Overview

Most transactions are posted through Accounts Receivable or Accounts Payable but sometimes it is necessary to post a journal entry. This will describe circumstances in which you might need to post a journal entry. For information on importing journal entries see R-778 Integration.

There are two journal entry functions.

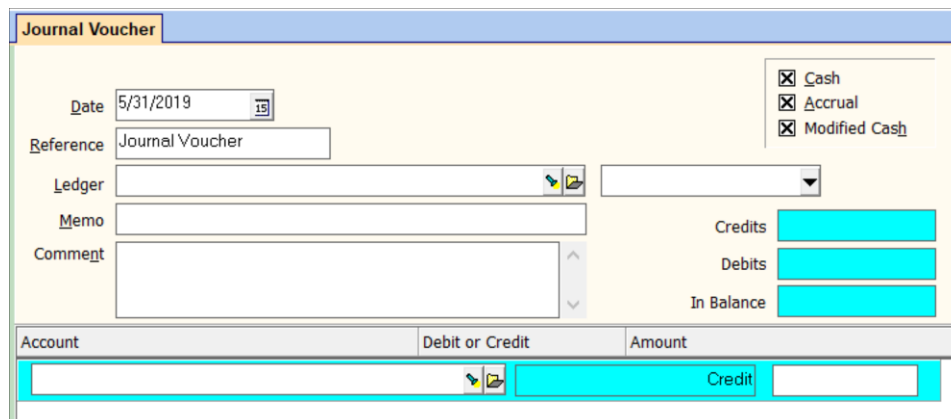> Journal Voucher is to post transactions within a single ledger.
> Journal Transfer is to move money between 2 or more ledgers.
> Edit and Copy – how to edit or copy a journal entry

Journal Voucher

This function is used to post non-cash transfers between the accounts of a single ledger.

- The most common use is to establish initial balances for an owner or property ledger when you are starting mid-year and want to have a year-to-date summary of income and expenses in each account. See Procedures, Initialize Owner/Property Ledger.
- It can also be used to adjust amounts previously posted to the wrong account.
- It can be used to post the transactions necessary to record a payment an owner made to a vendor outside of the program.

Date

Use this date field to enter the effective date of the transaction.

Reference

This field defaults to saying Journal Voucher but you can change it.

Ledger

Choose the affected ledger from the Find List.

Memo / Comment

Enter any appropriate memo and comment.

Credits / Debits / In Balance
A running total of credits, debits and their total is maintained in these three protected fields. In order to post, the credits must match the debits, i.e. the third field name must read In Balance and be equal to zero. As you enter line items, the third field name will change to indicate Debits Needed or Credits Needed with the amount of the credit or debit needed to balance.

Line Items
To add additional line items click in the area below the last line item to open a new edit line.

Account
Choose the account from the Find List.

Debit or Credit
This will reflect Credit or Debit based on the type of account chosen. If it is an Income type account, the field will fill in Credit, if an Expense type account the field will fill in Debit.

Amount
Enter the amount of the credit or debit. If the Debit or Credit column says credit and you want to debit the account, use a negative amount. A negative amount for a debit posts as a positive credit.

Example 1
Setting up an owner's balance for $200

Line 1	Retained Earnings	Credit	$200
Line 2	Bank Account	Debit	$200

Unless you are familiar with the accounting methods, you should only post to cash, accrual and modified cash at the same time. Consult your accountant before posting using only one method.

Example 2
Owner paid vendor $125 for painting but wants it to show on his statement.

Line 1	Painting	Debit	$125
Line 2	Cash In	Credit	$125

Journal Voucher

Date	5/31/2019	☒ Cash
Reference	Journal Voucher	☒ Accrual
Ledger	GOLDEN: Harrison S. Golden [Owner]	☒ Modified Cash
Memo		Credits $95.00
Comment		Debits $95.00
		In Balance

Account	Debit or Credit	Amount
PAINT: Painting	Debit	$95.00
CASH IN: Cash Contribution	Credit	$95.00

Journal Transfer

The journal transfer function lets you move money from one ledger to another. Common uses are:

- Move money from one property to another when the properties are owned by the same owner
- Record a management fee/leasing fee transaction between an owner and the management group (see Help Document #209)
- Reimburse the owner for a bill in dispute

Journal Transfer

Date	5/31/2019	☒ Cash
Reference	Journal Transfer	☒ Accrual
Bank		☒ Modified Cash
Memo		Credits
Comment		Debits
		In Balance

Account and Ledger	Debit or Credit	Amount
	Credit	

When a management group takes a leasing fee, for example, not only must you indicate how much to debit the owner and credit the management group, and what accounts to use, you must also indicate what bank account holds the cash. This keeps each ledger in balance, but the balance of the bank account will not change.

