

Accounting Core: General Ledger – Post 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. There will be instances when a user may need to Post a Journal Entry in the General Ledger.

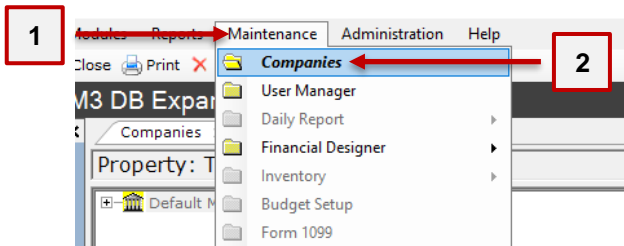
Objective

Learn how to post a journal entry manually in the General Ledger.

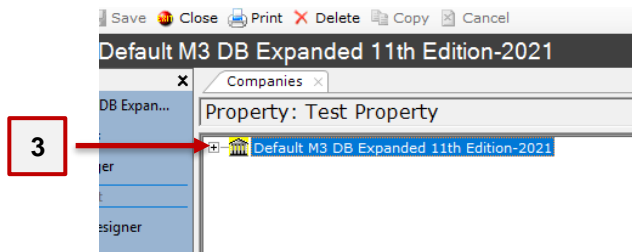
Steps

Follow the steps below to post journal entries (JEs) the General Ledger module.

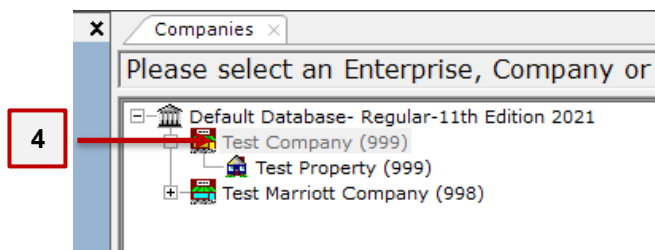
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



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

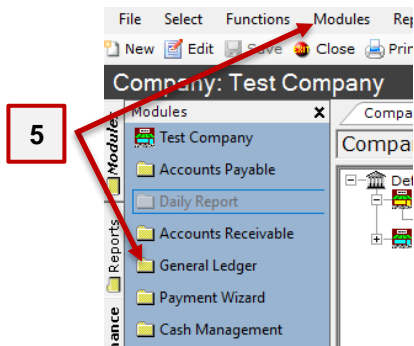


4. Click on the **desired company**.

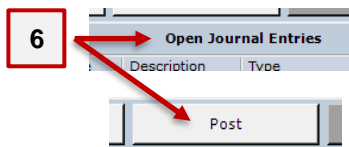


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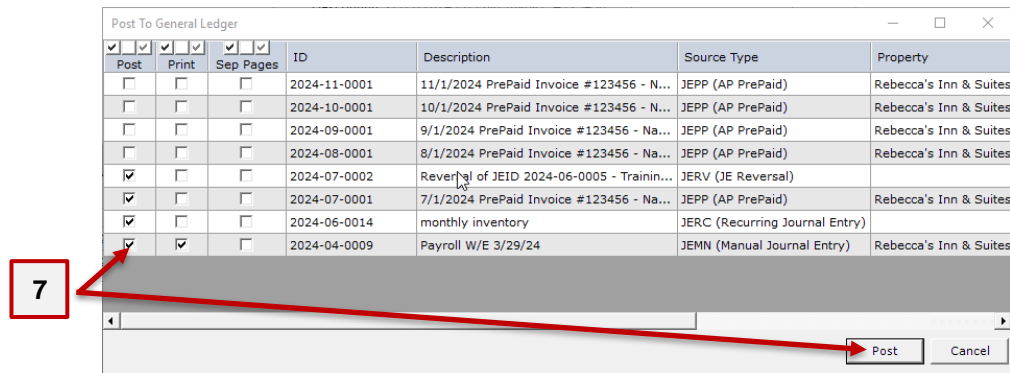
- Click on the module **General Ledger**.



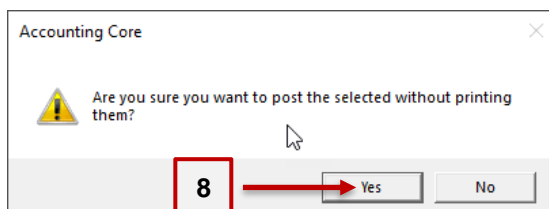
- Verify that the **Open Journal Entries** are showing on the screen. Click on **Post**



- Click the boxes to place a check mark in the Post column for all JEs that are to be posted. You can also select JEs to print and/or to create separator pages by placing a check mark in the appropriate columns. Click **Post**.



- Click **Yes** on the message that appears.



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9. A **Posting Report** will populate; when the window is closed, the JEs will be posted and appear in the **Posted Journal Entries for Current Fiscal Year**.

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General Ledger Posting Report

Carter Enterprises LLC*
 Journal ID: 2024-04-0009
 Payroll W/E 3/29/24

Posting Date: 4/2/2024
 Posted By: Administrator

Account #	Account Name	Debits	Credits
52110.000	Payroll - Bar Back	1,200.00	0.00
52115.000	Payroll - Bar Security	1,000.00	0.00
52000.000	Payroll - F & B Manager	1,500.00	0.00
52010.000	Payroll - Assistant F & B Manager	1,450.00	0.00
52030.000	Payroll - Restaurant Manager	1,100.00	0.00
52040.000	Payroll - Executive Chef	425.00	0.00
52050.000	Payroll - Restaurant Supervisor	800.00	0.00
52060.000	Payroll - Dir. of Banquet Service	575.00	0.00
52070.000	Payroll - Banquet & Catering Manager	1,050.00	0.00
52100.000	Payroll - Banquet Server	425.00	0.00
52105.000	Payroll - Banquet Set Up	425.00	0.00
22000.000	Payroll Clearing	0.00	9,950.00
Total for 2024-04-0009		9,950.00	9,950.00

Posted Journal Entries for Current Fiscal Year

Accounting Period Date	Type	Property	Us
7/1/2024	CMDD / CM D		Da