

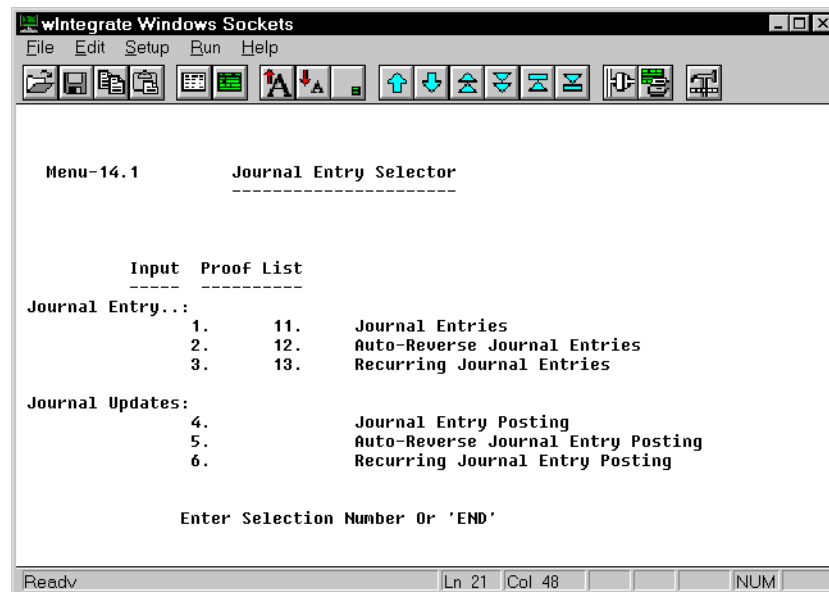
2

Journal Entries

Purpose

Journal Entries, located on the General Ledger menu, lets you enter and update your regular journal entries, auto-reverse, and recurring entries. As seen in the menu below, each journal entry has its own menu option. You may also print a proof list to review all of your journal entries.

Your regular Journal Entries are automatically maintained. Every time you perform an accounts payable function, the General Ledger Activity (GLA) file automatically updates for you. When an accounts receivable function is performed, the JSTNO file automatically updates. When you run the updates, the GLA is then updated with the A/R information. You do not have to make journal entries for either accounts payable or receivable, although you still have to run the update before they can be posted.



Although the Integrated General Ledger creates your journal entry batches for you, you must still manually enter your auto-reverse and recurring journal entries. After you have entered these journal entries, you must run their update procedures before they can be posted.

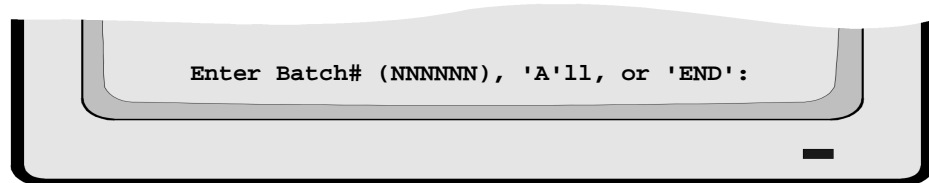
We will first discuss Journal Entries Proof List.

Journal Entries Proof Listing



The Integrated General Ledger automatically creates your journal entry batches for you. However, Auto-Reverse and Recurring journal entries must be entered manually. Before these updates post to the general ledger, you can conduct maintenance on any of the batches created. To review the journal entry batches, choose Journal Entries Proof List from the Journal Selector menu.

After you continue, the following prompt appears:



Batch#	If you want to print the proof listing for a particular batch number, enter that number here.
A	Enter A if you wish to print the proof listings for all of the batches on the system.
END	Enter END to return to the Journal Entry Selector menu.

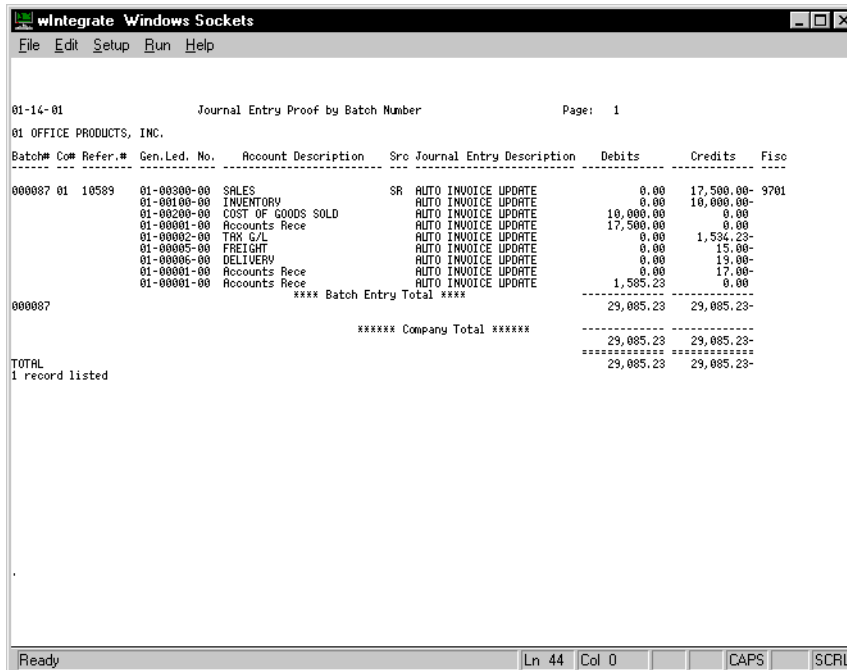
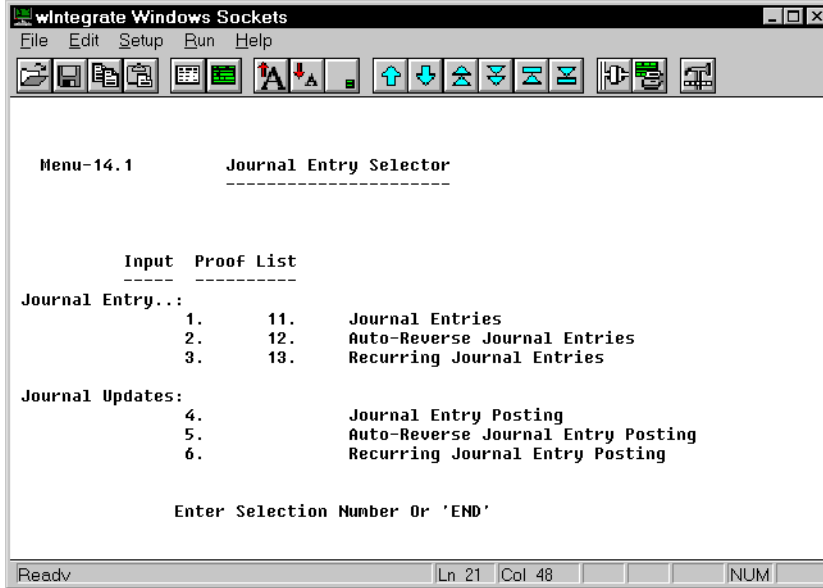
After you enter the batch number(s) that you wish to print, it is spooled to a hold entry file. Make a note of this number. You can then print out your *Journal Entry Proof List*.

