



GENERAL
LEDGER



Accounting Systems

(General Ledger System)

Level : Beginner

Certified Training Curriculum from Ultimate Academy

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1

First Lesson

Journal Entries

Lesson Overview:

This lesson explains the screens of the daily journal vouchers and how to use them across the **Onyx ERP** system. You will also learn the features offered by the system to facilitate recording journal entries.

Learning Objectives:

By the end of this lesson, you will be able to:

- Explain the components of “**Journal Vouchers**” screen and how to handle them.
- Enter the data of daily journal entries.

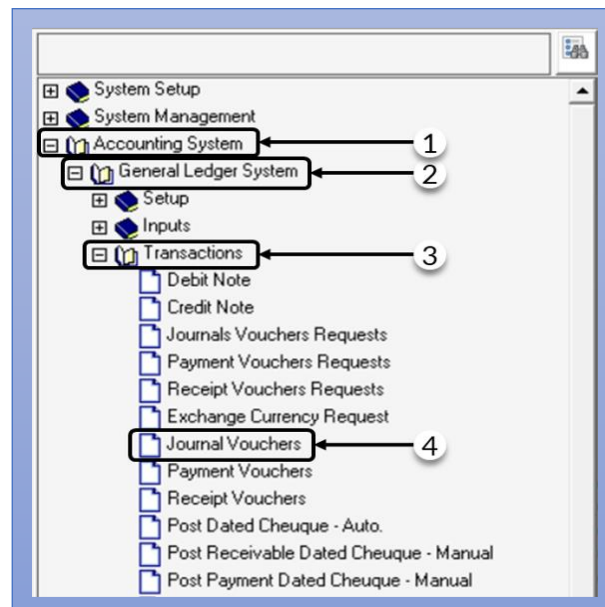
1. Journal Vouchers

The screen of “Journal Vouchers” is used to handle the various types of daily entries, which differ from one organization to another depending on their nature and the activity they undertake. This screen is often used to record charges and adjustment entries between accounts, in other words, it is used to record entries that have an impact on accounts other than cashes, banks, and the transactions of buying and selling goods. The most important transactions that are done using this screen are:

- Record journal-entry.
- Issue a journal entry from another document.
- Create a periodic journal entry.
- Reversing a journal entry.
- Record currency discrepancies.

1.1 Access the Screen

Go to Accounting Systems → General Ledger System → Transactions → Journal Vouchers.



1.2 Screen Components

The data are divided into six main parts: **entry essential data, entry data, entry status, entry type, import an entry from another document, entry validation.**

The screenshot displays the 'Journal Vouchers' screen in the ONYX Pro ERP system. The interface is divided into several key sections:

- Entry Essential Data:** Located at the top, it includes fields for Branch No, Doc Type, Ref. Code, Recipient Name, Description, Doc No, No. of Attachments, Date, Total Amt., Beneficiary Name, and a checkbox for Periodic JE No. It also features a button for 'Import an Entry from Another Document'.
- Entry Status:** A group of checkboxes on the right side, including Audited, Posted, Reverse JE, Periodic JE, Cur. Discrepanc, and Suspension.
- Entry Data:** A large table with columns for S/N, Account Code, Detail Account, Name, Description, Currency, Exch. Rate, Percentage, Debit, and Credit.
- Entry Validation:** A section at the bottom of the table area.

1.2.1 Entry Essential Data:

The following table shows the most important fields of this part:

This close-up view shows the 'Entry Essential Data' form with the following fields:

- Branch No (dropdown menu)
- Doc Type (dropdown menu)
- Ref. Code (text field)
- Recipient Name (text field)
- Description (text field)
- Doc No (text field)
- No. of Attachments (text field)
- Periodic JE No. (checkbox)
- Date (calendar icon)
- Total Amt. (text field)
- Beneficiary Name (text field)

Field Name	Automatic/ Manual	Search Feature	Optional/ Mandatory	Description
Branch Number	Select from a List	-	Mandatory	This field displays the branch entered by the user, and in which the journal entry will be created, with the possibility of choosing another branch if the user has the privilege to work on more than one branch.
Document Type	Select from a List	-	Mandatory	This field is used to select the type of journal entry from the types coded in the "Document Types" screen within "System Configuration".
Reference Number	Enter Manually	-	Optional	In this field, the reference number of the journal entry is recorded –in a number or letter. It can be the number of a manual document, a file, a decision, or any other data that the user relies on while carrying on the transaction, this helps in the search process.
Recipient	Enter Manually	-	Optional	Here, users enter the name of the person or entity who will benefit from the journal entry or will receive the amount –in the case of using the entry as a payment voucher.
Description	Enter Manually/ Select from a List (when activating description parameter)	-	Optional/ Mandatory when activating "Enter Description is Mandatory" parameter within the "General Ledger Parameters" screen)	In this field, an explanatory statement for the journal entry is entered. This field is optional, and the description can be selected from the list that appears by pressing F9 button, noting that this list is coded in the "Description Coding" screen within the "General Ledger Configuration".
Document Number	Manual/ Automatic Cannot be Modified/ Automatic Can Be Modified	-	Mandatory	This field is used to handle the serial number of the journal entry, and is used according to the configuration of the sequence of document numbers that was made in the "General Ledger Parameters" screen, whether it is an automatic sequence that can be modified, an automatic sequence that cannot be modified, or manual entry. Moreover, the sequence depends on the sequence method that was configured in the "Document Types" screen, whether it is a general sequence for all types or a separate sequence for each type.
Number of Attachments	Manual	-	Optional	This field is optional, in it, the number of documents attached to the journal entry is entered.

Field Name	Automatic/ Manual	Search Feature	Optional/ Mandatory	Description
Periodic Entry Number	Manual	Search from Periodic Entries List	Optional	This option is used when creating a journal entry from a periodic one. When activating the corresponding parameter and selecting the journal entry from the list that appears after pressing F9, the journal entry's data are fetched to the screen and users can make adjustments if necessary.
Date	Manual/ Automatic Cannot be Modified/ Automatic Can Be Modified	-	Optional	This field is used to handle the journal entry date, and is used according to the document date configuration that was done in the "General Ledger Parameters" screen, whether the date is automatic that can be modified, automatic that cannot be modified, or to be entered manually.
Beneficiary	Manual	-	Optional	It is used to enter the name of the person/ entity benefiting from the journal entry.

1.2.2 Entry Data:

The following table illustrates how to use the main columns of this tab:

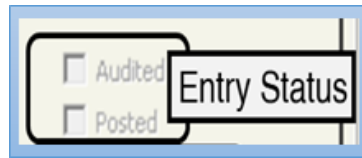
The screenshot shows a software interface titled "Entry Data" with a grid. The columns are: S/N, Account Code, Detail Account, Name, Description, Currency, Exch. Rate, Percentage, Debit, and Credit. The grid contains several rows, some highlighted in yellow, representing data entries.

Field Name	Automatic/ Manual	Search Feature	Optional/ Mandatory	Description
S/N	Automatic	-	Mandatory	Here, the system automatically generates the serial number of accounts affected by the entry.

Field Name	Automatic/ Manual	Search Feature	Optional/ Mandatory	Description
Account Number	Manual	Search in Chart of Accounts	Mandatory	This is the account number affected by the entry and It is entered by the user.
Detail Account	Automatic	-	Optional	The system automatically displays the detail account if any. Otherwise, the column will remain empty.
Account Name	Automatic	-	Mandatory	The system automatically displays the name of the account as in the "Chart of Accounts".
Description	Enter Manually	Search in data when using "Description Coding" screen	Optional	In this field, an explanation for the entry is entered.
Currency	Automatic if the account uses one currency/ Manual if the account uses multiple currencies	Search in the account currencies if it uses more than one currency	Mandatory	This column displays the symbol of the account currency, and users can change the currency by pressing F9 and selecting the needed one.
Exchange Rate	Automatic that can be modified if the currency is not the system currency	-	Mandatory	The system automatically displays the exchange rate entered in the system configuration and allows the user to change it within the minimum and maximum limits.
Percentage	Automatic	-	Mandatory	The system set the percentage of account participation in the journal entry.
Debit	Manual	-	Mandatory if the amount is in the local currency	This column displays the debit amount in the local currency.
Credit	Manual	-	Mandatory if the amount is in the local currency	This column displays the credit amount in the local currency.
Foreign Debit	Manual	-	Mandatory if the amount is in a currency other than the local one	This column displays the debit amount in foreign currency.

1.2.3 Entry Status

This part contains two flags: "Audited" and "Posted" that show the status of the journal entry either under processing, audited, or posted. If the entry is still under

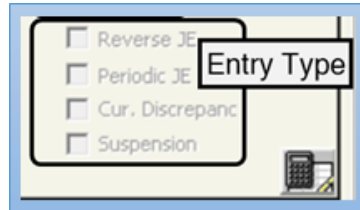


processing, the two checkboxes will be empty (). If the entry has been audited but not posted, a "✓" sign appears inside the checkbox () corresponding to "Audited" flag. When the entry is posted, it means that the entry is also audited, so a "✓" sign will appear inside the checkbox corresponding to "Audited" and "Posted" flags. It should be noted that the user cannot change the status manually by clicking on the checkboxes, but when they audit or post the entry from the concerned screens the status of the entry is changed automatically.

Field Name	Automatic/ Manual	Description
Audited	Automatic	This flag indicates whether the journal entry has been reviewed or not. If the entry is still under processing and has not been audited, the checkbox next to the "Audited" flag appears empty (<input type="checkbox"/>) , and when the entry is audited in the "Audit Documents" screen, a check (<input checked="" type="checkbox"/>) automatically appears inside the checkbox.
Posted	Automatic	This flag indicates whether the entry has been posted or not. If the journal entry has not been posted yet, the checkbox next to "Posted" flag appears empty.

1.2.4 Entry Type

The flags in this part of the screen are used to create special journal entries such as reversing entries, periodic entries, and entries of currency discrepancies.



Field Name	Description
Reversing Entry	This flag is used if the organization created a journal entry and wants to reverse it automatically upon closing the month/ period and cancel out its effect on the accounts.
Periodic Entry	This flag is used when the entry is repeated frequently, for example, the entries of salary accruals. Therefore, the entry is fetched and used to create a new similar one, with the possibility of making the necessary changes if any, such as deleting or adding accounts, modifying amounts, etc.
Currency Discrepancies Entry	This option is used if the journal entry of the currency discrepancy is issued manually. Here, the discrepancy is entered in the local currency of accounts whose currencies are foreign, in order to settle currency differences arising from the increase or decrease in exchange rates

1.2.5 Import Entry from Another Document

Data in this part of the screen are used when creating a journal entry based on data from another document. The below table illustrates the data of this part:

Fetching Data		Number		Import an Entry from Another Document
---------------	--	--------	--	---------------------------------------

Field Name	Input Method	Search Feature	Description
Fetch Data	Select from Dropdown List	-	When creating a daily entry from a document, this field is used to select the type of document from which the data will be fetched. For example, the journal entry can be created based on entry requests, notifications, bank reconciliations, calculating representatives' commissions, recording employees' accruals, etc.
Number	Manual	Searching in the list of documents by pressing F9	This field is used to select the document number from which the data will be fetched.

1.2.6 Entry Validation

This part helps to ensure that the total debit and the total credit sides of accounts affected by the entry are equal. This part consists of three fields: total debit, total credit, and the difference between them. It should be noted that the amounts in the three fields are automatically calculated from the system and the user cannot enter or modify any of them.

The system calculates the difference between the debit and the credit sides based on the following equation:

$$\text{Total Debit (first field from left)} (-) \text{Total Credit (second field from left)} = \text{Difference (last field)}$$

If the amount in the **difference field** is positive, it means that the debit side is greater than the credit, and if the amount is negative, it means that the credit side is greater. However, if the amount is zero, it means that the debit and the credit sides are equal and the entry is balanced. It should be noted that the first and second cases, when the amount of the difference field is either positive or negative, mean that the entry data need to be reviewed and corrected.



Field Name	Description
First Field (Total Debit)	The system automatically sums all debit amounts of all accounts affected by the entry in this field.
Second Field (Total Credit)	The system automatically sums all credit amounts of all accounts affected by the entry in this field.
Third Field (difference between debit and credit)	The system calculates the difference between the total debit and total credit and displays the result in this field.

1.3 Exercises

I. Choose the best correct answer for each of the following questions:

1. Examples of journal Vouchers include:
 - a) Adjustment Entry.
 - b) Receipt vouchers.
 - c) Payment Vouchers.
 - d) All of the above.

 2. "Journal Voucher" screen is located within:
 - a) General Ledger Transactions.
 - b) General Ledger Inputs.
 - c) General Ledger Configuration.
 - d) General Ledger Reports.

 1. The following fields are mandatory except:
 - a) Document Type
 - b) Branch Number
 - c) Document Number
 - d) Beneficiary

 2. From the "Journal Voucher" screen, the user can perform the following transactions except:
 - a) Enter periodic entry data.
 - b) Enter reversing entry data.
 - c) Enter journal entry data from another document.
 - d) Enter the data of journal Voucher request.
-

1.4 Journal Entry Data

The following sections explain how to analyze the data of the journal entry transaction and the steps to be followed to record these data into the system.

1.4.1 Analyzing Transaction

Here, the user identifies the accounts affected by the transaction, ensures that these accounts exist in the chart of the accounts, determines the amount and currency of the transaction, and ensures that the affected account uses this currency. Then, users determine whether the account is debit or credit.

Users can ensure that the affected accounts exist in the chart of the accounts by pressing **F9** button in the "Account Number" field within "Journal Entry" screen.

Note

When the account does not exist in the chart of accounts, users can create it – if they have the privilege to do so – by right-clicking in the "**Account Number**" field, then selecting "**Chart of Accounts**" option. Consequently, the "**Journal Entries**" screen opens, and users can create the account. If the user does not have the privilege to create an account, they need to submit a request for creating the account.

To make sure that the account currency is the one used in the transaction, there are two ways: First Method: after adding the account, right-click in the "**Account Number**" field to display the list of options, select "**Chart of Accounts**" option to display the "**Chart of Accounts**" screen, and, from the list of currencies, make sure that the currency of the transaction exists within the account's currencies. Second Method: Move the cursor to the "**Currency**" field and press **F9** button, the screen of account currencies will appear to ensure that the transaction's currency is one of the account currencies.

Users can determine the debit and credit sides of the transaction based on the following equation:

Assets + Expenses + Withdrawals = Liabilities + Revenue + Owners' Equity

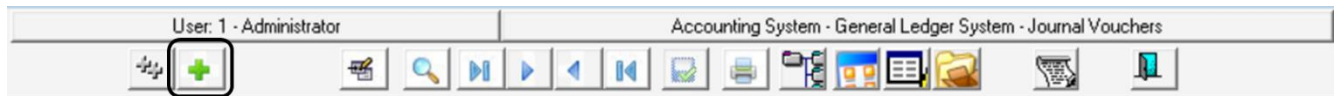
Which is reduced in **Onyx ERP** system to be as follows:




$$\text{Assets + Expenses = Liabilities + Revenues}$$

Note that the accounts on the left of the equation are debit, while the accounts on the right are credit. When any account on the left side is increased, its nature stays debit, but when it is decreased, its nature becomes credit. On the other hand, when any account on the right side is increased, its nature stays credit, but when it is decreased, its nature becomes debit.

1.4.2 Steps to Enter the Data of the Journal Entry

To enter journal entry data, follow these steps:



1. Press the **Add** () button located at the taskbar.
2. Press the down arrow () in the "**Branch No**" field to display a dropdown list of branches to select from. Note that the system automatically displays the branch from which the users entered the system, and they can change the branch if they have the privilege to do so.
3. Press the down arrow () in the "**Doc Type**" field, to display a dropdown list of entries' types, and then select "Journal Entry".
4. Enter the number of the entry in the "**Doc No**" field. Note that users can do so if the sequence of the document number has been configured in the "**General Ledger Parameters**" screen to be "**Manual**" or "**Automatic can be**

Modified", otherwise, the system will automatically display the number of the journal entry.

5. Enter the transaction date in the "**Date**" field. Note that users can do so if the document date has been configured in the "**General Ledger Parameter**" screen to be "**Manual**" or "**Automatic can be Modified**", otherwise, the system will automatically display the date of the day.
6. Enter the amount of the journal entry in the "**Total Amt**" field.
7. Enter the number of attachments that relate to the transaction in the "**No of Attachments**" field.
8. Fill in the "**Ref. Code**" field
9. Write an explanation for the entry in the "**Description**" field.
10. Enter the beneficiary's name in the "**Beneficiary**" field.



The screenshot shows a software interface with a tabbed menu at the top: "Master Details", "Import from File", "Additional Data", and "Default Data". The "Master Details" tab is active. The interface contains several input fields and dropdown menus, each with a numbered callout (2-10) indicating where to enter data:

- 2: Branch No (dropdown menu showing "1-Main Branch")
- 3: Doc Type (dropdown menu showing "1-Journal")
- 4: Doc No (input field with "1")
- 5: Date (input field with "02/04/2023" and a calendar icon)
- 6: Total Amt. (input field)
- 7: No. of Attachments (input field)
- 8: Ref. Code (input field)
- 9: Description (input field)
- 10: Beneficiary Name (input field)

Other visible fields include "Recipient Name", "Fetching Data" (dropdown), and "Number" (input field). There is also a "Periodic JE No." checkbox and input field.

11. Enter the number of the account –which will be affected by the journal entry– in the "**Account Code**" field.
12. Write an entry explanation for each account in the "**Description**" field.
13. Enter the amount of the entry in the "**Debit**" or "**Credit**" columns according to the analysis of the transaction.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Percentage	Debit	Credit

- 14. Check the value calculated in the difference between the total debits and the total credits. If the result is zero, it means that the journal entry is balanced, otherwise, you will need to review and change the amounts until the debit and credit sides become equal, and the difference between them becomes zero.
- 15. Save the journal entry by pressing the **Save** () button on the taskbar.
- 16. Archive the related documents by clicking the "**Archiving Docs**" () button in the taskbar.

1.4.3 Example:

Enter the data needed to record the following transaction:

The organization has to pay the electricity bill of the administration building for the month of **June** in the amount of **SAR 2,500**, noting that the local currency of the system is **SAR** and the reference number of the transaction documents is **16/2021**.


Transaction Analysis: The affected accounts are **Electricity** and **Accrued Expenses**.

The electricity account is an expense account and its nature is debit, and this transaction will increase it by **SAR 2,500**, thus it will be recorded on the debit side. Meanwhile, the accrued expense is a liability account and its nature is credit, and

this transaction will increase it by **SAR 2,500**, thus it will be recorded on the credit party. The following table summarizes the data:

No.	Account Name	Account Classification by Chart of Accounts	Nature of Account	Account Nature in the Entry	Amount and currency that affect the account
1	Electricity	Expenses	Debit	Debit	SAR 2,500
2	Accrued Expenses	Liabilities	Credit	Credit	SAR 2,500

To enter the details of the journal entry, open the "**Entry Vouchers**" screen, then follow the following steps:

1. On the taskbar, press the **Add** () button.
2. In the "**Branch Number**" field, the system will automatically display "**1 - Main**".
3. In the "**Document Type**" field, the system will display **Journal Entry** by default.
4. In the "**Document Number**" field, the system will automatically display the number of the journal entry based on the sequence. Here, the number "**1**".
5. In the "**Date**" field, the date of the system will appear automatically.
6. In the "**Total Amount**" field, enter the amount of the entry which is **2,500**.
7. In the "**Number of Attachments**" field, the number of attachments for this entry is two documents, so you enter the number "**2**" in this field.
8. In the "**Reference No.**" field, enter **16/2021**.

9. In the "Description" field, write "Recording the electricity bill of the administration building for the month of June."
10. In the "Beneficiary" field, enter "Electricity Company".

11. "**Account Code**": This field is used to record the number of the account, and to do so, you need to press **F9** button to open the search screen in the chart of accounts, then make the following steps:

S/N	Account Code	Detail Account	Name
..			
..			
..			
..			
..			
..			

- A. Type part of the account name in the "**Include**" field, and press "**Enter**" button. If the needed result does not appear, repeat the search using other parts until the search screen shows the needed account.

- B. Double-click on the account that you need to enter – “**Electricity**” account in this example–. The system will automatically close the search screen and return to the “**Journal Vouchers**” displaying the account you have selected.

