Quick Trial Balance Pro - Manage Journals
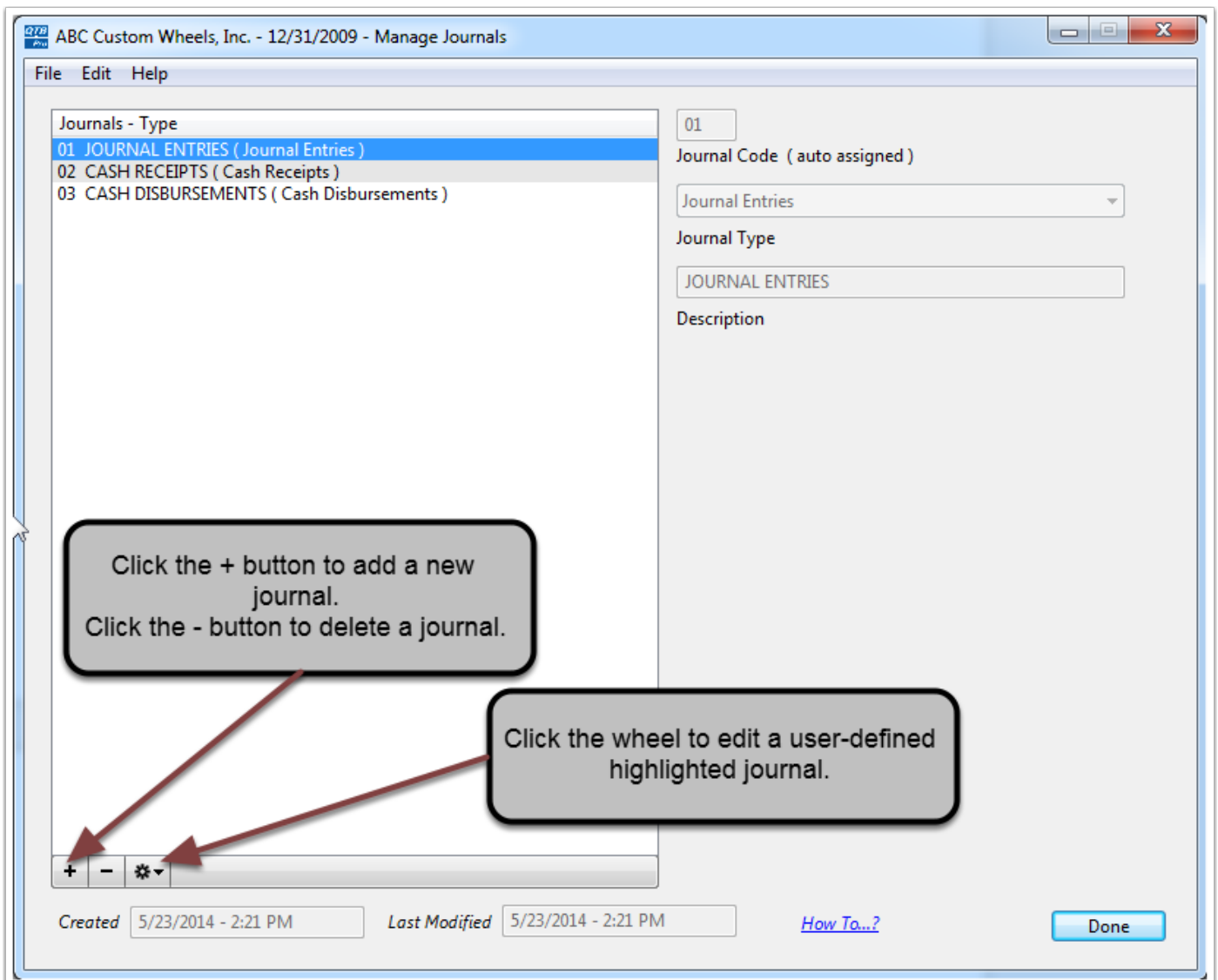
Manage Journals

This option allows you to create journal codes that can be used when entering cash receipts, cash disbursements, and journal entries.

By creating journal codes, you can separate transactions based on different sources. For example, if you want to enter cash disbursements from multiple bank accounts, you can create a separate journal code for each bank account. This will allow you to enter and obtain report listings for each bank account.

You might also want to create a separate journal code for "passed" journal entries so that these can be printed separately.

By default, the following three journal codes are created and cannot be edited or deleted:

- 01 - JOURNAL ENTRIES
- 02 - CASH RECEIPTS
- 03 - CASH DISBURSEMENTS

Manage Journals

Clicking the "+" (plus) button allows you to enter a new account type, and the main account type the sub-type belongs to.

Clicking the "-" (minus) button allows you to delete a user-defined account type. Account types values cannot be deleted until there are no accounts assigned this type.

To edit journals, highlight the journal and click the cog wheel button.

When you click the "Save" button the new journal is added to the table and can be used on the Journal Entry, Cash Receipts, or Cash Disbursements screens depending on the journal type.