SET UP A VOUCHER NUMBER STREAM

INTRODUCTION:

Sun6 uses Voucher Numbering in association with Journal Types and in lieu of the familiar Ref2 Analysis Dimension. The Voucher Number is used as the Journal Type Reference for each transaction posted via a specific Journal Type.

Setting up a Voucher Numbering sequence involves a number of steps:

> NOTE: In **Ledger Setup <LES>** populate required fields on the **Voucher Numbering** and **Journal Classes** tabs.

1. Create **Voucher Number St**ream <**VNS**>
2. Create **Transaction Reference Format <TRS>**
3. Create **Journal Classes <JNC>**
4. Create Posting **Preset <JP>** as required
5. Create **Journal Type <JNT>** and attach the Journal Class Code and Journal Preset

1. THE LEDGER SETUP

The first step is to establish **Ledger Setup** details.

- Go to **Ledger Setup <LES>**
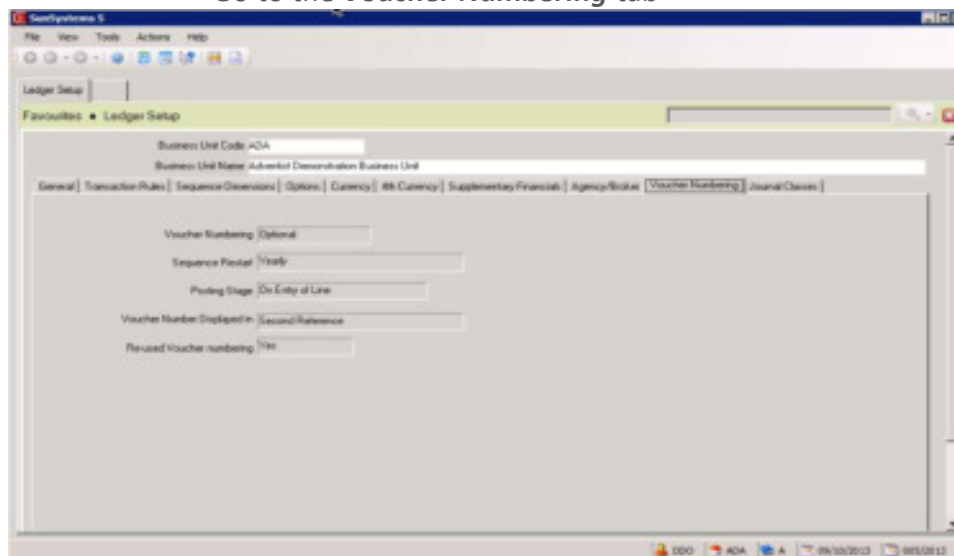- Go to the **Voucher Numbering** tab

FIGURE 1 -- LEDGER SETUP / VOUCHER NUMBERING TAB

- **Voucher Numbering** select "Optional"
- Set **Sequence Restart** to "Yearly"
- Set **Posting Stage** to "On Entry of Period"
- **Voucher Number Displayed In** select "Second Reference"
- And set **Re-used Voucher Numbering** to "Yes"

Because Ledger Sequence will no longer be used as the Journal Type Reference, we no longer need to populate the Ledger Sequence tab. Instead, we need to set up values in the **Journal Classes** tab.

