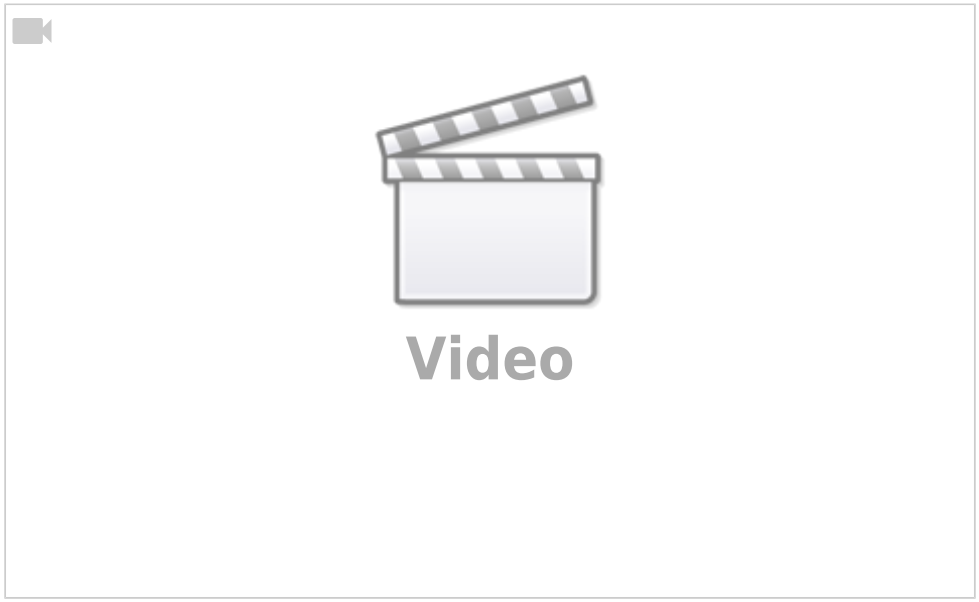
Accounting entries

Fix Me! A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the forum.

Accounting entries represent the flows that enter and leave your bank accounts or your cash register.

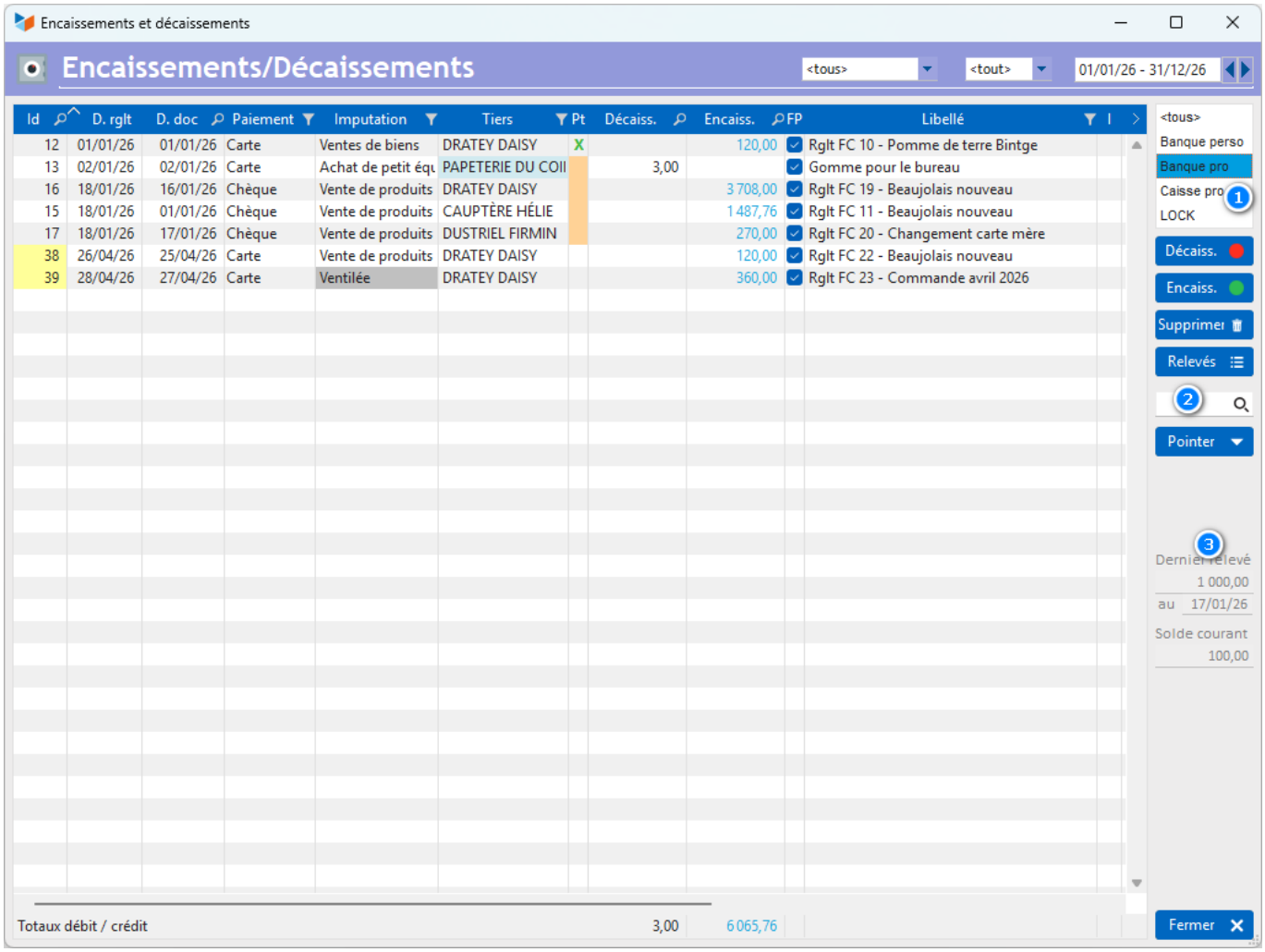
Several screens are dedicated to entering these movements.



