

Journal Entries

This menu lets you create, void, copy, and export journal entries.

Help Files

Click the information icon to access step-by-step instructions for this particular menu.

Search

Search for entries and filter by Code, Date Range, 13th Month, Status, and Ref #.

Export / Add

Click **Export** to export the data to an .csv file, and click **Add** to add a new entry.

Void / Duplicate

Click the Void icon to void an entry or the Duplicate icon to copy

Add Journal Entries

Manually enter the information in the fields displayed, retrieve a saved entry, or import journal entries.

The screenshot shows the Journal Entries interface. At the top, there's a header with 'Journal Entries' and an information icon. Below the header, there are search filters: 'Journal Code' (AJ), 'From' (09/17/2018), 'To' (09/17/2020), and checkboxes for '13th Month Only' and 'Exclude 13th Month'. There are 'Export' and 'Add' buttons. A table of journal entries is displayed with columns: Date, 13th Mo., Code, Ref #, Account #, Debit, and Credit. The table shows two entries with a total of \$125.00. A modal window titled 'Add Journal Entries' is open, showing fields for Date, Journal Code, Reference #, Account Number, Description, Debit Amount, and Credit Amount. There are buttons for 'CANCEL', 'IMPORT FILE', 'SAVE', 'POST', and 'Retrieve Saved (5)'. A 'Generate Report on Post' checkbox is also present.