



Payments and Accounting Automation Solution User Guide

Enter and Approve Journal Entries

<https://www.zingerpay.com>

treasuryservices@zingerpay.com

Enter Journal Entry

URL: <https://treasury.zingerpay.net/login>

After logging in, select **“Enter Journal Entry”** from the Home Page under the Accounting Category

Outgoing Payments

- Register Vendor Invoices
- Approve Vendor Invoices
- Manage Vendor Profiles
- Schedule and Release Invoice Payments
- Create Urgent Payment Requests (No Vendor Invoice)

Incoming Payments

- Create Customer Invoices
- Approve Customer Invoices
- Manage Customer Profiles
- Clear Customer Payment
- Print Customer Invoices

Accounting

- Income Statement
- Balance Sheet
- Trial Balance
- Enter Journal Entries
- Approve Journal Entries
- Bank Account Reconciliation
- Upload Journal Entry

Treasury

- Create Urgent Payments
- Approve Payment Requests
- Generate
- Download
- Cash Forecast Reporting
- Global Cash Position Statement

From the Home Page select **“Enter Journal Entry ”**

Enter Journal Entry Header

Journal Entry Posting Add

Entity ID *

Posting Date *

Posting Date

Header Reference *

Header Reference

Accounting Ledger *

Accounting Ledger

Entry Currency

Entry Currency

Preparer Email *

Preparer Email

Preparer Name *

Preparer Name

Attachments

Drop files here or click to upload

Additional Notes

Additional Notes

User Audit Trail

AutomationBOT

lerAdd?showdetail=#

Add

Cancel

Type in Values for the following fields:

1. Entity ID: Select your organization from the dropdown.

2. Posting Date: Enter a date within the month and year that you want your posting to reflect in the financials

3. Header Reference: Enter a summary description of what your posting is for.

4. Accounting Ledger : Select from the dropdown (should be main ledger in most cases)

5. Entry Currency: Select currency for your posting.

6. Preparer Email: Select your email address from the dropdown

7. Preparer Name: Select your name from the dropdown

Select to upload an attachment file if there is a supporting document for the journal entry. Otherwise, no attachment upload.

Optional : Enter any additional detailed description of this entry if one is required.

Select Add to save Journal Entry Header.

Enter Journal Entry Detail

			Entity ID	Journal Entry ID	Entry Date	Posting Date	Journal Entry Status	Header Reference	Entry C	
			<div>Journal Entry Line Items</div>	Sample Company #1, ENT10011	21164	12/21/22	12/20/22	Pending Review	Sample Journal Entry Posting	USD

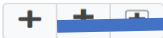
Journal Entry Line Items



Entity ID	Sample Company #1, ENT10011
Journal Entry ID	21180
Entry Date	1/3/23
Posting Date	12/20/22
Journal Entry Status	Pending Review
Header Reference	Sample Journal Entry Posting FA 123
Accounting Ledger	Main Ledger
Entry Currency	USD
Control Total	
User Audit Trail	AutomationBOT

Search

Search



1

Select **“Journal Entry Line Items”** to enter journal entry details

2

Journal entry header information is displayed

3

Select the **“+”** to enter each journal entry detail line individually.

Enter Journal Entry Detail

Journal Entry Line Items Add

Entity ID *	ENT10011		
Accounting Ledger *	Main Ledger		
Journal Entry ID *	21180		
Line Item ID *	<div>Line Item ID</div>		
GL Account *	<div>GL Account</div>	<div>+</div>	
Business Unit *	<div>Business Unit</div>	<div>+</div>	
Cost Center *	<div>Cost Center</div>	<div>+</div>	
Posting Indicator *	<div>Posting Indicator</div>		
Posting Amount *	<div>Posting Amount</div>		
User Audit Trail	<div>AutomationBOT</div>		
<div>Add</div> <div>Cancel</div>			

1

Type in Values for the following fields:

1. **Line Item ID:** Select an entry from the dropdown to represent the line number of each of your line items (10, 20, 30).
2. **GL Account :** Select the General Ledger Account Number for this line of your entry.
3. **Business Unit:** Select the Business Unit Number for this line of your entry.
4. **Cost Center:** Select the Cost Center Number for this line of your entry.
5. **Posting Indicator:** Select the Debit or Credit Sign Number for this line of your entry.
6. **Posting Amount:** Enter the amount for this line of your entry.

2

Select Add to save

Enter Journal Entry Detail

Entity ID	Sample Company #1, ENT10011
Journal Entry ID	21180
Entry Date	1/3/23
Posting Date	12/20/22
Journal Entry Status	Pending Review
Header Reference	Sample Journal Entry Posting FA 123
Accounting Ledger	Main Ledger
Entry Currency	USD
Control Total	2,500
User Audit Trail	AutomationBOT

Search

			Entity ID	Journal Entry ID	Line Item ID ^	GL Account	Business Unit	Cost Center	Posting Indicator	Posting Amount	User Audit Trail
<div><div></div><div></div><div></div></div>			ENT10011	21180	10	711205, Office Expenses	90014, Finance Business Unit	9001401, Finance Cost Center	Debit	2,500	AutomationBOT

2

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/ Journal Entry Posting / Journal Entry Line Items

Select the “Home” or “Journal Entry Posting Link” to exit the Line Item Entry Screen once you are done entering all line items.

1

Select the “+” sign to add all other remaining line items in your Journal Entry until you have entered all lines and the entry is balanced Control Total is Zero when the Journal Entry is balanced.

Approve Journal Entry

Outgoing Payments

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Accounting

- Income Statement
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- Enter Journal Entries
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- Bank Account Reconciliation
- Upload Journal Entry

Treasury

- Create Urgent Payments
- Approve Payment Requests
- Generate Current Day Batch Payment Schedule
- Download / Print Current Day Batch Payment Schedule
- Cash Management
- Global Cash Position Statement

From the Home Page select **“Approve Journal Entries ”**

Approve Journal Entry

Journal Entry Posting



Entity ID contains

Journal Entry Status contains

Header Reference contains

You can execute a mass upload of your Journal Entries using our Excel Upload Template.

Select link to download the template [Download Template](#)

Search for the Journal Entry to be approved and select the Edit (Pencil Icon) beside it to approve.

+									
			Entity ID	Journal Entry ID	Entry Date	Posting Date	Journal Entry Status	Header Reference	Acco
			Sample Company #1, ENT10011	21180	1/3/23	12/20/22	Pending Review	Sample Journal Entry Posting FA 123	Main
Journal Entry Line Items									

Approve Journal Entry

Journal Entry Posting Edit

Record « < 1 > » of 10

Entity ID Sample Company #1, ENT10011

Journal Entry ID 21180

Posting Date * 12/20/22 📅

Journal Entry Status Pending Review ✖ ▼

Header Reference * Sample Journal Entry Posting FA 123

Accounting Ledger * Main Ledger ✖ ▼

Entry Currency USD ✖ ▼

Control Total 0

Preparer Email automationbot@zingerpay.com

Preparer Name AutomationBOT

Attachments
Drop files here or click to upload

Approver Name * AutomationBOT ✖ ▼

Approver Email * automationbot@zingerpay.com ✖ ▼

Approval Date * 1/6/23 📅

User Audit Trail AutomationBOT

Save Cancel

1

Change the Journal Entry Status from **“Pending Review”** to **“Approved”** .

2

Select **“Save”**

Need additional help?

- [Schedule a Private Product Overview Session](#)
- [Attend our Weekly Overview Webinar](#)
- [Chat with us](#)