Journals.

Michael Cox

Sage

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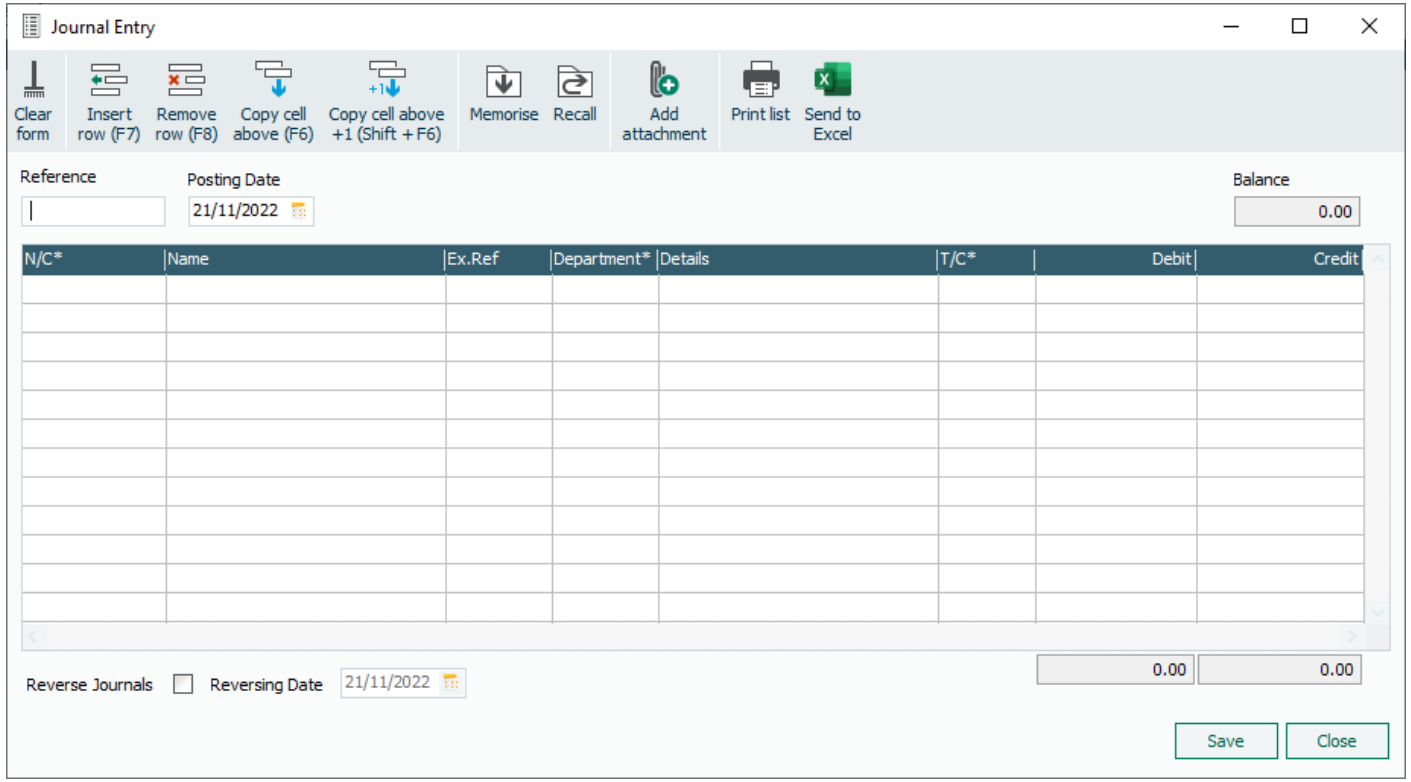
Journals.

Posting journals

- Nominal codes > Journal entry

What do you post journals for?

