

# General Journal

*General ledger > Journals > General journal*

**Summary** General journals are typically used to record journal entries to the General ledger and Bank modules. The journal functionality is very powerful, allowing transactions to also be posted in Accounts receivable, Accounts payable, Projects, and Fixed assets.

**Steps**

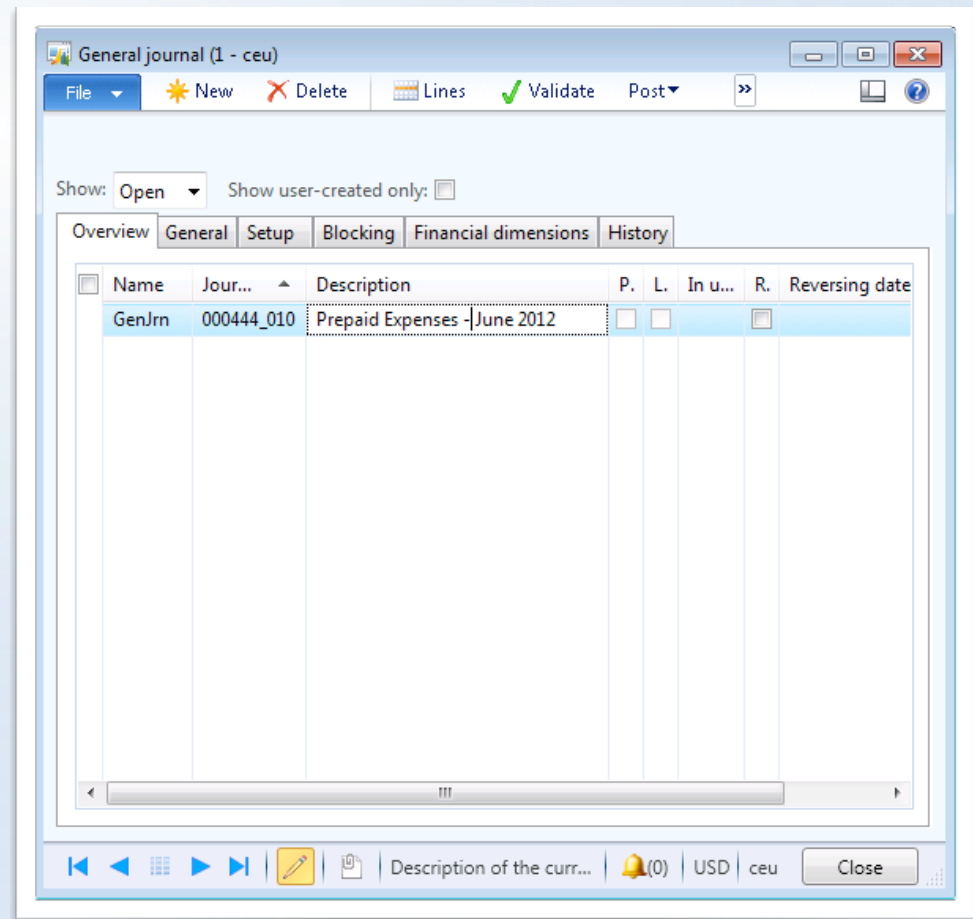
1. Create the Journal header
2. Enter Journal Lines
3. Post Journal
4. Using the Account type
5. Using the Offset account

**Tips**

- Give your Journal header a detailed description
- Multiple vouchers can be entered in a single journal

# Create the Journal header

- Click the **New button**.
- Choose a **Journal name**.
- Change **Description** to reflect the purpose of the entry.
- Click the **Lines button**.



# Enter Journal lines

- Change the posting **Date** field or use the [Session date](#) to default the correct date.
- Select in the **Account** field the Main account and Dimension values.
- Enter into the **Description** field text to be stored in general ledger transactions.
- Enter the **Debit or Credit** amount.
- Click **New** or press **Down Arrow** to create the next line.
- Enter additional lines.
- Click the **Post button** > **Post**.

Journal voucher (1 - ceu) - Journal: GenJrn, journal batch number: 000444\_010, Posted: NoJournal type: Daily

File New Delete Post Validate Financial dimensions Sales tax Period journal Functions Fixed assets Inquiries

**Balance** Journal: 0.00 Per voucher: 0.00  
**Total debit** Journal: 1,000.00 Per voucher: 1,000.00  
**Total credit** Journal: 1,000.00 Per voucher: 1,000.00  
**Budget check results** Per voucher:

Overview General Invoice Payment Payment fee Fixed assets Remittance History

Date	Voucher	Account type	Account	Description	Debit	Credit	Offset account type	Offset account	U
6/30/2012	00000044	Ledger	131100-OU_115-OU_3567-	Prepaid project expenses		1,000.00	Ledger		
6/30/2012	00000044	Ledger	550110-OU_2310-OU_3567-	Prepaid project expenses	1,000.00		Ledger		

Currency: USD Settlement type: None Withholding tax group: Release date:

Sales tax group: Account name: Project management  
 Item sales tax group: ALL Offset account name:

Calculated sales tax amount: 0.00  
 Actual sales tax amount: 0.00

Navigation icons: Back, Forward, Home, Print, etc.

