CAPRICORN MANUAL ENTRIES CREATING TABLE OF ITEMS TO SEND TO CAPRICORN TO PROCESS AS MANUAL ENTRIES

Jennifer 15/05/25 updated

[Link to excel file that we send to capricorn](#)

Supplier services
supplierservices@capricorn.coop

[Link to capricorn manual entries table google sheets](#)
copy and paste to

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OVERVIEW

At times transaction fail between pinnacle and capricorn

so when we do A5 report of monies owing we see capricorn monies owing we do this after Capricorn transactions processed for that day

As separate task we send report of the monies owing to capricorn so they can :" manually"reconcile

Once we receive this report back from Capricorn we will enter these amounts into Pinnacle so our accounts reconcile

This guide is the task of adding date to file so we can send to capricorn

Don't sent thru for zero dollar value items

Make sure to check that its item values OUTSTANDING that is owed (some items might have partial credit)

If more then 10 items then use steps 1a-1b

If less than 10 item to action use steps 2a

SETUP

Need edit access to [Capricorn Manual Entries table](#) - ask your manager or tech@

REPORTING

[Link to reporting guide](#)

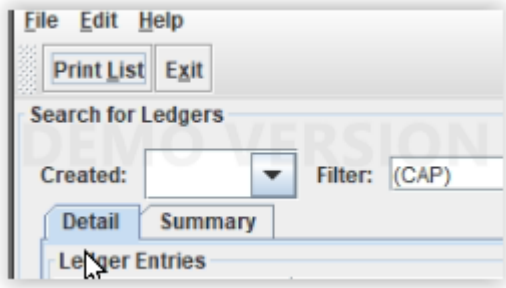## STEPS

Management > Accounting Reports > A5 Accounts Receivable
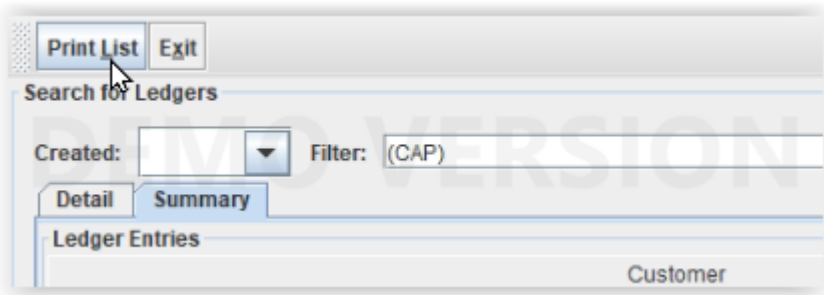**You will be brought to the A5 screen**
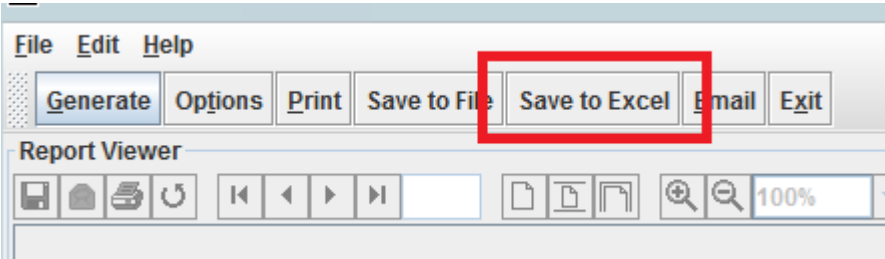Go to **DETAIL** tab, type (CAP) in FILTER, click on SEARCH

Step 1A - extract data to excel file -WE DO THIS IF PLUS 10 ITEMS TO ACTION

click on PRINT LIST
OK

Then SAVE TO EXCEL

Keep these columns

Adjust the order of the columns in excel table to match manual entities table

DESCRIPTION
DATE CREATED
Not On Stmt]
Transaction Type]
Customer]

If zero dollar value dont paste
If description is Payment: Bank Transfer - dont paste
This type refer to manager
I.e

