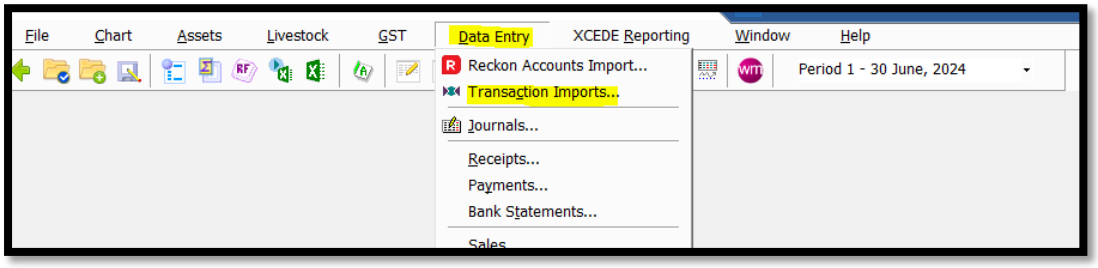
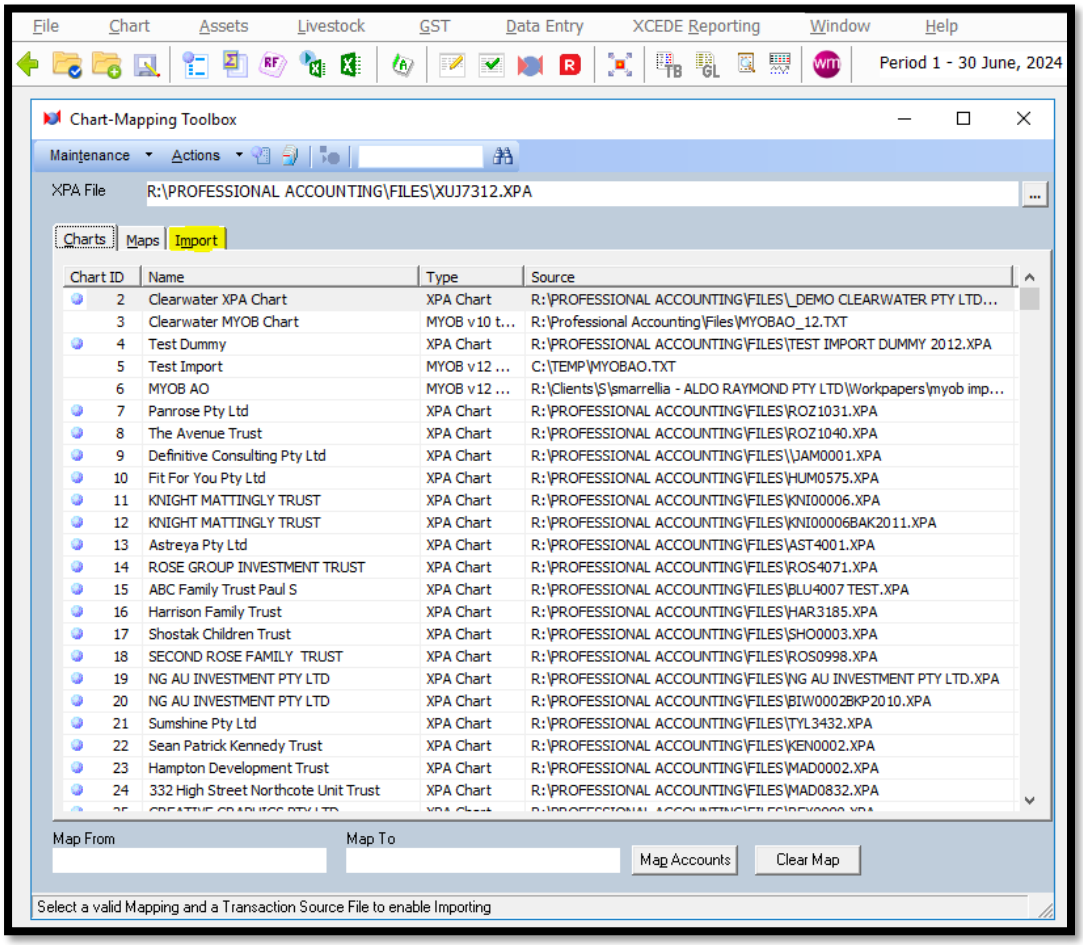
How to Import XPA Coding Template and post Journals manually in XPA?

