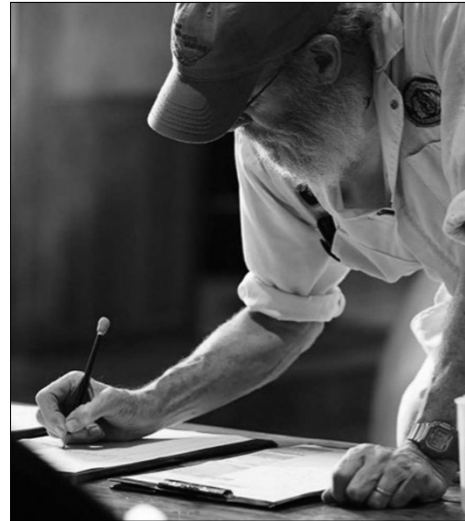


Journals.

Michael Cox



Sage

Contents

Posting journals

Memorise and recall

Importing journals

Corrections

Further support

Journals.

Posting journals

- Nominal codes > Journal entry

What do you post journals for?

- Year / Month end adjustments
- Prepayments / Accruals
- Fixed assets / Depreciation
- Salaries
- Other...

The screenshot shows the 'Journal Entry' window with a toolbar at the top containing icons for 'Clear form', 'Insert row (F7)', 'Remove row (F8)', 'Copy cell above (F6)', 'Copy cell above +1 (Shift + F6)', 'Memorise', 'Recall', 'Add attachment', 'Print list', and 'Send to Excel'. Below the toolbar, there are input fields for 'Reference' (empty), 'Posting Date' (21/11/2022), and 'Balance' (0.00). The main area is a table with the following columns: N/C*, Name, Ex.Ref, Department*, Details, T/C*, Debit, and Credit. The table is currently empty. At the bottom, there are checkboxes for 'Reverse Journals' and 'Reversing Date' (21/11/2022), and two numeric input fields showing '0.00'. 'Save' and 'Close' buttons are located at the bottom right.

[Help Centre > Journals](#)

Journals.

Posting journals

Debit

Date

Credit

Reference

N/C

Ex.Ref

Department

Fund

Details

T/C

Amount

Journals.

Memorise and Recall

- If you have journals that you post regularly, such as month end adjustments, the Memorise and Recall options can be a great time saving feature.
- Enter the information once, and then save the details to use again later.

Availability

- Sage 50 Accounts Professional only



[Help Centre > Memorise & Recall](#)

Importing Journals.

Why import? Uses

- Add new data
 - Records
 - Transactions
- Update existing data
 - Records only

Benefits

Saves you time / Flexible / Avoids mistakes

[Help Centre > Importing Journals](#)

Importing Journals.

What can you import?

- Records
 - Customer / Supplier / Nominal account / Product / Project / Fixed asset
- Transactions
 - Audit Trail / Project-Only transactions / Stock take / Stock transactions

Note:

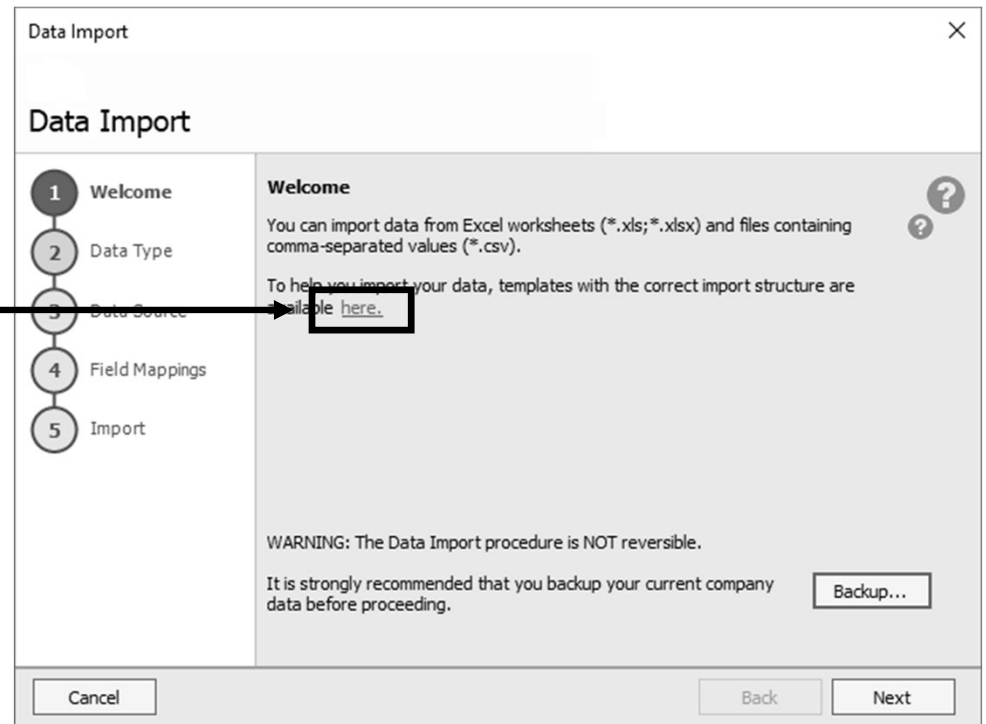
Options depends on the level of your software

