

Add

To Add a new Journal record

1. From the **Journal Records** section menu bar, click **Add**;
2. A **data-entry form** opens,
3. Fill-up the form:
 - a. **Date** - use a date picker
 - b. **Reference No.** - system generated (please do not edit, accept it as it is)
 - c. **Entry Description** - requires user-input
 - d. **D.E.A./L.E.R.** - select from choices Drawings, Expense, Asset/Liability, Equity, Revenue
 - e. **Debit Amount** - requires user-input. As you type the amount, the same amount also appears on the credit amount
 - f. **Debit Account Name** - select from choices User must make sure to select the appropriate account name;
 - g. **Credit Account Name** - requires user to select from choices. Be careful to select the right account name;
 - h. **Other Portion Paid Later** - this is an option for split payment (40% cash, 60% to be paid later)
 - i. If item **h** is used, you must tick the *checkbox*, and the *account name* is filled-up by the system along with its *account number*. Fill-up the *due date*;
 - j. **OR #** - this must be filled-up by the user, else you cannot proceed;
 - k. **Ready to Save** - user must click this, if something is missing, the Save Data button will not open;
 - l. **Save Data** - click to save the data.

Note: This **Add** feature is a direct and manual way of adding transactions to the journal records. In most cases, adding (entering transactions) is programmatically carried out silently at the background during entering transaction of supplies passing thru the Store. When you received supplies after purchasing, and when you issue supplies, the system undertakes these actions.