This guide provides step-by-step instructions on how to import XPA Coding template and post manual journals in XPA. It includes details on how to access and navigate the XPA and generate "B5 – Trail balance" after bringing in net movement.

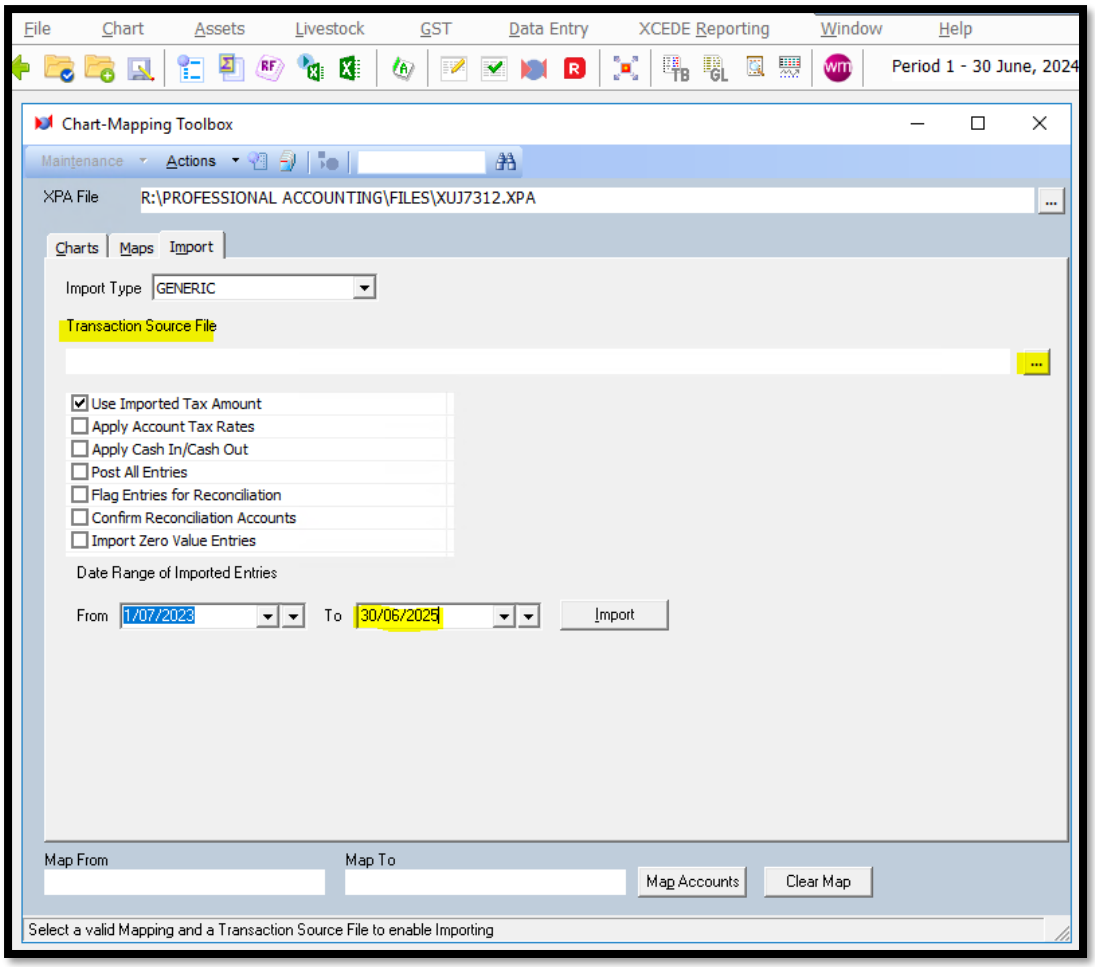
1. Go to Data Entry >> Select **Transaction Import** >> a pop-up will appear named as "Chart-Mapping Toolbox".



