How to Create a Simple Journal Entry

Here a video explaining how to create a Journal Entry in the system

Navigate to Accounting, Journal Entries, New Entry.
Fill in date, accounts, debits/credits, and description.
Click ENTER or Right Click to Post.

STEP-BY-STEP:
1. Go to Accounting menu
2. Select Journal Entries
3. Select transaction period
4. Select Journal and Voucher Type
5. Enter Date and Reference Number Or Description
6. Add account lines (debit/credit)
7. Write memo description
8. Click + button to save the line entry
9. Press ENTER (or right click) to post the Journal Entries when it is balanced / done.