Using the entries management screen

Use in normal input mode

The screen presents the recorded entries for the month and the selected account.



The 1 list displays unclosed bank accounts. The context menu of the list allows you to display them all.

The 2 search box allows you to filter entries according to the string entered (combined search on the third party, the wording, the check or remittance number, the amount including tax or the ID of the entry).

On the right side of the screen 3 is displayed the amount of the balance of the last account statement for the account selected in the list.

The “Current balance” field is this amount from the last account statement, increased by all receipts on the account and reduced by all disbursements, for all entries whose movement date is strictly after the date of the account statement. .

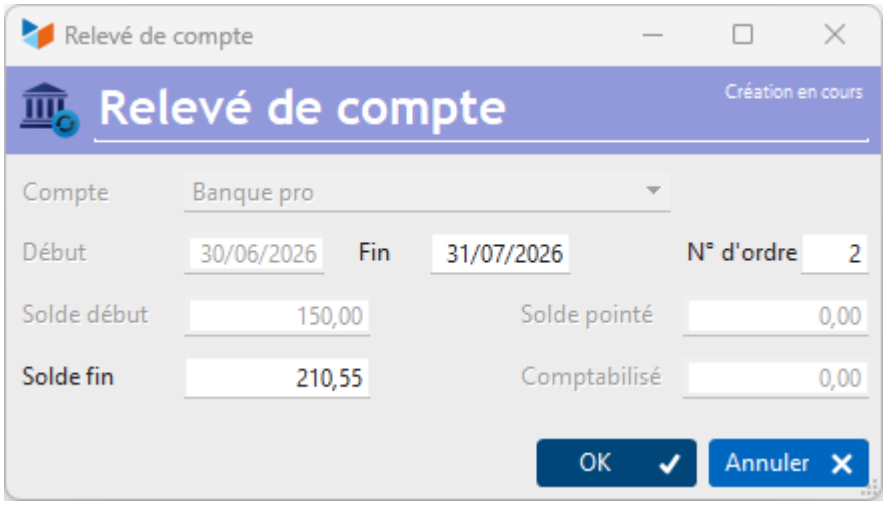
Use in pointing mode

The “checking” of entries (or “bank reconciliation”) consists, when you have received your bank statement, of checking that the entries entered correspond with the statement, and that you have recorded all the entries appearing in the statement.

