FX LEDGER

User Guide by Role

Initiator / Reviewer / Approver / System Admin

Beta version 2.0

For: all users of FX Ledger

Published: November 2026

All screens and figures shown are sample data for demonstration.

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0. Introduction – roles and how to use this guide

Each FX Ledger user has one or more of the four roles below. Read the chapters for your roles, plus chapters 1 and 5, which apply to everyone.

Role	Main tasks	Chapters
2. Initiator	Creates journals, payments and month-end revaluations, sets the route and submits them; handles returns, creates reversals and registers partners and their bank details.	1, 2, 5, 7
3. Reviewer	Checks routed journals and their evidence; approves, returns or rejects.	1, 3, 5
4. Approver	Gives final approval – the journal is posted to the books when approved. Outputs the remittance file when approving a payment.	1, 4, 5, 7
1. System Admin	Manages users, masters, FX rates, company bank accounts, the period lock and other settings; approves new or changed vendor bank details.	1, 5, 6, 7

Terms

Term	Meaning
Book	A book for one currency: head office = USD (HO); branch = a currency other than USD (e.g. AUD)
Posting date	The date recorded in the books; the basis for reports and the period lock
Document date	The date of the transaction (e.g. the invoice date)
Submit / route	Sending a journal to its reviewers and approver
Posted	Final approval has been given and the journal is reflected in the books
Document currency	The currency of the transaction as shown on the invoice; it may differ from the book currency.
Exchange rate	Book currency per one unit of the document currency, used to calculate the book amounts.
Open payable (open item)	An invoice credited to 2010 Trade payables for which no payment has been posted yet
Payment journal	A journal that pays open invoices (type “Payment”); the remittance file is output at final approval.
Payment file	The file uploaded to Mizuho or MUFG web banking (ABA, ISO 20022 pain.001 or CSV)
Month-end revaluation	Revaluing foreign currency monetary items in each book at the closing rate (7120, reversed automatically on the 1st)
Remeasurement	Converting branch books into USD under IAS 21 for combination (7110)

Journal status

Status	Meaning	Next possible actions
draft	Saved but not yet submitted	Edit, submit, cancel (initiator)
in_review	Waiting for a reviewer	Approve / return / reject (reviewer), recall (initiator)
in_approval	Waiting for the approver	Approve / return / reject (approver), recall (initiator)
returned	Sent back to the initiator for correction	Edit and resubmit, cancel (initiator)
posted	Reflected in the books	Reverse, copy
rejected / cancelled	Closed and invalid (the record is kept)	Copy and start again

1. Common operations (all users)

1-1. Logging in

1. Open the system address (e.g. **https://ledger.ashikari.work/**) in your browser.
2. Enter your user name and password and click Log in.
3. After five failed attempts in a row, the account is locked for 15 minutes. If you forget your password, ask the System Admin to reset it.

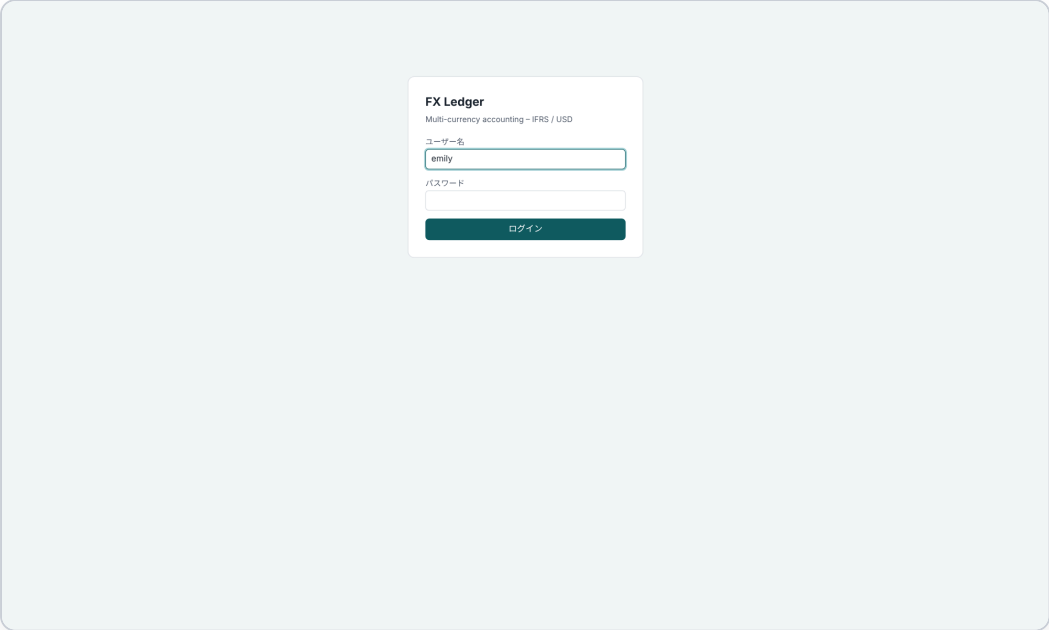


Figure 1-1 Log-in screen

1-2. Screen layout

The menu is on the left. At the top right are the logged-in user and roles, the language switch (English / 日本語) and Log out. Menu items depend on your roles – for example, the Entry menu is shown only to initiators.

1-3. Inbox

After logging in, the Inbox opens first.

- **Awaiting my action**: journals waiting for your review or approval. The badge in the menu shows the count.
- **My open journals**: your drafts, returned journals and journals in progress, with whose action they are waiting for.

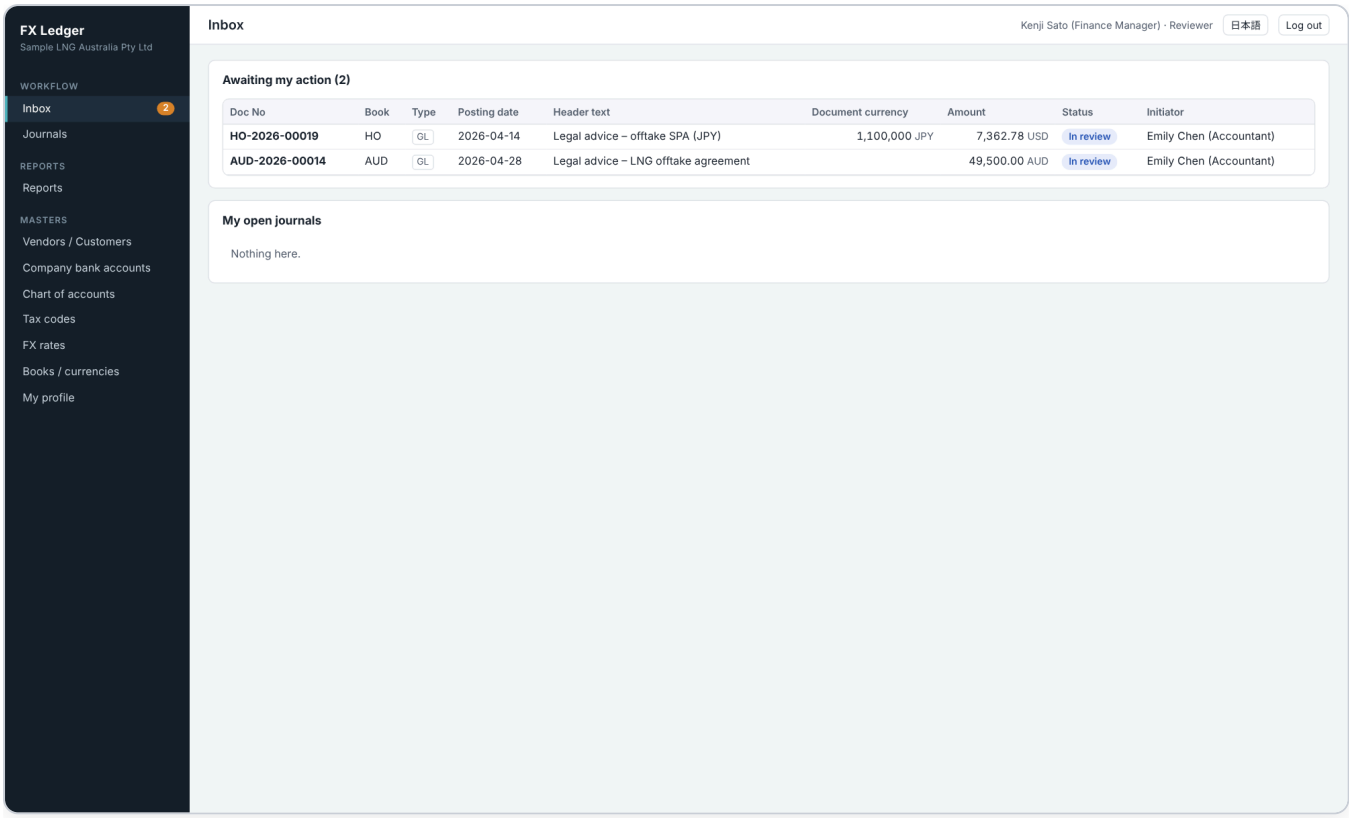


Figure 1-2 Inbox (reviewer). Click a row to open the journal.

1-4. Journal list and journal details

The Journals screen searches by book, status, posting date range and text (document number, reference, header text). Click a row to open the journal and view its lines, approval route, history (with comments) and attachments.

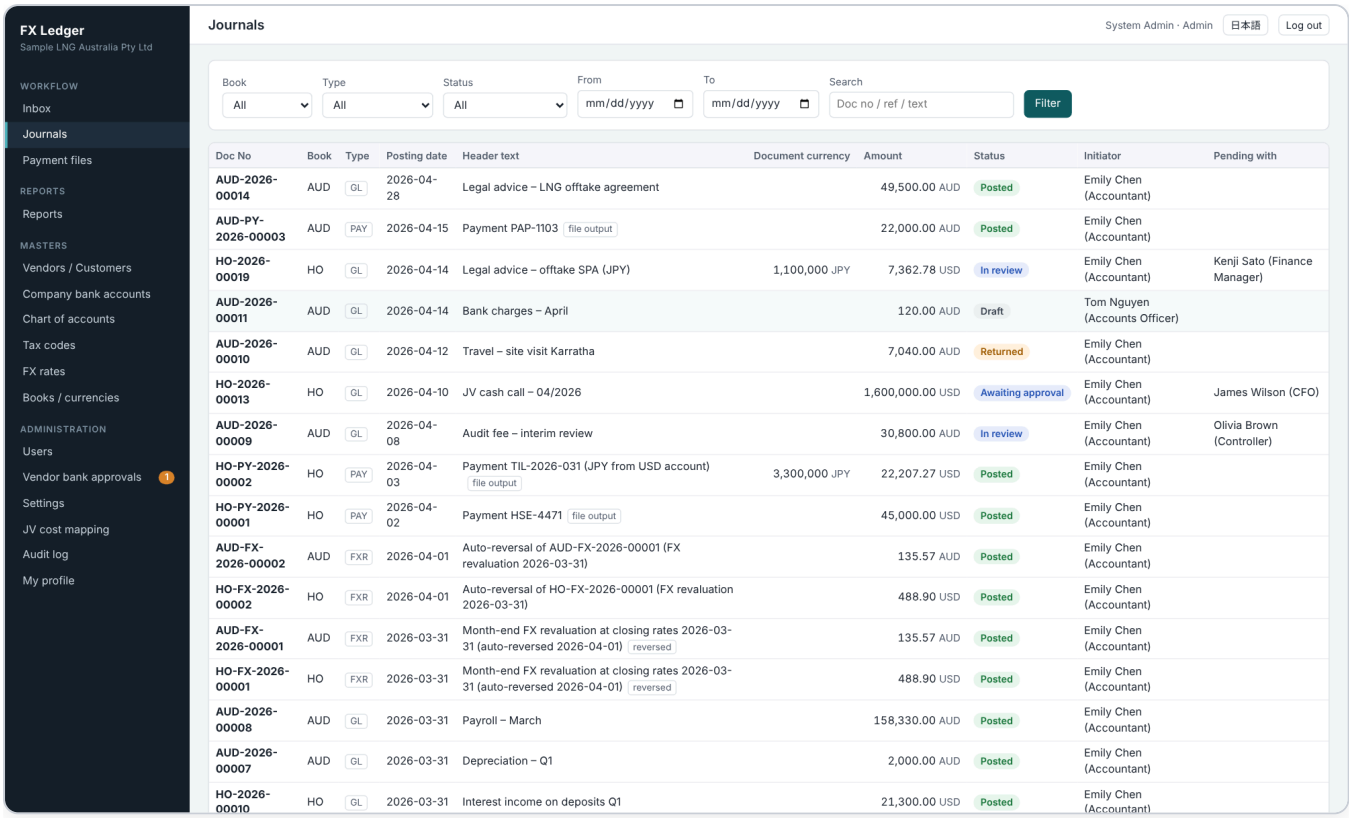


Figure 1-3 Journal list

1-5. Changing your password

Open My profile, enter your current password and a new password (at least 10 characters), and click Save.

2. Initiator

2-1. Entering and submitting a journal

1. Open Entry → New journal.
2. Select the **book**: the head office (HO) for USD transactions, the branch (AUD) for AUD transactions. As a rule, **choose the book for the transaction currency**.
3. Enter the **posting date** and **document date**, plus a reference (e.g. invoice number) and header text if needed.
4. Check the **document currency**. It defaults to the book currency; for foreign currency invoices see 2-9.
5. Enter the lines. Type an account code or part of the name to see suggestions. Enter an amount in the document currency on either the debit or the credit side (negative amounts are not allowed).
6. For lines subject to GST or another indirect tax, select a **tax** code. The tax line is created automatically and the totals are shown including tax. Enter the tax-inclusive amount on the counter line (e.g. trade payables).
7. Select the partner. A new partner can be registered on the spot with [+].
8. For an invoice credited to trade payables (2010), always enter the **due date** and **vendor invoice no.** in the header and select the **vendor** on the 2010 line. The invoice then appears as open on the Payment screen.
9. Check that the **difference is 0.00** at the bottom right.
10. Set the approval route: add up to five reviewers with [+ Add reviewer] (reorder with ↑) and select the **approver**.
11. Click Save & submit to send it to the first reviewer (or to the approver if there are none). Save draft saves without submitting.

