

Journal Entry

Use Journal Entry from the Activities menu to record transactions as journal entries. You can also click the Make Journal Entries option on the main Client Write-Up window.

Each journal entry is assigned a journal number and can contain any number of debits and credits. Multiple journal entries can be entered in the grid.

The decision you made in Client Write-Up Options (from the Lists menu) controls how the journal entries are posted. If you selected Post Processing, transactions will accumulate in a batch until you select to post. If you selected Real-Time Processing, journal entries will be posted as soon as you click the Save button.

For additional Journal Entry features and options, right-click below the grid and use the Shortcut menu.

Premier Version Only – Use Practice Import (on the menu bar) if your firm has purchased ProSystem fx Practice Management and you wish to recognize revenue from Practice Management service codes on write-up reports and statements. The write-up client must be set up for Post (Batch) Processing to activate this feature in Journal Entry. If the client is in Real-Time, Practice Import will be disabled. For more information, see [Practice Import](#).

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| Batch | <p>If you selected Post Processing in Client Write-Up Options for this client, this box appears. If you do not see this box, the client is in Real-Time.</p> <p>The active batch displays. Click the arrow to select a different batch from the list.</p> <p>If there are no batches in the list, a new batch will be automatically created with today's date and your employee code in the description. You can then begin Journal Entry immediately.</p> <p>If you want to change batch information, or add a different batch, select Batch from the menu bar. You can also right-click and select Batch.</p> |
| Source Journal | <p>Select the Source Journal from the list. If you need to add a new Source Journal, right-click and select Source Setup.</p> <p>If you want to make a tax journal entry for this client, select the Federal Tax Journal Entry (FEDTAXJE) source. When printing financial statements and reports you have the ability to include the tax basis entries (to print tax basis reports) or exclude the tax basis entries (to print book basis reports).</p> |
| Fiscal Period | <p>The current period ending date displays. You can change to another fiscal period date by clicking the arrow and selecting from the list.</p> <p>If the client is using Post Processing, and you have entered transactions for more than one period in the same batch, use Fiscal Period to select the period where the transactions were originally entered.</p> |
| Reverse Date | <p>This date is only active if you have selected to reverse a journal entry.</p> <p>The date defaults to the beginning of the next current period. If you want to change it, enter a new transaction date (or select a date from the Calendar) to be used by the reversed entries. Reversing entries are automatically made when the original entries are posted. The reversing entries will have the same Source Journal and Journal Number as the original entries.</p> |

Entry Grid

Use the grid to enter one or more journal entries.

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| Date | <p>Enter the date of this journal entry. Add a day to the date by pressing the + key on the 10-key pad. Subtract a day by pressing the – key on the 10-key pad. For other shortcuts, see Navigating the Activities Menu.</p> <p>The first time you select General Journal Entry, the date will default to the current date. From then on, it will default to the transaction date used last.</p> <p>You can have multiple journal entries with different transaction dates, as long as they are all in open periods. To check the current period, see the fiscal period date on the entry window.</p> |
| JE# | <p>Each journal entry is assigned a journal number. Client Write-Up automatically increments this number by 1 when you add a new journal entry. The journal number is associated with the source journal.</p> |

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| Acct #/Acct Desc | Enter a valid posting account. Use the arrow to select an account from the list. To add an account, right-click and select Accounts or select Account Setup from the navigation bar. Notice that you can select accounts by either account number or description. The selected preference displays in blue. To change to the other lookup preference, or toggle between the two, press the forward slash (/). |
| Debit or Credit | Press TAB to enter the debit or credit amount associated with this account. Enter the decimal point. |
| Reference | Press TAB in the Account #/Account Description box to enter an optional memo for this entry. A pop-up window appears. Use this window if you need to add additional information about this journal entry. The reference you enter will be indented in the grid to differentiate it from the general journal transactions. Once you enter a reference, you are automatically taken to a new journal entry on the grid. You can also enter a unique description for each debit and credit transaction that makes up the journal entry (see Memo). |
| Reversing | Select this check box if this journal entry should be flagged for reversal. Transactions reverse with the Reverse Date entered at the top of the grid. Keep in mind that if you are using Post Processing, the reversing question applies only to this journal entry and not the batch. |
| Totals | Totals for the Debit and Credit columns appear for reference. |
| Balance | The accumulated balance between debits and credits must equal zero (.00) before you can save this group of journal entries. |

What the Buttons Do

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| M (Memo) | Click the M button to enter a description or other explanatory information for this journal entry. The memo will be used on reports and can be used to identify the transaction. To continue to the Memo field when entering journal entries, select the Tab or Enter to Memo field option in the Journal Preferences dialog. Use Alt+M or click on the "M" to open the memo dialog. If you selected Repeat Description (Journal Preferences from the Edit menu), the memo will automatically repeat for the subsequent debits and credits that make up this entry. |
| <Prev Period | Click this button to move to any entries in the previous period. |
| Next Period> | Click this button to move to any entries in the next period. |
| Print Preview | This button only appears if you selected Post Processing from Client Write-Up Options. Click this button to preview the edit list. You can then print from the preview window if you wish. |
| Delete | To delete a journal entry, select it and then click Delete. |
| Save | Click Save to save the current journal entries. |

Navigation Bar

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| Account Setup | Click Account Setup to add an account to Account List if you need to enter a transaction for it. |
| Check Register | Click Check Register to quickly move to the Check Register window. |
| Batch Posting | Click Batch Posting to post this batch (if the client uses Post Processing). |
| Recurring Journals | Click Recurring Journals to select Recurring Journal Entry. |
| Review Financials | Click Review Financials to move to a preview window for financial statements. Select statements from the list for review. |
| Research | Click the Research button to launch the research materials selected in Workstation Preferences from the File menu. |
| Calculator | Click the Calculator button to launch the calculator selected in Workstation Preferences from the File menu. |

Shortcut Menu

Right-click below the grid to display a menu of additional Journal Entry options.

| Select this option | To do this |
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| Journal Preferences | Set up options for journal entry |
| Insert Row | Click in the record selector column at the point you want to insert a row in the Journal Entry window |
| Delete Row | Click in the record selector column at the point you want to delete a row in the Journal Entry window |
| Batch | Add a batch (Post Processing) |
| Source Journals | Add a source journal |
| Accounts | Add an account |
| Current Period | Review or change the current period |
| Account Inquiry | View account history |
| Print Edit List | See journal entries |
| Check Entry | Open the Check Entry window |
| Check Register | Open the Check Register window |
| Batch Posting | Post the batch (Post Processing) |

Tips

- Use the scroll bar to move through the journal entries.
- To delete a debit or credit transaction, use the record-selector column (the first column in the grid). Click in the record-selector column to select the account you wish to delete. An arrow will point to the selected transaction. Then press the DELETE key. You can also use the right-click Shortcut menu and select Delete Row.
- To insert a debit or credit transaction, click in the record-selector column at the point where you want to insert the transaction. Then press the INSERT key. You can also use the right-click Shortcut menu and select Insert Row.
- Check the menu bar for shortcuts to preferences and to delete transactions (Edit), setup options (Lists), batch information (Batch), account inquiry (Quick Looks), import from Practice Management (Practice Import), and other entry methods (Features). The import from Practice Management is only available in the Premier version of Client Accounting Suite.
- If the client is using Post Processing, you can print an edit list of journal entries for this batch. If the client uses Real-Time, you can print an edit list of all entries for the current period. Right-click and select Print Edit List.
- If the client is using Post Processing, and you have entered transactions for more than one period in the batch, select Fiscal Period and select the periods where the transactions were originally entered.

Related Topics