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Accounting

Banking step 2: Create journals from accounting transactions

Contents

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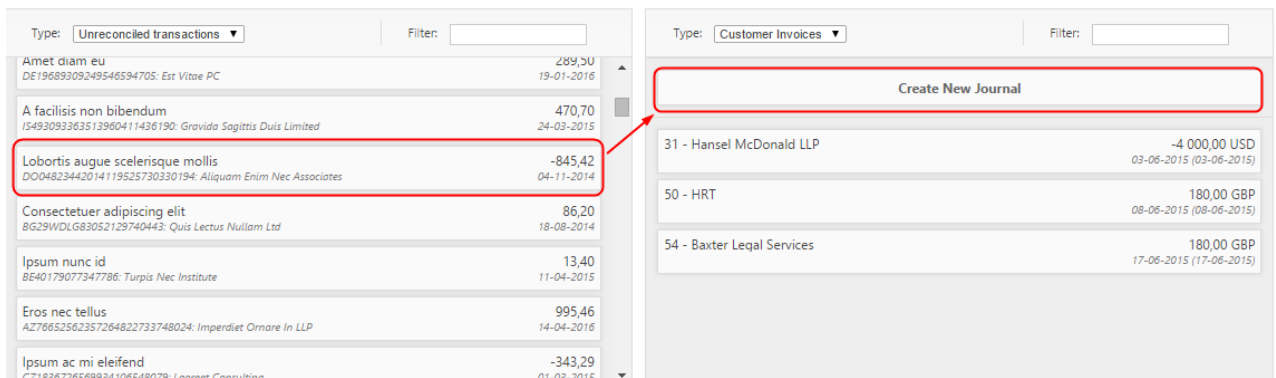
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Drag your uploaded transaction to this zone to create a journal entry from the uploaded transaction (or vice versa, drag the drop zone to the transaction).
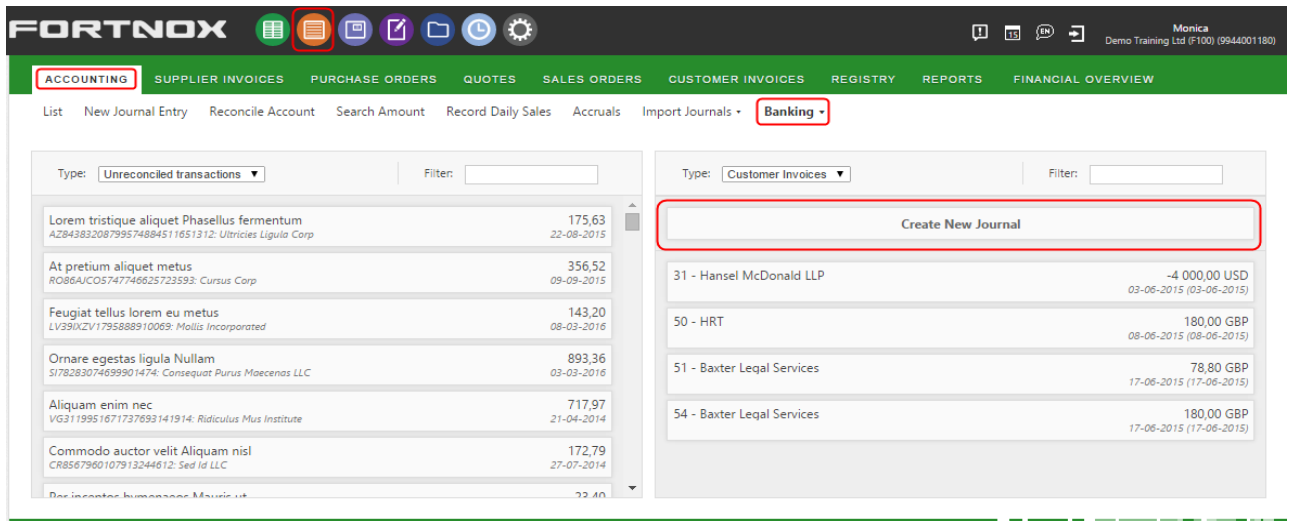
When you drag the transaction to the drop zone,

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.

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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:

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.*

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.

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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.

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

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.

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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.

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.