

Prepare a General Journal Entry

The 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	\$		✓	✓
Appropriate Account or Accounts		\$	✓	✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	QBO Home Page	Click the + New button → Journal Entry (in the Other category) to open the Journal entry window .
B	Journal date	Accept default date or change.
C	Journal no.	Accept default journal entry number or change.
D	Account	Select an account to be debited from the drop-down list.
E	Debits	Enter the amount to be debited.
F	Description	Briefly type a description of the journal entry.
G	Name	Select the appropriate customer, vendor, or employee, if applicable.
H	Various	Repeat steps D– G for additional debits.
I	Account	Select an account to be credited from the drop-down list.
J	Credits	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	Credits	Repeat steps I through K for additional credits.
M	Total Debits and Total Credits	Make sure total debits = total credits. If they are not equal, review the journal entry and make corrections until the journal entry is balanced.
N	Journal Entry window	Review the information to verify that it is correct.
O	Save options	Save the general journal entry and close the window.



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QBO windows

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry A
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

N
Journal Entry #5
⚙️ ? Help X

Journal date **B**

Journal no. **C**

#	ACCOUNT D	DEBITS E	CREDITS	DESCRIPTION F	NAME G	
1						🗑️
2						🗑️
3						🗑️
4						🗑️
5	I			J	K	🗑️
6						🗑️
7						🗑️
8						🗑️
Total		0.00	0.00			

H {

L {

M →

Buttons: Add lines, Clear all lines

Memo:

Attachments: Maximum size: 20MB

Drag/Drop files here or click the icon

Cancel Clear
Make recurring
Save Save and now **O**

