



How to Create and issue Journal Entries in Cloud Accounting System?

Scenario:

Create and issue Journal Entries in Cloud Accounting System from General Ledger Module. Discover the functions available.

Solution

Journal Voucher is used for double-entry posting affecting the balance of two or more accounts. To access Journal Voucher, first click **General Ledger** in the **Navigation Pane**, then select **Journal Voucher**.

Click '**Add**' button to add new record.

The screenshot shows the 'Journal Vouchers' page in the QNE Accounting System. The page title is 'Journal Vouchers' and the breadcrumb is 'Home / GL / Journal Vouchers'. There is a search bar and an 'Add' button highlighted with a yellow box. The table below shows a list of journal vouchers with columns for Doc #, Desc., Currency, Debit, and Credit.

<input type="checkbox"/>	Doc #	Desc.	Currency	Debit	Credit
	Apr, 2022				
<input type="checkbox"/>	JV2204/001 Apr 30, 2022	BEING ACCRUAL OF INSURANCE FEE 2000	MYR	2,000.00	2,000.00
	Mar, 2022				
<input type="checkbox"/>	JV2203/001 Mar 31, 2022	BEING 20% DEPRECIATION FOR FURNITURE & FITTING	MYR	10,000.00	10,000.00
	Feb, 2022				
<input type="checkbox"/>	JV2202/001 Feb 28, 2022	BEING 20% DEPRECIATION FOR FURNITURE & FITTING	MYR	10,000.00	10,000.00
	Jan, 2022				
<input type="checkbox"/>	JV2201/002	BEING 20% DEPRECIATION FOR OFFICE EQUIPMENT	MYR	20,000.00	20,000.00

Input the **Description**, **Date** and the **Reference No.** if applicable. Toggle **Tax Inclusive**/Tax Exclusive to set Tax Calculation.

Home / GL / Journal Vouchers / <---New---

Journal Voucher

Cancel Save **Save & New** ▼

JV2302/001

Description: ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE Date: 02/02/2023

Currency Rate: MYR 1.000000 Ref No.: Tax Inclusive:

Details Notes

#	Account	Account Name	Description	Ref No.	Debit	Credit	Tax
+	1	400-0300	DEPRECIATION OF FIXED ASSETS	ACCUMULATED DEPRECIATION OF COMPUT	3,200.00		
+	2	600-0210	ACC. DEPRN - COMPUTERS & SOFT...	ACCUMULATED DEPRECIATION OF COMPUT		3,200.00	
+							
+							

Sub Total 3,200.00 3,200.00
Tax 0.00 0.00
Total MYR3,200.00 MYR3,200.00

Next, in the Details tab, choose the GL Account under **Account Column**. Enter the **Debit** and **Credit** amount for each Account, and set the **Tax Code** if there's any.

When posting journal entries, you must adhere to strict double-entry bookkeeping principles for every debit total there must be a corresponding balancing credit.

This doesn't mean that for every single debit item you must post a matching credit item. You can post several debits, as long as the total column for Debit and Credit is the same.

Click **'Save'** once done.

Home / GL / Journal Vouchers / <---New---

Journal Voucher

Cancel Save **Save & New** ▼

JV2302/0

Description: ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE Date: 02/02/2023

Currency Rate: MYR 1.000000 Ref No.: Tax Inclusive:

Details Notes

#	Account	Account Name	Description	Ref No.	Debit	Credit	Tax
+	1	400-0300	DEPRECIATION OF FIXED ASSETS	ACCUMULATED DEPRECIATION OF COMPUT	3,200.00		
+	2	600-0210	ACC. DEPRN - COMPUTERS & SOFT...	ACCUMULATED DEPRECIATION OF COMPUT		3,200.00	
+							
+							

Sub Total 3,200.00 3,200.00
Tax 0.00 0.00
Total MYR3,200.00 MYR3,200.00

To check the posted journal entries, click the **'GL Journals'** represented by a small magnifying glass icon on the right side.

Home / GL / Journal Vouchers / JV2302/001

Journal Voucher

Add Edit Preview ...

