Creating a Manual Journal Entry

To create a new manual Journal Entry, follow the instructions below.

1. Navigate to the General Ledger module from the Main Application Menu and select the Journal Entry option.

2. The Journal Entry form will be displayed. Fill in the Header information then proceed to the Body area to enter the G/L distribution lines. When the Journal Entry is in balance, click the OK button to save and post to the General Ledger. For definitions of each data entry field on the Journal Entry form, refer to the topic Journal Entry Form Definitions.