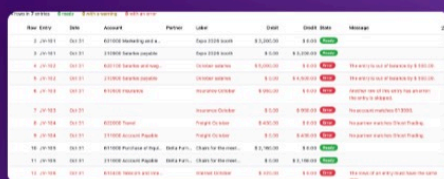


Journal Import

A guide to the import: the file, the options, the check, the entries, the undo and the limits.

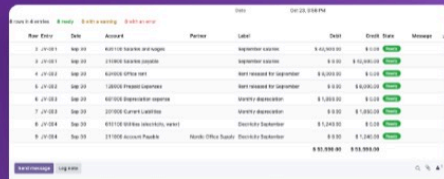
1. Start here

In plain words: The month-end closing is in a spreadsheet: payroll, rent, depreciation, accruals, forty entries. Re-typing them is slow and one wrong digit unbalances a ledger. **Journal Entries Import** loads them in Odoo Community: it groups the rows into **entries**, **checks each entry for balance** (and every account, partner, date and period), and creates the good ones as **drafts to review or posted**, with a history and an **undo**.



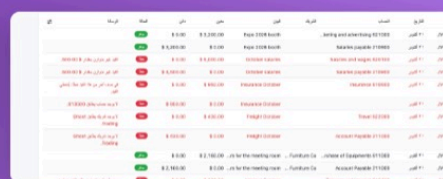
Row	Entry	Date	Account	Partner	Label	Debit	Credit	Status	Message
1	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1.00	Checked	
2	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	
3	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1.00	Checked	Reconciled with 2019-12-31
4	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	
5	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	
6	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	
7	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	
8	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	
9	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	
10	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	
11	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	
12	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Checked	

Every entry checked for balance



Row	Entry	Date	Account	Partner	Label	Debit	Credit	Status	Message
1	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
2	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
3	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
4	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
5	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
6	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
7	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
8	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
9	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
10	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
11	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
12	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	

Posted, with its history



Row	Entry	Date	Account	Partner	Label	Debit	Credit	Status	Message
1	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
2	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
3	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
4	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
5	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
6	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
7	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
8	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
9	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
10	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
11	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	
12	2019-12-31	2019-12-31	631000 Interest Income	Bank 1000 Bank	Interest Income	\$ 1,000.00	\$ 1,000.00	Posted	

Arabic, right to left

A file that is checked, an import that was posted, and the same screen in Arabic.

Tip: An entry with a problem is left out as a whole, with the reason on every one of its rows.