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



Help Centre > Journals

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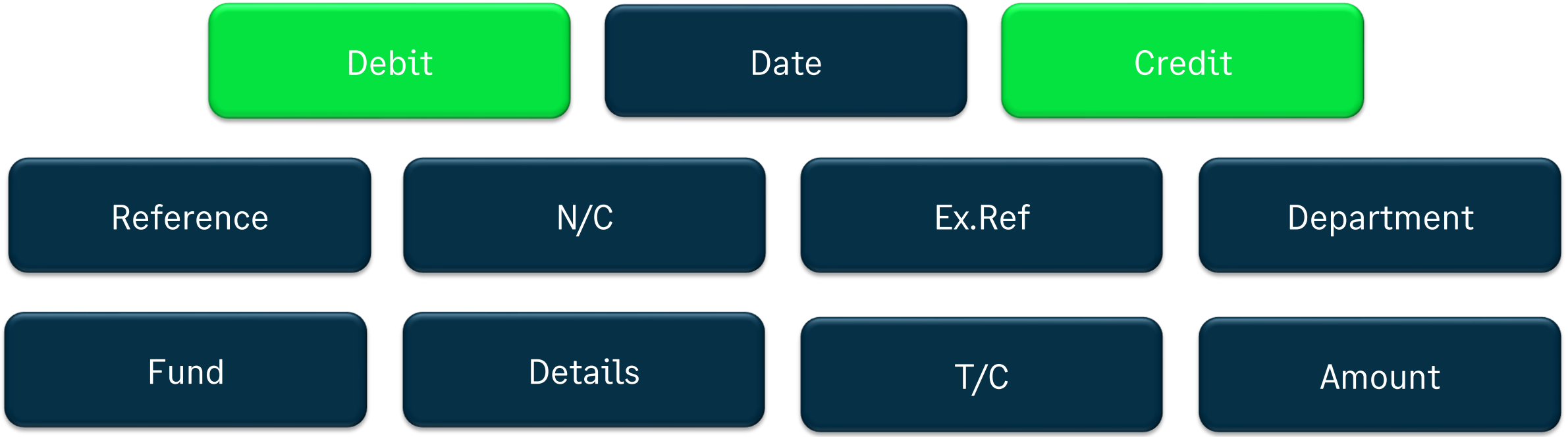
Journals.

Posting journals



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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

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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

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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

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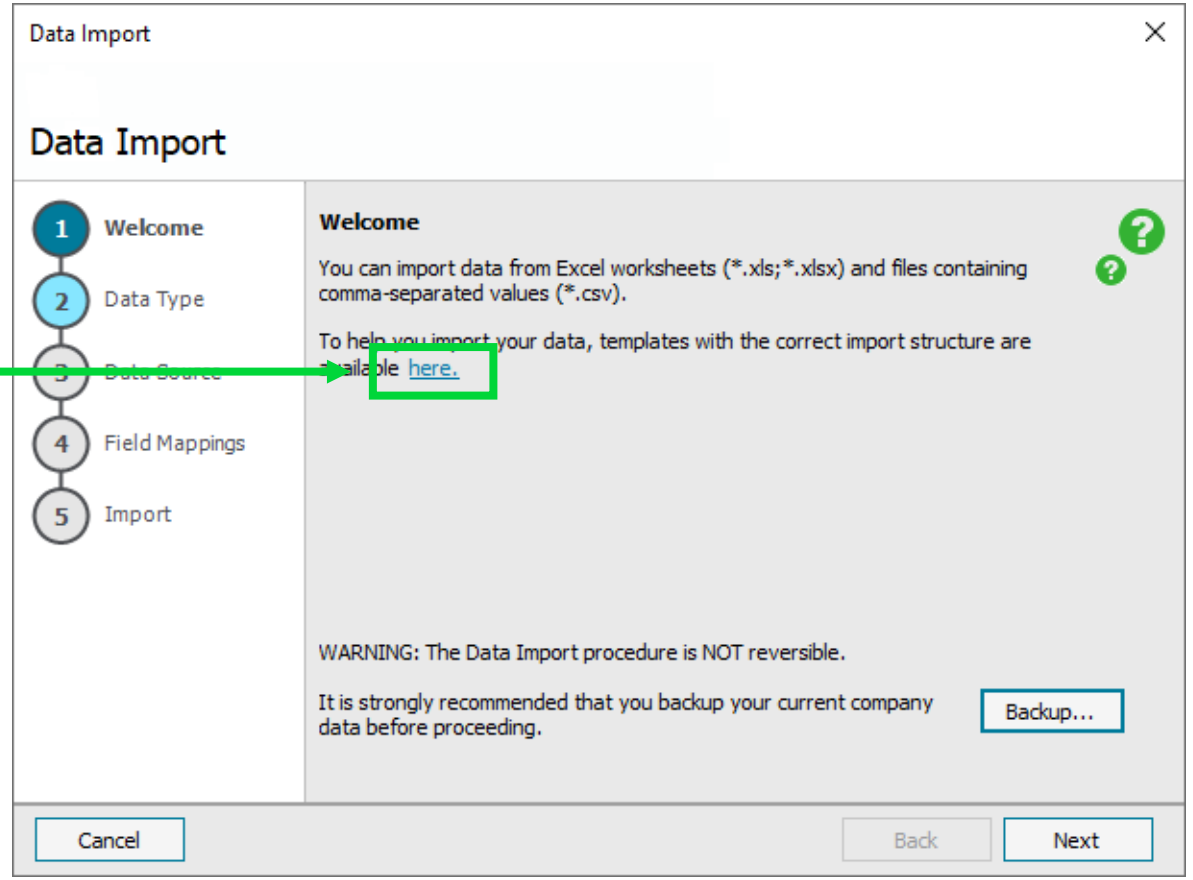
Importing Journals.

