

Journal Entry

Last Modified on 09/11/2019 2:08 am EDT

There are rare circumstances where you or your accountant may need to manually add or correct an existing entry in your general ledger. Some examples include:

- A registration fee was not applied correctly to a registration account
- A function was incorrectly set up and did not apply its income to the correct account in the general ledger

There are many reasons why a manual Journal Entry would be necessary. In these cases, entering a Journal Entry is a straightforward process.

For this example, let's assume that the Networking Reception (\$75.00) has been incorrectly linked to the City Tour income account. You caught this error early but there are a couple of entries that need to be adjusted. Each correction will consist of two entries.

Entry #1

1. Select **Journal Entry** from the **Accounting Panel**.
2. Select the **Add Journal Entry Button**.
3. In **Account**, select the **City Tours Account**.
4. Enter a **Debit** of **\$75.00**.
5. Enter an internal reference number, if needed.
6. Enter a brief description of your entry.
7. Select the **Add Journal Entry** button.

Entry #2

1. Select **Journal Entry** from the **Accounting Panel**.
2. Select the **Add Journal Entry Button**.
3. In **Account**, select the **Networking Reception Account**.
4. Enter a **Credit** of **\$75.00**.

5. Enter an internal reference number, if needed.
6. Enter a brief description of your entry.
7. Select the **Add Journal Entry** button.

You have now successfully deducted \$75.00 from the City Tours Income Account, and moved it into the Networking Reception Income Account.
