

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

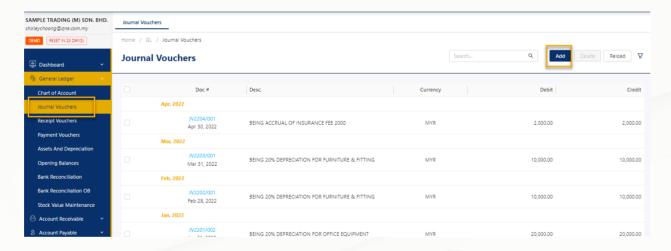
Scenario:

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

Solution

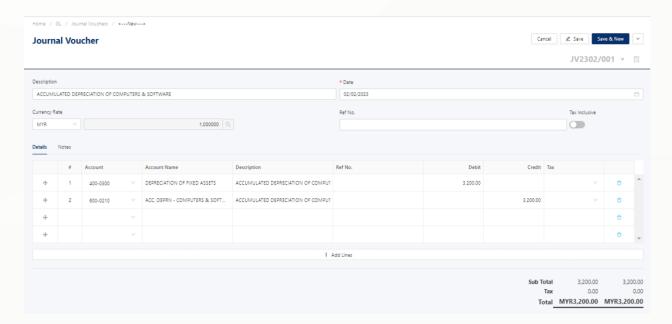
Journal Voucher is used for double-entry posting affecting the balance of two or more accounts. To access Journal Voucher, first click **General Ledger** in the **Navigation Pane**, then select **Journal Voucher**.

Click 'Add' button to add new record.





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

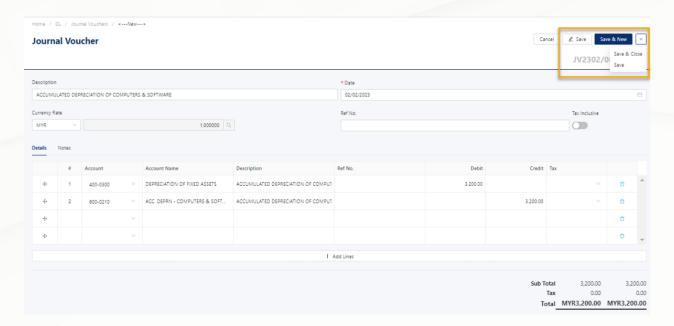


Next, in the Details tab, choose the GL Account under **Account Column**. Enter the **Debit** and **Credit** amount for each Account, and set the **Tax Code** if there's any.

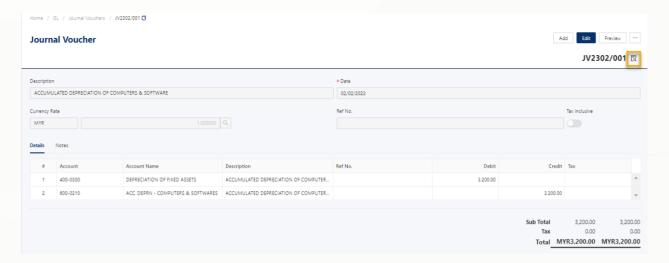
When posting journal entries, you must adhere to strict double-entry bookkeeping principles for every debit total there must be a corresponding balancing credit.

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.

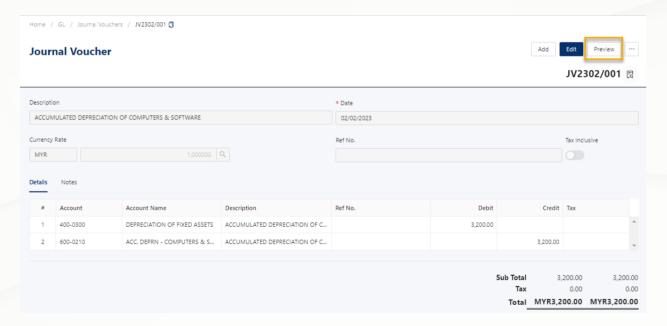


To check the posted journal entries, click the **'GL Journals'** represented by a small magnifying glass icon on the right side.

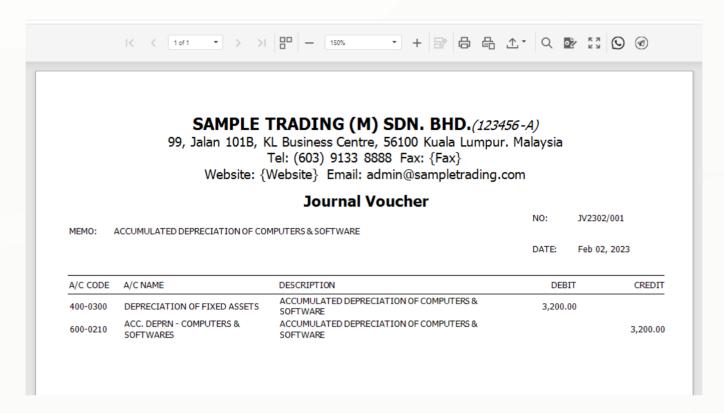


GL Posting						
Date	Account #	Account Name	Description	Reference No.	Debit	Credit
Feb 02, 2023	400-0300	DEPRECIATION OF FIXED ASSETS	ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE		3,200.00	
Feb 02, 2023	600-0210	ACC. DEPRN - COMPUTERS & SOFTWARES	ACCUMULATED DEPRECIATION OF COMPUTERS & SOFTWARE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

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.



