Journal FAQ

Journals · https://paiyroll.com/kb/journal-faq/

How to fix ValidationError: Journal configuration: missing

This occurs if you have added a new pay schedule, or changed the pay schedule *name*, but have not updated the Pre-approval summary2 report definition.

To correct this, go to Company set up> Report definitions and **Update** the Pre-approval summary2. The system will detect any new missing pay schedule names and automatically create a new *empty journal* tab for you with that name.

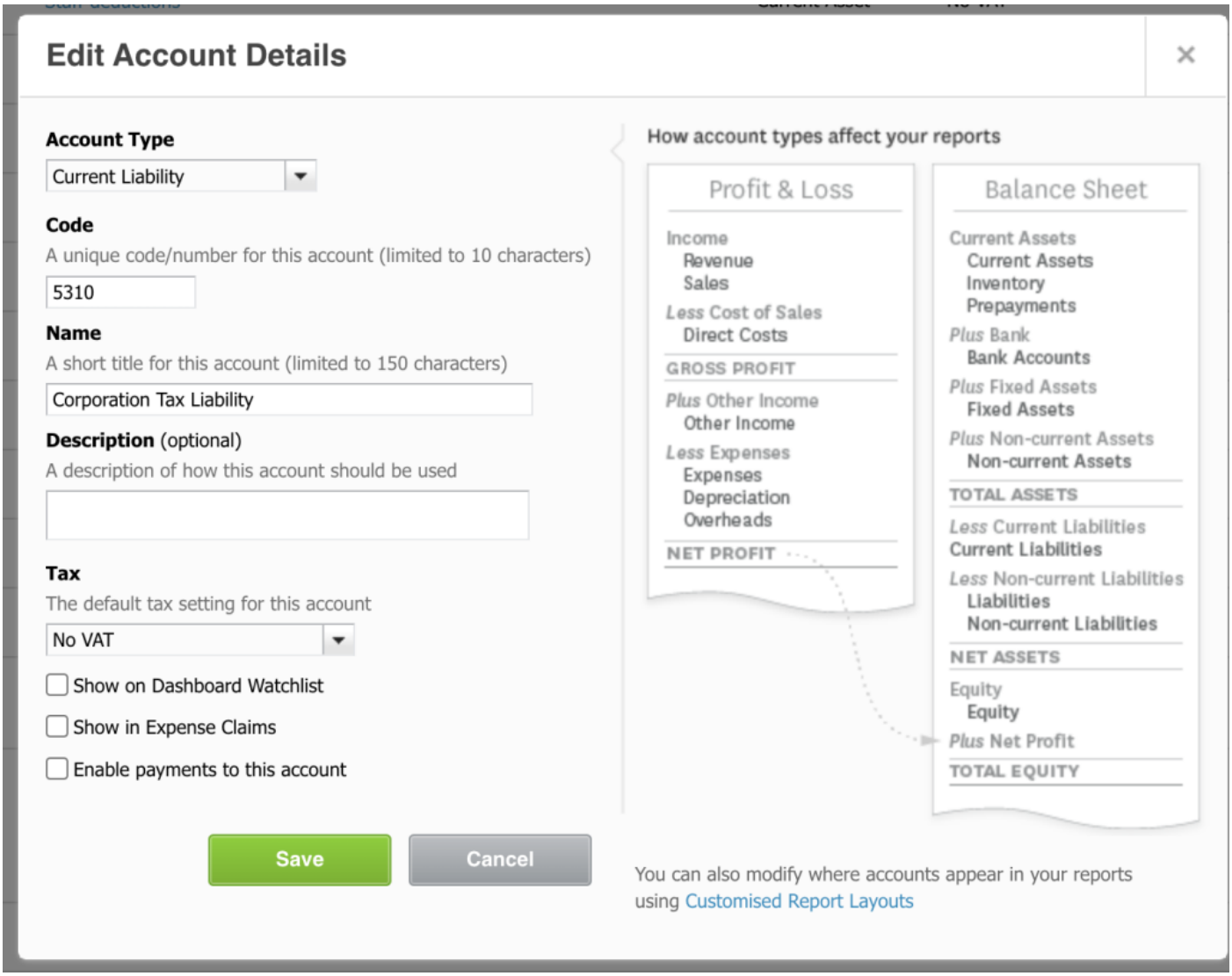
If you need to modify the new pay frequency journal you can do it now. If you need to delete an old unused journal tab, use the **delete** button.

When the journal is configured, or if you're happy to proceed with an empty journal simply click **update** to save the changes.

After the new schedule has been added to the report, you can do a Pay run **redo** to clear the error.

How to add a new Xero Credit account

Below is how to add a new account code **5310** - ensure you select **Current Liability** Account Type:


Edit Account Details
Account Type
Current Liability
Code
A unique code/number for this account (limited to 10 characters)
5310
Name
A short title for this account (limited to 150 characters)
Corporation Tax Liability
Description (optional)
A description of how this account should be used
Tax
The default tax setting for this account
No VAT
Show on Dashboard Watchlist
Show in Expense Claims
Enable payments to this account
Save
Cancel
How account types affect your reports
Profit & Loss
Income
Revenue
Sales
Less Cost of Sales
Direct Costs
GROSS PROFIT
Plus Other Income
Other Income
Less Expenses
Expenses
Depreciation
Overheads
NET PROFIT
Balance Sheet
Current Assets
Current Assets
Inventory
Prepayments
Plus Bank
Bank Accounts
Plus Fixed Assets
Fixed Assets
Plus Non-current Assets
Non-current Assets
TOTAL ASSETS
Less Current Liabilities
Current Liabilities
Less Non-current Liabilities
Liabilities
Non-current Liabilities
NET ASSETS
Equity
Equity
Plus Net Profit
TOTAL EQUITY
You can also modify where accounts appear in your reports using Customised Report Layouts