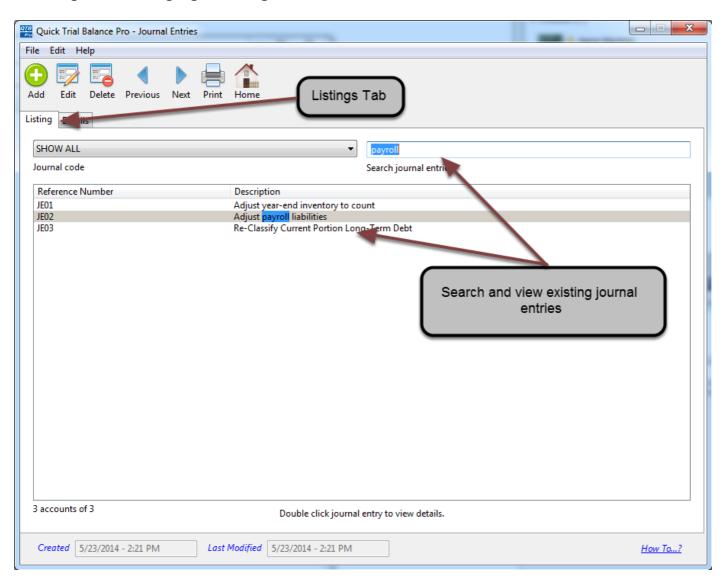# Quick Trial Balance - Journal Entries

Journal Entries - Listing Tab

This option allows you to enter journal entries to adjust your trial balance. You will need to select a journal code that will be assigned to each journal entry entered. Journal codes are created in the Manage Journals option in the File Menu. The ability to create multiple journal codes allows you to create, for example, a journal code for "passed" journal entries that will not be posted so that you can obtain a list of all the passed entries. Passed journal entries are those that are not posted because they are not material to the overall financial position of the company.

When the Journal Entries screen is first displayed, you will be on the listing tab. Here you can search for an existing journal entry to view, edit or delete as well as add a new journal entry.

To search, simply type in all or part of the journal code reference number or description and all matching items will highlight in the grid.

Journal Entries - Details Tab

When you add or edit a journal entry, you will automatically be brought to the details listing of the Journal Entries screen. As the name suggests, here you can see and enter all the details for the journal entry.

In the top half of the detail screen, enter the main journal information such as the description, date, etc. On the bottom, you can enter the account numbers and the debit/credit amounts for the accounts that need to be adjusted by the journal entry. New lines will automatically be added for accounts until the journal entry is in balance and you will not be able to save until it balances.

For quick entry, you can recall archived journal entries from prior years via the 'Select from Archive' button. This feature allows you to select a prior year journal entry and it will auto-fill the associated account numbers in the grid below. You can choose to whether to include the amounts with the account numbers as well.

As long as you have the 'Post Entry?' checkbox checked, the journal entry will automatically post to the selected books when you hit 'Save'.