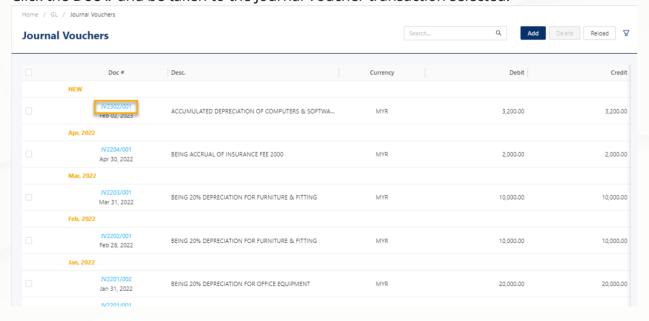
Proceed to print or export it to a different file format the previewed Journal Voucher form.



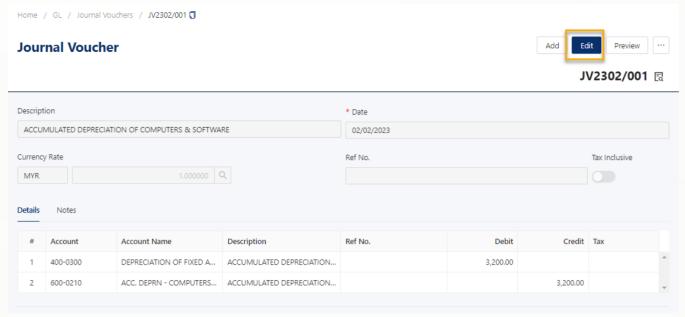
Edit Journal Voucher

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

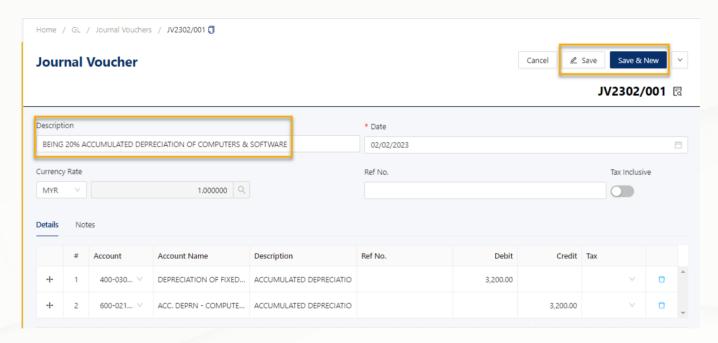
Click the **Doc #** and be taken to the Journal Voucher transaction selected.



Click Edit.



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



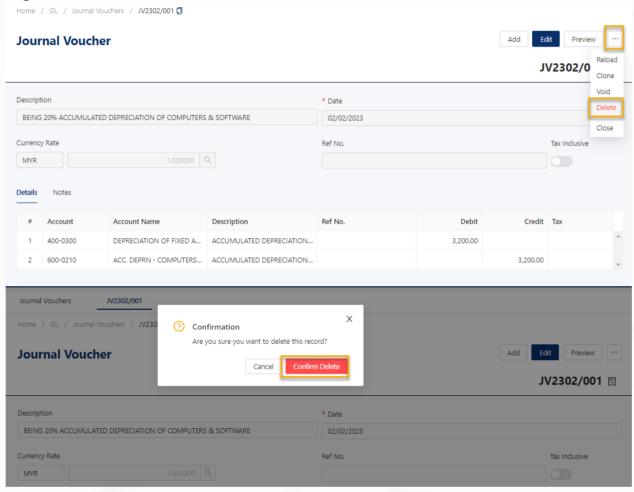


Delete Journal Voucher

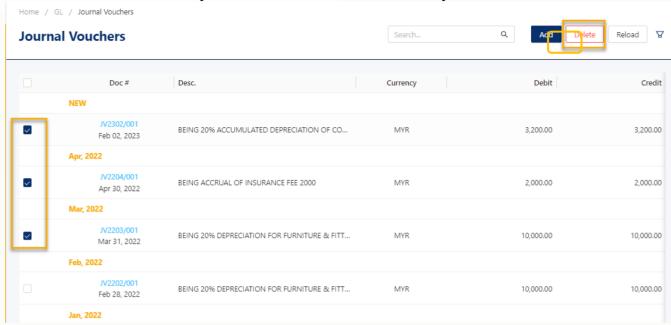
Meanwhile, there are two ways to delete the transaction.

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'**.

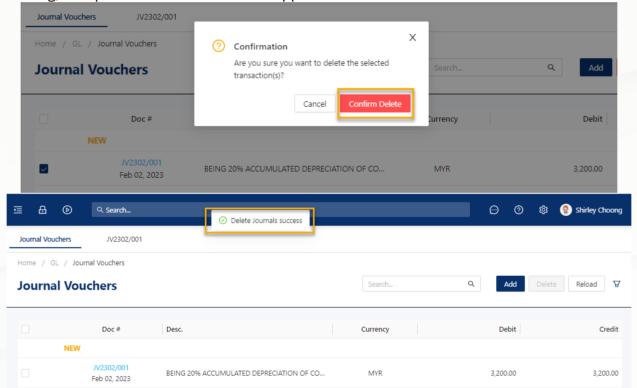
A message prompt will appear to confirm your action, and the system will only delete the transaction following confirmation.



The 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.



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



IMPORTANT NOTE:

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





