

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...

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, Posting Date (21/11/2022), and Balance (0.00). A table with the following columns is displayed: 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 numerical 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:

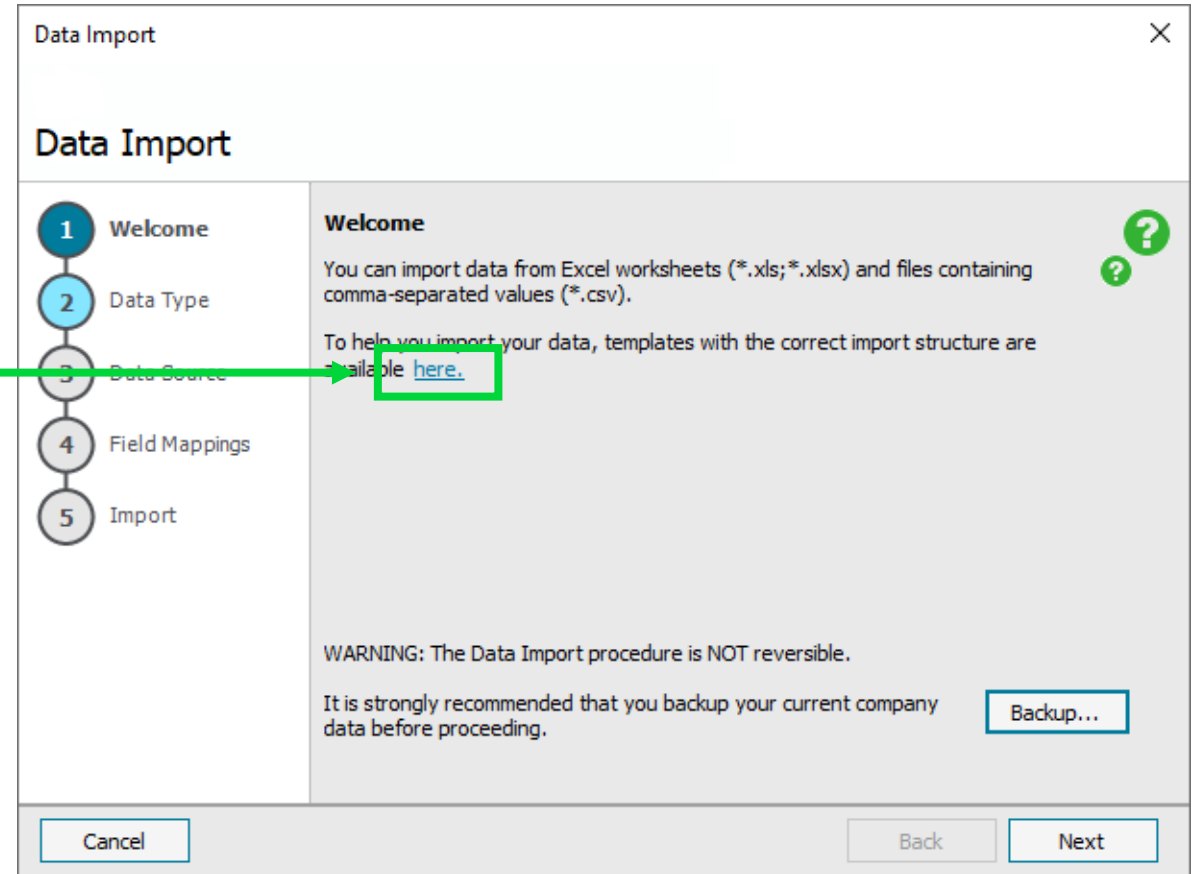
Options depends on the level of your software

Importing Journals.

