**Stripe Job Description**

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

**Documents:**

Stripe CSV file

Journals.csv

**Instructions:**

Check the “Type” column.

If the Type is “**Charge**” and the “Ko-fi Transaction Id (metadata)” column is **EMPTY**, this should be the entry:

|  |  |  |
| --- | --- | --- |
| Debit | Stripe | This should be the “**Net**” column |
| Credit | *Income from SaaS* | Using the amount in the “**Net**” column |

If the Type is “**Charge**” and the “Ko-fi Transaction Id (metadata)” column is **NOT EMPTY**, this should be the entry:

|  |  |  |
| --- | --- | --- |
| Debit | Stripe | This should be the “**Net**” column |
| Credit | *Income from Donations* | Using the amount in the “**Net**” column |

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

|  |  |  |
| --- | --- | --- |
| Debit | Stripe Charges | Using the absolute value amount in the “Fee” column |
| Credit | *Income from SaaS*  *Or*  *Income from Donations* | Using the absolute value amount in the “Fee” column  If the “Ko-fi Transaction Id (metadata)” column is **EMPTY**  If the “Ko-fi Transaction Id (metadata)” column is **NOT EMPTY** |

If the Type is “stripe fee”,

|  |  |  |
| --- | --- | --- |
| Debit | Stripe Charges | Using the absolute value of the “amount” column |
| Credit | Stripe | Using the absolute value of the “amount” column |

If the Type is “Payout”

|  |  |  |
| --- | --- | --- |
| Debit | Uncategorized Revenue – Stripe | Using the absolute value of the “amount” column |
| Credit | Stripe | Using the absolute value of the “amount” column |

Now, check the **csv** file.

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