JVLEDGER

JVLedger
User Guide by Role

For System Admins, Initiators, Reviewers and Approvers

Beta version 1.0

For: all JVLedger users

Issued: November 2026

All screens and figures in this document are sample demo data.

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1. Introduction

Roles

Users are given a combination of four roles. One person may hold several roles, but cannot be initiator, reviewer and approver of the same journal.

Role	Main tasks	Chapter
1. System Admin	Users, bank accounts, FX rates and accounts; approval of payee bank accounts; period lock	6
2. Initiator	Journals, payments and month-end revaluation; partners and payee bank accounts	3
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4. Approver	Final approval (posting); payment file output	5

Screen layout

The left menu shows Entry, Workflow, Reports, Masters and Administration according to your roles. At the top right are your name, the language switch (日本語 / English) and Log out.

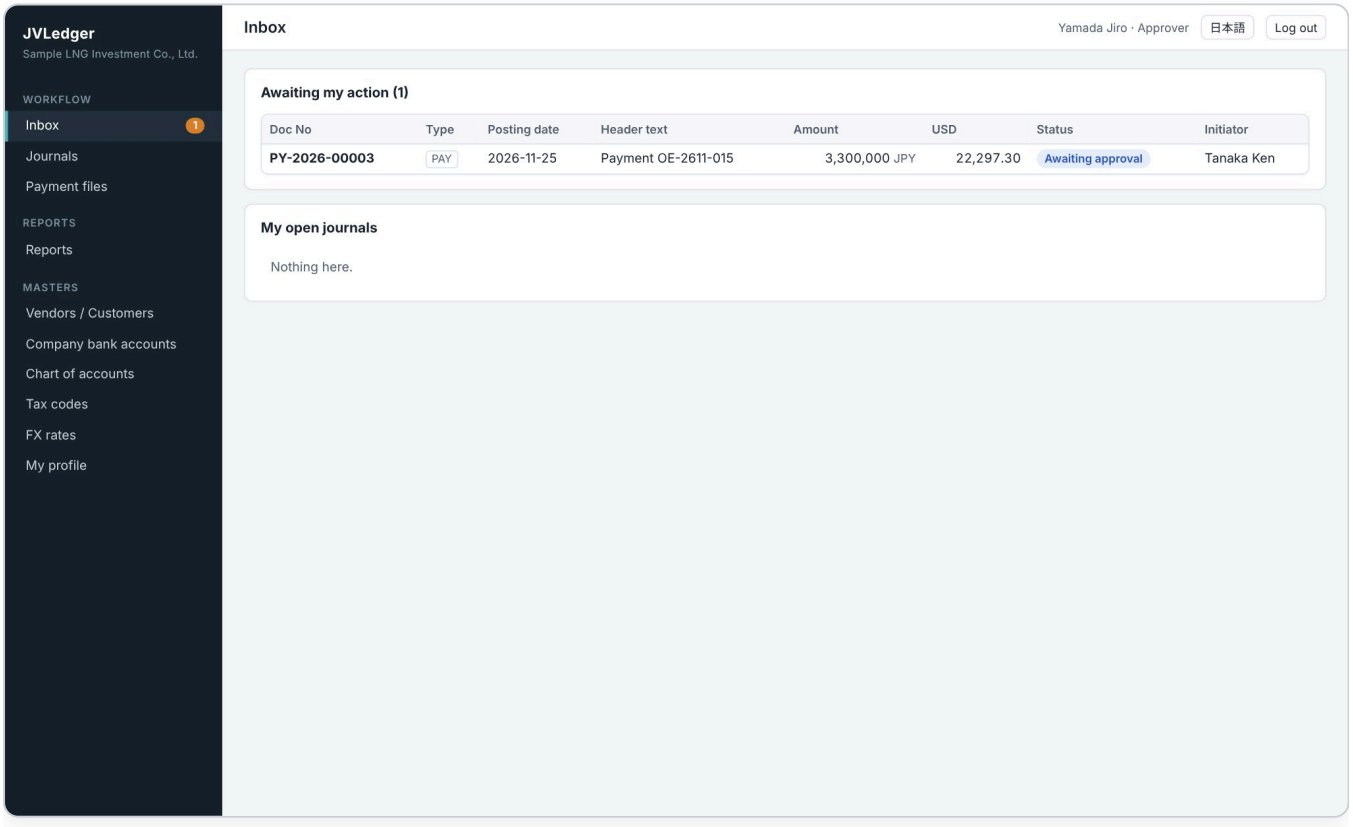


Figure 1-1 Inbox (logged in as an approver)

2. Common operations

Log in and log out

1. Open the JVLedger URL, enter your username and password and press [Log in].
2. After 5 failed attempts, the account is locked for 15 minutes.
3. You are logged out after 8 hours without activity. Press [Log out] when you finish.

Language and password

Use [English] / [日本語] at the top right to switch the language; the setting is saved per user. Change your password under "My profile" (at least 10 characters).

Journal status

Status	Meaning
Draft	Saved but not submitted
In review / Awaiting approval	Waiting for a reviewer or the approver
Returned	Sent back to the initiator; can be edited and resubmitted
Posted	Approved and recorded in the ledger
Rejected / Cancelled	Closed; not recorded in the ledger

Document numbers

General journals, JV imports and reversals: "JV-year-number"; payments: "PY-year-number"; FX revaluation: "FX-year-number".