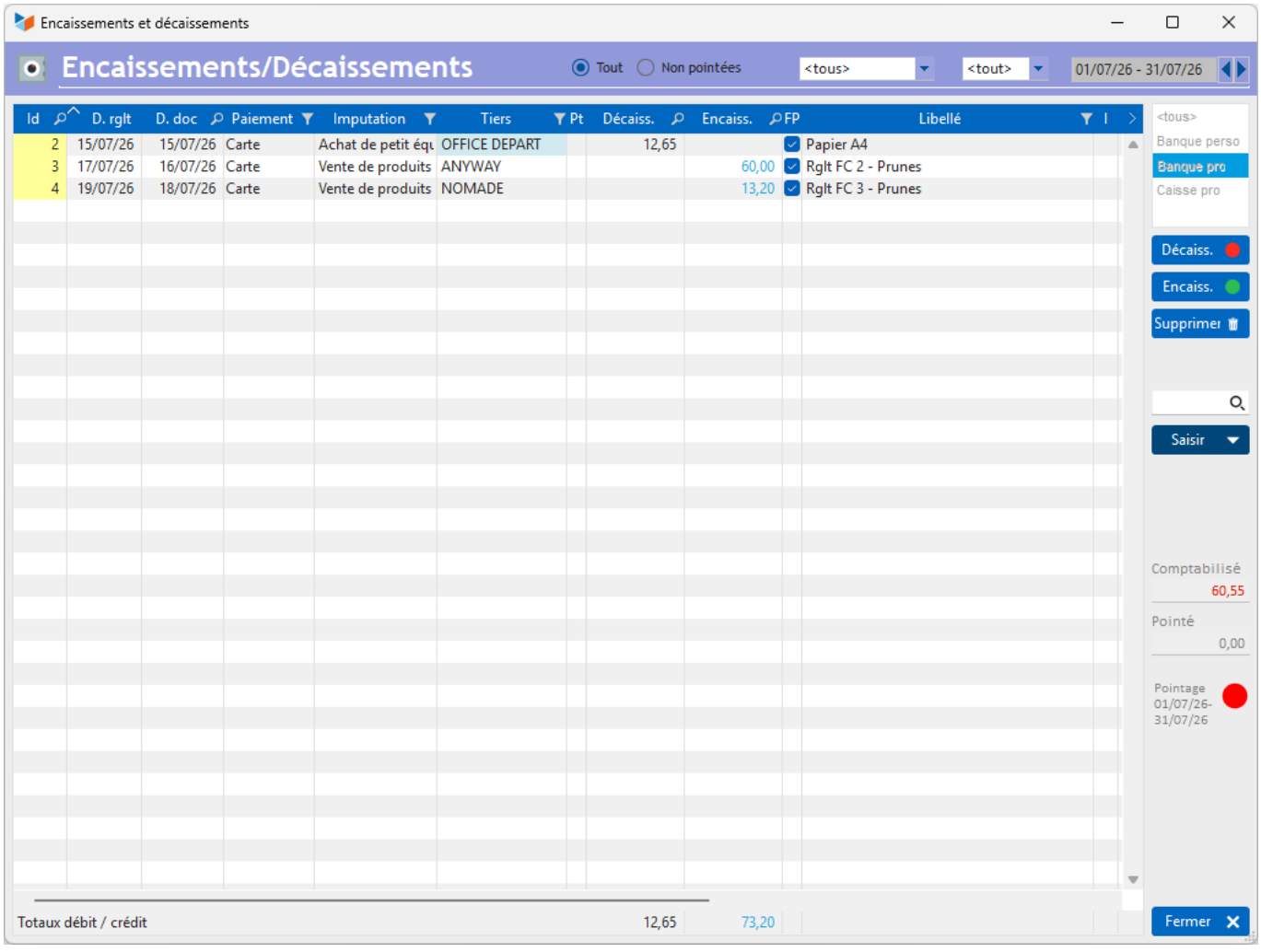
For example, we received the account statement from our bank, which told us that we had 100 euros in our bank account on 01/12/2023, and 90 euros on 04/12/2023.

The **Score** button allows you to switch to score or bank reconciliation mode.

Gestan will start by asking us to create an account statement, on which we will include the information transmitted by the bank, namely the beginning and ending balances. We enter it as below:

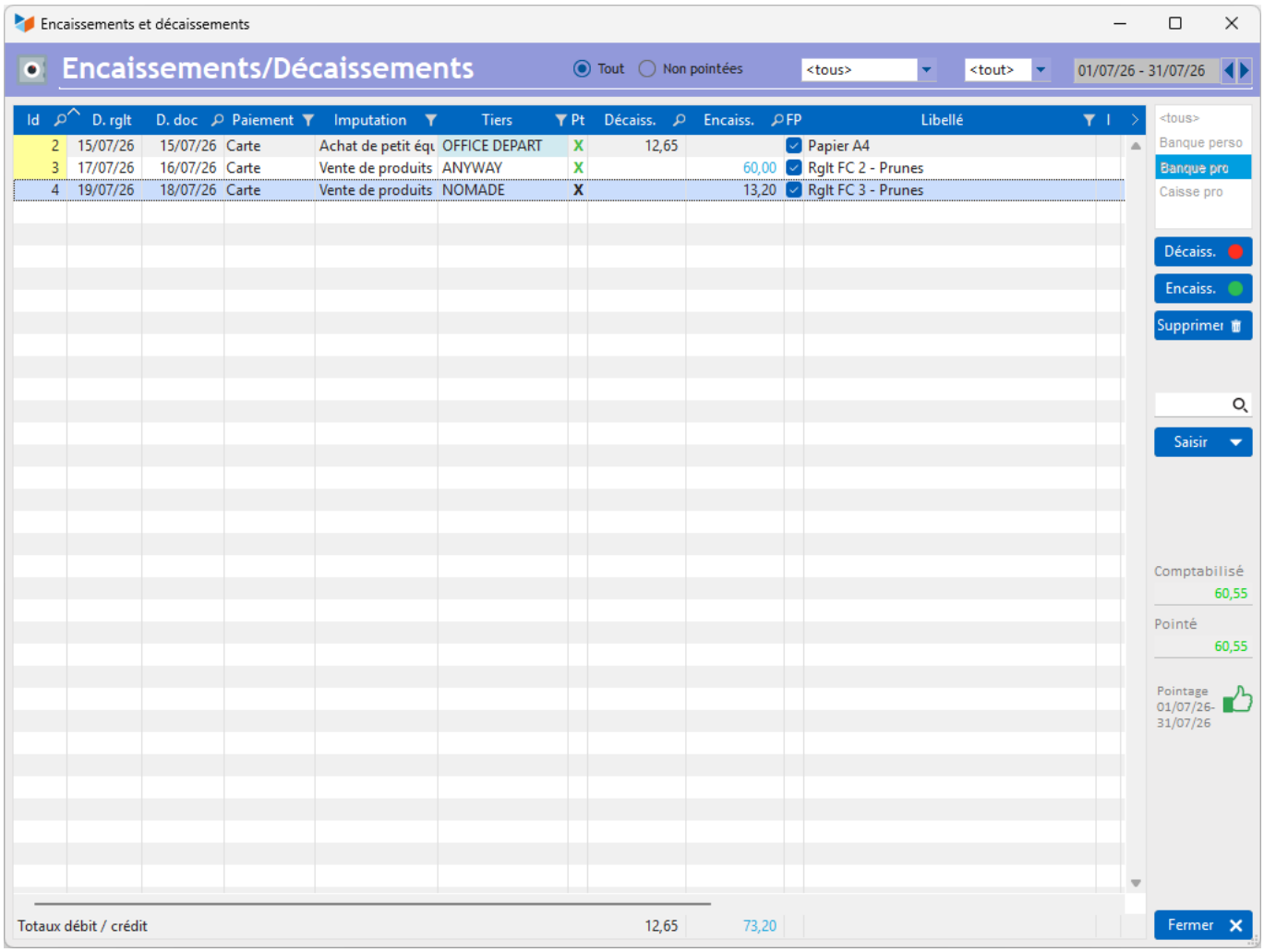


This allows us to return to the list of entries screen in pointing mode. At the top of the screen, a red dot flashes, which tells us that we are in accounting mode, and that the amounts pointed out are not consistent with the account statement entered.



In this mode, all you have to do is double-click on the Gestan entries which we see present in the

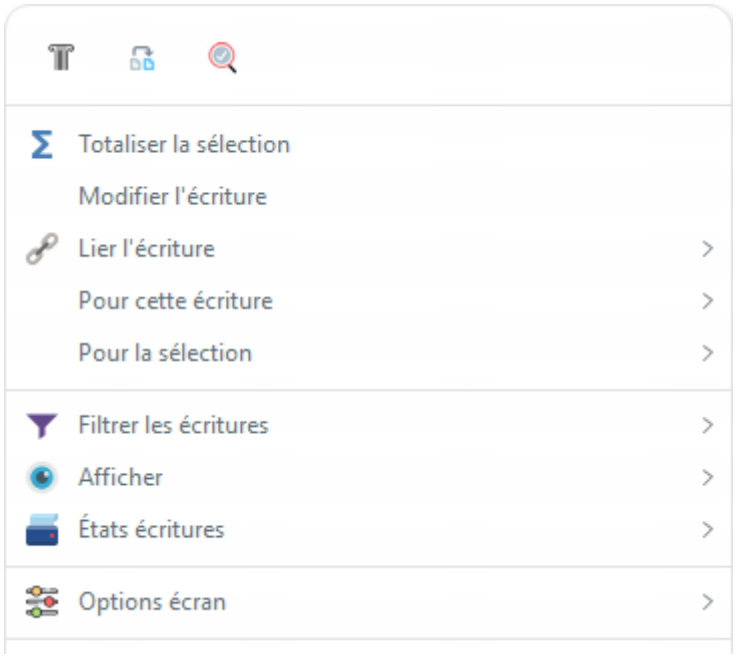
bank statement. The entries then go into the "Pointed" state. At the end of the tallying, the red point then turns green if the amounts pointed out are correct in relation to the account statement.



