QUICK REFERENCE GUIDE

WIP JOURNAL

WIP Journals are created from the Client Menu.

- Search for and select the Client that the WIP journal is to be created for.
- Open the Client Menu, select Task Pad and then select **WIP Journal**.
- Enter the **Date** that the entry is to be created for.
- Enter a **Ref.** (E.g user initial, user who has authorised etc)
- Select the **Type**. Either Time or Disbursements. Note – multiple WIP Journals may be required is both and Time and Disbursements entries are needed.
- Select the **Service** that the WIP Journal is to posted against.
- Select the **Job** that the WIP journal is to be posted against.
- Enter the amount of the WIP journal into the **Adjustment** field. Important – if the entry is to restore WIP or increase the current WIP value, the amount must be a positive amount.
- Confirm that the **Adjusted WIP** figure is correct.
- Enter a **Narrative.** This is important to explain what the WIP journal is for.
- Click onto **OK** to post the WIP journal.
- Click onto **OK** to accept the confirmation message.