JV2302/001 

Description: ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE * Date: 02/02/2023

Currency Rate: MYR 1.000000 Ref No. Tax Inclusive:

Details Notes

#	Account	Account Name	Description	Ref No.	Debit	Credit	Tax
1	400-0300	DEPRECIATION OF FIXED ASSETS	ACCUMULATED DEPRECIATION OF COMPUTER...		3,200.00		
2	600-0210	ACC. DEPRN - COMPUTERS & SOFTWARES	ACCUMULATED DEPRECIATION OF COMPUTER...			3,200.00	

Sub Total 3,200.00 3,200.00
Tax 0.00 0.00
Total MYR3,200.00 MYR3,200.00

GL Posting

Date	Account #	Account Name	Description	Reference No.	Debit	Credit
Feb 02, 2023	400-0300	DEPRECIATION OF FIXED ASSETS	ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE		3,200.00	
Feb 02, 2023	600-0210	ACC. DEPRN - COMPUTERS & SOFTWARES	ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE			3,200.00
TOTAL					3,200.00	3,200.00

Close

To preview your transaction in a printable format, click the **Preview** button in the upper right corner that opens another window in a new browser tab.

Home / GL / Journal Vouchers / JV2302/001

Journal Voucher

Add Edit **Preview** ...

JV2302/001 

Description: ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE * Date: 02/02/2023

Currency Rate: MYR 1.000000 Ref No. Tax Inclusive:

Details Notes

#	Account	Account Name	Description	Ref No.	Debit	Credit	Tax
1	400-0300	DEPRECIATION OF FIXED ASSETS	ACCUMULATED DEPRECIATION OF C...		3,200.00		
2	600-0210	ACC. DEPRN - COMPUTERS & S...	ACCUMULATED DEPRECIATION OF C...			3,200.00	

Sub Total 3,200.00 3,200.00
Tax 0.00 0.00
Total MYR3,200.00 MYR3,200.00



Proceed to print or export it to a different file format the previewed Journal Voucher form.

1 of 1 150%

SAMPLE TRADING (M) SDN. BHD.(123456-A)
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Tel: (603) 9133 8888 Fax: {Fax}
Website: {Website} Email: admin@sampletrading.com

Journal Voucher

MEMO: ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE

NO: JV2302/001
DATE: Feb 02, 2023

A/C CODE	A/C NAME	DESCRIPTION	DEBIT	CREDIT
400-0300	DEPRECIATION OF FIXED ASSETS	ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE	3,200.00	
600-0210	ACC. DEPRN - COMPUTERS & SOFTWARES	ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE		3,200.00

Edit Journal Voucher

To edit an existing Journal transaction, simply go back to Journal Voucher List View.

Click the **Doc #** and be taken to the Journal Voucher transaction selected.

Home / GL / Journal Vouchers

Journal Vouchers Search... Add Delete Reload

<input type="checkbox"/>	Doc #	Desc.	Currency	Debit	Credit
	NEW				
<input type="checkbox"/>	JV2302/001 Feb 02, 2023	ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWA...	MYR	3,200.00	3,200.00
	Apr, 2022				
<input type="checkbox"/>	JV2204/001 Apr 30, 2022	BEING ACCRUAL OF INSURANCE FEE 2000	MYR	2,000.00	2,000.00
	Mar, 2022				
<input type="checkbox"/>	JV2203/001 Mar 31, 2022	BEING 20% DEPRECIATION FOR FURNITURE & FITTING	MYR	10,000.00	10,000.00
	Feb, 2022				
<input type="checkbox"/>	JV2202/001 Feb 28, 2022	BEING 20% DEPRECIATION FOR FURNITURE & FITTING	MYR	10,000.00	10,000.00
	Jan, 2022				
<input type="checkbox"/>	JV2201/002 Jan 31, 2022	BEING 20% DEPRECIATION FOR OFFICE EQUIPMENT	MYR	20,000.00	20,000.00
	JV2201/001				

Click Edit.

Journal Voucher

Add **Edit** Preview ...

JV2302/001

Description: ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE * Date: 02/02/2023

Currency Rate: MYR 1.000000 Ref No. Tax Inclusive:

Details Notes

#	Account	Account Name	Description	Ref No.	Debit	Credit	Tax
1	400-0300	DEPRECIATION OF FIXED A...	ACCUMULATED DEPRECIATION...		3,200.00		
2	600-0210	ACC. DEPRN - COMPUTERS...	ACCUMULATED DEPRECIATION...			3,200.00	

Amend the detail(s) as desired, then click among the available saving option buttons to 'Save' and apply the changes.