Chart of Accounts

Include

ele Auto

Search Starts in Columns List | 1- Contain Of

Account Code	Account Name	Accounts Group
1214010001	electronic supplies	
2111010009	Sky Electronics Company	
3211020001	telephone	
3211020002	Electricity	

Note

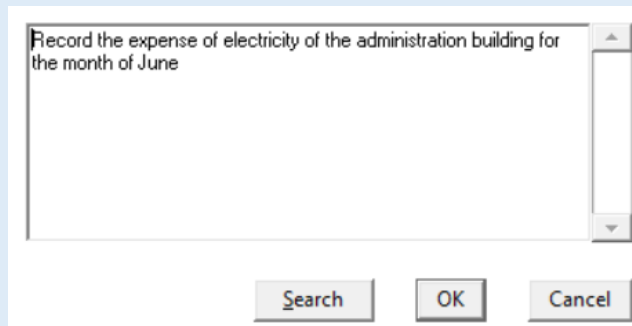
You need to be careful when searching by parts of the account name or number because if the account exists but you could not find it, this may lead to add a new account with a similar name to record the entry, which results in wrong reports.

- In the “Description” field, write “Record the expense of electricity of the administration building for the month of June.”
- “**Debit**”: According to the analysis of the transaction, the electricity account is debited and the entry currency is the same as the system currency, so the user enters the amount of **2,500** in this field.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Percentage	Debit	Credit
1	3211020002		Electricity	Record the expense of electricity of the administrati	SAR	1	100	2,500.000	

Note

Although this field is optional, it is important to fill it in, especially when generating reports that clarify the necessary information about the entry. To write a description with a text larger than the provided space shown, double click in the field, and screen will appear to write the required description, then press the button ().




14. To enter the data of the “**Accrued Expense**”, repeat the same steps.
15. By checking the field of the difference between the debit and the credit, you can make sure that the entry is balanced.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Percentage	Debit	Credit	
1	3211020002		Electricity	Record the expense of electricity of the administratic	SAR	1	100	2,500.000		
2	2141010002		Accrued Expenses.	Record the expense of electricity of the administratic	SAR	1	-100		2,500.000	
								Total Debit	Total Credit	Dif. Between Debit & Credit
								2,500.000	2,500.000	.000

Note

The system does not save the entry if there is a difference between the debit and the credit sides, instead, an alert message will appear with the amount of the difference and the user must review the amounts in the entry to ensure that the entry is balanced.

Moreover, the system will not allow saving the entry if the amount in the total debits field does not equal the sum of the debit amounts, or if the amount in the total credits field does not equal the sum of the credit amounts, instead, the system will display the following warning message.

16. By clicking the **Save** () button on the taskbar, you save the entry

17. On the taskbar, click the **Archive** () button to archive the attached documents.

2. Exercises

II. Enter the data of the following transaction:

3. The organization has bought furniture for **200,000** riyals on credit from **Al-Hazza Furniture Company** based on invoice No. **201522**.
4. The organization has to pay the water bill of the administration building in the amount of 2,000 riyals for the month of June.
5. The organization has bought a car for **85,000** riyals on credit from the Automobile Commercial Center based on invoice No. **672593**.

III. Mark (✓) or (✗) beside the following phrases:

1. If the configuration of the date field is "Automatic can be Modified", this means that the system will display the date of the day and the user can change this date. ()
2. The value in the Total Amount field is the sum of the amounts of both the debit and credit sides. ()
3. The document number is a unique number that does not recur. ()
4. The user can search for the account by right-clicking the account number field and selecting the chart of the accounts. ()

2

Second Lesson

Additional Features in the Journal Vouchers Screen

Lesson Overview:

In this lesson, you will learn some features that the **Onyx ERP** system provides to the user in order to facilitate recording journal entries.

Learning Objectives:

By the end of this lesson, you will be able to:

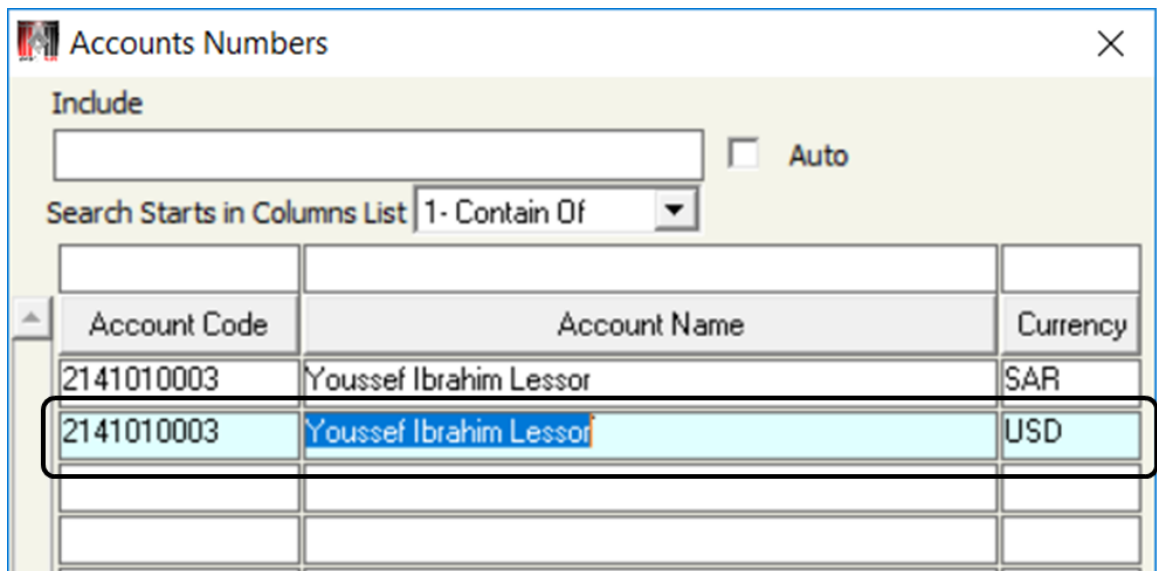
- Record the data of the journal entries when their amounts are in a foreign currency.
- Use the description coding feature.
- Import entry data from an excel file.
- Use the feature of journal entries' types.
- Create a journal entry from another document using the data fetching feature.

1. Record an Entry with Foreign Currency

It is known that not all transactions are carried out in the system currency, some of them are carried out in foreign currencies (currency other than the local one), and Onyx ERP system allows entering these amounts if the concerned accounts use this currency based on the configuration of the chart of the accounts.

To record a journal entry with an amount in a foreign currency, follow these steps:

1. Enter the account code, then move the cursor to the **Currency** field, and press the **F9** button. A screen with a list of account currencies will be displayed.



Account Code	Account Name	Currency
2141010003	Youssef Ibrahim Lessor	SAR
2141010003	Youssef Ibrahim Lessor	USD

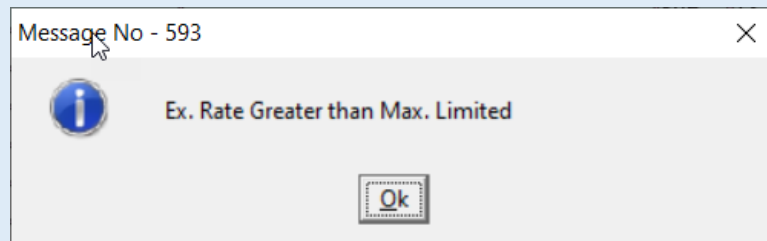
2. Double-click the needed currency to select it. Then, the system will return to the **Journal Vouchers** screen and the currency symbol will appear in the **Currency** field.
3. Click in the field of **Debit_For.** or **Credit_For.** –based on the account nature in the entry–, enter the amount of the entry, and press the **Enter** button. Automatically the system will display the corresponding amount in the local currency in the field of **Debit** or **Credit** and will display the default exchange rate from foreign currency into system currency in the **Exchange Rate** field.

S/N	Account Code	Detail Account	Name	Currency	Exch. Rate	Percentage	Debit	Credit	Debit_For.	Credit_For.
1	2141010003		Youssef Ibrahim Lessor	USD	3.75					

4. Make sure that the corresponding amount in the local currency is the amount needed to balance the entry. It should be noted that the user can modify the exchange rate, consequently, the system will automatically recalculate the amount in local currency according to the new exchange rate.

Note

When configuring the system, maximum and minimum limits are set for the exchange rate. Therefore, when entering an exchange rate higher/ lower than the allowed ones, the system will display an alert message and will not allow to enter this exchange rate.



Note

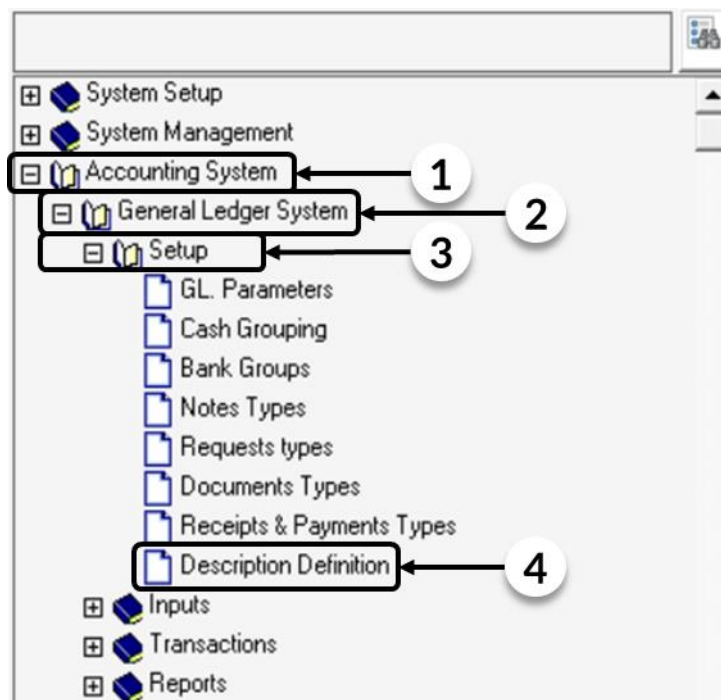
If users want to change the maximum and minimum limits of the exchange rate, they must go to the "Currencies Setup" screen and make the required adjustment there and then return to the "Journal Entries" screen.

2. Use Description Coding Feature



When writing a description for the entries, users may repeat some of them to describe similar entries. The system provides the feature of saving the description texts and allows recalling and changing them in order to facilitate recording data and recording the entry. There are two ways to code a description: The first is making a general description to be called when entering the description for any account. The second way is by linking the description to a specific account, so this description is only used with this account and cannot be used with anyone else.

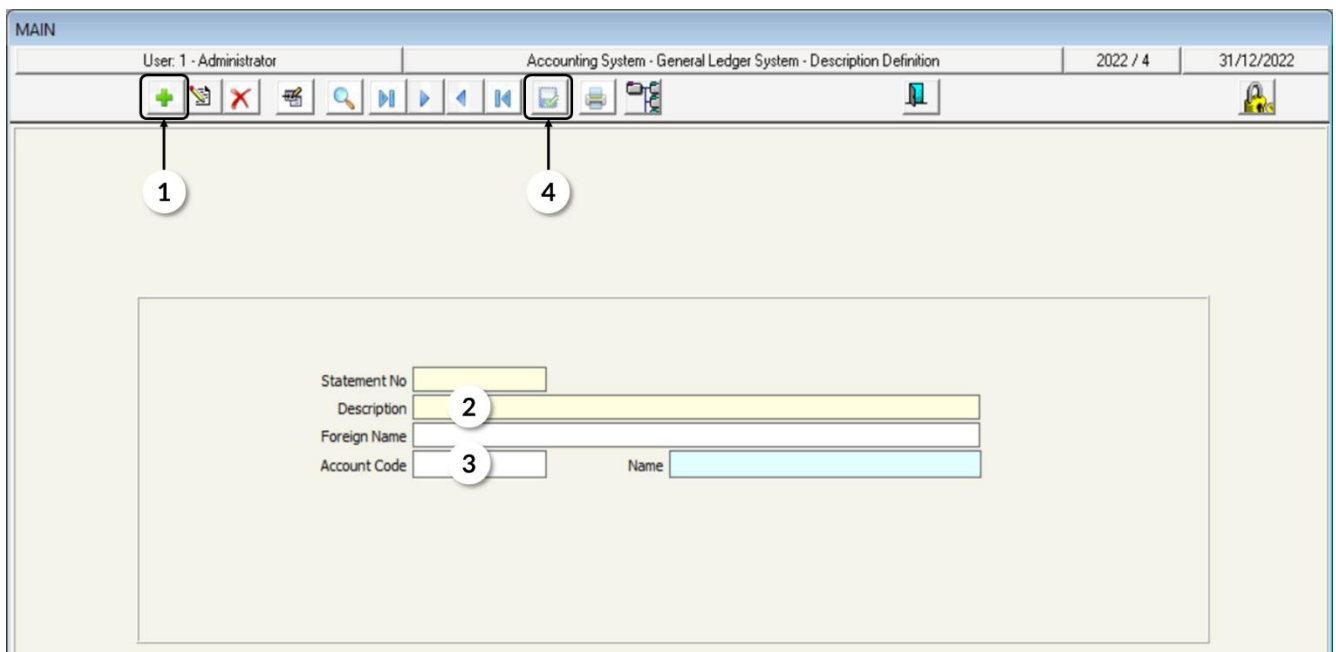
2.1 Access the Screen

Go to the Systems Tree: Accounting System → General Ledger System → Setup → Description Definition



To code a description and link it to a specific account, follow these steps:

1. Press the **Add** () button on the toolbar. The system will automatically generate a number for the new description. This number will appear in the **Statement No** field and cannot be changed.
2. Write the text of the description in the **Description** field.
3. Press **F9** button in the **Account Code** field, to display the search screen of the chart of accounts. Then, search for the required account and fetch it by double-clicking it or by clicking on it and pressing the **Enter** button. Consequently, the system will close the search screen and return to the **Description Definition** screen. Once the account number appears, press the **Enter** button in the **Account Code** field and the account name will appear in the **Name** field automatically.
4. Save the description by pressing the **Save** () button on the toolbar.



MAIN

User: 1 - Administrator Accounting System - General Ledger System - Description Definition 2022 / 4 31/12/2022

1 4

Statement No

Description

Foreign Name

Account Code Name

2.2 Example: Record Journal Entry in Foreign Currency

The organization has to pay the amount of **\$1,200** for the rent to **Yousef Ibrahim Lessor**, the landlord, for the month of October. Noting that the exchange rate from the US dollar to the local currency of the system is **3.8**.

Transaction Analysis:

No.	Account Name	Account Classification by Chart of Accounts	Account Nature	Account Nature in the Entry	Amount and Currency of the Affected Account
1	Rent	Expenses	Debit	Debit	\$1,200
2	Yousef Ibrahim – Landlord	Liabilities	Credit	Credit	\$1,200

The amount in the local currency equals **1,200 * 3.8 = 4,560 SAR**.

To enter the data of the journal entry, follow these steps:


1. In the “**Journal Vouchers**” screen, fill in the master data section as in the first lesson.

The screenshot shows the 'Journal Vouchers' screen with the following data entered:

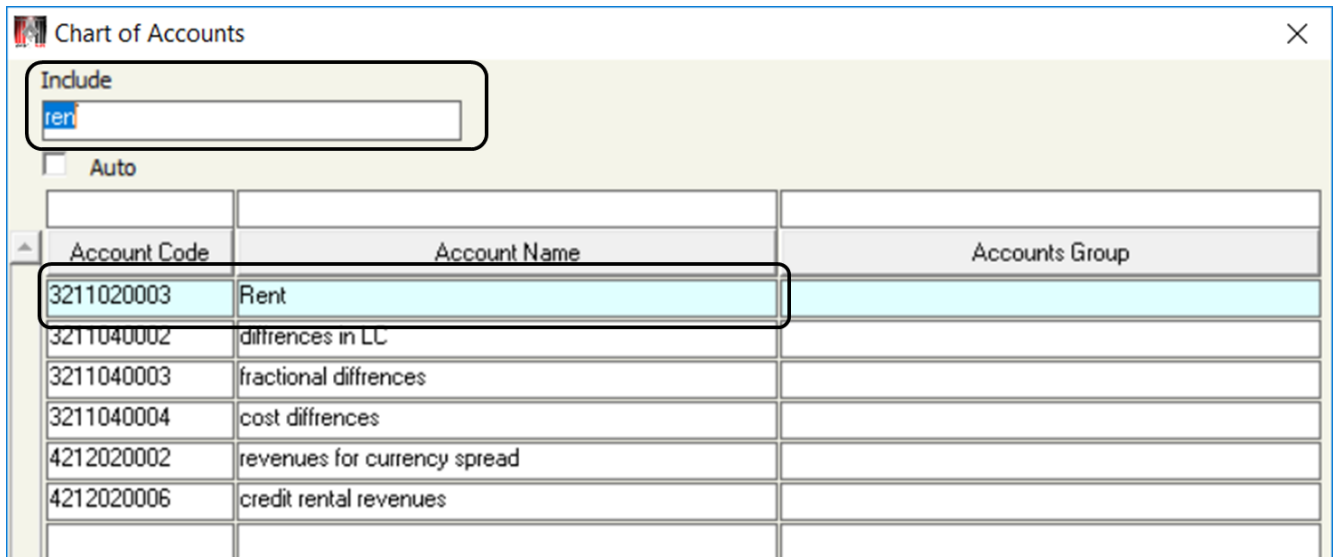
- Branch No: 1-main branch
- Doc Type: 1-Journal
- Doc No: 1
- Date: 31/12/2022
- Total Amt.: 4,560.000
- Beneficiary Name: Yousef Ibrahim
- Description: Record paying the rent of administration building for the month of October

Note

In the “**Total Amount**” field, enter the equivalent amount in the local currency.

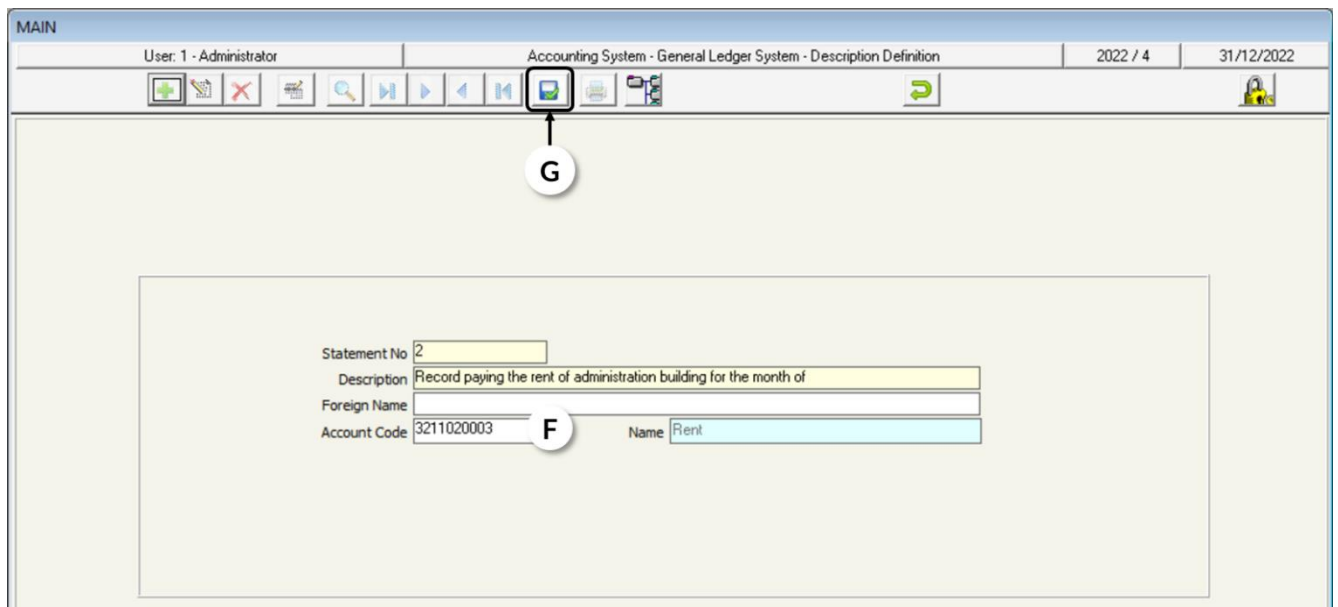
2. Since the entry is for recording the rent payment, it is expected that this entry will be repeated periodically. Therefore, to facilitate entering data, we use the description coding feature as follows:
 - A. Open "**Description Definition**" screen
 - B. Press the **Add** button () from the toolbar,
 - C. Write "**Record paying the rent of administration building for the month of**", in the "**Description**" field.
 - D. Press F9 in "**Account Code**" field to display the search screen in the chart of accounts screen in order to link the description with the rent account.

- E. Search for the rent account in the "**Include**" and click on it to close the chart of accounts screen and display the account number in "**Account Code**" field on the "**Description Definition**" screen.



