

Offset Journal

Detailed Module Guide: Offset Journal

Module Location

General Ledger > Offset Journal

Module Objective

The **Offset Journal** module is a specific utility tool most likely used to automatically create journal entries to balance certain accounts at the end of a period. This process is typically part of a monthly closing procedure to ensure the balances in specific accounts (e.g., clearing accounts or transitory accounts) are zeroed out or balanced according to internal reporting needs.

1. Main View (Offset Journal List)

The main page of this module displays a list of all Balancing Journals that have been created.

General Ledger | Offset Journal

Offset Journal | Any Part of Field | NONE

Search Show All

Date From 1 January 2012 Date To 30 September 2012 Search Page : 0 Of 0

| No. | Offset Journal | Date | Description |
|--------------------------|----------------|------|-------------|
| ...: No Record Found ... | | | |

New Print

View Explanation

This page is a history of all balancing journals that have been processed by the system.

- **Filters:** You can search for journals by **Offset Journal** number or a **Start Date** and **End Date** range.
- **Journal List:** The table below will display a summary of each balancing journal entry that has been created. Currently, the table shows "...No Data Available...".

Button Functions

- **New:** The primary button to start the process of creating a new Balancing Journal.
- **Print:** To print the voucher for a selected balancing journal from the list.

2. Steps to Create a Offset Journal

This process involves selecting a period and allowing the system to process the data to generate the required journal.

Step 1: Start the Process

From the main view, click the **New** 

button in the bottom-left corner to open the **Offset Journal Input** form.

Step 2: Fill in Information & Select Period

On the form that appears, fill in the necessary information:

- **Date:** Enter the date when this balancing journal will be recorded. 

- **Memo:** Provide a clear description of this journal's purpose, for example: "Balancing Journal for Clearing Accounts July 2025".

- **Period:** Select the month and year of the data to be processed, for example, "July" and "2025".

Step 3: Run the Calculation Process

Click the **Process**

button. The system will automatically perform calculations based on the data in your selected period and will display the accounts along with the necessary Debit or Credit values to balance the accounts in the detail table below.

Step 4: Review and Create the Journal

1. Carefully review the journal lines generated by the system in the detail table to ensure their correctness. The table will display the proposed **Account, Name, Debit, and Credit**.
2. If you agree with the proposed journal, click the **Create** button to generate and save the journal entry definitively.
3. Click **Cancel** if you wish to abort the process.

Tips & Important Notes

- This module is an automation tool and should be used with a full understanding of the business process behind it. Ensure you know which accounts will be affected when you press

the **Process** button.

- Always carefully review the results displayed in the detail table after pressing **Process** before you click **Create**.
- Use the **Memo** to provide a detailed explanation, given the specific and automated nature of this journal.
- This module is most likely used by the Accounting team as part of a company-specific monthly closing procedure.

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