

Journals and Journal Entry Reports

ALL transaction records that are posted to your accounting are batched together by Date and Document as 'Journal Entry' batches. Every record in your accounting set of books could be referred to as part of a 'Journal Entry'. The program marks each record with a 'Journal' title that basically identifies where the record originated. The Journals used by the program are listed below:

- AJE - Adjusting Journal Entries (described on the following pages)
- AP - Accounts Payable (bills entered on the Add/Edit Vendor Bills window)
- AR - Accounts Receivable Records
- DEPOSIT - Deposit records (entered on the Add/Edit Deposits window)
- OFFSET - Offsetting entries created by the program when a Vendor Check is posted.
- PR - Payroll records

The 'double entry' method of accounting that the program uses requires that all 'journal entry' batches have at least one credit and one debit entry to keep the books in balance. Therefore, when a Vendor Bill, Vendor Check, Payroll Check, Accounts Receivable entry, etc. is posted, the program takes care of creating the necessary balancing entries that will keep the journals in balance. However, on the 'Adjusting Journal Entries' AND the 'Add/Edit Deposits' windows, the user will be responsible for posting entries to keep the 'AJE' and 'DEPOSIT' journals in balance. If those journals are not in balance when the user finishes posting a deposit or an adjusting journal entry, the program WILL ALERT YOU! See information at the end of this Help Document about troubleshooting an 'out of balance' situation.

Journal Entry Reports - The quickest way to open the window shown below for printing 'Journal Entry Reports' is to type '**JER**' in the **Index** field on the Navigation/Home window.

Select or type the appropriate criteria in the 'From' and 'To' fields on the window that pops up.

Then use the button labeled '**Open Report**' to display the report.

Continue to the next page for a sample of a Journal Entry Report.

	From	To	
DATES	01/01/02	01/31/02	Reset
JOURNALS	AJE	PR	Reset
JOBS	H	TEST3	Reset
DEPARTMENT	CH	OH	Reset

Open Report

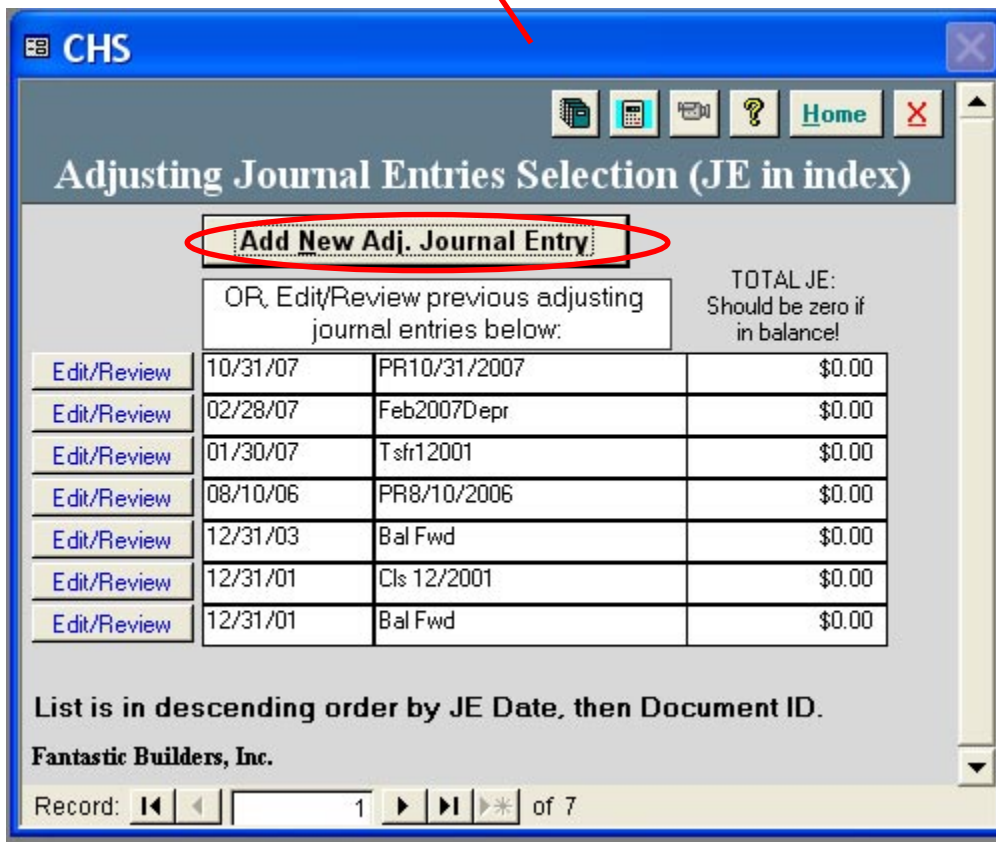
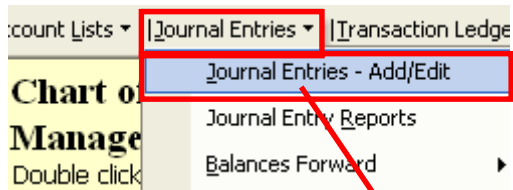
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Adjusting Journal Entries