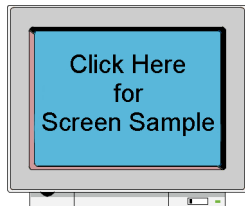
For example, let us say that we have decided to print out all of the batch numbers. As you can see, the two batches displayed have equal credits and debits. Below we will describe the fields that are present in the *Journal Entry Proof List*.

Batch#	The batch number that printed out appears in this field. This number is assigned from the sequential control file. This will be the number that you will use to access the batch in Journal Entries to make any necessary changes.
Co#	This is the company to which the debits and credits for this batch will be applied.
Refer.#	If a reference number, of up to 7 digits in length, was entered in the reference number field during journal entry input, it will appear here.

Journal Entries

Journal Entries Proof Listing





Gen Led #	This is the general ledger number of the account that is either being credited or debited.
Account Description	This is the description of the general ledger number, entered through Chart of Accounts Description Maintenance.
Src	This is the source of the batch. These codes are entered through Chart of Accounts GL Source Maintenance.
Journal Entry Desc.	The journal entry description, as entered through journal entry input, appears here. A journal entry description is automatically assigned if the batch was automatically created through the integrated general ledger. These descriptions are hard coded into the system, and these are separated from the descriptions manually entered through Journal Entries by the prefix "auto."
Debits	The amount debited to the general ledger number appear in this field.
Credits	The amount credited to the general ledger number appears in this field.
Batch Entry Total	The credit and debit totals for this batch are displayed on this line. These totals allow you to quickly confirm that the credit and debit totals are equal.
Company Total	The credit and debit totals from all of the batches for this company are displayed here. You will reference these totals to make sure that the debits and credits for this company are equal.
Fisc	The fiscal period reported on.

Besides allowing you to review your batch entries and totals, the proof lists also flag any missing general ledger numbers by placing question marks where the general ledger number should be. In our example, the general ledger entry, Discounts Allowed, does not have a general ledger number. You must go back to the Integrated G/L menu and add the general ledger number in the appropriate maintenance. (For more information on entering general ledger numbers, see [General Ledger Numbers in the Chart of Accounts \(CA file\)](#) in the Introduction of this manual.) After you do this maintenance, the general ledger updates Discounts Allowed properly.

Now that you have reviewed your *Journal Entry Proof List*, you can make any necessary adjustments or any additions. To do this, use Journal Entries.

Journal Entries

Journal Entries Proof Listing

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File Edit Setup Run Help

01-14-01 Journal Entry Proof by Batch Number Page: 1

01 OFFICE PRODUCTS, INC.

Batch#	Co#	Refer.#	Gen.Led. No.	Account Description	Src	Journal Entry Description	Debits	Credits	Fisc
000087	01	10589	01-00300-00	SALES	SR	AUTO INVOICE UPDATE	0.00	17,500.00	9701
			01-00100-00	INVENTORY		AUTO INVOICE UPDATE	0.00	10,000.00	
			01-00200-00	COST OF GOODS SOLD		AUTO INVOICE UPDATE	10,000.00	0.00	
			01-00001-00	Accounts Rece		AUTO INVOICE UPDATE	17,500.00	0.00	
			01-00002-00	TRM G/L		AUTO INVOICE UPDATE	0.00	1,534.23	
			01-00005-00	FREIGHT		AUTO INVOICE UPDATE	0.00	15.00	
			01-00006-00	DELIVERY		AUTO INVOICE UPDATE	0.00	13.00	
			01-00001-00	Accounts Rece		AUTO INVOICE UPDATE	1,585.23	0.00	
			01-00001-00	Accounts Rece		AUTO INVOICE UPDATE	1,585.23	0.00	
000087				**** Batch Entry Total ****			29,085.23	29,085.23	
				***** Company Total *****			29,085.23	29,085.23	
TOTAL							29,085.23	29,085.23	
1 record listed									

Ready Ln 44 Col 0 CAPS SCRL

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File Edit Setup Run Help

Menu-14.1 Journal Entry Selector

Input Proof List

Journal Entry..:

1.	11.	Journal Entries
2.	12.	Auto-Reverse Journal Entries
3.	13.	Recurring Journal Entries

Journal Updates:

4.	Journal Entry Posting
5.	Auto-Reverse Journal Entry Posting
6.	Recurring Journal Entry Posting

Enter Selection Number Or 'END'

Ready Ln 21 Col 48 NUM

Editing and Entering Regular Journal Entries



You may enter journal entry batches through the Journal Entries selection. Regular journal entries are any entries to the general ledger that will not be set up either as recurring or reversing journal entries. We will look at how to enter recurring and reversing journal entries after this description of how to enter or edit regular journal entries.

Your batch of journal entries is ready to be entered into the system.

The cursor waits for your entry at the Batch # field. The batch number will be the ID to the record in the JSTNO file in which these regular journal entries are stored until you run the update.

Batch

If you are editing the journal entries in an existing batch, you would enter the batch number at this prompt. The journal entries in the specified batch can then be changed. Keep in mind, though, that you can only change journal entries before the batch has been updated to the GLA and CA files.

NEW

This is a new batch. the batch number is assigned using a sequential counter, so when you enter NEW, the next six-digit sequential batch number appears in the BATCH # field.

END

Enter END to exit this routine.

After a batch number is assigned, the cursor moves to the next entry.

1. Company

Company numbers are two digits in length and are created through Company Maintenance. If you have more than one company, you must know which company will be affected by the entries you are making. Enter the appropriate company number.

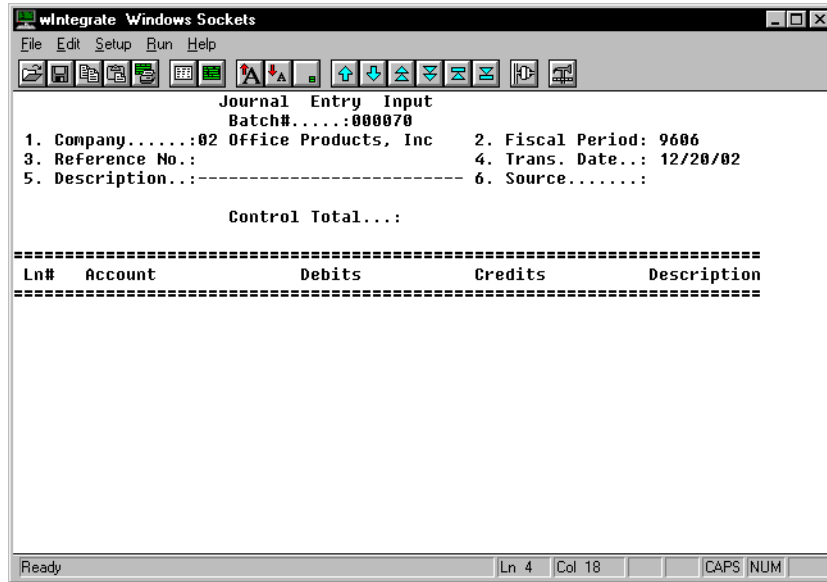
Your main company is usually assigned the number 01. This field will default to company 01.

END

Enter END to exit this routine.

Journal Entries

Editing and Entering Regular Journal Entries





Following the assignment of the batch number and your entry of the company number, enter the fiscal period to which you are posting these journal entries:

2. Fiscal Period

The fiscal year and month to which you are posting these journal entries are entered in this format: YYMM.

