

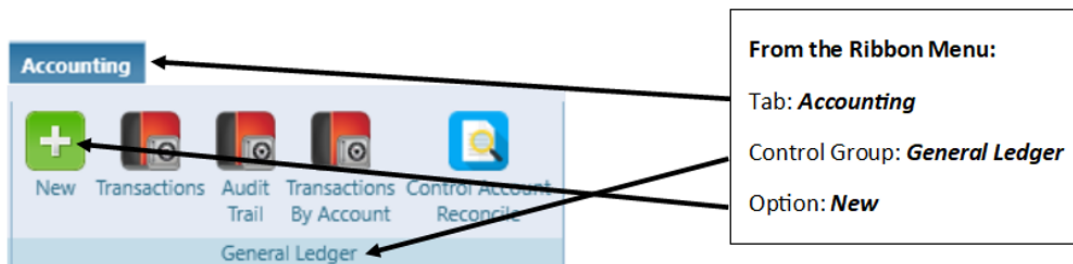
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How Do You Create Journal Entries?

Tammy Mason - 2022-07-19 - in Accounting

How Do You Create Journal Entries?



Explanation: This application allows the user to enter journal entries that may or may not be associated to a customer, vendor, or order. The values should be entered as positive amounts in either the Debit or Credit Columns.

The debits must equal the credits to save the entry.

The image shows a screenshot of the 'Journal Entry - New' form. The form has a title bar 'Journal Entry - New' and buttons for 'Process', 'Cancel', and 'Close'. Below the title bar, there are fields for 'Posting Date' (2/7/2019), 'Customer' (S), and 'Vendor' (S). There are also search and edit buttons for these fields. Below the fields, there is a table with columns for 'General Ledger', 'Description', 'Memo', 'Debit', and 'Credit'. The table contains two rows of data: one for 'Cash in Bank' with a debit of \$25.00 and a credit of \$0.00, and one for 'Samples and Catalogs' with a debit of \$0.00 and a credit of \$25.00. The total debit is \$25.00 and the total credit is \$25.00, with a difference of \$0.00.

Tip: General Ledger Transactions that have a customer assigned to them will show in Customer history. Journal entry amounts will display under the Reference column. This does not affect the customers balance in history, but it will show that a ledger entry was created and associated with this customer - and the same is true for vendors.

Number	Description	Source	Post Date	Debit	Credit	Net Change	Memo
100	Cash in Bank	Journal Entry	02/07/2019	\$25.00	\$0.00	\$25.00	payment for Sample
808	Samples and Catalogs	Journal Entry	02/07/2019	\$0.00	\$25.00	(\$25.00)	payment for Sample

General Ledger Transaction Security:

When processing transactions affecting prior month's or a future posting date, a password can be assigned.

This option is located under Tools > Control > System Preferences. If no password is entered in System Preferences,

then the transaction will not require a password.

Password To Restrict Posting General Ledger Transactions To Prior/Future Months

Password To Restrict Posting General Ledger Transactions To Prior/Future Fiscal Years

Import Journal Entries

An option to import journal entries will reduce the need to manually enter routine entries.

For example:

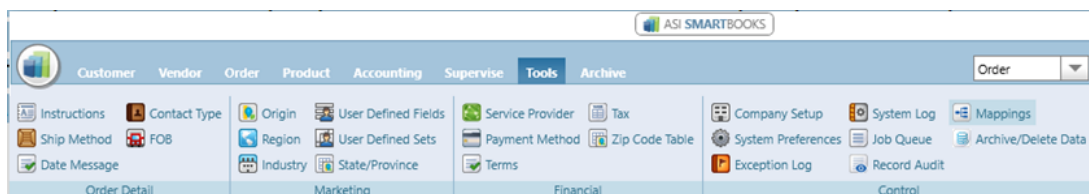
Importing a set of journal entries that the amount can vary each month. (Example: Utility or Telephone bills)

Importing a set of monthly expenses that are recorded through a journal entry and the amount is the same each month. (Example: Rent)

Importing a long list of journal entries sent to you by your outside accountant (via a spreadsheet).

Setup

Location: Tools – Control - Mappings



Within the Mappings menu, click new and enter a description and select the type of Journal Entry.

Mappings* ✕

Description	Type

New Copy Save Delete Cancel Close

1 Validation. Cannot save record if validations exist. [View Validations](#)

Description Type

Upload information in a single CSV file to get started.

Creating a mapping will allow you to indicate which columns of a CSV file contains specific journal entry details. If the same layout is used each time this mapping will only need to be created once. If multiple CSV layouts are going to be used, multiple mappings may be needed.