- Go to the **Journal Classes** tab
- Populate the appropriate fields with the Class codes you have set up:
  - **SS** for **System** generated processes
  - **FA** for **Fixed Assets** processes
  - **LR** for **Ledger Revaluation** processes
  - **AP** for **Accounts Payable** related processes
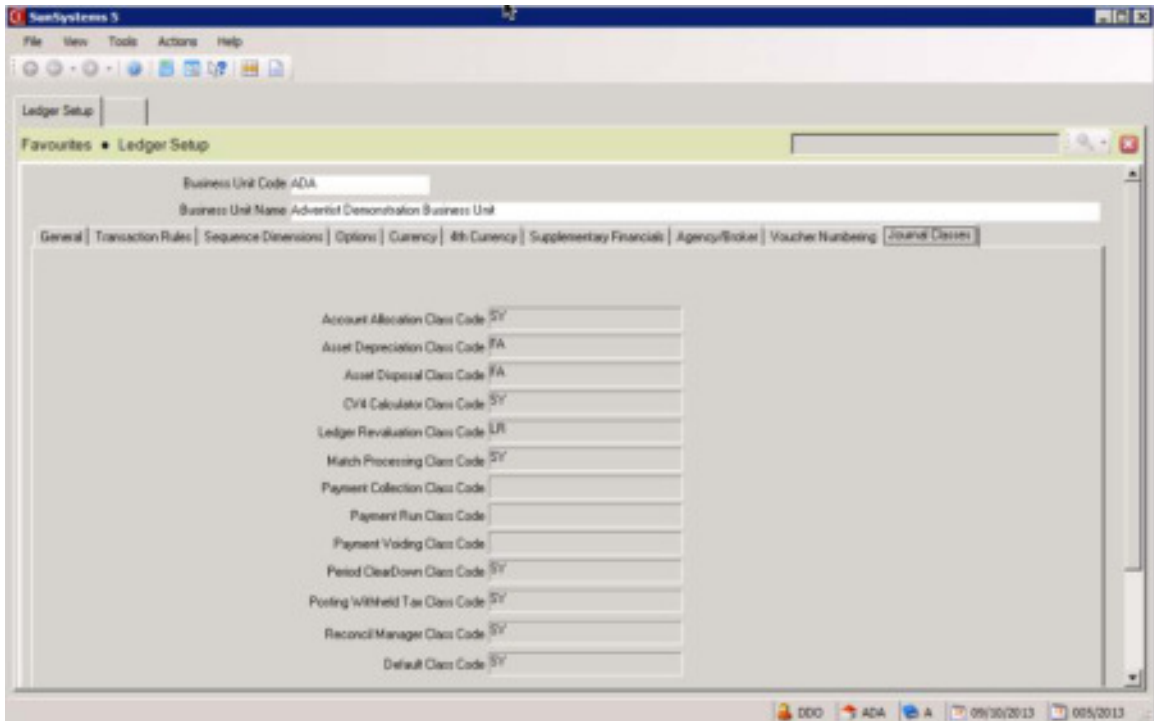 - Etc.

FIGURE 2 -- LEDGER SETUP / JOURNAL CLASSES TAB

1. CREATE A VOUCHER NUMBER STREAM

Voucher Number Stream Setup <**VNS**> is the process that creates the voucher number stream counter. A voucher number is a unique reference used for a balancing business transaction.

To check the number of transactions that have been processed through a particular voucher number stream, click the **Detail Lines** button on this interface. Another way to check the number of transactions processed through various voucher number streams is the **View Voucher Number** function <**VVN**>. This function will show the number of transactions processed by each voucher number stream.

To set up a Voucher Number Stream, go to **Voucher Number Stream Setup** <**VNS**>.
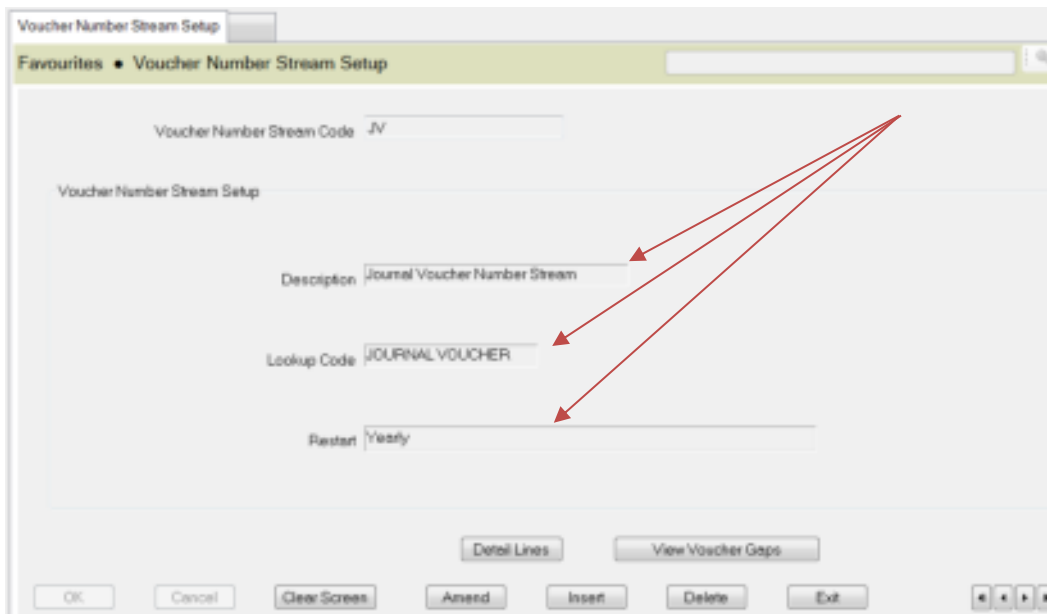
FIGURE 3 -- VOUCHER NUMBER STREAM SETUP

- Assign a **Voucher Number Stream Code**
  - for ease of identification, use the same code for the Voucher Number Stream, the Journal Class, and the Journal Type
- Enter a **Description**
- Enter a **Lookup Code**
- Set **Restart** to "Yearly"

2. CREATE A TRANSACTION REFERENCE FORMAT

Transaction References Format <TRS> is the process where the formatting for the way voucher numbers are displayed is determined.

