



Record Journal Entry Directly To A Business Partner

Summary

The situation may arise where it is needed to use a business partner in a Manually Created Journal Entry.

Note: You CANNOT post to control accounts (e.g. A/R, A/P, etc.), you will have to use your Business Partner and it will automatically make the same post to the control account. The following steps will detail how this is completed.

Step-by-step guide

To use a business partner in a Manual Journal Entry:

1. Click in the "G/L Acct/BP Code" field
2. Hold the Ctrl key on your keyboard then press the Tab key or click the grey circle

This will bring up the List of Business Partners window from which you can choose the appropriate business partner (customers are A/R, vendors are A/P). If you are using a Mac, you'll hold the "Control" key to do this.



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OrchestratedBEERDemo47

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Journal Entry

Series: Primary Number: 17029 Posting Date: 10-31-17 Due Date: 10-31-17 Doc. Date: 10-31-17 Remarks: Fixed Exchange Rate: ☐ Reverse: ☐ Adj. Trans. (Period 13): ☐ Automatic Tag: ☐ Manage Deferred Tax: ☐

Origin: Origin No.: Trans. No.: Template Type: Template: Indicator: Project:

Trans. Code: Ref. 1: Ref. 2: Ref. 3:

Blanket Agreement:

Expand Editing Mode

1

Click into cell > hold down Ctrl key, then press the Tab key or click grey circle

2

List of Business Partners

#	BP Name	BP Code	BP Balance	Territory
1	A-1 CIP Systems	V1005	0.00	
2	Albertson's Stores	C2002	4,634.00	
3	American Express	V1001	0.00	
4	American Society of Brewing C	V1007	0.00	
5	Arias Inc.	C1100	0.00	
6	Aspertown Beverage	C1120	50.00	
7	AT&T	V1009	-432.23	
8	Austin Beverage Co.	C1140	0.00	
9	Bay Area Distributing	C1115	0.00	
10	Beer House Distributors	C1060	0.00	

Choose Cancel New

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