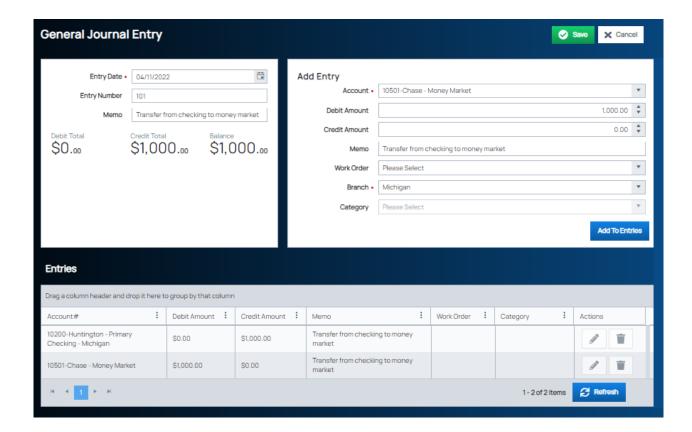# Add a General Journal Entry

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 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.

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.