The period in which you are making the journal entry must be open. Journal entries can be made for the current fiscal year or for next year. If you enter a fiscal period for next year, the following message appears:

```
This posting is for next year! ! ! Press <RET>.
```

Press Enter to accept the entry of a period in the next year.

Once a G/L month is closed, no more journal entries can be posted to that month (unless it is the 12th fiscal period — in which case you can re-close the month as many times as necessary until End of Year is run).

END Enter END to exit this routine.

3. Reference No

The Reference Number that you enter here prints on your Journal Entry Proof List and Detail General Ledger. This field may be used to establish an audit trail by entering information that is meaningful to you. The reference number may be up to 7 digits in length and is not a required entry. Press Enter to leave this field blank.

END Enter END to exit this routine.

4. Trans.Date

Press Enter to default to today's date. If you wish to input a date other than the current one, make your entry in the displayed format: MM/DD/YY.

END Enter END to exit this routine.

Journal Entries

Editing and Entering Regular Journal Entries



5. Description

Your entry into the Description field will print on the *Journal Entry Proof List* and *Detail General Ledger*. The description entered here will become the default description for your line items.

This means that when you reach the description column during the entry of your journal entry lines, you can press Enter to display the description that was entered in the header portion of the screen. This entry allows an entry of up to 20 characters in length and is required.

6. Source

The source code prints on your *Journal Entry Proof List* and *Detail General Ledger*. It tells you through which process this journal entry was created. The source code of JE defaults; this default can be used to identify regular journal entries. Press Enter to automatically display the JE entry for you.

You may use any codes that you have previously set up through GL Source Maintenance. This code allows you to identify your journal entries easily and group them on your reports. These codes are already set up for you.

CD *Update came from Regular Cash Disbursements*

JE *Regular journal entries*

PJ *Update came from running the Expense Distribution Register*

RJ *Recurring journal entries. These are entered through the Automatic Journal Entry routine.*

RV *Reversing journal entries. These are entered through the Auto-Reverse Entry routine.*

*G/L Source
Codes
Reserved for
Integrated
General
Ledger*



If you have our integrated general ledger software, other possible source codes you may see on your *Journal Entry Proof List* are those that The Systems House, Inc. has reserved for use with the integrated general ledger software. These are “hard-coded” in the integrated general ledger programs and **MAY NOT BE USED FOR ANY OTHER PURPOSE:**

AR *Accounts Receivable Adjustments*

CJ *Cash Receipts Journal*

FR *Furniture Register*

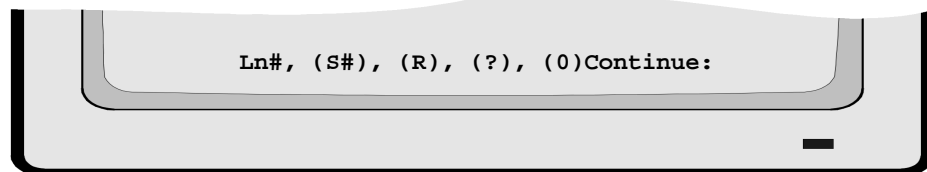
RR *Rental Register*

SR *Sales Register, Non-Furniture*

TR *Warehouse Transfers*

WR *Service Work Orders*

When you are finished with the top portion of this screen, the following command line appears:



Ln#	Enter the number of the line on which you wish to make a change. The cursor moves to the designated line and allows you to change the data on that line.
(S#)	Enter S and the line number in order to move the cursor to that line and “step” through the rest of the fields in numeric order.
(R)	Enter R to restart this batch. The information that you have entered for this batch in this session will not be saved. The batch number will not be re-used if you use the replace command.
(?)	This choice displays the command line help message.
(0)	Press 0 to continue to the next portion of this screen.

Journal Entries

Editing and Entering Regular Journal Entries

The Up Arrow Character



You can use the up arrow character (^) to move the cursor up one field. On most keyboards, this character is entered by pressing the Shift key in combination with the 6 key. For example, use this character when you enter field three on the header and wish to return to field two. You may continue to move up through the fields entering Shift 6.

Ln#

The line number allows you to access this line during line change mode. This number is automatically assigned when you begin a new line.

You have a maximum of 150 lines per batch. Do not exceed 150 lines when planning your journal entry batches.

Account

The general ledger account number which you are either debiting or crediting is entered here.

The first two digits default to the company number you have already entered. The remaining portion of the CA number must be entered, including the dash between the “pure” account number and its suffix (suffix may represent a department).

When you have entered the CA number, the account's description appears in the DESCRIPTION column. The account description will display until you enter your debit or credit amount. Then, you can enter your own description, or press Enter and allow the default description from the header to appear.

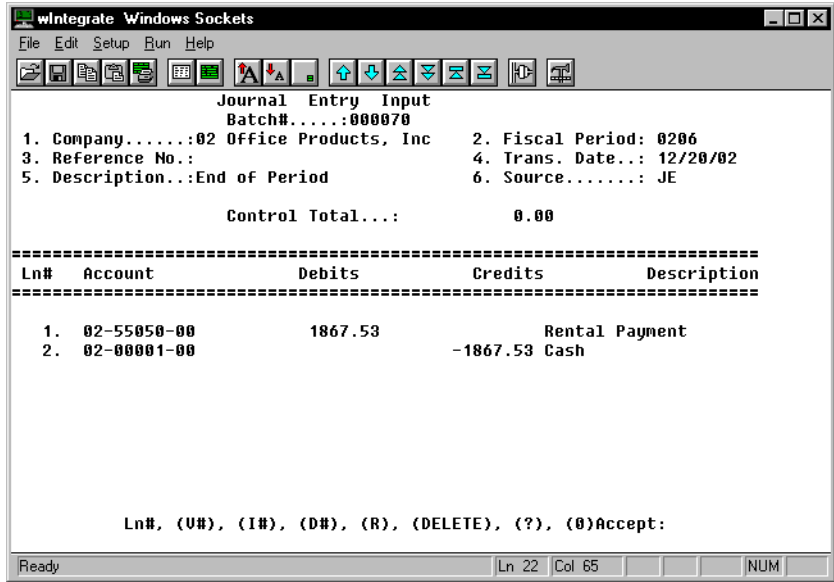
Debits

If this is a debit journal entry, enter the amount you wish to debit this account. Enter the dollar amount exactly as you wish it to appear. For example, include the decimal when entering 450.33. If entering a whole dollar amount, the decimal and final two zero's are added for you. Enter 200 to display 200.00, for example.

To enter a credit amount, press Enter; to move to the credit column.

Journal Entries

Editing and Entering Regular Journal Entries



Journal Entries

Editing and Entering Regular Journal Entries



Note: When entering credit amounts, the negative sign is inserted for you.

Credits

If this is a credit journal entry, enter the amount that you wish to credit this account. Enter the dollar amount exactly as you wish it to appear. For example, include the decimal when entering 450.33. If entering a whole dollar amount, the decimal and final two zero's are added for you. Enter 200 to display 200.00, for example.

Description

The Description prints on the Journal Entry Proof List and Detail General Ledger. The description that prints is entered by:

- a) Press Enter and allow the default description from the header to appear.
- b) Override the default description. Subsequent lines will default to the header.

