



# Journals

## Auto Clearing Journal

*Harris Computer Systems*

*Version 1.0 07/04/2018*

## Auto Clearing Journal

The Auto Clearing Journal is used to clear billed services for properties the utility either manages or owns without transfer of funds.

The allocation can be offset to any distribution of G/L Accounts based on the utility requirements.

### Adding Accounts for Distribution

1. Journals > Auto Clearing Journal > *Auto Clearing Journal*. Double click to launch the journal. Unlike other journals in NorthStar, with *Auto Clearing Journal* there is no need to create a batch header.
2. Under the Account Distribution TAB click on Add.
3. Enter the account and occupant code to be auto cleared.  
Select 'process this record'. This field allows you to turn the auto clearing functionality on and off for specific accounts.  
Click OK to save.

The screenshot shows the 'Auto Clearing Journal (BROWSE)' application window. At the top, there's a title bar with standard window controls. Below it is a toolbar with icons for search, edit, and navigation, and a '1 of 1' indicator. The main area is divided into sections. The first section is 'Account Distribution' with a 'Journal:' field containing '0'. Below that is a menu bar with 'Account Distribution', 'Load', 'Edit', 'Verification List', 'Journal Print', and 'Post'. The next section is 'Account Distribution Setup (BROWSE)', which has its own toolbar with search, add, delete, and navigation icons, and a '1 of 5' indicator. This section contains the 'Account Distribution' form with fields for account number (864), occupant code (0), and address (CITY OF WATER JUNCTION, SIREN-21 ST SW/KEMP). There are also dropdown menus for 'Service:' and 'Status:', and a checked checkbox for 'Process this record:'.

NOTE\*\* If the account has multiple services and the G/L Distribution varies by service then the Account will need to be loaded for each individual service separately. However

if the distribution is the same then the account can be loaded without specifying the service.

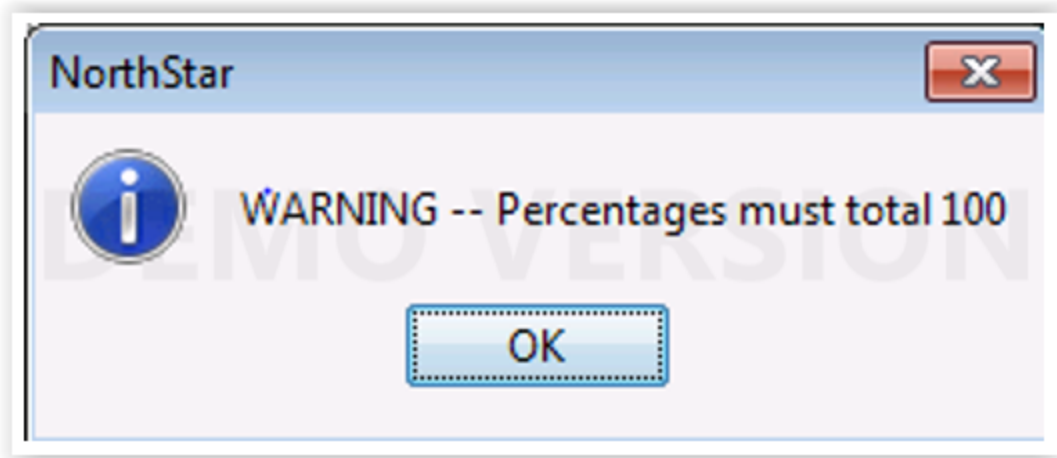
4. To complete the Account Distribution you must now define the G/L Allocation in the Details section of the Account Distribution.

Click on Add in the Detail section

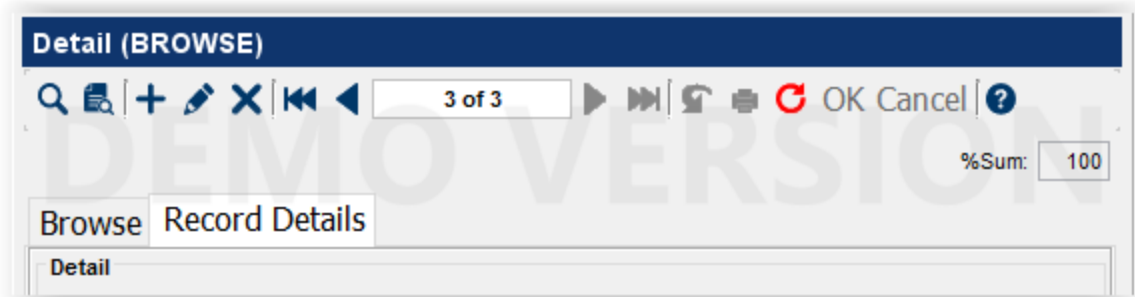
Enter the pseudo number representing the G/L to clear the expense to as well as the percentage to distribute. Click OK to save

Continue adding the pseudo numbers and percentage allocation. Click OK to save.

