Journal Entries Overview

To access the Journal Entries screen:

Option 1:
1. From the Desktop, click on the Accounting Icon
2. Click on Account Transactions in the left navigation
3. Click on the Journal Entries Tab

Option 2:
1. From the Desktop, click on Accounting > Operations > Account Transactions
2. Click on the Journal Entries Tab

The Journal Entries screen

Journal Entries appear defaulted to the last 10 days of transactions but can be changed by clicking on the dropdown menu at the right.

The Journal Entry screen displays the following information:
### Journal Entries

<table>
<thead>
<tr>
<th>Transaction #</th>
<th>Date</th>
<th>Source</th>
<th>Description</th>
<th>Reference</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>763</td>
<td>05/09/2012</td>
<td>Auto Genera</td>
<td>Auto Generated Repeat</td>
<td>American Express</td>
<td>Posted</td>
</tr>
<tr>
<td>795</td>
<td>05/14/2012</td>
<td>Check 98846</td>
<td>Check 98846 (Vendor Payable)</td>
<td>Strategic Insurance</td>
<td>Posted</td>
</tr>
<tr>
<td>794</td>
<td>05/14/2012</td>
<td>Check 98849</td>
<td>Check 98849 (Vendor Payable)</td>
<td>Strategic Insurance</td>
<td>Posted</td>
</tr>
<tr>
<td>797</td>
<td>05/15/2012</td>
<td>Check 98849</td>
<td>Check 98849 (Vendor Payable)</td>
<td>Verizon Test Phone</td>
<td>Posted</td>
</tr>
<tr>
<td>796</td>
<td>05/15/2012</td>
<td>Auto Genera</td>
<td>Auto Generated Repeat</td>
<td>Verizon Test Phone</td>
<td>Posted</td>
</tr>
</tbody>
</table>

**Transaction #** – this is the General Ledger number associated with the entry  
**Date** – Date entry was posted to the system  
**Source** – The source of the Journal Entry Item. Examples of Source include (but is not limited to):

- Bill - Vendor Bill  
- Purchase Payment  
- Sales Credit  
- Bank  
- Void (With the document #)  
- NSF (With the document #)  
- GL  
- Invoice  
- Direct Advance  
- Direct Bill  
- Installment  
- Vendor Notes Payable

**Description** – Description of the Journal Entry Item (example: CHK EFT Direct Advance)  
**Reference** - Example Company Name, Client Name, Bank, Vendor  
**Status** – shows if the item is Posted or UnPosted

### To Open an Existing Entry:

Highlight the Journal entry and do one of the following:

- Double click on the entry  
- Click on the Open hyperlink at the bottom of the page  
- Hit Alt+O to open the entry

The Accounting Entry Details Screen will open.
How to Add a Journal Entry:

1. Select the **Add Journal Entry** Hyperlink at the bottom of the screen or hit Alt+J. The Accounting Entry Details Screen appears.

2. The Accounting Entry Details Screen contains the following information:
   - **Transaction No.** - floods automatically and is not editable
   - **Date** - floods automatically to today’s date.
   - **Description** – brief description of why the transaction is required (required field)
   - **Reference** – additional field to further describe the transaction (not required)

3. To add lines for entry, click on the Add button. The following information is required.
   - **Account #**
     - User clicks in this box and they are presented with a drop down where they can select the account number they want.
   - **Account Name**
     - The name associated with the selected Account should flood to this field
   - **Debit Amount / Credit Amount**
Blank for Agent Entry

- **Effect**
  - Shows whether the Effect is a Decrease or an Increase based off of the Account selected and whether a Debit or Credit was applied

- **Summary Fields**
  - **Debit Total**
  - **Credit Total**
  - **Balance** (Debits minus credits) MUST EQUAL ZERO TO POST

4. Click on Post to post transaction to the General Ledger
   a. User can Click on Post or Alt+O
   b. Only Active on New Entries

**How to unPost a Journal Entry**

1. Only General Type Entries can be unposted. Including:
   - Entries created using the Accounting Entry Details screen
   - Entries created using the Client Journal Entry screen to offset a GL Account
2. From the Journal Entries Tab, select the GL type entry and double click, click on the Open hyperlink or use Alt+O. The Accounting Entry Details screen opens

3. Verify this is the entry to Unpost. Click on the Unpost hyperlink or use Alt+N
4. The following prompt will appear:

5. This transaction will reverse the Original Entry (Credit any Debits and Debit any Credits)
   - The original Post Date should be the default date that the reverse entry posts on. If the month or year-end is closed is will ask if you want to use the current date.

6. The un-posted items will show in Red in the Journal Entry section
How to Duplicate a Journal Entry

1. Only active General Type Entries can be duplicated. Including:
   - Entries created using the Accounting Entry Details screen
   - Entries created using the Client Journal Entry screen to offset a GL Account
2. From the Journal Entries tab, select the GL type entry they want to Duplicate and clicks on the Open Hyperlink or use Alt+O. The Accounting Entry Details screen opens.
3. Verify this is the entry to duplicate. If yes, click on the Duplicate hyperlink or use Alt+I.
4. An Accounting Details Screen comes up duplicated with the exact information as the prior entry except for the following:
   - Transaction Number has been updated to the next available number
   - Date has been defaulted to Today’s Date
   - Description is blank so that it can be updated
5. Click on Post to activate entry of the copy.