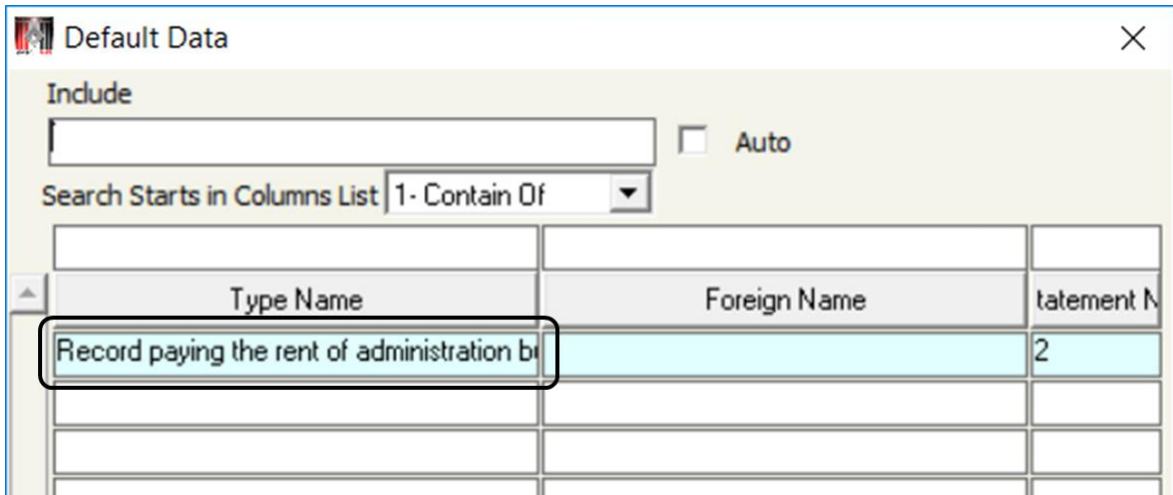
F. Press **“Enter”** button to display the account name in the **“Name”** field.

G. Press the Save () button on the taskbar.

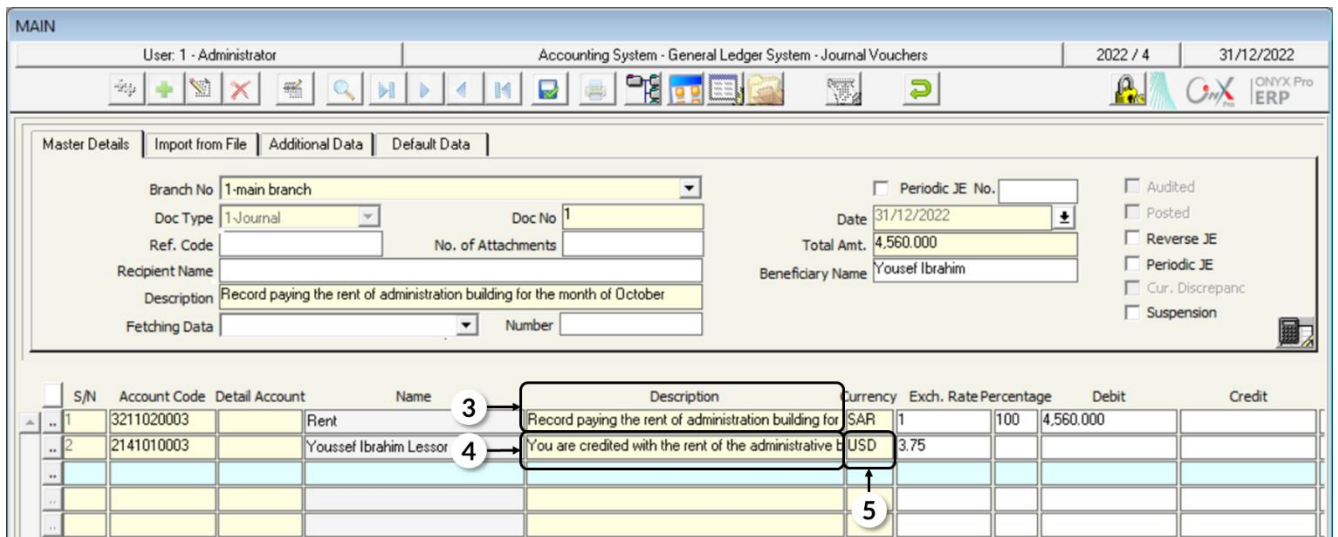


- To enter the description of the rent in the **“Journal Vouchers”** screen, press the **F9** button in the **“Description”** column to open the search screen. Then, search for the required description **“Record paying the rent of**

administration building for the month of” and double-click on it, the search screen will close and the description will appear on the **“Journal Vouchers”** screen. After that, you can add the name of the month at the end of the description to be as follows: **“Record paying the rent of administration building for the month of October”**.



4. To code “You are credited with the rent of the administrative building for the month of” description, repeat the same steps, and link it to the account of “Yousef Ibrahim Lessor”
5. In the currency field select **“Dollar”**



- In the **"Foreign Debit"** field enter the amount of **1,200**, consequently, the system will calculate the equivalent amount in the local currency –using the default exchange rate that will appear in the **"Exchange Rate"** field of 3.75– and display it in the **"Debit"** field.

S/N	Account Code	Detail Account	Name	Currency	Exch. Rate	Percentage	Debit	Credit	Debit_For.	Credit_For.	Cent
1	3211020003		Rent	SAR	1	100	4,560.000				
2	2141010003		Youssef Ibrahim Lessor	USD	3.75			4,500.000	1,200.000		
							4,560.000	4,500.000	Dif. Between Debit & Credit		
									60.000		

- In the field of the difference between the debits and the credits, you will note a difference of 60 Riyals, to correct it, you will need to adjust the exchange rate from 3.75 to 3.8. Then, the system will automatically recalculate the equivalent amount in the local currency and the difference will become zero.

S/N	Account Code	Detail Account	Name	Currency	Exch. Rate	Percentage	Debit	Credit	Debit_For.	Credit_For.	Cent
1	3211020003		Rent	SAR	1	100	4,560.000				
2	2141010003		Youssef Ibrahim Lessor	USD	3.8			4,560.000		1,200.000	
							4,560.000	4,560.000	Dif. Between Debit & Credit		
									.000		

- Save the entry and then archive the related documents.

3. Import a Journal Entry from an Excel file




To facilitate entering the data of the journal entry, the system also provides the feature of importing data from an **Excel** file. To do so, follow these steps:

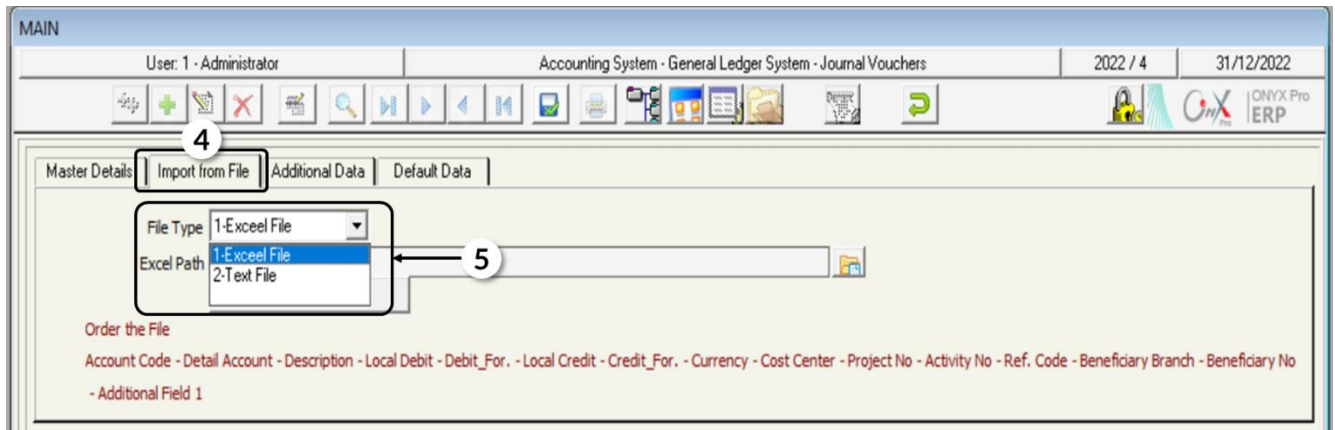
1. Open a new **Excel** file and enter the data of the journal entry based on the following:
 - A. The system ignores the first row in the **Excel** file and starts reading data from the second one, so you can leave the first row empty or write the column headings in it.
 - B. The order of the data in the columns should be as follows:

Account number – detail account – description – local debit – foreign debit – local credit – foreign credit – currency – cost center – project number – activity number – reference - beneficiary branch – beneficiary number.


Note

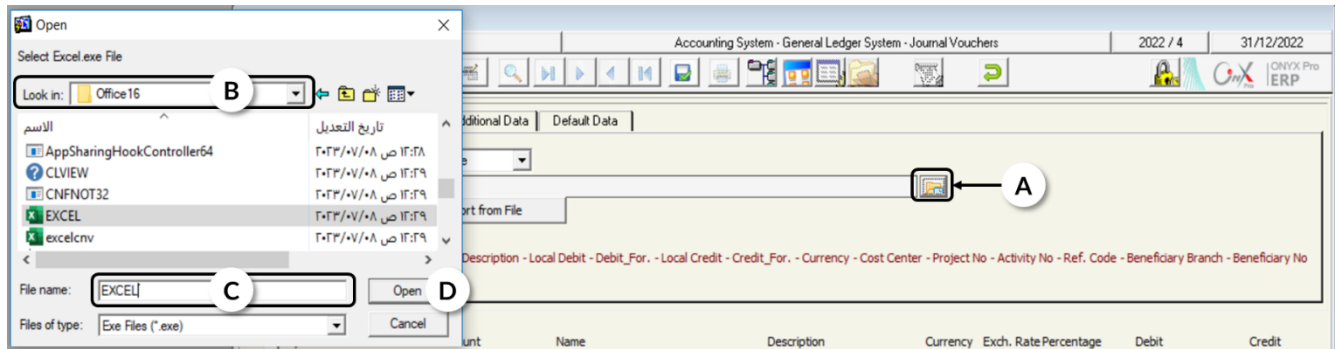
The data entered in each column must match the corresponding data type in the “**Journal Vouchers**” screen. For example, the number of the journal entry must be in numbers, and so on, otherwise, the system will not save the entry.

2. Open the “**Journal Vouchers**” screen, and press the **Add** () button in the taskbar.
3. Click the down arrow () in the “**Document Type**” field and select **Journal Entry** type.
4. Click on the “**Import from File**” tab.
5. Click the down arrow () in the “**File Type**” field to display, and a list of types from which you can import the data. Then, select **Excel File**.



6. Locate the Excel in the user's device by following these steps:

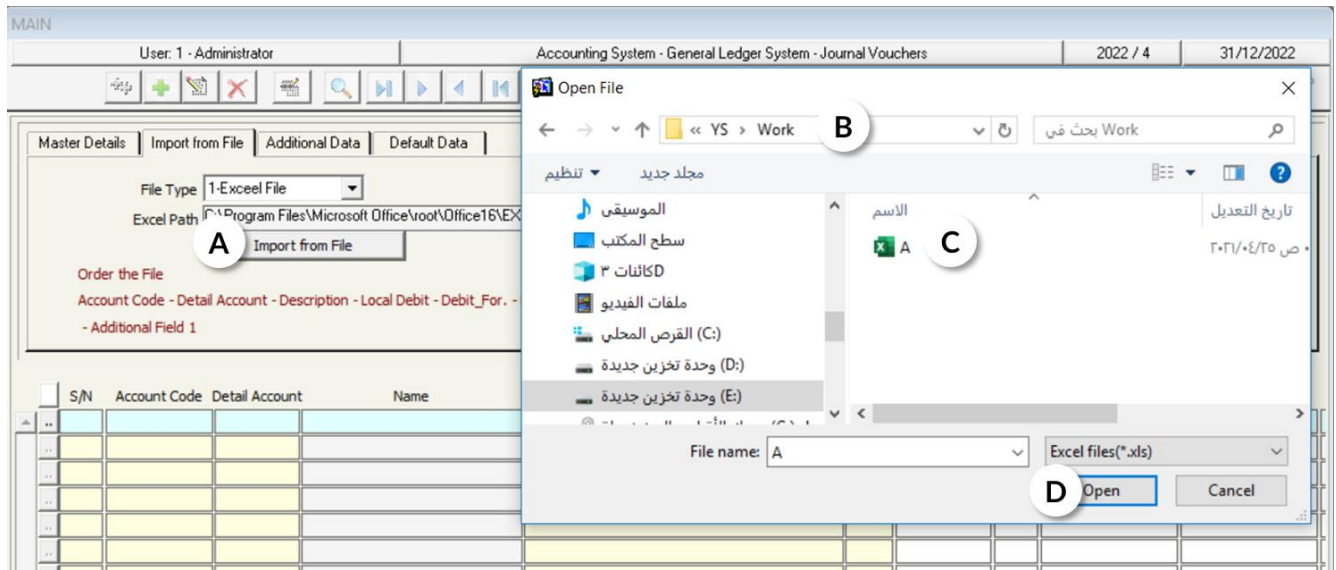
- A. Press the import () button.
- B. The search screen will open, select the folder that contains Microsoft Office on your device.
- C. Select **Excel.exe** file.
- D. Press the **“Open”** button.



7. Import the file of the journal entry by following these steps:

- A. Press the **“Import from File”** button, the file locating screen will open automatically.
- B. Select the folder that contains the entry file from the folder search field.
- C. Select the file that contains the entry.

D. Press the **"Open"** button and the system will automatically fill in the data of the journal entry.



8. Go to the **"Master Details"** tab, after the system uploads the journal entry data, and enter the identification data of the journal entry.

9. Press the **Save** (📁) button on the taskbar.

10. Press the **"Archive"** button (📁) to archive any related documents.

3.1 Example:

The employees' payroll for the month of **October** was issued with a total amount of **2,220,000** riyals, noting that employees' advance payments of **301,000** riyals, salary tax of **259,000** riyals, and social insurance of **360,000** riyals were deducted. Record these data by importing an **Excel** file.





Transaction Analysis:

No.	Account Name	Account Classification by Chart of Accounts	Account Nature	Account Nature in the Entry	Amount and Currency of the Affected Account
1	Salaries and Wages	Expenses	Debit	Debit	2,220,000 SAR
2	Accrued Salaries and Wages	Liabilities	Credit	Credit	1,300,000 SAR
3	Employees Advance Payments	Assets	Debit	Credit	301,000 SAR
4	Tax Authority	Liabilities	Credit	Credit	259,000 SAR
5	General Organization for Social Insurance	Liabilities	Credit	Credit	360,000 SAR

To enter the details of the journal entry, follow these steps:

1. Open a new **Excel** file and enter the data of the journal entry according to what has been explained above.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Account Code	Detail Account	Description	Local Debit	Debit_For	Local Credit	Credit_For	Currency	Cost Center	Project No	Activity No	Ref. Code	Beneficiary Branche
2	3211010001			2,220,000				SAR					
3	2141020001					1,300,000		SAR					
4	1131010001					301,000		SAR					
5	3211020005					259,000		SAR					
6	2112010002					360,000		SAR					

2. Press the **Add** () button from the taskbar.
3. Select "**Journal Entry**" option in the "**Document Type**" field.
4. Go to the "**Main Data**" tab and enter 10 in the "Number of Attachments" field.
5. Click the "**Import from File**" tab, and import the data of the journal entry from the Excel file you have created in step 1.
6. Save the journal entry by pressing the **Save** () button on the taskbar.
7. Archive any related documents by pressing the "**Archive Documents**" button ()
8. Press the "**Report**" button () on the taskbar to print the journal entry.

MAIN

User: 1 - Administrator Accounting System - General Ledger System - Journal Vouchers 2022 / 4 31/12/2022

Master Details | Import from File | Additional Data | Default Data

Branch No: 1-main branch Periodic JE No. Audited

Doc Type: 1-Journal Entry Doc No: 1 Date: 25/10/2022 Posted

Ref. Code: No. of Attachments: Total Amt.: 2,220,000.000 Reverse JE

Recipient Name: Beneficiary Name: Periodic JE

Description: Being employees' salaries for month October Cur. Discrepanc

Fetching Data: Number: Suspension

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Percentage	Debit	Credit
1	3211010001		Salaries and Wages	Being employees' salaries for month October	SAR	1	100	2,220,000.000	
2	2141020001		Salaries and Wages Accrued	Being employees' salaries for month October	SAR	1	-58.55		1,300,000.000
3	1131010001		Employee Advances from Monthly	Deduction employees' loan for month October	SAR	1	-13.55		301,000.000
4	3211020005		Taxes	Deduction employees' salaries Taxes for month Octo	SAR	1	-11.66		259,000.000
5	2112010002		Social Insurance	Deduction employees' insurance for month October	SAR	1	-16.21		360,000.000
								2,220,000.000	
								2,220,000.000	.000

4. Document Type Feature

Onyx ERP system allows users to categorize journal entries into several types which helps to generate reports based on journal entry type. This can be done thru "**Documents Types**" screen.


To access the screen, go to the systems tree:

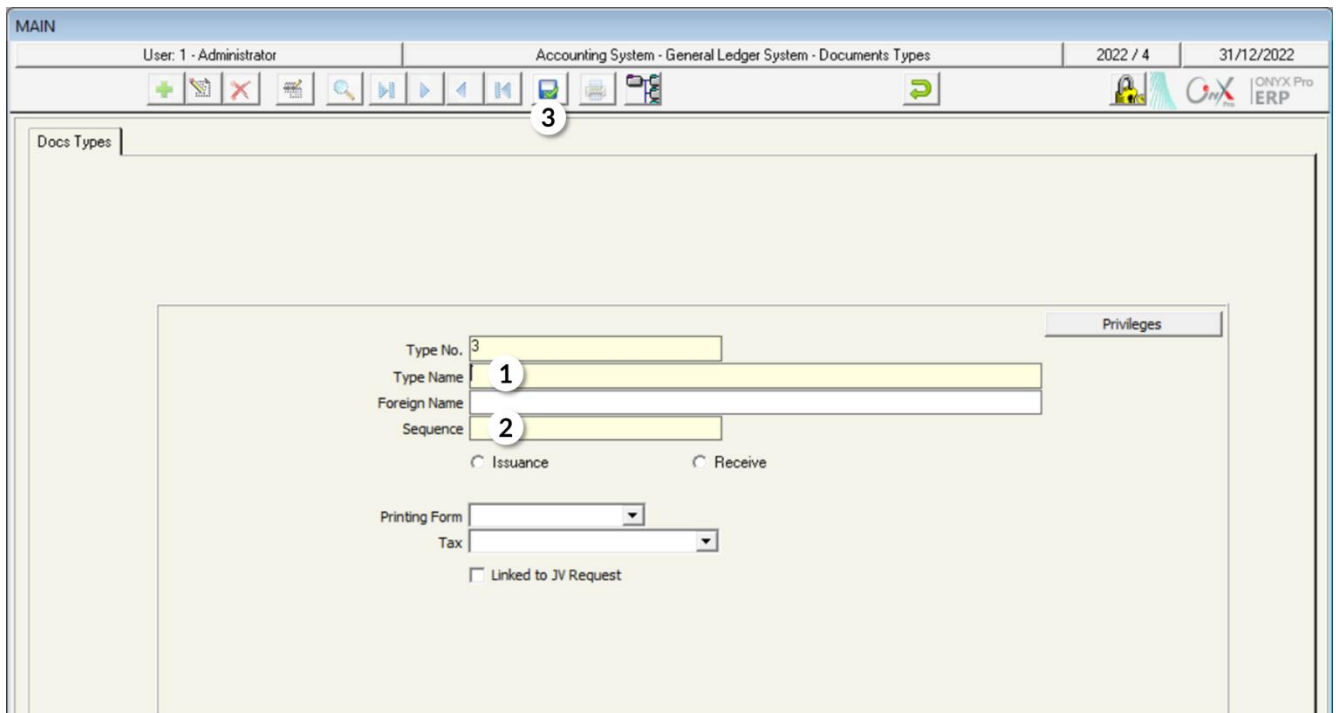
Accounting System → General Ledger System → Setup → Documents Types

To add a new type of journal entry, open "**Documents Types**" screen and press

Add () button, then follow these steps:

1. In the "**Type Name**" field, enter the name of the entry type.

2. Use the **Sequence** field to set the serial numbers of the entry that will arise from the entry's new type. If you enter 1, all entries of this type will be numbered based on the sequence of the first type of the journal entries. If you entered number 2, the system will create a new sequence for this type.
3. Press the **Save** () button to save, and exit the screen to return to the **"Journal Vouchers"** screen.



