. Optionally you may want the journal to be included in your VAT calculations, if so make a selection in the 'Declare' section to decide whether to declare this value 'As Turnover' or 'As VAT' 'Declare' (1).

DB:Lineal\_demo - Nominal Journal - VPN:No - User:Huma

+ Add Item **2**
↔ Replace Item
 ✖ Remove Item
 📄 Import Journal
 🖨 Print Journal
 💾 Save & Close **4**
❌ Cancel

Date: 8 Aug 2023  
 Period:   
 Description: Bicycle parts

Nom Reconciled: 0  
 VAT Reconciled: 0

Department Code: MISC  
 Analysis Code: 000  
 Nominal Code: 123

Debit: 0.00  
 Credit: 3,000.00

Reference: HMK adj  
 Reverse: ☐ Declare: ☒ No ☐ As Turnover ☐ As VAT

Double Click to Load a Line

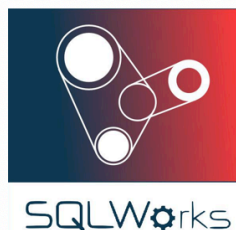
Date	J/No	Reference	Rc	Rc G	Tax?	Debit	Credit	Dept	Anl	GL	Description
8 Aug 2023	0	HMK adj	N	N	No	3,000.00	0.00	MISC	000	106	Bicycle parts
8 Aug 2023	0	HMK adj	N	N	No	0.00	3,000.00	MISC	000	123	Bicycle parts
						Totals	3,000.00	3,000.00	Balance	0.00	

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- Once you have input all required information click on 'Add Item' (2) to add an entry to the list below, follow this with additional entries until finished. To check that your entries balance look at the totals at the bottom of the window (3). Once you have input all your information click on 'Save and Close' (4).
- Note that for regular or large journal postings it may be easier to import a set of journal lines from an Excel spreadsheet. To do this please use the 'Import Journal' button on the toolbar. (File format examples are available on request).
- To make changes to an existing journal, select a journal in the table at the bottom of the Nominal Ledger window and right click to select additional editing functions.

Date	Audit	Ledger	Ref	Recn Nom	Anl	Dep
1 Apr 2019	27785	Sales				MIS
17 Apr 2019	27933	Sales				MIS
23 Apr 2019	27962	Sales				MIS
24 Apr 2019	27998	Sales				MIS
30 Apr 2019	28224	Sales				MIS
1 May 2019	28260	Sales				MIS
1 May 2019	28260	Sales				MIS
20 Jun 2019	29014	Sales				SQL
21 Jun 2019	29019	Sales				MIS
8 Jul 2019	29403	Sales				SQL
17 Jul 2019	29509	Sales				MIS
17 Jul 2019	29509	Sales				MIS
24 Jul 2019	29620	Sales				MIS
24 Jul 2019	29620	Sales				MIS
15 Aug 2019	29954	Sales				MIS
15 Aug 2019	29954	Sales				MIS
28 Aug 2019	30147	Sales				MIS
28 Aug 2019	30147	Sales				MIS
2 Sep 2019	30208	Sales				MIS
27 Sep 2019	30718	Sales				MIS
3 Oct 2019	30802	Sales				MIS
3 Oct 2019	30802	Sales				MIS
4 Oct 2019	30849	Sales				MIS
8 Nov 2019	31263	Sales				MIS
11 Nov 2019	31326	Sales				MIS
1 Dec 2019	31521	Sales				MIS
3 Dec 2019	31630	Sales				ADN

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