Preparing your data

Sage
Import
Template

Use your
own file

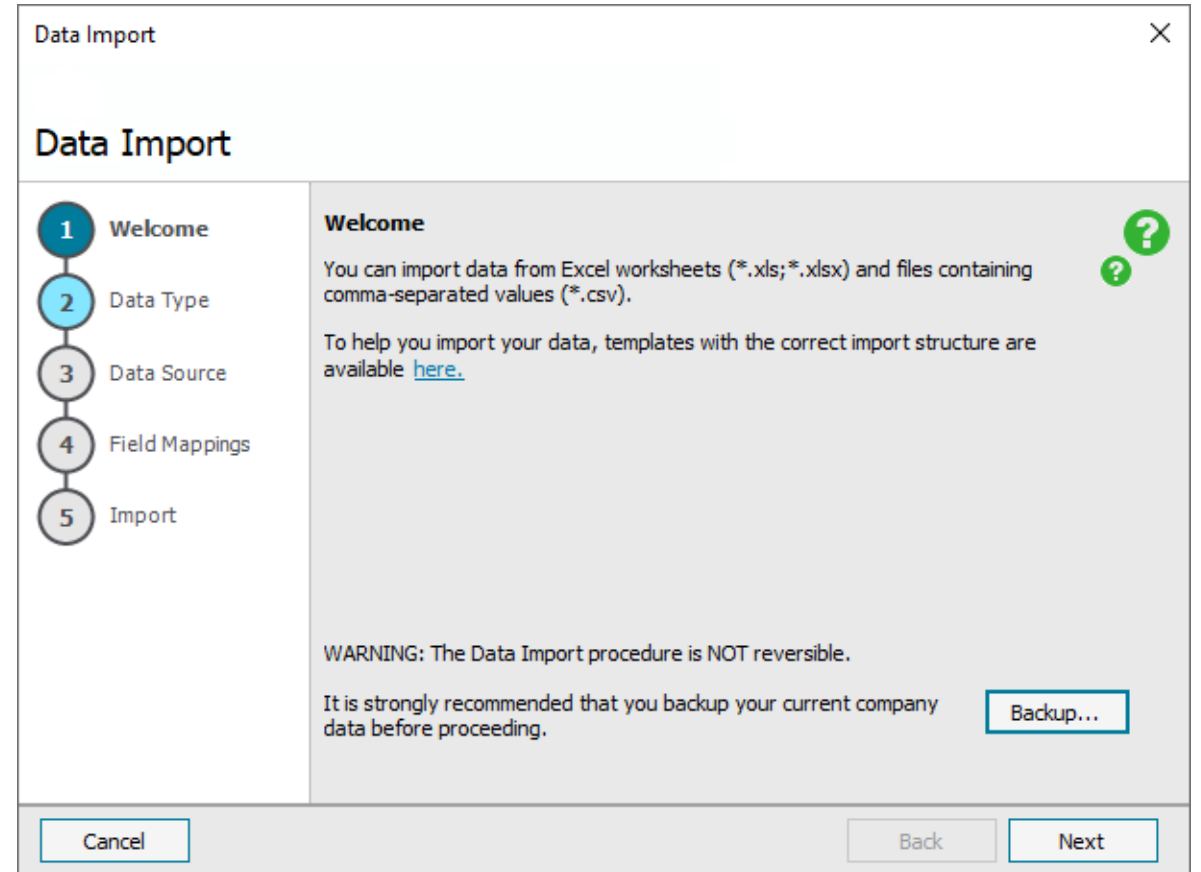


Importing Journals.

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

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 | <input type="text" value="PREPAY"/> | Posted by | <input type="text" value="MANAGER"/> |
| Description | <input type="text" value="Rent Prepayment"/> | Edited by | <input type="text"/> |
| Created on | <input type="text" value="28/02/2022"/> | VAT Rec. Date | <input type="text" value="/ /"/> |
| Posted on | <input type="text" value="01/03/2022"/> | Paid | <input type="text" value="625.00"/> |
| Edited on | <input type="text" value="/ /"/> | Foreign gross | <input type="text" value="625.00"/> |
| Net | <input type="text" value="625.00"/> | | |
| Tax | <input type="text" value="0.00"/> | | |
| Currency | <input type="text" value="1 Pound Sterling"/> | | |
| Exchange rate | <input type="text" value="1.000000"/> | | |

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. At the top, there is a toolbar with 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, the 'Reference' field contains 'Correction' and the 'Posting Date' is '28/02/2022'. The 'Balance' field shows '0.00'. The main table has columns for N/C*, Name, Ex.Ref, Department*, Details, T/C*, Debit, and Credit. Two rows are visible: one for 'Motor Vehides Depreciation' with a debit of 100.00 and credit of 0.00, and another for 'Vehicle Depreciation' with a debit of 0.00 and credit of 100.00. Green arrows indicate the reversal of the original entry's debits and credits.