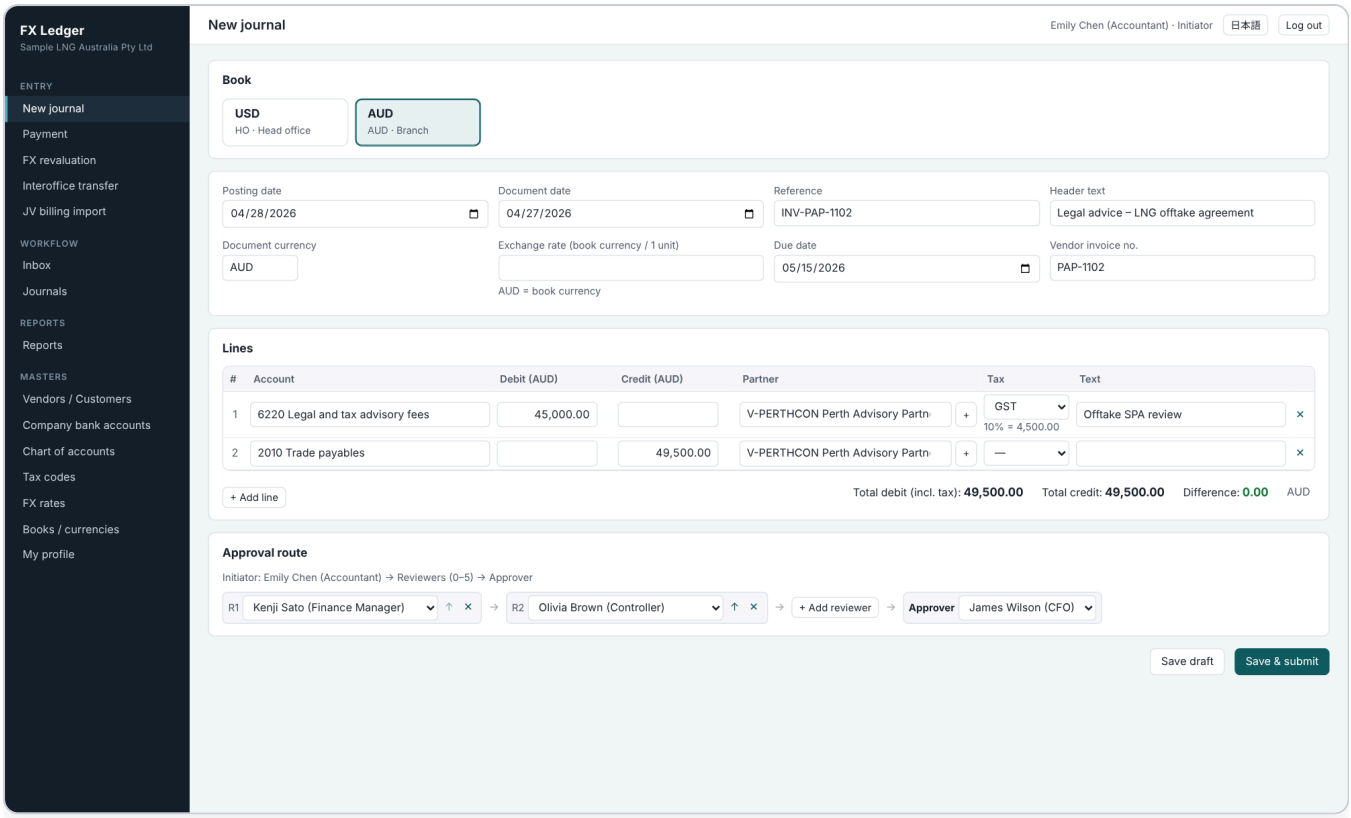


Figure 2-1 Journal entry (AUD book, legal fees 45,000 + GST, due date and invoice no., two reviewers and an approver)

You cannot select yourself as a reviewer or approver, and the approver cannot also be a reviewer of the same journal. Journals dated in a locked period cannot be submitted.

2-2. Registering and editing partners (vendors / customers)

Use the [+] / [✎] button in journal entry, or open Vendors / Customers from the menu. Code (letters and digits), name and the vendor/customer flag (or both) are required. Tax ID (e.g. ABN), currency and payment terms can also be recorded.

Registering payee bank accounts

1. In the partner dialog, click `+ Add bank account` under Payee bank accounts.
2. Choose the **type**: “Australia domestic (BSB, AUD)” for AUD accounts in Australia, or “International / foreign currency (SWIFT)” for overseas accounts and other currencies.
3. Domestic: BSB (6 digits), account number (up to 9 digits), account name (up to 32 characters) and lodgement reference (up to 18 characters).
4. International: currency, beneficiary name and address (town and country required), account number or IBAN, bank BIC (8 or 11 characters), bank name and location, intermediary BIC if any, charges (SHA / OUR / BEN) and purpose – in Latin characters (SWIFT character set).
5. One account per currency can be the default. When saved, the account is “awaiting approval” and **cannot be used for payment until a System Admin approves it** (see 6-7).

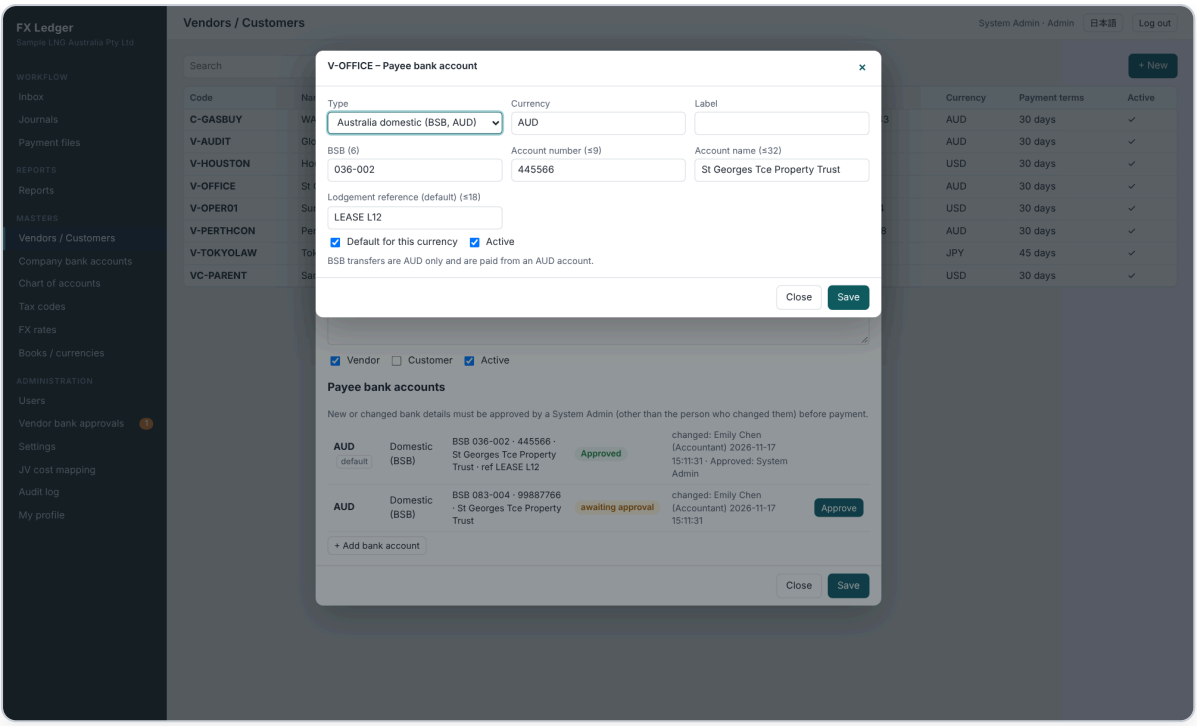


Figure 2-2b Payee bank account (Australia domestic, BSB)

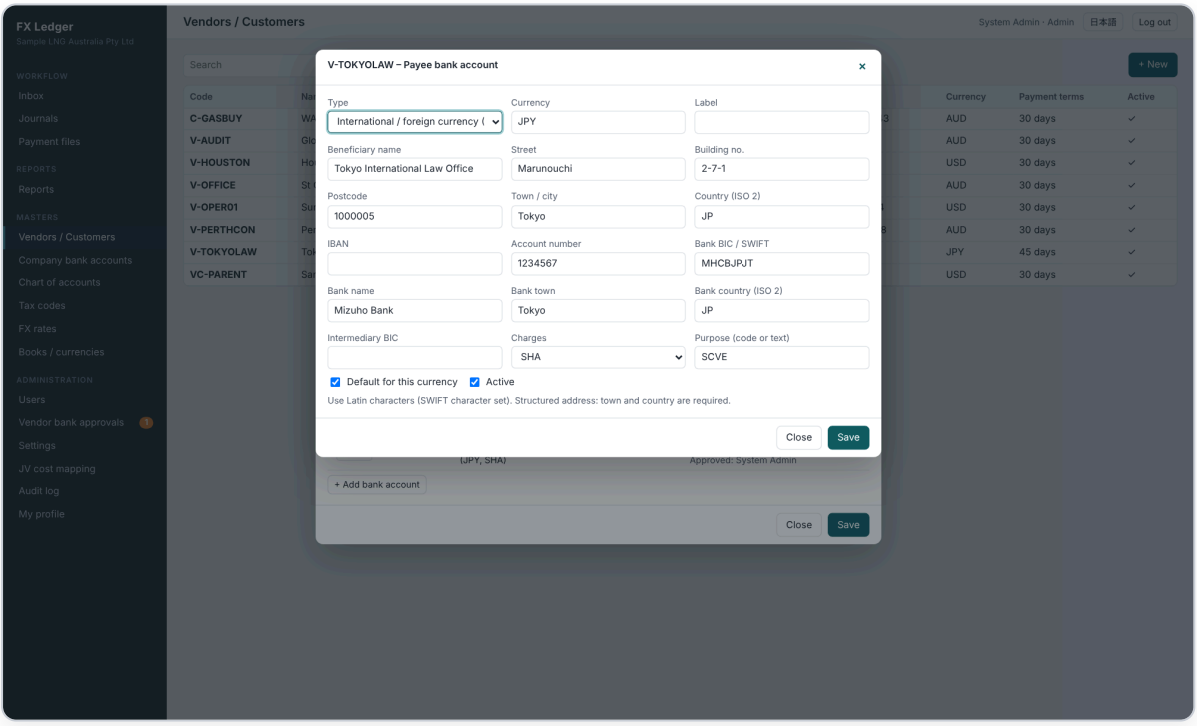


Figure 2-2c Payee bank account (international, SWIFT, JPY)

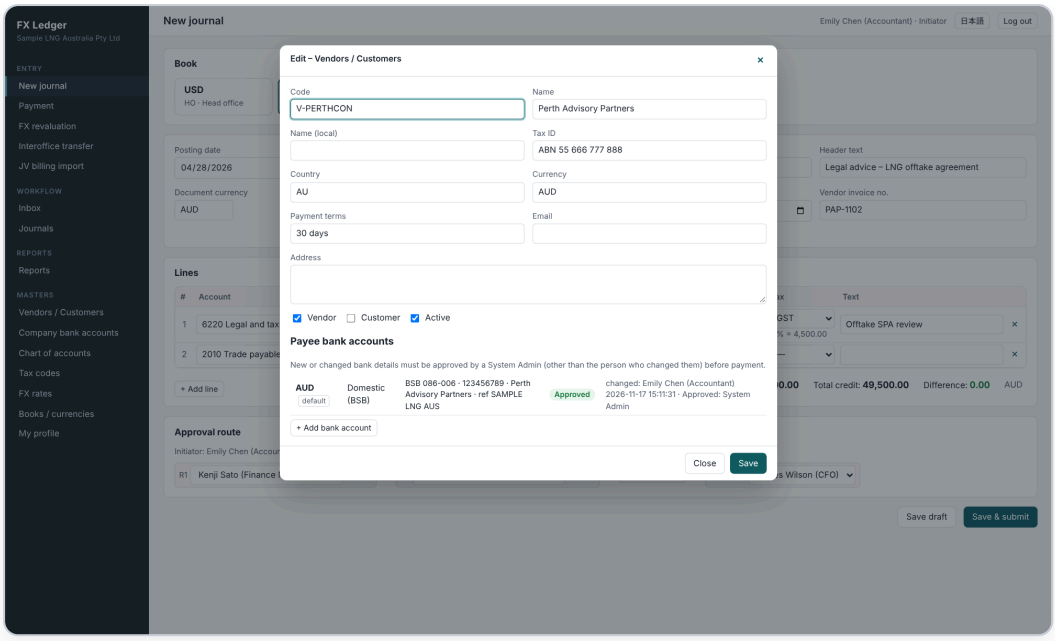


Figure 2-2 Registering or editing a partner

2-3. Correcting a returned journal

1. Journals with status “returned” appear under My open journals in the inbox.
2. Open the journal and read the comment (reason for return) in the approval route or history.
3. Click Edit, correct the journal, attach evidence if needed, and click Save & submit. The review starts again from the first reviewer.

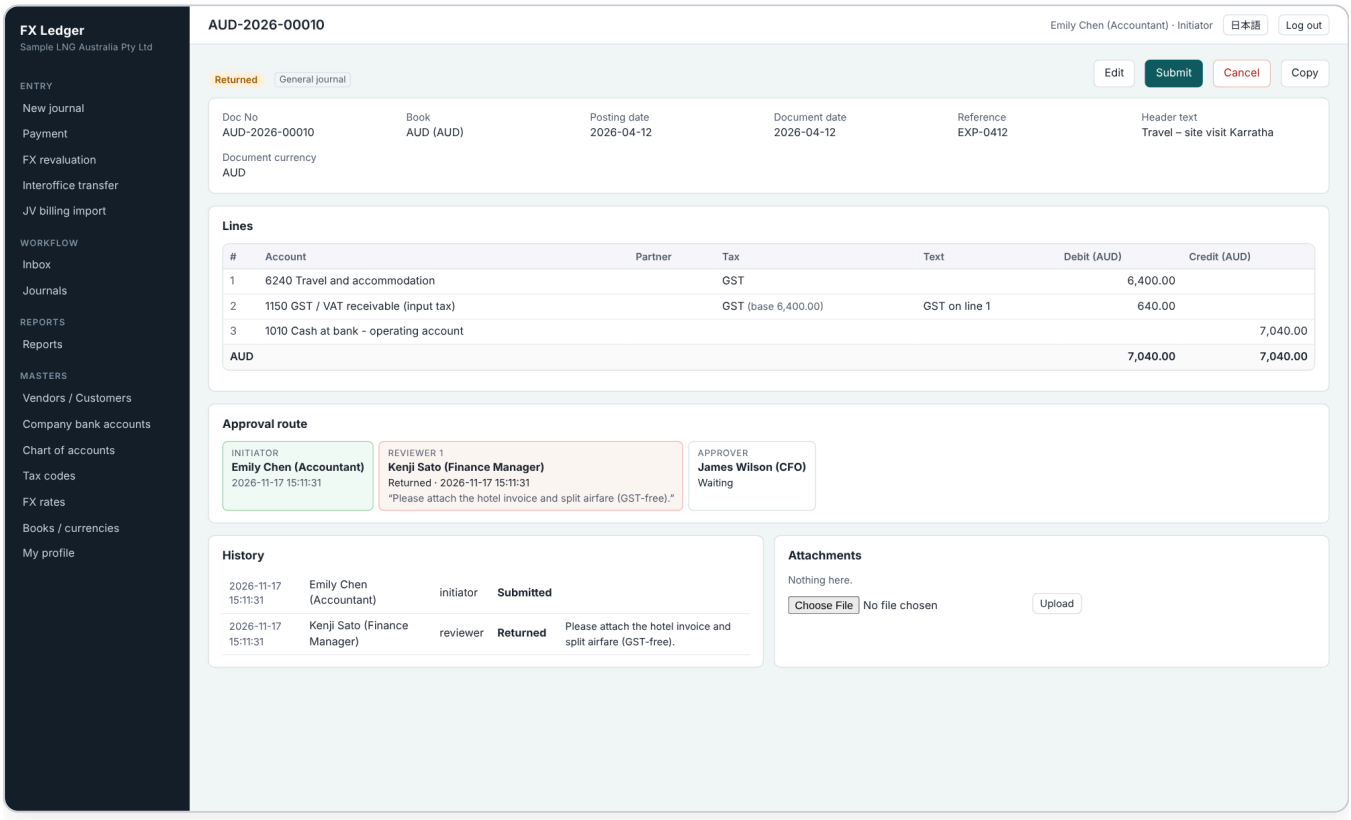


Figure 2-3 A returned journal with the reviewer’s comment

2-4. Recall, cancel and copy

- **Recall**: bring a journal in progress back to your drafts (e.g. if you notice a mistake).
- **Cancel**: invalidate a draft or returned journal. The document number and record are kept.
- **Copy**: create a new journal from an existing one – handy for recurring monthly entries.

2-5. Correcting after posting (reversal)

Posted journals cannot be edited. Open the journal, click Reverse, and set the posting date and approval route for the reversal. A draft with debits and credits swapped is created – Submit it. Once approved, the original journal shows a “Reversed by” link. Then enter the correct journal, for example by copying.

