How To Create New General Journal

Here are the steps on how to create a General Journal:

1. From the **General Ledger Activities** menu, click **General Journal.** If there's an existing general journal record, **Search General Journal** screen will open.
2. If Search General Journal screen opens, click on **New** button to open blank General Journal screen. Or From the **General Ledger Activities** menu, click **New General Journal** from main menu.
3. **Company ID** defaults to the Company ID set up in **System Manager > Company Configuration > System Manger > Company ID**
4. **Post Date** defaults to last day of the following period after the most recent closed period. To change the date, click on the combo box button to open the mini calendar and select date. Press the TAB key to move your cursor to the next field.
5. The **Currency** field is automatically filled in with the default Currency set in the **System Manager > Company Configuration > System Manger > Details Tab> Default Fields** option. To change it for a specific General Journal entry, click combo box button and select different currency from the combo box list.
6. If you want to reverse the General Journal transaction you created, enter date in **Reverse Date** field. Click on the combo box button to open the mini calendar and select a date or manually enter date in the field.
7. Enter any description about the journal transaction in the **Description** field.
8. Click on **Empty Account ID** row. A new row will be displayed on the grid.
9. Add **Account ID** by clicking the combo box button. Select account ID from the combo box list. **Description** field will be automatically filled in with the accounts description of the selected Account ID.
10. For **Multi-Currencies** and its **Account ID**, the **Currency Rate Type** column and details will automatically be filled based on **General Ledger > GL Account Details > Account ID hyper link > Currency Rate Type**
11. **Doc Date** by default will copy the posting date used in the General Journal record. But you can change the transaction date by clicking the combo box button to open the mini calendar and select a different date. Manual entering of date is also allowed. In case that a change is made, Doc Date selected on the previous row will be copied on the succeeding rows.
12. For **Multi-Currencies** and its **Account ID**, the **Currency Rate Type** column and details will automatically be filled based on the **Currency Rate Type** and latest **Currency Exchange rate**
13. For the selected account, you can either enter a **Debit** or a **Credit** amount.
14. If needed, enter **Debit Unit** or a **Credit Unit**.
15. **Document**, **Reference** and **Comment** fields are optional fields. You can either enter values in these fields or you can leave it blank. But in case you enter values on the previous row, succeeding rows will copy its values.
16. You can enter as many lines as you wish by repeating steps 7 to 12. Just remember that transaction have to be balanced or having equal dollars in the debit and the credit amount when you are finished entering accounts. The **Out of Balance** field will display the amount if debit and credit is balanced or not.
17. Click **Save** to automatically generate a unique number based on the **Starting Number** set for **General Journal**. This will be the **Record No** of your transaction.

> You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post General Journal)