



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 displays the QNE Cloud Accounting System interface. On the left is a navigation pane with a tree structure. The 'General Ledger' module is expanded, and 'Journal Vouchers' is selected. The main area shows the 'Journal Vouchers' list with columns for Doc #, Desc., Currency, Debit, and Credit. The list contains several entries, including one for 'JV2204/001' dated 'Apr 30, 2022' with a description 'BEING ACCRUAL OF INSURANCE FEE 2000'. An 'Add' button is highlighted in the top right corner of the main area.

	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. DEPRIN - COMPUTERS & SOFT...	ACCUMULATED DEPRECIATION OF COMPUT			3,200.00	

Sub Total: 3,200.00 Tax: 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. DEPRIN - COMPUTERS & SOFT...	ACCUMULATED DEPRECIATION OF COMPUT			3,200.00	


Sub Total: 3,200.00 Tax: 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

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150%

+

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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

Search...

Add

Delete

Reload

	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



Click Edit.

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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.

Home / GL / Journal Vouchers / JV2302/001

Journal Voucher

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

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.

Home / GL / Journal Vouchers / JV2302/001

Journal Voucher

Add Edit Preview ...

JV2302/0

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	400-0300	DEPRECIATION OF FIXED A...	ACCUMULATED DEPRECIATION...		3,200.00		
2	600-0210	ACC. DEPRN - COMPUTERS...	ACCUMULATED DEPRECIATION...			3,200.00	

Journal Vouchers JV2302/001

Home / GL / Journal Vouchers / JV2302/001

Journal Voucher

Add Edit Preview ...

JV2302/001

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

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

Confirmation

Are you sure you want to delete this record?

Cancel Confirm Delete

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

<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

Confirmation

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

☒ JV2302/001 Feb 02, 2023 BEING 20% ACCUMULATED DEPRECIATION OF CO... MYR 3,200.00

☒ Delete Journals success

Journal Vouchers JV2302/001

Home / GL / Journal Vouchers

Journal Vouchers

<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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