

# Accounting Core: General Ledger – Create Manual Journal Entry

## Introduction

The General Ledger is the center of Accounting Core and is the module that all journal entries are recorded and posted. The Chart of Accounts is also maintained in this module. A Journal Entry records business transaction in accounting using account numbers. It involves at least two accounts, one with a debit and the other with credit, ensuring the totals match. Key elements include accounts, accounting period date, recorder's name, a unique entry number, and a brief explanation. There are instances when a user will need to create a manual Journal entry in the General Ledger.

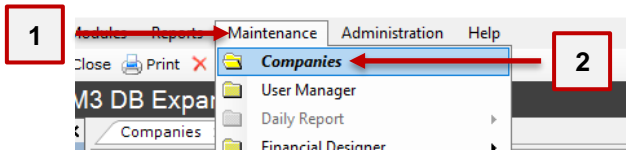
## Objective

Learn how to create a journal entry manually.

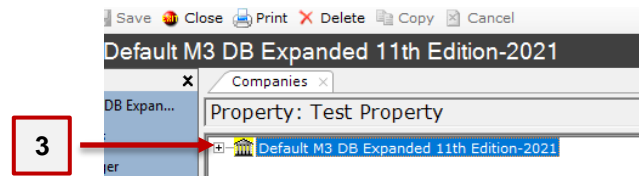
## Steps

Follow the steps below to create a new journal entry (JE) the General Ledger module.

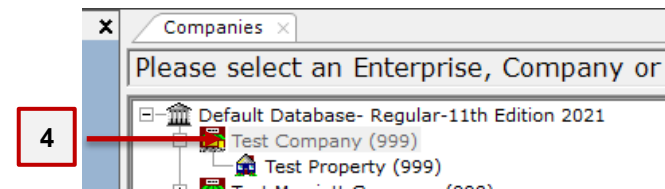
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



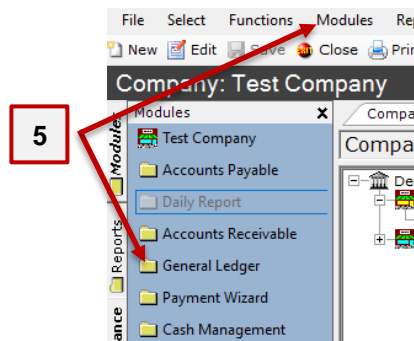
3. Expand the company / property tree by clicking on the (+) symbol.



4. Click on the **desired company**.

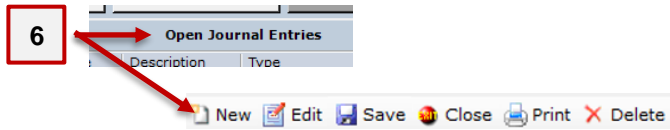


5. Click on the **Module** and **General Ledger**.

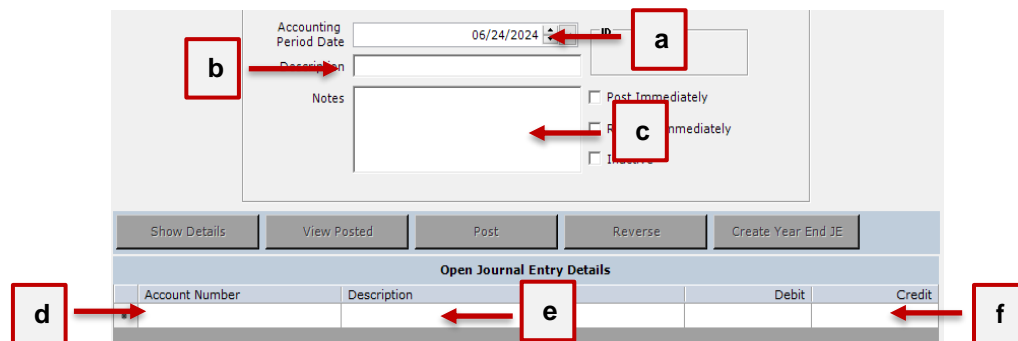


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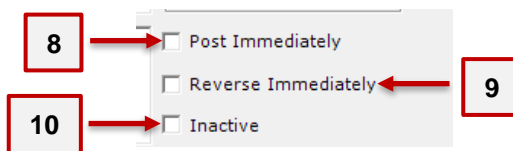
- Verify that the **Open Journal Entries** are showing on the screen. Click on **New** at the top of the screen.



- Enter the **details** of the new journal entry:
  - Enter the **Accounting Period Date**; it will default to the current date.
  - Enter the JE **Description**.
  - Enter **Notes**, if desired.
  - Enter the **account numbers** to be debited or credited.
  - Enter line-item **descriptions**, if desired (recommended).
  - Enter the **amount** for the GL account in the appropriate debit or column.
  - Continue **steps d through e** until the journal entry is completed. Note: the debits and credits must be balanced.



- If you wish to have the JE posted immediately upon creation, click the **box** next to **Post Immediately** to place a check mark in the box.
- The **Reverse Immediately** option will allow you to select the date to reverse the JE when it is saved. This will be described in further detail on a separate document.
- The **Inactive** box can be selected if the JE is not yet completed (but balanced); this will not allow the JE to be posted but will still show in Open Journal Entries and can be edited. Once it is ready to be posted, click on **Edit** and uncheck the **Inactive** box.



- Click **Save**.