MAIN

User: 1 - Administrator Accounting System - General Ledger System - Documents Types 2022 / 4 31/12/2022

Docs Types

Type No. 3

Type Name 1

Foreign Name

Sequence 2

Issuance Receive

Printing Form


Tax

Linked to JV Request

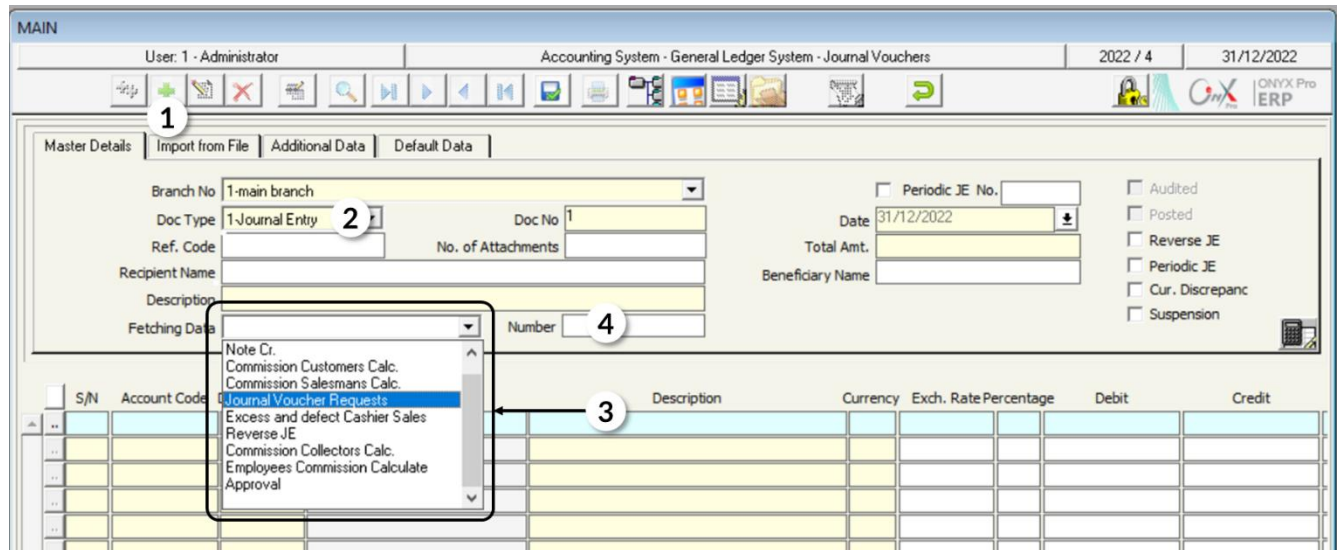
Privileges

5. Creating Journal Voucher from Other Document using Fetching Data Feature

The system provides the feature of creating a journal entry based on the data of a previously entered document such as journal entries' requests, representatives' commissions, or employees' accruals... etc. To do so, follow these steps:

1. Press the **Add** () button on the taskbar to add a new entry.
2. Select the type of entry from the **"Doc Type"** field.

- Press the down arrow button (▼) in "**Fetching Data**" field to display a list of document types and select the type of document from which the entry data will be imported.
- Enter the document number in the "**Number**" field.
- Press the "**Enter**" button to import the entry data from the document you selected in step (3).



- Review the data of the entry and modify it if necessary.
- To save the entry, click the **Save** button on the taskbar (📁).

Note

The system allows users to modify the data of the journal entry, including the amount, and to add new affected accounts. However, it does not allow adjusting the amounts recorded in the original document (from which the entry data was imported).

- Archive related documents by pressing the **Archiving Docs** button (📁).

5.1 Example:

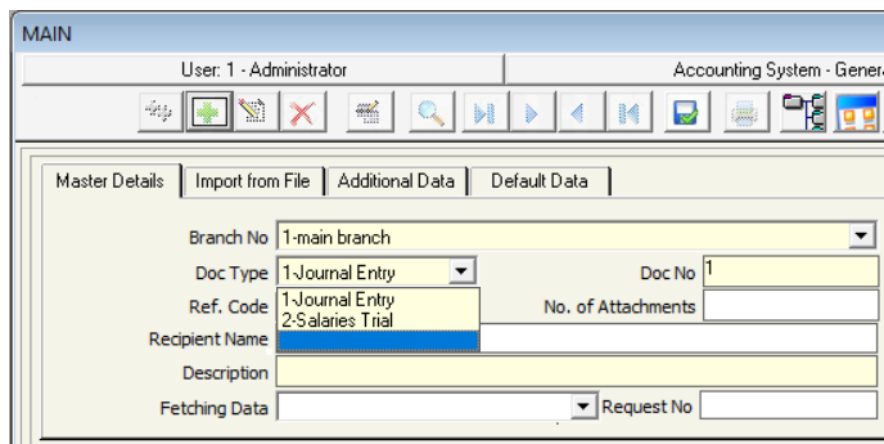
The organization signed a medical insurance agreement for its employees in the amount of **120,000** Saudi riyals for **12** months starting from **January 1, 2021**. The amount was recorded in the prepaid medical insurance account. Therefore, every month, a settling entry, in the amount of **10,000**, is created to record the medical insurance expense that is related to this month, and the prepaid medical insurance account is reduced by the same amount until the end of the insurance period in **December 2021**. Record the medical insurance expense for October 2021. Noting that a journal entry with the number "1" has already been created.

Transaction Analysis:

No.	Account Name	Account Classification by Chart of Accounts	Account Nature	Account Nature in the Entry	Amount and Currency of the Affected Account
1	Medical Insurance Expense	Expenses	Debit	Debit	SAR 10,000
2	Prepaid Medical Insurance	Assets	Debit	Credit	SAR 10,000

To enter transaction data, follow these steps:

1. Check whether the settling entries type is already added to the list of document types or not by pressing the down arrow button in "**Doc Type**" field within the journal vouchers screen.



The screenshot shows the 'MAIN' window of an Accounting System - General. The user is 'User: 1 - Administrator'. The interface includes a toolbar with various icons and a tabbed menu with 'Master Details', 'Import from File', 'Additional Data', and 'Default Data'. The 'Master Details' tab is active, showing the following fields:

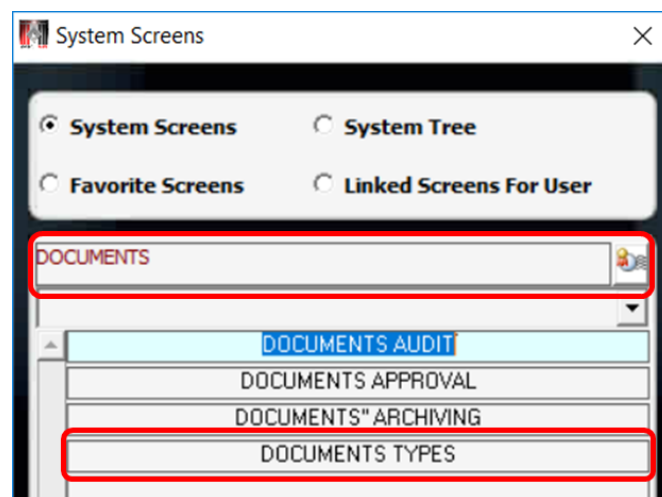
- Branch No: 1-main branch
- Doc Type: 1-Journal Entry
- Doc No: 1
- Ref. Code: 1-Journal Entry, 2-Salaries Trial
- No. of Attachments: [empty]
- Recipient Name: [highlighted in blue]
- Description: [empty]
- Fetching Data: [empty]
- Request No: [empty]


Based on the figure above, the type of **Adjusting Entries** has not been previously added, follow next operations to add this Entry Type.

2. Press the "**Main Screen**" button, from the taskbar, to open the system screens to search within



3. Use the search field to search for "**Documents Types**" screen, and then double-click it to open. Use the "**Documents Types**" screen, to add "**Adjusting Entries**" type.



4. Add a new entry from the "**Journal Vouchers**" screen, and, in the "**Fetching Data**" field, press the down arrow and select "**Journal Vouchers Requests**".
5. Enter "**1**", in the "**Request No**" field, and then press the "**Enter**" button. The system will import the entry data to the journal entry screen.
6. Save the entry, and press the **report** button () from the taskbar to print it.



Master Details | Import from File | Additional Data | Default Data

Branch No	1-main branch		<input type="checkbox"/> Periodic JE No.		<input checked="" type="checkbox"/> Audited
Doc Type	3-Adjusting Entries	Doc No	4	Date	29/03/2022
Ref. Code		No. of Attachments		Total Amt.	10,000.000
Recipient Name				Beneficiary Name	
Description	Recording the medical insurance expense for employees				<input type="checkbox"/> Reverse JE
Fetching Data	Journal Voucher Requests	Request No	4		<input type="checkbox"/> Periodic JE
					<input type="checkbox"/> Cur. Discrepanc
					<input type="checkbox"/> Suspension

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Percentage	Debit	Credit
1	3211010008		Medical Insurance		SAR	1	100	10,000.000	
2	1161010001		Prepaid Expenses Medical		SAR	1	100		10,000.000
..									
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								10,000.000	
									10,000.000
									.000

6. Exercises

I. Choose the correct answer for each of the following questions:

1. When setting the exchange rate that will be used to convert the local currency to foreign currency, all of the following are true except:
 - e) The user can edit the default exchange rate from the "**Journal Vouchers**" screen.
 - f) When configuring currencies, the default exchange rate and the minimum and maximum rates are set.
 - g) From the "**Journal Vouchers**" screen, the user can enter any exchange rate they want into the system.
 - h) When recording the entry amount in the foreign currency, the system calculates the equivalent in the local currency using the exchange rate in the "**Exchange Rate**" field.
2. In the "**Journal Vouchers**" screen, the entry data is imported from an **Excel** file through the following tab:
 - a) Master Data
 - b) Additional Data.
 - c) Default Data
 - d) Import from File
3. Coding types of journal entries is done from the following screen:
 - a) Journal Entry
 - b) Description Coding.
 - c) Journal Vouchers Types.
 - d) Master Data
4. To create a journal entry from another document we use the following field:
 - a) Document Type
 - b) Document Number
 - c) Fetch Data
 - d) Import from File

II. Carry out the following transactions:

1. On June 10, the organization purchased the 2020 Toyota Hiace bus from the Automotive Commercial Center for \$20,000 on credit, bill No. (35149). Note that the exchange rate from the US dollar to the local currency is 650.
2. Code the following description **"You are credited with"** and make the description general.
3. From the Journal Vouchers Types screen, add a new type called Salary Entries.

III. Mark (✓) or (X) beside the following phrases

1. In the Journal Vouchers screen, the system allows recording amounts only in the local currency. ()
2. Coding description feature is used to facilitate entering repetitive data. ()
3. When you link a description to an account, the description appears only when you enter data for that account. ()
4. If the description is not linked to a specific account, the user can call this description when entering the data of any account. ()
5. The data of the entry cannot be modified after being imported from an Excel file. ()
6. The fields of the data can be ordered in the Excel file according to the user's preferences. ()
7. While entering the entry data into an Excel file in order to be imported into the system later, the first row of the Excel file should be left blank. ()
8. When a journal entry is created from a **"journal entry request"** using **"Fetch Data"** field, the entry's data are imported from the entry's request, and after that the system allows the user to modify the amounts in the entry. ()

3

Third Lesson

Payment Vouchers, Receipt Vouchers, and Currency Exchange

Lesson Overview:

In this lesson, you will learn to carry out transactions that affect cash in the Onyx ERP system, represented by cashes and bank accounts, using three screens: Payment Voucher, Receipt Vouchers, and Currency Exchange. These screens are used to record transactions that are carried out in cash from the organization's cash accounts, or by check or transfer from the organization's accounts in banks.

Learning Objectives

- After completing this lesson, you will be able to do the following:
- Enter the data of payment voucher.
- Enter the data of receipt voucher.
- Enter the data of currency exchange.

Assigning an independent screen for recording the payment voucher facilitates and minimizes errors when entering data; as the user does not need to determine the debit and credit sides in the transaction. All they have to do is entering the transaction data and the affected parties, and the system will automatically create the accounting entry. As the payment voucher is only limited to cash flows, the system limits the first side to the cashes only, and therefore the user will need to select the cash account affected by the transaction from the cashes in the system.

1. Payment Voucher


This screen is used to enter the data of the payment voucher for payments made in cash either from cashes or the organization's account in banks.


1.1 Access the Screen

Go to: Accounting Systems → General Ledger Systems → Transactions → Payment Vouchers

1.2 Example (1): Enter Payment Voucher in Local Currency

The amount of **250,000** riyals was paid from the **main cash account** of the organization to purchase furniture worth **240,000** riyals and stationery worth **10,000** riyals from **Al-Rabea Company**.

Open the "**Payment Vouchers**" screen, and press the **Add** () button, by default the system will select "**Cash**" option (Cash Bank), leave it unchanged, and then follow these steps:

1. Press the arrow () in the "**Cash No**" field to open **Cash in Hand** screen, select the **Main Cash** account from which the payment will be made. After

that, press the **Enter** button on the keyboard and the system automatically displays the data of the two fields: "**Cash Name**" and "**Voucher No**".

Cash No	Currency	Cash Acc. Code	Cash Name
1	FGY	1111010001	Main Cash
1	USD	1111010001	Main Cash
1	SAR	1111010001	Main Cash

Note

The user can select any cash account by pressing **F9** button in "**Cash No**" field.

2. Enter the total amount of the voucher **250,000** in the "**Amount SAR**" field.
3. Enter Al-Rabea Company in the "Cash/ Bank Statement" field.

MAIN

User: 1 - Administrator Accounting System - General Ledger System - Payment Vouchers 2022 / 4 31/12/2022

Master Details Additional Data Default Data Import from File

Branch No: 1-main branch Cash Bank Transaction Type: [] [] Posted
Cash No: 1 Main Cash Currency: 1-SAR-SAR lo. of Attachments: [] [] Audited
Voucher No: 3 Date: 29/03/2022 Center No: [] Project No: [] [] Suspension
Amount SAR: 250,000.000 Activity No: [] Voucher Type: 1-General
Cash/Bank Statement: Al-Rabea Company Ref. Code: [] Recipient Name: []
Fetch Data from: 93-Payment Requests 1 Ref. Name: [] Empl. No: []

Two Hundred And Fifty Thousand SAR

4. Press the **F9** button in the "**Account No**" column, add the Furniture account, and in the corresponding description cell enter Furniture from the Al-Rabea Company, and then in the corresponding "**Amount**" cell enter 240,000.
5. Move the cursor to the second row, in the "**Account No**" column, press the **F9** button and add Stationary account, and in the corresponding "**Description**" cell enter Stationary from **Al-Rabea Company**, and then in the Amount field enter 10,000.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Amount	Foreign Amt.
1	1212010001		Furniture	Furniture from Al-Rabea Company	SAR	1	240,000.000	
2	1212020001		Office Supplies	Stationery from Al-Rabea Company	SAR	1	10,000.000	

6. Make sure that the amounts entered in the voucher are correct:
To help the user correctly in entering the amounts in the voucher and spotting the error if any, the system:
 - Calculates the total amounts entered in the affected accounts and displays it in the **Total** field.
 - Calculates the difference between the value entered in the **Amount SAR** field located at the **Master Detail** tab and the value in the **Total** field. displays the result in the Difference field. The difference is calculated using the following equation:

$$\text{Difference} = \text{Amount SAR} - \text{Total}$$

The result of the equation will be one of three cases:

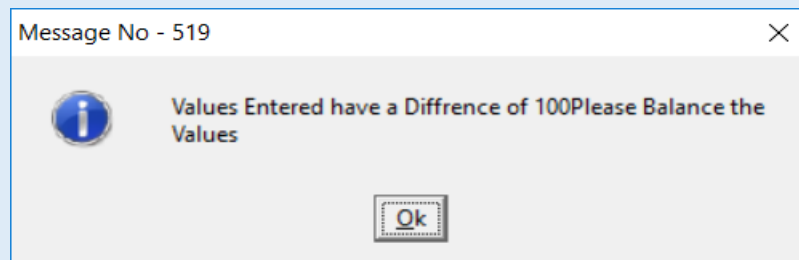
- The difference is zero, meaning that the amount of the voucher equals the sum of the amounts affected by the accounts.
- The difference is a positive number, which means that the amount of the voucher is greater than the total of the affected accounts and user should review the amounts in the voucher.




- The difference is a negative number, which means that the amount of the voucher is less than the total of the affected accounts and user should review the amounts in the voucher.

Back to the previous example, make sure that the entered amounts are correct, and then move on to the next step.

Note

If the user attempts to save the voucher with an error in the amounts, the system will display an alert message showing the amount of the difference between the debit and the credit sides.




7. Press the **Save** () button from the taskbar.
8. Press the **Archive Documents** () button to archive any documents related to the bond.
9. Press the **Report** () button on the taskbar to view or print the voucher.

Note that the user enters the data of the cash and the beneficiary without identifying the debit and credit sides, and after saving the voucher, the system automatically generates the accounting entry. To review the entry, just press the Journal Entry button () in the taskbar.

MAIN										
User: 1 - Administrator						2022 / 4		31/12/2022		
Doc No: 3 Document Sequence: 20220000010000310000000013										
Account Code	Analytical Account	Name	Currency	Debit	Credit	Debit_For.	Credit_For.	Description	Center No	Center Na
1212010001		Furniture	SAR	240000	0	0	0			
1212020001		Office Supplies	SAR	10000	0	0	0			
1111010001	1	Main Cash	SAR	0	250000	0	0			
				Total Debit	250,000.00					
				Total Credit	250,000.00					

1.3 Example (2): Enter Payment Voucher in Foreign Currency

Assume that an amount of **\$10,000** was paid in cash from the **Movement Cash** for maintenance work –on the buildings of the organization– carried out by Injaz Contracting Company, noting that the exchange rate at that time was 3.85.

To enter this transaction, press the **Add** () button on the taskbar, and then follow these steps:

1. Select Movement Cash from the options in the “**Cash Number**” field, consequently, two new fields “**Exchange Rate**” and “**USD Amount**” appear, and the system will display the default exchange rate (in this example it will display 3.75) in the “**Exchange Rate**” field.

2. Enter the voucher amount **10,000** in the “**USD Amount**” field and then press the Enter button, the system will automatically calculate the voucher amount in local currency using the default exchange rate and display it in the “**SAR Amount**” field.
3. Modify the exchange rate to **3.85**; as it differs in the example from the default, then press Enter, the system will recalculate the amount of the voucher in the local currency using the new exchange rate.
4. Enter Injaz Contracting Company in the “Cash /Bank Description” field.

The screenshot shows the 'Payment Vouchers' form in the Accounting System. The 'Master Details' tab is active. Key fields include:

- Branch No: 1-main branch
- Cash No: 2, with a dropdown set to 1 and 'Daily Cash Movement' selected.
- Voucher No: 2
- Amount SAR: 38,000.000
- Date: 29/03/2022
- Exch. Rate: 3.8, with a dropdown set to 3.
- Amount USD: 10,000.000, with a dropdown set to 2.
- Cash/Bank Statement: Injaz Contracting Company, with a dropdown set to 4.
- Transaction Type: (empty)
- Project No: (empty)
- Activity No: (empty)
- Voucher Type: 1-General
- Fetch Data from: 93-Payment Requests, with a dropdown set to 2.


 A red text label 'Ten Thousand dollars' is positioned at the bottom center of the form area.

5. Add Building Maintenance account in the “Name” column within the detailed data section, then:
 - A. Enter the voucher amount 10,000 in the “Foreign Amount” cell.
 - B. Modify the “Exchange Rate” cell to 3.85 as the system will display the default rate 3.75 in this cell, and then press Enter. The system will recalculate the amount of the voucher using the new exchange rate.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Amount	Foreign Amt.
1	3211030001		Building Maintenance	Maintenance of Enterprise Building	USD	3.8	38,000.000	10,000.000

Note

If the amount of the voucher is in local currency and its equivalent in foreign currency is known, users can enter the amount in local currency in “**SAR Amount**” field and the equivalent in foreign currency in “**USD Amount**” field and the system will calculate the exchange rate automatically.

