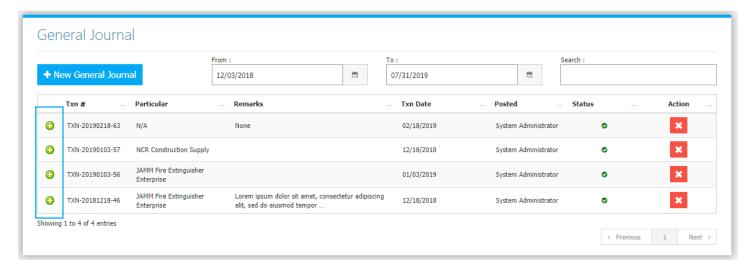
## **GENERAL JOURNAL**

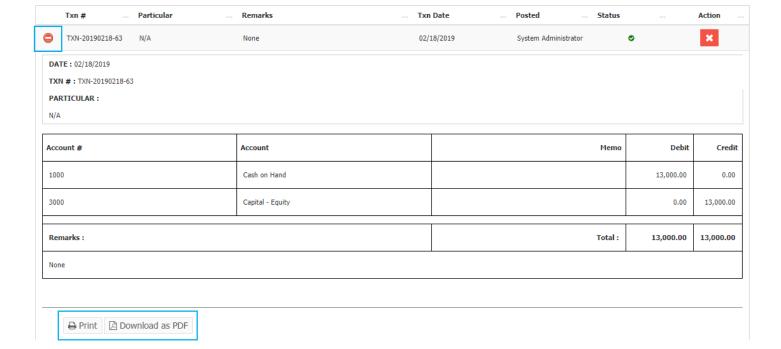
Listed in the *Figure 1* are the General Journal Entries Posted in the Accounting System. The *General Journal* is the master journal to where all the general transactions or entries of the company are recorded in such as *Addition of Capital Investments, Cash withdrawal of Company owners, Adjusting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

Figure 1



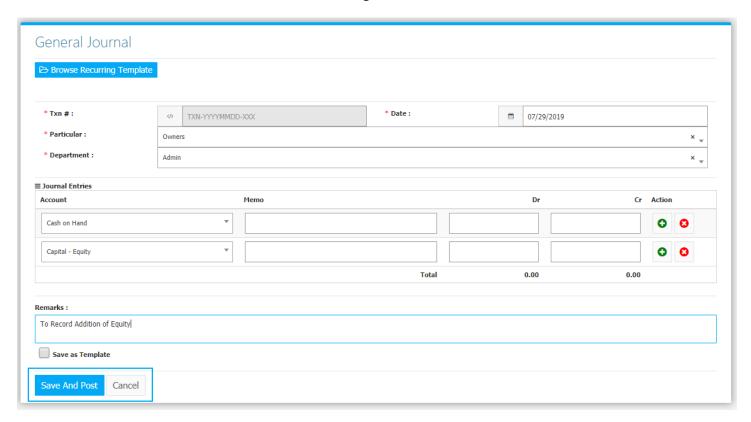
Change the **Date Range** (from and to) to your preference to filter the shown Journal Transactions. Use the **Search Field** to search for the information from inside the table. Clicking the **+ Button** will open the transaction/voucher as shown in *Figure 2*. The voucher can be printed and downloaded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

