

Journal Entries

This is the add / edit screen for journal entries.

By using the "Post entry?" check box you can control whether journal entries are posted to your trial balance.

You can use the "Archive Entry?" check box to save the journal entry to an archive file. The advantage of saving a journal entry to an archive file is that you can select from these in subsequent years to save time in subsequent years.

If you have multiple books, you can control what books the entry will be posted to using the options in the upper right section.

You can also create an unlimited number of journals that allow you to create categories of journal entries. For example, you could create a journal for inventory adjustments, payroll adjustments, or "passed" journal entries that are determined to be too insignificant to post.

Quick Trial Balance Pro - Journal Entries
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File Edit Help

+ Save Delete ◀ ▶ Print ×
Add Save Delete Previous Next Print Cancel

Listing Details

Journal Code 01 - Journal Entries Post Entry?

Reference No AJE001 Archive Entry?

Description Adjust inventory to physical counts.

Date 12/31/2013

Notes

Post to	All	Account Balance
<input checked="" type="checkbox"/> TX		80,922.62

Account Number	Account Name	Debit	Credit
110	Inventory		27,934.69
501	Purchases	27,934.69	
		Totals	27,934.69

Entries without a debit or credit will NOT be saved.

Created 5/11/2014 - 6:52 PM
Last Modified 6/1/2014 - 9:22 AM
[How To...?](#)