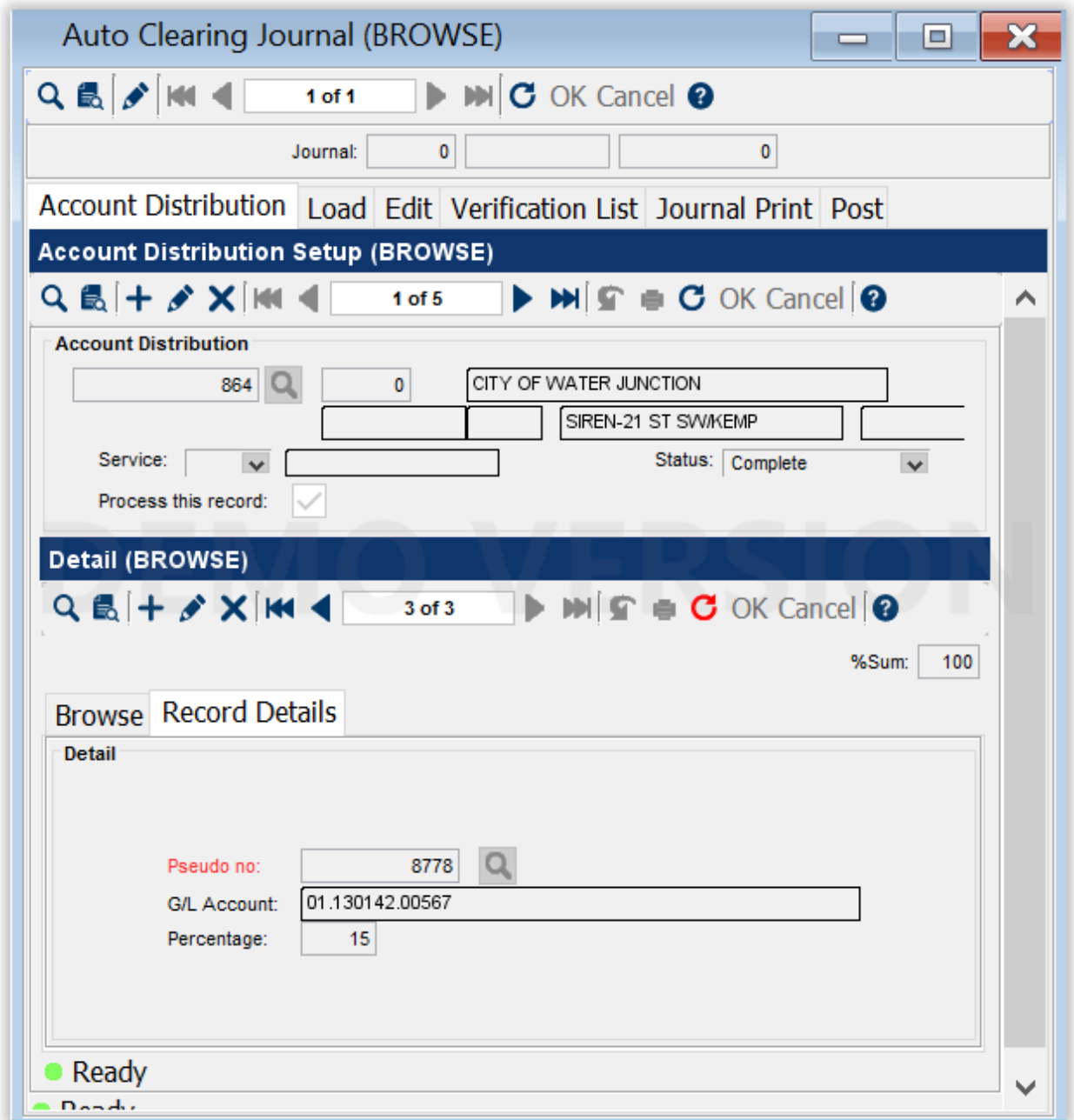
NOTE\*\* The total percentage allocation must total 100% for each Account/Occupant and Service (if allocating by Service). If the allocation does not equal 100% you will receive a Warning pop-up indicating the entry does not balance.