2. What you get

Feature	What it does
Excel and CSV	.xlsx, .xls and .csv; headers in English or Arabic, in any column order.
Entries from rows	Rows with the same Entry number make one entry (or the same date and reference if there is no Entry column).
Accounts and partners	Accounts by code or name, partners by name or reference (they can be created), analytic accounts by name.
Balance check	An entry that does not balance, has one row, mixes dates or journals, or falls in a locked period is flagged.
Draft or posted	Create the entries as drafts to review, or post them at once.
Dates	ISO dates, Excel dates, or day-first / month-first dates like 03/04/2026 (you choose).
History and undo	Every import is kept with its entries; undo deletes them (posted entries are reset to draft first).
Template	A ready-to-fill Excel template to download.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Invoicing (account)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_journal_import.zip` ; unzip it to get the folder `taqnix_journal_import` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Journal Entries Import** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_journal_import --stop-after-init
```

5. Prepare the file

In plain words: A header row and one row per journal line. Four things are required: **Date**, **Account**, **Debit** and **Credit**.

Column (any of these names)	Meaning
Date	The accounting date of the entry. All the rows of an entry must have the same date.
Entry, Number, Voucher	Groups the rows into entries. Without it, the date and the reference do.
Reference	The reference of the entry. If missing, the entry number is used.
Account, Account code	The account code or its name (required).
Partner	The partner name or reference. Optional.
Label, Description	The label of the line.
Debit, Credit	The amounts. A row has one or the other.
Analytic Account	An analytic account name, 100% on the line. Optional.
Journal	The journal code or name, for the entries that are not in the default journal. Optional.

Tip: Click Download the template on a new import to get a file with the right headers and a balanced example.

6. Import

In plain words: Open **Accounting → Accounting → Transactions → Import entries** and click **New**. Choose the file, the **journal** and the options, then **Check the file**.

Option	Meaning
Journal	Used for the entries that have no journal in the file.
Dates are day first	For 03/04/2026: ticked reads the 3rd of April, unticked reads March 4th. ISO dates are always clear.
Post the entries	Untick to create drafts, to review them first.
Create the missing partners	A partner that does not exist yet is created.
If an entry has an error	Import the valid entries and skip the others, or import nothing.

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4
1
My Company

New
Journal entries imports
JIMP/2026/0094
1/1

Check again
Import
Download the template
To check
Checked
Imported

JIMP/2026/0094

File
october-closing.csv
Journal ?
Miscellaneous Operations
Dates are day first ?
☒

Post the entries ?
☐
Create the missing partners
☐
If an entry has an error
Import the valid entries, skip the others
Imported by
Administrator
Date
Oct 23, 9:58 PM

14 rows in 7 entries
6 ready
0 with a warning
8 with an error

Row	Entry	Date	Account	Partner	Label	Debit	Credit	State	Message
2	JV-101	Oct 31	621000 Marketing and a...		Expo 2026 booth	\$ 3,200.00	\$ 0.00	Ready	
3	JV-101	Oct 31	210900 Salaries payable		Expo 2026 booth	\$ 0.00	\$ 3,200.00	Ready	
4	JV-102	Oct 31	620100 Salaries and wag...		October salaries	\$ 5,000.00	\$ 0.00	Error	The entry is out of balance by \$ 500.00.
5	JV-102	Oct 31	210900 Salaries payable		October salaries	\$ 0.00	\$ 4,500.00	Error	The entry is out of balance by \$ 500.00.
6	JV-103	Oct 31	610500 Insurance		Insurance October	\$ 950.00	\$ 0.00	Error	Another row of this entry has an error: the entry is skipped.
7	JV-103	Oct 31			Insurance October	\$ 0.00	\$ 950.00	Error	No account matches 613500.
8	JV-104	Oct 31	622000 Travel		Freight October	\$ 430.00	\$ 0.00	Error	No partner matches Ghost Trading.
9	JV-104	Oct 31	211000 Account Payable		Freight October	\$ 0.00	\$ 430.00	Error	No partner matches Ghost Trading.
10	JV-105	Oct 31	611000 Purchase of Equi...	Delta Furn...	Chairs for the meet...	\$ 2,160.00	\$ 0.00	Ready	
11	JV-105	Oct 31	211000 Account Payable	Delta Furn...	Chairs for the meet...	\$ 0.00	\$ 2,160.00	Ready	
12	JV-106	Oct 31	610400 Telecom and inte...		Internet October	\$ 320.00	\$ 0.00	Error	The rows of an entry must have the same date.
13	JV-106	Nov 1	210900 Salaries payable		Internet October	\$ 0.00	\$ 320.00	Error	The rows of an entry must have the same date.

The check: each entry is ready or in error, with the reason on its rows.

7. Read the check

Message	Meaning
The entry is out of balance by X	The debit and the credit of the entry differ.
An entry needs at least two rows	A single row cannot be an entry.
The rows of an entry must have the same date / journal	Rows with the same Entry number disagree.
The period is locked until X	The date falls before a lock date of the company.
