

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.
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