Journal Voucher

Cancel **Save** **Save & New**

JV2302/001

Description: BEING 20% ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE * Date: 02/02/2023

Currency Rate: MYR 1.000000 Ref No. Tax Inclusive:

Details Notes

#	Account	Account Name	Description	Ref No.	Debit	Credit	Tax
+ 1	400-030...	DEPRECIATION OF FIXED...	ACCUMULATED DEPRECIATIO		3,200.00		
+ 2	600-021...	ACC. DEPRN - COMPUTE...	ACCUMULATED DEPRECIATIO			3,200.00	



Delete Journal Voucher

Meanwhile, there are two ways to delete the transaction.

First is to delete from the *Transaction View*, or within the Journal Voucher transaction itself. Click the triple dot button in the upper right corner of the screen, and choose **'Delete'**.

A message prompt will appear to confirm your action, and the system will only delete the transaction following confirmation.

The screenshot displays the 'Journal Voucher' interface. At the top, there are navigation links: Home / GL / Journal Vouchers / JV2302/001. The main title is 'Journal Voucher'. On the right, there are buttons for 'Add', 'Edit', 'Preview', and a triple-dot menu. The triple-dot menu is open, showing options: 'Reload', 'Clone', 'Void', 'Delete', and 'Close'. The 'Delete' option is highlighted in red. Below the menu, the voucher ID 'JV2302/0' is visible.

The form contains the following fields:

- Description: BEING 20% ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE
- * Date: 02/02/2023
- Currency Rate: MYR, 1.000000
- Ref No.:
- Tax Inclusive:

Below the form, there are tabs for 'Details' and 'Notes'. The 'Details' tab is active, showing a table with the following data:

#	Account	Account Name	Description	Ref No.	Debit	Credit	Tax
1	400-0300	DEPRECIATION OF FIXED A...	ACCUMULATED DEPRECIATION...		3,200.00		
2	600-0210	ACC. DEPRN - COMPUTERS...	ACCUMULATED DEPRECIATION...			3,200.00	

At the bottom, a confirmation dialog box is shown with the title 'Confirmation' and the message 'Are you sure you want to delete this record?'. The dialog has two buttons: 'Cancel' and 'Confirm Delete'. The 'Confirm Delete' button is highlighted in red.

The other option is to delete from the *List View*, allowing to delete multiple transactions at once. You may easily pick several items by using the checkboxes in the far left corner of each row. The **Delete** button will enable after you have chosen the transaction(s) you want to delete.

Home / GL / Journal Vouchers

Journal Vouchers

Search...

<input type="checkbox"/>	Doc #	Desc.	Currency	Debit	Credit
NEW					
<input checked="" type="checkbox"/>	JV2302/001 Feb 02, 2023	BEING 20% ACCUMULATED DEPRECIATION OF CO...	MYR	3,200.00	3,200.00
Apr, 2022					
<input checked="" type="checkbox"/>	JV2204/001 Apr 30, 2022	BEING ACCRUAL OF INSURANCE FEE 2000	MYR	2,000.00	2,000.00
Mar, 2022					
<input checked="" type="checkbox"/>	JV2203/001 Mar 31, 2022	BEING 20% DEPRECIATION FOR FURNITURE & FITT...	MYR	10,000.00	10,000.00
Feb, 2022					
<input type="checkbox"/>	JV2202/001 Feb 28, 2022	BEING 20% DEPRECIATION FOR FURNITURE & FITT...	MYR	10,000.00	10,000.00
Jan, 2022					

After clicking, a request for confirmation will appear before the selected transactions are deleted.

Journal Vouchers JV2302/001

Home / GL / Journal Vouchers

Journal Vouchers

Search...

<input type="checkbox"/>	Doc #	Desc.	Currency	Debit	Credit
NEW					
<input checked="" type="checkbox"/>	JV2302/001 Feb 02, 2023	BEING 20% ACCUMULATED DEPRECIATION OF CO...	MYR	3,200.00	

Confirmation

Are you sure you want to delete the selected transaction(s)?

Delete Journals success

Journal Vouchers JV2302/001

Home / GL / Journal Vouchers

Journal Vouchers

Search...

<input type="checkbox"/>	Doc #	Desc.	Currency	Debit	Credit
NEW					
<input type="checkbox"/>	JV2302/001 Feb 02, 2023	BEING 20% ACCUMULATED DEPRECIATION OF CO...	MYR	3,200.00	3,200.00

IMPORTANT NOTE:

Every Transaction Screen in QNE Cloud Accounting uses the same **Add**, **Edit**, and **Delete** approach with Journal Voucher.

knowledge is power

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