Sample CSV Layout

	A	B	C	D	E
1	Account Number	Account Description	Memo	Debit	Credit
2	960	Data Processing	Online Store Monthly Fees	\$360.45	
3	976	Dues & Subscriptions	Association Dues	\$574.41	
4	924	Rent	Rent	\$850.00	
5	932	Insurance - General	Insurance	\$510.25	
6	946	Maintenance - Lawn	Lawn Care	\$325.00	
7	948	Telephone	Telephone	\$580.47	
8	954	Office Expense	Office Cleaning	\$200.00	
9	100	Cash in Bank	Cash		3400.58

The first two columns in the mapping window show the first two rows of data from the CSV file.



Upload information in a single CSV file to get started.

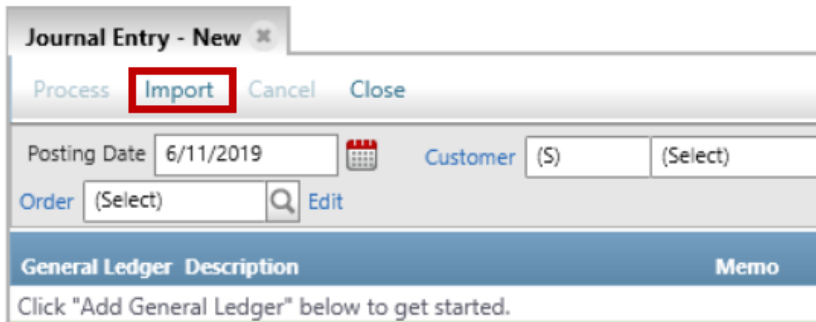
Account Number	960	<input type="text" value="Account Number"/>
Account Description	Data Processing	<input type="text" value="(Select)"/>
Memo	Online Store Monthly Fees	<input type="text" value="Memo"/>
Debit	\$360.45	<input type="text" value="Debit"/>
Credit		<input type="text" value="Credit"/>

Using the first two columns of example data provided in the mapping window, indicate which columns on the spreadsheet should populate the fields on the Journal Entry window.

For example: the column containing 960 represents an Account Number, the column containing "Online Store Fees" represents a memo, the column containing \$360.45

represents a Debit Amount and the column titled "Credit" that does not contain a value represents a Credit Amount.

Go to Accounting - General Ledger - New and within the Journal Entry window click Import.



Journal Entry - New

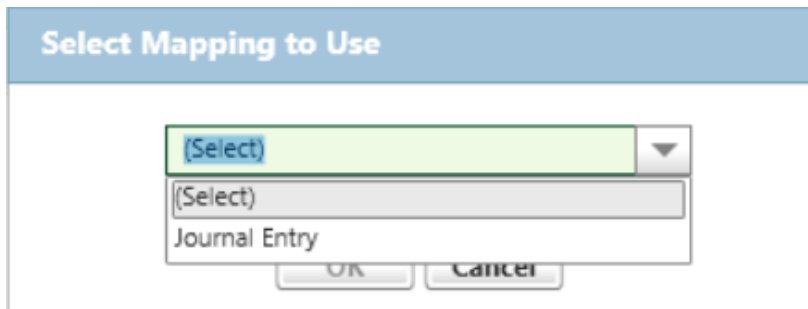
Process **Import** Cancel Close

Posting Date 6/11/2019 Customer (S) (Select)

Order (Select) Edit

General Ledger	Description	Memo
Click "Add General Ledger" below to get started.		

Select the Mapping to use for this import. The mapping file will be used to import the journal entries from the CSV file.



Select Mapping to Use

(Select)

(Select)

Journal Entry

OK Cancel

The mapping file can be used to import various CSV files with the same layout. Browse and select your import file and click ok.

Journal Entry - New*						
Process Import Cancel Close						
Posting Date		6/11/2019	Customer		(S) (Select)	Edit
Order		(Select)	Vendor		(S)	Edit
General Ledger	Description		Memo	Debit	Credit	
960	Data Processing	Q Edit	Online Store Monthly Fees	\$360.45	0.00	X
976	Dues & Subscriptions	Q Edit	Association Dues	\$574.41	0.00	X
924	Rent	Q Edit	Rent	\$850.00	0.00	X
932	Insurance - General	Q Edit	Insurance	\$510.25	0.00	X
946	Maintenance - Lawn	Q Edit	Lawn Care	\$325.00	0.00	X
948	Telephone	Q Edit	Telephone	\$580.47	0.00	X
954	Office Expense	Q Edit	Office Cleaning	\$200.00	0.00	X
100	Cash in Bank	Q Edit	Cash	0.00	\$3,400.58	X
				\$3,400.58	\$3,400.58	
				Difference	\$0.00	
+ Add General Ledger						

Adjustments or changes can be made to the entry before or after processing.

Note: If you use the P&L (Profit and Loss) Cost Center Reporting Add-On, updating is also available to import into the cost centers.