3. Initiator

3.1 Enter a journal (foreign-currency invoice)

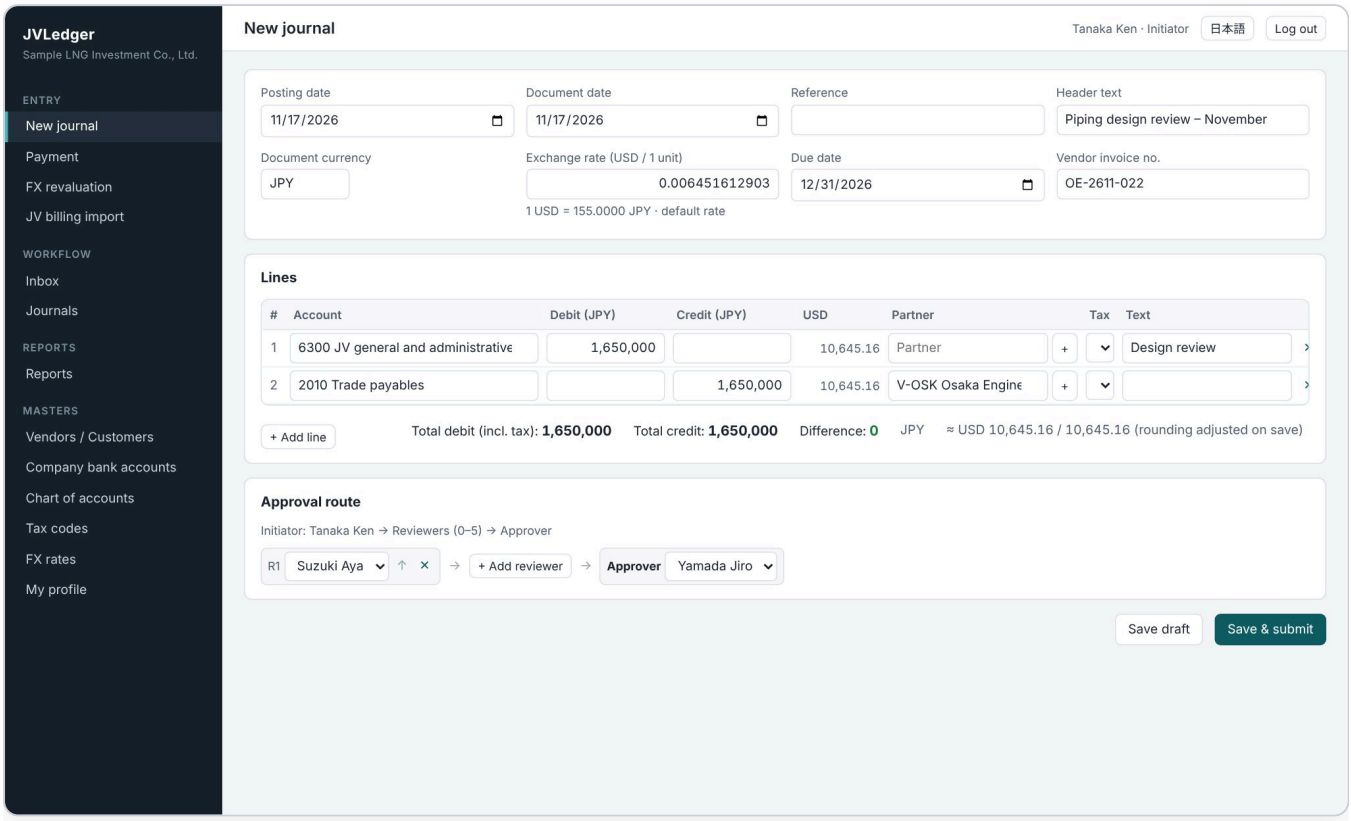


Figure 3-1 Journal entry (JPY invoice)

1. Open [New journal].
2. Enter the **posting date** and **document date** (invoice date).
3. Enter the **document currency** (e.g. JPY). The **exchange rate** for the posting date is filled in. Overwrite it to use the actual bank rate (USD per 1 unit; "1 USD = … JPY" is shown below).
4. For invoices, enter the **due date** and **vendor invoice no.**
5. Enter the lines: account, debit or credit (in the document currency), partner, tax code and text. Type part of a code to see suggestions. The USD column shows the translated amount.
6. A credit line on Trade payables (2010) always needs a vendor.
7. Check that the difference is 0.
8. In the approval route, select reviewers (0–5) and the approver. Use [+ Add reviewer] and [↑] to add and reorder.
9. Press [Save draft] or [Save & submit].

If the vendor is not registered yet, use the [+] button on the line. Upload evidence such as the invoice PDF under "Attachments" on the saved journal.