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

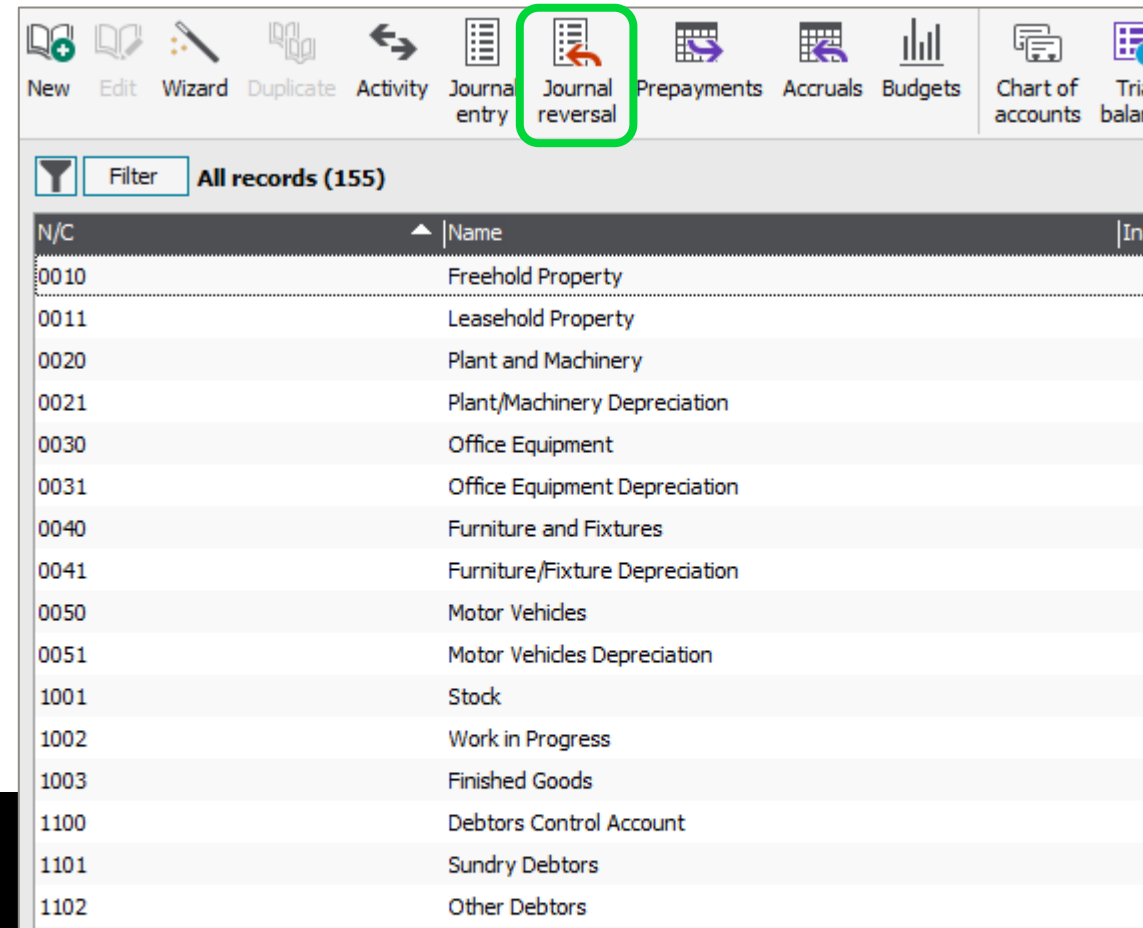
Corrections.

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

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.




SEASON 1: FINDING AND KEEPING GREAT PEOPLE

How to create a more human company

Join Michael Acton Smith, Co-Founder and Co-CEO of Calm, and discover techniques to help you build a happier, healthier and more productive workplace.

Watch the keynote



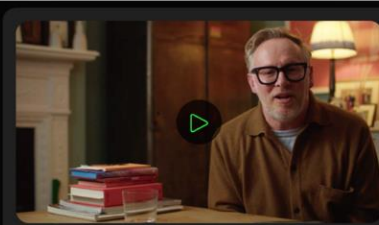
How to make your people thrive and come alive

Julia Jahn
Global Employee Experience Lead




Duke Stump
Chief Brand Officer at NewLab

Building a business with soul




Charlie Gladstone
Author and Creative Entrepreneur

The life-changing magic of emotional intelligence at work



How to create a deeper connection with your people

Bobette Buster
Author, Film Producer, and Professor of Storytelling



Khalilah Olokunola
Chief People Officer at TRU Colors

Why successful recruitment doesn't end with onboarding



Duke Stump
Chief Brand Officer at NewLab

How to spark inspiration and create a positive culture

And more...

Upcoming Webinars.

Upcoming

Credit Control
Parts 1, 2 & 3

VAT Return

Customers > Letters
Festive Messaging

Fixed Assets / Depreciation

Fuel Scale Charges

Brexit Tax Codes

Key Topics

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.

Any requests?

Please add them to the exit survey as you leave.

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.