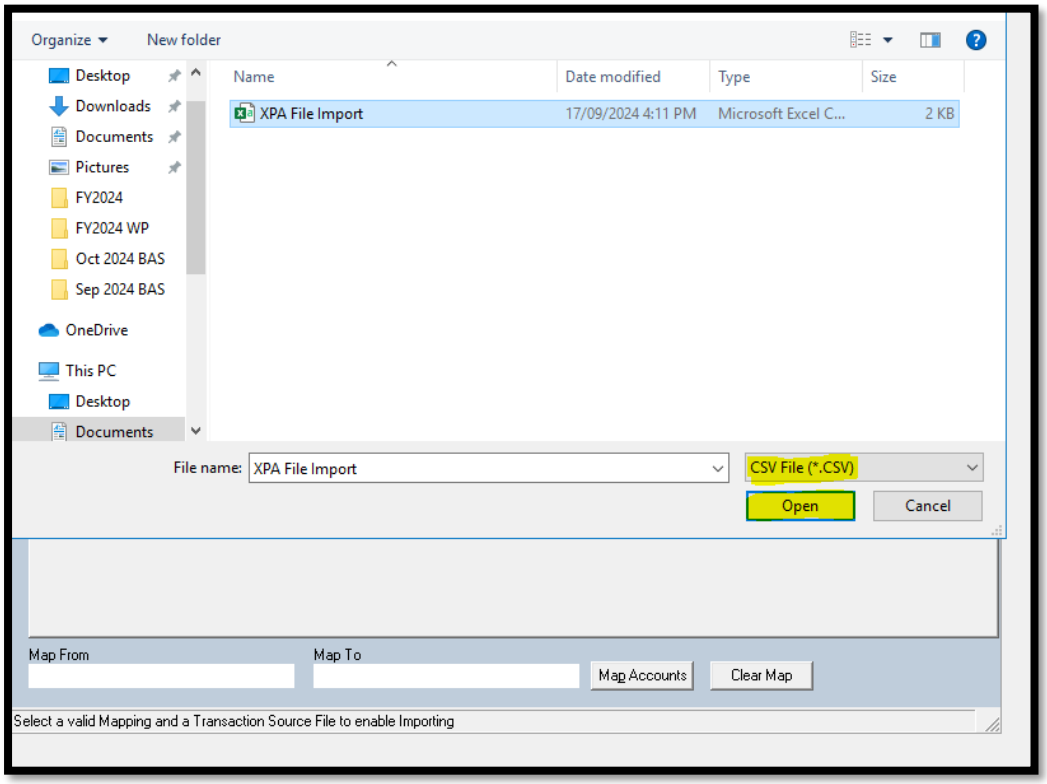
2. Select **Import** from the Chart-Mapping Toolbox