Preparing your data

Sage Import Template

Use your own file



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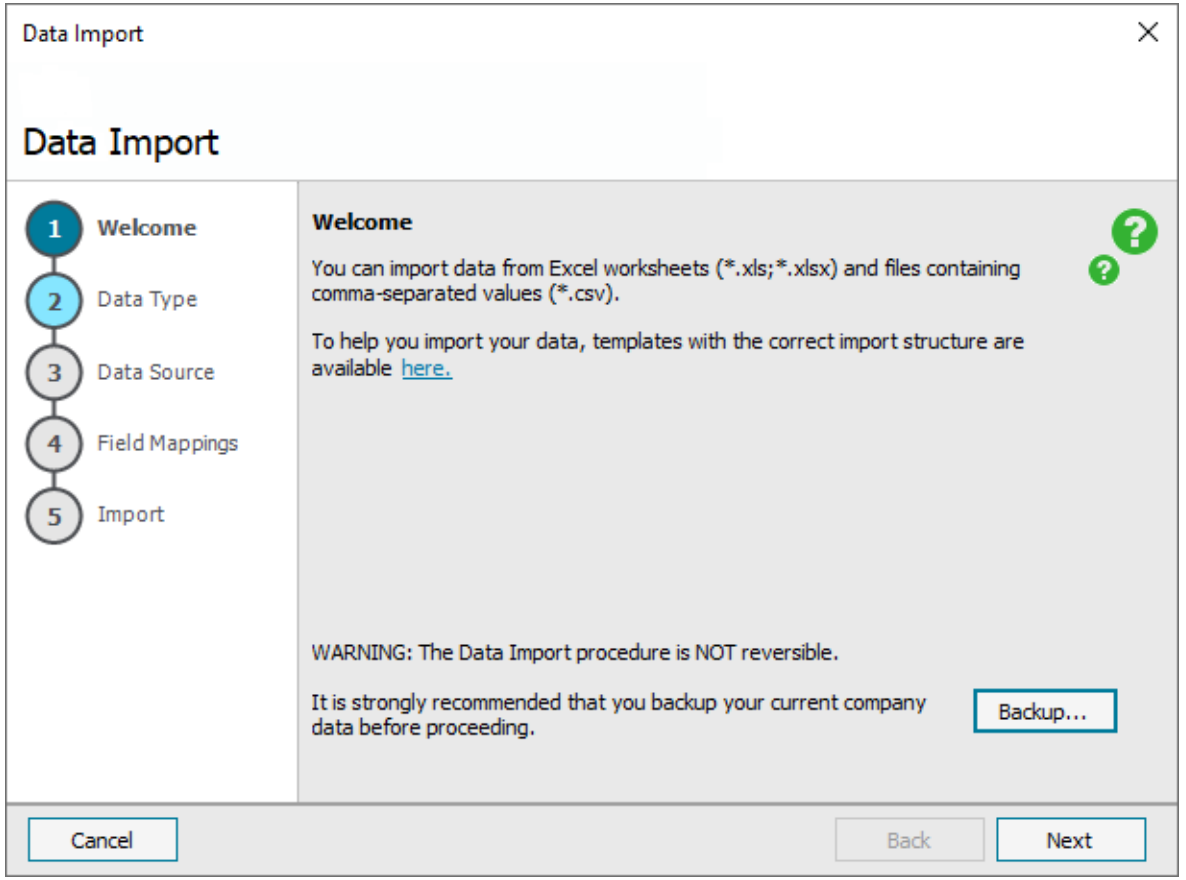
Importing Journals.