By clicking again on the **Point** button, we return to normal entry mode, and can use the **Statements** button to open the list of account statements, on which we can check that the balance pointed out is indeed equal to the recorded balance.

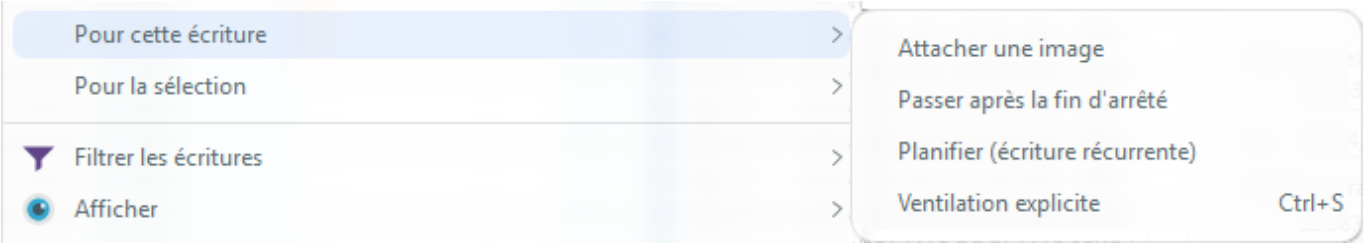


The context menu of the table



- **Totalize selection** performs the total of the selected lines (multi-selection possible)
- **Attach an image** allows you to link an image or pdf (a scan of the receipt, for example) to the recording.

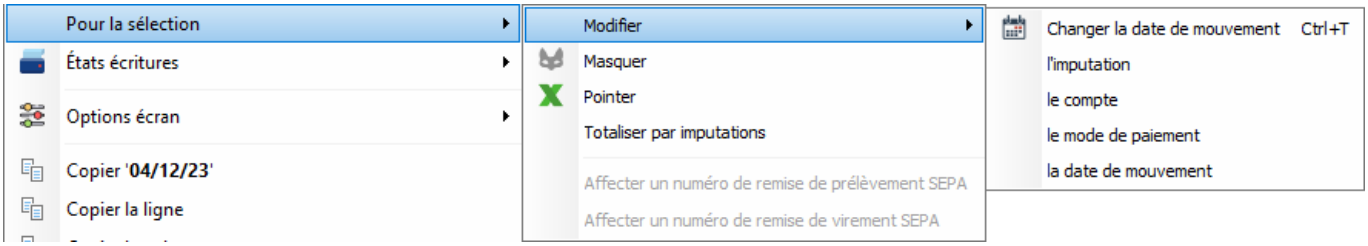
- **Link entry** allows you to link an entry to a customer document or a supplier document, and/or to a project and a task. When Gestan generates an entry from the **Cash** button in the list of invoices, the attachment is automatic.
- **Mask mode** allows you to hide/unmask entries with a double-click. This is very practical when pointing out entries.
- **Passing after the end of the statement** allows you to pass all non-pointed entries after the end of the statement date. This is very practical at the end of a tally, to move all the entries which had been wrongly recorded with too early dates.



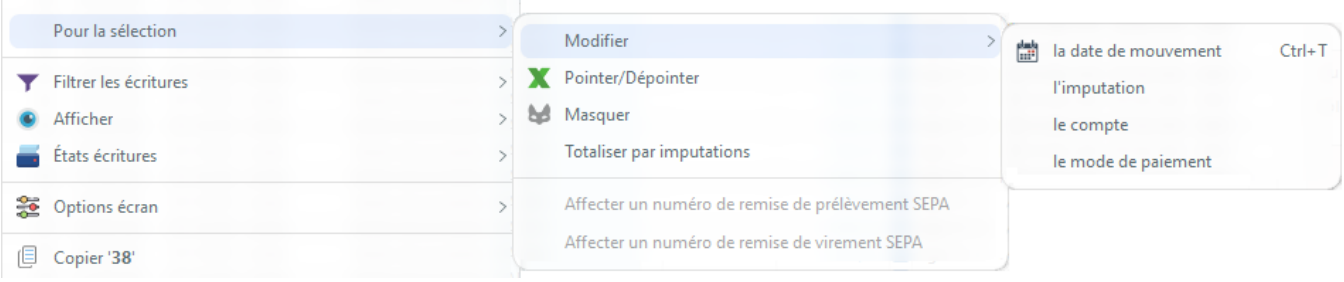
The **For this writing** menu allows you to:

- **plan a posting**: i.e. record a recurring posting. For example, if you pay for a phone subscription each month, you can record a monthly disbursement that will be generated automatically
- **explicitly break down**: i.e. declare the “composition” of an entry, for example declare that on an internet subscription invoice, XXX euros are affected by 20% VAT, and YYY euros per 10% VAT. The breakdown of a VAT entry to be paid or reimbursed by the state is not authorized.

If the GESTAN_TRESO extension is present, it also allows you to **budget**, i.e. declare that the entry considered is recurring, and take this into account in your forecasts. Treasury.



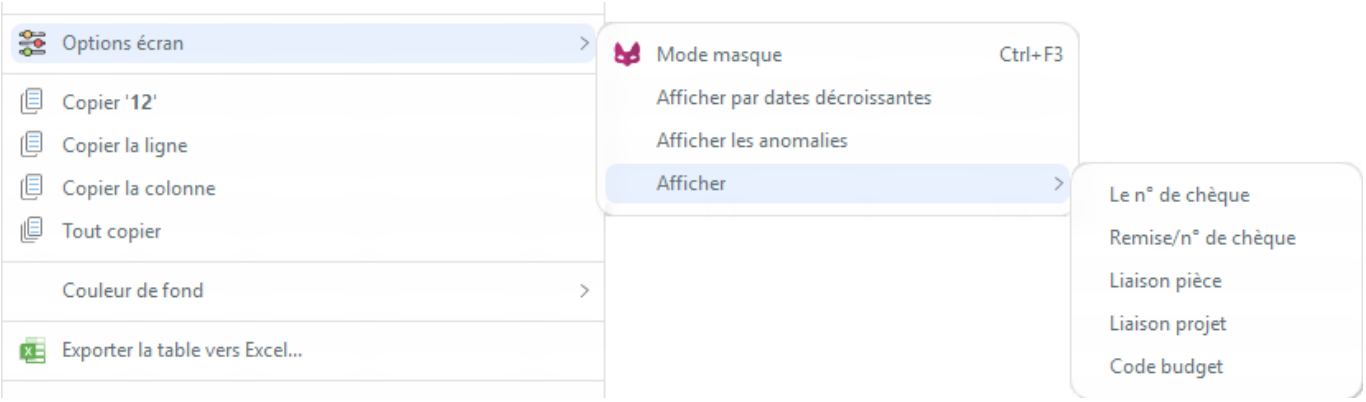
The **For selection** menu allows, among other things, to modify a selection of entries in bulk, for example changing their imputation.



The **Writing states** menu allows you to trigger the printing of numerous states relating to postings, and in particular:

- the **cash receipt**
- the **receipt** (or **receipt**)
- the **check** (allows you to print the check corresponding to the selected entry on pre-printed

