SHERKETYERP

Configure accounting dashboard, journals, and bank activity

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Admin accounting dashboard, journals, and bank activity

Use this page to control access to accounting work, import and reconcile bank activity, and set
accounting lock dates.

Overview

Accounting administration covers the access and conditions around the screens where you manage the
dashboard, journals, and bank activity. Reconciliation matches an imported bank line to a document,
a rule, or a manual counterpart. Lock dates are the accounting boundaries used for management,
tax, and fiscal-year closing. Use the route that matches the work you need to do.

If you need to…	Go to
Configure or inspect the accounting dashboard	Accounting dashboard
Configure or inspect journals and bank activity	Accounting journals and bank activity
Administer accounts, taxes, or currencies	Admin accounts, taxes, and currencies
Configure payment providers or reconciliation models	Admin payments, providers, and reconciliation
Review journal or audit reporting	Admin reports and audit work
Diagnose a general application problem	Common issues and solutions

The accounting menu names the main areas **Dashboard**, **Journals**, **Bank and Cash**, **Import**
Bank Statement, **Bank Reconciliation**, and **Lock Dates**.

Before you start

Prerequisites

- Sign in with access to the Accounting menus.
- Use an accounting manager account for **Lock Dates**. The menu is restricted to the accounting
  manager group.
- For reconciliation, identify whether the bank line is reconciled and whether its reconciliation
  state is balanced. **Validate** is available only for an unreconciled, balanced line.
- For an import, have the bank file ready and know whether it uses CSV, Excel, CAMT.053, OFX, MT940,
  or QIF format.
- If you are mapping a CSV or Excel file, have the source columns available for mapping. At
  minimum, map the date and amount columns.

> [!NOTE]
> The visible import fields and reconciliation actions are the ones available for the current task.
> The form keeps **Company**, **Currency**, and **Filename** out of view, and the reconciliation
> list and workspace do not offer create or delete actions.

Find the accounting surface

Accounting surfaces are the lists and forms where you select a journal, import a bank file, match a
bank line, or set closing dates.

Steps

1. Open the Accounting menu.

2. Select the destination that matches your task:

If you need to…	Select
Open the journal dashboard	**Dashboard**

If you need to…	Select
Review journal entries	**Journals**
Open bank or cash activity	**Bank and Cash**
Start a statement import	**Import Bank Statement**
Match imported bank lines	**Bank Reconciliation**
Change accounting closing boundaries	**Lock Dates**

3. Confirm that the selected list or form opens.

Result: The selected accounting surface is open and ready for field review. If the application
returns to the Apps menu, use the troubleshooting table before changing accounting data.

Understand the accounting surfaces

The import, reconciliation, journal, and lock-date areas each present different groups of fields.
Use the field or tab name that matches the work in front of you.

Surface	What to look for
Import Bank Statement	**Journal**, **Import File**, **File Format**, **Encoding**, **CSV Delimiter**, **Date Format**, **Number Format**, **Has Header Row**, and **Skip Lines**.
Column Mapping	**Template**, **Save as Template**, **Template Name**, **File Column**, **Field**, and **Sample Data**.
Preview and import results	**Total Transactions**, **Duplicate Count**, **Imported Count**, **Skipped Count**, **Preview Data**, **Validation Errors**, and **Import Log**.
Bank Reconciliation list	**Payment Ref**, **Partner**, **Journal**, **Date**, **Amount**, **Is Reconciled**, and **Reconcile State**.
Reconciliation workspace	**Bank Line**, **Status**, **Reconcile Residual**, **Statement**, **Proposals**, **Add**, **Match a Document**, **Apply a Rule**, and **Manual Counterpart**.
Lock Dates	**Management Closing**, **Period Lock Date**, **Tax Lock Date**, **Account Period Closing**, and **Fiscalyear Lock Date**.

Steps

1. Open the accounting surface for the task.
2. Read the field group or tab that matches the task.

3. If you are saving a template, select **Save as Template** before entering **Template Name**.
4. Use the headers currently visible in a bank-statement list when reviewing its columns.

Result: You know which field group, tab, or list row contains the value or action you need.

Import a bank statement

A bank statement import takes a file through format detection, column mapping, preview, validation,
and import. Use it when bank activity is in a file that must become a bank statement.

Prerequisites

- Have the statement file ready.
- Know the journal that receives the imported statement.
- Ensure the source contains date and amount information.

Steps

1. Open **Import Bank Statement**.
2. In **1. Upload File**, select the receiving **Journal**.
3. Add the statement in **Import File**.
4. Select **Auto-Detect Format** when the file is present and no column mappings exist.

   `Auto-detection complete! Review the detected values above. If they look correct, click Preview to see your data.`

5. Review **File Format**, **Encoding**, and the detected values in **2. Format Detection**.
6. If the file uses CSV or automatic detection, review **3. Column Mapping**.
7. Map the source date and amount columns in **File Column** and **Field**.

   `Required Columns: At minimum, you must map date and amount columns.`

8. Select **Preview**.
9. Review **Total Transactions**, **Duplicate Count**, **Preview Data**, and **Validation Errors**.

```
All validations passed! Click Import to create the bank statement.
```

10. Choose the action that matches your intention:

If you need to…	Select
Create the bank statement after validation	**Import**
Close the form without importing the file	**Cancel**

11. If you selected **Import**, review **Import Log** and the imported transaction count.

```
Import completed successfully!
```

Result: The import form shows the import result stage with its import log and transaction count.

