**Stripe Job Description**

**Goal:** To create journal entries of Stripe transactions using the Zoho template and import it to Zoho successfully.

**Documents:**

Stripe\_unified\_payments.csv

Journals.csv

**Instructions:**

Check the “Status” column. We will only work with “Paid” remark. “Failed” and “Refunded” remarks should be disregarded; therefore, do nothing.

If the status is “**Paid**”, this should be the entry:

|  |  |  |
| --- | --- | --- |
| Debit | Uncategorized Revenue - Stripe | This should be the “Converted amount” column less “Fee” column |
| Credit | *(See below the revenue accounts)* | Using the amount in the “Converted Amount” column |

**Note the following revenue accounts:**

|  |  |
| --- | --- |
| SaaS Revenue | If the “Statement Description” column contains words other than “donation” |
| Income from Donations | If the “Statement Description” column contains the word “donation” |

We will also journalize the Fees paid for the transaction above. This is under the **FEE** column.

|  |  |  |
| --- | --- | --- |
| Debit | Stripe Charges | Using the amount in the “Fee” column |
| Credit | *Use the revenue account above.* | Using the amount in the “Fee” column |

We will recognize another Stripe Charge. This is 0.5% of the converted amount, and this should be the entry:

|  |  |  |
| --- | --- | --- |
| Debit | Stripe Charges | 0.5% \* converted amount |
| Credit | Uncategorized Revenue - Stripe | 0.5% \* converted amount |

**Note that the above entries only apply if the Status is “PAID”. “Failed” and “Refund” has no effect on our accounting records so these can be disregarded.**

Now, check the **journals.csv** file.

|  |  |
| --- | --- |
| Journal Date | Should be the “Created (UTC)” column |
| Reference Number | Should be the “Transfer” column |
| Journal Suffix | Should start from 1.  A debit and a credit of the same transaction should have the same journal number. |
| Notes | “Seller Message” column |
| Journal Type | Both |
| Currency | USD |
| Account | *Check the account titles for debits and credit above this document.* |
| Description | Revenue: (Statement Description column) |
| Contact Name | “Customer Email” column |
| Debit | *Check the description above this document.* |
| Credit | *Check the description above this document.* |
| All other columns | *Should be left blank* |