No account / partner / journal matches	The value is not in Odoo: correct the file.
Another row of this entry has an error	The whole entry is skipped, so its other rows show it too.

In plain words: Correct the file and click **Check again** as many times as you want: nothing is created until you click **Import**.

8. Create the entries

In plain words: **Import** creates one journal entry per valid entry of the file, linked to the import: open the **Entries** button, or look at the **Imported by** field on the entry itself.

InvoicingDashboardCustomersVendorsAccountingReviewReportingConfiguration

New

Journal entries imports

JIMP/2026/0093

Entries4

1 / 1<>

Undo the import

To checkCheckedImported

JIMP/2026/0093

Fileseptember-closing.csv

Journal ?Miscellaneous Operations

Dates are day first ?☒

Post the entries ?☒

Create the missing partners☐

If an entry has an errorImport the valid entries, skip the others

Imported byAdministrator

DateOct 23, 9:58 PM

8 rows in 4 entries8 ready0 with a warning0 with an error

Row	Entry	Date	Account	Partner	Label	Debit	Credit	State	Message	
2	JV-001	Sep 30	620100 Salaries and wages		September salaries	\$ 42,500.00	\$ 0.00	Ready		
3	JV-001	Sep 30	210900 Salaries payable		September salaries	\$ 0.00	\$ 42,500.00	Ready		
4	JV-002	Sep 30	624000 Office rent		Rent released for September	\$ 8,000.00	\$ 0.00	Ready		
5	JV-002	Sep 30	128000 Prepaid Expenses		Rent released for September	\$ 0.00	\$ 8,000.00	Ready		
6	JV-003	Sep 30	681000 Depreciation expense		Monthly depreciation	\$ 1,850.00	\$ 0.00	Ready		
7	JV-003	Sep 30	201000 Current Liabilities		Monthly depreciation	\$ 0.00	\$ 1,850.00	Ready		
8	JV-004	Sep 30	610100 Utilities (electricity, water)		Electricity September	\$ 1,240.00	\$ 0.00	Ready		
9	JV-004	Sep 30	211000 Account Payable	Nordic Office Supply	Electricity September	\$ 0.00	\$ 1,240.00	Ready		
						\$ 53,590.00	\$ 53,590.00			

Send messageLog note

Today

Administrator 9:58 PM
Checked → Imported (State)

An import that was posted, with its four entries.

Invoicing

Dashboard

Customers

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4

1

My Company

New

Journal Entries

MISC/2026/09/0017 (SEP-PAYROLL) ⚙️

1 / 1

<

>

Reverse Entry

Reset to Draft

Print journal voucher

Draft

Posted

Send message

Log note

Activity

🔍

🔗

1

MISC/2026/09/0017

Imported by

JIMP/2026/0093

Accounting Date

Sep 30

Reference

SEP-PAYROLL

Journal

Miscellaneous Operations

Journal Items

Other Info

Account	Partner	Label	Debit	Credit	Tax Grids	
620100 Salaries and wages		September salaries	\$ 42,500.00	\$ 0.00		
210900 Salaries payable		September salaries	\$ 0.00	\$ 42,500.00		
			\$ 42,500.00	\$ 42,500.00		

Today

A

Administrator 9:58 PM

Journal Entry created

An imported entry, with the link to its import.

9. Undo

In plain words: Undo the import deletes its entries: drafts are deleted, posted entries are first reset to draft. If a period is locked or an entry cannot be changed, nothing is deleted and the reason is shown.

Invoicing

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4

1

My Company

New

Journal entries imports

Search...

1-2 / 2

☐	Number	Date	File name	Journal	Rows	Entries	Entries c...	Imported by	State	
☐	JIMP/2026/0094	Oct 23, 9:58 PM	october-closing.csv	Miscellaneous Operations	14	7	0	A Administrator	Checked	
☐	JIMP/2026/0093	Oct 23, 9:58 PM	september-closing.csv	Miscellaneous Operations	8	4	4	A Administrator	Imported	

The imports.

10. Who can do what

Who	Can
Accountants	Import, check, apply and undo.
Other users	No access.

11. Arabic and right to left

Limit	Detail
Company currency	The amounts are in the currency of the company.
Taxes	Entries are imported as they are, without tax lines or tax grids.
Opening balances by invoice	Reconcile the open items afterwards; the import creates plain journal entries.
One sheet, 10,000 rows	Only the first sheet is read, up to 10,000 rows per file.

13. For developers

In plain words: Skip this chapter if you only use the module.

```
imp = env['taqnix.journal.import'].create({'file': base64.b64encode(csv_bytes), 'filename': 'journal_id': misc.id, 'post': False})
imp.action_check()
imp.action_import()
imp.move_ids
imp.action_undo()
```

14. Troubleshooting

Problem	What to do
The file needs a Date column	Add the four required headers: Date, Account, Debit, Credit.
The date is not valid	Use 2026-03-31 or an Excel date, or choose day first or month first.
The entry is out of balance	Add up the debit and the credit of the entry number.
The entries could not be removed	A period is locked: open it, or reverse the entries by hand.

15. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_journal_import`. Your imports and the entries they created are kept.

16. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Import of journal entries from .xlsx, .xls and .csv with English and Arabic headers
- Rows grouped into entries; accounts, partners, analytic accounts and journals
- Balance, date, journal and lock-date checks per entry
- Drafts or posted entries, history of the imports, undo
- Template, Arabic translation, automated tests