

# Accounting

---

## Banking step 2: Create journals from accounting transactions

### Contents

[Overview](#)

[Create journals from accounting transactions](#)

[Process your Transactions](#)

### Overview

Read [Import Bank Statements](#) if you want help with the process of importing your bank transactions. Remember to check if your [personal settings](#) are compatible with the file format received from your bank (**Date and Decimal Point Format** as well as **Thousand Delimiter**).

Once your transactions are uploaded you can **Create Journals** from your uploaded transactions in two ways:

1. You can create journals from accounting transactions by using [templates](#) (see [Journal Templates](#))
2. You can create journals from accounting transactions **manually** (see [Create a new journal entry](#))

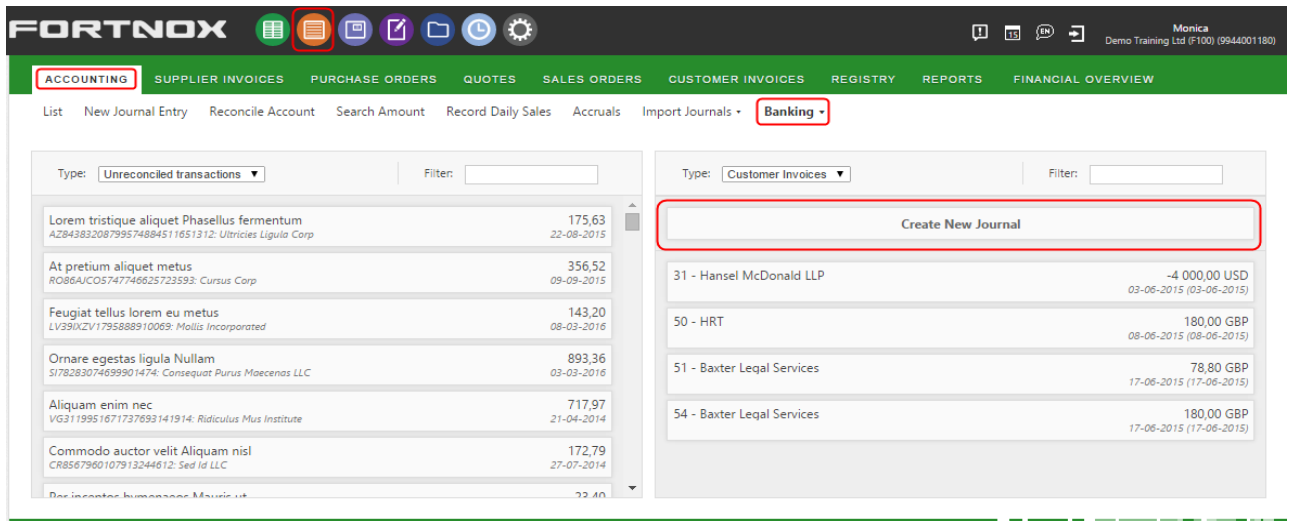
### Create journals from accounting transactions

Under **Accounting – Banking – Process transactions**, there is a drop zone for your transactions at the top of the right hand column.

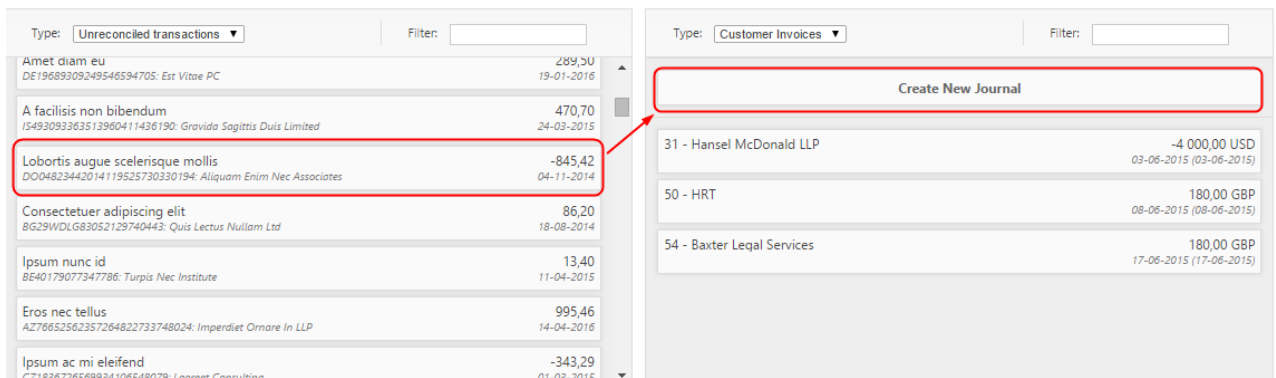
# FORTNOX

## Product Updates: June 2015

Drag your uploaded transaction to this zone to create a journal entry from the uploaded transaction (or vice versa, drag the drop zone to the transaction).



When you drag the transaction to the drop zone,



a new processing area will open at the bottom of your screen. See below.

- Here you see **the journal amount & date**.
- You can choose, in the drop down window, **a predefined template** to create your journal with.

