

JOURNAL ENTRY GUIDE

A journal entry is the method for date - wise record of all individual financial transactions made by an institution with details of the accounts debited and credited and the amount of each transaction.

If transaction is a Payment , select the ledger in Debit/Payment Row .
If transaction is a Receipt , select the ledger in Credit/Receipt Row .
Then, select Cash / Bank in the other Row.

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Examples for DSOFT 20 JOURNAL ENTRY

- Received cash from Mr. ABC for Mass Intention Rs.500/-

Debit/Payment: CASH A/C

Credit/Receipt: MASS INTENTION A/C

AMOUNT: 500.00

Narration: (Mass Intention received from Mr. ABC)

- Paid cash to Mr. XYZ as Charity Rs.300/-

Debit/Payment: CHARITY A/C

Credit/Receipt: CASH A/C

AMOUNT: 300.00

Narration: (Help is given to Mr. XYZ to buy medicine)

3. Bought vegetables for cash Rs.250/-
Debit/Payment: FOOD A/C
Credit/Receipt: CASH A/C AMOUNT: 250.00
Narration: (Vegetables purchased from market)
4. Bought computer by cheque (SBI Bank 2345) Rs.25,000/-
Debit/Payment: COMPUTER A/C
Credit/Receipt: SBI BANK 2345 A/C AMOUNT: 25,000.00
Narration: (Computer is purchased by Cheque No.357896)
5. Cash deposited to SBI Bank 2345 Rs.8,000/-
Debit/Payment: SBI BANK 2345 A/C
Credit/Receipt: CASH A/C AMOUNT: 8,000.00
Narration: (Cash deposited)
6. Cash withdrawn from AXIS Bank 6549 Rs.10,000/-
Debit/Payment: CASH A/C
Credit/Receipt: AXIS BANK 6549 A/C AMOUNT: 10,000.00
Narration: (Cash withdrawn by Cheque No.321489)
7. Transfer money from SBI Bank 2345 to AXIS Bank 6549 Rs.25,000/-
Debit/Payment: AXIS Bank 6549 A/C
Credit/Receipt: SBI Bank 2345 A/C AMOUNT: 25,000.00
Narration: (Cheque No.356412 from SBI Bank 2345 to transfer to Axis Bank 6549)
8. Subsidy received from Province by Cheque (SBI Bank 2345) Rs.30,000/-
Debit/Payment: SBI Bank 2345 A/C
Credit/Receipt: SUBSIDY A/C AMOUNT: 30,000.00
Narration: (Subsidy from the Province is received to Bank)
9. Interest received from SBI Bank 2345 Rs.350/-
Debit/Payment: SBI Bank 2345 A/C
Credit/Receipt: BANK INTEREST A/C AMOUNT: 350.00
Narration: (Interest is received from SBI Bank 2345)
10. Bank Charges applied for SBI Bank 2345 Rs.175/-
Debit/Payment: BANK CHARGES A/C
Credit/Receipt: SBI BANK 2345 A/C AMOUNT: 175.00
Narration: (Bank Charges paid to SBI Bank 2345)
11. Sale of old vehicle by cheque (SBI Bank 2345) Rs.2,00,000/-
Debit/Payment: SBI Bank 2345 A/C
Credit/Receipt: VEHICLE A/C AMOUNT: 2,00,000.00
Narration: (Old vehicle is sold to Mr. ABC)
12. Buying vehicle by cheque (SBI Bank 2345) Rs.5,00,000/-
Debit/Payment: VEHICLE A/C
Credit/Receipt: SBI BANK 2345 A/C AMOUNT: 5,00,000.00
Narration: (Cheque No.578943 for buying New Vehicle)

13. Depositing new Fixed Deposit by Cheque (AXIS Bank 6549) Rs.50,000/-
 Debit/Payment: FIXED DEPOSIT No.845 A/C
 Credit/Receipt: AXIS BANK 6549 A/C AMOUNT: 50,000.00
 Narration: (New Fixed Deposit is made by Cheque No. 321456)
14. Interest on Fixed Deposit is received to AXIS Bank 6549 Rs.2,000/-
 Debit/Payment: AXIS Bank 6549 A/C
 Credit/Receipt: INTEREST ON FD A/C AMOUNT: 2,000.00
 Narration: (Interest on Fixed Deposit No.578 is received to Axis Bank)
15. Interest on Fixed Deposit is added to Fixed Deposit No.750 Rs.3,000/-
 Debit/Payment: FIXED DEPOSIT No.750 A/C
 Credit/Receipt: INTEREST ON FD A/C AMOUNT: 3,000.00
 Narration: (Interest on Fixed Deposit No.750 is added to FD No.750)
16. Fixed Deposit No.550 (Op. Balance: Rs.1,00,000) is withdrawn to AXIS Bank 6549 Rs.1,05,000/-
- A. Debit/Payment: FIXED DEPOSIT No.550 A/C
 Credit/Receipt: INTEREST ON FD A/C AMOUNT: 5,000.00
 Narration: (Interest on Fixed Deposit No.550 is added to FD No.550)
- B. Debit/Payment: AXIS Bank 6549 A/C
 Credit/Receipt: FIXED DEPOSIT No.550 A/C AMOUNT: 1,05,000.00
 Narration: (Fixed Deposit No.550 is withdrawn with interest)

