DIANO

DIANO ACADEMY · MODULE COURSE M10

Journals and recurring documents

Post adjusting entries with an approval, and set up documents that repeat

For: Company Admin, Finance User and the Accountant · **Length:** 30 minutes · **Track:** M: Per module · **Version:** 5 November 2026

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Journals and recurring documents

WHO IT IS FOR
Company Admin, Finance User and the Accountant

LENGTH
30 minutes

BEFORE THIS COURSE
Double-entry basics. M14 Reports helps.

YOU WILL BE ABLE TO
Capture a balanced journal, approve or reject it, reverse a posted one, and know what the Recurring screen is for.

A journal posts straight to the ledger: depreciation, an accrual, a correction. In DIANO a journal is always approved by a Company Admin before it posts. This course follows **Post a journal entry** (diano.co.za/help/app/journal.html) and **Invite your accountant** (diano.co.za/help/app/add-accountant.html). The plan's module is called **Expenses, journals and recurring**.

Who does what

- A **Company Admin or Finance User** captures journals.
- **Only a Company Admin approves (posts) them.**
- An **Accountant** set to **Can propose journals** can propose a Draft. Set to **View only**, they change nothing.
- The **Auditor** can view.

Capture a journal

1. Open **Accounting**, then **Journal entries**. The **New journal** form is at the top.
2. Type the **Date** and the **Description**.
3. On each line, choose the account and type the **Debit** or the **Credit**. Press **Add line** for more lines.
4. Check the line under the table: it must say **Debits = credits**.
5. Press **Save as Draft**.
6. Press **Files** to attach the working papers, for example a depreciation schedule.

Approve, reject, reverse

1. A Company Admin finds the journal in the list and presses **Approve**. That posts it.
2. A Company Admin sees **"… journal(s) waiting for your approval"** when an accountant proposed one. Approve it as it is, or press **Reject** with a reason.
3. A Draft can be changed with **Edit**, or stopped with **Cancel** (with a reason).
4. A posted journal is never changed: press **Reverse** and give a reason.

If you are the only Company Admin and you made the journal, DIANO asks for a reason before you approve it yourself. The reason is kept.

Recurring documents

- The **Recurring** screen (under **Accounting**) is for invoices, bills and expenses that repeat, for example monthly rent or a monthly service invoice.
- A **Company Admin or Finance User** sets them up. A **Sales** user can set up draft invoice schedules only.
- The **Accountant and Auditor** can view them.

Common mistakes

- **Debits and credits don't balance.** You can't save until the line says Debits = credits.
- **Expecting a Finance User's journal to post.** It waits for a Company Admin.
- **Editing a posted journal.** Reverse it with a reason and post a new one.
- **Journals for things that have their own screen.** Use invoices, bills, receipts and payments where you can; journals are for adjustments.

Exercise (practice company)

1. As **Ayesha Patel (Finance User)**, capture a journal dated 30 November: "Depreciation November (training)", debit a depreciation expense account R 2 375.00, credit 1510 Accumulated depreciation: plant R 2 375.00. Save as Draft.
2. As **Pieter van Wyk (Company Admin)**, approve it.
3. Open **Accounting › Reports › Trial balance** and find the two accounts.
4. Reverse the journal with the reason "Training exercise". Check the trial balance again.

Where to read more

- Help Centre: Post a journal entry · Invite your accountant · Close a month, start to finish · Lock a month
- Next course: M11 Banking, M14 Reports and VAT201