The '%Sum:' allows users to see the current percentage allocation.



- Continue adding all account and service combinations for Auto Clearing.

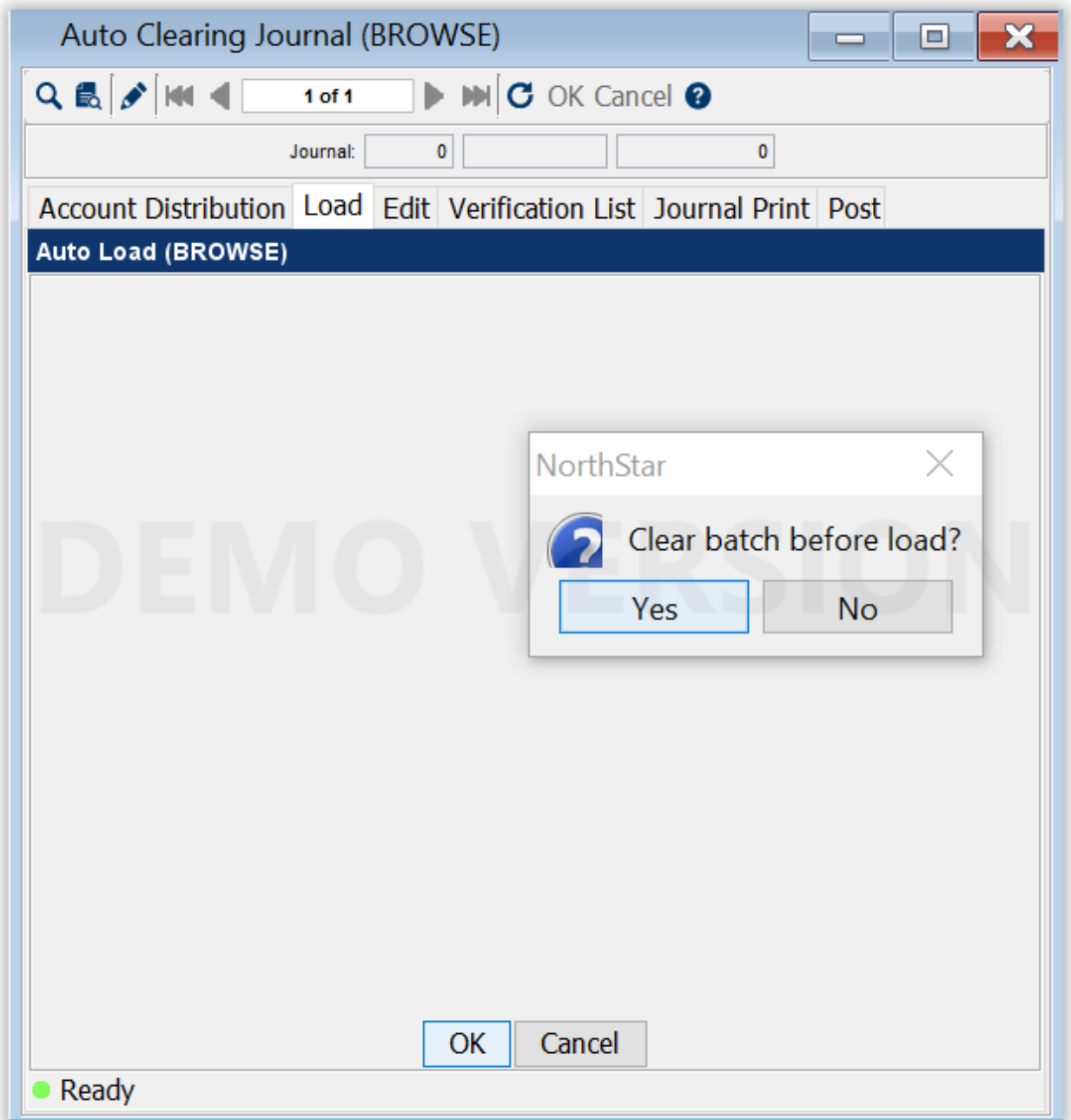


## **Processing the Auto Clearing Journal**

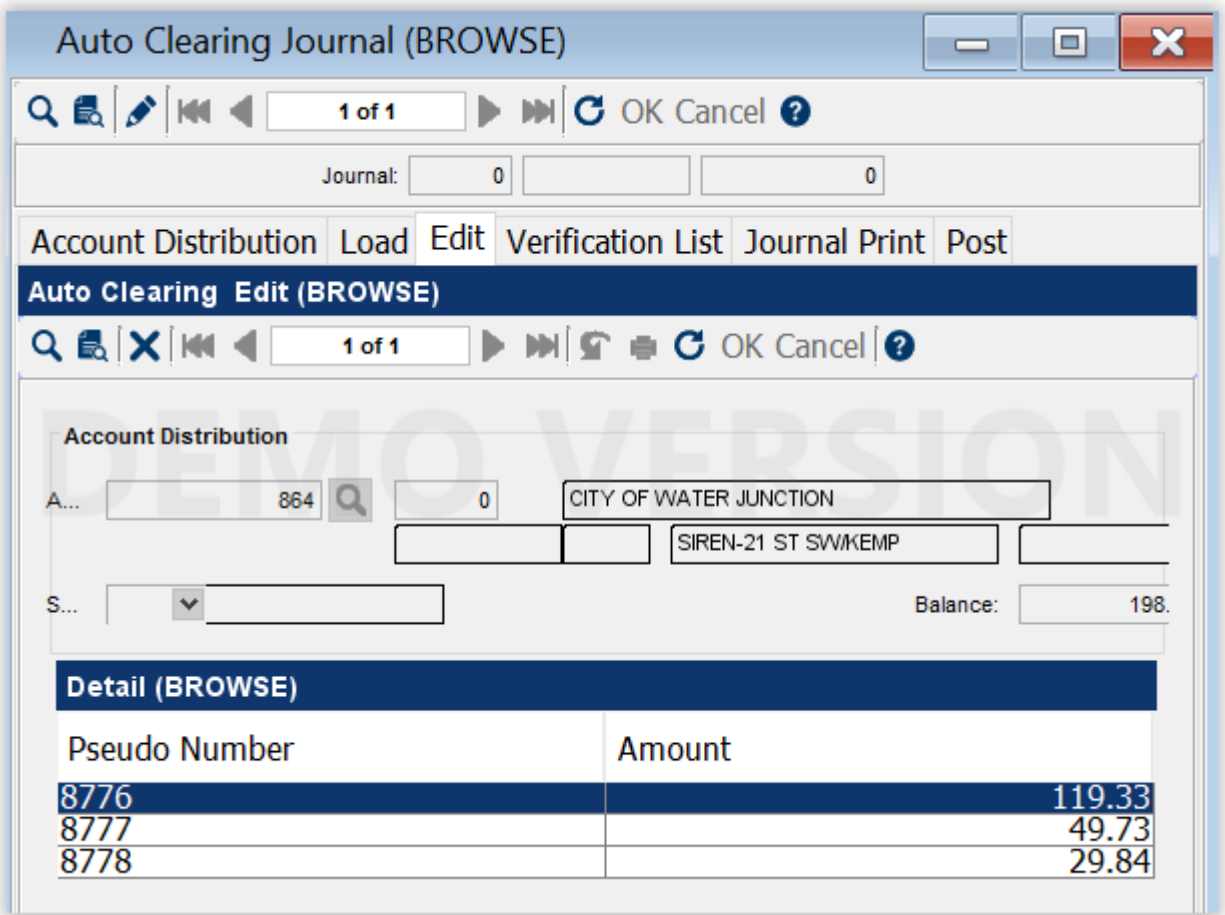
The Auto Clearing Journal is typically processed at month end, but can be run intermittently at any time.

6. Journals > Auto Clearing Journal > Auto Clearing Journal and double click to launch the Journal.
7. Click on the Load TAB and select OK
8. User will be asked to Clear batch before load?  
Click OK to clear the batch.

