

Explaining Transaction – OpenBooks

How do I know which transactions need explaining?

Having uploaded your bank statement you may have unexplained transactions, or, if you have chosen to manually upload transactions you will need to explain these lines.

You'll see all the unexplained transactions in red. Next to the bank account's name on the list in Banking, there's a number which is how many transactions need explaining.

Go to that bank account by choosing Banking and clicking on the bank account's name on the left-hand menu.

It's a good idea to explain transactions in chronological order if you can. Go to the month with unexplained transactions.

Explaining Transaction – OpenBooks



Second Account

Last statement: Monday 02 May 2009

Show By Month

- January 09
- February 09
- March 09
- April 09
- May 09
- June 09
- July 09
- August 09
- September 09
- ✓ October 09**
- November 09

Date By Accounting Year

- By Accounting Period
- Accounting Year 2009/09
- Last Statement Upload
- All Unexplained

Show: September 09

Date		Money In	Money Out	Balance	
	Balance brought Forward			£0.00	
18-09-2009	Payment from Director Loan Account paid to Emily Coltman: Payment from Director Loan Account		10.00	-10.00	✓
18-09-2009	100091//071033/£40.50		40.50	-50.50	?
21-09-2009	COLTMAN MUN TPT//071033 Click to add an Explanation	150.00		99.50	?
21-09-2009	Payment from Director Loan Account paid to Emily Coltman: Payment from Director Loan Account		50.00	49.50	✓

Select a Type

Type Money Out

- ✓ Payment**
- Bill Payment
- Money Paid to User
- Transfer to Another Account
- Credit Note Refund
- Purchase of Capital Asset
- Other Money Out
- Money In
- Refund
- Bill Refund
- Invoice Receipt
- Subscription Income
- Advertising Income
- Other Sales Income
- Money Received from User
- Transfer from Another Account
- Disposal of Capital Asset
- Other Money In

Total amount £ *

More Detail

Category

Description *

Optional References

Rebill Expense to Project

Receipt no

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Date	Description	Money In	Money Out
18-09-2009	100091//OTHER/£40.50		40.50
Unexplained Balance			40.50

Select a Type

Type

Total amount £ * inc % VAT

Select Auto VAT to use the normal VAT rate for the category and entry date.



Explain a Transaction

Date	Description
18-09-2009	100091//OTHER/£40.50

Select a Type

Type

Total amount £ * inc % VAT

Select Auto VAT to use the normal VAT rate for the category and entry date.

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Select a Type

Type

Total amount £ *

More Detail

Category ✓

Description *

Optional References

Rebill Expense to Project

Receipt no

- Normally VATable Admin Expenses
 - Accommodation and Meals
 - Accountancy Fees
 - Advertising and Promotion
 - Business Entertaining
 - Childcare Vouchers
 - Computer Hardware
 - Computer Software
 - Consultancy Fees
 - Internet & Telephone
 - Leasing Payments
 - Legal and Professional Fees
 - Mobile Phone
 - Motor Expenses
 - Office Costs
 - Office Equipment
 - Other Computer Costs
 - Printing
 - Rent
 - Staff Entertaining
 - Staff Training
 - Stationery**
 - Sundries
 - Web Hosting
- Normally Zero-VAT Admin Expenses
 - Bank/Finance Charges

Select a Type

Type

Total amount £ * inc *£ VAT

Select Auto VAT to use the normal VAT rate for the category and entry date.

More Detail

Category

Description *

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Optional References

Rebill Expense to Project -- Don't Rebill --

Receipt no

Attachment

Upload an attachment no file selected

Acceptable formats are: PDF, Word, Excel, TXT, PNG, GIF or JPG

Attachment description



Use this explanation to fully explain the 3 matching transactions below?

Date	Description	Money In	Money Out
21-10-2009	201847 21OCT 14.05 BRAMPTON ATM		£20.00
22-10-2009	201847 22OCT 13.25 BRAMPTON ATM		£50.00
28-10-2009	201847 28OCT 13.58 BRAMPTON ATM		£30.00