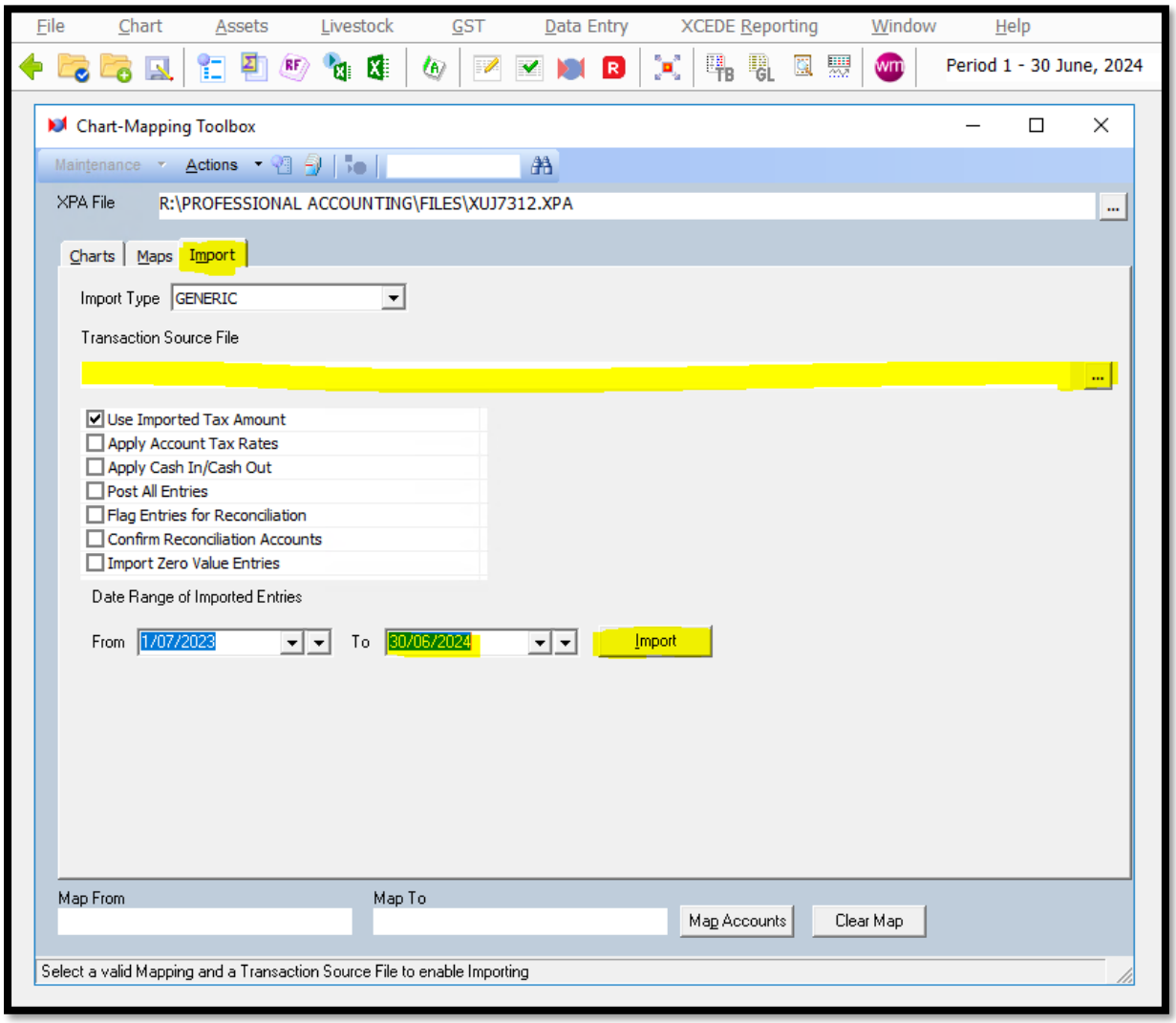
3. After selecting **Import** >> Change the period "**30 June 202X**" to Current tax form in which you are working on >> Then, click the three dots in left side corner under "**Transaction source file**" to import the XPA Coding template.