ADJUSTING JOURNAL ENTRIES are accounting entries that cannot be handled on another window in the program. These entries are stored in the “AJE” journal. There should always be at least two entries (or records) posted to keep the books in balance (at least 1 ‘debit’ (or positive) entry and 1 ‘credit’ (or negative) entry. The total of the ‘debit’ and ‘credit’ entries in an “Adjusting Journal Entry” should total to zero. This is based on the double entry method of accounting and can be discussed with your accountant.

The quickest way to open the window to add a new “Journal Entry” is to type ‘JE’ in the Index field on the Navigation/Home window.

It can also be opened by clicking the ‘Accounting’ link and selecting ‘Journal Entries’ on the toolbar at the top of the Chart of Accounts Management window.



The screenshot shows the 'Adjusting Journal Entries Selection (JE in index)' window. At the top, there is a toolbar with icons for file operations, a calculator, a printer, a help icon, and a 'Home' button. Below the toolbar, the window title is 'Adjusting Journal Entries Selection (JE in index)'. A button labeled 'Add New Adj. Journal Entry' is circled in red. Below this button, there is a text box that says 'OR, Edit/Review previous adjusting journal entries below:'. To the right of this text box, it says 'TOTAL JE: Should be zero if in balance!'. Below this, there is a table with columns for 'Edit/Review', 'Date', 'Description', and 'Amount'. The table contains seven rows of journal entries. At the bottom of the window, there is a footer that says 'List is in descending order by JE Date, then Document ID.' and 'Fantastic Builders, Inc.'. The record navigation bar shows 'Record: 1 of 7'.

Edit/Review	Date	Description	Amount
Edit/Review	10/31/07	PR10/31/2007	\$0.00
Edit/Review	02/28/07	Feb2007Depr	\$0.00
Edit/Review	01/30/07	Tsfr12001	\$0.00
Edit/Review	08/10/06	PR8/10/2006	\$0.00
Edit/Review	12/31/03	Bal Fwd	\$0.00
Edit/Review	12/31/01	Cls 12/2001	\$0.00
Edit/Review	12/31/01	Bal Fwd	\$0.00

The first window to open will display a list of Journal entries sorted in Descending Order by Date. Use this window to ‘Edit/Review’ a previous journal entry. OR, use this window to add a new journal entry by clicking the button labeled ‘Add New Adj. Journal Entry’.

Continue to the next page to review the window that is used for posting an ‘adjusting journal entry’.

Add/Edit Adjusting Journal Entries

Adjusting Journal Entries Selection (JE in index)

Add New Adj. Journal Entry

The window shown to the right will open to set up the 'batching' information for a new adjusting journal entry.

