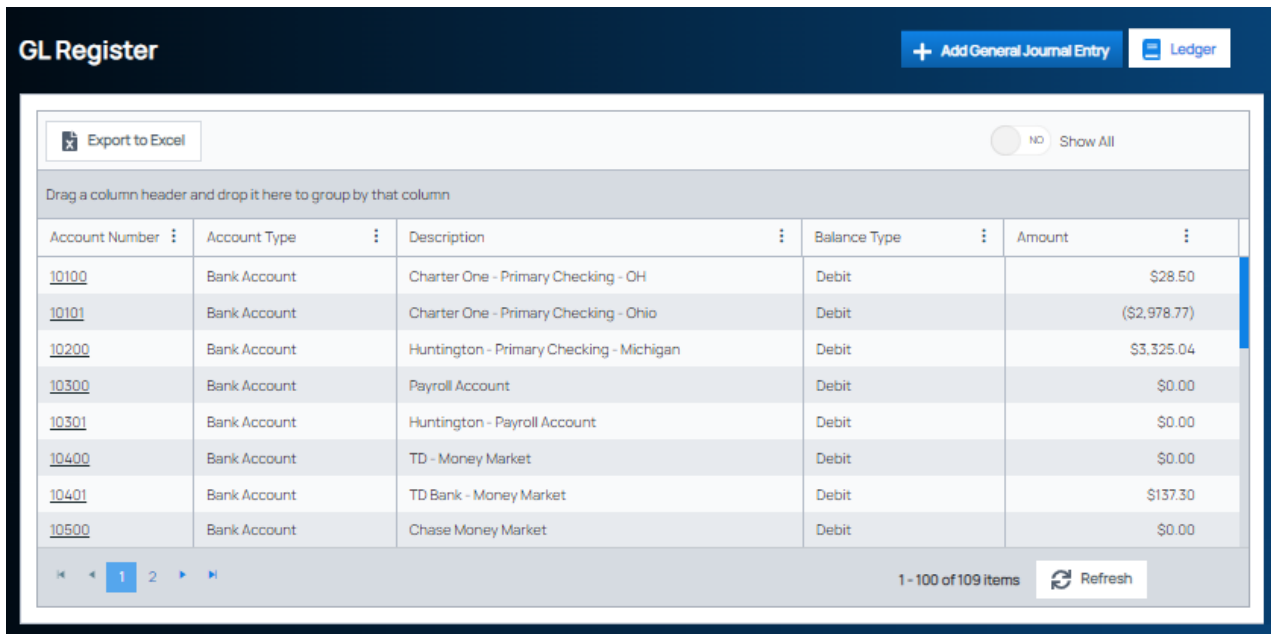


Add a General Journal Entry

Last Modified on 05/13/2026 8:21 pm EDT

To add a new General Journal Entry, navigate to GL from any of the three module menus (Accounts Receivable, Accounts Payable, or Inventory).

The GL Register will be displayed. Click on the Add General Journal Entry button located at the upper right of the page.



The screenshot shows the 'GL Register' interface. At the top right, there are two buttons: '+ Add General Journal Entry' and 'Ledger'. Below the header, there is an 'Export to Excel' button and a 'Show All' toggle switch. A table with the following columns is displayed: Account Number, Account Type, Description, Balance Type, and Amount. The table contains 8 rows of data. At the bottom of the table, there is a pagination control showing '1 - 100 of 109 items' and a 'Refresh' button.

Account Number	Account Type	Description	Balance Type	Amount
10100	Bank Account	Charter One - Primary Checking - OH	Debit	\$28.50
10101	Bank Account	Charter One - Primary Checking - Ohio	Debit	(\$2,978.77)
10200	Bank Account	Huntington - Primary Checking - Michigan	Debit	\$3,325.04
10300	Bank Account	Payroll Account	Debit	\$0.00
10301	Bank Account	Huntington - Payroll Account	Debit	\$0.00
10400	Bank Account	TD - Money Market	Debit	\$0.00
10401	Bank Account	TD Bank - Money Market	Debit	\$137.30
10500	Bank Account	Chase Money Market	Debit	\$0.00

The General Journal Entry page will be displayed. Each completed entry must have one row with a debit amount and another row with a credit amount. The total debits and credits must be equal to be able to save the entry.

The information which comprises the rows of the General Journal Entry is input in the upper right panel of the page, "Add Entry". Each data entry field will be explained below and on the following page.

General Journal Entry Save Cancel

Entry Date • 04/11/2022

Entry Number 101

Memo Transfer from checking to money market

Debit Total \$0.00 Credit Total \$1,000.00 Balance \$1,000.00

Add Entry

Account • 10501-Chase - Money Market

Debit Amount 1,000.00

Credit Amount 0.00

Memo Transfer from checking to money market

Work Order Please Select

Branch • Michigan

Category Please Select

Add To Entries

Entries

Drag a column header and drop it here to group by that column

Account#	Debit Amount	Credit Amount	Memo	Work Order	Category	Actions
10200-Huntington - Primary Checking - Michigan	\$0.00	\$1,000.00	Transfer from checking to money market			
10501-Chase - Money Market	\$1,000.00	\$0.00	Transfer from checking to money market			

1 - 2 of 2 items Refresh

Data Entry Fields

Data entry fields with a red bullet next to the field label are required.

- **Entry Date** – This field will default to today’s date, but may be changed if necessary.
- **Entry Number** – Users may enter and Journal Entry number if desired.
- **Memo** - The user may enter a brief note as to the purpose of this entry.
- **Account** – From the drop-down list, select a GL Account.
- **Debit Amount & Credit Amount** – Enter the amount in the appropriate field.
- **Memo** – The user may enter a brief note as to the purpose of this entry.
- **Work Order** – If the entry is related to a work order, select the work order number from the drop-down list.
- **Branch** – Select the branch for the entry.
- **Category** – If the GL Account selected is an Income Statement type account, the user must make a selection from the drop-down list.

When finished filling in the form, click the Add to Entries button. The information will appear in the grid area of the page. Repeat this process to enter the other entries for the General Journal Entry.

When all entry rows have been added, and the total debits and credits are equal, click on the Save button at the upper right of the page.