Data Import Wizard

- File > Import

Demonstration



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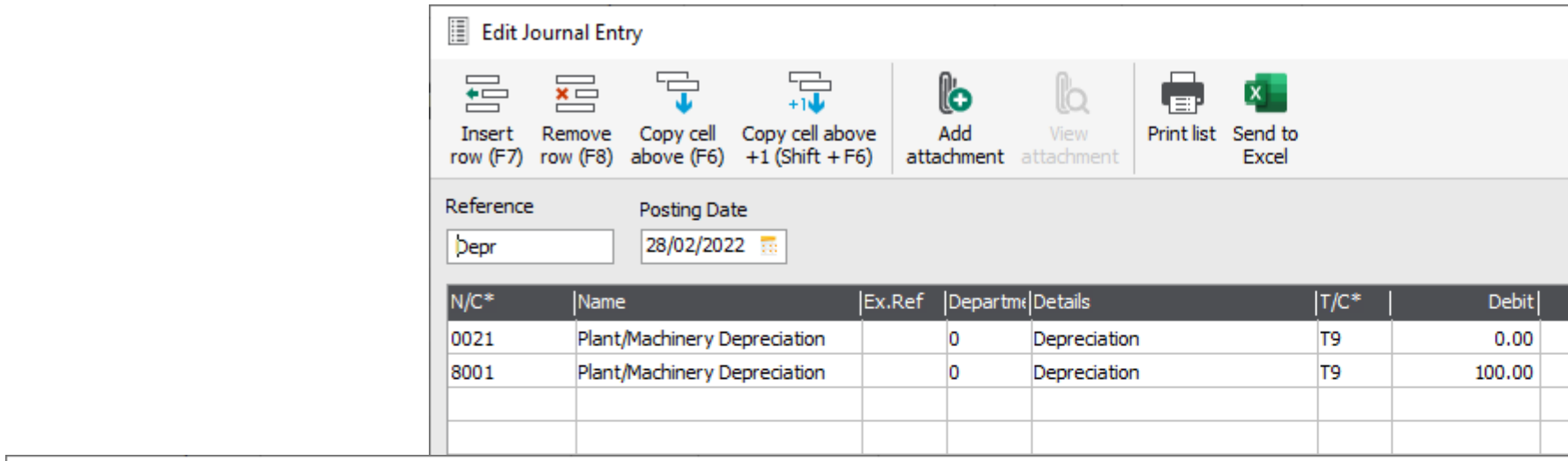
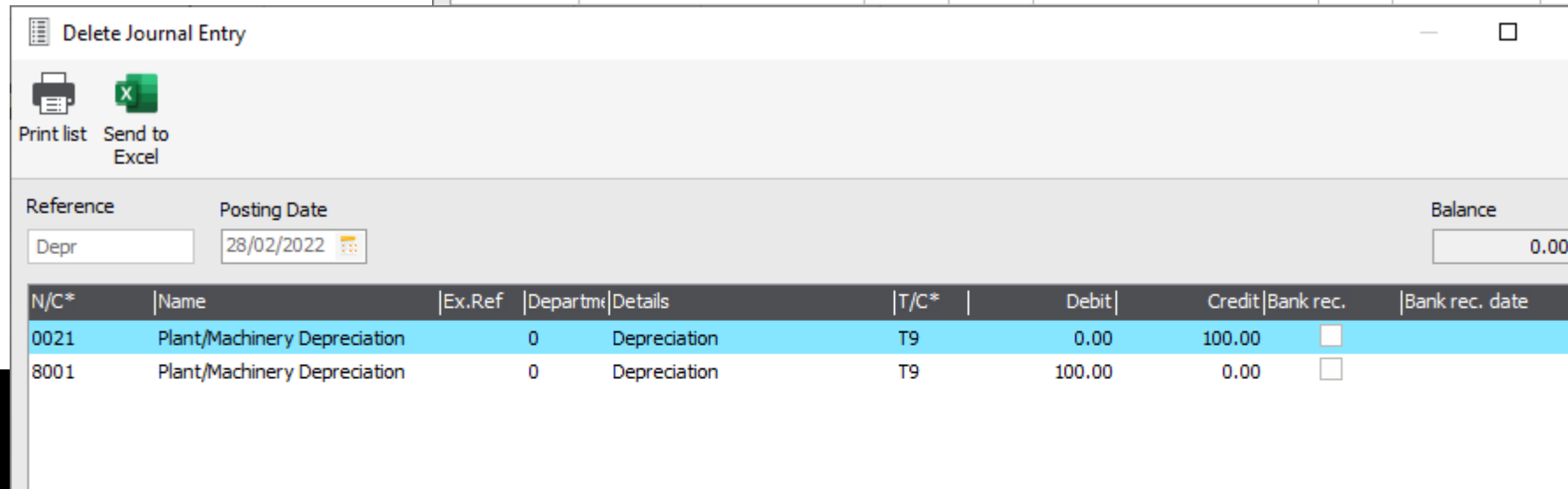
Corrections.