Note: You can enter the up arrow (^) into any field to bump the cursor back one field.

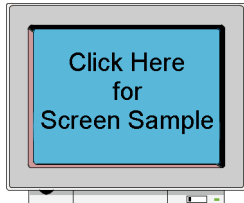
Control Total

The control total keeps track of the dollar amounts that you have debited (positive) and credited (negative) your general ledger accounts in this batch.

The control total must be zero in order to exit and save this batch.

This control total ensures that your debits equal your credits. When the control total displays 0.00, the batch balances. Balanced batches can then update the GLA and CA files.

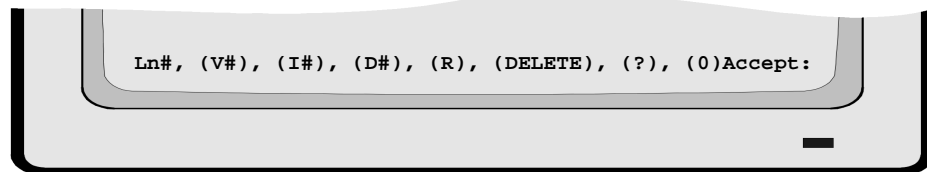
*To Exit This
Screen
Before It is
Complete*



If you wish to exit this screen before the batch is balanced, you can **DELETE** this batch and begin again. Deletion is accomplished through the line item command line.

In order to exit this screen and save the batch, the control total **MUST EQUAL ZERO**.

When the control total displays 0.00, your batch is balanced. Enter END on the next new line. The following command line appears:



Ln#	Enter the number of the line on which you wish to make a change. The cursor moves to the designated line and allows you to change the data on that line.
(V#)	Enter the letter V and the line number in order to view that line. For example, entering V3 displays line three.
(I#)	Enter I and the letter I and the line number in order to insert one line at the line number requested. For example, I2 will allow you to enter information at line two. The line formerly in position two becomes line three, etc.
(D#)	Enter the letter D and the line number in order to delete the designated line. For instance, D2 will delete line number two.
(R)	Enter the letter R to restart this screen from the Batch # field. The information that you have entered for this batch in this session will not be saved.
(DELETE)	Enter the word DELETE to completely delete this batch. The batch number will not be used again.
(?)	This choice displays the command line help message.
(0)Accept	Press 0 to accept and file this batch. It now becomes a record in the JSTNO file.

Journal Entries

Changing a Journal Entry

Changing a Journal Entry

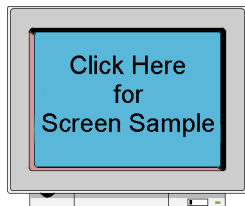


You may edit or change any journal entry batch after it has been created, as long as it still resides in the JSTNO file. Once you have updated a batch to the CA and GLA files, you must make an adjusting journal entry in order to change the entry's affect to a general ledger account.

To edit a batch of regular journal entries, you will use Journal Entries. When the screen appears, enter the batch number. The header information and header command line appear. To see the journal entries, enter 0 to continue. The line items appear, along with the line item command line.

The control total must show 0.00 before this batch can be accepted.

Auto-Reverse Journal Entries



Creating reversing entries is an *optional* accounting procedure which may be carried out at month-end to simplify the recording of certain transactions. Those entries which you may enter as auto-reversing journal entries are those end-of-period entries which record unrecorded expenses or unrecorded revenue. These entries are reversed in the next accounting period. It contains the same account titles and dollar amounts as the related adjusting entry, but the debits and credits are the reverse of those in the adjusting entry and the date falls in the next accounting period.

The auto-reverse entries create four journal entries. The first two entries made are those entered as line items through the Auto-Reverse Entries routine. Perhaps these are:

- A debit to the expense account affected
- A credit to the liability account affected

Additionally, two more journal entries are automatically made for the **following** fiscal period. These two journal entries are the reverse of those entered as line items:

- A credit to the expense account affected
- A debit to the liability account affected

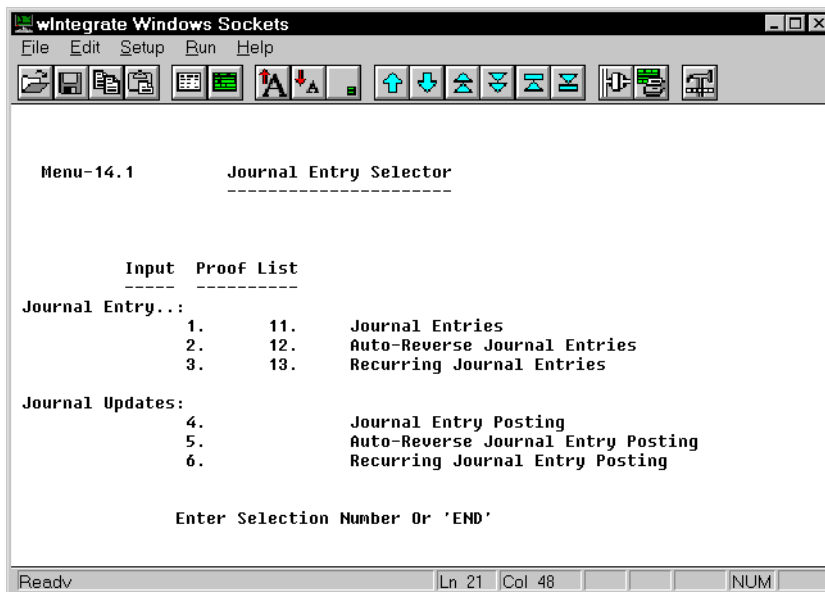
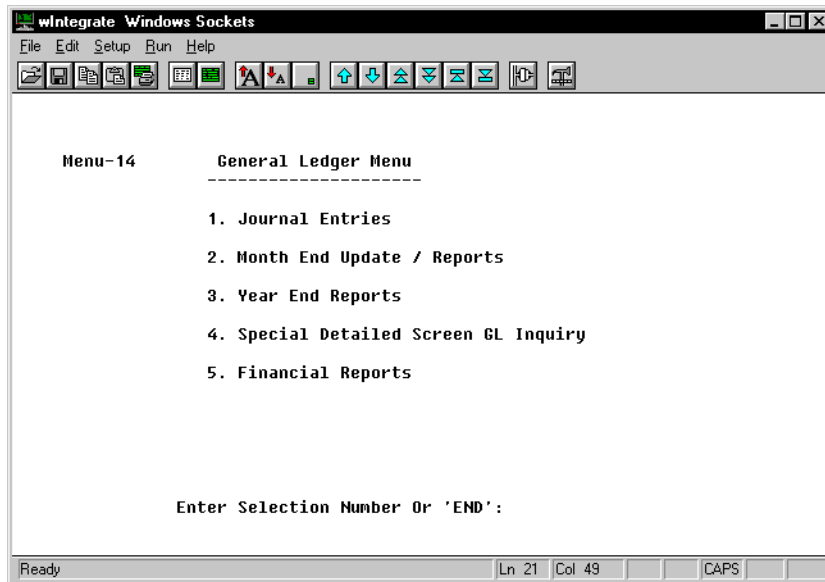
Let's use an example of a company on a 5-day work week that pays its employees each Friday. Assume that the payroll is \$3,000 for a 5-day week. The usual journal entry made each Friday is as follows:

Account Title	DR	CR
Salaries Expense	3,000	
Cash		3,000

To record payment of salaries for the week

Next, assume that the last working day of Year 1 falls on Wednesday. You wish all expenses for Year 1 to be recorded before the accounts are closed and your financial statements prepared. An adjusting entry must be made to record the salaries expense and the related liability to employees for the three days they have worked since the last payday. The adjusting entry for three days (3 x \$600) is shown below:

	Account Title	DR	CR
Dec. 31	Salaries Expense	1,800	
	Salaries Payable		1,800

Journal Entries*Auto-Reverse Journal Entries*



To record salaries expense and the related liability to employees for last three days worked in December.