3.2 Create a payment

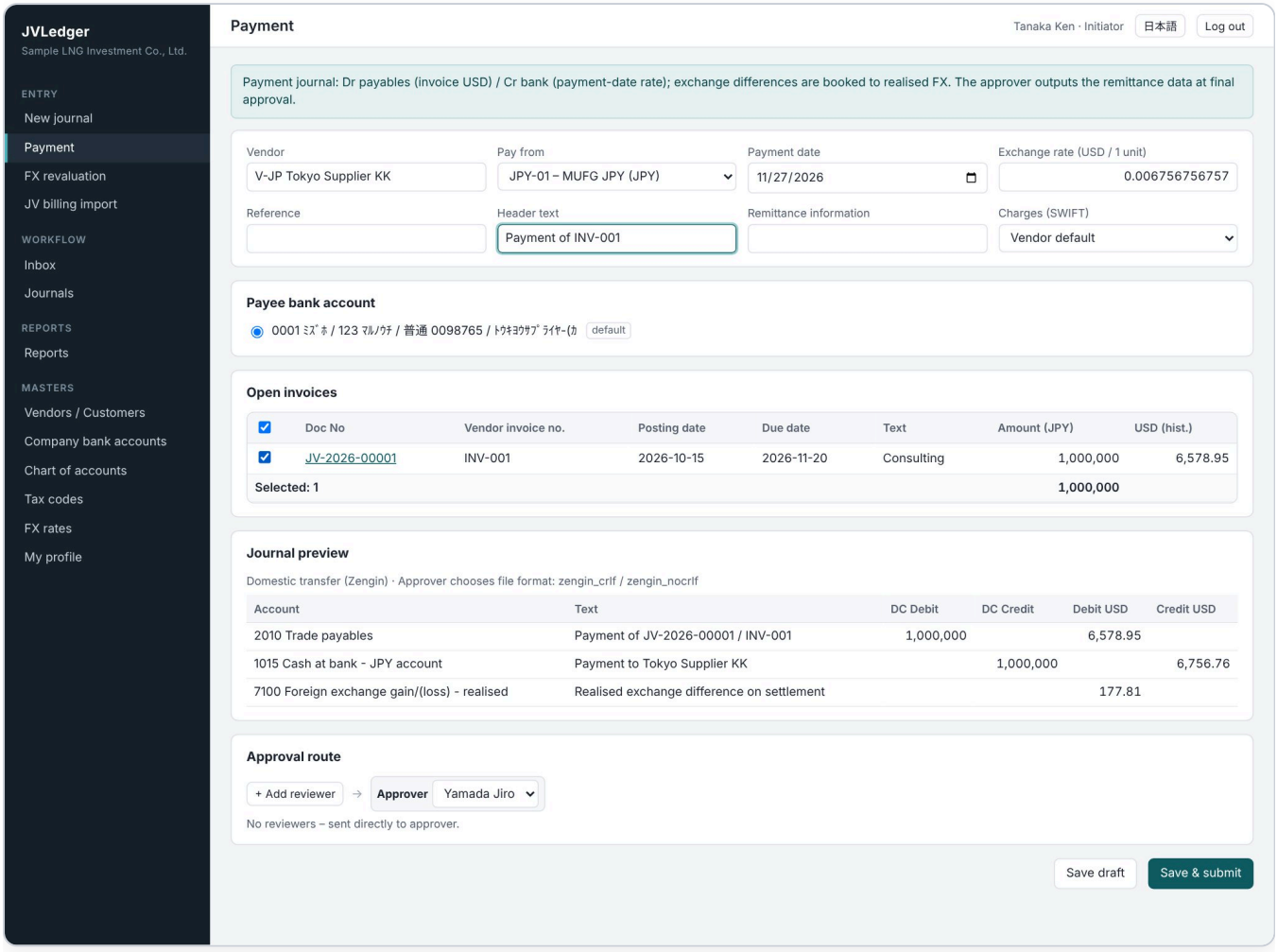


Figure 3-2 Payment entry

1. Open [Payment].
2. Select the **vendor**.
3. Select the **paying account**: the JPY account (JPY-01) for JPY invoices, the USD account (USD-01) for USD invoices.
4. Enter the **payment date**. The rate for that date is filled in; overwrite it if you know the actual rate.
5. Check the **payee bank account**. The vendor's default account is selected. Accounts "awaiting approval" cannot be selected.
6. Tick the invoices to pay under **Open invoices**. Invoices in another payment in workflow cannot be selected.
7. Check payables, bank and exchange difference in the **journal preview**.
8. If needed, enter remittance information (Latin characters for international payments) and charges (SHA / OUR / BEN).
9. Set the approval route and press [Save & submit].

The payment file is created when the approver gives final approval. Initiators cannot output payment files.

3.3 Run the month-end FX revaluation

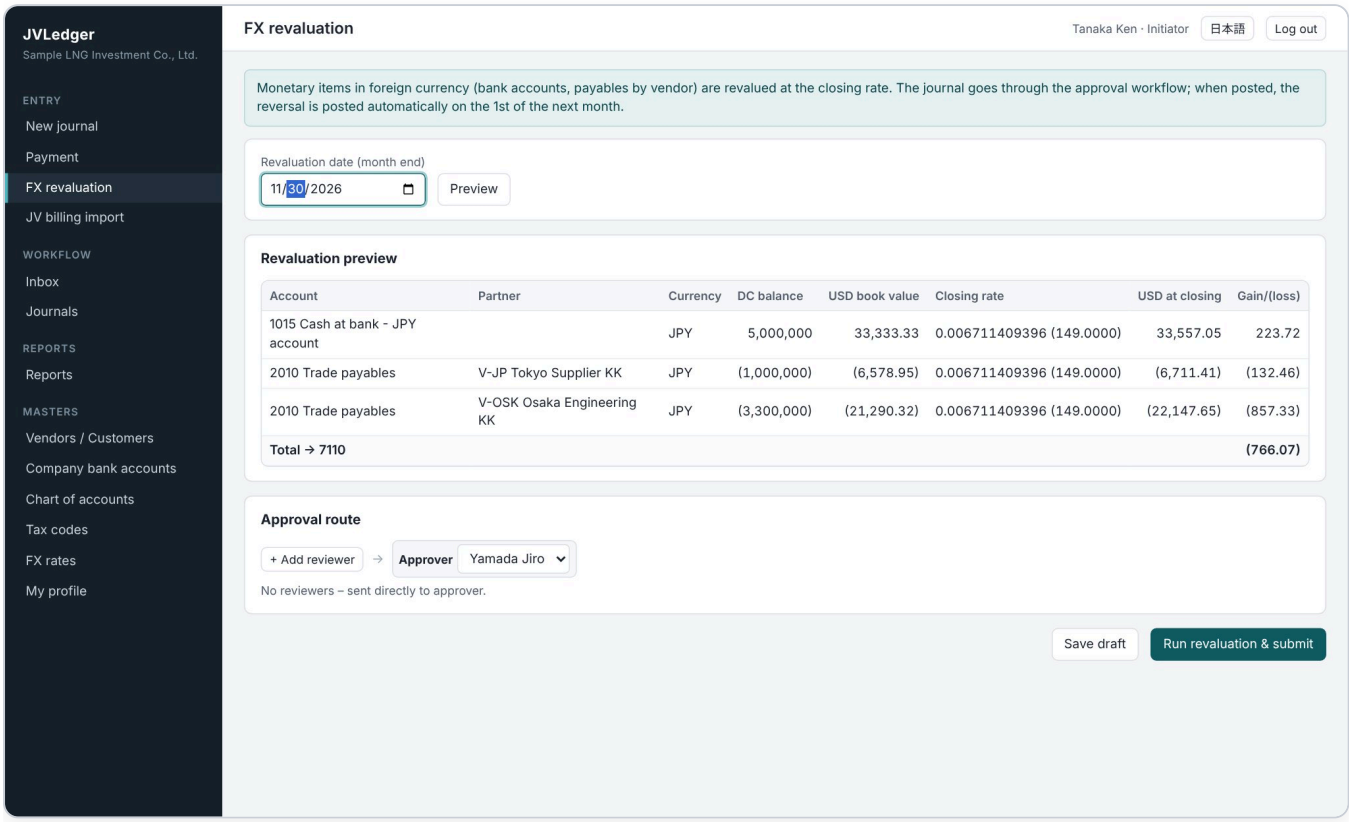


Figure 3-3 FX revaluation

1. Check that the System Admin has entered the closing rate (C) for the month end.
2. Open [FX revaluation] and enter the month-end date.
3. Check the FX balance, book value, closing rate and difference per bank account and vendor.
4. Set the approval route and press [Run revaluation & submit].
5. When the journal is posted, a reversal dated the 1st of the next month is posted automatically. No action is needed for the reversal.

Payments and invoices of the month that are still in workflow are not included. Post all journals of the month before running the revaluation.

3.4 Import a JV billing statement

1. In [JV billing import], press [Download template] and put the operator's billing lines into the template (Cost Code / Description / Gross Amount / Our Share).
2. Enter the participating interest, posting date and document date, select the file and press [Read file].
3. Cost codes without a mapped account are shown as "Unmapped"; select an account.

4. Press [Create journal draft]. The lines are copied to journal entry; check and submit.

3.5 Recall, edit or cancel

- A journal in workflow can be returned to draft with [Recall].
- Edit a draft or returned journal with [Edit] and resubmit with [Submit]. Use [Cancel] for journals no longer needed.
- To correct a posted journal, create a reversal with [Reverse] and have it approved. To reverse a paid invoice, post the reversal of the payment first.