Importing Journals.

Preparing your data

Sage
Import
Template

Use your
own file

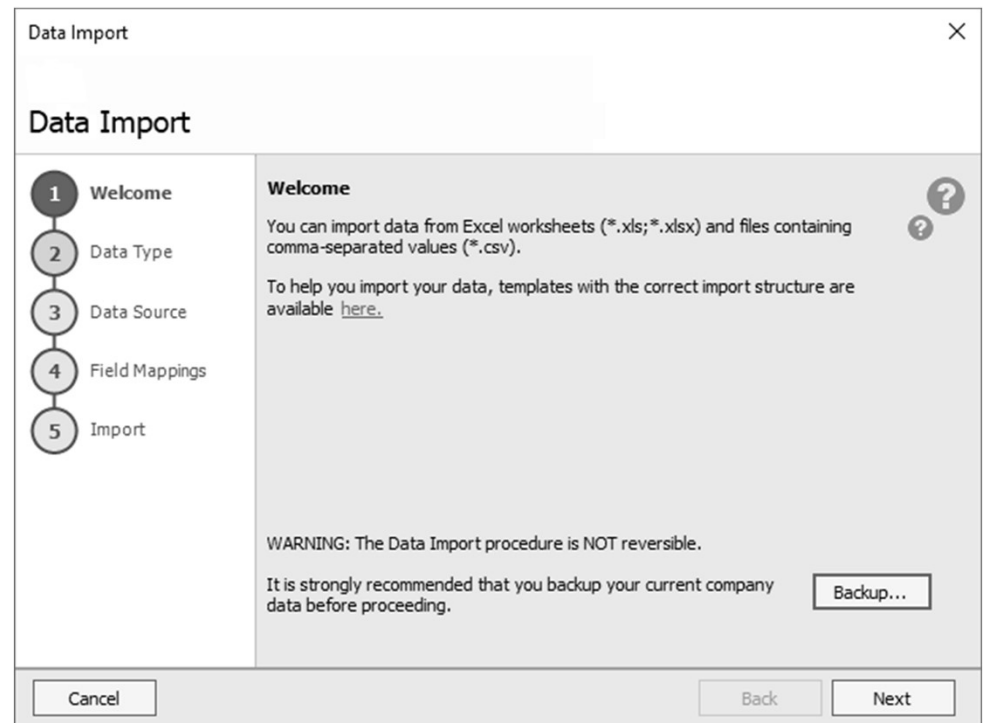


Importing Journals.

Data Import Wizard

- File > Import

Demonstration



Corrections.

Edit / Delete

- Version 22 & above
- Manual journals
- Bank transfers
- Imported journals

Edit Journal Entry

Insert row (F7)
 Remove row (F8)
 Copy cell above (F6)
 Copy cell above +1 (Shift + F6)
 Add attachment
 View attachment
 Print list
 Send to Excel

Reference: Posting Date:

N/C*	Name	Ex.Ref	Departm	Details	T/C*	Debit
0021	Plant/Machinery Depreciation		0	Depreciation	T9	0.00
8001	Plant/Machinery Depreciation		0	Depreciation	T9	100.00

Delete Journal Entry

Print list
 Send to Excel

Reference: Posting Date: Balance:

N/C*	Name	Ex.Ref	Departm	Details	T/C*	Debit	Credit	Bank rec.	Bank rec. date
0021	Plant/Machinery Depreciation	0		Depreciation	T9	0.00	100.00	<input type="checkbox"/>	
8001	Plant/Machinery Depreciation	0		Depreciation	T9	100.00	0.00	<input type="checkbox"/>	

Corrections.

