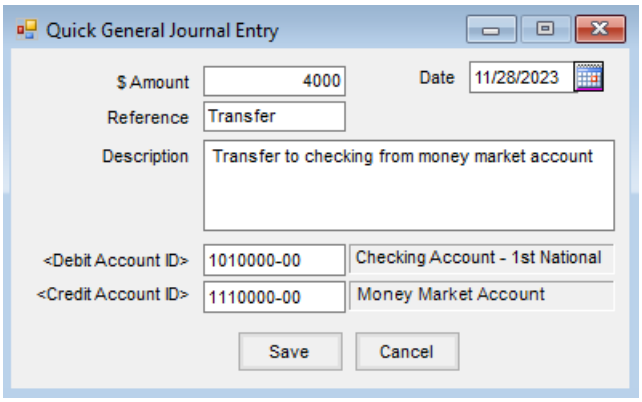
Quick Journal Entry

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.



- **$ 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.