Reconcile bank activity

Bank reconciliation matches an imported bank line to a document, a rule, or a manual counterpart.
Use **Not Reconciled** to find work that still needs a match.

Prerequisites

- Open **Bank Reconciliation**.
- Start with a line that is not reconciled.
- For **Validate**, the line must be in the balanced reconciliation state.

Steps

1. Select **Not Reconciled** in the list filters.
2. Select a bank line.
3. Select **Load / Refresh** to load or refresh its proposals.
4. Review the **Proposals** tab and the **Reconcile Residual** value.
5. Select one matching route:

If you need to…	Select
Match an existing document	**Add Match**
Apply a configured reconciliation rule	**Apply Rule**
Enter the counterpart manually	**Add Counterpart**

6. If the proposals are no longer suitable, select **Reset Proposals**.
7. Select the action that matches the line state:

If	Select
The line is unreconciled and the reconciliation state is balanced	**Validate**
The line is reconciled and you have accounting manager access	**Unreconcile**

   If you selected **Unreconcile**, the confirmation asks: `Undo this reconciliation and restore the suspense entry?`
8. Cancel the confirmation when you do not intend to undo the reconciliation.

Result: The reconciliation workspace shows the selected line, its reconciliation state, and the
available next action.

Handle roles and accounting branches

The available route depends on the file format, reconciliation state, balance state, and accounting
role. Choose the branch that matches what the screen shows.

What you see	Use this route
File Format is `csv` or `auto`	Review CSV-specific settings and **Column Mapping**.
The line is not reconciled	Use **Load / Refresh**, **Reset Proposals**, **Add Match**, **Apply Rule**, or **Add Counterpart**.
The line is reconciled	Use **Unreconcile** only with accounting manager access.
The reconciliation state is not balanced	Continue matching or adjusting the counterpart before selecting **Validate**.
A list does not show create or delete actions	Work with the available row and workspace actions.
Save as Template is selected	Enter **Template Name**.

Steps

1. Read the current **File Format**, **Is Reconciled**, and **Reconcile State** values.
2. Select the control that matches the branch in the table.
3. If **Validate**, **Unreconcile**, or another listed control is absent, check the accounting role

and record state before continuing.

Result: You use the control allowed by the current file format, reconciliation state, balance
state, and accounting role.

When the accounting surface does not work

Use the message or route that appears to decide whether to correct the file, return to the relevant
Accounting menu, or continue with the next accounting check.

What you see	What it means	What to do
`No transactions could be read from this file: the required column(s) %s are not mapped. Open the Column Mapping tab and assign them, or rename the file's header row.`	The required source columns are not mapped.	Open **Column Mapping** and assign the date and amount columns, or rename the file's header row.
`No transactions could be read from this file. Check the format, encoding and column mapping — every row failed to produce a valid date and amount.`	Every row failed the date-and-amount read.	Check **File Format**, **Encoding**, **Column Mapping**, and the source rows.
`Nothing to reconcile — every imported bank line is matched.`	There are no unmatched imported bank lines.	Review the reconciled lines or return to the accounting task that produced the import.
`Undo this reconciliation and restore the suspense entry?`	**Unreconcile** is asking for confirmation before undoing the reconciliation.	Cancel the confirmation unless undoing the reconciliation is intended.
The route lands on `/web#action=apps_menu`	The accounting destination did not open.	Return to **Accounting** and select the destination again.
The page has no visible controls or buttons	There is no accounting surface to work on yet.	Return to **Accounting** and wait for the selected destination to open.
Lock Dates continues to show a loading indicator	The lock-date form has not finished opening.	Wait for the form before entering a date.

Set accounting lock dates

Lock dates define the accounting boundaries shown in the **Management Closing** and **Account Period**
Closing groups. This task requires accounting manager access.

Prerequisites

- Sign in with accounting manager access.
- Know the period, tax, or fiscal-year boundary that must be changed.

Steps

1. Open **Lock Dates** from Accounting actions.
2. Review **Period Lock Date** in **Management Closing**.
3. Review **Tax Lock Date** in **Management Closing**.
4. Review **Fiscalyear Lock Date** in **Account Period Closing**.
5. Enter the applicable dates.
6. Choose the action that matches your intention:

If you need to...	Select
Save the applicable accounting boundaries	**Save**
Close the form without saving	**Cancel**

Result: The Lock Dates form shows the applicable accounting boundaries and the **Save** control.

Know what is next

The accounting dashboard, journal, bank, reconciliation, and lock-date tasks remain separate routes.
Continue to the page that owns the next job:

- For day-to-day dashboard use, open Accounting dashboard.
- For routine journal and bank activity, open Accounting journals and bank activity.
- For accounts, taxes, and currencies, open Admin accounts, taxes, and currencies.
- For payment providers and reconciliation models, open Admin payments, providers, and reconciliation.
- For journal and audit reports, open Admin reports and audit work.

- For a general application problem, open Common issues and solutions.