**Upwork transactions**

We are trying to build a python program that will create journal entries of the Upwork transactions.

**Files needed:**

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| upwork\_statements\_2022-01-01-2023-12-31.csv | 🡸These are the records of transactions in Upwork. |
| Journals.csv | 🡸This is the format of the desired output. |
| upwork\_vendor\_match.csv | 🡸To match the freelancer (as vendor) to a specific account. |

**Instructions:**

1. Check the “Description” column in the ***upwork\_statements\_2022-01-01-2023-12-31.csv***.

|  |  |  |  |
| --- | --- | --- | --- |
| **Under the "Description" column, if it starts with:** | **Vendor** | **Debit Account** | **Credit Account** |
| *"Invoice for"* | Abhi Mukhopadhyay  Boaz Sasson | Software Development expenses | Accounts payable - Upwork |
| Other freelancers | Contractor Expenses | Accounts payable - Upwork |
| *“Payment Processing Fee”* | Upwork | Upwork Processing Fee | Accounts payable - Upwork |
| *“Marketplace Fee”* | Upwork | Upwork Marketplace Fee | Accounts payable - Upwork |
| *“Contract Initiation Fee”* | Upwork | Upwork Contract Initiation Fee | Accounts payable - Upwork |
| *“Paid from Visa”* | Upwork | Accounts Payable | Capital One |
| *“Paid from Visa 5983 to escrow”* | Upwork | Upwork Escrow Fund | Capital One |
| *“Paid from escrow”* | Upwork | Accounts payable - Upwork | Upwork Escrow Fund |
| *“Refund”*  *"Credit for"*  *“Funding request for”* | The program should inform the user to input a manual entry.  *“Is this related to a fixed contract? Please input a manual entry in Zoho.”* | | |

1. In the ***journals.csv*** file:
2. Journal Date should be the date of the transaction. It should be in the format mm/dd/yyyy.
3. 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.
4. Reference should be the Ref ID.
5. Notes should be the TYPE column in the input csv file.
6. Journal should state “both”
7. The currency should be “USD”.
8. Account should depend on instruction 1 of this document. Note that 1 debit account may have 1 or 2 credit account/s.
9. Description should be the description column of the Upwork statement file.
10. Contact name should be the name of the Vendor. If there is no name, use “Upwork”.
11. The rest of the columns are left blank.
12. The sum of all debit amounts should be equal to the sum of all credit amounts. Any difference means that the journal entry is having errors.