Type in the 'Journal Entry Date'.

Enter a 'New Document ID' that will be used to 'batch' the adjusting journal entry. This Document ID should be short, but descriptive. In our example, we used a Document ID that lets us know the adjusting journal entry will be for depreciation for the month of February, 2007.

After entering the date and Document ID, use the button labeled 'Add the New JE Batch'.

Continue to the next page.

CHS

Start a New Adjusting Journal Entry Batch

Enter a Document ID that gives a clue about the batch. For example, for Depreciation entries for the year 2007, try a Doc ID like "Depr2007". For dates, use 6 digits. Example: For December 31, 2006, type 123106 .

Journal Entry Date	02/28/07
New Document ID	Feb2007Depr

Doc ID Drop Down Is For Review Only!

Add the New JE Batch

Do Not Add a New JE Batch

Document ID's used previously for Adjusting Journal Entry Batches:

Bal Fwd	12/31/2001
Bal Fwd	12/31/2003
Cls 12/2001	12/31/2001
Feb2007Depr	2/28/2007
PR10/31/2007	10/31/2007
PR8/10/2006	8/10/2006
Tsfr12001	1/30/2007

Balance Forward Date:
12/31/2001

IMPORTANT! Please try to use CHS Features for closing jobs OR closing books INSTEAD of creating your own Journal Entry to close jobs or books. The program can help prevent changing entries that are included in account balances that have been closed IF the CHS features are used. Use ? button to learn about features to close jobs or books.

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Add/Edit Adjusting Journal Entries - continued

The 'Add or Edit Journal Entries' window will open after clicking the button to add a new journal entry shown on the previous page. The fields used to create an adjusting journal entry are described below the screenshot.

Print This JE Batch | Journal Entry Reports | General Ledger Review | Open Accounting Mgt Window | Cash Balances | Troubleshoot GL Balance | Current Period

Add or Edit Adjusting Journal Entries (JE) - Entries Sorted By Entry Number

Post Credits as a negative (minus) amount and Debits as a positive (plus) amount. The TOTAL should equal zero when the AJE batch is complete.

End Another JE Batch | Start a New JE Batch | Change Doc ID or Date | Delete This JE Batch

Doc ID: Feb2007Depr | JE Date: 02/28/07

Ent#		G/L Account Number	Job	Dept.	Description	Cost Code	Type	Markup	Amount			Created by:	Date Created:	
9363		Edit Line	1930-ACCUM DEPR-OFFICE FURN & EQPT	H	OH	Feb 2007 Depreciation-Furn/Eqpt	0-0-NONE	OTHER	0.00%	(\$250.00)	New Line	Copy Line	Bob Builder	03/18/07
9364		Edit Line	8820-DEPRECIATION-FURNITURE & EQPT	H	OH	Feb 2007 Depreciation-Furn/Eqpt	0-0-NONE	OTHER	0.00%	\$250.00	New Line	Copy Line	Bob Builder	03/18/07

Genl Ledger Bal \$0.00

JOB REVENUES: Do not use this Journal Entries window to post Job Revenues that should display on Job Cost and Revenue reports. Use the Add/Edit Deposits window and the Deposit Categories that are needed for the reports. If needed, post a "zero" deposit. Use the allocation lines on the Deposit window to create the deposit in/out "journal entry". (DP in navigation index)

TOTAL \$0.00 (should be zero when finished)

IMPORTANT! Please try to use CHS Features for closing jobs OR closing books INSTEAD of creating your own Journal Entry here to close jobs or books. The program can help prevent changing entries that are included in balances that have been closed ONLY IF the CHS features are used. Use ? button to learn about features to close jobs or books.

