**Mercury 3320 Job Description**

We are trying to create a python program that will generate the journal entries of the Mercury 3320 transactions and import the same to Zoho.

1. Check the Description column of the **Mercury 3320 transactions CSV file**. The texts, e.g. Stripe, Paypal, Wise Ltd, etc., will be used as the matching text to generate the journal entries.
2. Please see the **vendor match csv** file for the complete list of debit and credit accounts to be used for each line item in the Mercury 3320 - transactions-importyeti-jan012022-dec312022.csv file.

**For Stripe, Venmo, Paypal, PwP H&H Hadwar, Alibaba \*, Wise \*, Xiamen, Square, Mercury, Chase, Patreon, Mercury Checking \*, and Google:**

* If the amount is greater than zero, the entry should be:

|  |  |
| --- | --- |
| Debit | Mercury 3320 |
| Credit | Uncategorized Revenue – *(Name of Vendor)* |

**Note:** The name of vendor should be specifically identified for easy tracking of amounts. Example: Alibaba Singapore should be **Alibaba Sg** while Alibaba Hong Kong should be **Alibaba HK**. There’s also Wise Ltd and Wise Inc, and Mercury Checking 9493 and Mercury Checking 3320.

* If the amount is less than zero, the entry should be:

|  |  |
| --- | --- |
| Debit | Uncategorized Revenue – *(Name of Vendor)* |
| Credit | Mercury 3320 |

**Note:** This is the reverse of the previous entry.

For Guadalupe Marsili and Andree Sergeev, the entry should be:

|  |  |
| --- | --- |
| Debit | Contractor Expense |
| Credit | Mercury 3320 |

For transfers to and from Capital One, if the amount is greater than zero, the entry should be:

|  |  |
| --- | --- |
| Debit | Mercury 3320 |
| Credit | Capital One |

If the amount is less than zero (in other words, a negative amount), the entry should be:

|  |  |
| --- | --- |
| Debit | Capital One |
| Credit | Mercury 3320 |

For accrual of interest: if the amount is greater than zero, the entry should be:

|  |  |
| --- | --- |
| Debit | Mercury 3320 |
| Credit | Uncategorized Revenue - Interest |

If the amount is less than zero, the entry should be:

|  |  |
| --- | --- |
| Debit | Uncategorized Payments - Interest |
| Credit | Mercury 3320 |

1. The amounts in the journal entry should always be positive, i.e., the absolute value of the amounts.
2. In the journal.csv file:
3. Journal Date should be the date of the transaction. It should be in the format mm/dd/yyyy.
4. Journal Suffix shall start from number 1. A debit shall have the same number as its related credit/s. Journal number 1 should be the first transaction for the year, and the last journal number shall be the most recent transaction.
5. Notes should be “Payment” if the amount is a negative number. Else, it should be “Deposit”
6. Journal should state “both”
7. The currency should be “USD”.
8. Account should be based on the matching csv file.
9. Description should be the Bank Description column of the file.
10. Contact name should be the Description column.
11. The rest of the columns are left blank.
12. Files needed:

Mercury 3320 - transactions-importyeti-jan012022-dec312022.csv

Journals.csv

Mercury 3320\_vendor\_match.csv