3.6 Register partners and payee bank accounts

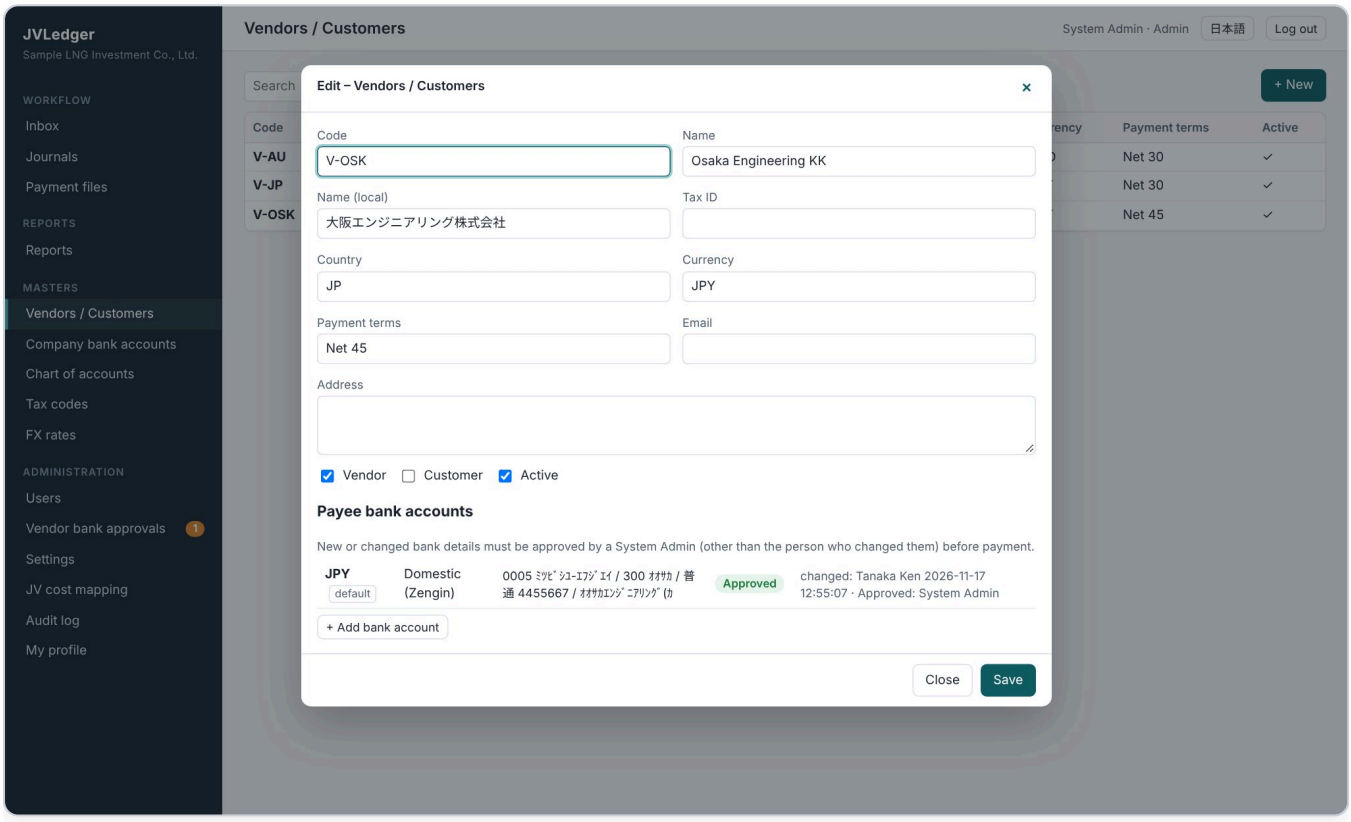


Figure 3-4 Partner with payee bank accounts

1. In [Vendors / Customers] press [+ New], enter code, name and Vendor, and save.
2. Open the partner and press [Add bank account] under "Payee bank accounts".
3. Select the type. **Japan domestic (Zengin, JPY)**: bank code, branch code, account type, account number and holder (kana). **International (SWIFT)**: beneficiary name, address, account number or IBAN, BIC, etc.
4. When saved, the account is "awaiting approval". It can be used for payments after a System Admin approves it.

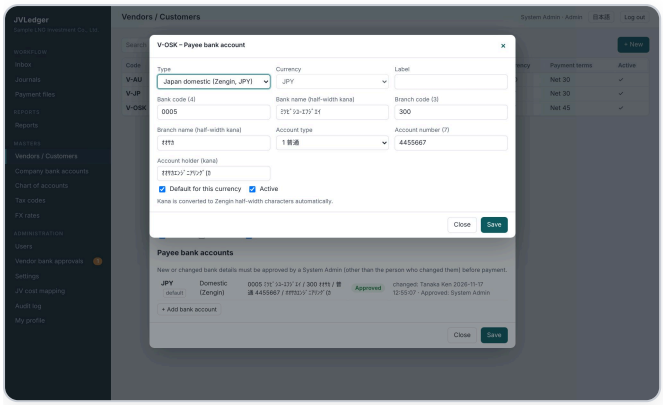


Figure 3-5 Japan domestic account

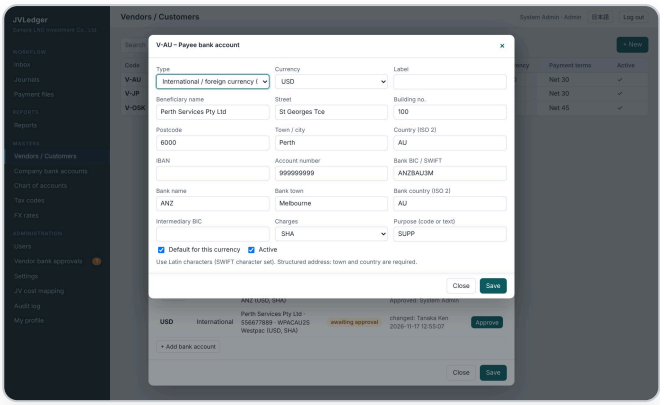


Figure 3-6 International account

Kana entered in full width is converted to Zengin half-width kana automatically. Enter international fields in Latin characters (SWIFT character set).

4. Reviewer

1. Open a journal from "Awaiting my action" in the [Inbox].
2. Check the header, lines, attachments and approval route.
3. If correct, press [Approve]. The journal goes to the next reviewer or the approver.
4. If it needs correction, press [Return]; if the transaction should not be recorded, press [Reject]. Enter the reason as a comment.