Delete the selected record | (0) | USD | ceu | Close

## Interactive 1.3 Journal Lines

Journal voucher (1 - ceu) - Journal: GenJrn, journal batch number: 000444\_010, Posted: NoJournal type: Daily

File New Delete Post Validate Financial dimensions Sales tax Period journal Functions Fixed assets Inquiries

**Balance** **Total debit** **Total credit** **Budget check results**

Journal: 0.00 Journal: 1,000.00 Journal: 1,000.00 Per voucher: 0.00 Per voucher: 1,000.00 Per voucher: 1,000.00

Overview General Invoice Payment Payment fee Fixed assets Remittance History

Date	Voucher	Account type	Account	Description	Debit	Credit	Offset account type	Offset account	U
6/30/2012	00000044	Ledger	131100-OU_115-OU_3567-	Prepaid project expenses		1,000.00	Ledger		
6/30/2012	00000044	Ledger	550110-OU_2310-OU_3567-	Prepaid project expenses	1,000.00		Ledger		

Currency: USD Settlement type: None Withholding tax group: Release date: Project management

Sales tax group: ALL Calculated sales tax amount: 0.00 Actual sales tax amount: 0.00

Offset account name:

Delete the selected record

Close



1

2

3

4



## Movie 1.4 Enter a General Journal

CEU > General ledger > Area page

Journal voucher (1 - ceu) - Journal: GenJrn, journal batch number: 000444\_010, Posted: NoJournal type: Daily

File New Delete Post Validate Financial dimensions Sales tax Period journal Functions Fixed assets Inquiries

Post and transfer

**Balance**

Journal: 0.00

Per voucher: 0.00

**Total credit**

Journal: 1,000.00

Per voucher: 1,000.00

**Budget check results**

Per voucher:

Overview General Invoice Payment Payment fee Fixed assets Remittance History

Date	Voucher	Account type	Account	Description	Debit	Credit	Offset account type	Offset account
6/30/2012	00000044	Ledger	550110-OU_115-OU_3569-	Prepaid expenses	1,000.00		Ledger	
6/30/2012	00000044	Ledger	131100---	Prepaid expenses		1,000.00	Ledger	

Currency: USD Settlement type: None Withholding tax group:

Sales tax group: Account name: Project management Release date:

Item sales tax group: ALL Offset account name:

Calculated sales tax amount: 0.00

Actual sales tax amount: 0.00

Posting | (0) USD ceu Close



# Using the Account type

- **Account type** controls which drop down list is available in the **Account** field. Selecting an Account type of Project will show the drop down of projects in the Account field.
- Generally, when selecting an account type other than Ledger, more information is required on the subsequent tabs.

Journal voucher (1 - ceu) - Journal: GenJrn, journal batch number: 000444\_010, Posted: NoJournal type: Daily

File New Delete Post Validate Financial dimensions Sales tax Period journal Functions Fixed assets Inquiries

**Balance** Journal: 0.00 Per voucher: 0.00  
**Total debit** Journal: 1,000.00 Per voucher: 1,000.00  
**Total credit** Journal: 1,000.00 Per voucher: 1,000.00  
**Budget check results** Per voucher:

Overview General Invoice Payment Payment fee Project Fixed assets Remittance History

Date	Voucher	Account type	Account	Description	Debit	Credit	Offset account type	Offset account	U
6/30/2012	00000044	Ledger	131100-OU_115-OU_3567-	Prepaid project expenses		1,000.00	Ledger		
6/30/2012	00000044	Project		Prepaid project expenses	1,000.00		Ledger		

Project ID Project name Project type Customer account Project stage

10001	Contoso Retail Los Angeles	Time and material	3003	In process
10001-1	Contoso Retail Los Angeles	Time and material	3003	In process
10001-2	Contoso Retail Portland	Time and material	3004	In process
10002	Colorado Airport	Time and material	2202	In process
10002-1	Service Terminal 1	Time and material	2202	In process
10002-2	Service Terminal 2	Time and material	2202	In process
10002-3	Service Terminal 3	Time and material	2202	In process
10003	Service Rainbow Hotel	Time and material	2003	In process
10004	Service Collinsville Stadium	Time and material	2124	In process
10005	Service Valley Hotel	Time and material	2004	In process
10006	Service Contoso Retail Portland	Time and material	3004	In process

Currency: USD  
Sales tax group:  
Item sales tax group: ALL  
Calculated sales tax amount: 0.00  
Actual sales tax amount: 0.00

Account name: Release date:  
Offset account name:

Project identification

Close

# Using the Offset account

- Use the **Offset account** for faster data entry when doing simple entries.
- In the example shown, the two vouchers will be identical postings in the General ledger.

Journal voucher (1 - ceu) - Journal: GenJrn, journal batch number: 000444\_010, Posted: NoJournal type: Daily

File New Delete Post Validate Financial dimensions Sales tax Period journal Functions Fixed assets Inquiries

**Balance** Journal: 0.00 Per voucher: 0.00  
**Total debit** Journal: 2,000.00 Per voucher: 1,000.00  
**Total credit** Journal: 2,000.00 Per voucher: 1,000.00  
**Budget check results** Per voucher:

Overview General Invoice Payment Payment fee Fixed assets Remittance History

Date	Voucher	Account type	Account	Description	Debit	Credit	Offset account type	Offset account	U
6/30/2012	00000044	Ledger	131100-OU_115-OU_3567-	Prepaid project expenses		1,000.00	Ledger		
6/30/2012	00000044	Ledger	550110-OU_2310-OU_3567-	Prepaid project expenses	1,000.00		Ledger		
6/30/2012	00000045	Ledger	131100-OU_115-OU_3567-	Prepaid project expenses		1,000.00	Ledger	550110-OU_115-OU_3567-	

Currency: USD Settlement type: None Withholding tax group:  
Sales tax group: Account name: Prepaid Expenses Release date:  
Item sales tax group: ALL Offset account name: Project management  
Calculated sales tax amount: 0.00  
Actual sales tax amount: 0.00

Account type that specifies the type of account the transaction will be applied to. (0) USD ceu Close