Edit / Delete

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





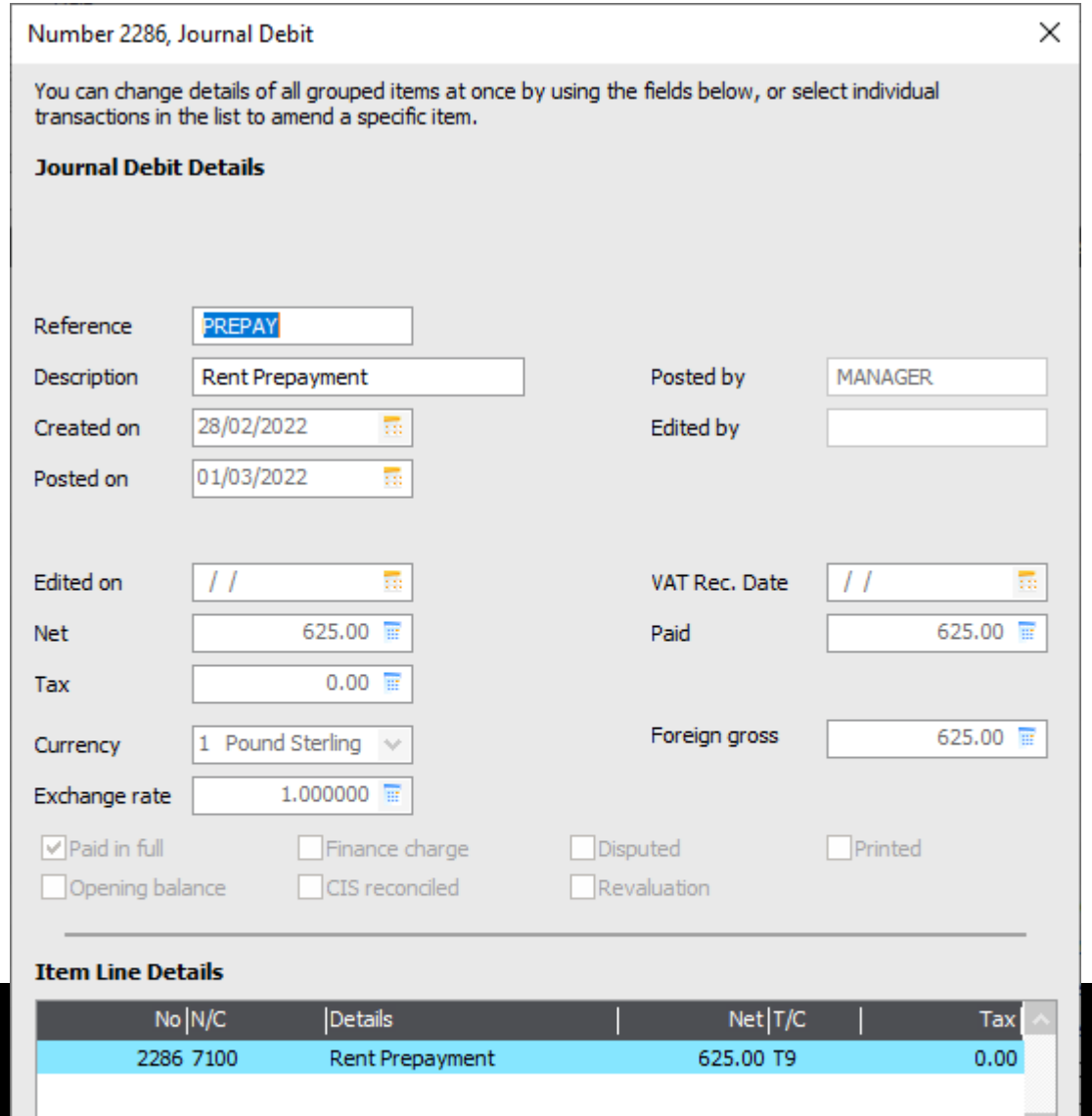
Corrections.

