Job Aid

Posting Journal Entries

Text

Posting a J	ournal Entry
Step 1:	From the Primary Window, click the Adjust action tab.
Step 2:	Click the General Ledger button.
Step 3:	Verify the Transaction Date. Press the Enter key to move to the Fund field.
	IV Entry Window
	Apply JV Entries Report Cancel
	Journal Voucher Transactions
	Journal Voucher Date 12/03/2014 Number 1 Transaction Date 12/03/2014
	Fund Code Description Debit Credit Check Fisc
	Total
	i otali
	Still need
Step 4:	Type the appropriate fund code. If the fund code is unknown, right-click in the fund field
	and select Fund Types for a list of options. Double-click the appropriate fund code.
Step 5:	Type the appropriate GL Code. If the Code is unknown, right-click in the Code field and
	select General Ledge Code for a list of options. Double-click the appropriate GL Code.
Step 6:	Type the appropriate dollar value in the Debit field.
Step 7:	Type the appropriate dollar value in the Credit field.
Step 8:	If the transaction involved a check, type the Check No in the Check field.
Step 9:	Type Y or N in the Fisc field to indicate if the transaction is for the current fiscal year (Y) or not (N).
Step 10:	Continue to enter journal entries as needed.











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