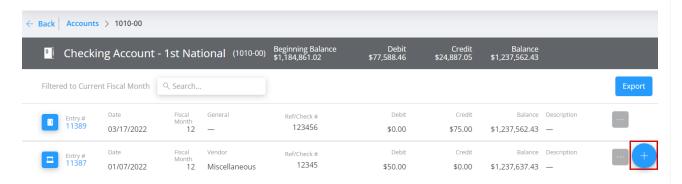
Add Journal Entry - SKY Ledger

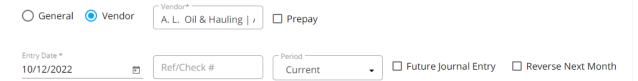
Last Modified on 10/24/2022 7:18 am CDT

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.



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*.



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, chooseAccounts 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

Split ID	Debit	O Credit	Amount 0.00		Apply	
Applying splits will erase any existing account line items						
Show Quantity						
Account* 1010-00	Description Checking Acc		0.00	250.00	Quantity	Comment
Account*	Description Inventory - D		Debit250.00	0.00	Quantity — 3.000	Comment
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