

GENERAL JOURNAL

Listed in the *Figure 1* are the General Journal Entries Posted in the Accounting System. The **General Journal** is the master journal to where all the general transactions or entries of the company are recorded in such as *Addition of Capital Investments, Cash withdrawal of Company owners, Adjusting Entries, Deposits to banks, and other General Transactions of the Company.*

Figure 1

General Journal

+ New General Journal

From :

12/03/2018

To :

07/31/2019

Search :

Txn #	Particular	Remarks	Txn Date	Posted	Status	Action	
	TXN-20190218-63	N/A	None	02/18/2019	System Administrator		
	TXN-20190103-57	NCR Construction Supply		12/18/2018	System Administrator		
	TXN-20190103-56	JAMM Fire Extinguisher Enterprise		01/03/2019	System Administrator		
	TXN-20181218-46	JAMM Fire Extinguisher Enterprise	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor ...	12/18/2018	System Administrator		

Showing 1 to 4 of 4 entries




< Previous



1

Next >

Change the **Date Range** (from and to) to your preference to filter the shown Journal Transactions. Use the **Search Field** to search for the information from inside the table. Clicking the **+ Button** will open the transaction/voucher as shown in *Figure 2*. The voucher can be printed and downloaded as a PDF File. Clicking the **X Button** will mark the Journal either cancelled or active.

Figure 2

Txn #	Particular	Remarks	Txn Date	Posted	Status	Action	
	TXN-20190218-63	N/A	None	02/18/2019	System Administrator		
<p>DATE : 02/18/2019</p> <p>TXN # : TXN-20190218-63</p> <p>PARTICULAR :</p> <p>N/A</p>							
Account #	Account	Memo	Debit	Credit			
1000	Cash on Hand		13,000.00	0.00			
3000	Capital - Equity		0.00	13,000.00			
Remarks :			Total :	13,000.00	13,000.00		
None							

 Print
  Download as PDF

Click the **New General Journal Button** to create. Fill the form (*Figure 3*) then click **Save and Post Button** to save.

Figure 3

General Journal

Browse Recurring Template

Txn # :
TXN-YYYYMMDD-XXX

Date :
07/29/2019

Particular :
Owners

Department :
Admin

Journal Entries

Account	Memo	Dr	Cr	Action
Cash on Hand				<div>+</div> <div>×</div>
Capital - Equity				<div>+</div> <div>×</div>
Total		0.00	0.00	

Remarks :

To Record Addition of Equity

☐ Save as Template

Save And Post

Cancel

RECURRING TEMPLATES

Certain Transactions repeat themselves on a regular basis. You can create or use templates for such recurring transactions. The template contains the *Particular*, *Debit* and *Credit Accounts* together with the *amounts*, and *Remarks*. To create a recurring template **inside** the **General Journal Module**, click (put a check mark) on the **Save as Template Check Box** before saving to also save the current filled form as a new template (*Figure 4*).

Figure 4

General Journal

Browse Recurring Template

Txn # :
TXN-YYYYMMDD-XXX

Date :
07/29/2019

Particular :
Owners

Department :
Admin

Journal Entries

Account	Memo	Dr	Cr	Action
Cash on Hand		5,000.00	0.00	<div>+</div> <div>×</div>
Cash in Bank - GRB		0.00	5,000.00	<div>+</div> <div>×</div>
Total		5,000.00	5,000.00	

Remarks :

To Record Withdrawal from Bank

☒ Save as Template

Save And Post

Cancel

To use an existing template, click **Browse Recurring Template Button** upon creating a new General Journal (*Figure 5*).

Figure 5

General Journal

[Browse Recurring Template](#)

* Txn # : * Date :

* Particular :

* Department :

Journal Entries

Account	Memo	Dr	Cr	Action
<input type="text" value="Cash on Hand"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="x"/>
<input type="text" value="Cash on Hand"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="x"/>
Total		0.00	0.00	

Remarks :

☐ Save as Template

Upon clicking, it will show a list of existing Templates (*Figure 6*). To use, click the **Check Button**, and the details of the template will automatically fill the form (*Figure 7*).

Figure 6

[Browse Recurring Templates](#)

Template Code	Template Description	Payee / Particular	Action
TEMP_GEN_01	Owner Withdrawal	Owners	<input checked="" type="checkbox"/>
TEMP_GEN_01	Addition of Equity	Owners	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

Figure 7

General Journal

[Browse Recurring Template](#)

* Txn # :

<> TXN-YYYYMMDD-XXX

* Date :

07/29/2019

* Particular :

Owners

* Department :

Please select department.

Journal Entries

Account	Memo	Dr	Cr	Action
Capital - Equity		30,000.00	0.00	+ ×
Cash on Hand		0.00	30,000.00	+ ×
Total		30,000.00	30,000.00	

Remarks :

To Record Owner Withdrawal

☐ Save as Template

[Save And Post](#) [Cancel](#)

The list of **Recurring Templates** (Figure 8) can be found in **Settings -> Recurring Templates**.

Figure 8

System Administrator
jdevtechsolution@gmail.co

EXPLORE

- Dashboard
- Financing
- Services
- Purchasing
- Sales
- Inventory
- References
- Masterfiles
- Treasury
- Bank Reconciliation
- Assets Management
- Settings**
 - Setup Tax
 - Setup Chart of Accounts
 - General Configuration
 - SOA Settings
 - Fixed Asset Settings
 - Setup User Rights
 - Create User Account
 - Setup Company Info
 - Setup Check Layout
 - Recurring Template**

Dashboard / Recurring Template

Recurring Template

[+ Create New Template](#)

Search Template

Book Type	Template Code	Template Description	Payee / Particular	Action
CDJ	FedEx		FedEx	✎ ✖
CDJ	Bailbago Waterworks System, INC		Water District	✎ ✖
CDJ	Converge ICT Solutions INC.		Converge ICT Solutions INC.	✎ ✖
GJE	TEMP_GEN_01	Owner Withdrawal	Owners	✎ ✖
GJE	TEMP_GEN_01	Addition of Equity	Owners	✎ ✖

Showing 1 to 5 of 5 entries

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Use the **Search Field** to search for the information from inside the table. Click the **Pencil Button** to edit the template information, and **Trash Button** to delete the template. Click the **Create New Template Button** to create a new template. Select a Book Type and Accept (Figure 9), fill the form (Figure 10) then click the **Save Changes Button** to save.

Figure 9

Please Select Book Type

Book Type :

Please Select Book Type

General Journal

Cash Disbursement Journal

Figure 10

Recurring Template

Template Code :
TEMP_GEN_03

Template Description :
Bank Deposit

Particular :
Owners

Account	Memo	Dr	Cr	Action
Cash on Hand		30,000.00	0.00	<div><div></div><div></div></div>
Cash in Bank - GRB		0.00	30,000.00	<div><div></div><div></div></div>
Total		30,000.00	30,000.00	

Remarks :
To Deposit Cash on GRB

Save Changes

Cancel