Mass Obligation Accepted / Mass Obligation Given / Mass Stipend

We need Three Ledgers

1. Mass Obligation Accepted, 2. Mass Obligation Given & 3. Mass Stipend

17. When Mass Intentions are received by Cash (30 Masses Rs. 3000/-)
 Debit/Payment: CASH A/C
 Credit/Receipt: Mass Obligation Accepted A/C AMOUNT: 3000.00
 Narration: (30 Mass Intentions are received from.....)
18. When Mass Intentions are received by cheque (to SBI Bank 2345) (50 Masses Rs. 5000/-)
 Debit/Payment: SBI Bank 2345 A/C
 Credit/Receipt: Mass Obligation Accepted A/C AMOUNT: 5000.00
 Narration: (50 Mass Intentions are received by cheque from.....)
19. When Mass Intentions are given to a Priest (20 Masses Rs.2000/-).
 Debit/Payment: Mass Obligation Accepted A/C
 Credit/Receipt: Mass Obligation Given A/C AMOUNT: 2000.00
 Narration: (20 Mass Intentions are given to Fr.)
20. When the Priest fulfills Mass Intentions (20 Masses Rs.2000).
 Debit/Payment: Mass Obligation Given A/C
 Credit/Receipt: Mass Stipend A/C AMOUNT: 2000.00
 Narration: (20 Mass Intentions are completed by Fr. on.....)

Agriculture / Animal Husbandry / Farm

21. Sold coconut & received cash Rs.650.00

Debit/Payment: CASH A/C

Credit/Receipt: AGRICUTURE A/C

AMOUNT: 650.00

Narration: (Sold 40 coconuts to Mr. ABC)

22. Vegetables from agriculture garden Rs.500.00

Debit/Payment: FOOD A/C

Credit/Receipt: AGRICULTURE A/C

AMOUNT: 500.00

Narration: (Vegetables collected from the agriculture garden)

23. Cow dung is taken from cattle shed for coconut trees Rs.1,500.00

Debit/Payment: AGRICULTURE A/C

Credit/Receipt: ANIMAL HUSBANDRY A/C

AMOUNT: 1,500.00

Narration: (Cow dung for coconut tree is taken from own cattle shed / farm)

Multiple Entry Transactions

(No option to select multiple ledgers in DSOFT 20. So enter it individually)

24. **TDS:** Repair Work (Rs.50,000) **with TDS** (1% Rs.500) cut by cheque from SBI Bank 2345 A/C

When deducting TDS from the contractor / worker / agency / company.

A. Debit/Payment: REPAIRS & MAINTENANCE A/C

Credit/Receipt: CASH A/C

AMOUNT: 50,000.00

Narration: (Bank 2 Cheque No. 357864 paid to Mr. ABC Rs.49,500 & TDS Rs.500)

B. Debit/Payment: CASH A/C

Credit/Receipt: SBI Bank 2345 A/C

AMOUNT: 49,500.00

Narration: (Cheque No. 357864 issued to Mr. ABC after TDS deduction Rs.500)

C. Debit/Payment: CASH A/C

Credit/Receipt: TDS A/C

AMOUNT: Rs. 500.00

Narration: (TDS deducted Mr. ABC for the repair work)

When paying TDS online from SBI Bank 2345 A/C

D. Debit/Payment: TDS A/C

Credit/Receipt: SBI Bank 2345 A/C

AMOUNT: Rs. 500.00

Narration: (TDS online paid for the month by cheque from Bank 2)

25. Salary is for staff (Rs.15,000) with Advance deductions Rs.1,000 & SBI cheque is given.

A. Debit/Payment: SALARY A/C

Credit/Receipt: CASH A/C

AMOUNT: 15,000.00

Narration: (Salary for the Month of April)