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Record: 1 of 2

G/L Account Number - Required. The zero that first displays in the G/L Account Number must be replaced. Select the appropriate General Ledger account from the drop down list of accounts on your Chart of Accounts. If the Accounts Payable or Accounts Receivable Control Account numbers are selected, a warning message will appear. These Control account numbers should not be used (unless absolutely necessary) because the program uses those numbers to control other Journals. (For example: The program generates all in and out Accounts Payable offsetting entries behind the scenes and stores those entries in the AP journal. All Accounts Payable ledgers and reports are based on entries in the AP Journal. A manual entry using the AP control account and posted to the AJE journal here can cause reports of Unpaid Bills to have a different total than the AP balance on the books.)

Job - Select the appropriate Job Code from the drop down list, OR leave the generic "H" Job Code in the field if the entry line does not pertain to a job.

Dept. - Select the appropriate Department ID from the drop down list. Note: If a Job other than the generic "H" job has been selected, the program will supply the department that has been associated with that job on the Job Setup window.

Description - Type up to 40 characters with descriptive text about the entry. This text will appear on various reports that display the entry, so should be meaningful.

Add/Edit Journal Entries - continued

Cost Code - IF the entry should be recorded as a cost of a job, select the appropriate Job Cost Code from the drop down list. If not, leave the generic 'zero' cost code in the field. If a Cost Code other than zero is selected, the cost will appear on Job Cost Reports.

Type - If you use Cost Types as explained in the Help Document about Cost Types, select the appropriate Type from the drop down list. OR, leave the default "OTHER" in the field.

Markup - If a Cost Code other than zero was selected to post the entry as a Job Cost, the markup % that was set up for the Cost Code on the job's Budget Worksheet will automatically be supplied by the program. The percent may be changed, if needed. If the entry is NOT for a job cost, leave the markup % at zero. Enter the percent as a decimal number. EX: for 25%, use .25

Amount - Enter the appropriate debit (positive) or credit (negative) amount. Notice that after this amount is entered, the '**Genl Ledger Bal**' box towards the bottom left of the window will recalculate. The goal is for the amount in the 'Genl Ledger Bal' box to be zero (meaning the books are 'in balance').

New Line (Button) - Use this button to add a new line to the journal entry batch.

Copy Line (Button) - Use this button to copy the current line to a new line. This can be handy if several line entries are being posted to the same G/L Account, or that have the same description. Make changes on the copied line as needed.

Edit Line (Button) - After the Journal Entries window is closed, it will be necessary to use this button to unlock the fields to make changes. This is so the program can send a copy of the entry AND which User is making the change to the Audit Table before it is changed.

IMPORTANT REMINDER - Before exiting the Adjusting Journal Entries screen, be sure to check the "**Genl Ledger Bal**" box. It should display a zero balance if the books are "in balance".



Red X (Delete Line Button) - Use this button to delete an entry line from the journal entry batch.

A record of the deleted entry, and who deleted it, will be sent to the Audit Table.

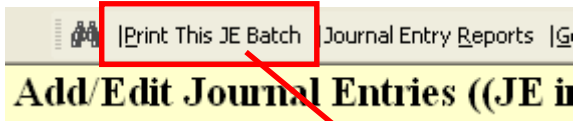
A confirmation dialog box with a grey background and a blue border. The title bar reads "Are you sure you want to delete the journal entry line selected?". Below the title bar are two buttons: "YES, Delete the Journal Entry Line" and "No, Do NOT delete the Journal Entry". A red line points from the "Red X (Delete Line Button)" icon to the dialog box.

Are you sure you want to delete the journal entry line selected?

YES, Delete the Journal Entry Line

No, Do NOT delete the Journal Entry

Print the Journal Entry



To print a 'hard copy' report of the Journal Entry batch, use the button labeled **'Print This JE Batch'** on the **toolbar** at the top of the 'Add/Edit Journal Entries' window.