4. Select the XPA Coding template from folder in **CSV template** format >> Click **Open** >>

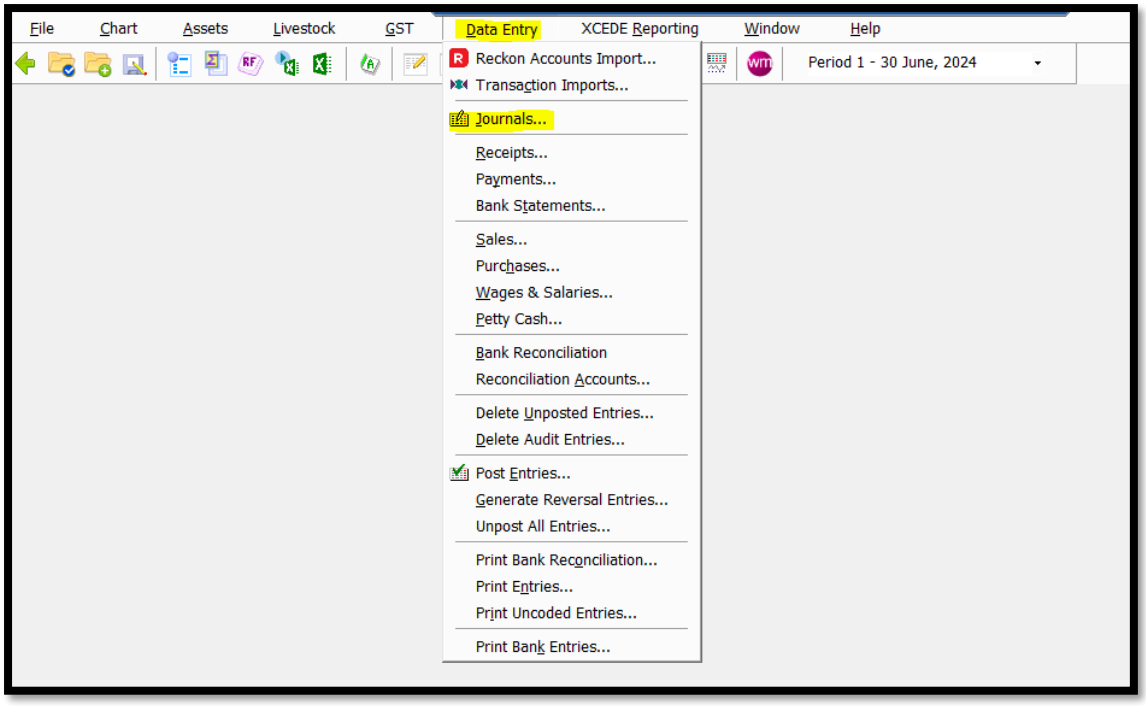


5. Transaction source file link will feed in >> Click Import>> **“Transaction imported successfully”** - pop up will appear >> Click Ok >> Entries will be posted.