Figure 2



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

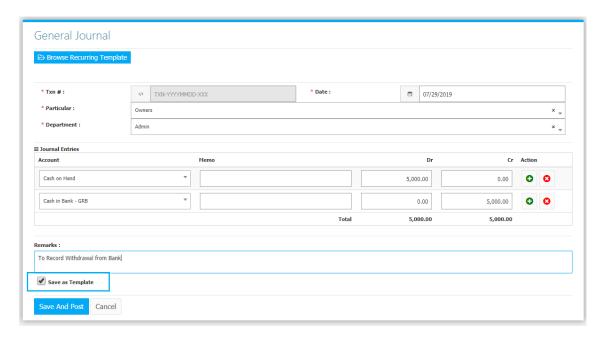
Figure 3



## **RECURRING TEMPLATES**

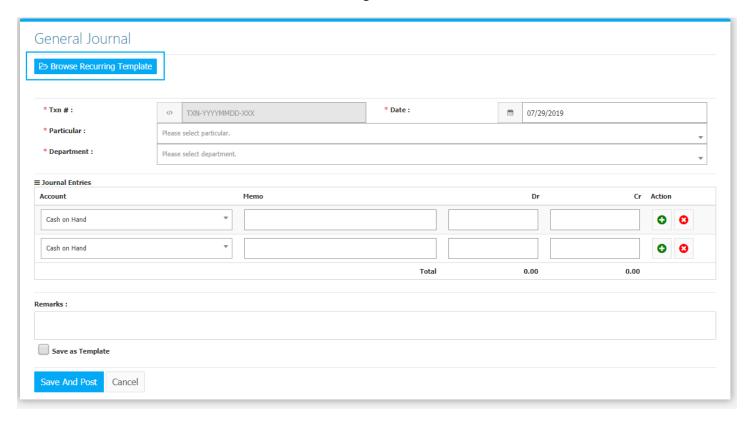
Certain Transactions repeat themselves on a regular basis. You can create or use templates for such recurring transactions. The template contains the *Particular, Debit* and *Credit Accounts* together with the *amounts,* and *Remarks*. To create a recurring template **inside** the **General Journal Module**, 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



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

Figure 5

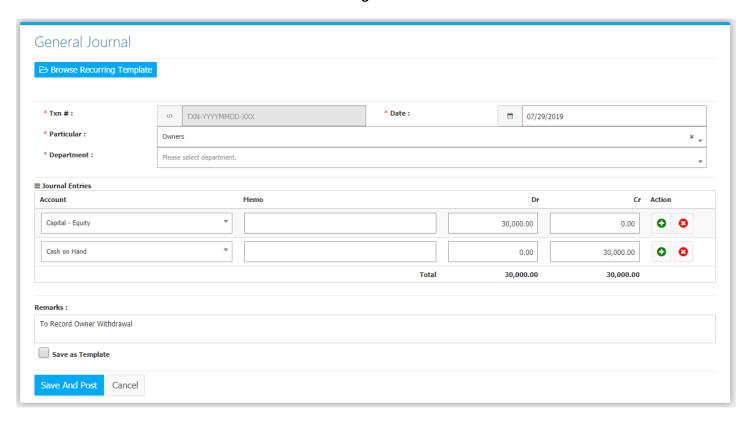


Upon clicking, it will show a list of existing Templates (*Figure 6*). To use, click the **Check Button**, and the details of the template will automatically fill the form (*Figure 7*).

Figure 6

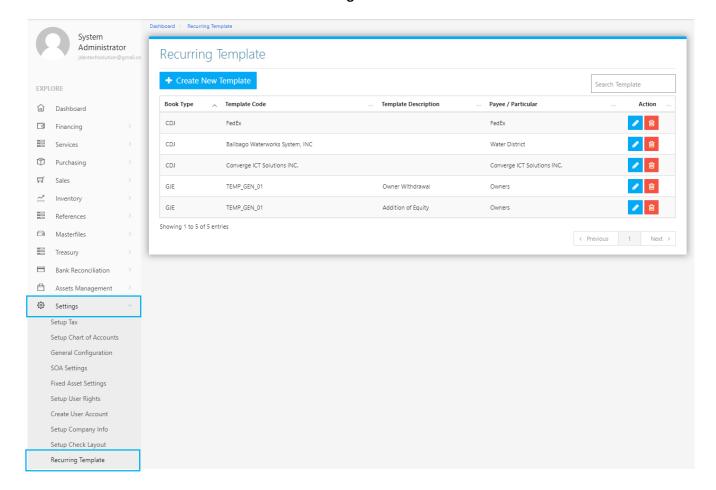


Figure 7



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

Figure 8



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 Figure 10

