Journal Entries Routines

## Instructions

Instructions for “Journal Entries Routines”

**Please read and follow all the instructions for a proper use of the application!**

## Pre-requisites:

**Part 1. Pre-requisites (JE formats and maximum rows admitted):**

The journal entries can come in different configurations. The Journal Entries app working with the following JE file formats:

1. **CSS format (Account/Amount Debit /Amount Credit)**

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account | General / Text | “101100” |
| Amount Debit | General / Number | **39,000** |
| Amount Credit | General / Number | **39,000** |

1. **CCS format (Account Debit /Account Credit /Amount)**

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account Debit | General / Text | “101100” |
| Account Credit | General / Text | “101100” |
| Amount | General / Number | **39,000** |

1. **CCSS format (Account Debit /Account Credit /Amount Debit /Amount Credit)**

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account Debit | General / Text | “101100” |
| Account Credit | General / Text | “101100” |
| Amount Debit | General / Number | **39,000** |
| Amount Credit | General / Number | **39,000** |

1. **Simple format (Account/Amount)**

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account | General / Text | “101100” |
| Amount | General / Number | **39,000** |

**Note: The maximum rows admitted in one file for JE will be 600K and always in xlsx format.**

**Part 2. Import files:**

This test only requires the Journal Entries file. Based on its configuration use the appropriate header from the ones below:

1. **CSS(format)**

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account | General / Number | “101100” |
| Description | General / Text | “CAPITAL SOCIAL SUBSCRIS NEVARSAT” |
| JE Number | General / Number | “310” |
| Posting Date | Date | “31/12/2020” |
| Amount Debit | General / Number | **39,000** |
| Amount Credit | General / Number | **39,000** |
| User | General / Text | **“Mihai Popescu”** |
| Debit/Credit | General / Text | **Debit/Credit** |

1. **CCS(format)**

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account Debit | General / Number | “101100” |
| Account Credit | General / Number | “101100” |
| Description | General / Text | “CAPITAL SOCIAL SUBSCRIS NEVARSAT” |
| JE Number | General / Number | “310” |
| Posting Date | Date | “31/12/2020” |
| Amount | General / Number | **39,000** |
| User | General / Text | **“Mihai Popescu”** |
| Debit/Credit | General / Text | **Debit/Credit** |

1. **CCSS(format)**

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account Debit | General / Number | “101100” |
| Account Credit | General / Number | “101100” |
| Description | General / Text | “CAPITAL SOCIAL SUBSCRIS NEVARSAT” |
| JE Number | General / Number | “310” |
| Posting Date | Date | “31/12/2020” |
| Amount Debit | General / Number | **39,000** |
| Amount Credit | General / Number | **39,000** |
| User | General / Text | **“Mihai Popescu”** |
| Debit/Credit | General / Text | **Debit/Credit** |

1. **Simple format**

|  |  |  |
| --- | --- | --- |
| **Header name** | **Format** | **Example** |
| Account | General / Number | “101100” |
| Description | General / Text | “CAPITAL SOCIAL SUBSCRIS NEVARSAT” |
| JE Number | General / Number | “310” |
| Posting Date | Date | “31/12/2020” |
| Amount | General / Number | **39,000** |
| User | General / Text | **“Mihai Popescu”** |
| Debit/Credit | General / Text | **Debit/Credit** |

## Instructions:

After connecting to the platform, go to **Journal Entries Routines**:

Graphical user interface, text, application, chat or text message

Description automatically generated

There are 10 routines available in the app. They can be selected individually or all at once through the button “*Select All*”. Out of the 10 procedures, 3 require additional information: Large Amounts, Specific Comments and Posted on specific days.

If you tick “*Select All*”, you must manually deselect and reselect these procedures for the fields to appear.

1. The **Large Amounts** procedure requires a threshold above which to select entries. This routine does not make a difference between negative or positive numbers, instead considering the absolute value for each entry.
2. For the **Specific Comments** routine, only one comment can be searched for at a time. If multiple comments must be searched, the routine must be run individually for each. This routine IS case sensitive.
3. In the **Specific Days** routine, introduce the desired dates from the calendar shown nearby. Multiple dates can be selected at once. To introduce an additional date, click outside the field and inside again, prompting the calendar to pop up again.
4. Lastly, fill in the Client Name, Year End and Reference fields.

If you encounter any issues or if you have any other questions or suggestions, please contact:

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