Points to check

Journal	Check
Foreign-currency journal	Currency and amount agree with the invoice; the rate is reasonable (default or actual bank rate); due date and invoice number
Payment	Paying account and payee account currency; payee account is the vendor's correct account; invoices; payment date and amount; exchange difference
FX revaluation	Date is month end; closing rate is correct; no balances missing (compare with the FX revaluation preview report)

5. Approver

5.1 Approve ordinary journals

Check the journal in the same way as a reviewer and press [Approve]. The journal is **posted** and appears in the ledgers and financial statements.

5.2 Final approval of payments and payment file output

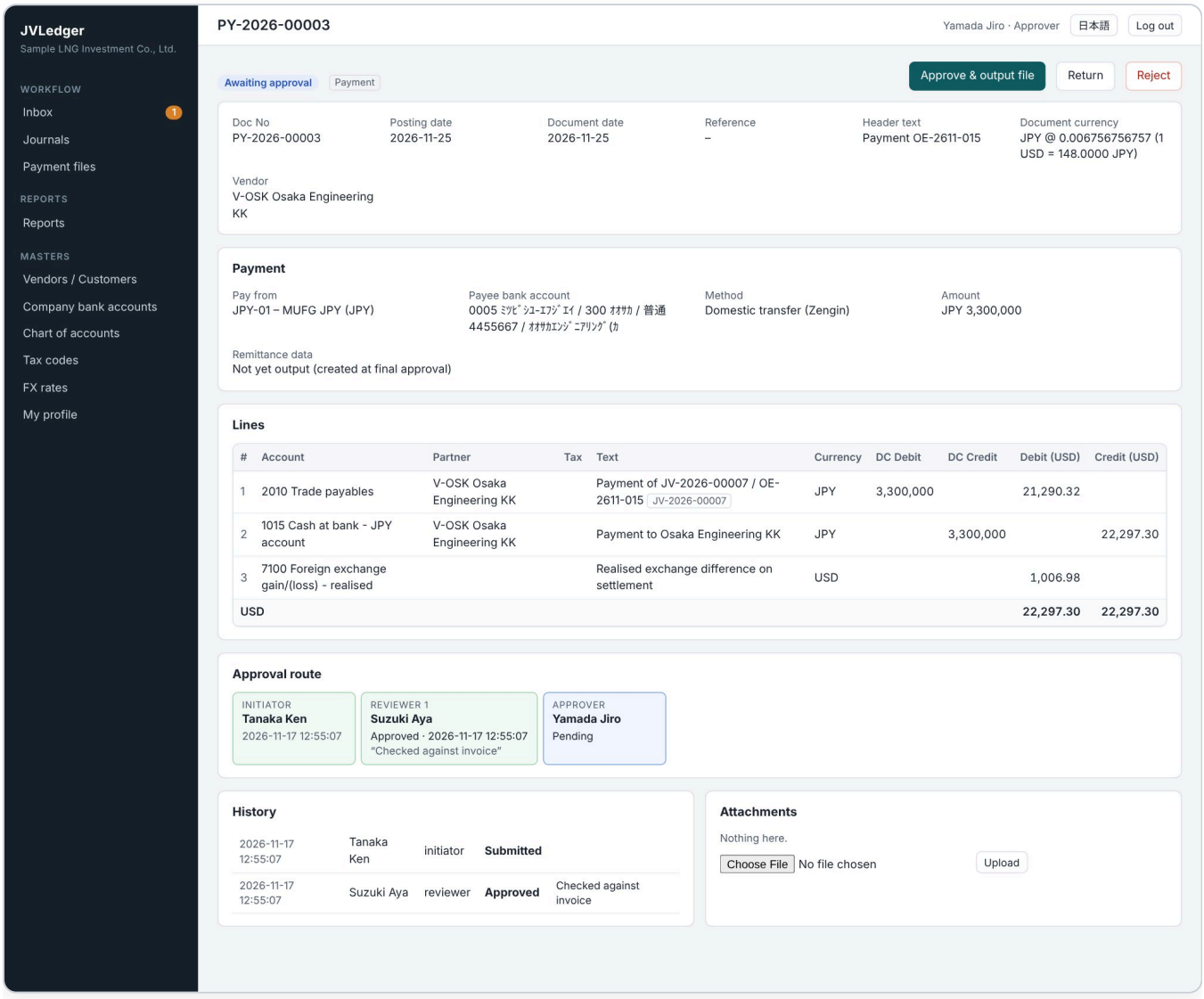


Figure 5-1 Payment awaiting approval

1. Open the payment (PY-) from the inbox and check the paying account, payee account, amount and invoices.
2. Press [Approve & output file].
3. Select the format: Zengin with / without line breaks for domestic transfers; pain.001.001.09, pain.001.001.03 or CSV for international transfers.

4. Press [Approve & output file]. The payment is posted and the file is downloaded.
5. Upload the file to the bank's web banking (e.g. Mizuho e-Business Site, MUFG BizSTATION) and approve and send it there.

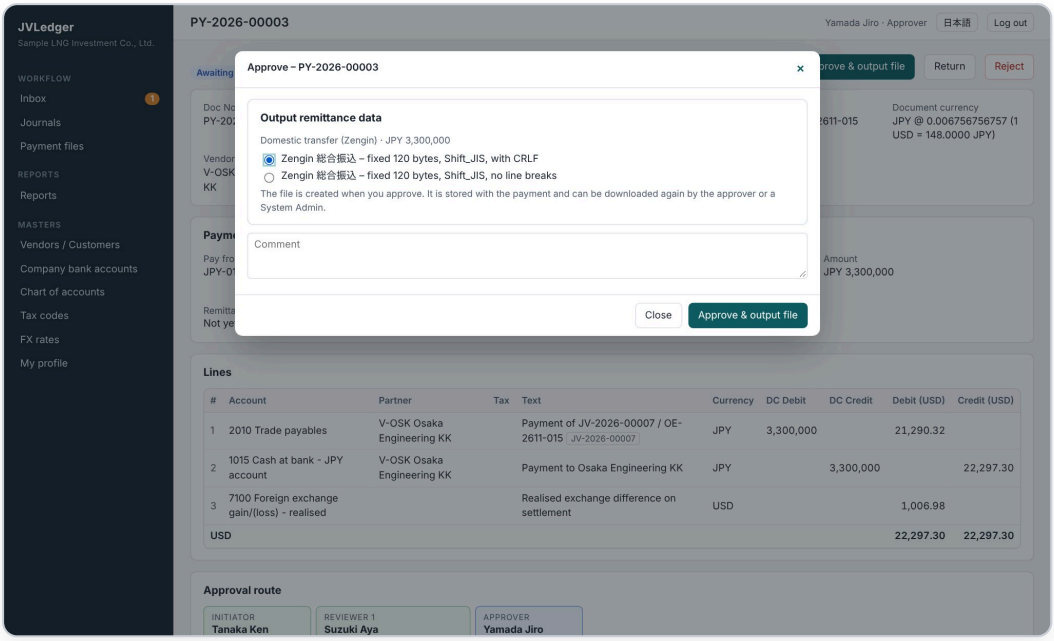


Figure 5-2 Selecting the payment file format

> Before uploading, check that the count and total agree with the payment. Uploading the same file twice causes a double payment. If you use a re-downloaded file, always confirm in the bank system that it has not been processed.