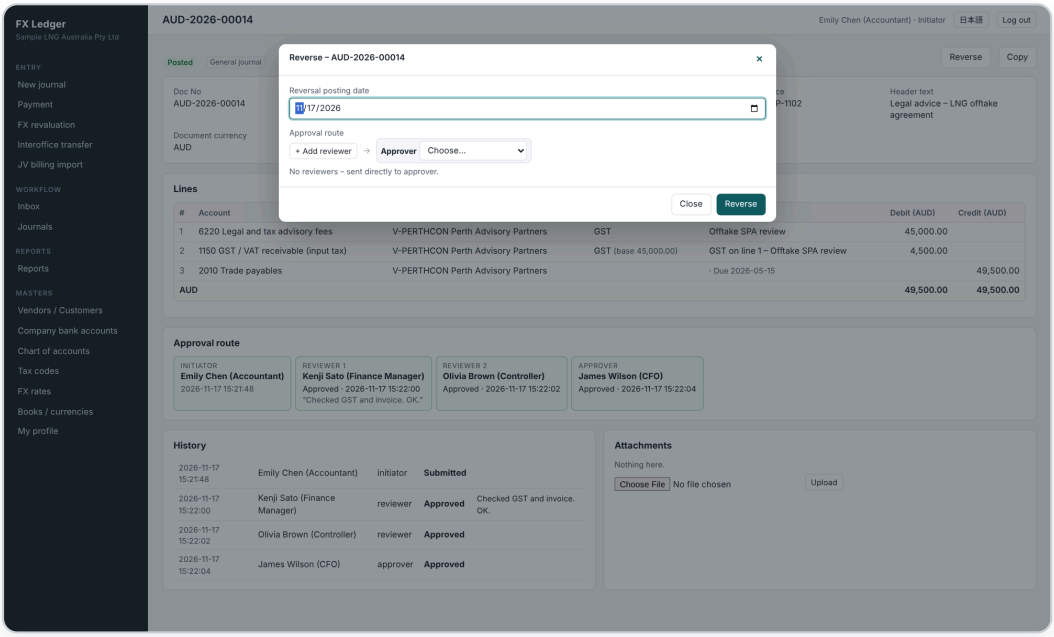


Figure 2-4 Creating a reversal

2-6. Interoffice transfers

1. Open Interoffice transfer from the menu.
2. Choose the **direction** (head office → branch or branch → head office) and the **branch book**.
3. Enter the **USD amount** and counter account (e.g. 1010 Cash at bank) for the head office, and the **local currency amount** and counter account for the branch – use the actual amounts on the bank remittance advice.
4. Check the implied rate and the preview (four lines across both books), set the approval route and submit.

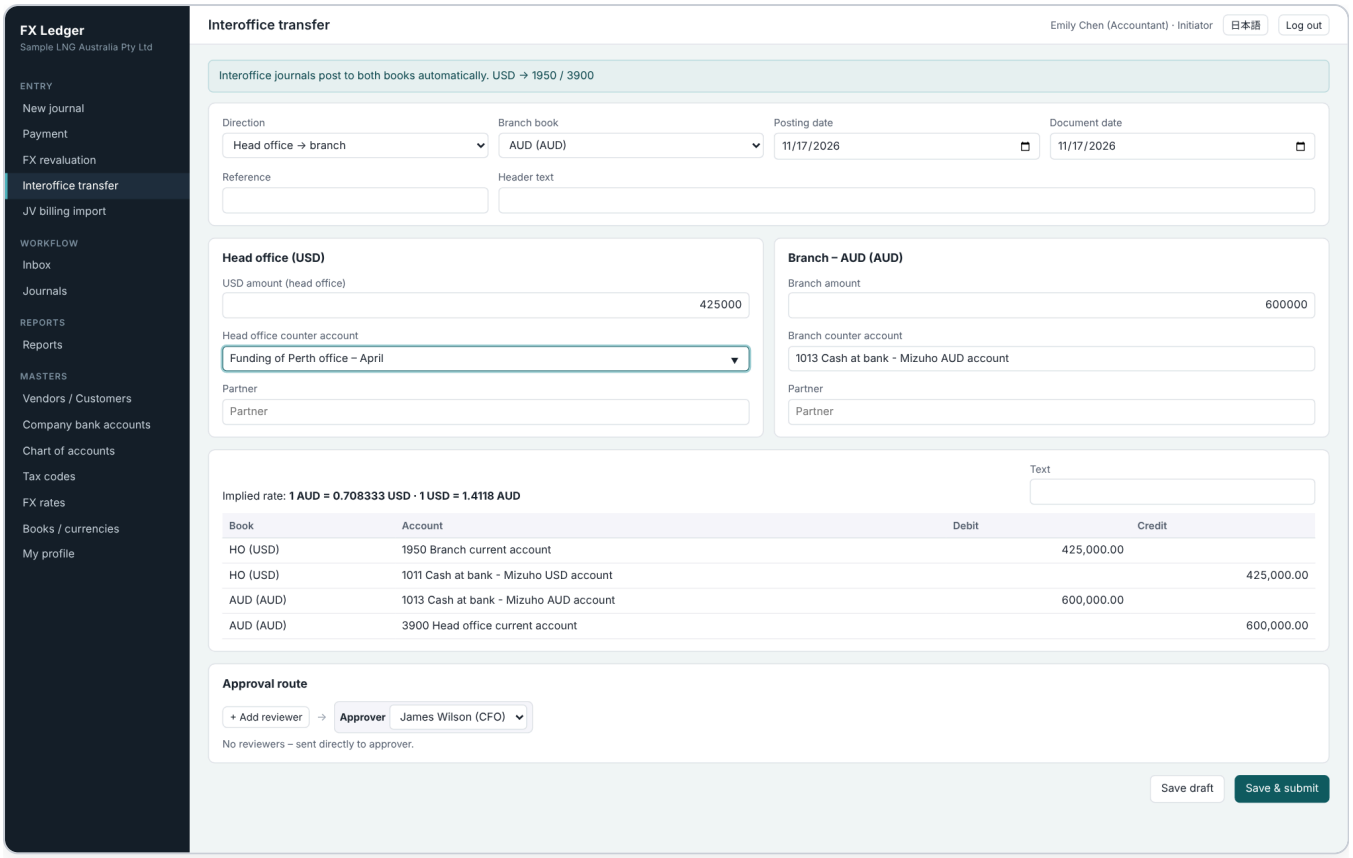


Figure 2-5 Interoffice transfer (USD 425,000 = AUD 600,000)

For an expense paid by the head office on behalf of a branch, choose “Head office → branch” and select the expense account as the branch counter account. Accounts 1950 and 3900 cannot be used in a standard journal.

2-7. Importing a JV billing statement

1. Open JV billing import. The first time, use Download template to see the layout: Cost Code / Description / Gross Amount (100%) / Our Share (optional).
2. Enter the book (billing currency), participating interest (%), posting date and document date, choose the file (.xlsx / .csv) and click Read file.
3. Our share (= gross × PI%, or the Our Share column if filled) and the mapped accounts are shown. Choose an account for any code marked “Unmapped”.
4. Click Create journal draft. The journal entry screen opens with each account on the debit side and the JV cash call advance on the credit side. Check it and submit.

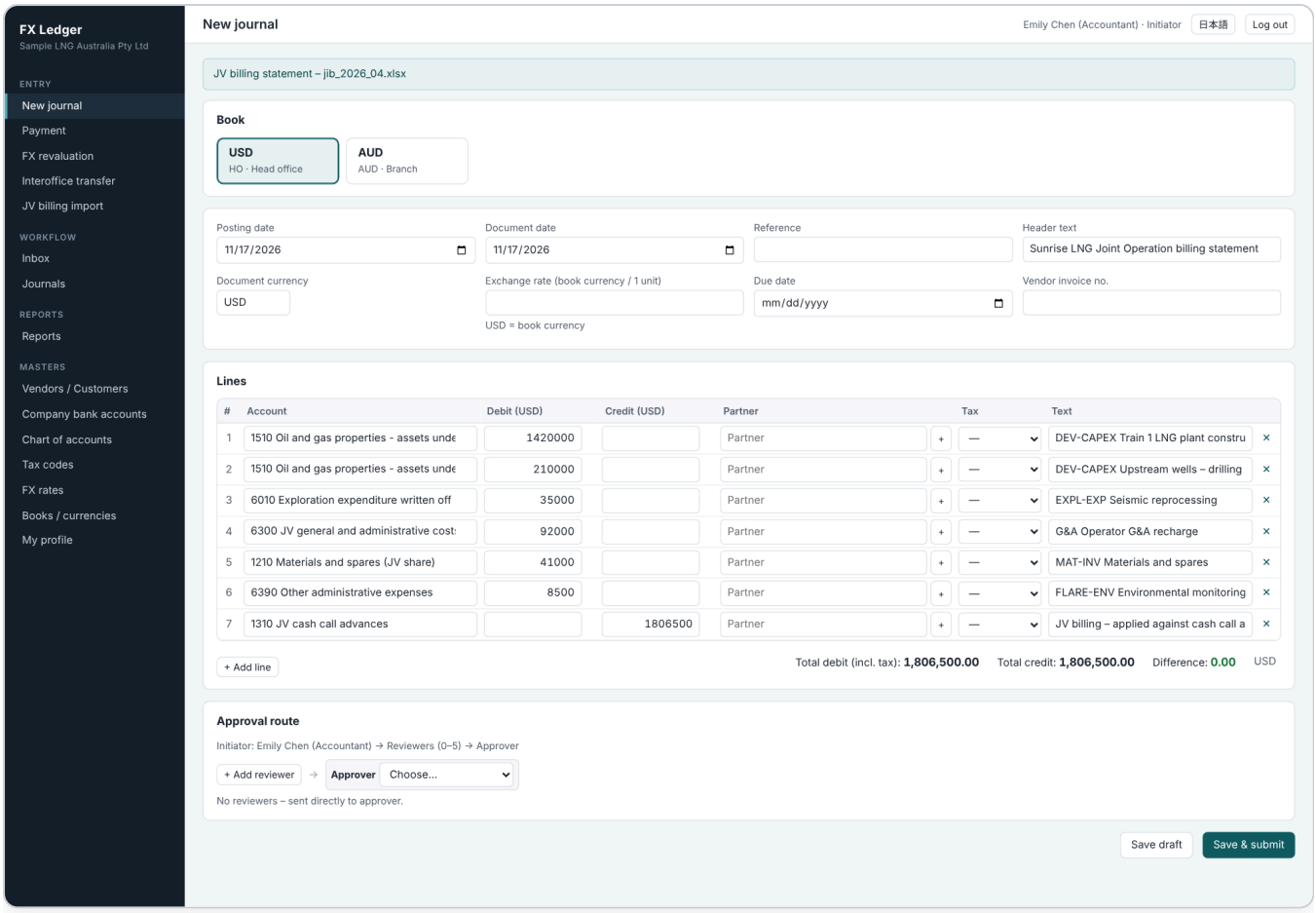


Figure 2-6 Draft journal created from a billing statement

2-8. Attaching evidence

After saving a journal, choose a file under Attachments in the journal view and click Upload (PDF, images, Excel, Word, etc.; up to 10 MB by default). Files can be added after posting, but attachments of posted journals cannot be deleted.

2-9. Entering a foreign currency invoice

1. In journal entry, choose the book – normally **the book of the account that will pay it** (head office for invoices paid from a USD account, branch 1 for invoices paid from an AUD account). JPY or EUR invoices are paid from a USD account, so choose the head office.
2. Enter the posting date, then enter the invoice currency (e.g. JPY) as the **document currency**. The exchange rate (book currency / 1 unit) appears automatically – the daily rate for the posting date, or the monthly average.
3. Override the rate if needed. Check the hint below the rate, e.g. “1 USD = 149.40 JPY”.
4. Enter the lines in **the invoice currency**. The book amount is shown in its own column, and the “≈” total shows the book-currency totals.
5. Enter the due date, invoice number and vendor, set the route and submit.

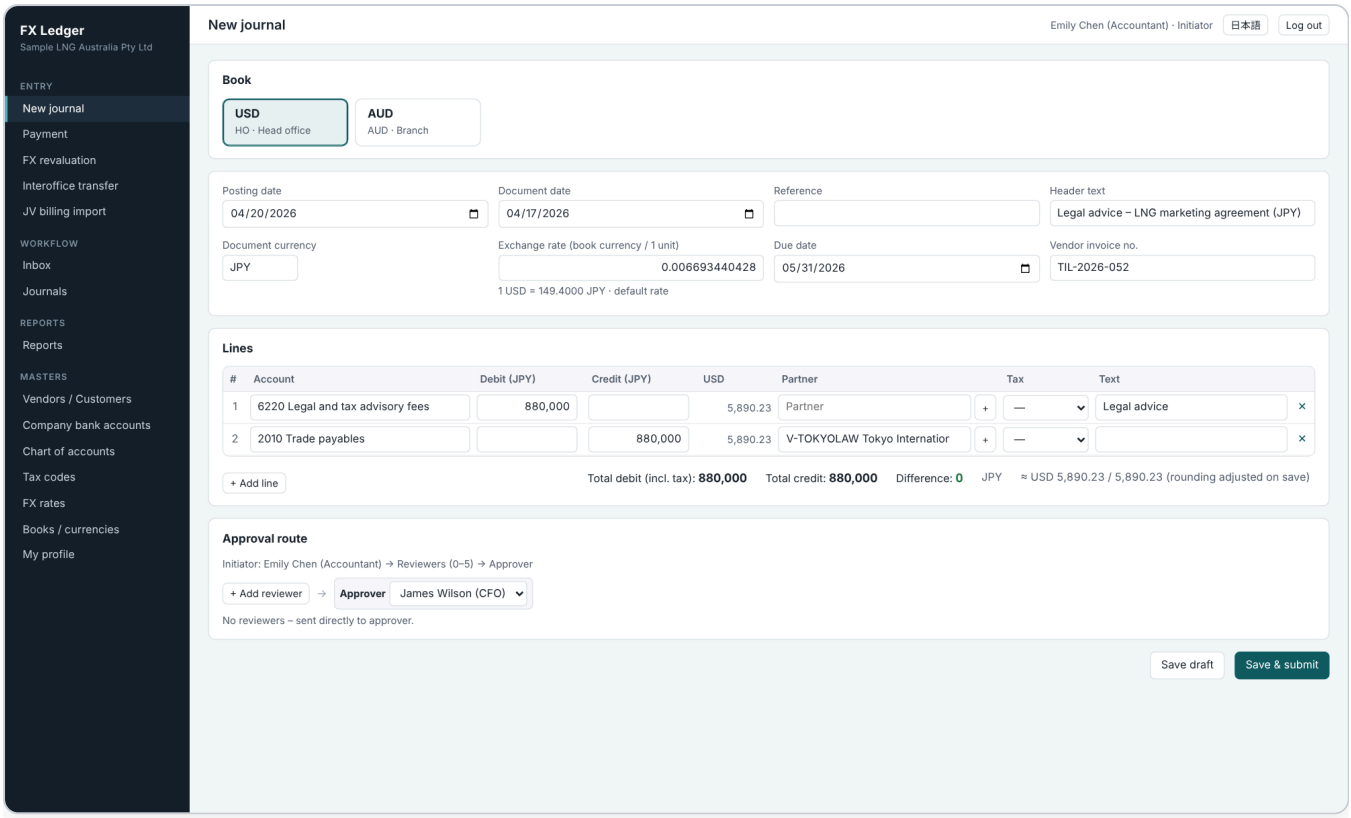


Figure 2-7 A JPY invoice in the USD head office book

Bank GL accounts (1011–1014) can only be used in a document in that account's currency. Enter foreign currency bank transactions with the account currency as the document currency.