## Product Updates: June 2015

Amount: -845,42 GBP  
Date: 04-11-2014

Journal Templates: [Manual Entry] | Description: [Manual Entry]

A/C No.	Account	Transaction Information	Debit	Credit	Account Balance
Total					
Difference					

Reconcile

The template will populate the journal with a preview of what the journal will look like when processed. Note that the template needs to be properly set up for the journal to balance. See an example below:

Amount: -845,42 GBP  
Date: 04-11-2014

Journal Templates: FNX06 - Cash Purchase 20% | Description: Cash Purchase 20%

A/C No.	Account	Transaction Information	Debit	Credit	Account Balance
5000	Direct Costs	Direct Costs	704,52		3 505,42
2130	Input VAT	Charged VAT costs / Incoming VAT	140,90		701,08
1230	Petty Cash	Petty Cash		845,42	-845,42
Total			845,42	845,42	
Difference				0,00	

Reconcile

**Note:** The date and amount cannot be changed, nor can the values or the accounts.

The reconcile box is pre-ticked so when you click **OK**, the journal is added to the list of transactions to be processed. See below.

**Note:** You can only drag one new transaction at a time to the drop zone. Only drag a new transaction over when you are ready with the previous one and it is in the journal list waiting to be processed.

### Journals:

Date	Journal Templates	Description	Amount
04-11-2014	Cash Purchase 20%	Cash Purchase 20%	-845,42
07-06-2014	Cash Purchase 5%	Cash Purchase 5%	-736,90
29-08-2014	Cash Purchase 20%	Cash Purchase 20%	-656,28

If you cannot find a template that suits your needs, you can [set up your own template](#).

Or you can choose **Manual entry** instead in the drop down list.

Journal Templates: [Manual Entry] | Description: [Manual Entry]

Options in dropdown:  
 [Manual Entry]  
 FNX06 - Cash Purchase 20%  
 FNX07 - Cash Purchase 5%  
 FNX03 - Purchases Goods EU

# FORTNOX

## Product Updates: June 2015

In this case you are sent to a new window where you are free to create your journal as you wish. Here again the **date and amount cannot be changed** but you can choose what accounts are to be used. See example below.

Journal Information

Amount: -331,58  
Date: 18-07-2014

Journal Type: A - General  
Description: Mauris nulla Integer urna Viva

A/C No.	CC	Pj	Account	Transaction Information	Debit	Credit	Account Balance
7310			Customer Entertainment		331,58		331,58
1230			Petty Cash			331,58	-331,58
Total					331,58	331,58	
Difference						0,00	

OK Cancel

Click on **OK** to continue. The Journal is then added to the list of transactions to be processed. See below.

### Journals:

Date	Journal Templates	Description	Amount
04-11-2014	Cash Purchase 20%	Cash Purchase 20%	-845,42
07-06-2014	Cash Purchase 5%	Cash Purchase 5%	-736,90
29-08-2014	Cash Purchase 20%	Cash Purchase 20%	-656,28
18-07-2014	Manual Entry	Mauris nulla Integer urna Vivamus	-331,58

Process all

## Process your Transactions

When all your transactions are listed, you still have the possibility to examine them and make a last minute change of template. The manual journals cannot be edited and must be **deleted**.

Click on the transaction you want to examine to open the detailed view. See below.

The **Reconcile** box is ticked by default.

# FORTNOX

## Product Updates: June 2015

### Journals:

Date	Journal Templates	Description	Amount
04-11-2014	Cash Purchase 20%	Cash Purchase 20%	-845,42
07-06-2014	Cash Purchase 5%	Cash Purchase 5%	-736,90
29-08-2014	Cash Purchase 20%	Cash Purchase 20%	-656,28

Amount: -656,28 GBP  
Date: 29-08-2014

Journal Templates: FNX06 - Cash Purchase 20%  
Description: Cash Purchase 20%

A/C No.	Account	Transaction Information	Debit	Credit	Account Balance
5000	Direct Costs	Direct Costs	546,90		3 347,80
2130	Input VAT	Charged VAT costs / Incoming VAT	109,38		669,56
1230	Petty Cash	Petty Cash		656,28	-656,28
<b>Total</b>			656,28	656,28	
<b>Difference</b>					0,00

Reconcile

18-07-2014 Manual Entry Mauris nulla Integer urna Vivamus -331,58

When you are satisfied with the transaction in your list, click **Process All** to create **Journals**.

A banner will inform you how many journals have been processed.

The screenshot shows the Fortnox dashboard with a purple notification banner at the top stating "4 journals have been processed." Below the banner is a navigation menu with "ACCOUNTING" selected. Under "ACCOUNTING", the "List" option is highlighted.

These journals can now be found in the list under **Accounting – Accounting – List**.

The series they are posted on is determined by what is registered on the [template](#) used; for manual journals it is the [series marked for manual entry](#).

The screenshot shows the "List" view for Accounting. A red box highlights the first four entries in the table:

Journal Ref.	Date	Journal Type	Description
A4	18-07-2014	General	Mauris nulla Integer urna Vivamus
A3	29-08-2014	General	Cash Purchase 20%
A2	07-06-2014	General	Cash Purchase 5%
A1	04-11-2014	General	Cash Purchase 20%

Below the table, there is a message: "1 accrual has not been carried out".