5.3 Download a payment file again

[Payment files] lists the files of payments you approved. Click a file name to download it again. Downloads are counted, and a warning is shown on the payment from the second download.

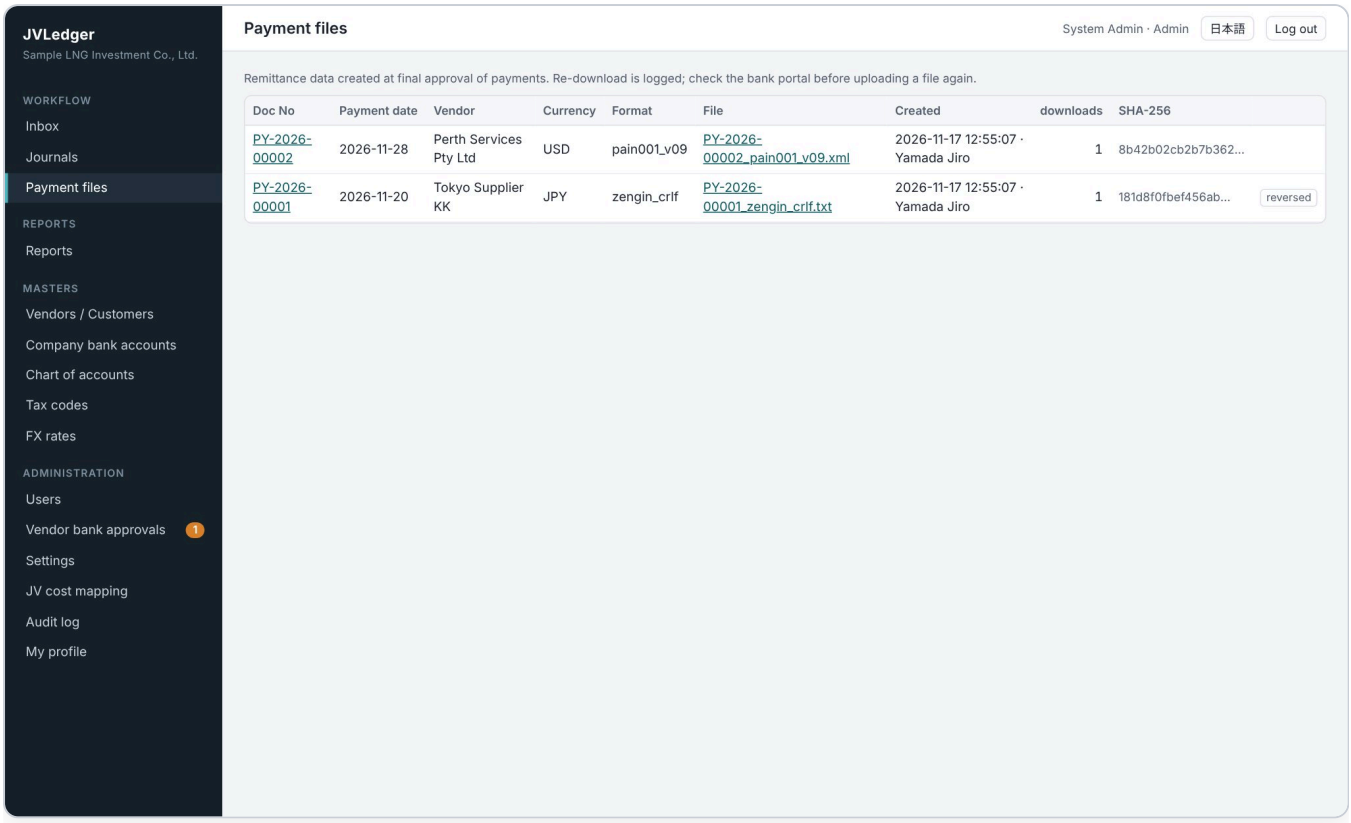


Figure 5-3 Payment files

6. System Admin

6.1 Register users

In [Users] press [+ New] and set the username, display name, initial password (10+ characters) and roles. Up to 20 active users. Because payee bank changes must be approved by an administrator other than the changer, **at least two System Admins** are recommended.

