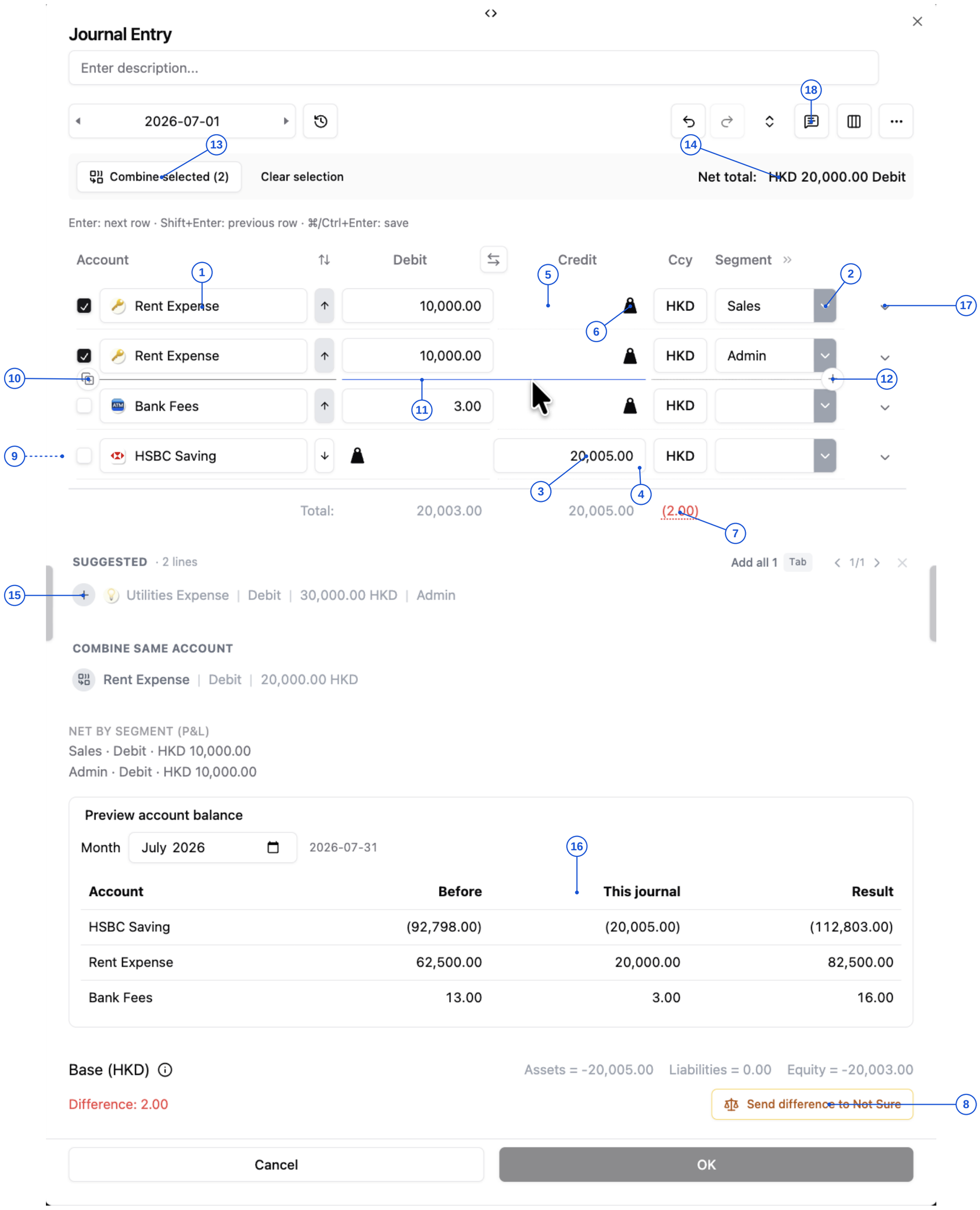
Journal Entry

Match each reference number on the full window to the instructions below.



Dashed leader (9) marks the grip revealed on hover.

Ref.	Control	How to use it
1	**Account**	Choose the account for each journal line. You can also **create an account here**.
2	**Segment / allocation**	Assign a segment; open the Segment arrow to select a saved allocation rule.
3	**Amount / keyboard shortcuts**	Enter a debit or credit amount. Inside the amount box: **B**: balance using this line. **Up/Down arrow keys**: reuse the value from other journal lines. **Enter**: move to the following line, or create a new line if needed.
4	**Copy values up / down**	Mouse over the **lower-right corner** of an amount cell to reveal the fill handle. Drag it **up or down** to copy the value into other lines.
5	**Toggle Debit / Credit**	Click the **other side** of the line (Debit or Credit), or press the **Space bar** inside the amount box to switch sides.
6	**Black weight**	Click the **black weight icon** to adjust that line's amount and balance the journal.
7	**Totals / difference**	Compare total debits and credits. Click the **difference** to add a new line with the journal's difference.
8	**Send difference to Not Sure**	Assign the remaining difference to Not Sure when you need to resolve its account later.
9	**Reorder lines**	Drag the grip at the left of a line up or down, then release to reorder.
10	**Insert: copy line above**	Click the divider under the account (the copy icon) to duplicate the line above.
11	**Insert: difference line**	Click the divider under the amounts to insert the difference between adjacent same-currency rows.
12	**Insert: blank line**	Click the **+** at the right of the divider to insert a blank line.
13	**Combine selected lines**	Tick the checkboxes beside the lines, then click **Combine selected** to merge compatible lines into one net amount. Lines must have matching accounts, currencies and compatible booking details.
14	**Selected lines: net total**	Read **Net total** in the selection bar to see the selected lines' combined amount, currency and Debit/Credit side.
15	**Suggested journal entries**	Review suggested accounts and amounts. Click **+** to add a suggestion, or **Add all** to add the set.
16	**Balance Preview**	Choose a month end. Compare **Before**, **This journal** and **Result** for each affected account.
17	**Expand line details**	Click the **arrow on the right side** of a journal line to expand additional fields, including **subledger** and **particulars**. Click again to collapse.
18	**Fill from text / JPG**	Click the **speech-bubble button**. Paste text or a JPG/JPEG image, then choose **Fill journal** to populate the journal. Review the proposed entries. **AI processing uses credits.**

Balancing (3, 6): available when the journal is out of balance and all lines use the same currency. Check the adjusted amount before saving. Manual tools use no AI credits; AI fill (18) uses credits.