This is also where the **Voucher Number Stream** is linked to the **Transaction Reference Format**. The suggested **Journal Type Reference** format will be like this, (for JV) "JV2013-0001".

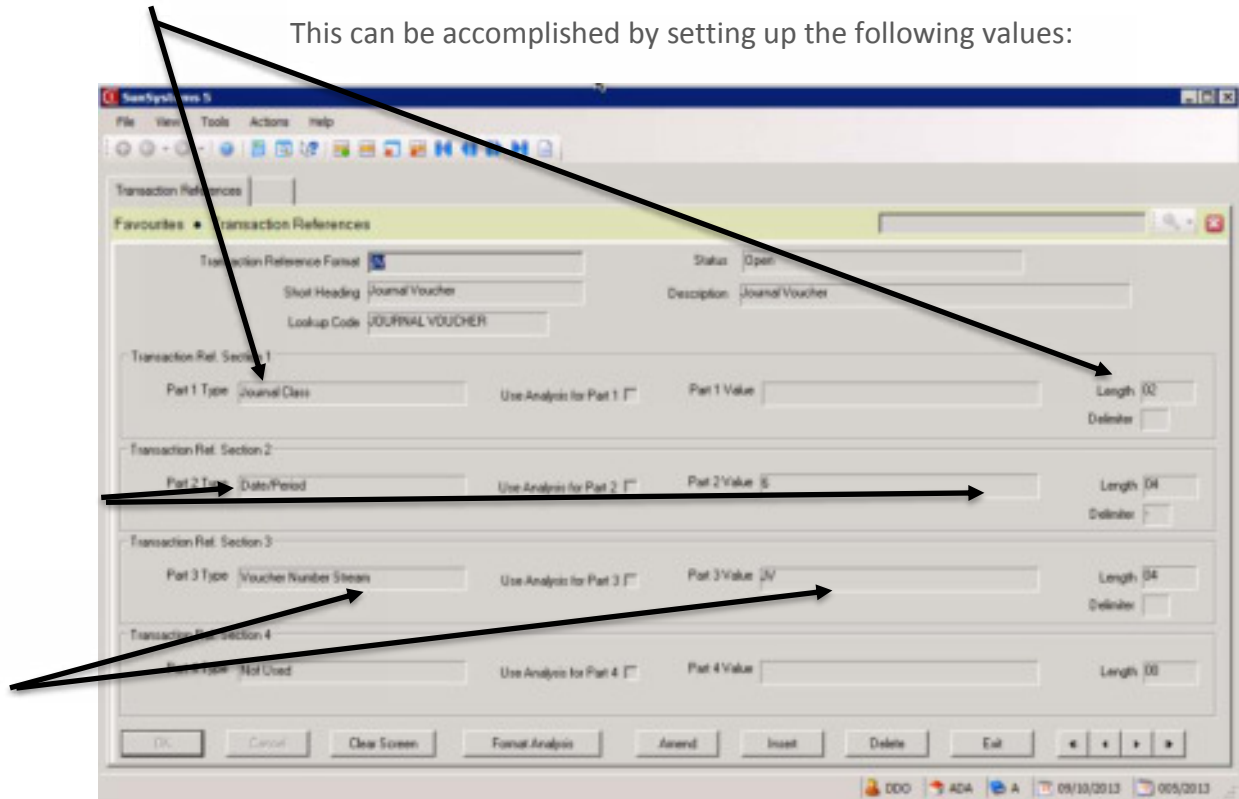This can be accomplished by setting up the following values:

FIGURE 4 -- TRANSACTION REFERENCES FORMAT

- You can set up to four sections in the reference. Use the fields at the left side of the screen to identify the Type. For Journal Voucher Reference, we set three sections:
  - **Journal Class**
  - **Date/Period**
  - **Voucher Number Stream**
- Enter the appropriate values in the fields in the middle of the interface
  - Part 1 Value – blank
  - Part 2 Value – **6**
  - Part 3 Value - **JV**

- Set the necessary length of that particular segment of the reference in the fields on the right side of the interface.
    - Part 1 Length – **02**
    - Part 2 Length – **04**
    - Part 3 Length -- **06**
- Enter a "-" as a **Delimiter** after the "Date/Period" field.