Edit > limited

- Automatic year end postings
- Automatic prepayments / accruals
- Automatic depreciation
- Nominal link

Can edit

- Ref / Ex. Ref
- Description / Details

Sage

Number 2286, Journal Debit

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Journal Debit Details

Reference:

Description: Posted by:

Created on: Edited by:

Posted on:

Edited on: VAT Rec. Date:

Net: Paid:

Tax:

Currency: Foreign gross:

Exchange rate:

Paid in full Finance charge Disputed Printed
 Opening balance CIS reconciled Revaluation

Item Line Details

No	N/C	Details	Net	T/C	Tax
2286	7100	Rent Prepayment	625.00	T9	0.00

Corrections.

Manual corrections

- Post a reversing journal
 - Use the same details as the original entry, inc. Date, N/C, T/C
 - Reverse the debits and credits

The screenshot shows the Sage Journal Entry window. The window title is "Journal Entry". The toolbar includes icons for Clear form, Insert row (F7), Remove row (F8), Copy cell above (F6), Copy cell above +1 (Shift + F6), Memorise, Recall, Add attachment, Print list, and Send to Excel. The Reference field contains "Correction" and the Posting Date is "28/02/2022". The Balance field shows "0.00". The journal entry table has the following data:

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
0051	Motor Vehicles Depreciation		0	Monthly depreciation	T9	100.00	0.00
8003	Vehicle Depreciation		0	Monthly depreciation	T9	0.00	100.00
						0.00	0.00

Two double-headed arrows are drawn between the Debit and Credit columns for the first two rows, indicating the reversal of the original entry.

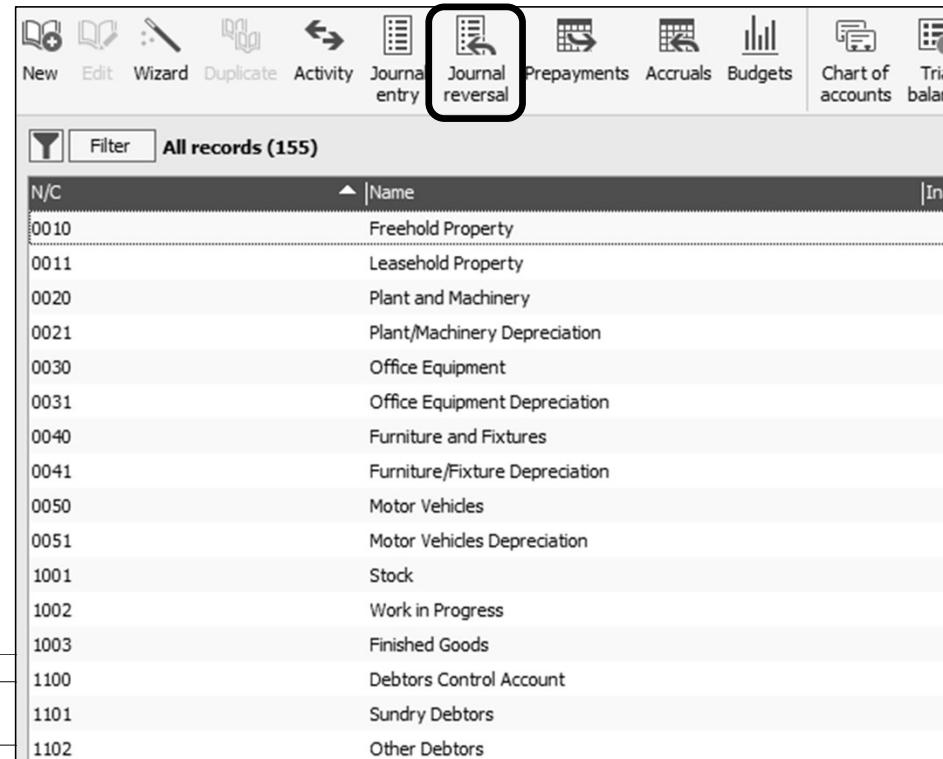
Corrections.

