

Prepare a General Journal Entry

The General Journal Entry window is used to prepare general journal entries that are not entered during the normal course of business. The accounts in the general ledger are updated with a debit, and a credit is also made from the journal entry.

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Appropriate Account or Accounts	\$		✓	✓
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Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Company menu and select Make General Journal Entries. Note: If a window opens with information about automatic journal entry numbering, click OK.
B	Date	Accept default date or change.
C	Entry No.	Accept default journal entry number or change.
D	Account	Select an account to be debited from the drop-down list.
E	Debit	Enter the amount to be debited.
F	Memo	Briefly type a description of the journal entry.
G	Name	Select the appropriate customer, vendor, or employee, if applicable.
H	Debit	Repeat steps E – G for additional debits.
I	Account	Select an account to be credited from the drop-down list.
J	Credit	Enter the amount to be credited to the account selected in step I.
K	Name	Select the appropriate customer, vendor, or employee, if applicable.
L	Credit	Repeat steps I through K for additional credits.
M	Make General Journal Entries window	Review the information to verify that it is correct.
N	Save & Close/ Save & New buttons	Click the Save & Close or Save & New button.

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QuickBooks windows