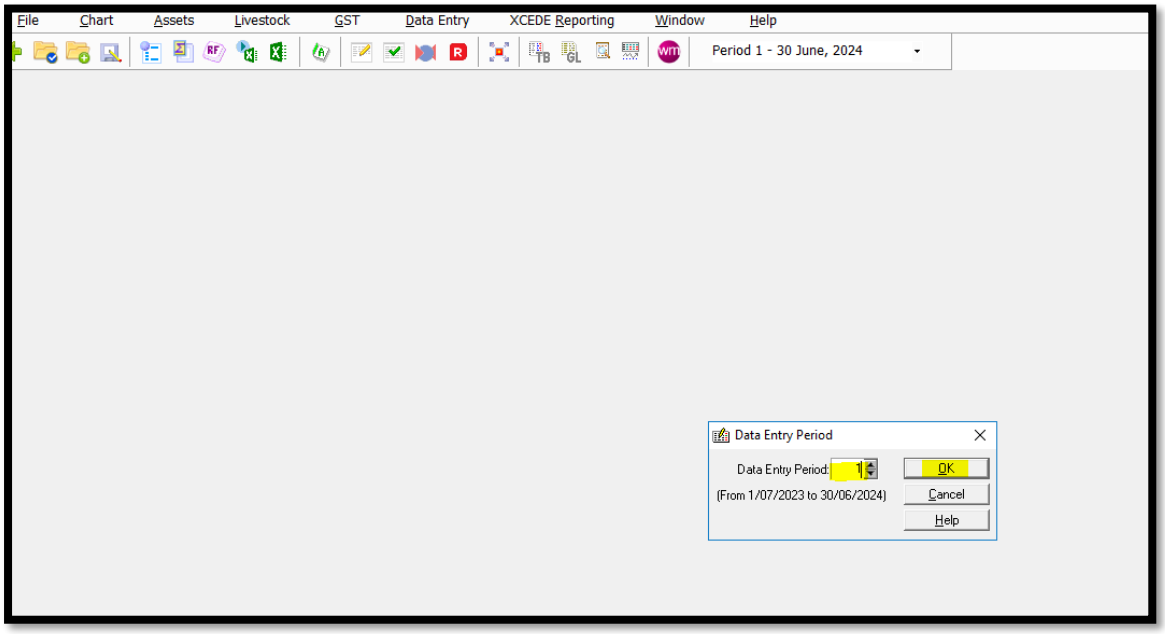


How to post Journals manually in XPA?

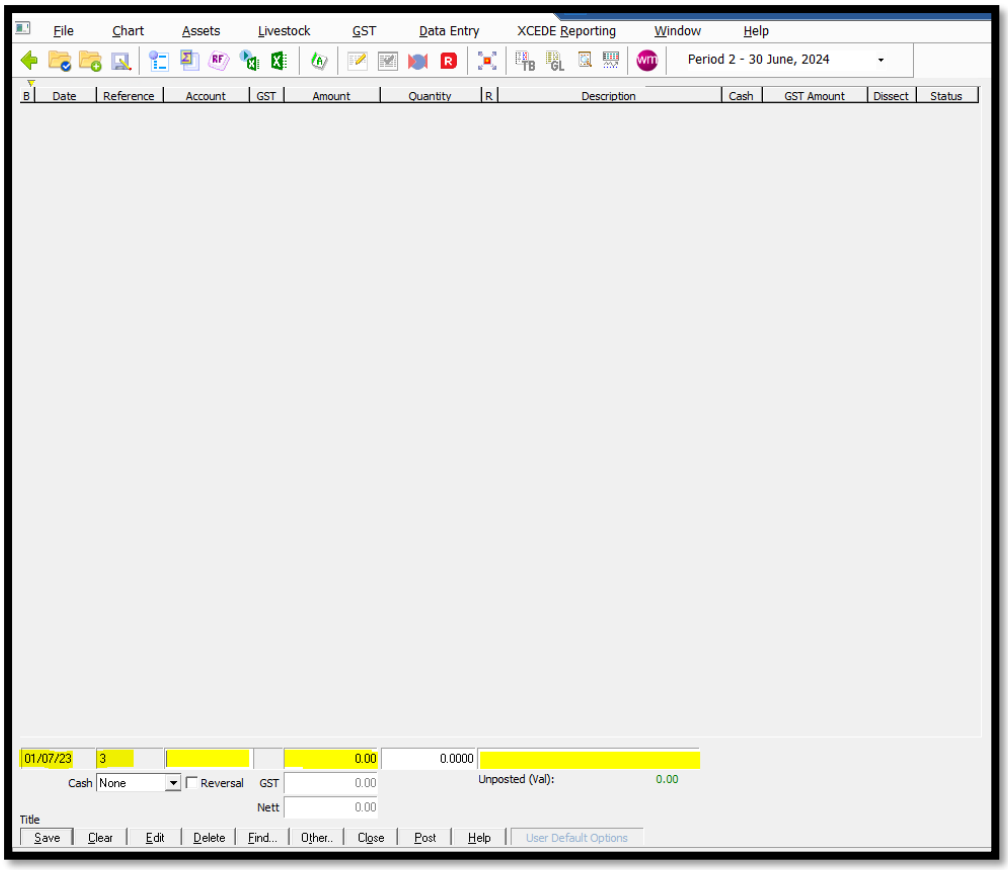
1. Go to Data Entry >> Select **Journals** to post entries manually in XPA.