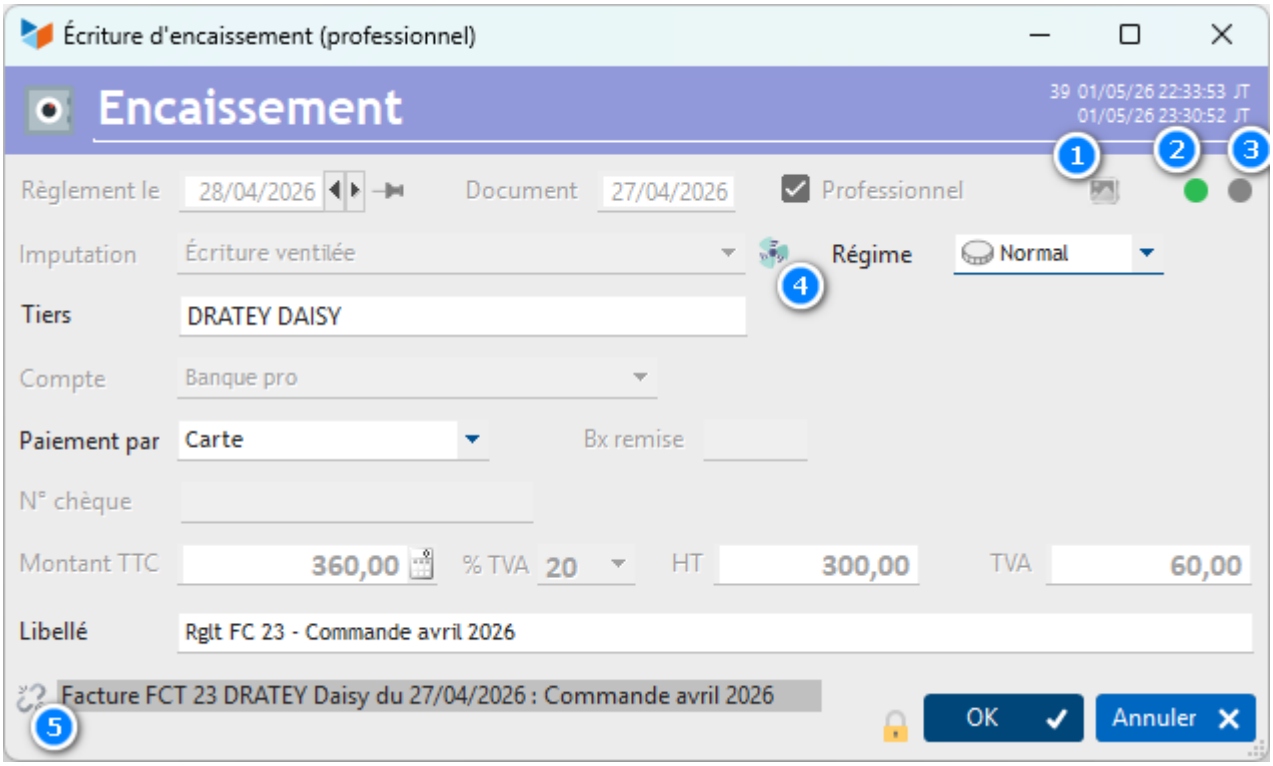
paper).



Finally, the **Screen options** menu allows you to:

- **Current balance** allows you to display the current balance either by taking into account only the entries for the month displayed, or by taking into account those of the month and all subsequent ones.
- **Show** allows you to display an additional column in the table, containing the following: the check number, the discount number, the budget code, the project or part link.

The writing sheet



The **Settlement** date is the date of effective completion of the collection or disbursement. While the **Document** date is the possible date of the document relating to it. For an invoice collection, for example, this date is the invoice issue date (in this case, the field is not displayed). But this field is for example useful in the case where you have recorded a disbursement without the corresponding supplier invoice, or in the case where you have paid with a deferred debit card.

The image 1 allows you to link an image to the entry, for example a scan of the expense report or the

invoice.

The 2 and 3 lights indicate whether the writing is pointed out or justified. In this case, they are green.

The imputation is a “clear” wording which allows you to make the link between the entry, its accounting code, and its counterparty code. For example, we could have configured here that the “Sale of goods” allocation is linked to product account 707 (Sale of goods), with a counterpart on account 411 (Collective Customers). The context menu of the “Imputation” combo allows you to create new imputations, if necessary.

The **regime** allows you to distinguish whether it is a deposit, a deposit, or something else. This is information for the record, with no accounting implications.

The **third party** is the person involved in the writing, the one who pays you or the one you pay. In the case of an invoice, the third party is automatically the customer of the invoice. In the case of an entry without specific documents (for example a restaurant bill), you can choose a third party registered in your contact database, or enter a simple description.

The **payment method** determines the entry of related information. For example, the “by check” payment method allows you to enter a bank code, a check number, and a possible remittance slip number.