Note: The preceding and following dates are auto-reverse journal entries.

By making the above adjusting entry an AUTO-REVERSING entry, you will simplify the recording of this routine transaction and avoid the need to refer to prior adjusting entries for guidance. The reverse entry will post in the following period:

	Account Title	DR	CR
Jan. 1	Salaries Payable	1,800	
	Salaries Expense		1,800

To reverse the accrual of salaries made on Dec. 31, Year 1

Journal Entries*Auto-Reverse Journal Entries*

The regular payroll entry for the first payday of the new year can be made the same way as every other Friday during the year:

	Account Title	DR	CR
Jan. 2	Salaries Expense	3,000	
	Cash		3,000

Paid salaries for week ending Jan. 2, Year 2.

Once you have entered the journal entries through the Auto-Reverse Entry routine, you will run the update routine. This update routine performs the actual posting of your journal entries. It is important to note that the update routine that posts auto-reversing journal entries need only be run once. All four journal entries (the two for this month and the two reversing entries for next month) are created at the same time. **These journal entries will not post again if you accidentally run the update routine more than once.**

Let's look at how to enter an auto-reversing journal entry. The Auto-Reverse Journal Entry Routine is located on your Journal Entry Menu.

How to Enter an Auto-Reversing Journal Entry



The cursor waits for your entry at the Batch # field. The batch number will be the ID to the record in the JE-REV record in which the reversing journal entries are stored until you run the update.

Batch

When you enter NEW, the next available six-digit reversing journal entry batch number from the Sequence Control file will automatically be assigned to your batch. The batch number prints on your *Reversal Journal Entry Proof Listing*.

If you are editing the reversing journal entries in a batch existing in the JE-REV file, you would enter the batch number at this field. The information can then be changed. Keep in mind, though, that you can only change reversal journal entries before the batch has been updated to the GLA and CA files.

1. Company Number

Company numbers are two digits in length and are created through Company Maintenance. If you have more than one company, you must know which company will be affected by the auto-reversing entries that you are creating. Your main company is usually assigned the number 01. Press Enter to default to company 01. Otherwise, enter the appropriate company number.

2. Fiscal Period

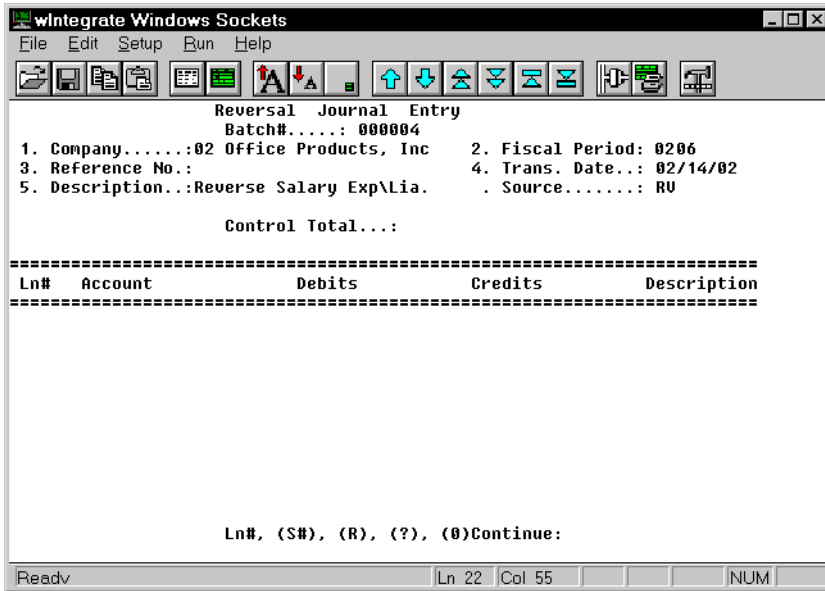
Using the YYMM format, enter the fiscal year and month in which you wish the first two journal entries to be made. When you run the update, the reverse of these entries automatically post to the following fiscal year and month. For example, if you enter 9410 at this prompt, the two entries entered as line items through this routine will be posted to 9410. The reverse of these two entries will be posted to 9411.

3. Reference No.

The reference number that you enter here prints on your *Reversal Journal Entry Proof Listing* and *Detail General Ledger*. This field may be used to establish an audit trail by entering information that is meaningful to you. The reference number may be up to seven digits long and is not a required entry. Press Enter to leave this field blank.

Journal Entries

How to Enter an Auto-Reversing Journal Entry



Journal Entries*How to Enter an Auto-Reversing Journal Entry***4. Trans. Date**

The transaction date records the date you created this batch. Press Enter to default to today's date. This date prints on your JE-REV Update Report. The update report is created automatically when you run the update routine.

Note: You can enter the up arrow character (^) into any field to move the cursor back one field.

5. Description

Your entry into the Description field will print on the *Reversal Journal Entry Proof Listing* and *Detail General Ledger*.

The description entered here will become the default description for your line items. This means that when you reach the description column during the entry of your journal entry line items you can press Enter to display the description that was entered in the header portion of the screen.

This field allows an input of up to 20 characters in length and is required.

6. Source

The two-digit source code identifies the type of journal entry you are making. Reversing journal entries are made through this routine. The RV code automatically appears, denoting that these are reversing journal entries. The source code prints on your *Reversal Journal Entry Proof Listing* and *Detail General Ledger*.

Journal Entries*How to Enter an Auto-Reversing Journal Entry***Header
Command
Line**

When you are finished with the top portion of this screen, the following command line appears:



Ln#	Enter the number of the line on which you wish to make a change. The cursor moves to the designated line and allows you to change the data on that line.
(S#)	Enter S and the line number in order to move the cursor to that line and “step” through the rest of the fields in numeric order.
(R)	Enter R to restart this batch. The information that you have entered for this batch in this session will not be saved.
(?)	This choice displays the command line help message.
(0)	Press 0 to continue to the next portion of this screen.

***Line Item
Screen***

We will now detail the fields of the line item screen, and how they are used when entering an auto-reversing journal entry.

Ln#

The line number allows you to access this line during line change mode. This number is automatically assigned when you begin a new line. You have a maximum of 150 lines per batch.

Account

The first general ledger account number which you will be either debiting or crediting is entered here.

The first two digits represent the company number you entered in the first field on the header. The remaining portion of the CA ID must be entered, including the dash between the “pure” account number and its suffix.

When you have entered the CA number, the account's description appears in the DESCRIPTION field. The account description will print on your *Reversal Journal Entry Proof Listing*.