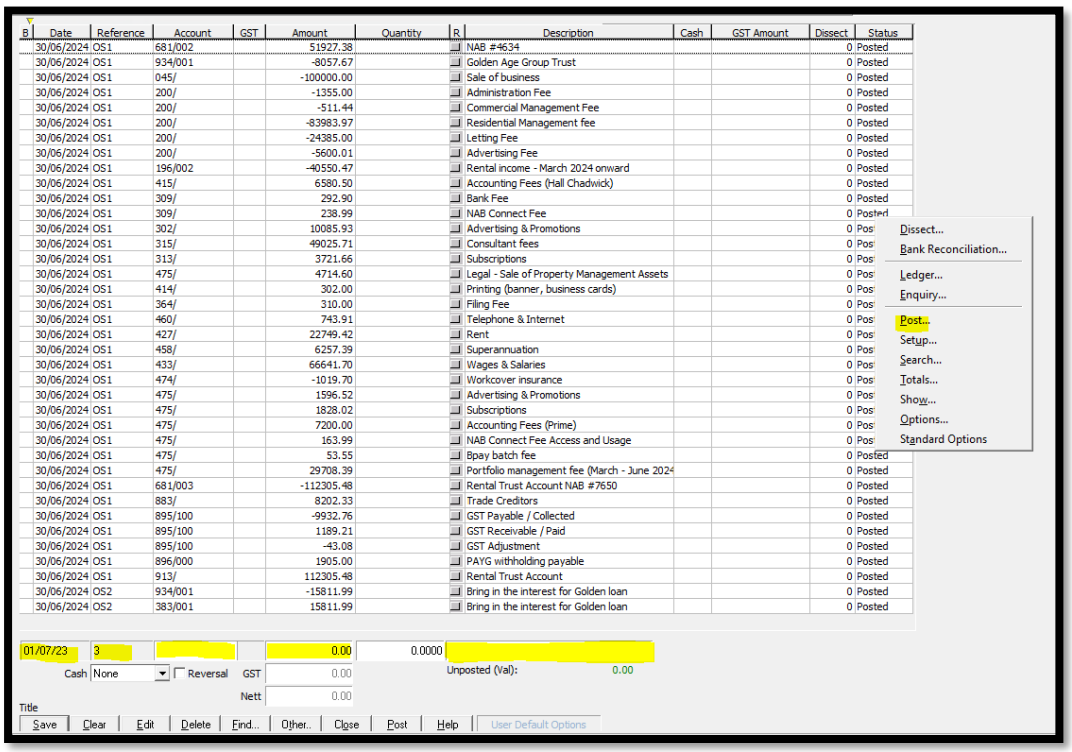
2. Data entry period will pop up >> Click **Ok**



3. Post entries >> Date - "30 June 202X" >> Reference as OS1 – "**OS means Outsourcing**" and "**1 referred as net movement**". Similarly, adjustment entries will be referred to as OS2, OS3 and so on. Enter **Account code** from chart of account >> Amount – **Debit as Positive figures and Credit as Negative figures** >> Record Transaction notes >> Click Post >> Journal entries will be posted.