Edit > limited

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

Can edit

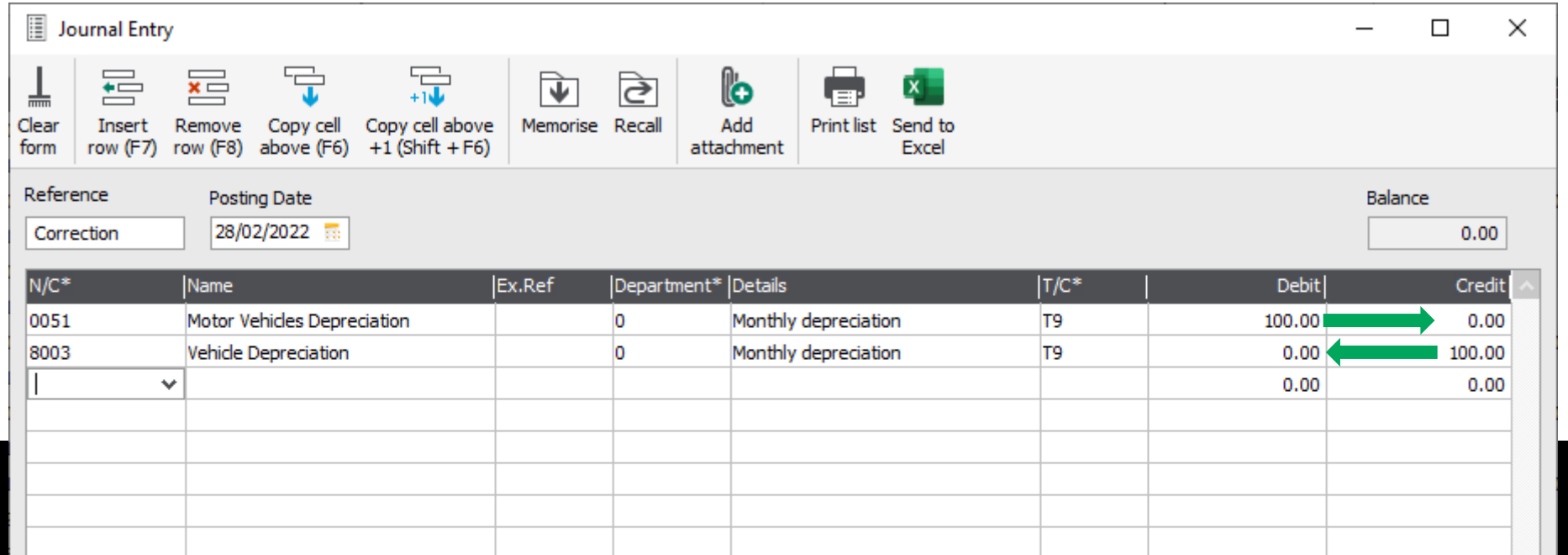
- Ref / Ex. Ref
- Description / Details



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



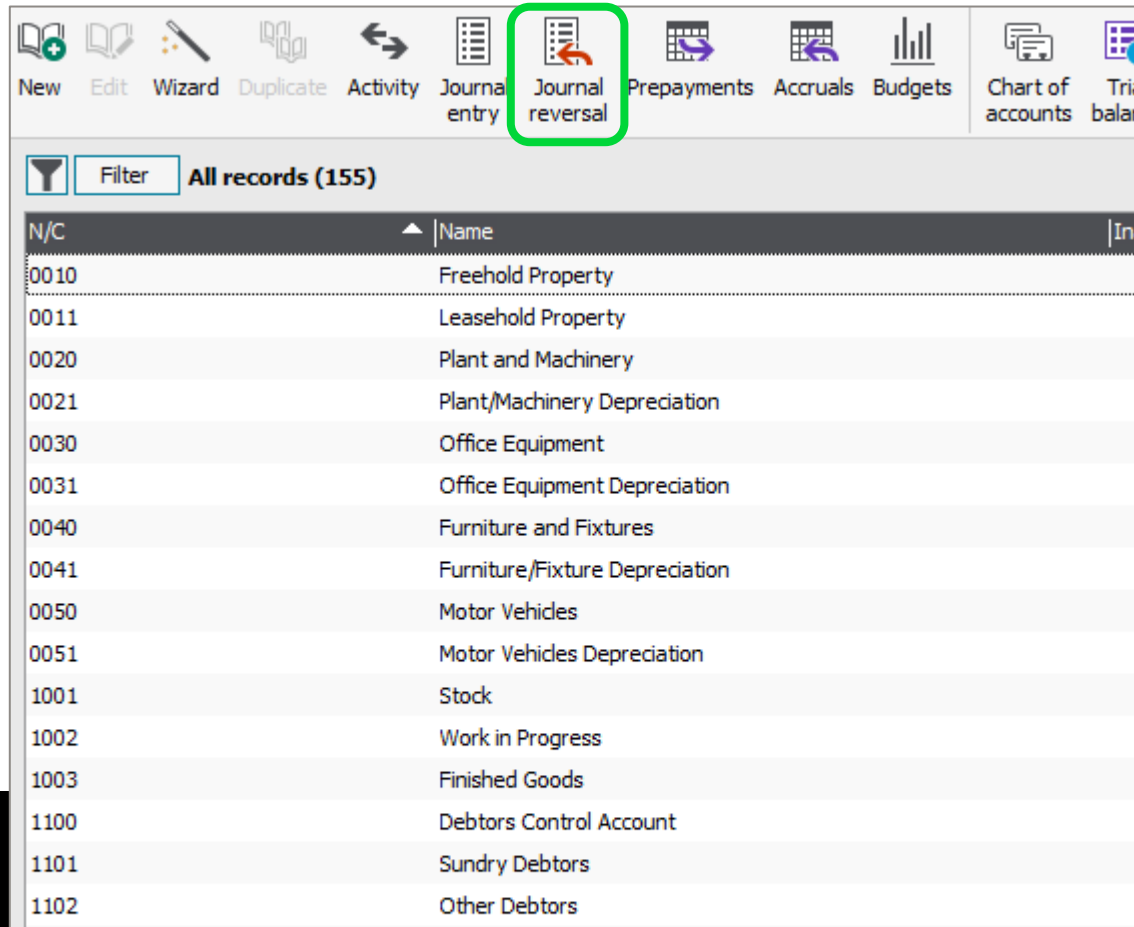
Corrections.

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



What is Sage Membership ?