Debits

If this is a debit entry, enter the amount you wish to debit this account. Enter the dollar amount exactly as you wish it to display. For example, include the decimal when entering 450.33. If entering a whole dollar amount, the decimal and final two zero's are added for you. Enter 200 to display 200.00, for example.

If you wish to enter a credit amount, press Enter to move to the credit column.

Journal Entries

How to Enter an Auto-Reversing Journal Entry

Reversal Journal Entry
 Batch#.....: 000004
 1. Company.....:02 Office Products, Inc 2. Fiscal Period: 9706
 3. Reference No.: 4. Trans. Date..: 02/14/01
 5. Description..:Reverse Salary Exp\Lia. . Source.....: RU

Control Total...:

Ln#	Account	Debits	Credits	Description
1.	02-50200-00	1800.00		Salaries Expense
2.	02-21000-00		-1800.00	Accrued Salaries

Ln#, (U#), (I#), (D#), (R), (DELETE), (?), (0)Accept:

Ready Ln 22 Col 65 NUM

**Credits**

If this is a credit journal entry, enter the amount that you wish to credit this account. Enter the dollar amount exactly as you wish it to display. For example, include the decimal when entering 450.33. If entering a whole dollar amount, the decimal and final two zero's are added for you. Enter 200 to display 200.00, for example.

When entering credit amounts, a negative sign is inserted for you.

Description

The description prints on the Auto-Reverse Journal Entry Proof List and Detail General Ledger. The description that prints is entered by:

- a) Press Enter and allow the default description from the header to display.
- b) Override the default description. Subsequent lines will default to the header description.

Control Total

The control total keeps track of the dollar amounts that you have debited (positive) and credited (negative) your general ledger accounts in this batch.

The control total must be zero in order for you to accept and file this batch information.

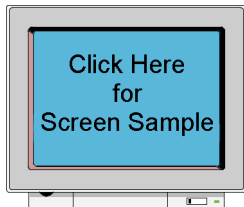
This control total ensures that your debits equal your credits. When the control total displays 0.00, the batch balances. Balanced batches can then update the GLA file.

Enter the other side of your adjusting entry, and this should balance the batch.

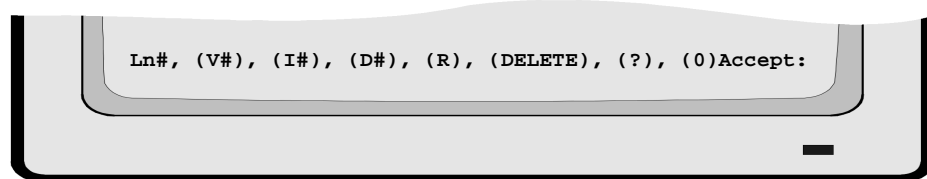
Journal Entries

How to Enter an Auto-Reversing Journal Entry

How to Exit a Balanced Batch



When the control total displays 0.00, your batch is balanced. Enter END at the next new line. The following command line appears:

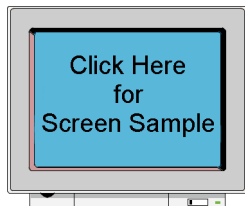


(0)Accept

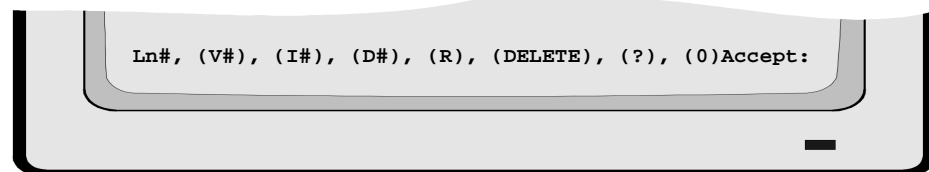
Press 0 to accept and file this batch. The item is now filed in the JE-REV file. You can make changes to the entries while they still reside in the JE-REV file.

Print your *Reversal Journal Entry Proof Listing* to check on your entries before you post them to the GLA and CA files.

The Auto-Reverse Journal Entry Line Item Command Line



When you enter END in the Account column, the following command line appears:



Ln#	Enter the number of the line on which you wish to make a change. The cursor moves to the designated line and allows you to change the data on that line.
(V#)	Enter the letter V and the line number in order to view that line. For example, entering V3 displays line three.
(I#)	Enter I and the letter I and the line number in order to insert one line at the line number requested. For example, I2 will allow you to enter an account # at line two. The line formerly in position two becomes line three, etc.
(D#)	Enter the letter D and the line number in order to delete the designated line. For instance, D2 will delete line number two.
(R)	Enter the letter R to restart this screen from the Batch # field. The information that you have entered for this batch in this session will not be saved.
(DELETE)	Enter the word DELETE to completely delete this batch. The batch number will not be used again.
(?)	This choice displays the command line help message.
(0)Accept	Press 0 to accept and file this batch. It now becomes a record in the JE-REV file.

Journal Entries

The Auto-Reverse Journal Entry Line Item Command Line



Once the batch has been accepted, you are ready to run the *Reversal Journal Entry Proof List*. This is run by selecting 12 from the Journal Entry Selector. This proof list will show the journal entries entered as line items in this routine. The reversing entries will not print on this report. You will see all four (original two and reversing two) journal entries on the *JE-REV Update Report* that prints as a result of the Auto-Reverse Update/Posting routine.

Recurring Journal Entries



Perhaps one of your monthly adjusting journal entries records the depreciation of your office equipment. You wish to make this entry every month until the end of the equipment's calculated useful life:

	Account Title	DR	CR
Jan. 1	Depreciation Expense: Office Equipment	150	
	Accumulated Depreciation: Office Equipment		150

Records depreciation for Jan. Cost of \$36,000 divided by 240 months = \$150 a month.

You can create recurring (also known as automatic) journal entries and have the office equipment's depreciation automatically record every month. This is accomplished through **Recurring Journal Entries, found on your Journal Entry Selector.**

When you enter a recurring journal entry, it resides as an item in the JERECC file. Then, when you wish to post the journal entry to the general ledger, you must run Recurring Journal Entry Posting.

Let's look at how to enter a recurring journal entry. The Recurring Journal Entry routine is located on your Journal Entry Selector.

Journal Entries

How to Enter a Recurring Journal Entry

How to Enter a Recurring Journal Entry



Recurring journal entries may be **input**, **maintained**, or **deleted** through Recurring Journal Entries.

We will look at each process, beginning with the input of a recurring journal entry. The first entry that you will make is described below:

Recurring journal entry no.	This 6-digit number identifies this recurring journal entry throughout its life in the system.
------------------------------------	--

NEW	The recurring journal entry number is automatically assigned to this batch when you enter the word NEW. The next available Recurring JE # from the Sequence Control File will be used.
------------	--

END	Enter the word END to exit this routine.
------------	--

After a recurring journal entry number is assigned, enter the company code number.

- 1. Company Number** Company numbers are two digits in length and are created through Company Maintenance. If you have more than one company, you must know which company will be affected by the recurring journal entry you are creating.

Your main company is usually assigned the number 01. Press Enter to default to company 01.