6.2 Set up company bank accounts

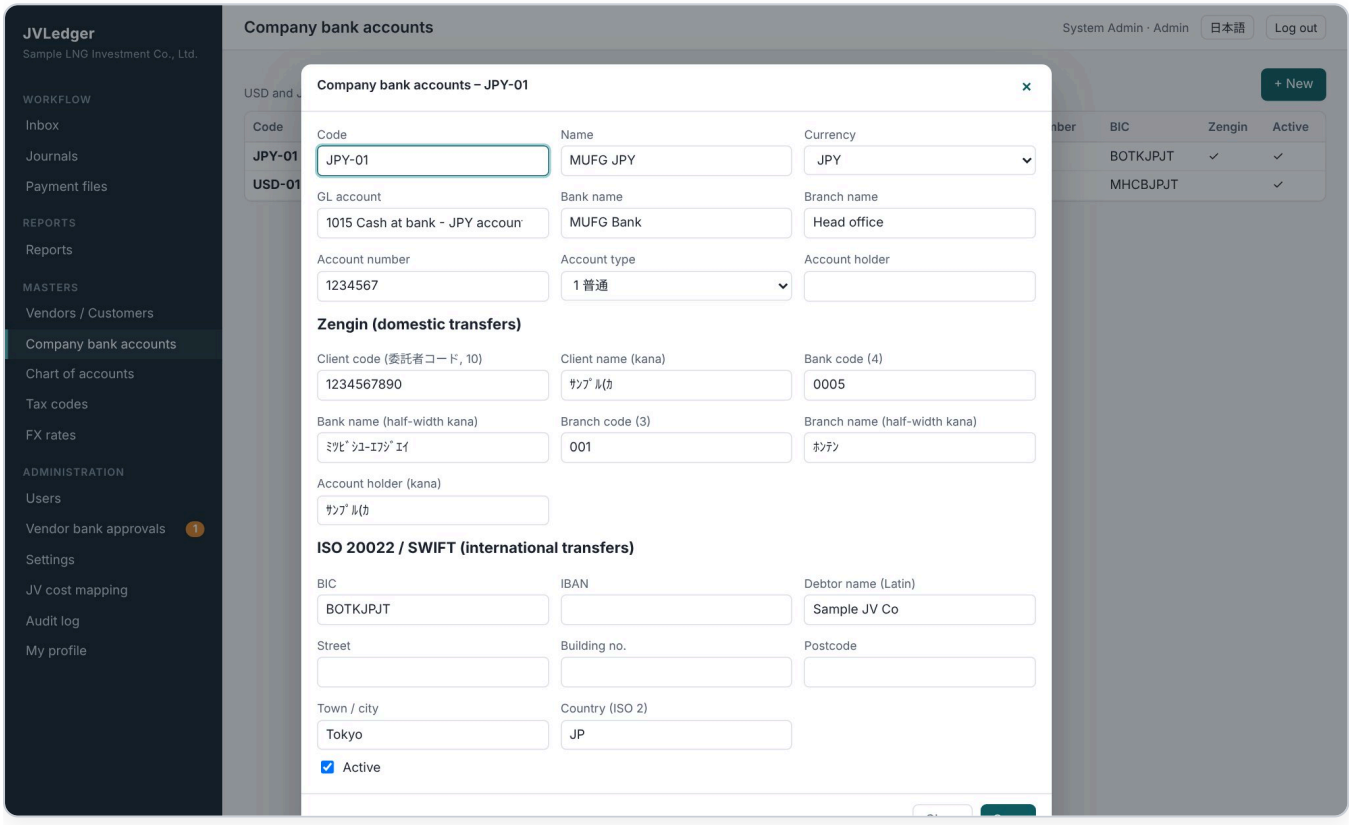


Figure 6-1 Company bank account

Section	Fields
Basic	Code, name, currency (USD / JPY), GL account (1010 USD, 1015 JPY), bank name, branch name, account number, account type
Zengin (domestic)	Client code (10 digits, given by the bank under the service contract), client name (kana), bank code, branch code, bank and branch names (half-width kana)
ISO 20022 (international)	BIC (e.g. Mizuho MHCBJPJT, MUFG BOTKJPJT), IBAN if any, debtor name (Latin), debtor address (street, postcode, town, country)

6.3 Approve payee bank accounts

1. Open [Vendor bank approvals]. The number of pending items is shown in the menu.
2. Check the vendor, currency, account details and the person who changed them.
3. Confirm the details with the vendor through an independent channel, such as a known phone number.
4. Press [Approve]. You cannot approve an account you changed yourself.