Sage University – **Sageu.com**

Sage City – **Sagecity.com**

Sage Masterclass

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Member Masterclass

Season 1: Finding and keeping great people

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

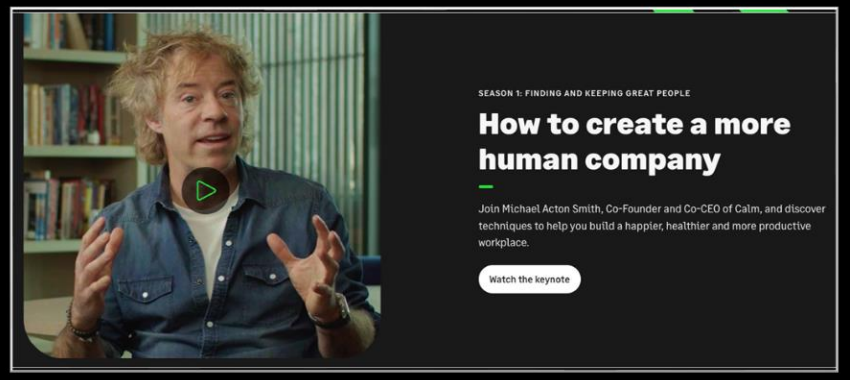
Your greatest asset is your people. So, how do you find and keep the best?