3. CREATE JOURNAL CLASS

Journal Classes are used to classify journals at a basic accounting level; for example, receipts, payments, transfers, and so on. Journal classes allow you to group journals according to their business function.

Unlike Journal Types, Journal Classes are optional; you do not need to use them to post journals to a Financials ledger. However, if you are using Voucher Numbering it is necessary to create Journal Classes and to categorize each Journal Type as part of a Journal Class.

The Journal Class is linked to the appropriate Journal Type and the Transaction Reference Format is linked to the Journal Class. When you process transactions, the system knows which Transaction Reference Format should be used for the Voucher Number based on the transaction's Journal Type.

A Journal Class cannot be deleted once it has been used, that is, once the Journal Class has been assigned to a Journal Type, or has been used as the default value for a system batch process (defined in **Ledger Setup**).

To create the Journal Classes, go to **Journal Classes Setup** <**JNC**> and create a class for each Journal Type or group of Journal Types. Also create Journal Classes for Revaluation, Accounts Payable processing, system processes, and Fixed Assets processing.
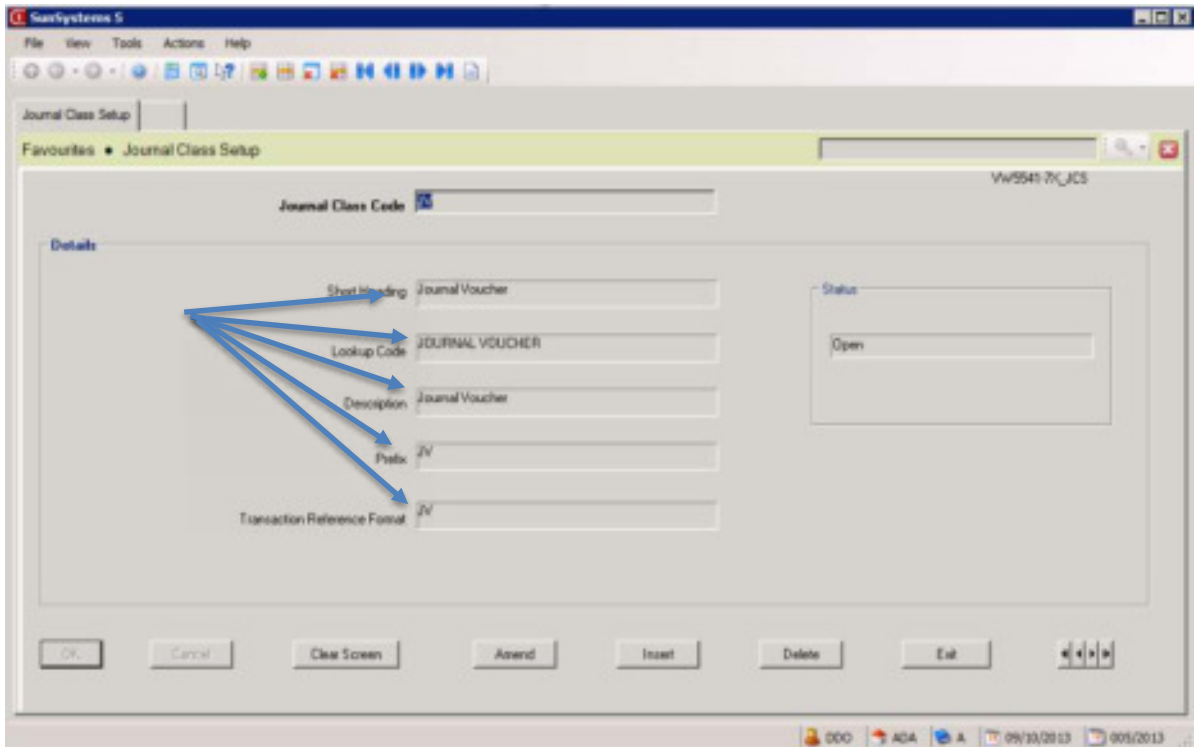
FIGURE 5 -- JOURNAL CLASS SETUP

- Assign a **Journal Class Code**
- Enter a **Short Heading** for the class
- Enter a **Description**
- Assign a **Transaction Reference Format** code
- The value entered in the **Prefix** field in Journal Class Setup will be the prefix for the Journal Type Reference.