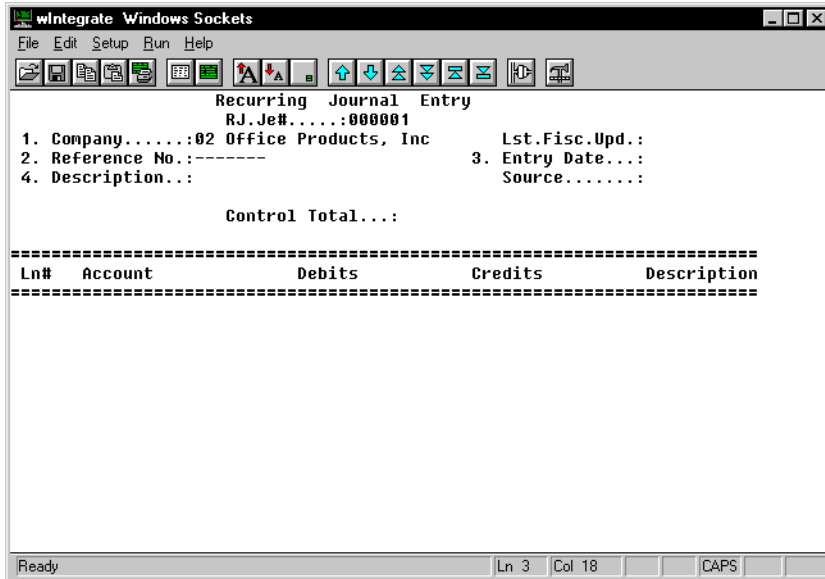
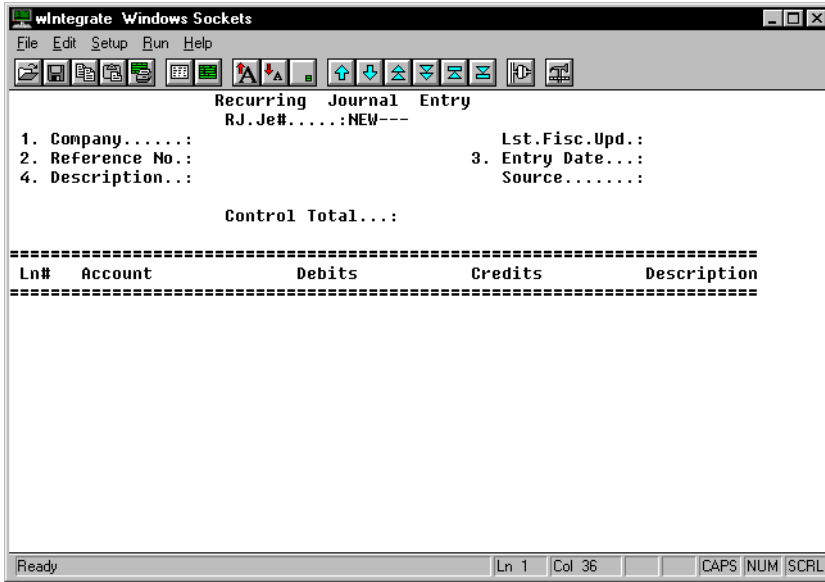
Enter the appropriate company number.

END Enter the word END to exit this routine.

The cursor now moves to the reference number field.

Journal Entries

How to Enter a Recurring Journal Entry



Journal Entries

How to Enter a Recurring Journal Entry



- 2. Reference No.** The reference number is a 7-digit alphanumeric entry. This number prints on your *Recurring Journal Entry Proof List* and *Detailed General Ledger*. Enter a meaningful reference number.

The Reference Number is not a required number.

-
- 3. Entry Date** Press Enter to default to today's date. If you wish to input a date other than the current one, make your entry in the displayed format: MM/DD/YY.

-
- 4. Description** Your entry into the Description field will print on the *Journal Entry Proof Listing* and *Detail General Ledger*.

The description entered here will become the default description for your line items. This means that when you reach the description column during the entry of your journal entries you can press Enter to display the description that was entered in the header portion of the screen.

This entry allows an entry of up to 20 characters in length and is required.

-
- 5. Source** The two-digit source code identifies the type of journal entry you are making. The source prints on your *Journal Entry Proof Listing* and *Detail General Ledger*.

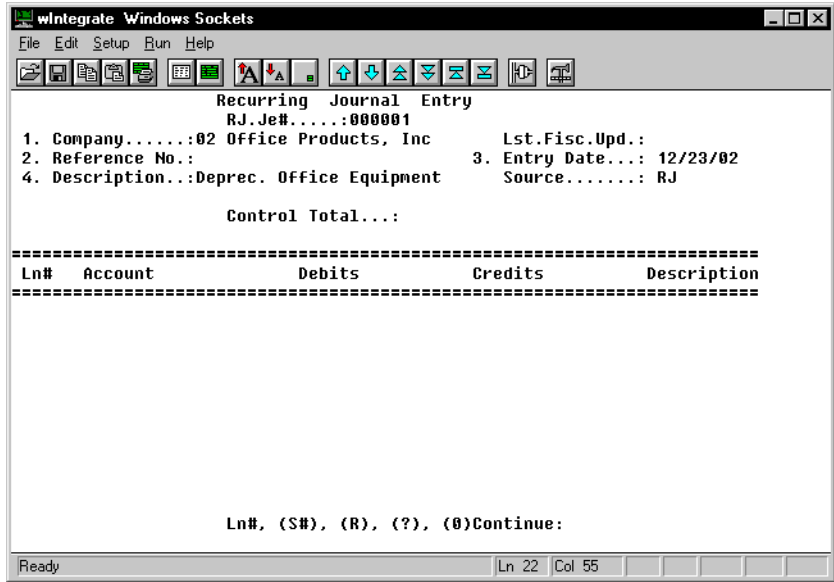
Because recurring journal entries are made through this routine, the code RJ automatically appears.

-
- Lst. Fisc. Upd.** This important field tells you the last fiscal period that this recurring journal entry was posted to the general ledger. The Recurring Journal Entry Update routine performs the actual posting.

The YYMM format is used in this display: fiscal year followed by fiscal month.

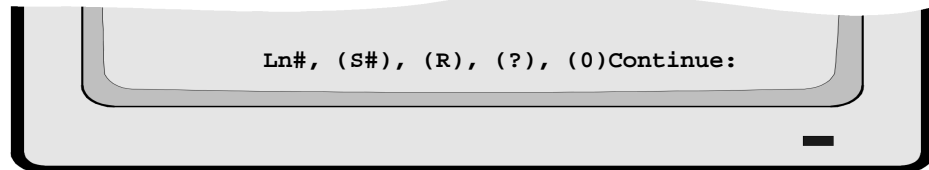
Journal Entries

How to Enter a Recurring Journal Entry



Journal Entries*How to Enter a Recurring Journal Entry***Header
Command
Line**

When you are finished with the top portion of this screen, the following command line appears:



Ln#	Enter the number of the line on which you wish to make a change. The cursor moves to the designated line and allows you to change the data on that line.
(S#)	Enter S and the line number in order to move the cursor to that line and “step” through the rest of the fields in numeric order.
(R)	Enter R to restart this batch. The information that you have entered for this batch in this session will not be saved.
(?)	This choice displays the command line help message.
(0)	Press 0 to continue to the next portion of this screen.
Ln#	The line number allows you to access this line during line change mode. This number is automatically assigned when you begin a new line. You have a maximum of 150 lines per batch. Do not exceed 150 lines.
Account	The first general ledger account number which you either debiting or crediting is entered here. The first two digits default to the company number you entered in the first field of the header. The remaining portion of the Chart of Accounts number must be entered, including the dash between the “pure” account number and its suffix.

