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 updates 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* Navigation bar	+ Create → 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	Various	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.

Prepare a General Journal Entry
QBO windows

Create
Bookmar...
Dashboard

Customers	Vendors	Team	**Other**
Invoice	Expense	Payroll	Task
Receive payment	Check	Time entry	Bank deposit
Statement	Bill	Add contractor	Transfer
Estimate	Pay bills		**Journal entry** (A)

N Journal Entry #5   Help ✕

Journal date
01/28/2023 **B**

Journal no.
5 **C**

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

H (rows 3–4)   **L** (rows 6–8)   **M** (arrows to 0.00 totals)

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**