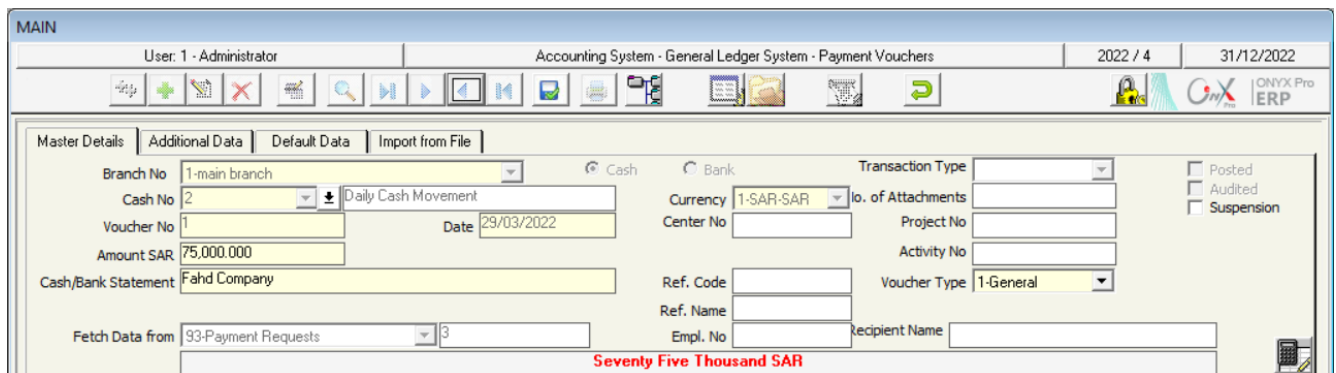
- Review the amounts entered in the voucher and save it by pressing the **Save** () button.

1.4 Example (3): Clear Total Debt of an Account

Assume that the organization’s manager issued a decision to pay the full debt of the Fahd Foundation in local currency.

Note that the amount is not specified, so the users need to know the amount of indebtedness that the organization owes to Fahd Foundation in order to determine the amount of the payment voucher that will be issued. In the following, you will learn how such transactions are performed in the Onyx ERP system.

Create a new payment voucher and enter the data in the Main Data tab –except the amount of the voucher– as explained in the two previous examples, and then do the following steps:



MAIN

User: 1 - Administrator Accounting System - General Ledger System - Payment Vouchers 2022 / 4 31/12/2022

Master Details | Additional Data | Default Data | Import from File

Branch No: 1-main branch Transaction Type: [Dropdown]

Cash No: 2 Daily Cash Movement Currency: 1-SAR-SAR lo. of Attachments: [Field]

Voucher No: 1 Date: 29/03/2022 Center No: [Field] Project No: [Field]

Amount SAR: 75,000.000 Cash/Bank Statement: Fahd Company Ref. Code: [Field] Activity No: [Field]

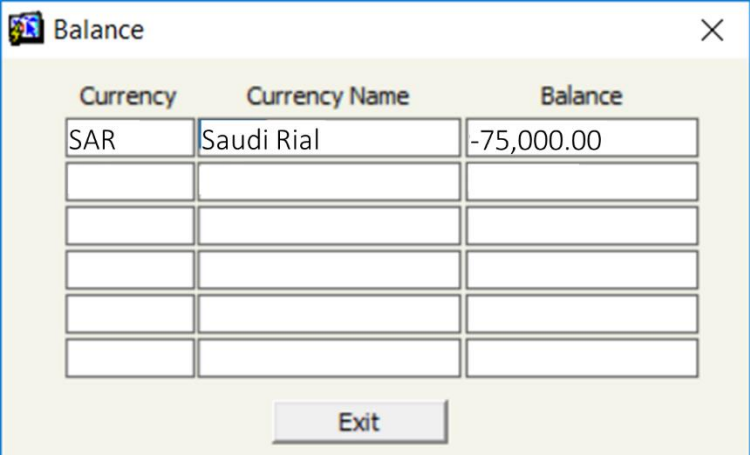
Fetch Data from: 93-Payment Requests 3 Voucher Type: 1-General Ref. Name: [Field]

Empl. No: [Field] Recipient Name: [Field]

Seventy Five Thousand SAR


Posted [] Audited [] Suspension []

1. Press the **F7** button in the "**Amount**" cell in the detailed data to display the balance of the Fahad Foundation account, which will be the amount of the voucher. In this example, it will be SAR 75,000.

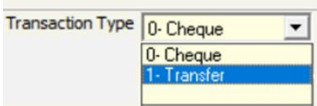



Currency	Currency Name	Balance
SAR	Saudi Rial	-75,000.00

Exit

2. Enter the amount of **75,000** in the "**Amount**" field.
3. Enter the voucher amount **75,000** in the "**Amount SAR**" field within the "**Main Detail**" tab.
4. Review the entered amounts and save the voucher by pressing the **Save** () button.

Bank No	Bank Name
1	Saudi National Bank
2	Al rajhi Bank
3	Riyad Bank
4	Gezaira Bank

3. Press the down arrow (▼) in the **“Transaction Type”** field, to display the drop-down list of the transaction types, and select **Transfer**.
 
4. Press the down arrow (▼) in **“Currency”** field to display dropdown list of currencies, select **USD-Dollar**, and then press the **Enter** button.
 
5. Enter **12,500** in the **“USD Amount”** field, and then press the **Enter** button.
6. Type Samer Company in the “Cash/ Bank Description” field.
7. Go to the table of accounts affected by the bond (detailed data section), enter the account number of **Samer Company** in the **“Account Code”** field, and then select **USD** in the corresponding **“Currency”** field. After that, in the **“Description”** field enter **Partial Payment**, in **“Foreign Amt.”** field enter **12,500**, and in the **“Notification Number”** cell enter **5001**.
8. Review the amounts entered in the voucher and press **Save** (📄) button.

MAIN
User: 1 - Administrator
Accounting System - General Ledger System - Payment Vouchers
2022 / 4
31/12/2022

Master Details
Additional Data
Default Data
Import from File

Branch No: 1-main branch

Bank No: 1 Saudi National Bank

Voucher No: 1 Date: 29/03/2022

Amount SAR: 46,875.000 Exch. Rate: 3.75

Cash/Bank Statement: Sameer Company

Posting Method: 1-Voucher Date

Fetch Data from: 93-Payment Requests

Cash **1** Bank

Currency: 2-USD-dollar **4** No. of Attachments

Center No: Amount USD: 12,500.000 **5**

Ref. Code: Project No:

Ref. Name: Activity No:

Empl. No: Voucher Type: 1-General **3**

Posted
 Audited
 Suspension
 Check Print

Twelve Thousand And Five Hundred dollars

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Note Amt.	Foreign Amt.
1	2111010001	6	Sameer Company	Partial Payment	USD	3.75	46,875.000	12,500.000
Dsp. .000					Total 46,875.000			

Account Name : Local Vendors Center Name : Mian Branch

2. Receipt Vouchers

This screen is used to enter the data of the receipt voucher for payments received in cash either from cashes or the organization's account in banks.

2.1 Access the Screen

Go to: Accounting Systems → General Ledger → Transactions →
Receipt Vouchers

2.2 Example:

An amount of US **\$2,500** was collected from **Afaq Company**, through bank transfer No. 2155, to pay its debt to the organization. The amount was deposited into the organization's account in Al-Rajhi Bank.

To record this transaction in the system, open the "**Receipt Vouchers**" screen, press the **Add** (+) button, and then follow these steps:

1. Select **Bank** option (Cash Bank).
2. Press down arrow (▼) in "**Transaction Type**" field to display a list of payment types, and select **Transfer**.
3. Press down arrow (▼) in "**Bank No**" field to display "**Banks**" screen, select **Al-Rajhi Bank** in USD Currency, and then press the Enter button.
4. Enter **2,500** in the "**Amount USD**" field, and press Enter button, the system will automatically calculate the equivalent in the local currency –using the exchange rate that exists in the "Exchange Rate" field– and display it in the "**Amount SAR**" field.
5. Enter **Afaq Company** in "**Description**" field.
6. Press down arrow (▼) in the "**Voucher Type**" to display a list of voucher types, and select **Debt Pay**.

MAIN

User: 1 - Administrator Accounting System - General Ledger System - Receipt Vouchers 2022 / 4 31/12/2022

Master Details | Additional Data | Default Data | Import from File

Branch No: 1-main branch Ca: 1 Bank Transaction Type: 1- Transfer 2 Rep. No: Posted

Bank No: 2 3 AJ - Rajhi Bank Currency: 2-USD-dolla Collector No.: Commission Per.: Audited

Voucher No: 6 Date: 31/12/2022 No. of Attachments: Voucher Type: 3-Debit. Pay. 6 Suspensic

Amount SAR: 9,375.000 Exch. Rate: 3.75 Amount USD: 2,500.000 4 Center No:

Recipient Name: Ref. Code: Ref. Name: Project No: Activity No: Number:

Description: Afaq Company 5 Posting Method: 1-Voucher Date Fetch Data from: **Two Thousand And Five Hundred dollars**

7. Move to the detailed data section and enter the account number of **Afaq Company** in **USD** in the "Account No".
8. Enter **2,500** In the "Foreign Amt" field and then press **Enter** button, the system will automatically calculate the equivalent in the local currency using the exchange rate that exists in the "Exch. Rate" field and display it in the "Note Amt" field.
9. Enter **2155** in the "Notification No" field.

S/N	Account Code	Detail Account	Name	Currency	Exch. Rate	Note Amt.	Foreign Amt.	Center No	Project No	Notif. No	Deb
..	1121010001	7	Al - Afak Company	USD	3.75	9,375.000	2,500.000	8		9	2155
..											
..											

10. Review the amounts entered in the voucher and press the **Save** () button.

3. Currency Exchange

This screen is used to enter the data of currency exchange transactions. There are four types of accounts used for currency exchange which are: cashes, banks, customers, and vendors. In this screen, users can carry out exchange transactions between accounts of the same type only, that is, between the cash accounts or between the accounts of the same bank, but it is not possible, for example, to exchange currency from a cash account to a bank account or vice versa.


The Onyx Pro system provides a separate screen for performing currency exchange transactions that facilitates the entry of data and reduces errors. When entering the data of the accounts affected by the exchange, the system limits the search to this type of account only. Therefore, if the users want to pay an amount from one currency to another from the same cash, all they have to do is to determine the counter currency and the system will record the entire data, including the equivalent according to the default exchange rate.

3.1 Access the Screen

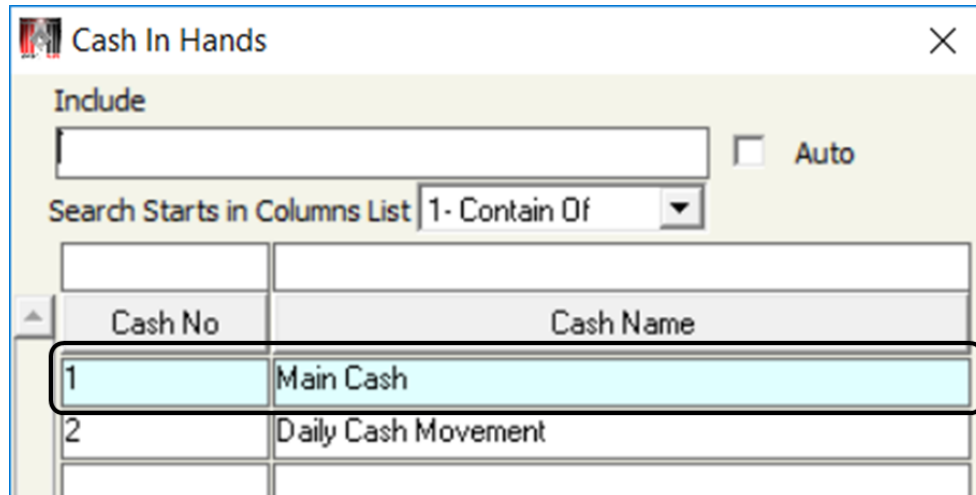
Go to Accounting Systems → General Ledger → Transactions → Exchange Currency

3.2 Example (1): Exchange between Cash Account Local and Foreign Currency

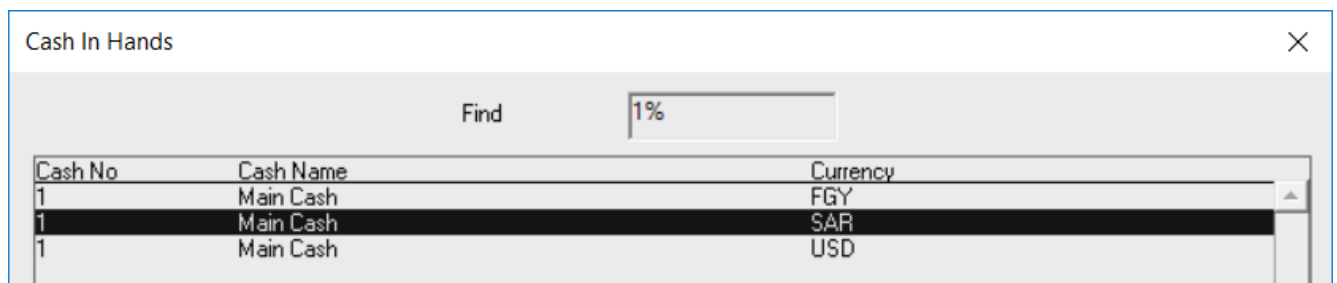
Enter the transaction data for paying **SAR 15,000** from the Movement Cash account to the same account in dollars.

To enter new exchange transaction data, press the **Add** () button, and then follow these steps:

1. Press the **F9** button in the “**Cash Number**” field to display “**Cashe in Hand**” screen, and then double-click on the **Main Cash** field to close “**Cashe in Hand**” screen and return to the “**Exchange Currency**” screen.




2. Press **Enter** button to open the screen of main cash currencies and select **SAR**.
3. Enter **15,000** in the “**Amount SAR**” field.

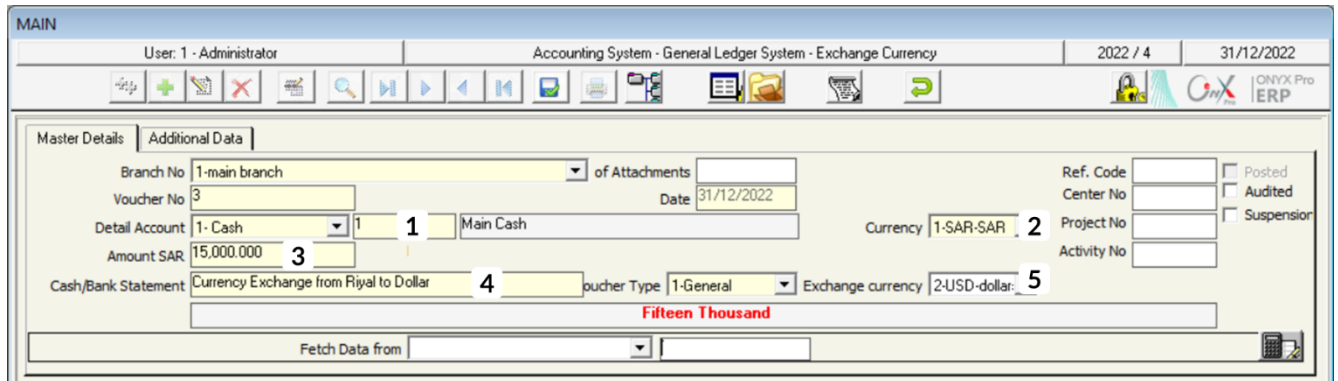


4. Enter Currency Exchange from Riyal to Dollar in the “Description” field.

Note


Users can modify most of the data, including the entry amount, or add new affected accounts. However, the system does not allow adjusting the amounts of the original document (from which the entry data was imported).

- Press the down arrow button () in the **Currency** field to display a list of currencies and select **USD**.




- Press the **Enter** button, the system will automatically fill in the data of **Main Cash** in Dollar account.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Debit	Debit_For.
..	1111010001	1	Main Cash	Currency Exchange from Riyal to Dollar	USD	3.75	15,000.000	4,000.000
..								

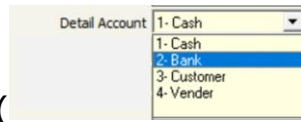
- Make sure the data are correct in the exchange process and then press the **Save** () button.

3.3 Example (2): Exchange between Bank Account Foreign and Local Currency

Enter the details of the transaction of paying the amount of **\$25,000** from the account of the **Saudi National Bank** to the same account in **Saudi Riyals**, noting that the equivalent in Saudi riyals is **93,500**.

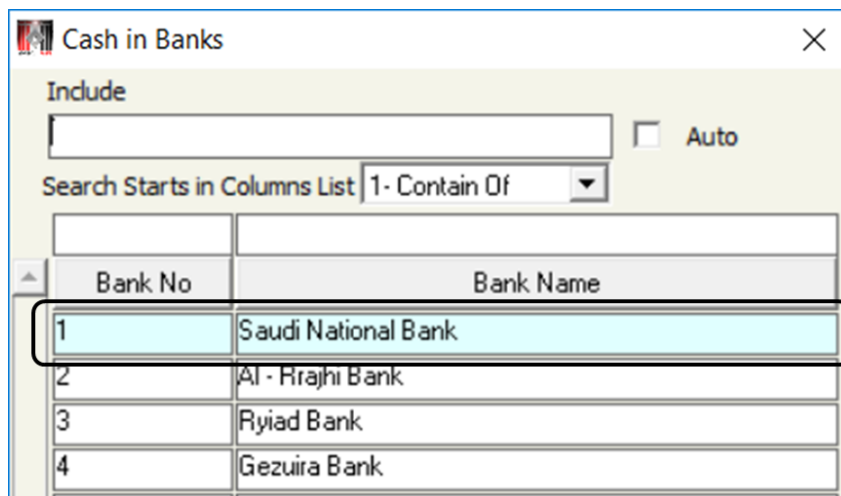
To enter new exchange transaction data, press the **Add** () button, and then follow these steps:

1. Press the down arrow button (▾) in the "**Detail Account**" field, to display a



list of account types () and select "**Bank**". This field is used to minimize input errors when entering account data. Therefore, in this example, the system will display a list of bank accounts only to select from. Similarly, when selecting "Cash" in "**Detail Account**" field, the system will display a list of cash accounts only.

2. Press **F9** button in "**Bank Number**" field to display "**Cash in Banks**" screen and double-click on **Saudi National Bank** to close "**Cash in Banks**" screen and return to the "**Exchange Currency**" screen.



3. Press **Enter** button to open the account currency screen, select **Saudi National Bank** in **USD** account, and then press **Enter** button.
4. Press the down arrow button (▾) in the "**Exchange Currency**" field, to display a list of currencies, and select **Saudi Riyals**.
5. Enter **25,000** in "**Amount USD**" field and then press **Enter** button, the system will calculate the equivalent value in the local currency automatically, using the default exchange rate, and display it in the "**Amount SAR**" field. However, in this example, the value local currency equivalent is given (**SAR 93,500**) but the exchange rate is unknown, so users can enter the amount of **93,500** in the


“**Amount SAR**” field and press **Enter**, and the system will calculate the proper exchange rate automatically.

6. Enter “Currency exchange from USD to SAR” in the “Description” field.

The screenshot shows the 'Master Details' section of an accounting system. The 'Detail Account' is set to '2-Bank' and the 'Cash/Bank Statement' is 'Currency exchange from USD to SAR'. The 'Amount SAR' is 93,500.000, the 'Exch. Rate' is 3.74, and the 'Amount USD' is 25,000.000. The 'Currency' is '2-USD-dollar' and the 'Exchange currency' is '1-SAR-SAR'. The total amount is displayed as 'Twenty Five Thousand'.

7. Press the **Enter** button and the system will automatically fill in the data of Saudi National Bank in Dollars account.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Debit	Debit_For.
..	1112010001	1	Saudi National Bank	Currency exchange from USD to SAR	SAR	1	93,500.000	
..								
..								


