

# How to Create Journal Entry in Base Currency Journal using Foreign Currency Account

This video will show users how to Create Journal Entry in Base Currency Journal using Foreign Currency A\_c

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) for the base currency
  7. Write memo description
  8. Click + button to save the line entry
  9. Add account lines (debit/credit) for the foreign currency
  10. Modify the exchange rate or base currency amount if needed in the Set Exchange Rate dialog window, and click OK button.
  11. Press ENTER (or right click) to post the Journal Entries when it is balanced / done.
- Note: User can choose to enter the foreign currency account line first, then the base currency account line (switch step #6 and steps #9-10)
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