

Journal Entry Integration

Reconciliation Tools & Best Practices

Overview

In accounting, reconciliation refers to the process of comparing two sets of records or financial information, such as bank statements, general ledger accounts, or other relevant records, to ensure their accuracy and consistency.

The primary objective of reconciliation is to identify and resolve any discrepancies between the two sets of records. This helps preserve the integrity of financial statements and identifies errors or fraudulent activities.

Below you will find helpful tips and recommendations on how to compare the financial data in ServiceTitan to the data in the accounting platform in order to correct discrepancies.

How to download journal entry data

- Navigate to Accounting > Journal Entries
- Select the filter icon

The screenshot shows the 'Journal Entries' page in the ServiceTitan Accounting module. The left sidebar lists various accounting categories, with 'Journal Entries' selected. The main content area displays a table of journal entries. A filter icon (funnel) is highlighted in the top right corner of the table area.

Entry #	Name	Post Date	Sync Status	Last Synced Date	Last Modified Date
19	Applied Payments - 07/01/2024				
18	Payments - 07/01/2024				
17	Invoices - 07/01/2024				
16	Applied Payments - 06/20/2024				
15	Payments - 06/20/2024				

- Make the desired selections for your filter criteria
- Select Apply

Journal Entry Filters

×

Date

📅

Select Date Range

▼

JE #

to

Transaction Type

▼

Exported By

▼

Business Unit

▼

Last Exported Date

📅

Select Date Range

▼

Status

▼

Reset All

Cancel

Apply

- Select all the Journal Entries you wish to download
- Select Actions > Download

Accounting

FINANCIALS

Journal Entries

GL Administration

GL Errors

Accounting Periods

ACCOUNTS RECEIVABLE

Batch/Export Transactions

AR Management

Invoices

Customer Payments

Bank Deposits

Journal Entries

Actions ▼

3 Selected

Deselect All 3

🔍

Search Customer name

Customer name ▼

☒	Entry #	Name	Post Date	Sync Status	Last Synced Date	Last Modified Date	
☒	14	Invoices - 06/15/2024	06/15/2024	Synced	6/18/2024	6/18/2024	⋮
☒	7	Invoices - 06/12/2024	06/12/2024	Synced	6/12/2024	6/12/2024	⋮
☒	3	Invoices - 06/10/2024	06/10/2024	Synced	6/11/2024	6/11/2024	⋮

⏪

1

⏩

50

items per page

1 - 3 of 3 items

Accounting

FINANCIALS

Journal Entries

GL Administration

GL Errors

Accounting Periods

ACCOUNTS RECEIVABLE

Batch/Export Transactions

AR Management

Invoices

Customer Payments

Bank Deposits

Journal Entries

Actions

3 Selected

Deselect All 3

Download

Start Syncing

		Post Date	Sync Status	Last Synced Date	Last Modified Date	
		06/15/2024	Synced	6/18/2024	6/18/2024	
☒	7	Invoices - 06/12/2024	06/12/2024	Synced	6/12/2024	6/12/2024
☒	3	Invoices - 06/10/2024	06/10/2024	Synced	6/11/2024	6/11/2024

1

50

items per page

1 - 3 of 3 items

- Choose the data type (Summary or Detail)
- Choose the file format
- Select Download Journal Entries

Download Journal Entries

×

Select the data type and file format that the journal entry will be downloaded as.

Data Type

Journal Entry Summary

File Format

Excel

Cancel

Download Journal Entries

- Upon opening the downloaded file, it will look similar to the screenshot below

	A	B	C	D	E	F	G	H
1	Entry #	GL #	Post Date	GL Account	Debit	Credit	Business Unit	Memo
2	3	1100	06/10/2024	Accounts Receivable	660	0	HVAC - Install	Invoices - 06/10/2024 (https://go.ser
3	3	2200	06/10/2024	Sales Tax Payable	0	60	HVAC - Install	Invoices - 06/10/2024 (https://go.ser
4	3	4000	06/10/2024	Revenue	0	600	HVAC - Install	Invoices - 06/10/2024 (https://go.ser
5	7	1100	06/12/2024	Accounts Receivable	200	0	HVAC - Install	Invoices - 06/12/2024 (https://go.ser
6	7	0000	06/12/2024	Inventory	0	50	HVAC - Install	Invoices - 06/12/2024 (https://go.ser
7	7	4000	06/12/2024	Revenue	0	200	HVAC - Install	Invoices - 06/12/2024 (https://go.ser
8	7	0000	06/12/2024	Cost of Goods Sold	50	0	HVAC - Install	Invoices - 06/12/2024 (https://go.ser
9	14	1100	06/15/2024	Accounts Receivable	324.6	0	HVAC - Install	Invoices - 06/15/2024 (https://go.ser
10	14	2200	06/15/2024	Sales Tax Payable	0	24.6	HVAC - Install	Invoices - 06/15/2024 (https://go.ser
11	14	4000	06/15/2024	Revenue	0	300	HVAC - Install	Invoices - 06/15/2024 (https://go.ser
12								
13								
14								

- You can now download a list of Journal Entries from your accounting software with the same filter criteria and compare the two datasets.

Example: QuickBooks Online > Reports > Journal

Journal 								
Sandbox Company_US_1						 Refresh report		
June 2024						Last updated 2 minutes ago		
Transaction id (Transaction line it...	Date ↑ (Transactio...	Transaction type ◊ (Transaction line it...	Num ◊ (Transaction)	Name ◊ (Transaction)	Memo/Description (Transaction line items)	Full name (Transaction line items : Acco...	Debit (Transaction li...	Credit (Transaction line it...
▼ 145 (3)								
145	06/10/2024	Journal Entry	ST_3	-	-	Accounts Receivable	\$660.00	-
145	06/10/2024	Journal Entry	ST_3	-	-	Sales Tax Payable	-	\$60.00
145	06/10/2024	Journal Entry	ST_3	-	-	Revenue	-	\$600.00

- All Journal Entries sent from ServiceTitan will have entry numbers that follow this naming convention: ST_#.
 - This makes it easy to identify ServiceTitan transactions and compare them, so you can identify discrepancies and make corrections.