

Add Journal Entry - SKY Ledger

Last Modified on 10/24/2022 7:18 am CDT

Create a manual Journal Entry in the ledger by selecting the blue+ **Add Entry** button once drilled into an account.

Note: A Company Admin will have to turn on this ability in SKY Admin per user.

← Back | Accounts > 1010-00

Account	Beginning Balance	Debit	Credit	Balance
Checking Account - 1st National (1010-00)	\$1,184,861.02	\$77,588.46	\$24,887.05	\$1,237,562.43

Filtered to Current Fiscal Month Export

Entry #	Date	Fiscal Month	General	Ref/Check #	Debit	Credit	Balance	Description	
11389	03/17/2022	12	—	123456	\$0.00	\$75.00	\$1,237,562.43	—	...
11387	01/07/2022	12	Miscellaneous	12345	\$50.00	\$0.00	\$1,237,637.43	—	+

1. Choose *General* or *Vendor* as the type of entry. If *Vendor* is selected, choose the *Vendor* from the drop-down and optionally select *Prepay*. Adjust the *Entry Date* if needed and key in a *Ref/Check #*. If needed, indicate if this should be a *Future Journal Entry* or should *Reverse Next Month*.

General Vendor Prepay

Entry Date * Future Journal Entry Reverse Next Month

2. Choose a *Split ID* from the drop-down if applicable. These Split IDs must first be set up in Agvance. Indicate if *Debit* or *Credit*, enter the amount, and select **Apply**. If not selecting a Split ID, choose *Accounts* from the drop-downs, enter the *Debit/Credit* amounts, and optionally enter a *Comment*. Check the *Show Quantity* option to include quantities in the transaction. Additional accounts can be added to the transaction by selecting **Add Account**.

Add Accounts and Predefined Splits

Select splits and account information

Debit Credit Apply

Applying splits will erase any existing account line items

Show Quantity

<input type="text" value="Account* 1010-00"/>	<input type="text" value="Description Checking Account - 1st N"/>	<input type="text" value="Debit 0.00"/>	<input type="text" value="Credit 250.00"/>	<input type="text" value="Quantity 3.000"/>	<input type="text" value="Comment"/>	<input type="button" value=""/>
<input type="text" value="Account* 1510-00"/>	<input type="text" value="Description Inventory - Dry Fert"/>	<input type="text" value="Debit 250.00"/>	<input type="text" value="Credit 0.00"/>	<input type="text" value="Quantity 3.000"/>	<input type="text" value="Comment"/>	<input type="button" value=""/>

[Add Account](#)

3. The JE Description field is optional.

Description

Optional

JE Description

4. Review the *Total Debit*, *Total Credit*, and *Difference* between the two at the bottom of the screen to ensure accuracy.

Total Debit:	\$250.00
Total Credit:	\$250.00
Difference:	\$0.00

5. Select **Post and Start New** to create a new Journal Entry or **Post Entry** to post this entry and return to the *Accounts* screen. Choose **Cancel** to return to the *Accounts* screen without posting.

Cancel

Post and Start New

Post Entry