B. Debit/Payment: CASH A/C

Credit/Receipt: ADVANCE TO STAFF A/C

AMOUNT: 1,000.00

Narration: (Food amount is deducted from the salary of the staff)

C. Debit/Payment: CASH A/C
 Credit/Receipt: SBI Bank 2345 A/C AMOUNT: 14,000.00
 Narration: (Advance given to staff is deducted from the salary)

26. Salary is for staff (Rs.18,000) with the following deductions: Food – Rs.1,500; Advance Rs.1,000; PF Rs.1,200 & ESI Rs.600. So Net Salary by SBI Bank 2345 is Rs.13,700/-

A. Debit/Payment: SALARY A/C
 Credit/Receipt: CASH A/C AMOUNT: 18,000.00
 Narration: (Salary for the Month of April)

B. Debit/Payment: CASH A/C
 Credit/Receipt: FOOD A/C AMOUNT: 1,500.00
 Narration: (Food amount is deducted from the salary of the staff)

C. Debit/Payment: CASH A/C
 Credit/Receipt: ADVACNE TO STAFF A/C AMOUNT: 1,000.00
 Narration: (Advance given to staff is deducted from the salary)

D. Debit/Payment: CASH A/C
 Credit/Receipt: PROVIDENT FUND A/C AMOUNT: 1,200.00
 Narration: (PF contribution is deducted from the staff salary)

E. Debit/Payment: CASH A/C
 Credit/Receipt: ESI A/C AMOUNT: 600.00
 Narration: (ESI contribution is deducted from staff salary)

F. Debit/Payment: CASH A/C
 Credit/Receipt: SBI Bank 2345 A/C AMOUNT: 13,700.00
 Narration: (Cheque No.258741 issued for net salary after deducting food: 1,500, advance: 1000, PF: 1200 & ESI: 600)

II. ENTERING OPENING BALANCE IN DSOFT: 6 STEPS

Always Verify The Opening Balance with the Audit Report

- **CASH A/C Opening Balance:** (A) Click on Ledger in Master (B) Select Cash A/C ledger (C) Click Edit (D) Click on the Institution Name (E) Enter the amount & type **DEBIT** & (F) OK & Save. (Repeat it for all the Institutions).
- **BANK A/C: Opening Balance:** (A) Click on Ledger in Master (B) Select BANK A/C ledger (C) Click Edit (D) Click on the Institution Name (E) Enter the amount & type **DEBIT** & (F) OK & Save. (Repeat it for all the Bank A/Cs).
- **FIXED DEPOSIT A/C:** Follow the same steps. But select the Fixed Deposit Ledger in Step (B). (Repeat it for all the Fixed Deposit A/Cs).
- **LOAN / ADVANCE GIVEN A/C:** Follow the same steps. But select the concerned Ledger in Step (B). (Repeat it for all the Loan / Advance Given A/Cs).

- **LOAN RECEIVED A/C**: Steps **A** to **F** are same. But in step **(E)** Enter the amount & type **CREDIT**. (Repeat it for all Repayable Loan A/Cs).

III. LINKING LEDGERS TO LEDGER GROUPS: 5 STEPS

(A) Go to Ledger in Master (B) Select concerned Ledger (C) Click Edit
(D) Select Group & (E) Save.

- **BANK ACCOUNTS GROUP**: All the Bank A/Cs should be linked with to this group.
- **DEPOSITS GROUP**: All Fixed Deposits, Fixed Investments, Shares, Endowment Fund, Security Deposits are to be linked with Fixed Deposits Group.
- **LOANS GROUP**: All received and repayable loan ledgers are to be linked to the Loan Group.
- **CAPITAL GROUP**: Non-Recurring or Capital ledgers like Computer & Software, Construction, Furniture & Fixtures, House Hold Articles, Infrastructure, Land & Building, Library, Machinery & Equipment, Tools & Instruments, Vehicle, etc. are to be linked to Capital Items Group.
- **GENERAL GROUP**: All the ledgers that are not included in the above four groups are called General Ledgers. **No need to link General Ledgers to any Group.**

Agriculture / Animal Husbandry
Bank Charges
Bank Interest
Chapel
Computer Maintenance
Donation
Entertainment
Food
Interest on Fixed Deposit

Light & Water
Maintenance of House
Maintenance of Machines
Mass Stipend
Medicine
Members Expenses
Postage & Phone
Priestly Ministry
Repair & Maintenance

Salary & Allowances
Stationery & Printing
Subscription
Subsidy for Recurring Expense: Province
Tax & License
Travel
Vehicle Maintenance
VSS - Charity/Social Work