2-10. Creating a payment

1. Open Payment from the menu and select the **vendor**.
2. Select the **Pay from** account. AUD accounts pay AUD invoices only; USD accounts pay USD and other currencies (JPY, EUR, …). For a USD account, also choose the **payment currency**.
3. Enter the **payment date**. The rate for the payment date is filled in (it can be overridden with the bank's actual rate).
4. The **payee bank account** defaults to the vendor's default account. Accounts awaiting approval cannot be selected.
5. Tick the invoices to pay under **Open invoices**. Overdue due dates are shown in red; invoices already in another payment cannot be selected.
6. Enter the remittance information / lodgement reference (Latin characters) and, for international payments, the charges.
7. Check the **journal preview** – Dr trade payables (invoice book amount) / Cr bank (payment-date rate) / realised FX – set the route and click Save & submit.

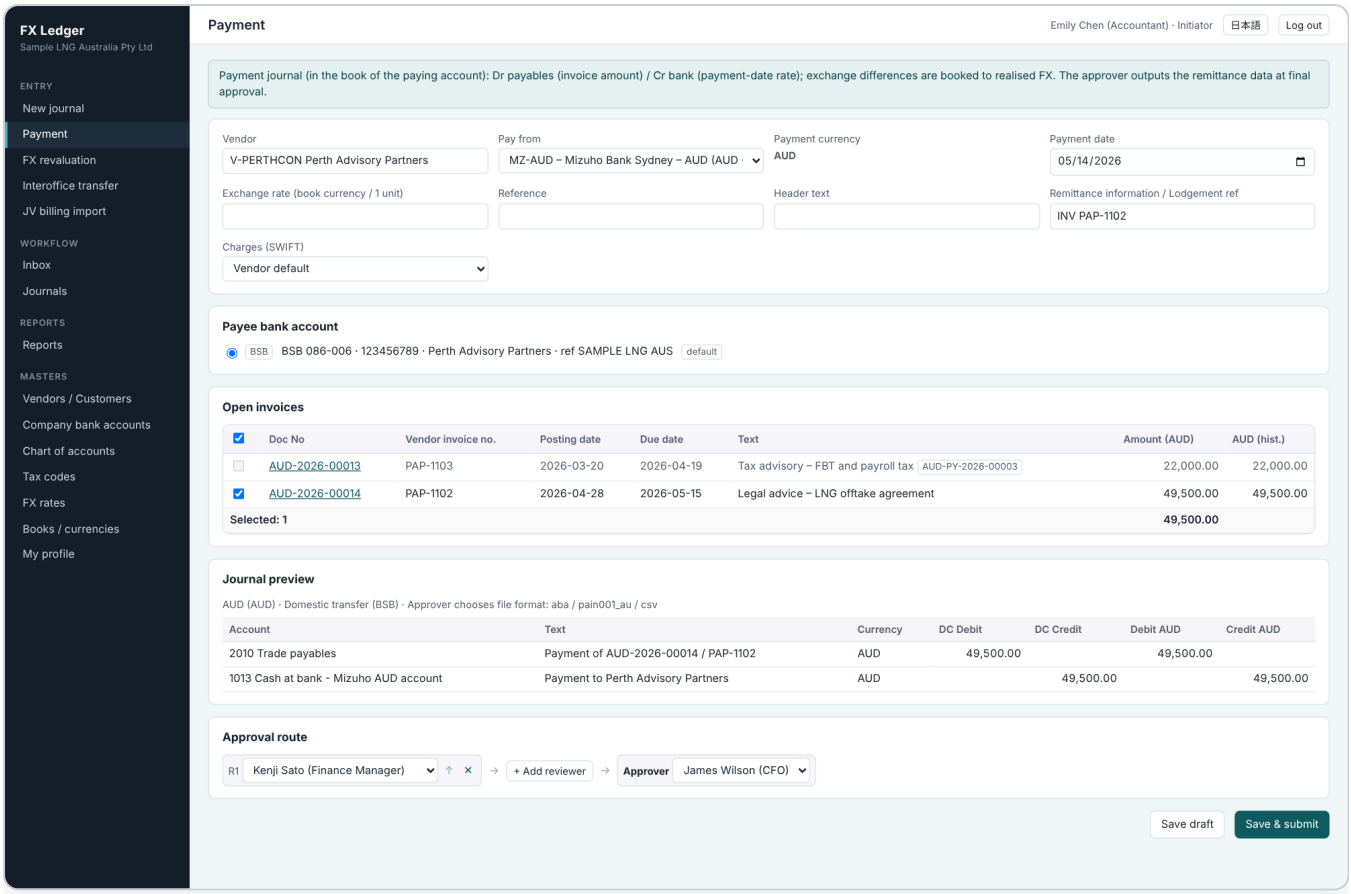


Figure 2-8 Payment screen (domestic transfer from the Mizuho AUD account)

One payment journal produces one file (files are not combined). To pay several invoices in one transfer, tick them all in the same payment.

2-11. Running the month-end FX revaluation

1. Make sure the month's closing rates (C) have been entered (System Admin).
2. Open FX revaluation from the menu and choose the **book** and the **revaluation date (month end)**.
3. The preview shows the foreign balance, book value, closing rate, revalued amount and gain or loss by account, currency and partner.
4. Set the route and click Run revaluation & submit. Run it for both the head office and branch 1.
5. Once approved, the revaluation is posted and a **reversal dated the 1st of the next month** is posted automatically.

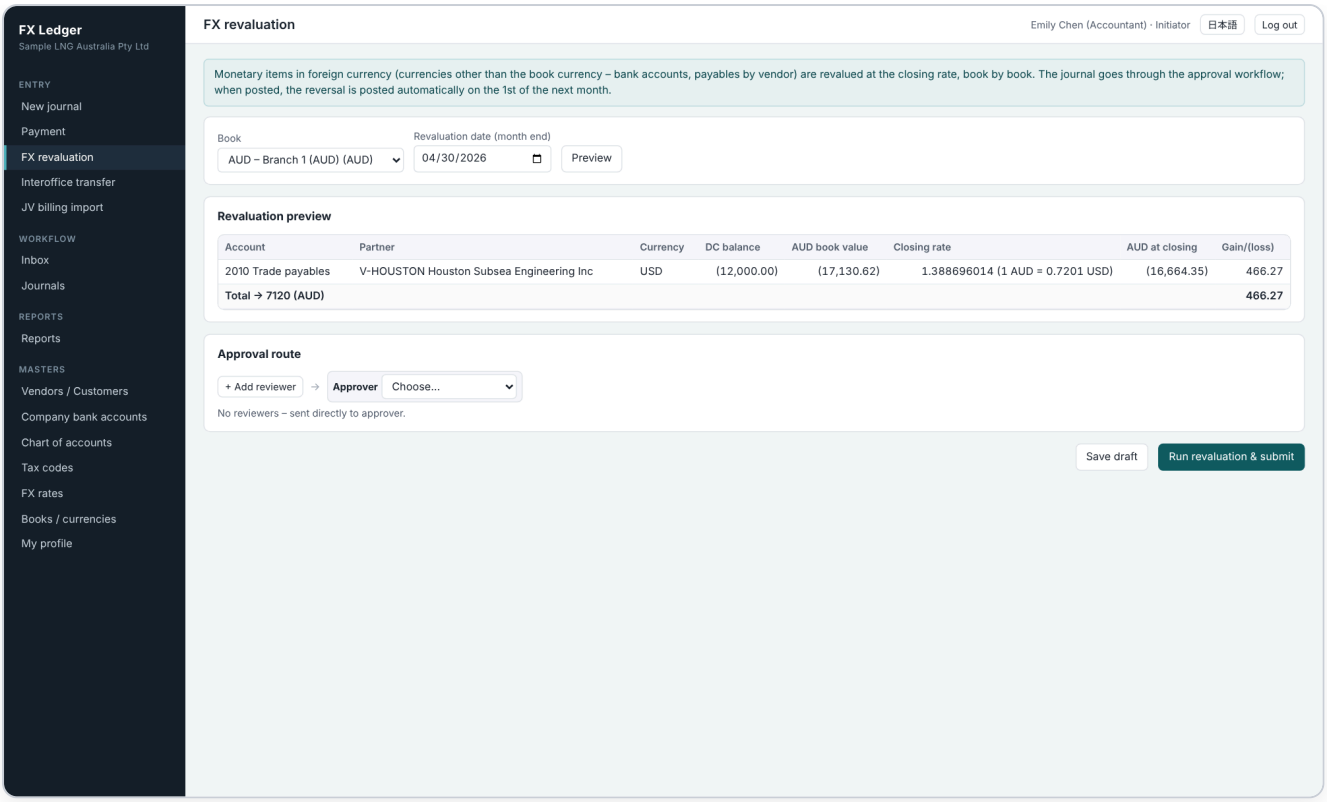


Figure 2-9 FX revaluation preview (AUD branch book)

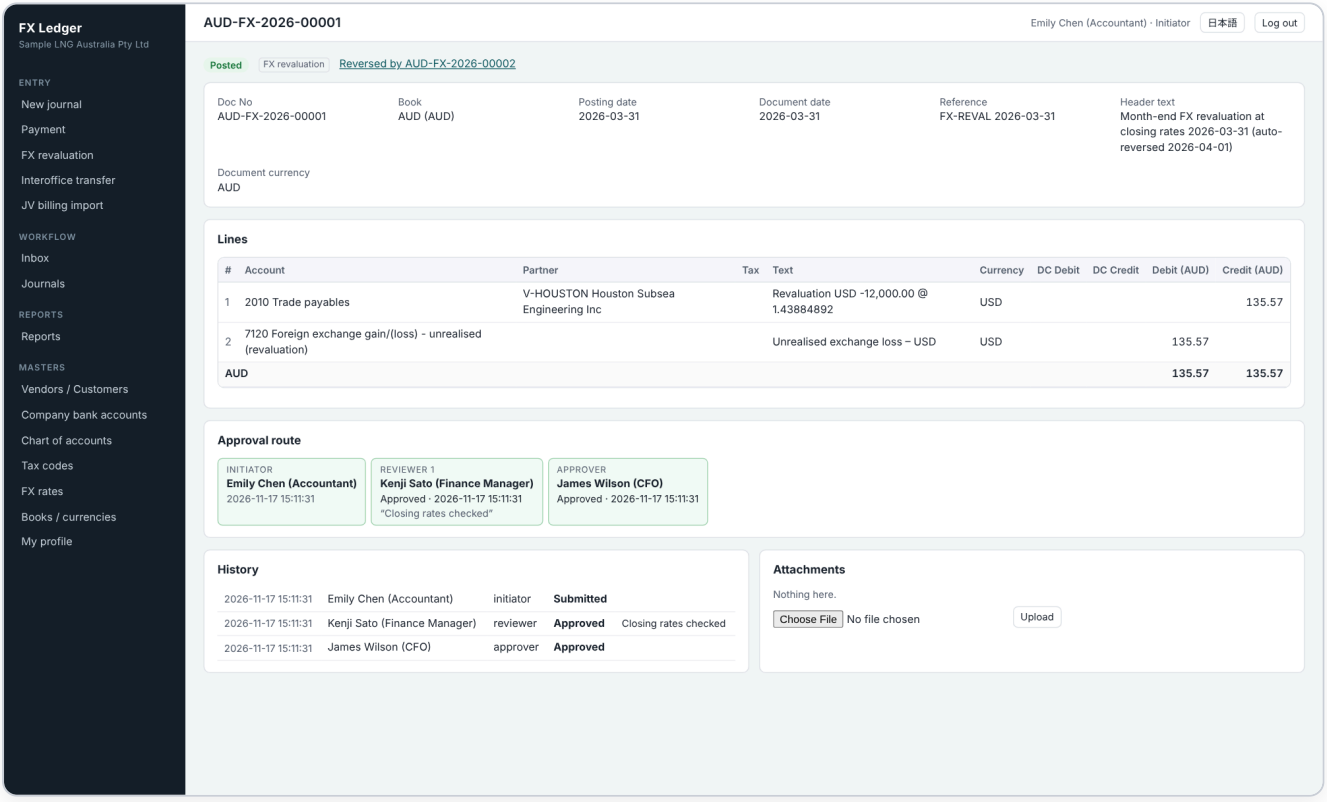


Figure 2-10 A posted revaluation with a link to its reversal

3. Reviewer

1. Open a journal from “Awaiting my action” in the inbox.
2. Check the following:
   - Does the book (currency) match the transaction currency?
   - Are the posting date (period) and document date correct?
   - Do the accounts and amounts agree with the evidence?
   - Is the tax code right (taxable, GST-free, out of scope)?
   - Is the partner correct?
   - For interoffice transfers, do the USD and local amounts agree with the remittance advice?
   - For foreign currency documents, do the currency, foreign amounts and rate agree with the invoice?
   - For payables, are the due date and invoice number correct?
   - For payments, are the paying account, payee bank account, invoices and amount correct?
3. If everything is in order, click Approve (comment optional). The journal moves to the next reviewer or to the approver.
4. If a correction is needed, click Return and describe what to fix (comment required). The journal goes back to the initiator.
5. If the transaction itself should not be accepted, click Reject and give the reason (comment required). A rejected journal cannot be reused.

