Quick Journal Entry

Last Modified on 11/28/2023 7:31 am CST

The Quick Journal Entry screen at Accounting / G/L / Quick Journal Entry may be used to make a Journal Entry that has one debit account and one credit account. Once a Journal Entry has been saved at this screen, the previously used debit and credit accounts default in so repetitive entries can be made quickly. A General Type Journal Entry is made and the G/L account balances are updated.

🖳 Quick General Journal Entry		
\$ Amount Reference	4000 Transfer	Date 11/28/2023
Description	Transfer to chec	king from money market account
<debit account="" id=""></debit>	1010000-00	Checking Account - 1st National
<credit account="" id=""></credit>	1110000-00	Money Market Account
	Save	Cancel

- \$ Amount Enter the dollar amount for the Journal Entry.
- Date Enter the date of the transaction.
- **Reference** Optionally enter a reference number. This is the reference number displayed at the *Select a Journal Entry* screen found at *G/L / General Journal Entries*.
- **Description** A description may optionally be entered.
- Debit Account ID Double-click and select the General Ledger Account to be debited for this Journal Entry.
- Credit Account ID Double-click and select the General Ledger Account to be credited for this Journal Entry.