

Help Feature on Vouchers Entry Screen in GL Module

Step 1:

Go to “General Ledger” -> “Data Entry” -> “Vouchers” -> Click on any Voucher

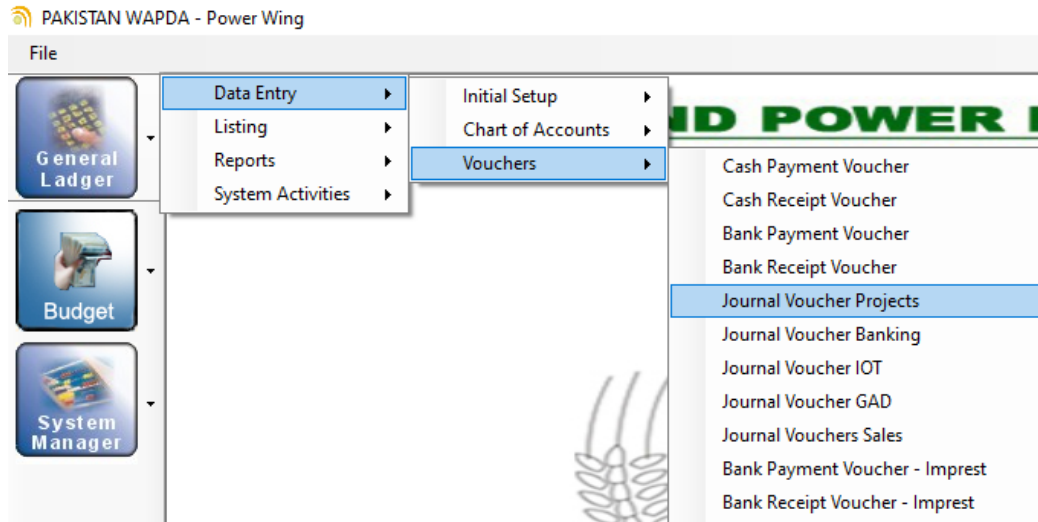


Figure 1: Voucher Selection

Step 2:

On Voucher Screen, while entering “Account Codes” press F1, Popup screen will be shown like below. Here you can search a particular Account Code either by its code or by its description and click “OK”. You can also close this popup screen by clicking “Cancel” button.

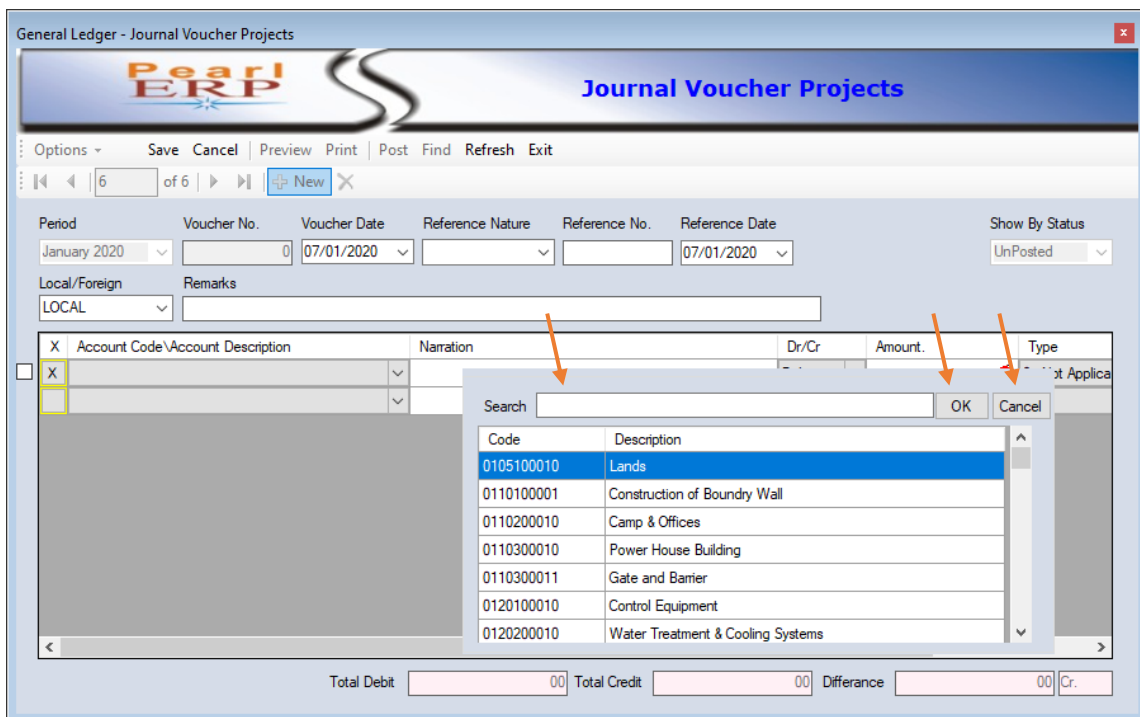


Figure 2: Account Codes/Description Popup Screen

Step 3:

After searching for any particular Account Code, you can either “Double Click on it” from list or you can click “OK” button by selecting it, than that Account Code will be entered on the Voucher Entry Screen, like below:

The screenshot displays the Pearl ERP Journal Voucher Projects window. At the top, there is a header with the Pearl ERP logo and the title 'Journal Voucher Projects'. Below the header is a menu bar with options: Options, Save, Cancel, Preview, Print, Post, Find, Refresh, and Exit. A navigation bar shows '6 of 6' records and a 'New' button. The main form area includes several input fields: Period (January 2020), Voucher No. (0), Voucher Date (07/01/2020), Reference Nature, Reference No., Reference Date (07/01/2020), and Show By Status (UnPosted). There are also dropdowns for Local/Foreign (LOCAL) and Remarks. A table below these fields lists account codes and descriptions. The first row is selected, showing '0105100010 - Lands' with a 'Debit' type and '0 - Not Applica' as the type description. At the bottom, there are summary fields for Total Debit (00), Total Credit (00), and Difference (00 Cr.).

X	Account Code\Account Description	Narration	Dr/Cr	Amount.	Type
X	0105100010 - Lands		Debit		0 - Not Applica

Figure 3: Account Codes/Description Selected

THE END