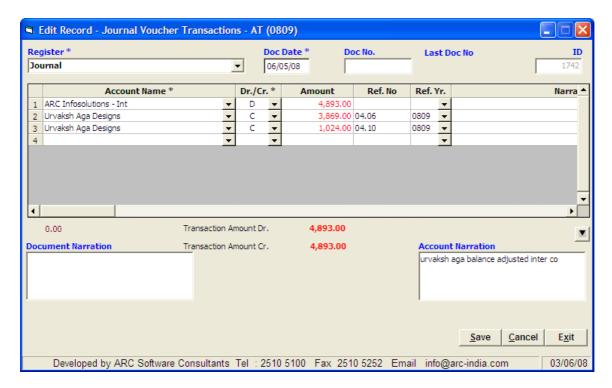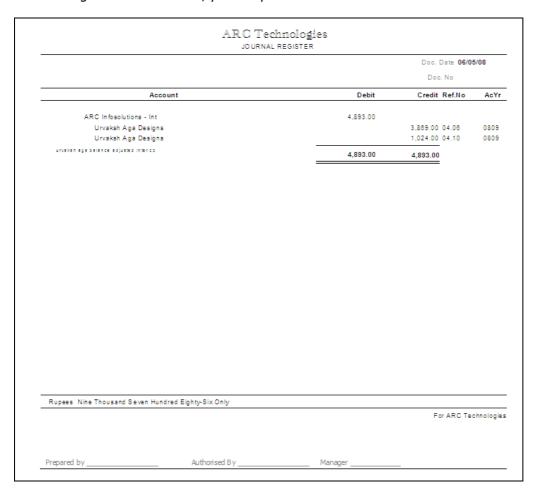## Journal Entry

Various journal entries can be added through this module

The module works exactly like the Bank , Cash , Petty Cash module which is explained in detail in
BankCashPettyCashEntry.doc

Once having entered the details, you can print out the Journal Voucher

Header

- Register – Select the register from the drop down list box – it displays the registers of type JV. New registers can be defined thru Masters -> Register Module. For a detailed explanation refer RegisterMaster.doc. if you are implementing the automatic TDS module, then you cannot modify or delete any TDS JV
- Date – this is the date of the entry on which it will be accounted in the system
- Voucher No – the last voucher number is displayed. You can enter a number manually. Though this is not compulsory.

Account Details

- Account – select the account from the drop down list box or start typing the name for auto selection. If the account is new and you wish to add the same in the accounts master, press the "Ins" key while in the field, the accounts master module will pop up for you to add the account and the control will return to the journal entry form once you save the newly added account
- RefNo and RefYr – these fields can be entered manually or can be replaced automatically by using the F7 feature explained above.
- The narration in the accounts detail box is mutually exclusive with the account narration at the bottom. You can enter either of them. If you have entered any narration in the accounts details table, then the account narration is disabled.
- Document narration (if entered) will be printed on the voucher only.

Documents - once an entry is saved, you can print out the voucher from the browse grid by right clicking on the record and selecting the required option.