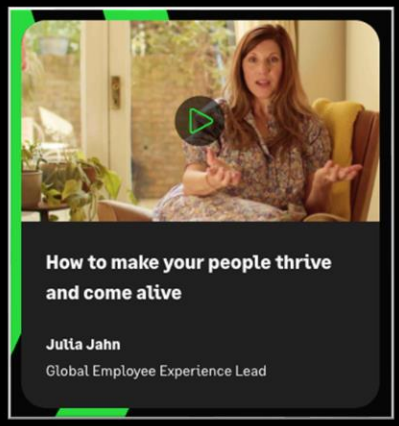
Whether you're a one-person business or already lead a team, a great hire is game-changing.

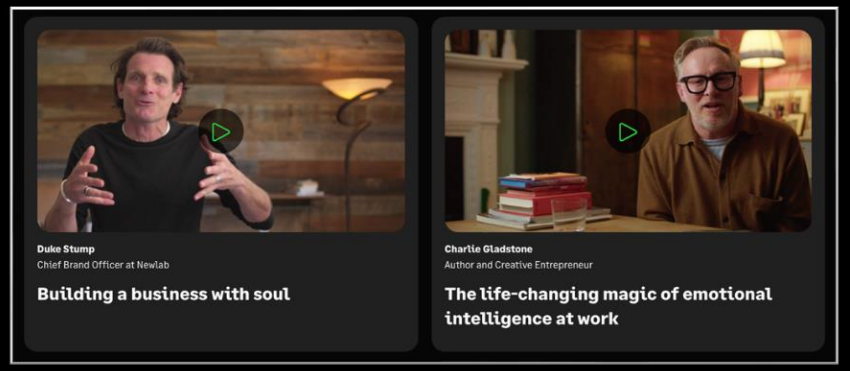
In the very first season of Member Masterclass, you'll discover:

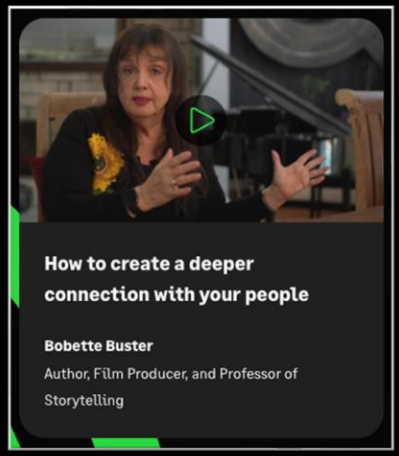
- How to create a world-class onboarding experience.
- How to develop and nurture your talent.
- How to retain the talent you have.

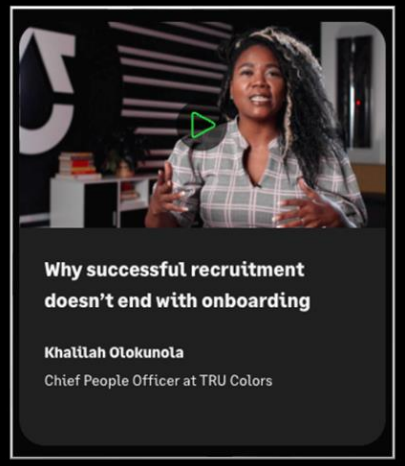
Visit sage.com/uk/masterclass now and learn from visionary leaders on how to hire and retain top talent.

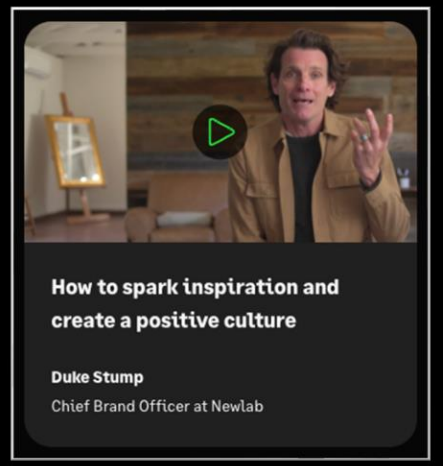












And more...

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Upcoming Webinars.

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

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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.

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