8. Make sure the data is correct in the exchange transaction and then press the **Save** () button.

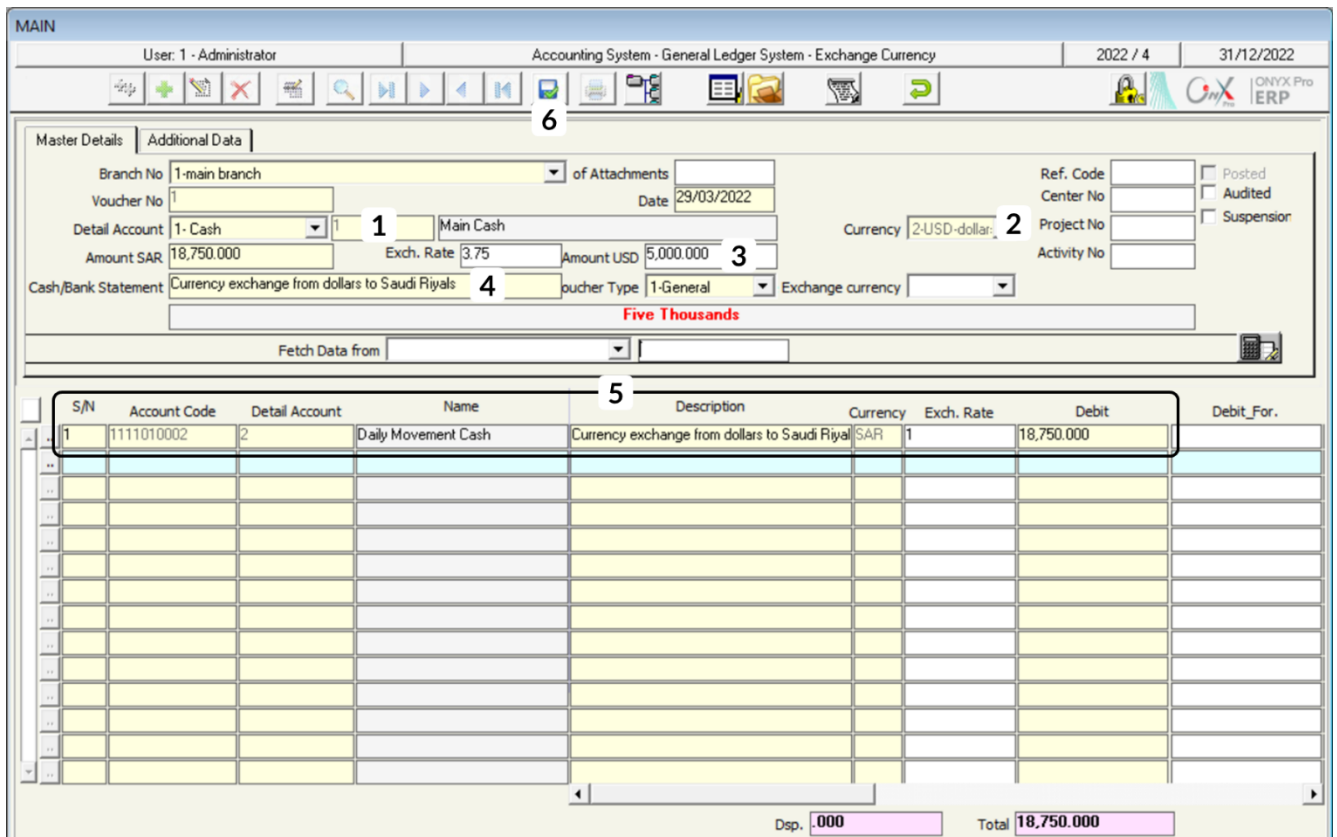
3.4 Example (3): Currency Exchange between two Different Cash Accounts

Enter the data of paying \$5,000 from the cash account to the daily movement cash account SAR.

To do so, press the **Add** () button, and then follow these steps:

1. Select **Main Cash** Account from “**Cash Number**” field, then press **Enter**.
2. Select **US Dollars** from the “**Currency**” field, and then press **Enter**.
3. Enter **5,000** in the “**Amount USD**” field and then press **Enter**.

4. Enter Currency exchange from dollars to Saudi Riyals in the "Description" field.
5. Press the **F9** button in the "**Account Code**" field to open the "**Chart of Accounts**" screen which will display a list of cash accounts. Select **Daily Movement Cash**, then press **Enter**. Move the cursor to the "**Currency**" field to display the "**Currency**" screen of the cash and select Saudi Riyals. Then, in the "**Debit**" field, enter the amount displayed by the system in the "**Amount SAR**" field, which in this example is **18,750**, and in the "**Description**" field enter **Currency exchange from dollars to Saudi Riyals**.
6. Make sure the data is correct in the exchange transaction and then press the **Save** () button.



The screenshot displays the ONYX Pro ERP Accounting System interface. At the top, it shows the user '1 - Administrator' and the system 'Accounting System - General Ledger System - Exchange Currency' for the year '2022 / 4' ending on '31/12/2022'. The main form is titled 'Master Details' and 'Additional Data'. It contains several input fields: Branch No (1-main branch), Voucher No (1), Detail Account (1- Cash), Amount SAR (18,750.000), Exch. Rate (3.75), Amount USD (5,000.000), Currency (2-USD-dollar), Date (29/03/2022), Cash/Bank Statement (Currency exchange from dollars to Saudi Riyals), and Voucher Type (1-General). There are also checkboxes for Posted, Audited, and Suspensior. A red text label 'Five Thousands' is visible below the Cash/Bank Statement field. Below the form is a table with columns: S/N, Account Code, Detail Account, Name, Description, Currency, Exch. Rate, Debit, and Debit_For. The first row contains: 1, 1111010002, 2, Daily Movement Cash, Currency exchange from dollars to Saudi Riyal, SAR, 1, 18,750.000. At the bottom right, there are summary fields: Dsp. .000 and Total 18,750.000.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Debit	Debit_For.
1	1111010002	2	Daily Movement Cash	Currency exchange from dollars to Saudi Riyal	SAR	1	18,750.000	
..								
..								
..								
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..								

4. Exercises

I. Choose the correct answer for each of the following questions:

1. The types of financial transactions that can be carried out from the screens of the payment and receipt voucher are

 - a) Bank.
 - b) Cash.
 - c) Bank or cash.
 - d) On credit.

2. When entering the data of payment or receipt voucher in a foreign currency, and you know the amount of the voucher in foreign currency and the equivalent in local currency but do not know the exchange rate, you must do the following:
 - a) Enter the amount in foreign currency first and then the equivalent in the local currency and then the system will calculate the exchange rate for the transaction.
 - b) Enter the amount in the local currency first and then the equivalent in the foreign currency and then the system will calculate the exchange rate for the transaction.
 - c) The transaction can only be done if the exchange rate is known in advance.
 - d) a or b.
3. Which of the following fields become active when selecting Bank as a payment method:
 - a) Transaction Type
 - b) Voucher Type
 - c) Amount
 - d) Description

4. Which of the following transactions cannot be carried out in the exchange screen:
- a) Exchange currency between two different cash accounts.
 - b) Exchange currency between the accounts of the same bank.
 - c) Exchange currency between a cash account and a bank account.
 - d) Exchange currency between the accounts of the same cash.
5. Which of the following statements is correct:
- a) Original currency is selected from the **Currency** field, while counter currency is selected from the **Counter Currency** field.
 - b) Original currency is selected from the **Counter Currency** field, while counter currency is selected from the **Currency** field.
 - c) Original currency is selected from the **SAR Amount** field, while counter currency is selected from the **USD Amount** field.
 - d) Original currency is selected from the **USD Amount** field, while counter currency is selected from the **SAR Amount** field.

II. Perform the following Transactions:

1. Paying a total amount of SAR 12,000 from the main cash account to pay the following expenses: SAR 500 telephone bill, 3,500 electricity bill, 2,500 petrol.
2. Paying an amount of \$1,000 in cash from the movement's cash account for the maintenance of the organization's cars, noting that the exchange rate is 3.74.
3. Paying the whole debt that the organization owes to Al-Harbi Foundation account in local currency.
4. Paying an amount of 12,500 US dollars from the organization's account by Al-Rajhi Bank by transfer No. (2215), which is due to the vendor Samer Company.
5. Receiving an amount of \$3,000 by transfer No. (11220) from Al Khaleej Company, in the organization's account in Al-Rajhi Bank.
6. Exchanging an amount of SAR 1,500 from the main cash account to the main cash account in USD.

7. Exchanging an amount of \$3,000 from the account of Al Rajhi Bank to the account of Al Rajhi Bank in Saudi riyals, noting that the equivalent in Saudi riyals is 11,220.
8. Exchanging an amount of SAR 1,500 from the main cash account to the main cash account in USD.
9. Exchanging an amount of SAR 4,500 from the main cash account to the movement cash account in USD.

III. Mark (✓) or (✗) beside the following phrases

1. From the **Currency Exchange** screen, the user can enter the data of a currency exchange from a bank account to another bank account. ()
2. When entering the data of a payment or receipt voucher, the user selects only the cash and the account(s) affected, and the system will create the accounting entry automatically. ()
3. In the **Cash Number** field, the user can select the cash from which the payment will be made or the beneficiary account. ()
4. The default payment type in the payment and receipt voucher screens is Bank. ()
5. When selecting **Bank** as a payment type, the user can enter the account data of a cash or bank in the **Main Data** tab. ()
6. When selecting **Bank** as a payment type, entering the check or transfer number becomes mandatory. ()
7. When selecting the counter currency in **Counter Currency** field, the system automatically fills in the account data of the counter currency. ()
8. In the **Currency Exchange** screen, the user can enter the account data of the counter currency manually. ()

4

Fourth Lesson

Bank Account Screens

Lesson Overview:

Transactions on bank accounts are carried out in the organization's records and the bank's records simultaneously. This duplication requires auditing and follow-up to prevent any errors. In this lesson, you will learn to perform audits and follow-ups using **Onyx ERP**.

Learning Objectives:

By the end of this lesson, you will be able to:

- Understand the function and method of using the Bank Cash Deposit Confirmation screen
- Understand how to check and verify the cash deposits
- Performing bank adjustments.

1. Bank Cash Deposit Confirmation

This screen is used to monitor cash deposits that are made from cash accounts to bank accounts. When an amount is paid from a cash account to a bank account – from **Payment Voucher** screen– the system does not affect the bank account directly, instead, it affects an intermediary account for cash deposits.

This screen displays all the deposits made on the **Payment Voucher** screen, and then the users take the appropriate action for each transaction. Therefore, users can change the status of the transactions that have already been carried out from under collection to do, but if the deposit is not made for any reason, the user changes the status to a return. Based on the actions carried out by the user, the system automatically creates an accounting entry to render the effect on the accounts.

The following table shows the transactions that can be carried out on the screen and the accounting entries that result from each.

No.	Action	Description	Journal Entry
1	Under Collection	The default status of the transaction when issuing the payment voucher from the Cash to the Bank	From/ Bank Cash Deposit Intermediary Account To /Cash Account
2	Due	Deposit is made to bank account	From/ Bank To/ Bank Cash Deposit Intermediary Account
3	Return	The transaction was not performed for any reason	From/ Cash account To/ Bank Cash Deposit Intermediary Account

1.1 Access the Screen

Go to: Accounting Systems → General Ledger System → Transactions → Bank Cash Deposit Con

1.2 Screen Components

The fields in the screen are divided according to their function into three main groups: **Transaction Selection Fields**, **Display Fields**, and **Deposit Data Fields**.

MAIN
User: 1 - Administrator | Accounting System - General Ledger System - Banks cash deposit check | 2022 / 4 | 31/12/2022

Transaction Selection Fields

From Date: 01/01/2022 To Date: 31/12/2022 From Acc. To Bank No To Customer Code To Vendor No. To Recipient Name View

Display Fields

Sort By Branch: All Due

Deposit Data Fields

Voucher No	Voucher Date	Account Code	Account Name	Local Amt.	Foreign Amt.	Currency	Due Date	Due	Reason
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
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>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>
>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>

Detail Account Type: Detail Account: Center No: Project No: Activity No:

1.2.1 Transaction Selection Fields

This part of the screen includes a set of fields that are used to select which deposits to display on the screen.

1.2.2 Display Fields

This part of the screen includes fields that are used to control how deposits are displayed on the screen.

1.2.3 Deposit Data Fields

This part of the screen displays the details of the deposits selected by the user. It is also used to carry out actions on deposits.

1.3 Screen Usage

The following table shows the data of two cash deposits:




No.	Transaction Date	Bank Name	Currency	Amount	Status
1	5/10/2021	Saudi National Bank	USD	32,000	Deposited
2	25/09/2021	Saudi National Bank	SAR	35,000	Employee arrived bank after working hours

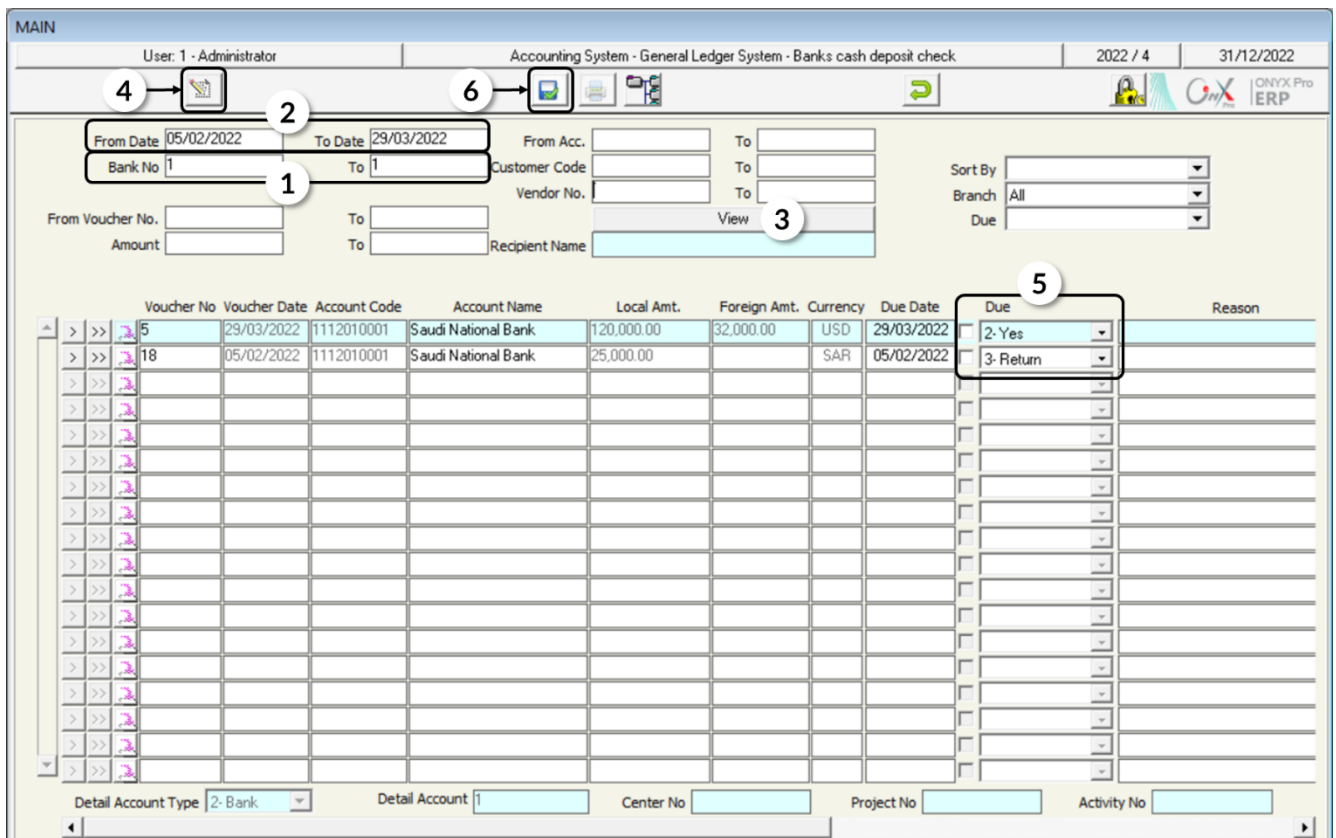
Using the “**Bank Cash Deposit Confirmation**” screen, perform the procedures based on the data in the status column.

To do this, open the “**Bank Cash Deposit Confirmation**” screen, then follow these steps:

1. Press **F9** button in the “**Bank No**” field to display “**Cash in Banks**” screen and select **Saudi National Bank**, then do the same step in field **To**.
2. Enter the date of the oldest transaction in the “**From Date**” field, which is **5/02/2022** according to the data in the table above, so that the system







does not display any transactions before this date, then do the same step to enter **5/02/2022** in field **To Date**.

3. Click on the **View** button and the system will display the details of the selected transactions in the **Deposits Data Fields**.
4. Press the **Modify** () button on the taskbar.
5. Find the first transaction in the table in the example above, then, click on the down arrow () in the corresponding "**Due**" cell and select "**Yes**" from the drop-down menu. Repeat the same step for the second transaction but this time select "**Return**".
6. Press the **Save** () button on the taskbar.



MAIN

User: 1 - Administrator Accounting System - General Ledger System - Banks cash deposit check 2022 / 4 31/12/2022

4 →  2 →  6 →     ONYX Pro ERP

From Date 05/02/2022 To Date 29/03/2022 From Acc. To Sort By

Bank No 1 To 1 Customer Code To Branch All Due

From Voucher No. To Vendor No. To View 3

Amount To Recipient Name

Voucher No	Voucher Date	Account Code	Account Name	Local Amt.	Foreign Amt.	Currency	Due Date	Due	Reason
5	29/03/2022	1112010001	Saudi National Bank	120,000.00	32,000.00	USD	29/03/2022	2-Yes	
18	05/02/2022	1112010001	Saudi National Bank	25,000.00		SAR	05/02/2022	3-Return	
>	>>								
>	>>								
>	>>								
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Detail Account Type 2-Bank Detail Account 1 Center No Project No Activity No

2. Bank Adjustment

It is rare that the balance of the bank account in the organization system and the balance in the account statement sent by the bank to be the same. Therefore, accountants periodically (often at the end of each month) make bank adjustments to handle this difference. These adjustments are made in the **Onyx ERP** system through the "**Bank Reconciliation**" screen. The most important feature offered by this screen is that the user enters the data of only the accounts affected by the bank adjustment while the system automatically generates accounting entries to make the adjustment, which saves effort and increases accuracy.

2.1 Access the Screen

Go to: Accounting Systems → General Ledger System → Transactions → Bank Reconciliation

2.2 Screen Components

The fields of this screen are divided by their function into two main groups: the **Essential Data** and the **Data of Accounts Affected by the Adjustment**. Below explanation of each.

MAIN
 User: 1 - Administrator Accounting System - General Ledger System - Bank Reconciliation 2022 / 4 31/12/2022

Essential Data

Master Details Fetching Data

Branch No _____
 Voucher No _____ Date _____
 Bank No _____
 Currency _____ Exch. Rate _____ Balance in Bank Statement _____
 Description _____ Dsp. _____ Local Amt. _____

Month _____ Center No _____ Project No _____
 Activity No _____

Audited
 Posted
 Suspension

Data of Accounts Affected by the Adjustment

S/N	Account Code	Detail Account	Account Name	Percentage	Description	Exch. Rate	Debit	Credit	Foreign Debit	Foreign Credit

2.2.1 Essential Data

Fields in this part of the screen are divided into:

- Adjustment defining data: such as branch number, voucher number, date ... etc.
- Bank account data such as bank number, currency, exchange rate...etc.
- Adjustment balance data such as balance in the organization, balance in the bank statement, difference, and local amount.
- Adjustment status such as pending.

Field Name	Automatic/ Manual	Mandatory/ Optional	Description
Date	Automatic can be Modified	Mandatory	Bank adjustments are usually made on the last day of the month, so the system displays the date of the last day of the month in this field, and allows the user to modify it.
Month	Automatic	Mandatory	This field displays the month in which the bank adjustment will be made. This field is based on the date that appears in the Date field.
Cost Center/ Project/ Activity Number	Manual	Optional	Used to identify the cost center/ project/ activity whose accounts will be adjusted.
Bank Number	Manual	Mandatory	Users enter the number of the bank whose account will be adjusted.
Currency	Manual	Mandatory	Users define the currency of the bank account.
Exchange Rate	Automatic can be Modified	Mandatory	Here, the system displays the default exchange rate from the account currency to the local currency of the system.
Balance	Automatic	Mandatory	The system automatically displays the balance of the bank account in the specified currency based on the actual movements in the system.
Balance in Bank Statement	Manual	Mandatory	This field is used to enter the balance in the bank statement to be compared to the bank account balance of the organization.
Difference	Automatic	Mandatory	Here, the system displays the difference between the values entered in the fields of Balance and Balance in Bank Statement .
Local Amount	Automatic	Mandatory	The system displays the equivalent amount for the "Difference" field, using the value in the "Exchange Rate" field.

2.2.2 Data of Accounts Affected by the Adjustment

In this part of the screen, users enter the data of the accounts affected by the adjustment.

Field Name	Automatic/ Manual	Description
Debit/ Credit	Manual	Used to enter the amount by which the account will be affected if the amount is in local currency.
Foreign Debit/ Foreign Credit	Manual	Used to enter the amount by which the account will be affected if the amount is in a foreign currency.

Field Name	Automatic/Manual	Description
Percentage	Automatic	The system calculates the account amount percentage of the "Difference" field.
Total Adjustment Amount	Automatic	The system calculates the total debit amounts and the total credit amounts, then calculates the difference between them, and displays the result in this field. If the difference is debit, it is marked with a minus sign (-).