NOTE: Using a Journal Class and Transaction Reference Format codes that match the related Journal Type's code is an easy way to make connections between the various steps in the process.

4. CREATE JOURNAL PRESET

FIGURE 6 -- JOURNAL PRESET SETUP

- Assign a **Journal Preset Code**
- Enter **Transaction Line "1"** for line 1 information
- Click OK (NOTE Base Line remains "0")
- Enter **Line Prompt**
- Enter **Accounting Period "C"** for current period
- Enter **Transaction Date "T"** for today's date
- Enter **Account Code**
- Enter **Account Type**
- SELECT CURRENCY TAB
    - Enter **Debit/Credit Marker**
- SELECT ANALYSIS TAB
    - Enter **Select Appropriate Analysis Code**

NOTE: Use the same Journal Preset code as the prior code type's to make it easier in connecting with the various steps in the process.

5. CREATE JOURNAL TYPE

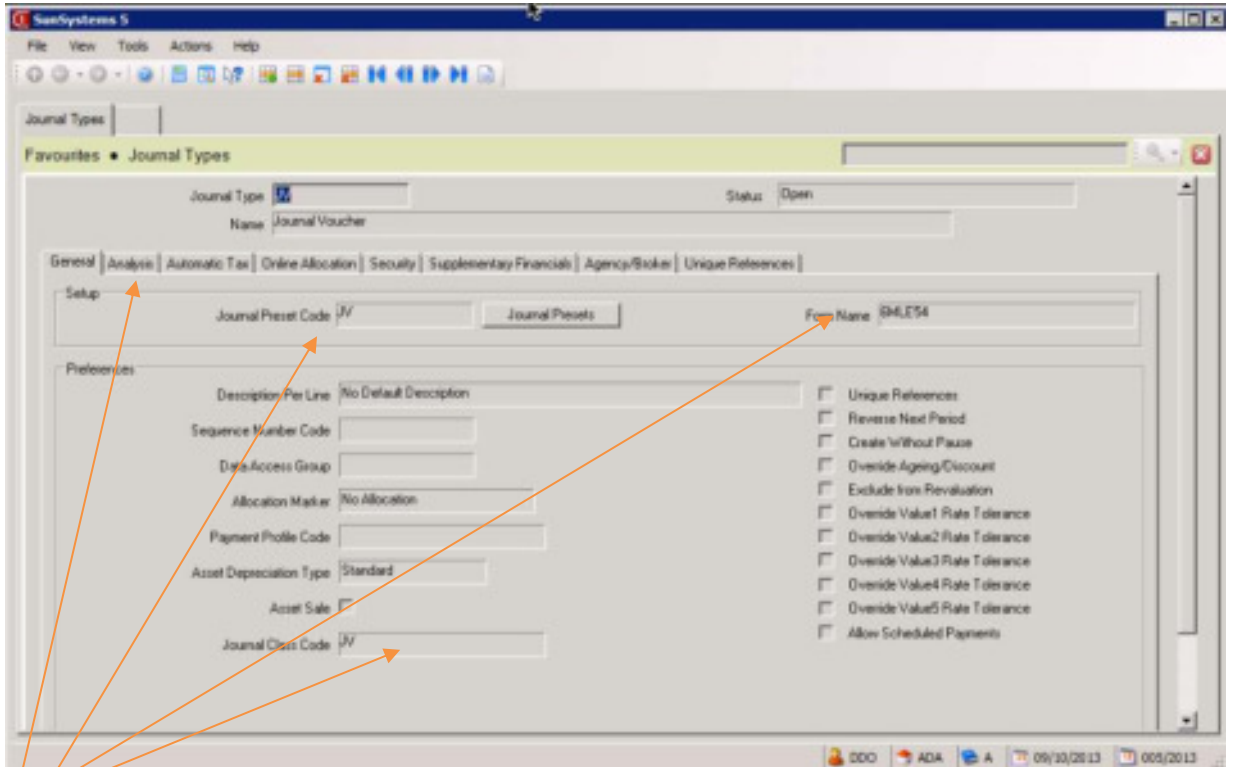- Go to **Journal Type Setup** <**JNT**> to link the Journal Class to the appropriate Journal Type.

FIGURE 6 -- JOURNAL TYPE SETUP / GENERAL TAB

- On the *General Tab*, enter the Journal Class Code in the **Journal Class Code** field.
- You can also attach a "Journal Preset" if you wish to automate data population.

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