Manager will check separately

Step 1B - Copy to Manual entries table

Don't sent thru for zero dollar value items

Open the capricorn manual entries table and make a new tab with today's date

Open the sheet you saved and copy and paste IN THE yellow columns

DESCRIPTION = Invoice or Credit #

DATE CREATED = Date of Transaction

Not On Stmt = Invoice amount

Transaction Type = Data type Invoice or Credit

Customer = Company Name of Capricorn member

Link to capricorn manual entries table

Link to capricorn manual entries table google sheets

NOW SORT BY COMPANY NAME

JJ AUTOPARTS SUPPLIER NO- guide doc	CAPRICORN MEMBER NO (F3 Pinnacle) Add zero at front	Invoice or Credit #	DATE OF TRANSACTION	INVOICE AMOUNT	DATA TYPE invoice or credit	COMPANY NAME OF CAPRICORN MEMBER - DEBIT CARD is code for manual entries
120124	028570	925687	04/04/25	$320.00	INVOICE	AUZ CAR REPAIRS
120124	026814	925571	03/04/25	$2,200.00	INVOICE	FIVE DOCK HI TECH AUTOMATICS
120124	025942	925556	03/04/25	$185.00	INVOICE	GURKHAS AUTO REPAIRS
120124	050670	925760	04/04/25	$3,450.00	INVOICE	MAZWRECK ADELAIDE
120124	022610	926202	09/04/25	$175.00	INVOICE	TFK AUTOMOTIVE

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Step 2A - Copy details from capricorn screen -WE DO THIS IF less 10 ITEMS TO ACTION

Don't sent thru for zero dollar value items

We are filling in green columns

Link to capricorn manual entries table

Open manual entries table create a new tab with todays date

For credit amounts make sure to note in column DATA TYPE invoice or credit

That this is credit

Copy/paste and populate

Step 3 - Add Capricorn Member Number to the table

Look up the MEMBER NO per customer in PINNACLE

CUSTOMER DETAILS F3 and add it onto the column.

Do for all customers

Note include the zero at front if required

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Step 4 - Now convert to excel file

OVERVIEW
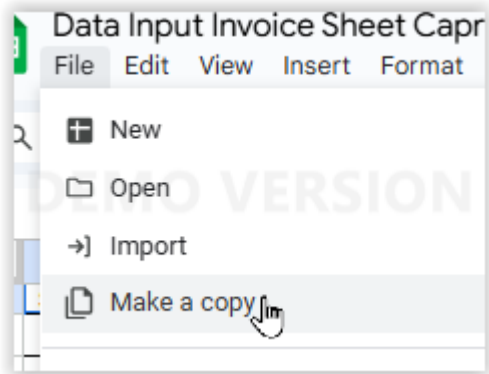
Capricorn requires that we send in an excel file ,

we use a google sheet for ourselves so we have record of transactions

STEPS

So open link to excel file -

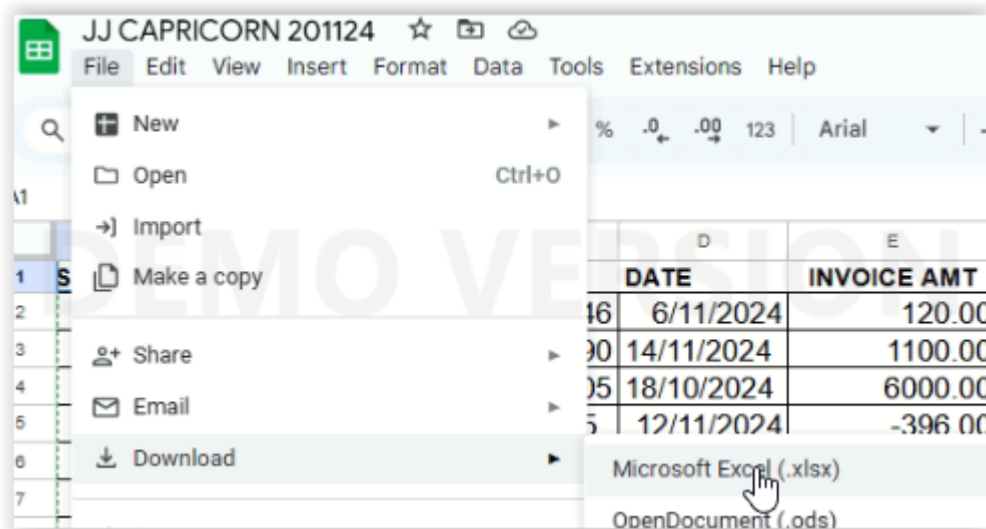Link to excel file that we send to capricorn

