

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.

Quick Trial Balance Pro - Journal Entries

File Edit Help

Add Edit Delete Previous Next Print Home

Listings Tab

Listing

SHOW ALL

Journal code

Search journal entries

Reference Number	Description
JE01	Adjust year-end inventory to count
JE02	Adjust payroll liabilities
JE03	Re-Classify Current Portion Long-Term Debt

3 accounts of 3

Double click journal entry to view details.

Created 5/23/2014 - 2:21 PM Last Modified 5/23/2014 - 2:21 PM [How To...?](#)

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'.

Quick Trial Balance Pro - Journal Entries

File Edit Help

Save Edit Delete Previous Next Print Cancel

Listing Details

Journal Code: 01 - JOURNAL ENTRIES Post Entry?

Reference No: JE04 Archive Entry?

Description:

Date: 12/31/2009

Notes:

Post to	Account Balance
<input checked="" type="checkbox"/> All	
<input checked="" type="checkbox"/> TX	0.00
<input checked="" type="checkbox"/> BK	0.00

Account Number	Account Name	Debit	Credit
Entry accounts that needed to be adjusted by the journal entry.			
Totals		0.00	0.00

Entries without a debit or credit will NOT be saved.

Created: 5/23/2014 - 2:21 PM Last Modified: 5/23/2014 - 2:21 PM [How To...?](#)

Callout 1: The overall journal entry information is added here.

Callout 2: Select which books to post the journal entry.

Callout 3: Entry accounts that needed to be adjusted by the journal entry.