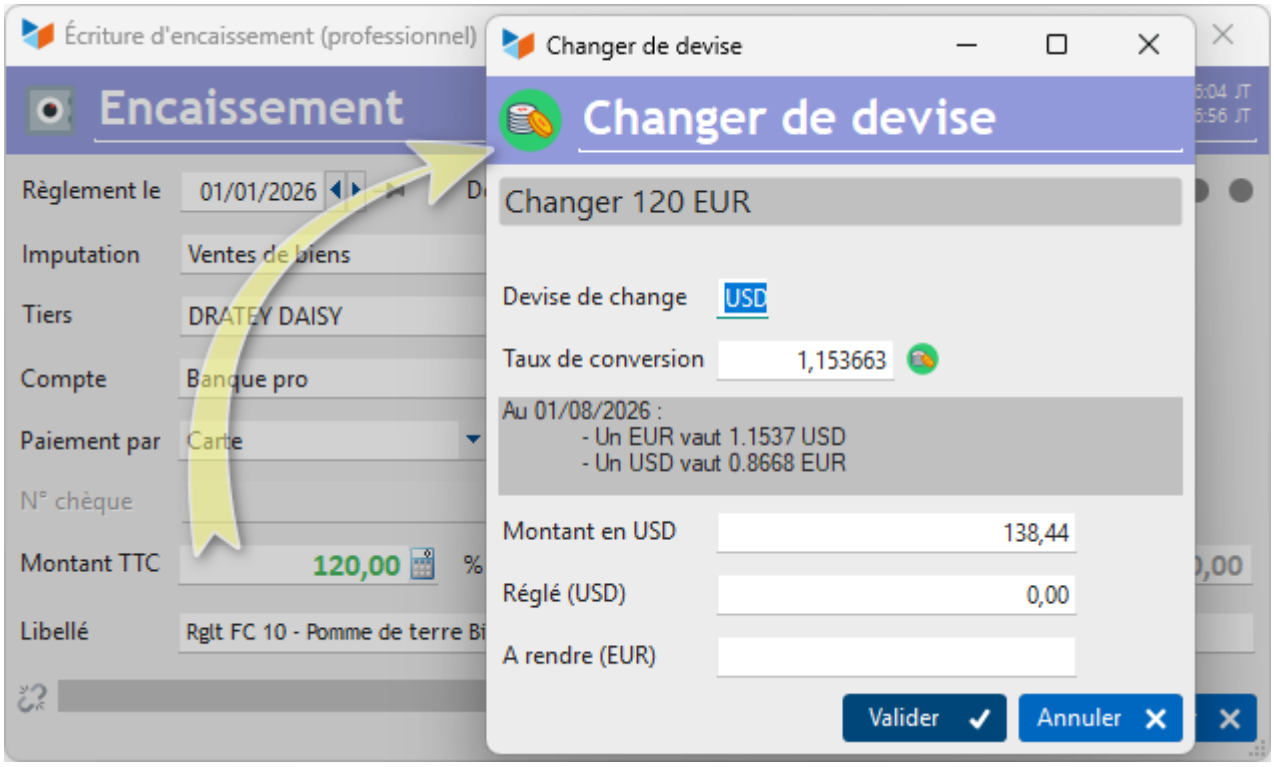
VAT can be pre-displayed depending on the charge. For VAT which are not at standard rates, select “Other” in the VAT combo: you can then enter an amount including VAT and an amount excluding VAT separately, the final VAT rate will be calculated at the time of validation of the entry .

The bottom of the 4 sheet presents the possible connections of the writing, with an invoice, a receipt, or an expense report. In the case of broken down writing, a light indicates the validity of the breakdown. A padlock is displayed if the entry can no longer be modified (locked entry).

Entering an amount in foreign currency

In Gestan, all accounting data is stored in the currency specified in the general settings. But how can you make a collection in a currency other than the reference currency?

To do this, once the amount is entered in the **Amount including tax** area, right-click on the area (or use the F2 key), which will open the screen below.



Indicate the currency into which you want to convert the initial amount. The 1 button allows you to search for the daily rate of the specified currency (via the European bank website. Requires an Internet connection).

If the customer pays you, enter the amount in the **Paid** box. The **To return** area then displays the amount you must return.

The **Validate** button will populate the **Amount including tax** area of the entry form with the converted amount.

Link between invoices and entries

When you use the collection button in the list of invoices, a collection record is generated, with an automatic link to the paid invoice: when you request the display of payments for this or that document, this allows you to display the entries related to the part.

It is possible to manually delete and create these connections. In case of creation of a link to an invoice, which would settle the invoice, the status of the invoice will be set to “settled”. If a link to a paid invoice is deleted, the status of the invoice will be set to “payment pending”.

Tips for managing entries

📌 Memorize the bank codes of the checks given to you. To do this, right-click on the □bank code□ area.

📌 Wonky VAT rates. If you have an entry with for example an incl. tax of 15.95, and an excl. tax of 15.12, Gestan will show you a VAT rate of 5.49, because it is calculated on the values provided, and rounded (the rate is 5.48941). To find a rate of 5.5%, use the context menu for the amount including

tax **Apply VAT**. This menu will allow you to enter a VAT rate. An unrounded amount excluding VAT will be calculated (but the displayed amount will always be 15.12), and the VAT rate will be at its correct value, i.e. 5.5%

Other Accounting articles

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Accounting entries
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Automatic accounting allocations
Bad debts
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Bank account statements
Bank reconciliation
Billing by tax rate
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Chart of accounts
cptresultat
Delivery of checks
Documents without imputation
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Mass links: entries
Micro-Enterprise / Self-Enterprise
Payments
Pointing of supporting documents for VAT
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Receipts/Payments
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