2.3 Steps to Make Bank Adjustment

After receiving the bank statement, follow these steps:

1. Generate the account statement from the system using the "Account Statement Reports" screen.
2. Match the two statements to find out the transactions that were recorded in the bank statement and do not appear in the account statement generated from the system.
3. Determine whether the affected account is a debit or a credit, for each transaction.
4. Open "**Bank Reconciliation**" screen and follow these steps:
 - A. Create a new bank adjustment.
 - B. Select the account and currency of the bank to be adjusted.
 - C. Enter the details of the accounts affected by the bank adjustment according to the result of step 3. For example, if step 3 shows that the account is debit, the user must enter the amount in a debit field. Accuracy is very important in this step because the system relies on it to create the entries of the bank adjustment.
 - D. When the adjustment is saved, the system will generate the accounting entries to automatically make the adjustment based on the data in step (c).

2.4 Example: Bank Adjustment for a Local Currency Account:


The balance of the organization's current account in Riyadh Bank was **101,000 SAR** (debit) according to the system on **30/08**, while the balance that appeared in the bank statement on the same date was **109,500 SAR** (debit). When matching the account statement received from the bank with the account statement generated by the system, it was found that the difference resulted from the following:

1. The amount collected from **Al Shamal** by cheque No. **2204** in the amount of **SAR 110,000** was correctly recorded in the bank statement while in the system it was recorded as 101,000 by mistake.
2. The bank deducted an amount of 500 Saudi riyals as banking expenses.

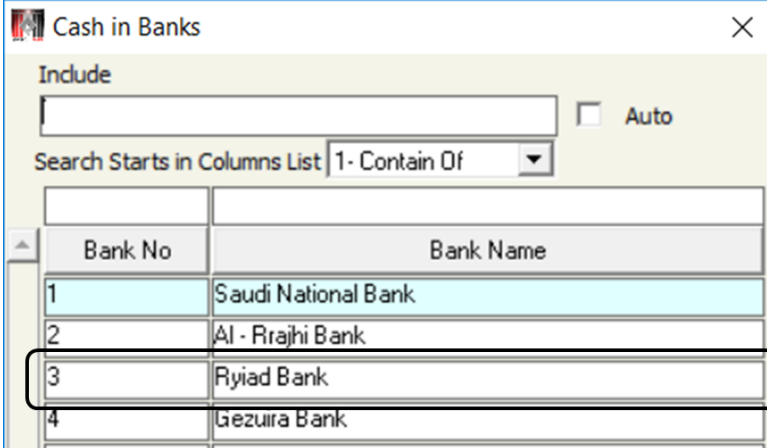
Required to make bank adjustment for Riyadh Bank account.

The following table shows the data of the entries necessary to make the adjustment:

No.	Transaction Number	Debit	Credit	Journal Entries
1	1	9,000	9,000	From/ Riyadh Bank To/Al Shamal (Correcting the error in the entry of Cheque No. 2204)
2	2	500	500	From/ Bank expenses To/ Riyadh Bank (Recording bank charges)





Open "**Bank Reconciliation**" screen and create a new adjustment by clicking the **Add** () button, then follow these steps:

1. Press **F9** button in the "**Bank No**" field to open the "Cash in Banks" screen, double-click on **Riyad Bank** record to close the screen, and return to the "**Bank Reconciliation**" screen. Then, press **Enter** button.



The screenshot shows a window titled "Cash in Banks" with a search interface. At the top, there is an "Include" field and an "Auto" checkbox. Below that is a "Search Starts in Columns List" dropdown menu set to "1- Contain Of". A table lists banks with columns "Bank No" and "Bank Name". The table contains four rows: 1 Saudi National Bank, 2 Al - Rajhi Bank, 3 Riyad Bank, and 4 Gezura Bank. The row for "Riyad Bank" is highlighted with a black border.

Bank No	Bank Name
1	Saudi National Bank
2	Al - Rajhi Bank
3	Riyad Bank
4	Gezura Bank

2. Press the down arrow button () in the "**Currency**" field to display a list of currencies, select **SAR**, and then press **Enter**. The system will automatically display the balance of the bank account –in the selected currency– in the "**Balance**" field.
3. Type 109,500 in the "**Balance in Bank Statement**" field and then press **Enter**. The system will automatically calculate the difference between the two balances and display it in the "**Dsp**" field.
4. Enter Bank adjustment for the month of October in the "Description" field.
5. Enter the data of the accounts affected by the adjustment according to the data in the table of adjustment entries.
6. Review the data entered in the adjustment and then press the **Save** () button.
7. Press the **General Journal** button () to display the accounting entries that the system will generate based on the adjustment.
8. Press **Report** button () to display the accounting entries that the system will generate based on the adjustment.

MAIN

User: 1 - Administrator Accounting System - General Ledger System - Bank Reconciliation 2022 / 4 31/12/2022

Master Details | Fetching Data

Branch No: 1-main branch Date: 31/03/2022

Voucher No: 1 Month: 3 Center No: Audited:

Bank No: 3 Riyad Bank Balance: 101,000.00 Posted:

Currency: SAR-SAR Exch. Rate: 1 balance in Bank Statement: 109,500.00 Suspension:

Description: Bank adjustment for the month of October Dsp. 8,500.00 Local Amt. 8,500.00

5

S/N	Account Code	Detail Account	Account Name	percentage	Description	Exch. Rate	Debit	Credit	Foreign Debit	Foreign
1	1121010001	2	Al - Shamal Companies	105.88	Correcting the error in the entry of Che	1		9,000.000		
2	1151010004		Banking Fees LC	5.8823	Recording bank charges	1	500.000			
										-8,500.000

Ultimate solutions - main branch

الحلول النهائية - فرع الرئيسي

حتى المنتزة

Tele No.

Fax No.

Fax No.

Bank Reconciliation

Voucher No : 1 Voucher Date 31/03/2022 Currency SAR

Bank Account Recon: بنك الرياض Account Code : 1112010003

Debit	Credit	Description	Bene. Name
109,500.00			Bank Statement Balance i 31/03/2022
	9,000.00	Customers	تصحيح قيد شيك رقم ٢٢٠٤
500.00		Banking Fees LC	مصاريف و عمولات بنكية لشهر ١٠
500.00	9,000.00	Total :	
	8,500.00	Balance :	

3. Exercises

I. Select the correct answer for each of the following questions:

1. When adjusting a bank account in local currency, the exchange rate field:
 - a) disappears from the screen.
 - b) shows a value of 1.
 - c) displays the default exchange rate from the local currency to the foreign one.
 - d) shows no value.

 2. The balance of the bank account in the system appears in the field of:
 - a) Local amount
 - b) Balance
 - c) Balance in Bank Statement
 - d) Description

 3. The "Local Amount" field displays:
 - a) Balance amount in local currency according to the system.
 - b) Balance amount in local currency according to bank statement.
 - c) The equivalent in local currency to the difference between the balance in the bank statement and the system.
 - d) The equivalent in the local currency to the balance based on the bank statement.

 4. "Bank Cash Deposit Confirmation" screen is located in the systems tree under:
 - a) General Ledger Configuration.
 - b) General Ledger Transactions.
 - c) Banks.
 - d) System Transaction
-

II. Perform the following transactions:

1. The following table shows the data of two cash deposits and the procedure required for each transaction. Use the "Bank Cash Deposit Confirmation" screen to perform the procedures for each transaction:

No.	Transaction Date	Bank	Currency	Amount	Status
1	02/10	Al-Rajhi Bank	USD	25,000	Deposited
2	25/10	Al-Rajhi Bank	SAR	52,000	The employee arrived at the bank after working hours

2. The balance of the organization's current account in the **Saudi National Bank** was 120,000 Saudi riyals (debit) in the system on 30/6, while the balance in the bank's statement was **118,200** Saudi riyals (debit) on the same date. When comparing the statement from the bank with the statement generated from the system, it was found that the difference resulted from the following:

- a) An amount of SAR 800 has been deducted as a collection commission.
- b) Bank charges deducted from the current account were SAR 1,000.

Make a bank adjustment for the account of **Saudi National Bank**.

III. Mark (✓) or (✗) beside the following phrases:

1. The **View** button is used to display the transactions on which the user needs to perform actions. ()
2. When making an adjustment on an account in the local currency, the amounts in the "Difference" field and the "Local Amount" field shall be equal. ()
3. When entering the data of the accounts affected by the adjustment, the system automatically determines whether the account is debited or credited. ()

5

Fifth Lesson

Notifications

Lesson Overview

In this lesson, you will learn to use Notification screens to create debit and credit notifications.

Learning Objectives

After completing this lesson, you will be able to do the following:

- Entering data of debit notifications.
- Entering data of credit notifications.
- Use a debit note to create a journal entry based on debit note.
- Use a credit note to create a journal entry based on credit note.

1. Debit Note

This screen is used to issue debit notifications that the organization sends to the vendors to inform them that they are charged a specific amount of money. The organization issues debit notifications for several reasons, including:

- The received goods are damaged or defective.
- The vendor delayed the delivery of the goods after the agreed date.
- The value of the goods' invoice is high by mistake.

Notifications that are issued from this screen have no accounting or financial effect. However, if users need to affect the accounts based on the data of one of the notifications, they can do so by using the fetching data feature located in the "**Journal Vouchers**" screen.

1.1 Access the Screen

Go to: Accounting Systems → General Ledger System → Transactions → Debit Note

1.2 Screen Components

The fields on the screen are divided into two main sections, the master data, and the detailed data. The main data fields define the notifications such as: the type, number, date of the note, account number to which the notice is addressed ... etc. The detailed data fields include the financial details, such as the local amount and the foreign amount.

The screenshot shows a software interface for entering a Debit Note. It is divided into two main sections: 'Essential Data' and 'Detailed Data'.

Essential Data Section:

- Branch No:** A dropdown menu.
- Notification Type:** A dropdown menu.
- Note Number:** A text input field.
- Account Code:** A dropdown menu with a search icon.
- Currency:** A dropdown menu.
- Note Date:** A date input field.
- Detail Account:** A text input field.
- Account Name:** A text input field.
- Status:** A dropdown menu with a 'Used' checkbox.

Detailed Data Section:

A table with the following columns: Description, Local Amt., Foreign Amt., and Exch. Rate. The table contains several rows for data entry, with a 'Total' row at the bottom.

1.2.1 Master Data

The following table illustrates how to use the main columns of this tab:

Field Name	Automatic/ Manual	Optional/ Mandatory	Description
Notification Type	Select from a List	Mandatory	This field is used to determine the type of notification, and the default value is Debit Notifications . The system allows adding other types from the "Coding Notification Types" screen in the system configuration.
Number	Based on the configuration of document number sequence	Mandatory	Here, the user determines the debit note number. It is used according to the configuration of the sequence of document numbers that was made in the "General Ledger Parameters" screen, and whether it is an "Automatic can be Modified", "Automatic cannot be Modified", or "Manual".
Account Number	Manual	Mandatory	In this field, users select the account number to be used in the debit note.

Field Name	Automatic/ Manual	Optional/ Mandatory	Description
Currency	Select from a List	Mandatory	The currency linked with the account appears automatically if only one currency is linked with the account in the Chart of Accounts screen, However, if the account is linked to more than one currency, users will need to select one from the list.
Status	Automatic	Mandatory	The value in this field shows the approval status of the notification.
Used	Automatic	Optional	If the box is empty (<input type="checkbox"/>) this indicates that the notification has not been used to issue any other document, otherwise, a sign (✓) appears inside the box (<input checked="" type="checkbox"/>)

1.2.2 Detailed Data





The following table illustrates how to use the main columns of this tab:

Field Name	Description
Description	This field is used to enter an explanatory statement for each amount.
Local Amount	This field is used to enter the notification amount if the currency is local, but if the currency is foreign, the equivalent local amount automatically appears based on the exchange rate.
Foreign Amount	This field is used to enter the notification amount if the currency is foreign.
Exchange Rate	The system automatically displays the exchange rate with the possibility of adjusting it according to the available limits that have been entered in the "Currency Configuration" screen within the "System General Configuration".


1.3 Example: Recording Debit Note Data

The organization purchased goods from **Al-Rabie Company** with purchase invoice No. (3115), and upon receiving the goods, there were damaged goods worth **\$1,000**. It is required to issue a debit note to inform the vendor about the amount of the damaged goods that is recorded on them.

From the taskbar, press the **Add** () button, and then follow these steps:

1. Press **F9** button, or the () button in the "**Account Code**" field, so the search screen in the chart of accounts will open, use it to find the account number of **Al-Rabea Company**.
2. Press the down arrow () in the "Currency" field to display a list of account currencies, select **USD**, and then press the Enter button.
3. Enter "**We have recorded on you the value of the damaged goods purchased by invoice No. 3115.**" in the "Description" field.
4. Enter **1,000** in the "**Foreign Amt**" field,
5. Press the **Save** () button from the taskbar.
6. Press the **Archive** () button to archive any documents related to the notification.

Description	Local Amt.	Foreign Amt.	Exch. Rate
We have recorded on you the value of the damaged goods purchased by in	3,750.0000	1,000.0000	3.75
Total	3,750.0000	1,000.0000	

7. Press the **Report** () button on the taskbar to view or print the notification.

Ultimate solutions - main branch		الحلول النهائي - فرع الرئيسي	
Tele No.		حتى المنتزة	
Fax No.			
Fax No.			
Debit Note			
Note/Notific Note Dr.		Date : 11/05/2022	
Note Number 1			
Account Co 2111010001		9AI-Rabie Company	
Kindly Note That We Debit Your Account with the Amt. Below		Honorabl	
		Currency USD	
Description		Amount	
We have recorded on you the value of the damaged goods purchased by invoice No. 3115		1,000.00	
Total : One Thousand USD		1,000.00	

Debit Note

2. Credit Note

This screen is used to issue credit notifications that the organization sends to customers to notify them of the amounts recorded for them. The organization issues credit notifications for several reasons, including:

- The amount of a previous invoice is higher by mistake.
- The customer receives goods less than what is in the invoice.
- The customer rejects the goods or services provided to them.

As in debit notifications, the system does not render any effect on accounts when issuing a credit note. Credit notes can also be used when creating a daily journal entry.

2.1 Access the Screen

Go to: Accounting Systems → General Ledger System → Transactions → Credit Note


2.2 Screen Components



The components of the debit and credit notifications screens are almost identical in terms of fields, but the difference is in the method of use.

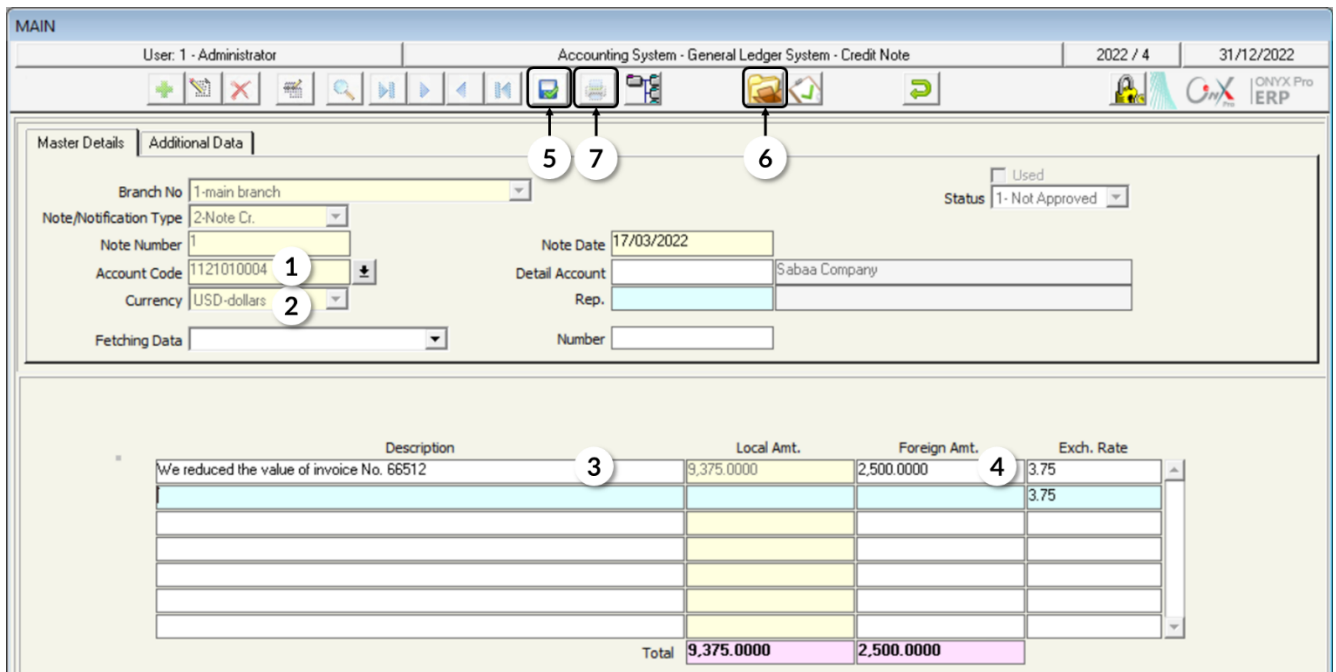
2.3 Example: Entering Credit Notification Data

The organization needs to inform **Saba Company** about a reduction of **\$2,500** in the sold goods under invoice number **66512**. A credit note is required to be issued for the reduced amount.

From the taskbar, press the **Add** () button, and then follow these steps:

1. Press the down arrow button () to open the search screen in the chart of accounts, and use it to find the account number of Saba Company.

2. Press the down arrow () in the currency field to display a list of account currencies, select USD, and then press the Enter button.
3. Enter "**We reduced the value of invoice No. 66512**" in the "**Description**" field.
4. Enter **2,500** in the "**Foreign Amount**" field.
5. Press the **Save** () button from the taskbar.



MAIN

User: 1 - Administrator Accounting System - General Ledger System - Credit Note 2022 / 4 31/12/2022

Master Details Additional Data

Branch No: 1-main branch Used Status: 1- Not Approved

Note/Notification Type: 2-Note Cr.



Note Number: 1 Note Date: 17/03/2022

Account Code: 1121010004 Detail Account: Sabaa Company

Currency: USD-dollars Rep.:

Fetching Data: Number:

Description	Local Amt.	Foreign Amt.	Exch. Rate
We reduced the value of invoice No. 66512	9,375.0000	2,500.0000	3.75
			3.75
Total	9,375.0000	2,500.0000	

6. Press the **Archive Documents** () button to archive any documents related to the notification.
7. Press the **Report** () button on the taskbar to view or print the notification.

3. Exercises

I. Choose the correct answer for each of the following questions:

1. Which of the following statements is false:
 - a) Debit and credit notifications have no accounting effect.
 - b) Debit and credit notifications can be used to issue a journal entry from the "**Journal Vouchers**" screen.
 - c) Debit and credit notifications have a financial impact.
 - d) The debit and credit notification screens allow any account to be used to issue the notification.

2. The debit and credit notifications screens are located in the systems tree under the tab:
 - a) General Ledger Transactions
 - b) General Ledger Configuration
 - c) Users Transactions
 - d) General Ledger Inputs

II. Perform the following transaction:

1. Issue debit note in the amount of SAR 2,000 to Al Rabea account.
2. Issue a debit note in the amount of USD 2,000 to Fahad Foundation account.
3. Issue a credit note in the amount of SAR 11,500 for Afaq account.
4. Issue a debit note in the amount of USD 5,000 to Al-Shamal Foundation account.

6

Sixth Lesson

Requests

Lesson Overview

In order to monitor accounting transactions that are carried out, some organizations carry them out in several stages and do not allow the same person to perform more than one stage. In this lesson, you will learn to create requests in the Onyx ERP system to perform the following transactions: journal entry, payment voucher, receipt voucher, currency exchange, and account opening.

Learning Objectives

After completing this lesson, you will be able to do the following:

- Create a journal entry request
- Create a payment voucher request.
- Create a receipt voucher request.
- Create an account opening request.
- Create a currency exchange request.
- Create a journal entry, a payment voucher, a receipt voucher, and a currency exchange based on a request created using the requesting screen corresponding to each transaction.

1. Journal Entry, Payment & Receipt Vouchers and Currency Exchange Request

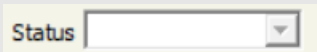
Requests generated on these screens have no financial or accounting impact, and each request can be used only once to create a document. For example: if a user creates a payment voucher request, this request can be used only one time in the Payment Voucher screen to create a single payment voucher.


1.1 Access the Screens

Go to: Accounting Systems → General Ledger System → Transactions → Journal Vouchers Requests/ Payment Voucher Request/ Receipt Voucher Request/ Currency Exchange Request.