How to View General Journals

Option 1:

4. From the Desktop, click on the Accounting Icon $1
5. Click on Account Transactions in the left navigation
6. Click on the **General Journals** tab

Option 2:

3. From the Desktop, click on Accounting > Operations > Account Transactions

4. Click on the **General Journals** tab

**The General Journals Screen**

The General Journals screen appears defaulted to the last 10 days of all journal entries but can be changed.

Entries can be filtered by the type of transaction by clicking the dropdown arrow next to **General Journal Types**. These include:

- **Cash Disbursements Journals** - a record of checks paid to any vendor or company, etc.
- **Cash Receipts Journals** - money that comes into the agency in cash, credit, or check.
- **General Journals** - transactions created using the Journal Entries.
- **Sales Journals** - sales transactions including both direct bill and agency bill.
- **Bills/Purchases Journals** - purchases such as computer hardware, lease payments, etc. and general bills such as electric, telephone, gas, etc.
- **All Journals**
**General Journals**

<table>
<thead>
<tr>
<th>Transaction #</th>
<th>Date Posted</th>
<th>Source</th>
<th>Reference</th>
<th>Account No</th>
<th>Status</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>870</td>
<td>08/21/2012</td>
<td>CHK 98870</td>
<td>Verizon Test Phone</td>
<td>110000</td>
<td>Posted</td>
<td>$0.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>870</td>
<td>08/21/2012</td>
<td>CHK 98870</td>
<td>Verizon Test Phone</td>
<td>200000</td>
<td>Posted</td>
<td>$150.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>869</td>
<td>08/21/2012</td>
<td>Auto Generated</td>
<td>Verizon Test Phone</td>
<td>210000</td>
<td>Posted</td>
<td>$0.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>869</td>
<td>08/21/2012</td>
<td>Auto Generated</td>
<td>Verizon Test Phone</td>
<td>620000</td>
<td>Posted</td>
<td>$150.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>868</td>
<td>08/20/2012</td>
<td>CHK 98859</td>
<td>SIS - Strategic Insurance Software</td>
<td>110000</td>
<td>Posted</td>
<td>$0.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>868</td>
<td>08/20/2012</td>
<td>CHK 98859</td>
<td>SIS - Strategic Insurance Software</td>
<td>210000</td>
<td>Posted</td>
<td>$13.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>867</td>
<td>08/20/2012</td>
<td>Auto Generated</td>
<td>SIS - Strategic Insurance Software</td>
<td>210000</td>
<td>Posted</td>
<td>$0.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>867</td>
<td>08/20/2012</td>
<td>Auto Generated</td>
<td>SIS - Strategic Insurance Software</td>
<td>690000</td>
<td>Posted</td>
<td>$13.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>866</td>
<td>08/10/2012</td>
<td>Auto Generated</td>
<td>SIS - Strategic Insurance Software</td>
<td>210000</td>
<td>Posted</td>
<td>$0.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>866</td>
<td>08/10/2012</td>
<td>Auto Generated</td>
<td>SIS - Strategic Insurance Software</td>
<td>690000</td>
<td>Posted</td>
<td>$300.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>865</td>
<td>08/09/2012</td>
<td>Auto Generated</td>
<td>American Express</td>
<td>210000</td>
<td>Posted</td>
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<td>$500.00</td>
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<td>08/09/2012</td>
<td>Auto Generated</td>
<td>American Express</td>
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<td>Posted</td>
<td>$300.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>864</td>
<td>07/31/2012</td>
<td>PAY 540</td>
<td>DB Engineering, Inc</td>
<td>150000</td>
<td>Posted</td>
<td>$600.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>864</td>
<td>07/31/2012</td>
<td>PAY 540</td>
<td>DB Engineering, Inc</td>
<td>250000</td>
<td>Posted</td>
<td>$600.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>863</td>
<td>08/07/2012</td>
<td>CHK 98868</td>
<td>Verizon Test Phone</td>
<td>111000</td>
<td>Posted</td>
<td>$0.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>863</td>
<td>08/07/2012</td>
<td>CHK 98868</td>
<td>Verizon Test Phone</td>
<td>210000</td>
<td>Posted</td>
<td>$150.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Transaction #** - transaction number pulled from the original transaction

**Date Posted** – posted date from the original transaction

**Source** - type of transaction.

Example list includes but is not limited to:

1. Invoice
2. Direct Advance
3. Installment
4. Bill
5. Bank (Bank Related Transactions- Employee Checks, Client Refund, Bank Reconciliation, Etc)
6. Purpay (Checks for Vendors; Companies;)
7. Purvd (Check- Voided)
8. Slsc (Payment Receipt)
9. Slsw (Sales Write Off)
10. Slsfc (Finance Charge)
11. Directbill
12. Glcli (Client Journal Entry)
13. Gl (Journal Entry)
14. Begbal (Beginning Balance)

**Account No** - General Ledger account number offset

**Status** - Posted / Unposted to indicate if the transaction has posted

**Debit Amount** - Amount from original Transaction if applicable

**Credit Amount** - Amount from original Transaction if applicable

**To Open an Existing Entry:**

Highlight the Journal entry and do one of the following:

- Double click on the entry
- Click on the Open hyperlink at the bottom of the page
- Hit Alt+O to open the entry

The Accounting Entry Details Screen will open.