Current Journal Entry Report

<i>DATE</i>	<i>DOC</i>	<i>GL ACCT</i>	<i>DESCRIPTION</i>	<i>DEPT</i>	<i>JOB</i>	<i>Cost Code</i>	<i>TOTAL</i>
28-Feb-07	Feb2007Depr	1930	Feb 2007 Depreciation-Furn/Eqpt	OH	H	0	(\$250.00)
28-Feb-07	Feb2007Depr	8820	Feb 2007 Depreciation-Furn/Eqpt	OH	H	0	\$250.00
							<i>\$0.00</i>
Grand Total							\$0.00

Edit or Delete Buttons At Top of Journal Entry Window

There are buttons at the top of the 'Add/Edit Journal Entries' window to use for Editing the Doc ID or Date OR For Deleting the Batch.

Add or Edit Adjusting Journal Entries (JE) - Entries Sorted By Entry Number

Post Credits as a negative (minus) amount and Debits as a positive (plus) amount. The TOTAL should equal zero when the AJE batch is complete.

Find Another JE Batch Start a New JE Batch Change Doc ID or Date Delete This JE Batch

Doc ID: Feb2007Depr JE Date: 02/28/07

Button: **Change Doc ID or Date:** Since Journal Entries are grouped in batches based on the Date and on the Document ID, a window will pop open to change the Date of Document ID for the entire batch. The window is self explanatory.

Change Journal Entry Document ID or Date for Whole Journal Entry Batch

New Document ID: Feb2007Depr
Change the Document ID for the Whole Batch

New Journal Entry Date: 02/28/07
Change the Date for the Whole Batch

Button: **Delete this JE Batch:** This button will pop up a window to verify deletion of all the line entries currently displayed on the 'Add/Edit Journal Entries' window.

CHS

Are you sure you want to delete all of the Journal Entry lines currently displayed on the screen?

YES, Delete all of the Journal Entry Lines

No, Do NOT Delete the Journal Entry Lines

Example of 'Out of Balance' Journal Entry

For demonstration, we have posted one side of a journal entry batch on the screenshot below. Since we have not posted a line entry to 'offset' the first line entry, our books are currently out of balance. Note that the 'Genl Ledger Bal' box AND the TOTAL of the entries should be zero! When we try to exit the window, a message will alert us about the books being out of balance.

Continue to next page for information on trouble-shooting 'out of balance' records.

Add or Edit Adjusting Journal Entries (JE) - Entries Sorted By Entry Number

Post Credits as a negative (minus) amount and Debits as a positive (plus) amount. The TOTAL should equal zero when the AJE batch is complete.

Find Another JE Batch Start a New JE Batch Change Doc ID or Date Delete This JE Batch

Doc ID: Test031907 JE Date: 03/19/07

Ent#	G/L Account Number	Job	Dept.	Description	Cost Code	Type	Markup	Amount	
9774	1940-ACCLUM DEPR-VEHICLES	H	OH	Depreciation - Vehicles	0-0-NONE	OTHER	0.00%	(\$175.00)	New Line

Genl Ledger Bal (\$175.00)

JOB REVENUES: Do not use this Journal Entries window to post Job Revenues that should display on Job Cost and Revenue reports. Use the Add/Edit Deposits window and the Deposit Categories that are needed for the reports. If needed, post a "zero" deposit. Use the allocation lines on the Deposit window to create the deposit in/out "journal entry". (DP in navigation index)

TOTAL (\$175.00)
(should be zero when finished)

WARNING

The General Ledger is not in balance! If you are on a network system, it could be that someone else is entering data that hasn't been posted yet. Otherwise, you should return to this window to check your entries.