Make a copy

JJ CAPRICORN TODAYS DATE do as 201124 not 20/11/24 as excel won't save that

Copy / paste DATA from CAPRICORN MANUAL ENTRIES TABLE to the excel file
Tidy up so readable
Save that - File > Download > Microsoft Excel

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Step 5 - Make a ticket and send to capricorn

Send to Caplink Support **supplierservices@capricorn.coop**
ASSIGN THE TICKET TO
-AA SUPPORT ALL WITH YOUR NAME - so when they reply it comes back to you

TICKET SUBJECT LINE : MANUAL ENTRIES TO PROCESS JJ AUTO PARTS

PUBLIC REPLY

Hi,

See file attached with manual Capricorn entries to be processed

thanks

YOUR NAME
JJ AUTO PARTS

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Attach the download excel file to the ticket

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## Step 6 - PUSH OUT 4 WORKING DAYS DAYS - AWAITING REPLY

NOW Mark ticket "ON HOLD" Normal priority since your awaiting reply and push out 4 working days
UPDATE SUBJECT LINE OF TICKET - add ESENT (DATE SENT)
IE. MANUAL ENTRIES TO PROCESS JJ AUTO PARTS - ESENT 18/06/25

Once you get reply then can action as seperate task
link to guide CAPRICORN MANUAL ENTRIES STEPS ONCE FILE IS ACTIONED BY CAPRICORN

If no reply in 4 working days days send follow up email and push ticket 2 working days

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 if no further reply email and and cc matt advise manager and they will contact capricorn sales rep

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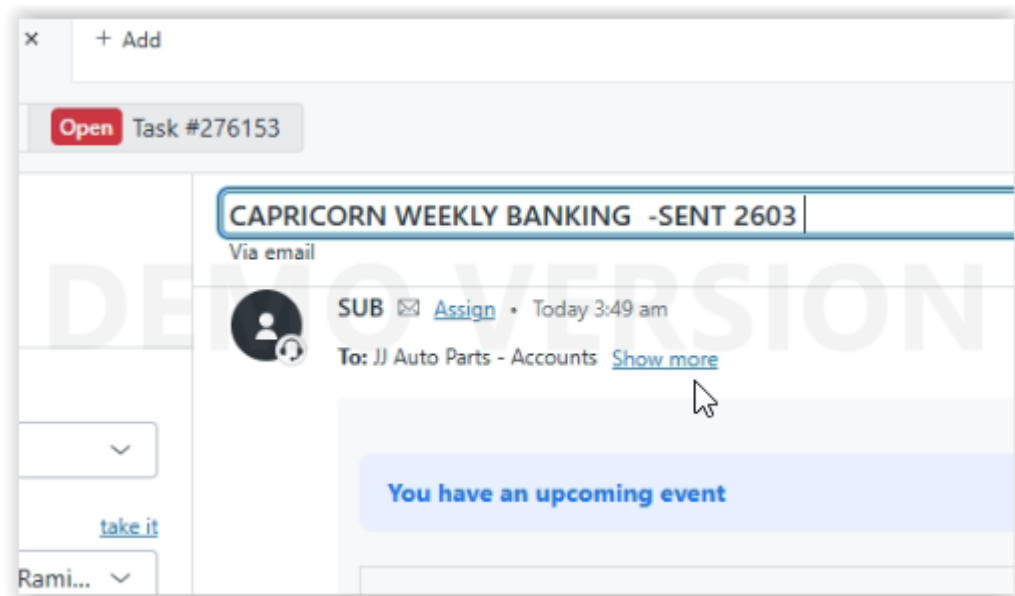
FAQ
What if we did sale to customer but customer actually didnt have cap number

Make working doc
Find invoice details
Add working doc to invoice in case sales or need to know later

Look up on capricorn site to see if customer has a capricorn number (cross check address and name)

If customer has number - then we can treat like a manual entry (i.e we sold it but didnt go thru)

Add the capricorn number to the pinnacle account for that customer (that way better for next time)

Then add to sheet to send to capricorn as if was manual entry

We don't need to advise sales person or customer

Update action steps on working doc