MANUAL JOURNAL ENTRY

Go to: General Ledger > Journal Entries > Journal Entry

- 1. Starting a Journal Entry
 - a. Click on Batch > Open.

🗐 G/L Journal Entry [1SCOTT] [v552 Devel]			_				
File Edit Options Batch View Window O	Go To Help						
Copy Entry #: G/L	5.	Direct Post	~				
Close		10	-				
Posting Period: 12 - December V	Comment						
Posting Year: 2020 V	Currency U	JSD	\sim				
Batch #:		Retain Entry Info					
Remark:		Tax Only Adjustment Save as Recurring Entry					
		_ Save as Recurring Entry					
Project #: 🔎 🎢	Template ID:		\sim	Cancel			
G/L Account: · 👂 🗐 T				Update			
DR Amount: 0.00	CR Amount: 0	.00		Enter			
G/L Remark:							
G/L Account	Type Debi	ts Credits S	tat UOM	Project 🔺			
				v			
<	ļ ļ	<u> </u>		>			
0.00 0.00 ** DIFFERENCE ** 0.00							
Company Hide Description		Make Journal Entry Car	ncel	Exit			

b. The system will assign the next available batch number. You can accept this number or type in a new batch number (up to 16 digits).

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🚩 Open a New B	atch [1SCOTT] [v552 Devel]		_		\times
New batch ID:	2				
Expected count:	0				
Expected amount:	0.00				
Currency:	USD			~	
Description:					
Remark:				^	
				~	
	Use as your current batch			,	
		0	к	Exit	

c. Click OK once the batch number has been selected.

2. Making the Journal Entry

a. First you will fill out the header information for the journal entry.

📓 G/L Journal Entry [1SCOTT] [v552 Devel]					_		\times
File Edit Options Batch View Window	Go To	Help					
E E		Posting Option	Direct Post		\sim		
Copy Entry #: G/L 🗸	0	Reversing Entry	No		\sim		
Posting Period: 6 - June	\sim	Comment					
Posting Year: 2021	\sim	Currency	USD		\sim		
Batch #: 2			Retain Entry Info				
Remark:			Tax Only Adjustment	herse			
				uy			
Project #: 👂 👂	2	Template ID:			\sim	Cano	el
G/L Account:	r					Upda	te
DR Amount: 0.00		CR Amount:	0.00			Ente	er
G/L Remark:					=		
G/L Account	Turne		its Cre	edits Sta	-	Ducies	
G/L ACCOUNT	Туре	Deb	its cre	artsista	at UOM	Project	- 1
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** DIFFERENCE **		0	.00	0.00 0.00			
Company Hide Description			Make Journal Entry	Canc	el	Exit	

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- 3. Making the Journal Entry
 - a. Key in the G/L Account Number.
 - b. Enter in the Debit (DR) or Credit (CR) amount for the entry for this account.
 - c. Click on Enter.

📓 G/L Journal Entry [1SCOTT] [v552 Devel	1]			_	
File Edit Options Batch View Windo	ow GoTo H	lelp			
🖬 🖳 🎬		Posting Option	Direct Post	\sim	
Copy Entry #: G/L 🗸	P	Reversing Entry	No	\sim	
Posting Period: 6 - June	\sim	Comment			
Posting Year: 2021	\sim	Currency L	USD	\sim	
Batch #: 2		_	Retain Entry Info		
Remark:			Tax Only Adjustment Save as Recurring Entry		
					_
Project #:	> 🎮	Template ID:		\sim	Ca
G/L Account: 10.020000 🔎 🗐 TL Acc	counts Payable				Up
DR Amount: 2,500.00		CR Amount:	0.00	С	E
G/L Remark:					·
G/L Account	Туре	Debi	ts Credits St	at UOM	Proje
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		0.	00 0.00 0.00		
** DIFFERENCE **					

4. Repeat for each account that is part of the journal entry.

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5. Complete the journal entry.

a. Click on Make Journal Entry to complete the entry.

舅 G/L Journal Entry [1SCOTT] [v552 Devel]				_		×
File Edit Options Batch View Window	Go To	Help				
E V		Posting Option	Direct Post	~		
Copy Entry #: G/L 🗸	•	Reversing Entry	No	~		
Posting Period: 6 - June 🗸	*	Comment				
Posting Year: 2021 ~	*	Currency	USD	~		
Batch #: 2			Retain Entry Info			
Remark:	7		Tax Only Adjustment			
			Save as Recurring Entry			
Project #:	2	Template ID:		~		Cancel
G/L Account:					Ī	Update
DR Amount: 0.00	7	CR Amount:	0.00		Ī	Enter
G/L Remark:						
	-					
G/L Account 10.020000	Type LI	2,500	Dits Credits	Stat	UOM	oject 🔬
Accounts Payable		2,500				
10.999999	EX		2,500.00			
Invalid Posting						
						\sim
<						>
		2,500	2,500.00			
** DIFFERENCE **			0.00			
Company Hide Description			Make Journal Entry	ancel		Exit

b. A message will appear that the journal entry has been completed successfully.

Information (Press HELP to view stack trace)	×
Journal Entry Number: G/L00000079 Created Successful	ly.
OK Help	

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