Troubleshoot Journal Entry Balances (aka 'General Ledger Balance')

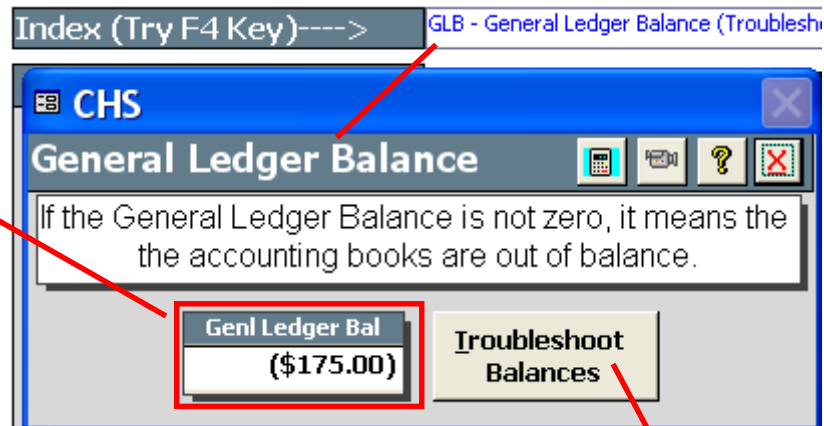
The quickest way to check whether your accounting books are 'in balance' is to type 'GLB' in the **Index** field on the Navigation/Home window.

Since we were demonstrating an 'out of balance' journal entry on the previous page, our books are currently 'out of balance'. If they were in balance, the 'Genl Ledger Bal' box would display a zero.

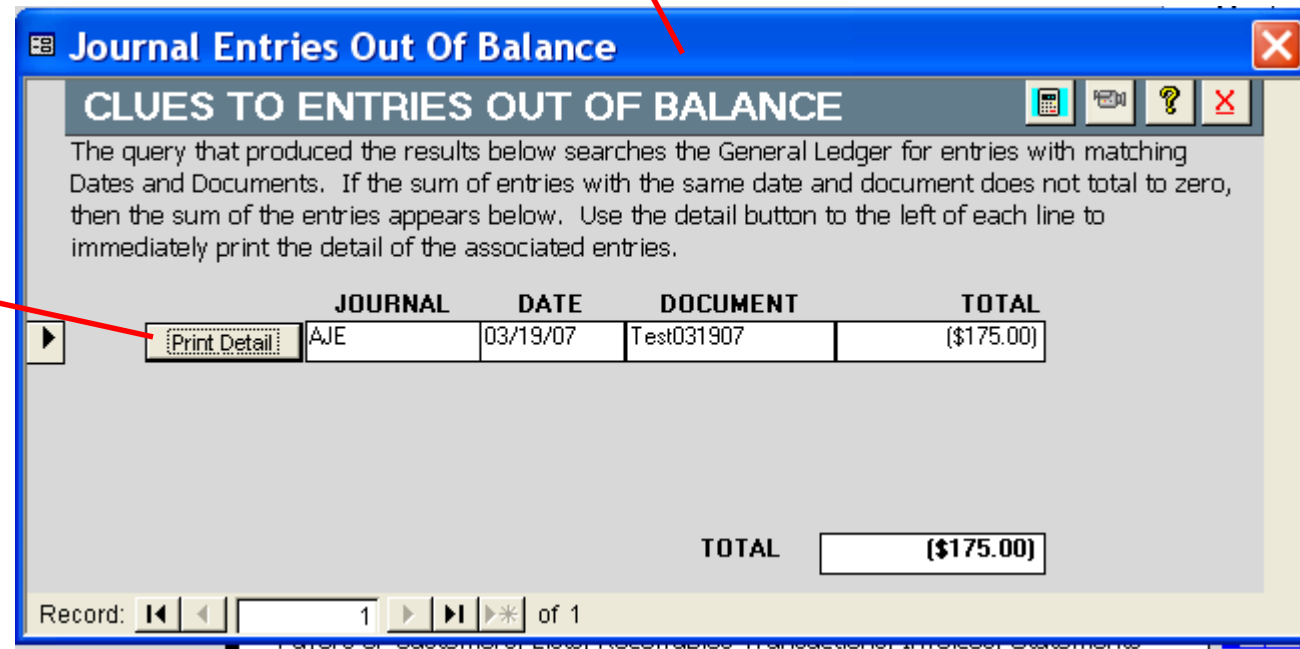
To view some 'Clues' to the entries that are not in balance, use the button labeled '**Troubleshoot Balances**'.

