**Journal Transfers**

**Accounting >> General Ledger >>Registration of GL Transactions**



A journal may consist of 2 or more lines. Each line is designated as either a debit (positive amount) or credit (negative amount), and the total of all lines must be 0.00 before the journal can be saved.

It does not matter in which order the lines are entered. For the first line, enter :

* Account – nominal account which is to be debited or credited. You can start typing the name of the account if you know it, or the code itself and the drop-down box will display all the codes which match your entry. Once the code has been entered, boxes for the cost centre and project will be displayed.
* Asset is not used except for some Estates nominal codes so this can be left blank
* Description – Whatever is entered here will show on reports when the journal has been approved and posted so it is important that the description is as meaningful as possible and clearly explains why the transfer is being made. (See also ‘Copying Description’ below).
* Value Date – this can be left as today’s date
* Currency and Tax Code (TC). You do not need to change these, leave as GBP and PE respectively. If you need to transfer an amount from /to the VAT account, enter a line with account code 2999 (Purchase VAT) or 8999 (Sales VAT).
* Posted amount – this is the amount to be transferred from/to this particular account/cost centre and project, entered as a negative amount if it is a credit and a positive amount if it is a debit.

Click on Add or anywhere on the next line so you can enter the next details.

**Copying Description from one line to all the other lines**

Although every line should have a description explaining the transfer, you do not need to type this on every line. Provided there is one line with a description, click on this line and then click on ‘Copy Description’ to copy the description to all other lines which have been entered.

**Delete a line**

Simply tick the line to be deleted and click on the delete button.

**Workflow Log**

The workflow log can be used to enter internal text, available only to the people who will approve the journal lines so if a further explanation is needed for any of the lines it can be entered here. The copy button will copy the workflow log to all lines.