Journal Entries Routines

## Instructions

Instructions for “Journal Entries Bot”

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

## Pre-requisites:

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

Journal Entries app working with the following JE file formats:

1. **CSS format (Cont/Suma DR /Suma CR)**

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

1. **CCS format (Cont DR /Cont CR /Suma)**

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

1. **CCSS format (Cont DR /Cont CR /Suma DR /Suma CR)**

|  |  |  |
| --- | --- | --- |
| **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** |

* **Please notice that the maximum rows admitted in one file for JE will be 600K and always in xlsx format.**

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

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

**Part 2. Import files:**

* - Journal Entries file with the following header:

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”** |

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”** |

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”** |

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”** |

## Instructions:

1. In the Large Amounts area, write de the PM amount.
2. In the Specific Comments, introduce the desired comments, separated by “ ; “.
3. In the Specific Days area, introduce the desired dates from the calendar shown nearby.
4. In the Client Name, Year End and Refference, introduce the informations accordingly.

For any issues, questions and/ or suggestions, please contact:

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