The window that pops up will display information that can help you find the entries that are causing the books to be out of balance and make your corrections. The '**Print Detail**' button will print a Journal Entry report similar to the one described earlier in this Help document.

IMPORTANT! If you are networked and other users are entering data in the program, the books can be temporarily out of balance until the other users finish their processes.



If the accounting books are 'In Balance', the 'Genl Ledger Bal' box should be ZERO!



Review All Accounting Transactions In Database

There are a couple of ways to review all journal transactions in your accounting books.

1 - Open the 'General Ledger Transactions' Review window by typing 'GL' in the Index field on the Navigation/Home window. This will open a window that allows you to print various types of General Ledger Transaction reports based on Ranges of Criteria entered. The General Ledger Transactions window is covered in a separate Help Document.

OR

2 - Open the table of 'Database Transactions' shown below by clicking the 'Utilities' link on the Navigation/Home window. Then use the button labeled 'View Database Transactions'. There are tools on this window for filtering and finding records that are explained on the Help Document for that window.

NOTE: It is always possible to fix the records in your accounting database! We can help if you call us for a Code to unlock the database.

The screenshot shows the 'Utilities' window with three buttons: 'Check Ledger Balances (G)', 'View Database Transactions', and 'View Audit Table'. A red arrow points from the 'View Database Transactions' button to the 'Unlock Form' button in the screenshot below.

The 'Database Transactions' window includes a toolbar with icons for sorting (A-Z, Z-A), filtering, and deleting records. Below the toolbar is a text box that reads: "Enter code below, press your Enter key, then click 'Unlock Form' button." To the right of this text box is an 'Unlock Form' button.

ENT #	Journal	GL Date	Due Date	Document	AR Invoice	Vendor	Payor	Description	GL Num	Dept.	Job	Cost Code	Type	Status	Cas
9672	OFFSE	03/31/08		13014		FANTASTI		**Quick Manual AP Chec	2110	OH	H	0	OTHEF	PAID	1020
9673	OFFSE	03/31/08		13014		FANTASTI		**Quick Manual AP Chec	1020	OH	H	0	OTHEF	PAID	1020
9629	OFFSE	03/21/08		13012		TXDISP		Accounts Payable Chec	2110	OH	H	0	OTHEF	PAID	1020
9631	OFFSE	03/21/08		13013		AUSBUSJO		Accounts Payable Chec	2110	OH	H	0	OTHEF	PAID	1020
9630	OFFSE	03/21/08		13012		TXDISP		Accounts Payable Chec	1020	OH	H	0	OTHEF	PAID	1020
9632	OFFSE	03/21/08		13013		AUSBUSJO		Accounts Payable Chec	1020	OH	H	0	OTHEF	PAID	1020
9453	AP	10/31/07	10/31/07	10312007 PRT		BANKOFAM		MEDICARE WH Tax Du	2110	OH	H	0	OTHEF	UNPAID	0
9454	AP	10/31/07	10/31/07	10312007 PRT		BANKOFAM		MEDICARE WH Tax Du	2110	OH	H	0	OTHEF	UNPAID	0
9452	AP	10/31/07	10/31/07	10312007 PRT		BANKOFAM		MEDICARE EXP Tax Du	2110	OH	H	0	OTHEF	UNPAID	0
9451	AP	10/31/07	10/31/07	10312007 PRT		BANKOFAM		MEDICARE EXP Tax Du	2110	OH	H	0	OTHEF	UNPAID	0
9450	AP	10/31/07	10/31/07	10312007 PRT		STATCOMP		LOCAL WH Tax Due	2110	OH	H	0	OTHEF	UNPAID	0
9450	AP	10/31/07	10/31/07	10312007 PRT		STATCOMP		STATE WH Tax Due	2110	OH	H	0	OTHEF	UNPAID	0