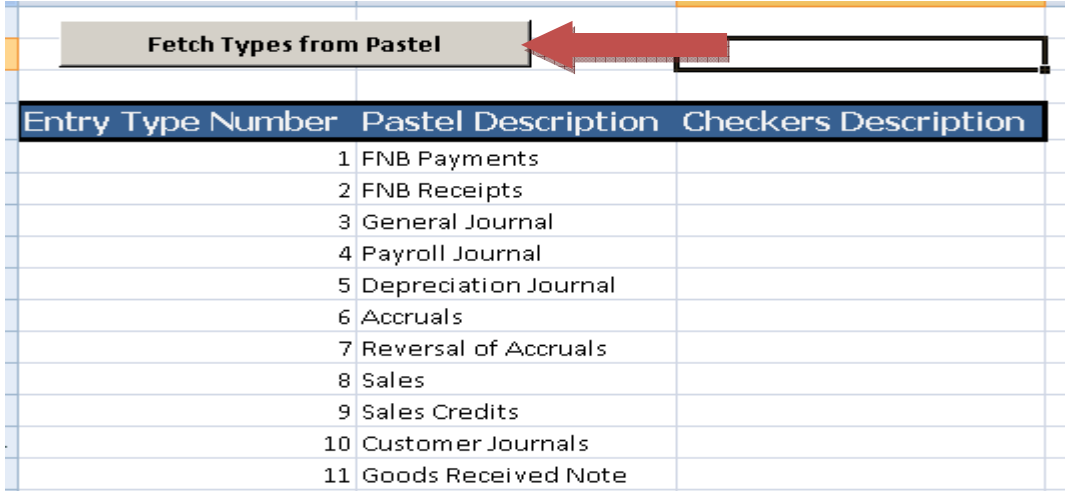


How To Setup Entry Types

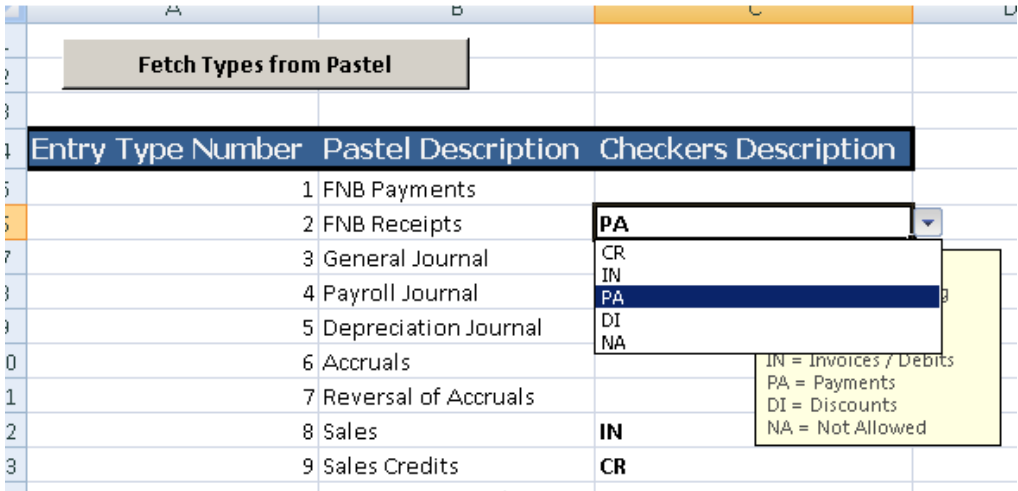
1 – In PasCheck, go to the sheet “ENTRY TYPE REFERENCE” and click on the button “FETCH TYPES FROM PASTEL”.



Fetch Types from Pastel		
Entry Type Number	Pastel Description	Checkers Description
1	FNB Payments	
2	FNB Receipts	
3	General Journal	
4	Payroll Journal	
5	Depreciation Journal	
6	Accruals	
7	Reversal of Accruals	
8	Sales	
9	Sales Credits	
10	Customer Journals	
11	Goods Received Note	

2 – your list will now be populated with Pastel’s Entry Types.

3 – you must now specify the Checkers description for any types which are relevant to the statement. Click on the relevant cell in column “C”, and choose from the drop-down list.



Fetch Types from Pastel		
Entry Type Number	Pastel Description	Checkers Description
1	FNB Payments	
2	FNB Receipts	PA
3	General Journal	CR
4	Payroll Journal	IN
5	Depreciation Journal	PA
6	Accruals	DI
7	Reversal of Accruals	NA
8	Sales	IN
9	Sales Credits	CR

IN = Invoices / Debits
 PA = Payments
 DI = Discounts
 NA = Not Allowed

4 – Remember that you do not need to fill in entries for every entry type – only those which are relevant to the statement.

5 – the final result should look similar to this :

	A	B	C
1	Fetch Types from Pastel		
2			
3			
4	Entry Type Number	Pastel Description	Checkers Description
5		1 FNB Payments	
6		2 FNB Receipts	PA
7		3 General Journal	
8		4 Payroll Journal	
9		5 Depreciation Journal	
10		6 Accruals	
11		7 Reversal of Accruals	
12		8 Sales	IN
13		9 Sales Credits	CR
14		10 Customer Journals	
15		11 Goods Received Note	
16		12 Purchases	
17		13 Purchase Returns	
18		14 Supplier Journal	
19		15 Inventory Journal	
20		16 Manufacture Journal	
21		17 POC Journal	