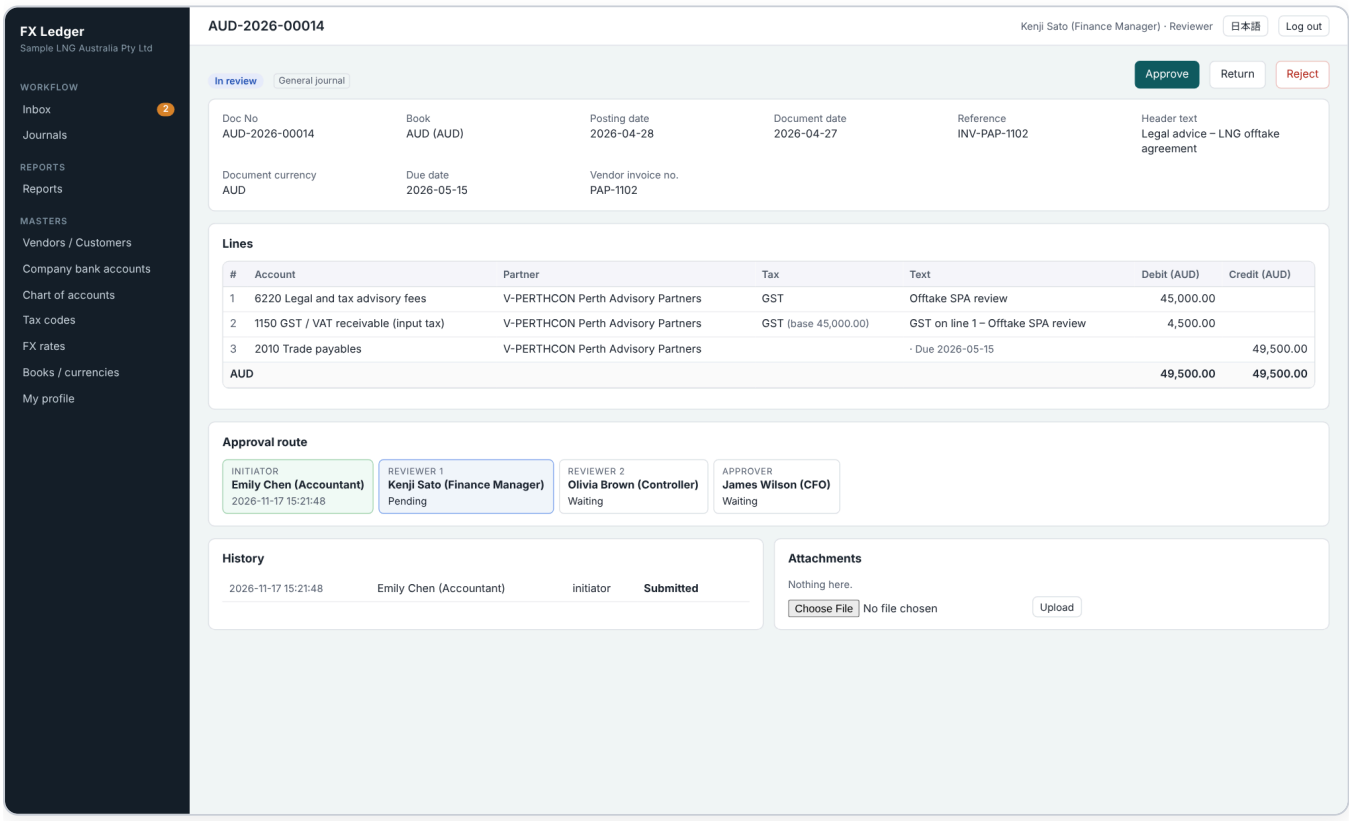


Figure 3-1 A journal in review – your step is highlighted in blue

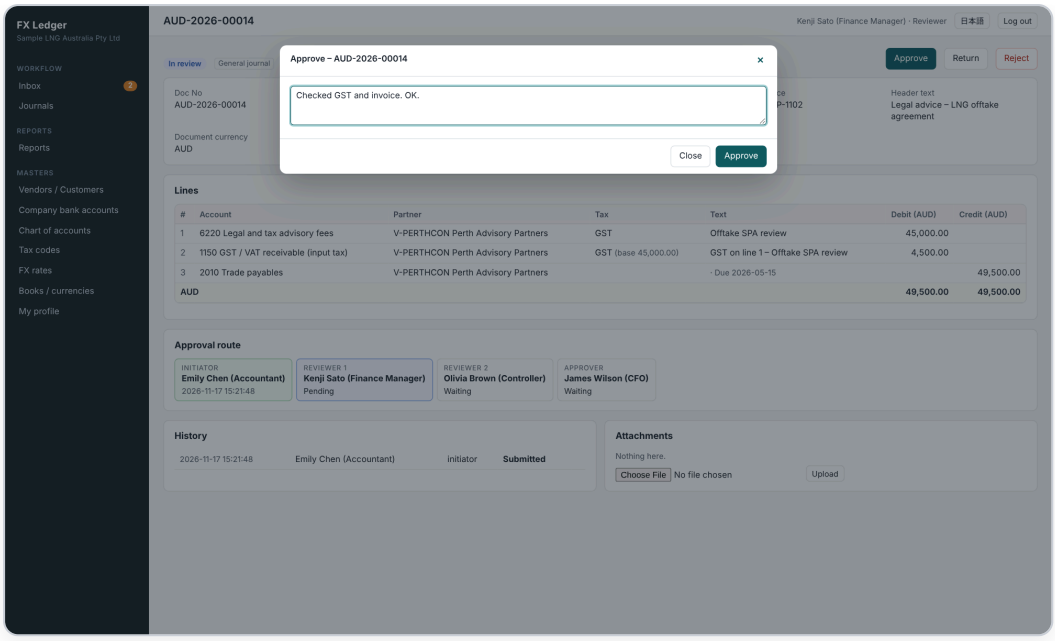


Figure 3-2 Adding a comment on approval

You cannot approve a journal when it is not your turn. With several reviewers, the journal passes to them one at a time in the order specified.

4. Approver

The approver works exactly like a reviewer (inbox → open journal → approve / return / reject). However, **the journal is posted to the books as soon as the approver approves it** and is reflected in the financial statements.

- Read the reviewers' comments and the history before approving.
- Journals in a locked period cannot be approved. If the lock needs to be lifted, consult the System Admin.
- Corrections after posting are made by reversal (see 2-5).

4-1. Final approval of payments and file output

1. Open the payment (type "Payment") from the inbox and check the paying account, payee bank account, amount, invoices and the reviewers' comments.
2. Click Approve & output file.
3. Choose the **file format** in the dialog to match the bank's web banking: ABA, pain.001.001.09 (BSB) or CSV for domestic transfers; pain.001.001.09, pain.001.001.03 or CSV for international and foreign currency transfers.
4. Click Approve & output file. The payment is posted, the invoices are cleared and the file is downloaded.
5. Upload the file to Mizuho or MUFG web banking and release the payment at the bank.

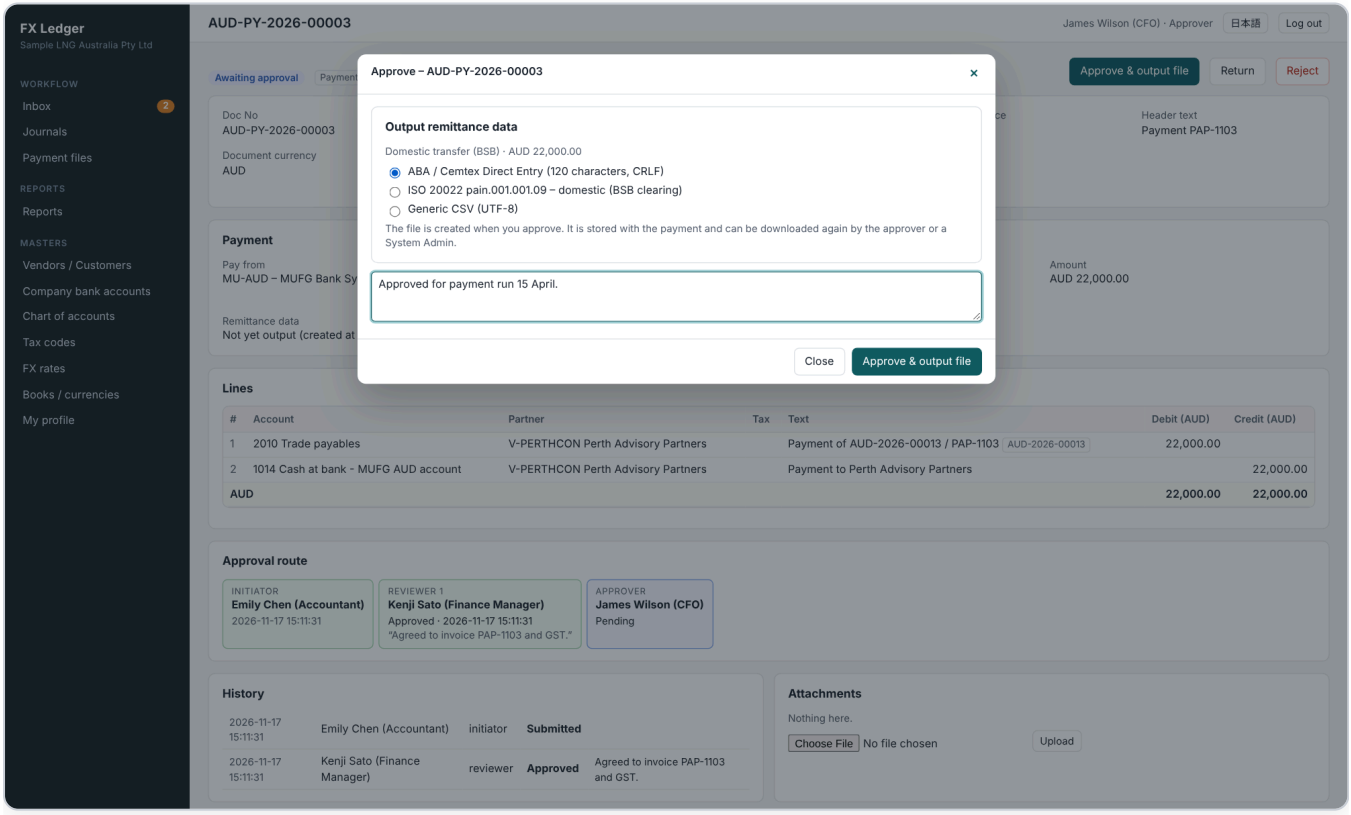


Figure 4-1 Choosing the file format

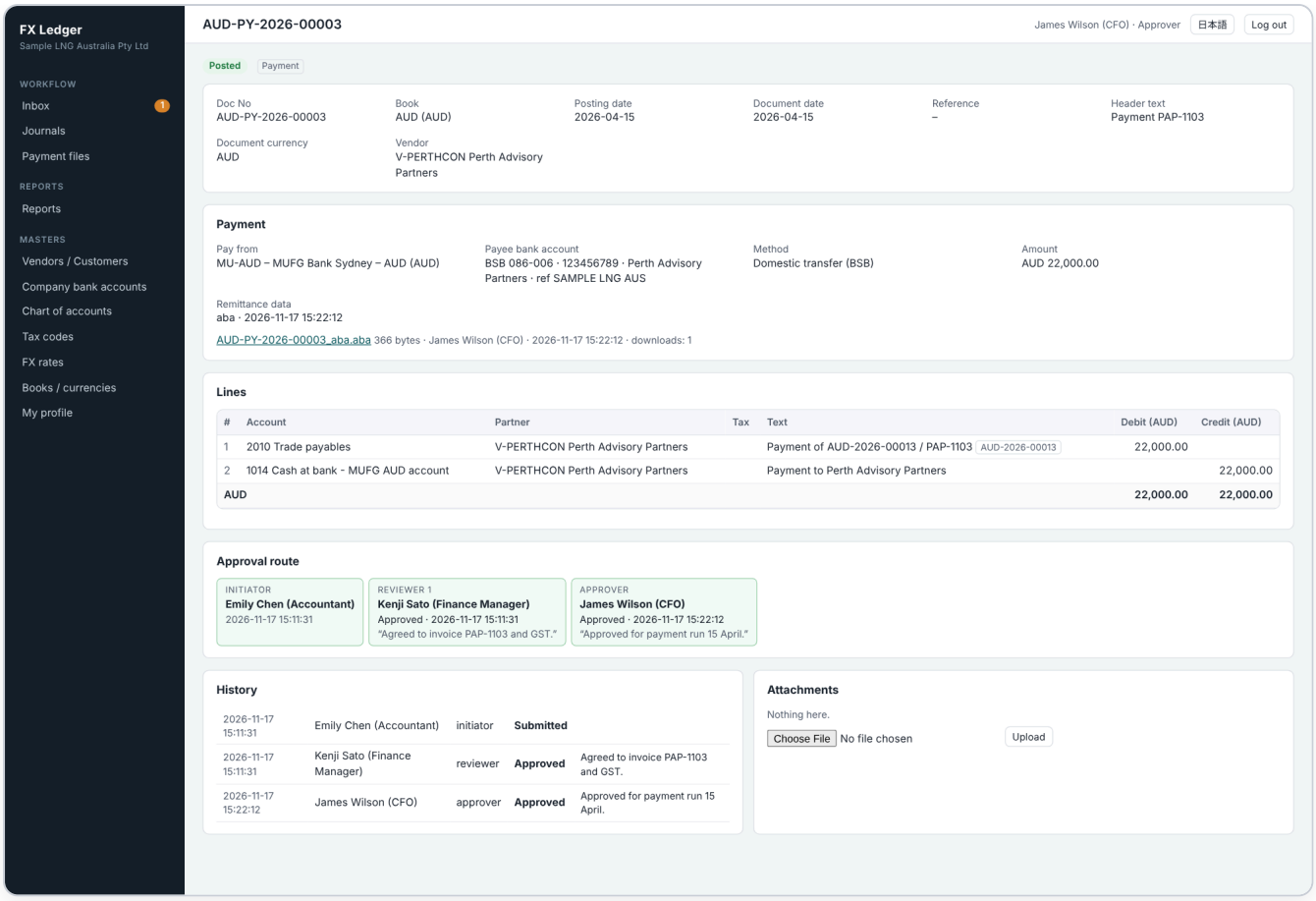


Figure 4-2 A posted payment with the stored file (name, size, creator, download count)

4-2. Downloading a payment file again

Payment files lists every file created. Click a file name to download it again (only the approver of that payment or a System Admin). Downloads are counted, and from the second download a warning says the file has already been downloaded. Make sure the bank has not processed it before uploading again, to avoid paying twice.

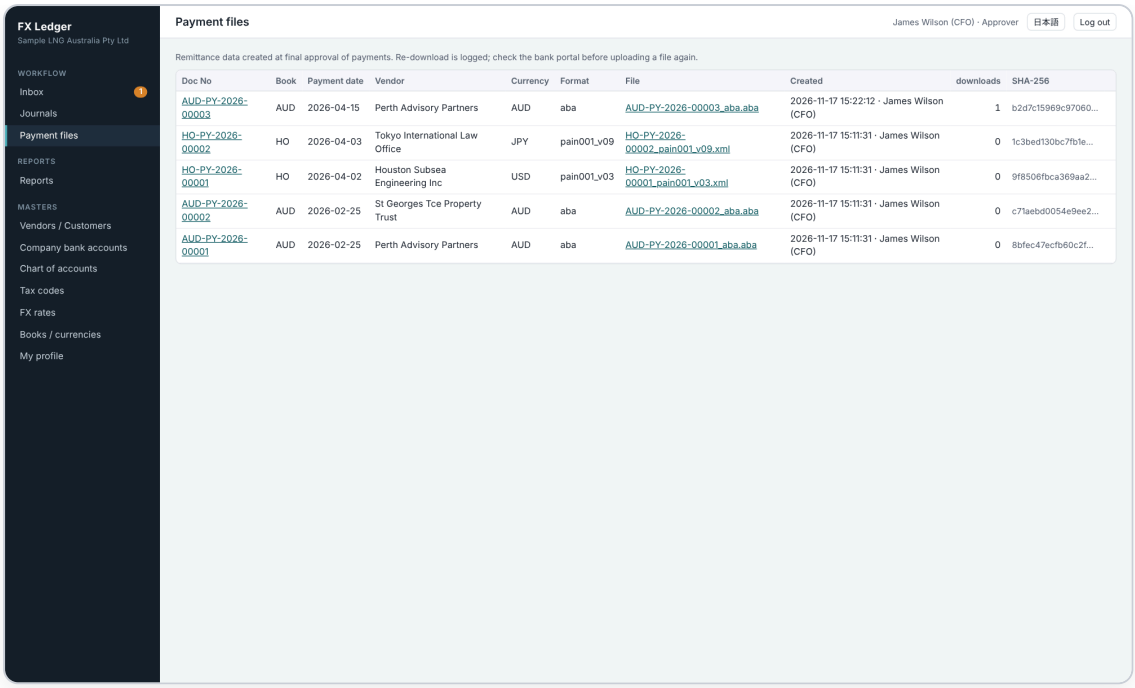


Figure 4-3 Payment files (with SHA-256 hash)

To cancel a payment, create and approve a reversal of the payment journal. The invoices become open again. If the file was already uploaded, cancel it at the bank as well.