This function is not intended for everyday use. It provides a means to post transactions where there is no other alternative. When making an entry, you will need to know all the details about what you are trying to do - which ledger and account balance to increase (credit), which to decrease (debit) - before proceeding.

Before a transaction can be posted, the debits and credits must match - therefore there must be at least two line item entries. Each line item entry consists of 2 lines.

Date
Use this date field to enter the effective date of the transaction.

Reference
This field defaults to Journal Voucher but can be changed to whatever you want.

Bank
Select the bank account from the Find List.

Memo / Comment
Enter any appropriate memo and comment. Memos appear on statements, comments do not.

Cash/Accrual/Modified Cash
Do hot change these checkbox settings.

Credit / Debit / In Balance
A running total of credits, debits and their total is maintained in these three protected fields. In order to post, the credits must match the debits, i.e. the third field name must read In Balance and be equal to zero. As you enter line items, the third field name will change to indicate Decreases Needed or Increases Needed with the amount of the increase or decrease.

Line Items
To add additional line items click in the area below the last line item to open a new edit line. You can enter as many line items as you want and can post them only if the debits and credits are "in balance".

Account
Choose the account from the Find List.

Ledger
Choose the affected ledger from the Find List.

Debit or Credit
This will reflect Credit or Debit based on the type of account chosen. If it is an Income type account, the field will fill in Credit if an Expense type account the field will fill in Debit.

Amount
Enter the amount of the credit or debit. If the Debit or Credit column says credit and you want to debit the account, use a negative amount. A negative amount for a debit posts as a positive credit.

Then do the same for the next line item in the amount of the credit or debit.

New/Post

Click <New> to record the transfer if you are going to enter another. Click <Post> if you have no other transfers to record.

Example 1

Owner is disputing an invoice you paid to a vendor and you have agreed to reimburse them for some or all of the amount.
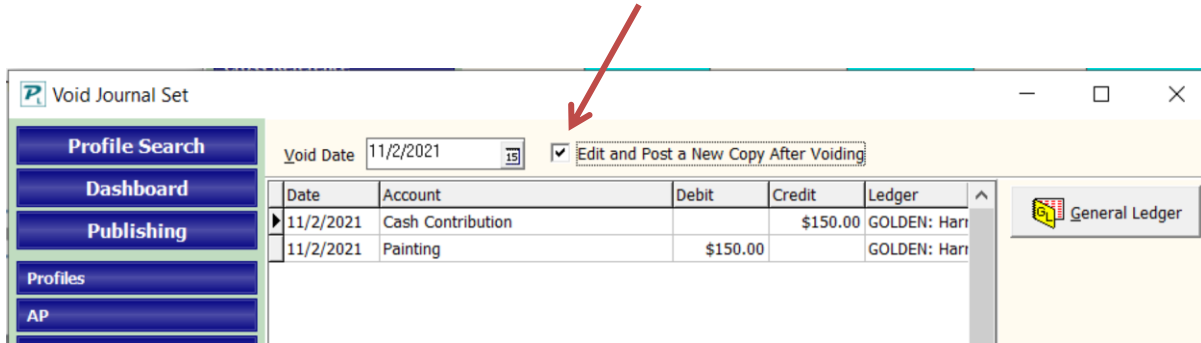
Edit Journal Entry

The Copy function, available on the Edit Journal Voucher and Edit Journal Transfer screen, will copy the journal entry and open a new Journal Voucher screen so new information can be added or information can be edited. This is helpful for a multi-line journal entry that needs to be changed. After posting the new journal entry, you can void the old one.

You can also void a journal voucher and mark a checkbox to copy the line items into the Journal Voucher function.

New/Post

Click <New> to record the transfer if you are going to enter another. Click <Post> if you have no other transfers to record.

Example 1

Owner is disputing an invoice you paid to a vendor and you have agreed to reimburse them for some or all of the amount.