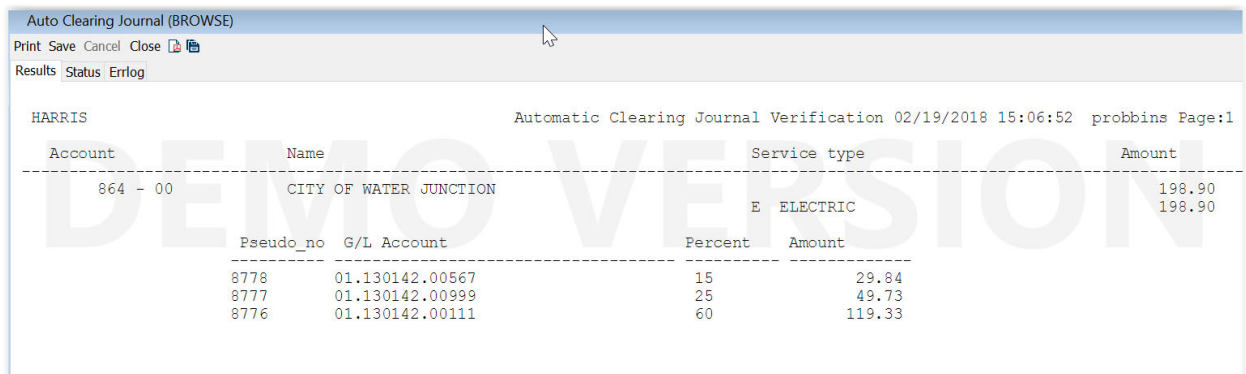
This process loads all auto clearing accounts with a balance to clear that are checked for processing.



9. The accounts can be reviewed under the Edit TAB.



10. Click the Verification Listing TAB, OK to view the report in the results TAB.



11. Journal Print TAB, OK to print the journal.

The screenshot shows a window titled "Auto Clearing Journal (BROWSE)". The menu bar includes "Print", "Save", "Cancel", "Close", and a printer icon. Below the menu bar, there are tabs for "Results", "Status", and "Errlog". The main content area displays the following information:

HARRIS Automatic Clearing Journal #9 02/19/2018 15:12:54 probbins Page:1

Account	Name	Service type	Amount
864 - 00	CITY OF WATER JUNCTION	E ELECTRIC	198.90
			198.90

Pseudo_no	G/L Account	Percent	Amount
8778	01.130142.00567	15	29.84
8777	01.130142.00999	25	49.73
8776	01.130142.00111	60	119.33

12. Post TAB, OK to post.

The screenshot shows a dialog box titled "Valid Months Posting" with a close button (X) in the top right corner. The dialog contains the following fields:

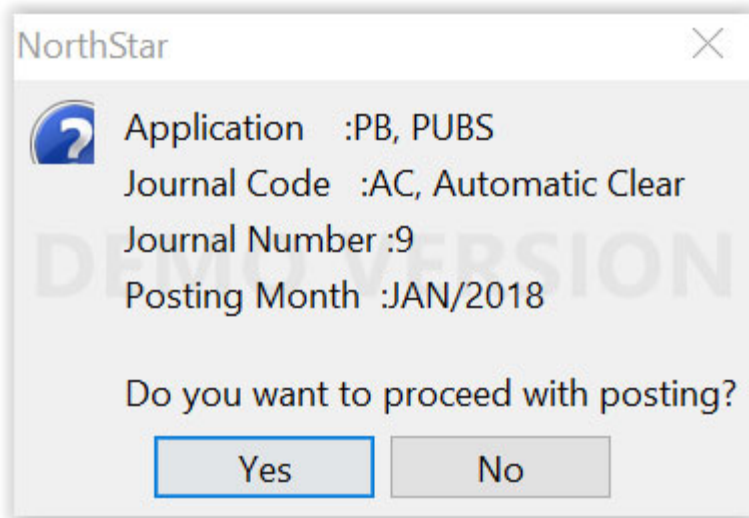
- Not Protected:** JAN/2018 to: FEB/2018
- Password Protected:** (empty) to: (empty)
- Not Protected:** MAR/2018 to: DEC/2019
- Select Month:** JAN/2018
- Password:** (empty)

At the bottom of the dialog are two buttons: "OK" and "Cancel".

OK to accept valid posting month.

Yes to proceed with posting.





### 13. Review account in Balance History

Account Management View (BROWSE) ACTIVE

Quick Info Account Details

Account Info: Account: 064 0 Active:  Name: CITY OF WATER JUNCTION Customer: 11531

Service Address: House #: Mod: Street: SREN-21 ST SWAKEP Apt: Region: City: ANYTOWN State: MB Home: Bus: Zip: 57201

Ready

Service Summary (BROWSE) Call Maintenance (BROWSE) Payment Plan (BROWSE) Pending Journals (BROWSE) Account Balance History (BROWSE)

Trans Date	Jour Code	Jour No	Amount	Description	Balance
02-19-2018	AC	0		-198.90 AU (OMAT)IC CLEARING	0.00
01-31-2018	BJ	2275		187.74REGULAR BILLING	198.90
09-01-2008	BJ	1723		11.16REGULAR BILLING	11.16
08-08-2008	CR	13453		-11.16CHEQUE PAYMENT APPLIED	0.00