4-3. Inbox

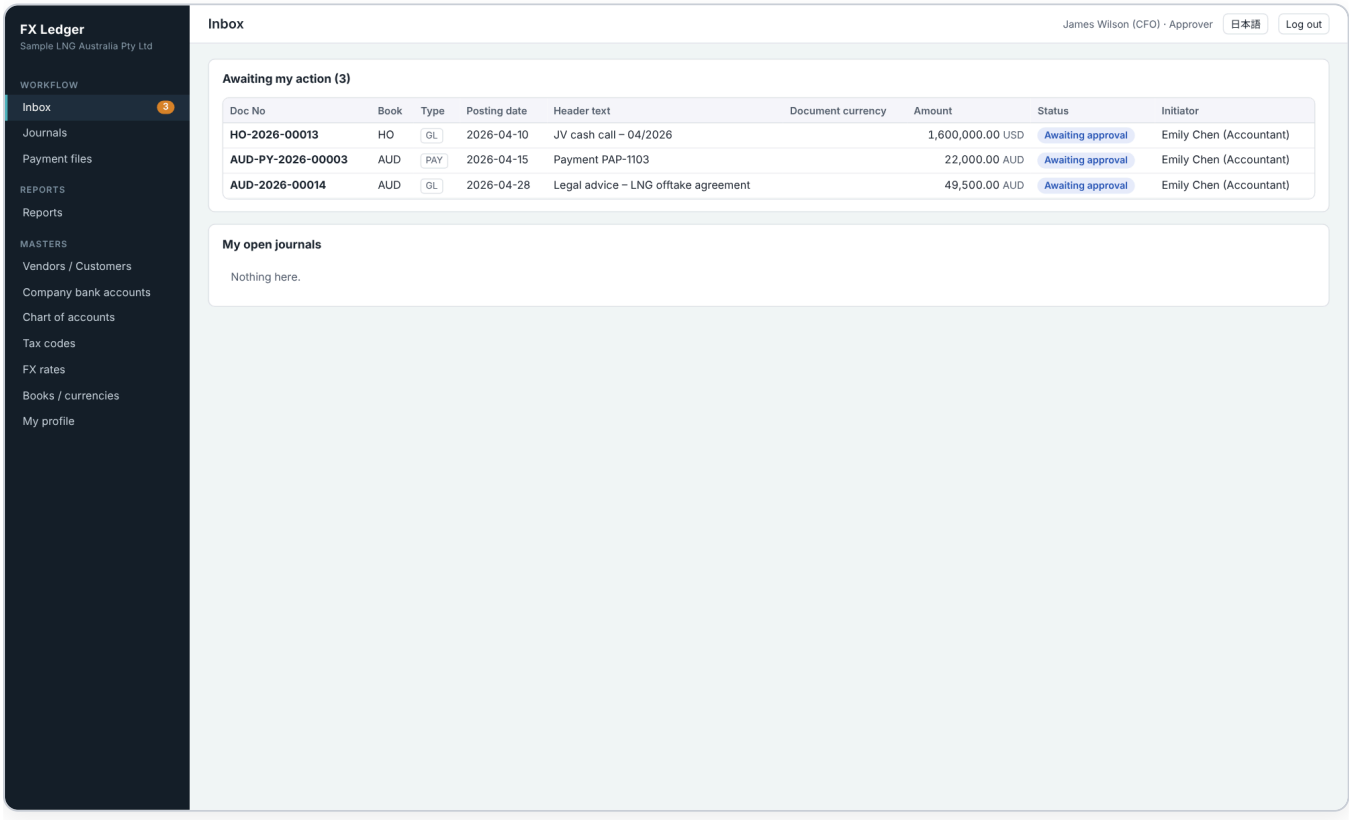


Figure 4-4 The approver’s inbox

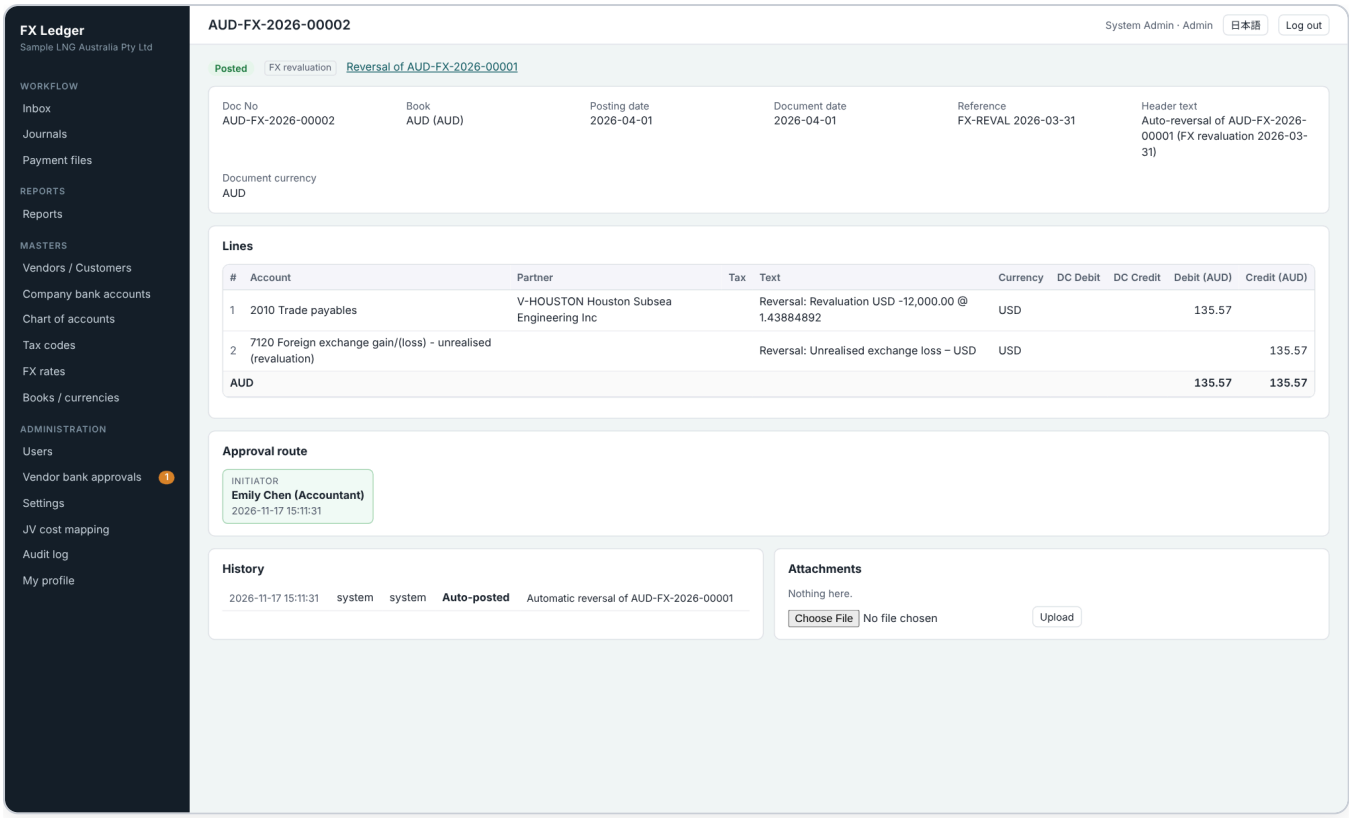


Figure 4-5 An interoffice transfer – lines for both the head office and the branch book

5. Producing books and financial statements (all users)

5-1. Basic steps

1. Open Reports from the menu.
2. Choose the **report**: balance sheet, profit or loss, changes in equity, cash flows, journal, general ledger, trial balance, tax summary, combination worksheet, remeasurement worksheet, open payables, FX revaluation preview or payment register.
3. Choose the **book**. For financial statements and the trial balance, “Combined (USD)” is also available.
4. For a branch book, choose the **view**: local currency or USD (remeasured).
5. Enter the from and to dates, or use [This month] [Last month] [Year to date] [Last FY]. Open payables and the FX revaluation preview take a single **as at** date.
6. Click Run. Excel downloads an .xlsx file; PDF / Print opens the print dialog – choose “Save as PDF”.

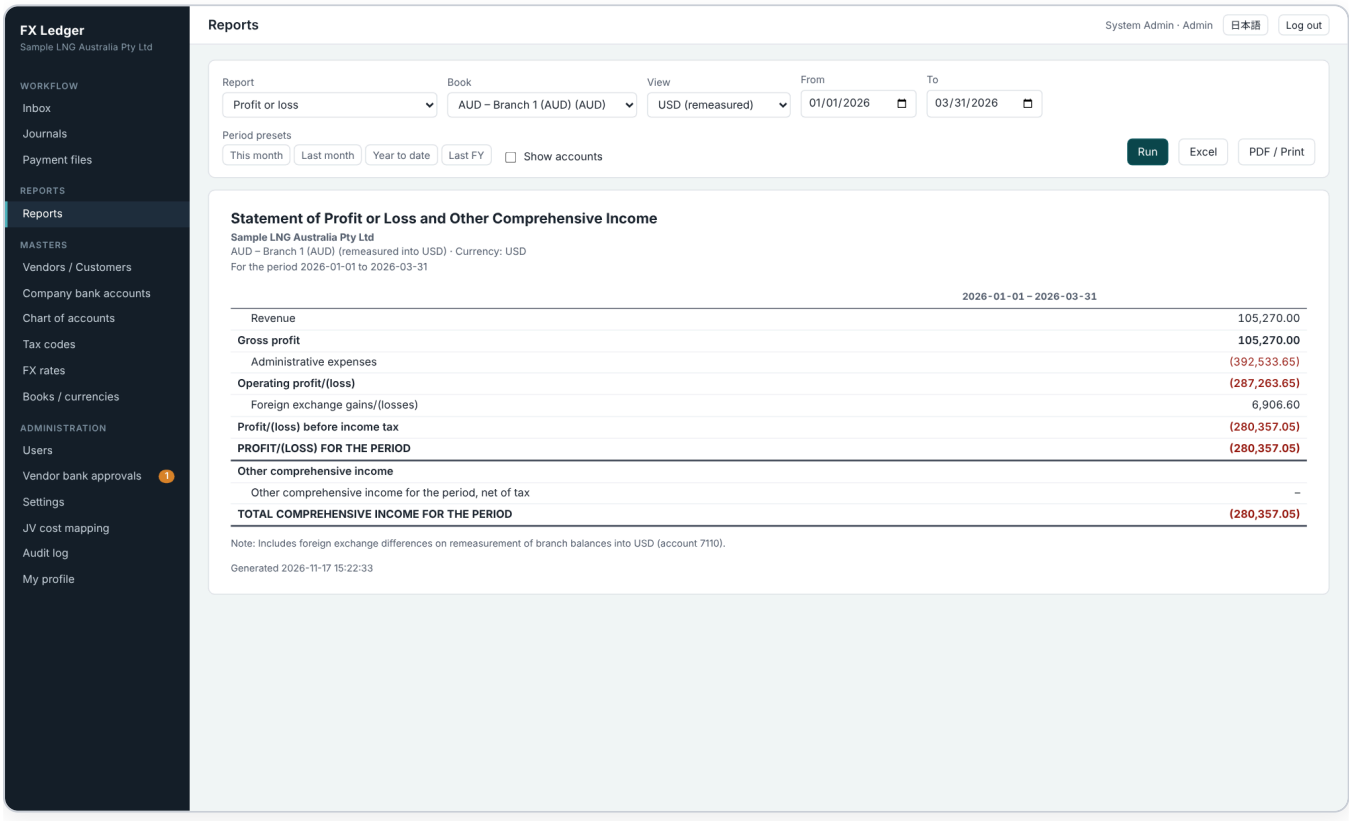


Figure 5-1 Branch (AUD) profit or loss remeasured into USD

5-2. Notes on each report

Report	Notes

Balance sheet	Compares the end date with the prior period end (the day before the start date). “Show accounts” adds account detail. In the combined view, the interoffice accounts are eliminated.
Profit or loss	IFRS statement of profit or loss and other comprehensive income. USD and combined views include the branch remeasurement difference (7110).
Changes in equity	Opening balance, movements and closing balance of share capital, other reserves and retained earnings. For a single branch, the head office account is shown as a column.
Cash flows	Indirect method, based on each account’s cash flow class. USD and combined views show the effect of exchange rate changes on a separate line.
Journal	Lines by document, with document currency and foreign amounts. “Include entries in workflow” also shows unposted journals.
General ledger	Filter by account range (e.g. 1010–1100) and partner. Opening balances of P&L accounts are year-to-date from the start of the financial year.
Trial balance	Opening, debit, credit, closing. USD and combined views show opening, movement and closing.
Tax summary	Taxable amounts and tax by tax code, with the net amount payable or refundable – for preparing the Australian BAS.
Combination worksheet	USD by book, eliminations and combined totals. Check that “Total (should be zero)” is zero.
Remeasurement worksheet	Method, effective rate and USD amount for each branch account, and the remeasurement difference for the period.
Open payables / payment schedule	Open invoices by vendor as at the date: due date, days overdue, foreign amount, historical book amount and amount at the closing rate. Can be filtered by partner.
FX revaluation preview	Foreign currency monetary items as at the date and the gain or loss at the closing rate (to check the month-end revaluation)
Payment register	Payments in the period: book, paying account, method, currency, amount, status, file format and export time

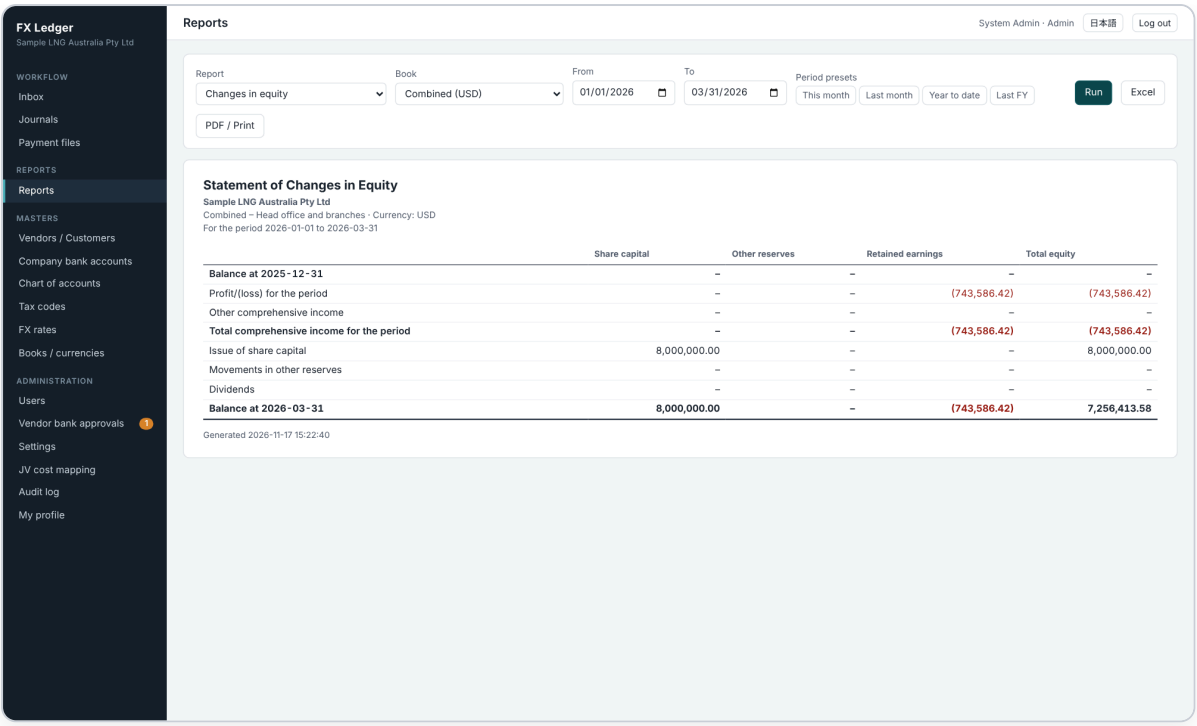


Figure 5-2 Statement of changes in equity (combined)