1.2 Screen Components

Fields in the request screens match the transactions screen in most fields. However, the request screens differ in some fields as will be explained in the following:

Field Name	Modification Method	Symbol on Screen	Description
Status	From the Review Screen		<p>The options in this field show the approval status of the request as follows:</p> <p>Unapproved: This option means the request has not been approved yet.</p> <p>Approved: This option is selected if the request is approved, consequently, it can be used in the corresponding transaction screen.</p> <p>Rejection: This option means the request is rejected and cannot be used.</p> <p>Return: This option indicates that the request is returned to fulfill some requirements.</p>

Field Name	Modification Method	Symbol on Screen	Description
Suspension Button	From Stop button on the taskbar		It is used if the user needs to suspend the request to complete the missing documents, because the request is not balanced, or for any other reason. This feature allows saving the request and not fetching it to the corresponding transaction until terminating the suspension. Note that this feature can not be used if the system does not use (modification) function.
Used	On the Screen	<input type="checkbox"/> Used	This flag indicates whether or not the request was used to perform a transaction. If the box is empty, it is not used, otherwise, a (<input checked="" type="checkbox"/>) tick appears inside the box.
Suspend	On the Screen	<input type="checkbox"/> Suspension	This flag indicates whether the request is suspended or not.


1.3 Example (1): Create Journal Entry Request, then Create a Journal Entry based on the Request

It was found in the trial balance that the organization did not pay the phone bill of **October** in the amount of **500 Saudi riyals**, and therefore a journal entry must be created to record this amount.

Required:

1. Create a journal entry request for the transaction.
2. Create a journal entry using the request you created in the previous requirement.

To carry out the first required, follow these steps:

1. Open the “**Journal Vouchers Requests**” screen.
2. Create a new request by pressing the **Add** () button on the taskbar.
3. Enter the data of the request in the same way you enter journal entries.

MAIN User: 1 - Administrator Accounting System - General Ledger System - Journal Vouchers 2022 / 4 31/12/2022

Master Details: Import from File | Additional Data | Default Data

Branch No: 1-main branch Periodic JE No. Audited
 Doc Type: 1-Journal Entry Doc No: 25 Posted
 Ref. Code: 662 No. of Attachments: Reverse JE
 Recipient Name: Total Amt: 500.000 Periodic JE
 Description: Record telephone bill for october month Beneficiary Name: Cur. Discrepanc
 Fetching Data: Journal Voucher Requests Request No: 11 Suspension

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Percentage	Debit	Credit
..	3211020001		Telephone	Record telephone bill for october month	SAR	1	100	500.000	
..	2141010002		Accrued Expenses.	Record telephone bill for october month	SAR	1	-100		500.000
								500.000	
									500.000
								.000	


1.4 Example (2): Create Payment Voucher Request, then Create a Payment Voucher based on the Request

The organization paid **\$5,000** in cash for vehicle maintenance. This expense was paid from the **Main Cash** account.

Required:

1. Create a payment voucher request to record the transaction data.
2. Create a payment voucher using the request you created in the previous requirement.



To do this, follow these steps:

1. Open the **Payment Vouchers Requests** screen.
2. Create a new request by pressing the **Add** () button on the taskbar.

3. Enter the data of the request in the same way you enter the payment voucher.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Amount	Fo
1	3211030002		Cars Maintenance	Cars Maintenance	USD	3.75	18,750.000	

To carry out the second task, follow these steps:

1. Open the "**Payment Vouchers**" screen, then create a new payment voucher by pressing the **Add** () button on the taskbar.
2. Select Main Cash from the "**Cash Number**" field.
3. Press the down arrow () in the "**Fetch Data From**" field, to display a list of documents and select "**Payment Request**".
4. Press **F9** button in "**Document No**" field (beside "Fetch Data" field) to display "**Vouchers Request**" screen. Find the request you created and double-click it, then press **Enter** button and the system will display the data of the request in the "**Payment Vouchers**" screen.


1.5 Example (3): Create Receipt Voucher Request, then Create a Receipt Voucher based on the Request

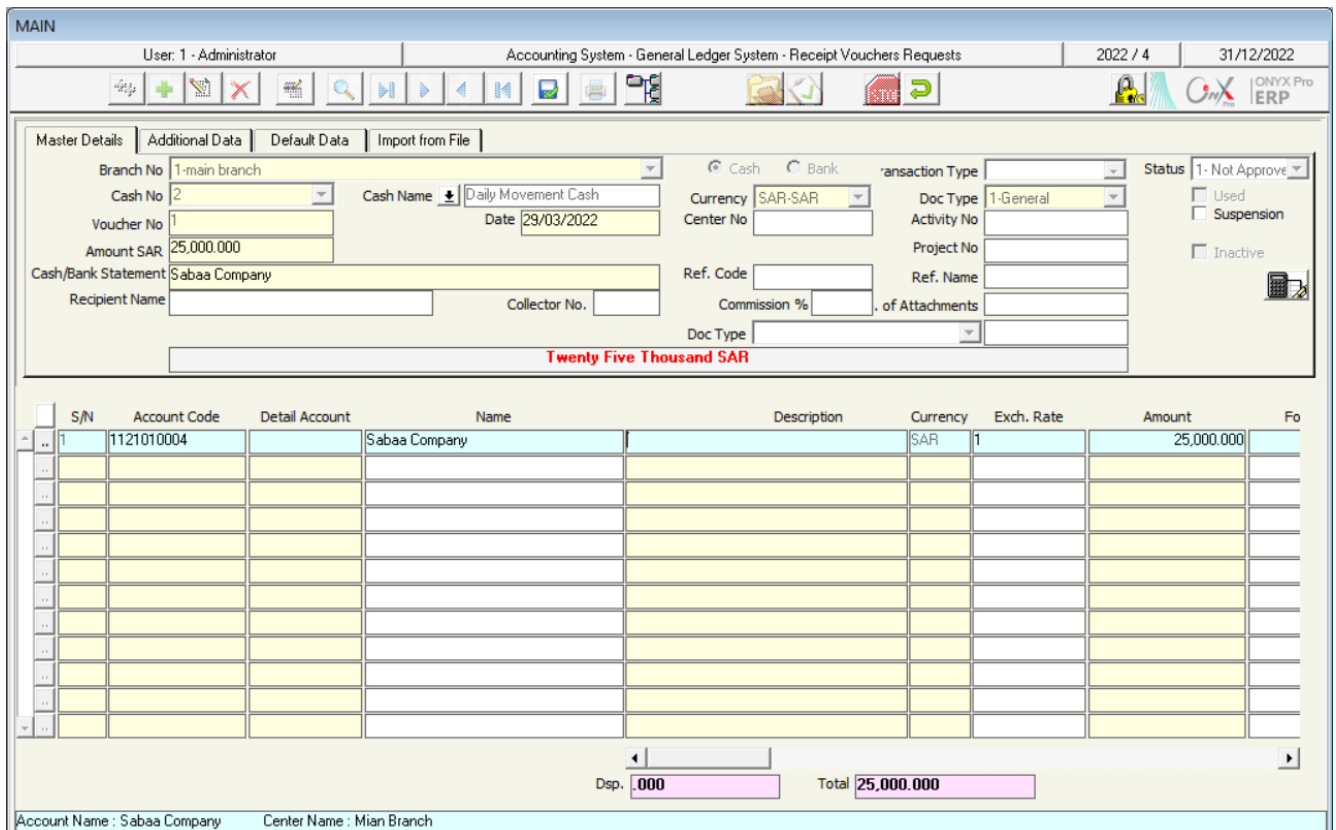
The organization received an amount of **25,000 SAR** in cash from **Saba Company**, and the amount was deposited in the account of the **Daily Movement Cash**.

Required:

1. Create a receipt voucher request to record transaction data.
2. Create a receipt voucher using the request you created in the previous requirement.

To do this, follow these steps:

1. Open the “**Receipt Vouchers Requests**” screen.
2. Create a new request by pressing the **Add** () button on the taskbar.
3. Enter the request data in the same way you enter the receipt voucher.



The screenshot displays the 'Receipt Vouchers Requests' form in the ONYX Pro ERP system. The form is titled 'MAIN' and includes the following fields:

- Branch No:** 1-main branch
- Cash No:** 2
- Cash Name:** Daily Movement Cash
- Amount SAR:** 25,000.000
- Recipient Name:** Sabaa Company
- Date:** 29/03/2022
- Currency:** SAR-SAR
- Doc Type:** 1-General
- Status:** 1- Not Approve

A table below the form shows the transaction details:

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Amount	Fo
1	1121010004		Sabaa Company		SAR	1	25,000.000	

The total amount is displayed as **25,000.000** SAR. The account name is Sabaa Company and the center name is Mian Branch.

To perform the second task, follow these steps:

1. Open the **“Receipt Vouchers”** screen, then create a new receipt voucher by pressing the **Add (+)** button on the taskbar.
2. Select **Daily Movement Cash** from the **“Cash No”** field.
3. Press the down arrow (▾) in the **“Fetch Data From”** field to display a list of documents, and then select **“Receive Request”**.
4. Press **F9** button in **“Document No”** field (beside “Fetch Data” field) to open **“Vouchers Requests”** screen. Find the request you created, and double-click it, then press enter button and the system will display the data of the request.
5. Enter **“5”** in the **“No of Attachments”** field.
6. Press the **Save (💾)** button on the taskbar to save the receipt voucher.

The screenshot displays the 'Receipt Vouchers' screen in the ONYX Pro ERP system. The interface is divided into several sections:

- Top Bar:** Shows the user 'User: 1 - Administrator', the system 'Accounting System - General Ledger System - Receipt Vouchers', and the date '2022 / 4 / 31/12/2022'.
- Master Details:** Contains various input fields:
 - Branch No:** 1-main branch
 - Cash No:** 2 (with a dropdown arrow icon next to it)
 - Voucher No:** 11
 - Amount SAR:** 25,000.000
 - Date:** 31/12/2022
 - Transaction Type:** Cash
 - Collector No.:** (empty)
 - No. of Attachments:** 5
 - Rep. No.:** (empty)
 - Commission Per.:** (empty)
 - Voucher Type:** 1-General
 - Center No.:** (empty)
 - Project No.:** (empty)
 - Activity No.:** (empty)
 - Fetch Data from:** 92-Receive Requests
 - Document No.:** 1
- Data Table:** A table with columns: S/N, Account Code, Detail Account, Name, Description, Currency, Exch. Rate, Amount, Foreign Amt. It contains one entry:

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Amount	Foreign Amt.
..	1121010004		Sabaa Company	Sabaa Company	SAR	1	25,000.000	
- Summary:** At the bottom, it shows 'Dsp. .000' and 'Total 25,000.000'.
- Footer:** 'Account Name : Sabaa Company Center Name : Mian Branch'

1.6 Example (4): Create Currency Exchange Request, then Create Currency Exchange based on Request

The organization needs to exchange \$5,000 into Saudi Riyals within the account of **Daily Movement Cash**.

Required:

- 1. Create a currency exchange request to record transaction data.
- 2. Carry out a currency exchange using the request you created in the previous requirement.

To do this, follow these steps:

- 1. Open the "Currency Exchange Request" screen.
- 2. Create a new request by pressing the **Add** (+) button on the taskbar.
- 3. Enter the data of the request the same way you enter a currency exchange.

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Debit	Debit_For.
1	1111010002	2	Daily Movement Cash	Currency Exchange from USD to SAR	SAR	1	18,750.000	

Dsp. .000 Total 18,750.000

To carry out the second request, follow these steps:

1. Open the **"Exchange Currency"** screen, then create a new currency exchange transaction by pressing the **Add** (+) button on the taskbar.
2. Select **Daily Movement Cash** in the **"Cash No"** field.
3. Press the down arrow (▼) in the **"Fetch Data From"** field, to display a list of documents, then select **Exchange Currency Request**.
4. Press **F9** button in the **"Document No."** field (beside "Fetch Data" field) to display the search screen. Find the request you created and double-click it, then press enter button and the system will import the data of the request.
5. Save the operation by pressing the **Save** (💾) button on the taskbar.

The screenshot displays the "Exchange Currency" screen in the ONYX Pro ERP system. The interface includes a taskbar at the top with various icons, including an "Add" (+) button and a "Save" (💾) button. The main form contains the following fields and values:

- Branch No:** 1-main branch
- Voucher No:** 3
- Detail Account:** 1-Cash
- Cash No:** 2 (circled as step 2), Daily Movement Cash
- Amount SAR:** 18,750,000
- Exch. Rate:** 3.75
- Amount USD:** 5,000,000
- Cash/Bank Statement:** Currency Exchange from USD to SAR
- Fetch Data From:** 1-EXCHANGE CUR (circled as step 3), EXCH REQ (circled as step 4)

Below the form is a table with columns: S/N, Account Code, Detail Account, Name, Description, Currency, Exch. Rate, Debit, and Debit_For. The table contains one entry:

S/N	Account Code	Detail Account	Name	Description	Currency	Exch. Rate	Debit	Debit_For
1	1111010002	2	Daily Movement Cash	Currency Exchange from USD to SAR	SAR	1	18,750,000	

The total debit amount is 18,750,000.000.

2. Request to Open an Account


If a user needs to carry out a transaction on an account not previously entered in the system's chart of accounts and, at the same time, has not been granted the privilege to add a new account, they can use "**Open Account Request**" screen to create a request opening the required account. Note that these requests appear on the "**Chart of Accounts**" screen after pressing F5.

2.1 Access the screen

Go to: Accounting Systems → General Ledger System → Inputs →
Open Account Request

2.2 Example: Create Request for Account Opening

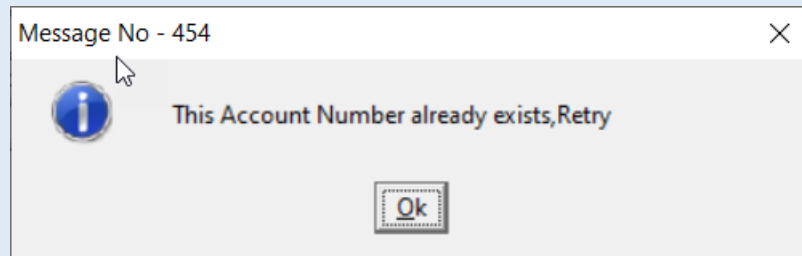
Create a request to open an account in the name of **Al-Jazira Bank**. Note that the main account of the banks in the chart of accounts is **Bank Name**.


Open the "**Open Account Request**" screen and press the **Add** () button to create a new request and then follow these steps:

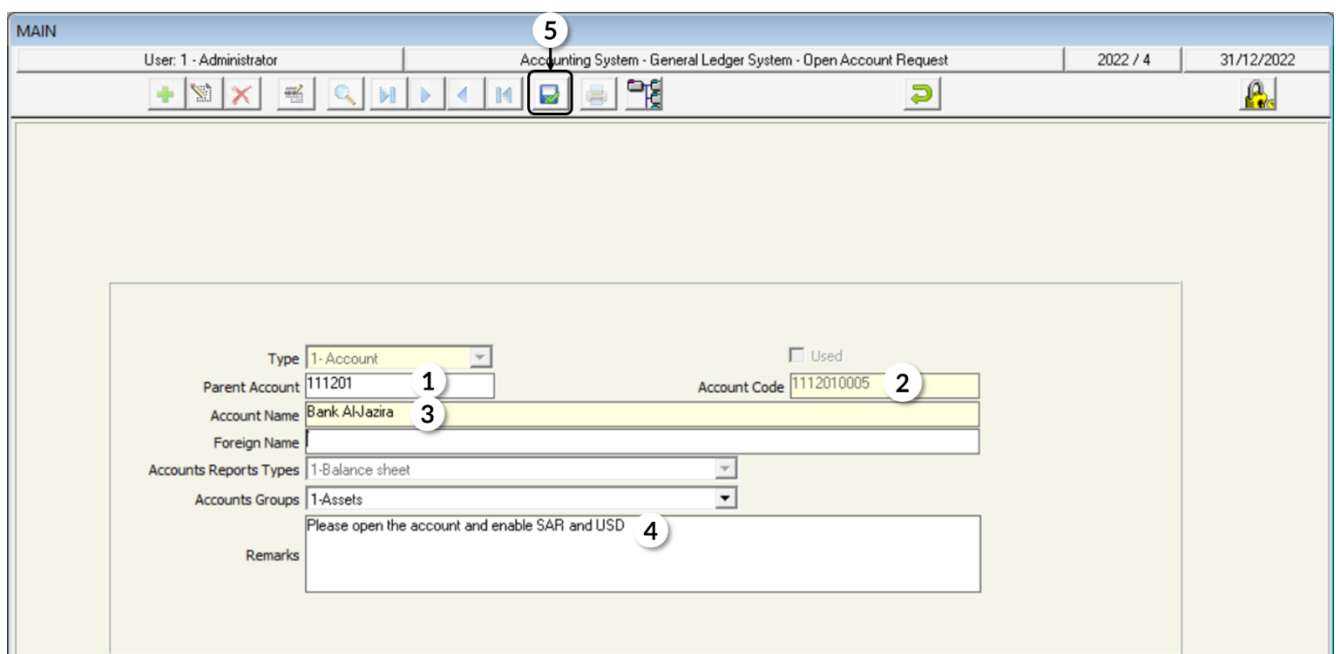
1. Press **F9** button in "**Parent Account**" field to display the "**Main Accounts List**" screen, then select **Bank Name** and press **OK**.
2. Press Enter button, so the system will automatically display the account number –as per the sequence of account numbers under the main account Bank Name– in the "**Account Number**" field.

Note

The user can enter the account number manually, but the number must follow its location in the chart of accounts and not be used before. Note that if the user enters a previously used account number, the system will display the following message.



3. Enter **Bank Al-Jazira** in "Account Name" field.
4. Enter "**Please open a bank account and enable SAR and USD.**" in the "Remarks" field.
5. Save the request by pressing the **Save** () button on the taskbar.

A screenshot of a software application window titled "MAIN". The window shows a form for "Open Account Request" within the "Accounting System - General Ledger System". The form has several fields: "Type" (dropdown menu set to "1-Account"), "Parent Account" (text box with "111201" and a circled "1"), "Account Code" (text box with "1112010005" and a circled "2"), "Account Name" (text box with "Bank AlJazira" and a circled "3"), "Foreign Name" (empty text box), "Accounts Reports Types" (dropdown menu set to "1-Balance sheet"), "Accounts Groups" (dropdown menu set to "1-Assets"), and "Remarks" (text box with "Please open the account and enable SAR and USD" and a circled "4"). A "Used" checkbox is present next to the "Type" field. At the top of the window, there is a toolbar with various icons, including a "Save" icon (a floppy disk) which is circled with a "5". The window title bar shows "User: 1 - Administrator", "Accounting System - General Ledger System - Open Account Request", "2022 / 4", and "31/12/2022".

3. Exercise

I. Choose the correct answer for each of the following questions:

1. Which of the following statements is false:
 - a) When creating a request for opening an account, the user can enter the account number manually.
 - b) The request for opening an account can be viewed from the "Chart of Account" screen.
 - c) "Remarks" field in "Open Account Request" screen is mandatory.
 - d) "Account Name" field in "Open Account Request" screen is mandatory.

2. Which statement below is correct?
 - a) Users can use a journal entry request to create a journal entry.
 - b) The request for account opening can be viewed from the chart of accounts.
 - c) "Remarks" field in "Open Account Request" screen is mandatory.
 - d) "Account Name" field in "Open Account Request" screen is mandatory.

3. "Open Account Request" screen is located in the systems tree under:
 - a) General Ledger Transactions.
 - b) General Ledger Inputs.
 - c) General Ledger Configuration.
 - d) General Ledger Reports.

4. "Payment Voucher Request" screen is located in the systems tree under:
 - a) General Ledger Transactions.
 - b) General Ledger Inputs.
 - c) General Ledger Configuration.
 - d) General Ledger Reports.

II. Perform the following transactions:

1. Create a request to open "Bank Charges and Commissions" account, noting that the main account is "General Administrative Expenses".
2. Create a journal entry request to record the rent for the month of March in the amount of SAR 5,000 and then use this request to create a journal entry.
3. From "Payment Voucher Request" screen, create a request to pay an amount of 6,000 Saudi riyals to purchase computers, then go to the "Payment Voucher" screen and use the request data to create a payment voucher.
4. From the "Receipt Voucher Request" screen, create a request to record receiving an amount of 12,000 Saudi riyals from Afaq Company, then go to the "Receipt Voucher" screen and use the request to create a receipt voucher.
5. Exchange an amount of 15,000 Saudi riyals to US dollars from the account of the **Movement Cash** to the same account.

III. Mark (✓) or (✗) beside the following phrases:

1. The payment voucher request can be used to issue more than one payment voucher. ()
2. The requests screens have no financial or accounting impact. ()
3. It is not possible to issue a payment voucher until submitting a request from the payment voucher request screen. ()