**Control Total**

The control total keeps track of the dollar amounts that you have debited (positive) and credited (negative) your general ledger accounts in this batch.

The control total must be zero in order for you to accept and file this batch information.

This control total ensures that your debits equal your credits. When the control total displays 0.00, the batch balances. Balanced batches can then update the GLA file.

When the control total is zero, the command line for the bottom portion of the screen appears.

When you have entered the CA number, the account's description appears in the DESCRIPTION column. The account description will appear until you enter your debit or credit amount. Then, you can enter your own description, or allow the default description from the header to appear.

Debits

If this is a debit journal entry, enter the amount you wish to debit this account. Enter the dollar amount exactly as you wish it to appear. For example, include the decimal when entering 450.33. If entering a whole dollar amount, the decimal and final two zero's are added for you. Enter 200 to display 200.00, for example.

If you wish to enter a credit amount, press Enter to move to the credit column.

Note: When entering credit amounts, the negative sign is inserted for you.

Credits

If this is a credit journal entry, enter the amount that you wish to credit this account. Enter the dollar amount exactly as you wish it to appear. For example, include the decimal when entering 450.33. If entering a whole dollar amount, the decimal and final two zero's are added for you. Enter 200 to display 200.00, for example.

Journal Entries

How to Enter a Recurring Journal Entry

wIntegrate Windows Sockets
File Edit Setup Run Help

Recurring Journal Entry
R.J.Je#.....:000001

1. Company.....:02 Office Products, Inc Lst.Fisc.Upd.:
2. Reference No.: 3. Entry Date....: 12/23/02
4. Description..:Deprec. Office Equipment Source.....: RJ

Control Total....: 150.00

```
=====
Ln#   Account                         Debits                         Credits                         Description
=====
```

Ln#	Account	Debits	Credits	Description
1.	02-50120-00	150.00		Deprec. Office Equipment
2.	02-XXXXX-XX			

Ready Ln 13 Col 10 CAPS

wIntegrate Windows Sockets
File Edit Setup Run Help

Recurring Journal Entry
R.J.Je#.....:000001

1. Company.....:02 Office Products, Inc Lst.Fisc.Upd.:
2. Reference No.: 3. Entry Date....: 12/23/02
4. Description..:Deprec. Office Equipment Source.....: RJ

Control Total....: 0.00

```
=====
Ln#   Account                         Debits                         Credits                         Description
=====
```

Ln#	Account	Debits	Credits	Description
1.	02-50120-00	150.00		Deprec. Office Equipment
2.	02-13020-00		-150.00	Deprec. Office Equipment

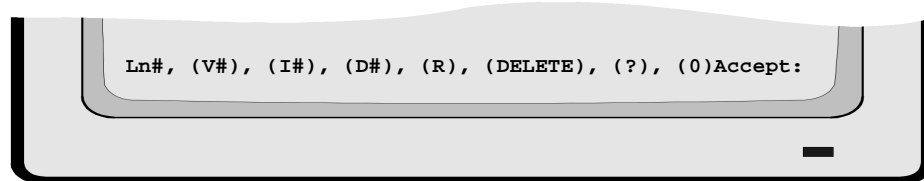
Ln#, (U#), (I#), (D#), (R), (DELETE), (?), (0)Accept:

Ready Ln 22 Col 65

Journal Entries*How to Enter a Recurring Journal Entry***Description**

The description prints on the Auto-Reverse Journal Entry Proof List and Detail General Ledger. The description that prints is entered by:

- a) Press Enter and allow the default description from the header to appear.
- b) Override the default description. Subsequent lines will default to the header description.



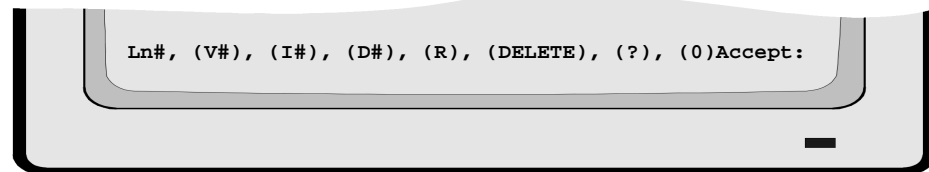
- Ln#** Enter the number of the line on which you wish to make a change. The cursor moves to the designated line and allows you to change the data on that line.
- (V#)** Enter the letter V and the line number in order to view that line. For example, entering V3 displays line three.
- (I#)** Enter I and the line number in order to insert one line at the line number requested. For example, I2 will allow you to enter an account # at line two. The line formerly in position two becomes line three, etc.
- (D#)** Enter the letter D and the line number in order to delete the designated line. For instance, D2 will delete line number two.
- (R)** Enter the letter R to restart this screen from the Batch # field. The information that you have entered for this batch in this session will not be saved.
- (DELETE)** Enter the word DELETE to completely delete this batch. The batch number will not be used again.
- (?)** This choice displays the command line help message.
- (0)Accept** Press 0 to accept and file this batch. It now becomes a record in the JE-REV file.

Journal Entries

How to Exit a Balanced Batch

How to Exit a Balanced Batch

When the control total displays 0.00, your batch is balanced. Enter END at the next new line. The following command line appears:



(0)Accept

Press 0 to accept and file this batch. It now becomes a record in the JERECC file.

You can make changes to recurring journal entries. The change will affect the entry for all future updates.

Recurring Journal Entry Maintenance

To revise a recurring journal entry, enter the RJ Je # in the first entry field of the Recurring Journal Entry routine. The header information regarding this recurring journal entry is first displayed. You may make any changes that you wish to affect the General Ledger the next time you run the recurring journal entry update routine.

To continue to the line item portion of the recurring journal entry, enter 0 to continue. The account numbers and their respective debit and credit amounts appear. Make any changes that you wish to affect the General Ledger the next time you post this journal entry.

Deleting a Recurring Journal Entry

A Recurring Journal Entry will remain in the JERECC file until you delete it. Updates can only occur when you select a specific recurring journal entry by its 6-digit ID, but it is a good idea to delete the journal entries when they are no longer needed.

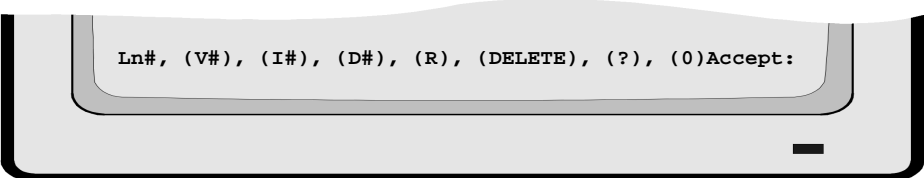
To display an existing recurring journal entry, enter the RJ Je # in the first entry field of the Recurring Journal Entry routine. The header information regarding this recurring journal entry appears.

Journal Entries

Deleting a Recurring Journal Entry



To continue to the line item portion of the recurring journal entry, enter 0 to continue. The account numbers and their respective debit and credit amounts appear. The line item command line permits you to delete this recurring journal entry:



DELETE

Enter the word DELETE. The recurring journal entry is now deleted from your system.