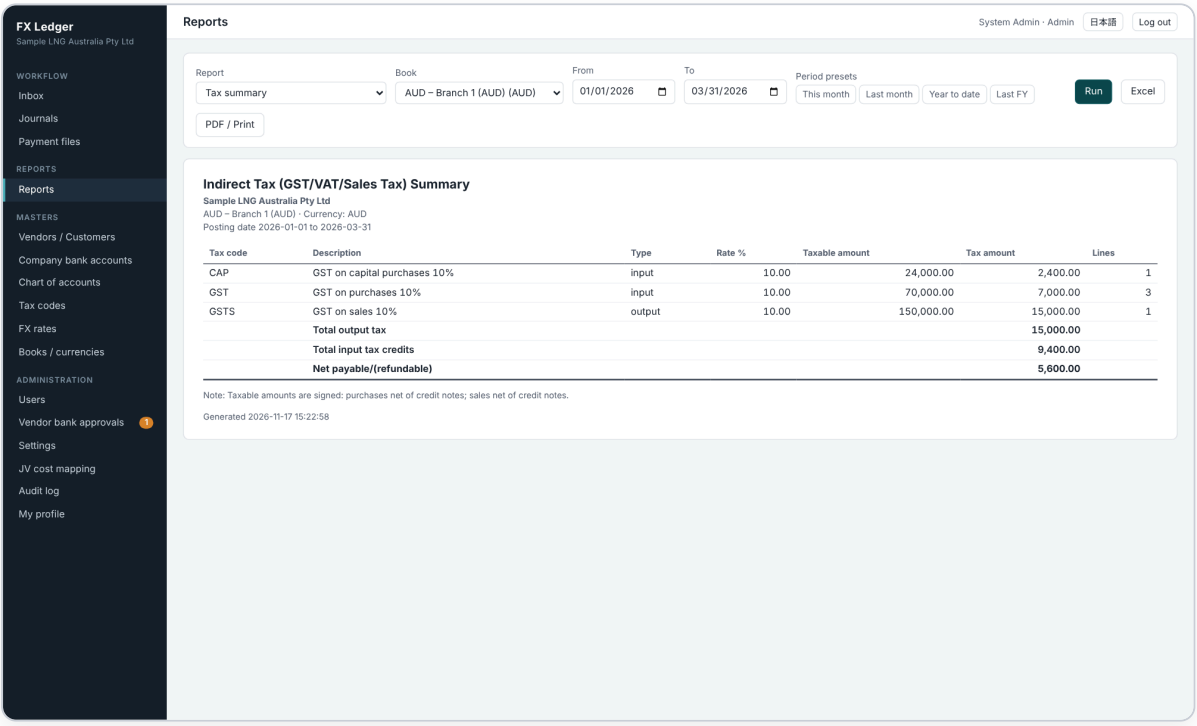


Figure 5-3 Indirect tax summary (AUD book)

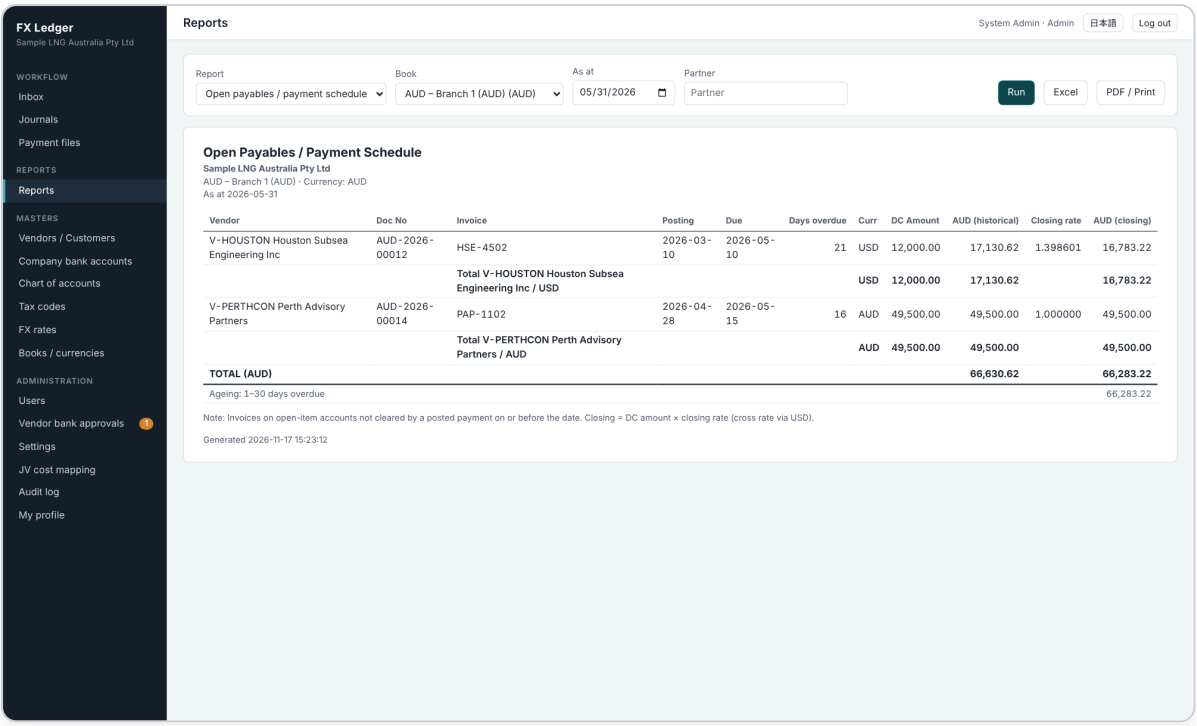


Figure 5-4 Open payables / payment schedule

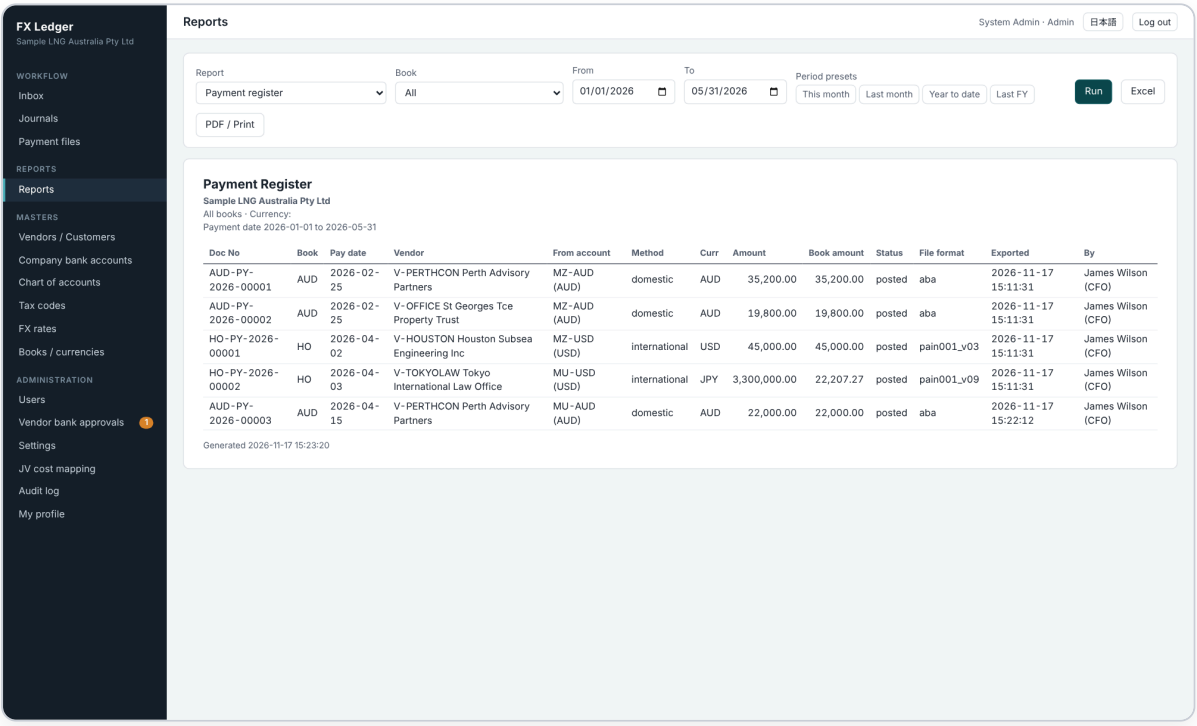


Figure 5-5 Payment register

6. System Admin

6-1. Managing users and roles

1. Open Administration → Users and click `+ New` (click a row to edit an existing user).
2. Enter the user name, display name, e-mail and an initial password (at least 10 characters).
3. Tick the roles (1. System Admin, 2. Initiator, 3. Reviewer, 4. Approver) and save.
4. To remove a user, untick “Active” instead of deleting them, so their records are kept. Up to 20 users can be active.

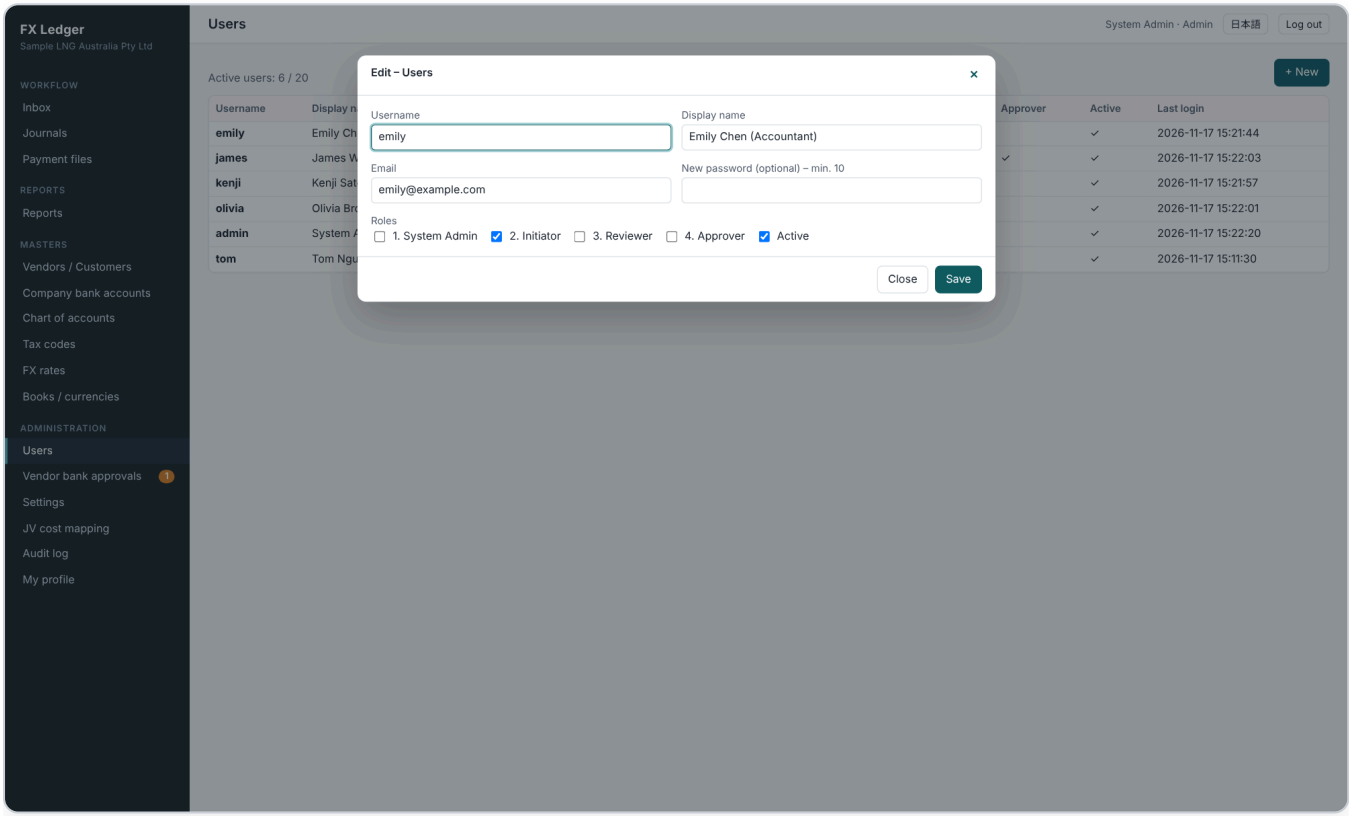


Figure 6-1 Editing a user

6-2. Entering FX rates (monthly)

- Rates are entered as **USD per one unit of currency** (e.g. 1 AUD = 0.6950 USD). Tick “Entered as units per 1 USD” to enter the inverse.
- **Monthly average (M)**: one per month, used for income and expenses.
- **Closing (C)**: one per month end, used for monetary items.
- **Daily (D)**: optional, when a transaction-date rate is needed (e.g. fixed asset acquisitions or payment dates); the monthly average is used if none.
- Enter JPY, EUR and any other invoice currencies in the same way as AUD.
- Use “Bulk paste (CSV)” to import lines such as `2026-03-31,AUD,C,0.6950`.

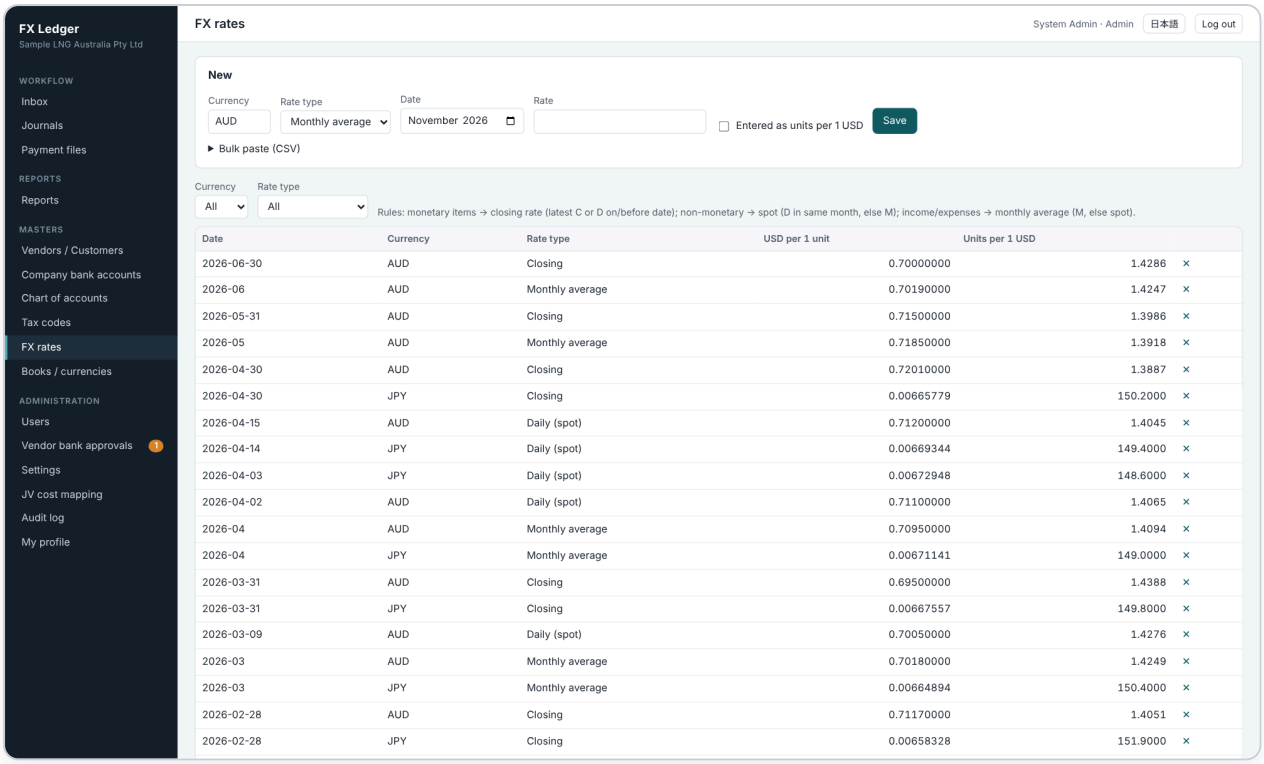


Figure 6-2 FX rate master

6-3. Adding and changing accounts

On Chart of accounts, click a row to edit it or + New to add an account. The settings are:

Field	Description
Statement group	The balance sheet or P&L line the account rolls up to. Accounts with postings cannot move between asset, liability, equity and P&L types.
Monetary item	Ticked = closing rate; unticked = transaction-date rate (affects branch remeasurement).
Cash flow class / line	Classification in the cash flow statement (operating, investing, financing, etc.) and the line label shown.
Active	Untick to retire accounts that are no longer used.