Journal Reversal

- Find, select and reverse journal entries
- Avoids having to manually enter a journal - quick and does it correctly

Availability

- All levels since Sage 50 Accounts 2014



The screenshot shows the Sage 50 Accounts software interface. The 'Journal reversal' button is highlighted with a red box. Below the toolbar, there is a table with the following data:

N/C	Name
0010	Freehold Property
0011	Leasehold Property
0020	Plant and Machinery
0021	Plant/Machinery Depreciation
0030	Office Equipment
0031	Office Equipment Depreciation
0040	Furniture and Fixtures
0041	Furniture/Fixture Depreciation
0050	Motor Vehicles
0051	Motor Vehicles Depreciation
1001	Stock
1002	Work in Progress
1003	Finished Goods
1100	Debtors Control Account
1101	Sundry Debtors
1102	Other Debtors

What is Sage Membership ?

Sage University – **Sageu.com**

Sage City – **Sagecity.com**

Sage Masterclass

Member Masterclass

Season 1: Finding and keeping great people

Built exclusively for Sage members and available to everyone for a limited time only.

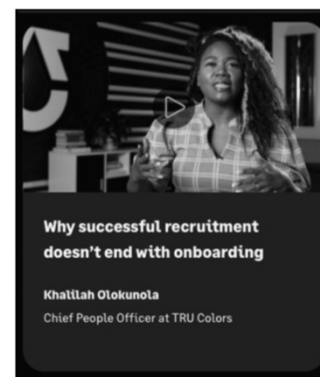
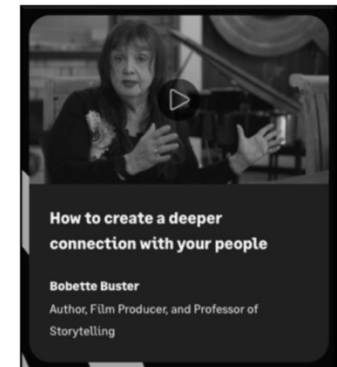
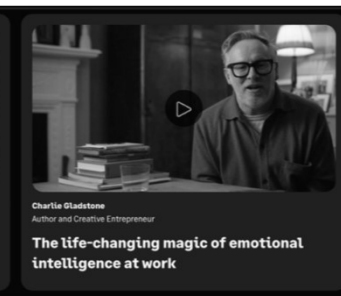
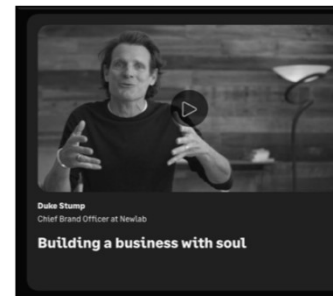
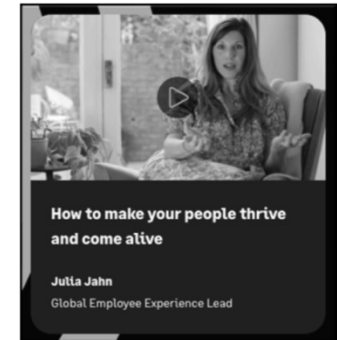
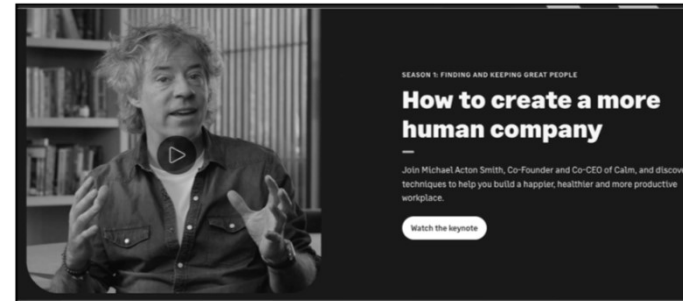
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<p>Credit Control Parts 1, 2 & 3</p> <p>VAT Return</p> <p>Customers > Letters Festive Messaging</p> <p>Fixed Assets / Depreciation</p> <p>Fuel Scale Charges</p> <p>Brexit Tax Codes</p>	<p>Prepayments and Accruals Friday 2 December 1:30pm</p> <p>This session explores the options for posting prepayments and accruals in Sage 50 Accounts.</p> <p>Note: The automated options are not available in Sage 50 Accounts Essentials.</p> <p>Any requests?</p> <p>Please add them to the exit survey as you leave.</p>

Thank you!

Please take a minute to complete the short exit survey as you leave.

You'll receive a follow-up email with links to register for future webinars
and watch recordings later today.

