

AI Journal Entry Guide

Information page summarizing rules on how AI creates journal entries from chat.

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SmartBooks Pro

ⓘ OPERATIONAL NOTES

AI suggestions vary based on input and master data settings. Always review the proposal and keep final judgment with users.

01 Overview

AI Journal Entry combines chat input and evidence analysis to generate double-entry journal suggestions.

It uses user input and master data (accounts, counterparties, etc.) to propose balanced entries.

- Unified screen for chat and journal preview allows real-time checking and editing
- Responds in the selected language (JP/EN)

Supported Currencies

Currency	Code
Japanese Yen	JPY
US Dollar	USD
Euro	EUR
Singapore Dollar	SGD
Korean Won	KRW

02 Workflow

It analyzes the user message and any attachments (receipts, invoices, statements).

If required details are missing, it asks questions and does not finalize a suggestion.

Once conditions are met, a balanced proposal is returned and shown in the preview.

- Missing info is highlighted with headings
- Proposals are drafts until confirmed

03 Required Information

Date, amount, and payment/receipt method are mandatory.

If any are missing, the AI asks for clarification.

It does not guess dates when missing (relative dates like "yesterday" are acceptable).

- Payment methods: Cash / Bank / Credit Card / Electronic Money / Accounts Payable, etc.
- Receipt methods: Cash / Bank / Accounts Receivable, etc.

04 Date Handling

Transaction dates follow the Japan calendar day.

Relative phrases (yesterday/last week) are accepted and clarified when needed.

Chat requests to change dates update the suggested date.

- Missing dates are not guessed
- Review changes in the preview before posting

05 Privacy & Safety

Do not enter personal information such as personal names, detailed addresses, phone numbers, or email addresses.

The system includes a robust 'Personal Information Validation' feature that detects and blocks sensitive data based on your master records (counterparties, staff, business profile).

AI responses will replace personal names with placeholders like [Employee] or [Customer].

AI suggestions are drafts; human review is mandatory before final posting.

- Automatic detection and blocking of personal names, phone numbers, emails, and address segments before data transmission.
- Store and company names registered in your master data are allowed.
- Users who can access a journal entry can view its linked chat history.

06 Account Handling

Only accounts registered in the system are used as candidates.

If an account cannot be found, the AI asks to register or choose another.

Sales prioritize "Sales" (code 401) or "Completed construction revenue" (for construction), and payroll follows the standard salary pattern.

- Accounts are matched by code and name
- Payroll pattern: Salary / Withholding / Social Insurance / Resident Tax / Ordinary Deposits

07 Consumption Tax

For taxable businesses, reduced rate (8%) is detected automatically.

With tax-exclusive accounting, tax lines are added and split consistently.

With tax-inclusive accounting, no tax lines are created but tax rate info is attached.

For tax-exempt businesses, tax rate is set to 0 and no tax lines are created.

- Tax rate and category are kept consistent
- Input tax deduction eligibility is inferred from counterparty and context, and user instructions take precedence
- Foreign digital services are flagged as potential reverse charge transactions

08 Foreign Currency

For FX transactions, the AI asks for the exchange rate or the JPY equivalent.

It always includes currency, foreign amount, and FX rate so totals remain balanced.

- TTM by transaction date is recommended
- Rounding adjustments are minimized

09 Evidence & Image Analysis

Receipts and invoices (images/PDF) are parsed to extract date, amount, counterparty, and invoice numbers.

Multiple images can be analyzed together, prioritizing recent files.

- Detected registration numbers are matched to master data
- If images are unclear, the AI asks for confirmation

10 Editing Existing Entries

When opened from the journal, the current entry and recent chat context are sent with each request.

The AI is instructed to update the existing entry, not create a new one.

- Clear, concise change instructions improve accuracy
- Re-state key info if the chat becomes long

11 Limitations & Caveats

AI proposals are not guaranteed. Review all tax-related outcomes.

Unregistered master data is not created automatically.

Users must confirm before final posting.

- If information is missing, suggestions are withheld
- Conflicting details trigger clarification

12 Tips for Better Prompts

Include date, amount, and payment/receipt method in a single message.

Specify tax rate, tax mode, and FX rate when relevant.

- Example: Paid 30,000 JPY via bank transfer on December 12, 2025
- For edits, only describe the change