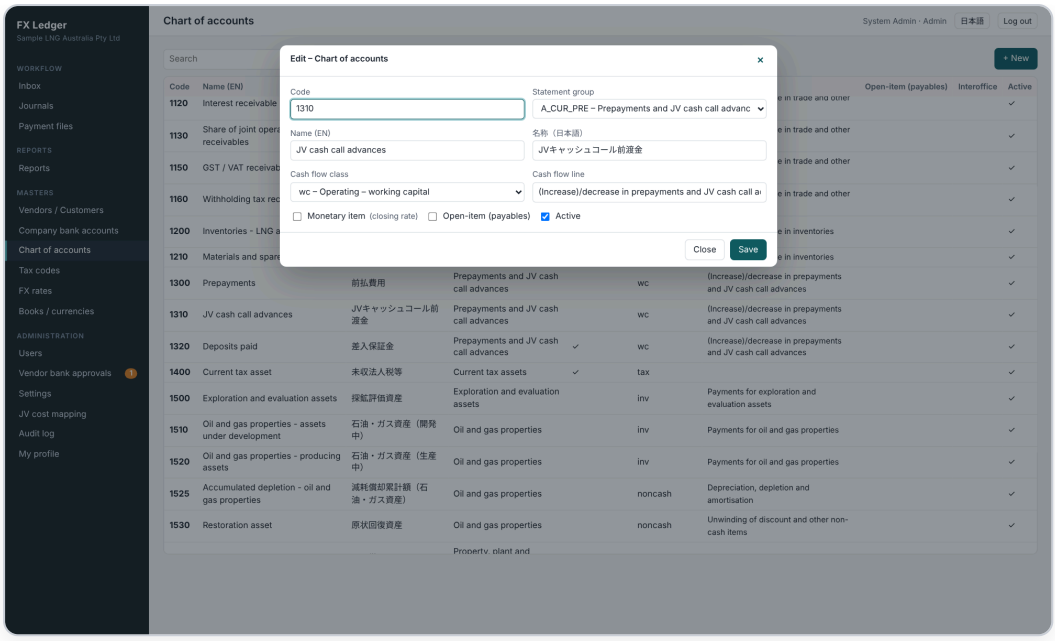


Figure 6-3 Editing an account

The interoffice accounts (1950, 3900) and the remeasurement difference account (7110) are system accounts – their code, type and active flag cannot be changed. The month-end revaluation account (7120) is also a system account. Accounts flagged “open item” (2010 Trade payables) require a partner and a due date on credits and are cleared by payments.

6-4. Tax codes, books (currencies) and JV cost mapping

- **Tax codes**: code, name, rate, type (input / output / none) and tax account. A tax account is required when the rate is not zero.
- **Books**: add a branch with + Branch (ISO currency code and decimals). The currency and decimals of a book with journals cannot be changed; the head office is fixed to USD.
- **JV cost mapping**: maps billing statement cost codes to accounts.

6-5. Settings and period lock

Settings holds the company name, joint operation name, participating interest (%), JV cash call advance account, first month of the financial year and the **period locked through** date. After each month-end close, update the lock to the last day of that month. Journals dated on or before it can no longer be submitted or approved.

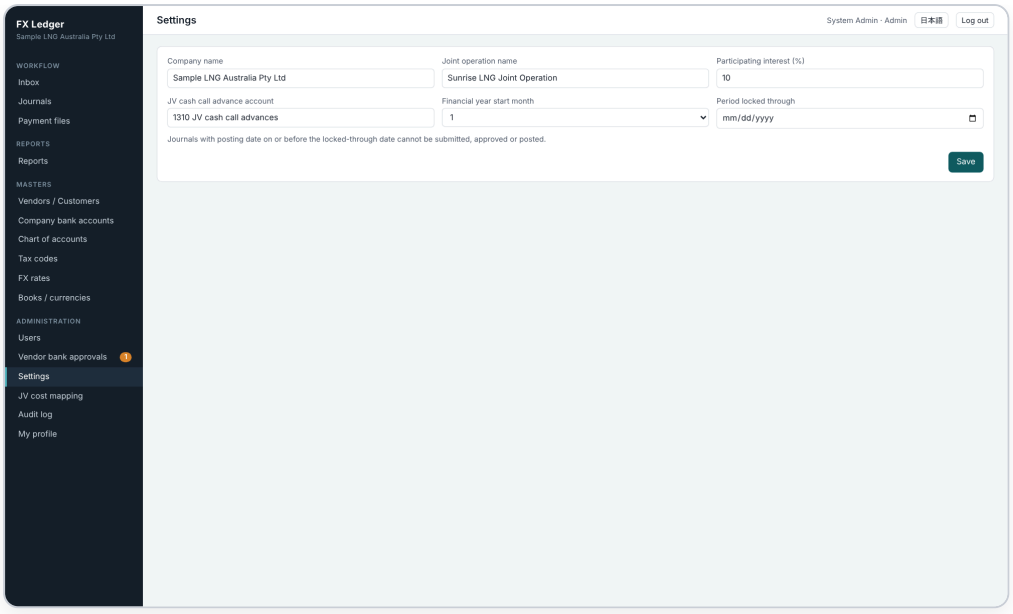


Figure 6-4 Settings

6-6. Company bank accounts

Company bank accounts holds the accounts used for payments. The four Mizuho and MUFG accounts are preset – the USD accounts in the head office book and the AUD accounts in branch 1. Click each row and set the actual values:

Item	Description
Book, currency, GL account	USD accounts in the head office, AUD accounts in branch 1; GL accounts 1011–1014
BSB, account number, account name	Output as the debtor account in ABA and pain.001
ABA (domestic)	User name (26 characters), User ID (APCA number, 6 digits), financial institution code (3 letters) and description (12 characters), as given by the bank
ISO 20022 (international)	BIC, IBAN (if any), debtor name and address (town and country required)

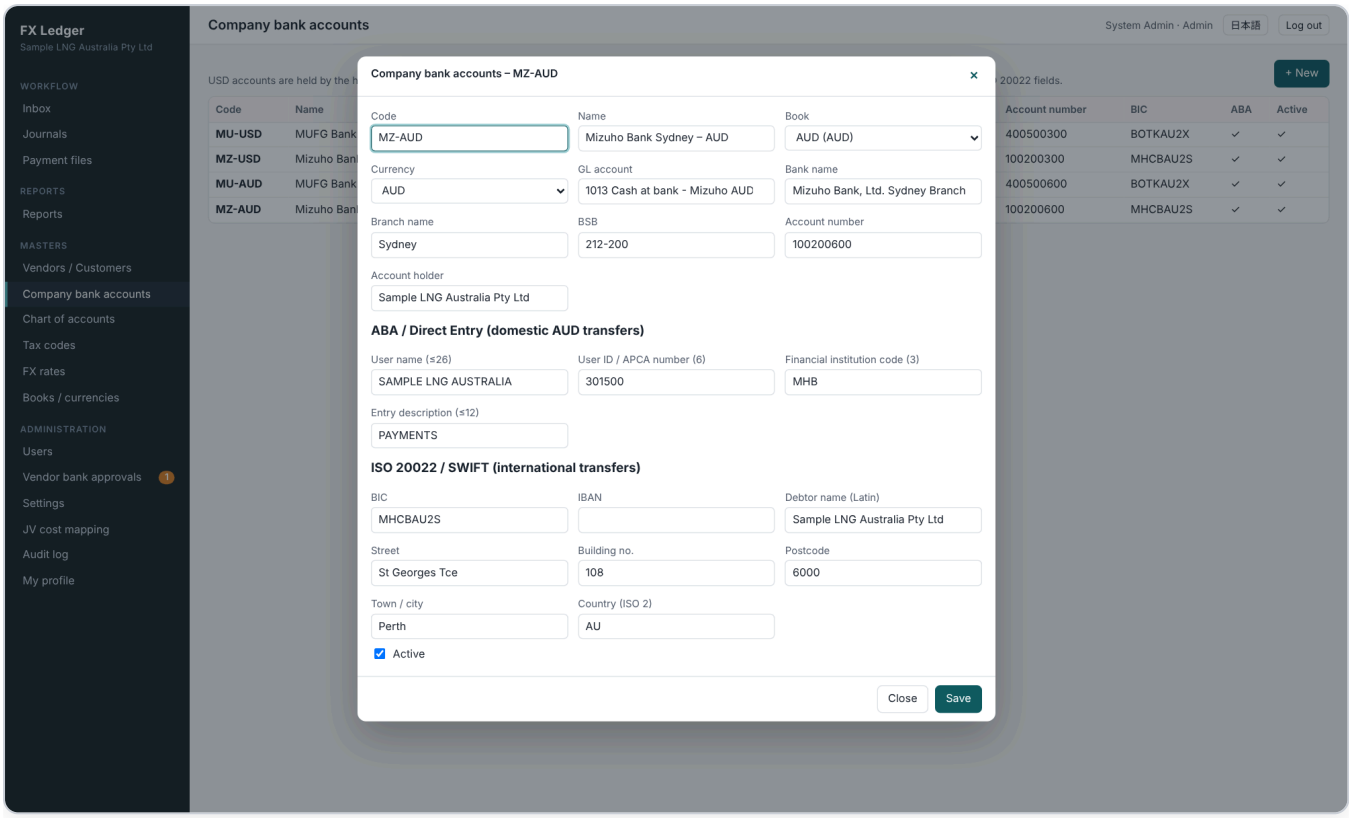


Figure 6-5 Editing a company bank account (Mizuho AUD)

6-7. Approving vendor bank details

When payee bank details are added or changed, Vendor bank approvals shows a count in the menu. Check the details and click Approve. **The person who made the change cannot approve it** – another System Admin must. If the change was notified by e-mail, confirm it by phone using the number already on file before approving. Until approved, the account cannot be used for payment.

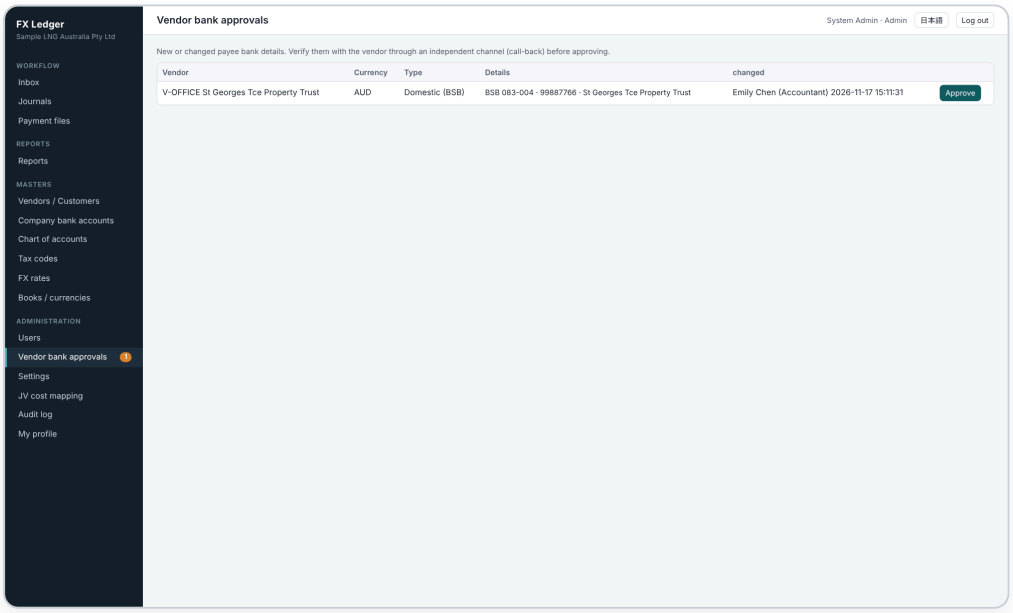


Figure 6-6 Vendor bank approvals

6-8. Audit log

Shows log-ins, journal actions, master changes and report exports, newest first (latest 1,000 entries). Click a journal entry to open that journal.

7. Month-end close checklist

#	Task	Who
1	Record and approve the month's JV cash calls, billing statements and distributions	Initiator → Reviewer → Approver
2	Record and approve expenses, sales, payroll and bank transactions for the head office and each branch (foreign currency invoices in their document currency)	As above
3	Create and approve payments and output the payment files; agree to the web banking results	Initiator → Approver
4	Record transfers between head office and branches as interoffice transfers (agree to the remittance advice)	As above
5	Closing adjustments such as depreciation and accruals	As above
6	Confirm in the inbox and journal list that no journals for the month are left unapproved	All
7	Enter the month's FX rates (monthly average M and closing C) for every currency used, e.g. AUD and JPY	System Admin
8	Run and approve the FX revaluation for each book (head office and branch 1)	Initiator → Approver
9	Produce trial balances (by book), open payables and the tax summary; reconcile to bank statements, invoices and other evidence	Reviewer, Approver
10	Check on the remeasurement and combination worksheets that "Total (should be zero)" is zero	Approver
11	Export the combined financial statements (balance sheet, P&L, changes in equity, cash flows) to Excel and PDF and file them	Approver
12	Update the "period locked through" date to the month end	System Admin

8. FAQ and error messages

Message / question	Cause and remedy
Journal is not balanced in book …	Debits and credits do not agree. Include the automatic tax lines and enter the tax-inclusive amount on the counter line.
Missing FX rate for AUD …	A rate needed for remeasurement has not been entered. Ask the System Admin to enter the monthly average (M) and closing (C) rates for that month.
Posting date … is in a locked period	The period is locked. Use a later posting date or consult the System Admin.
Initiator cannot approve own entry	Initiators cannot approve their own journals. Choose another approver.
interoffice account … can only be used via the Interoffice Transfer entry	Use accounts 1950 and 3900 only on the Interoffice transfer screen.
Line n: enter the payment due date in the header (open-item account 2010)	An invoice credited to trade payables needs a due date. Enter it in the header; a vendor is also required.
MZ-AUD is a AUD account: it can pay AUD invoices only	AUD accounts pay AUD invoices only. Pay USD, JPY and other invoices from a USD account.
A BSB (domestic) account can be paid only from an AUD account.	BSB payee accounts are paid in AUD from an AUD account. To pay in another currency, register an international (SWIFT) account for the vendor.
The vendor's bank details are awaiting administrator approval.	Ask a System Admin to approve the bank details (the person who changed them cannot).
This invoice is included in a payment in progress. / This invoice has been paid.	The invoice is in another payment or already paid. To correct the invoice, reverse the payment first.
Revaluation is run at month end – select the last day of the month.	Choose the last day of the month as the revaluation date.
A revaluation for AUD on … already exists	The book has already been revalued for that date. To redo it, cancel or reject the existing revaluation (a posted one has already been reversed).
Remittance information: use Latin characters only.	Enter remittance information and payee names in Latin characters (SWIFT character set).
Session expired – please reload the page.	The session timed out after inactivity. Reload the page and log in again.
I need to change a posted journal	Create and approve a reversal, then enter the correct journal (see 2-5).
I can’t save a PDF	Click PDF / Print and choose “Save as PDF” as the destination in the print dialog.
The figures are not what I expected	Reports include posted journals only. Check the inbox and journal list for journals still in the workflow.

Please report beta issues and suggestions to your System Admin.