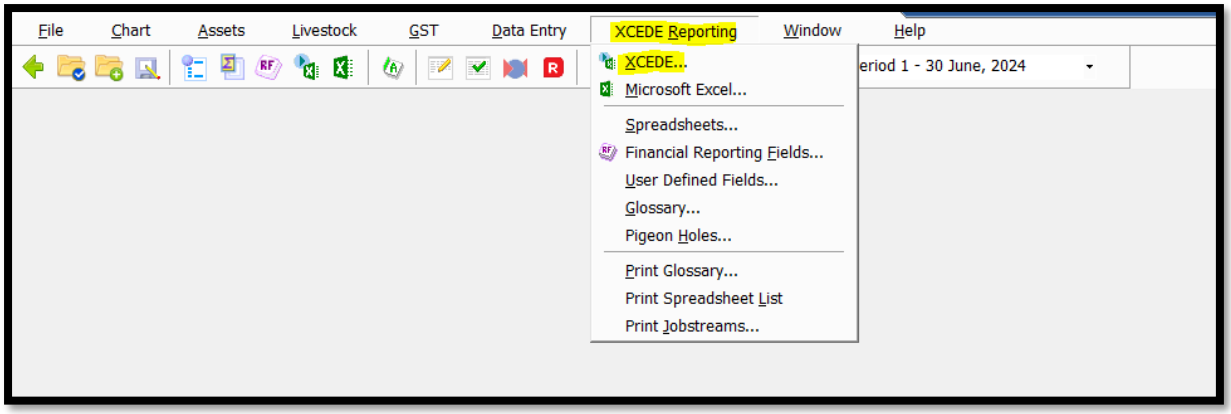


4. Refer below screenshot for reference. Manual journals posted can be deleted.

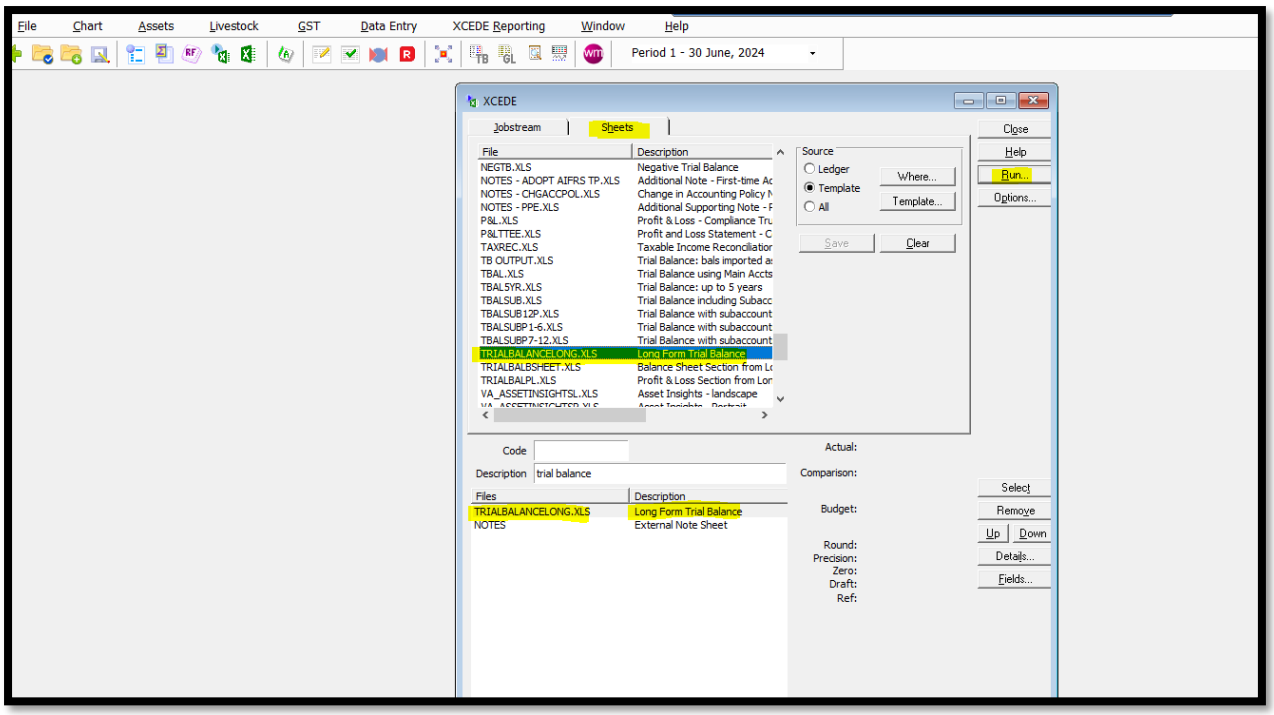


Steps to generate Trial Balance from XPA:

1. Go to XCEDE Reporting tab >> Select XCEDE



2. Select Sheets >> Type Trial balance >> Select “TRIALBALANCELONG.XLS” with description long form Trial Balance >> Click Run



3. Job stream Run pop up will appear >> Click **Ok >>** Trial Balance will be generated.