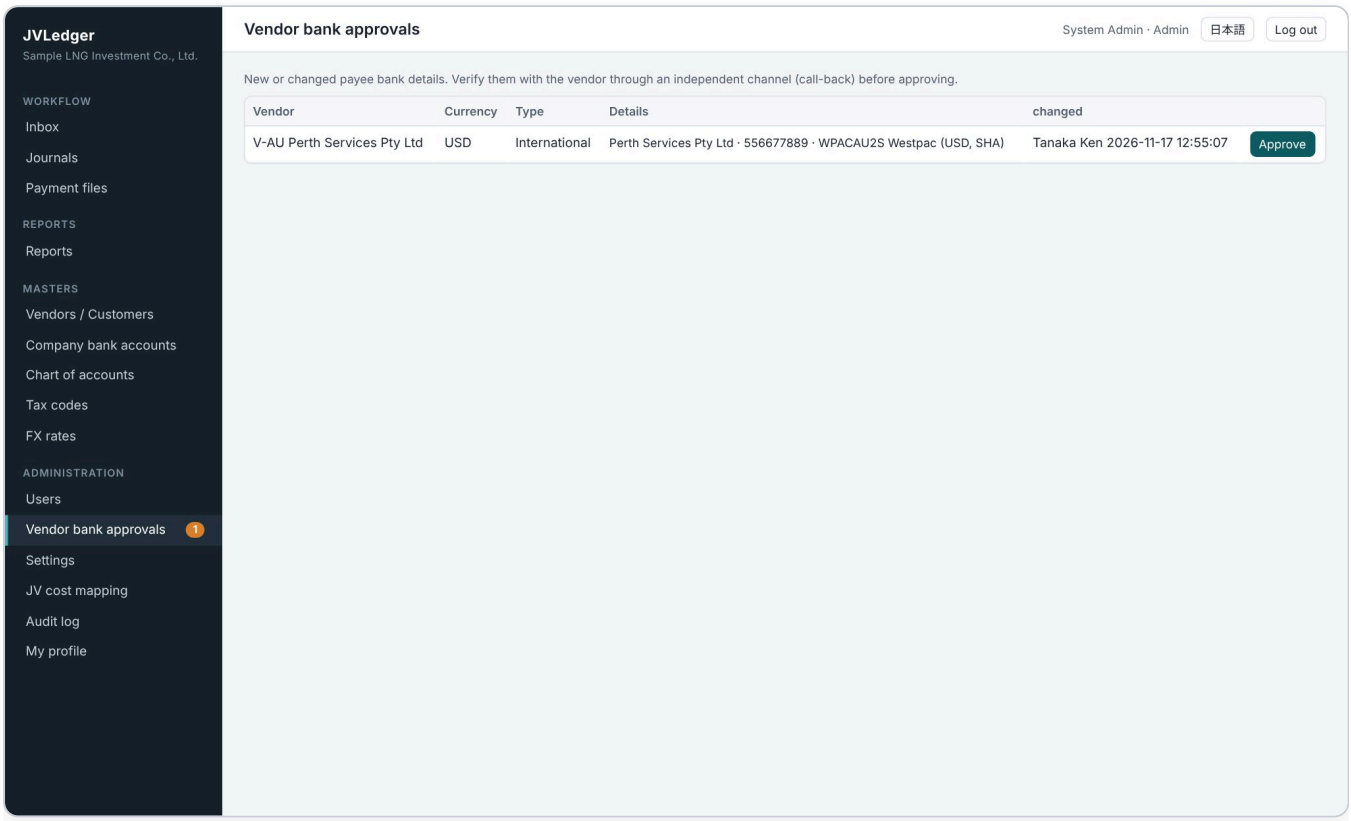


Figure 6-2 Vendor bank approvals

6.4 Enter FX rates

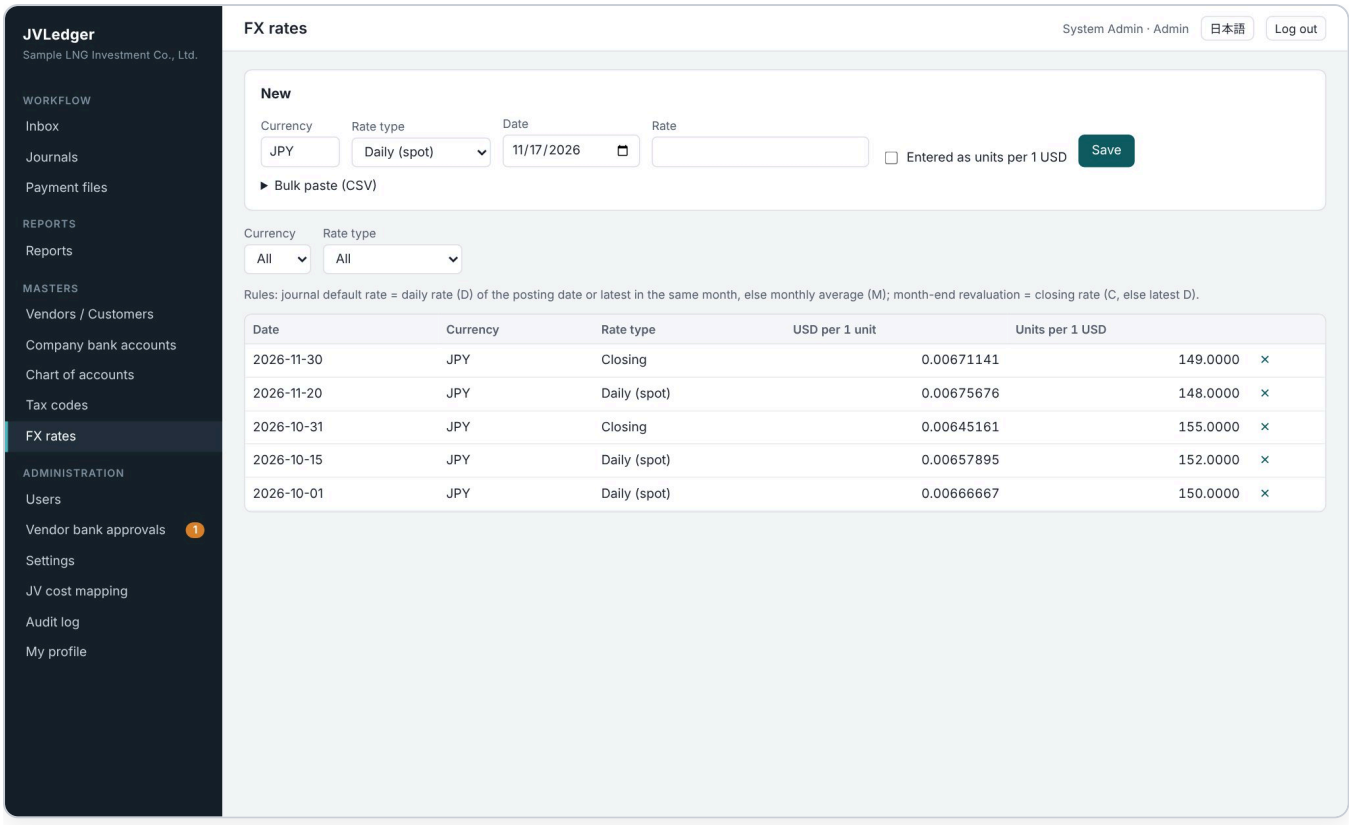


Figure 6-3 FX rates

- **Daily (D)**: default rate for journals and payments. Enter at least the dates with transactions.
- **Monthly average (M)**: used when there is no daily rate in the month.
- **Closing (C)**: used for month-end revaluation. Enter it every month end.

Tick "Entered as units per 1 USD" to enter rates like 150.25 (1 USD = 150.25 JPY). Use "Bulk paste (CSV)" for many rates, e.g. `2026-11-30,JPY,C,149.00,inv`.

6.5 Accounts, tax codes and settings

- Accounts flagged "Monetary item" are revalued. Set "Open-item (payables)" on liability accounts used for payments (cannot be changed once the account has postings).
- In [Settings], set the company name, JV name, participating interest, financial year start and **period locked through**. No posting, approval or submission is possible in locked periods.
- The [Audit log] shows logins, master changes, journal actions and payment file creation and downloads.

7. Monthly cycle

#	Task	Who	Content
1	FX rates	System Admin	Daily rates (D) as needed; closing rate (C) at month end
2	Post invoices	Initiator → Reviewer → Approver	Enter currency, due date and invoice number; route and approve
3	Check payment schedule	Initiator	"Open payables / payment schedule" for invoices due soon
4	Payments	Initiator → Approver	Create the payment; the approver outputs the file at final approval
5	Send to bank	Approver (bank signatory)	Upload the file to web banking and approve / send there
6	JV billing	Initiator	Import the operator billing statement for the company's share
7	Month-end revaluation	Initiator → Approver	Check the preview, route and approve (reversed automatically on the 1st)
8	Review reports	Finance manager	Trial balance, financial statements, open payables, payment register; save as Excel / PDF
9	Period lock	System Admin	Update "period locked through" in [Settings] to the month end

8. FAQ and error messages

Message / question	What to do
Missing FX rate for JPY …	No rate for the posting date. Ask the System Admin to enter it, or enter the rate manually.
… open-item managed – a vendor/customer is required / enter the payment due date	Select a vendor on the payables line and enter the due date in the header.
… is a JPY bank account – post it in a JPY document	The JPY account can be used only in JPY journals. Check the currency or account.
The vendor's bank details are awaiting administrator approval	Ask a System Admin to approve the payee account.
Invoice … is already included in payment …	The invoice is in another payment in workflow. It cannot be selected, to prevent double payment.
Select the payment file format …	Select a format at final approval of a payment.
Zengin record … is not 120 bytes / characters outside …	A kana field has invalid characters. Use only half-width kana, capital letters, digits and ( ) . - / in the company and payee bank kana fields.
A revaluation for … already exists	A revaluation for the date already exists. If it was returned, cancel it before creating a new one.
Posting date … is in a locked period	The period is locked. Change the date or contact the System Admin.
I downloaded a payment file twice by mistake	Check in the bank system that the payment has not been sent twice. Downloads are recorded.