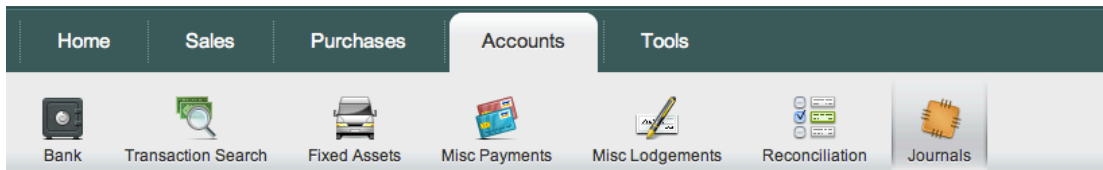


How to Input Journals

To input a Journal click on **Accounts** and **Journals** and **Add**



Journals

Journals are used to move amounts from one Nominal to another Nominal. Journals are commonly used by accountants to input things like opening about how journals work it is probably best not to use them. If you do use them make sure that you check your results on your P&L or BS as soon as you were expecting.

If you wish to enter an Opening Stock balance on SortMyBooksOnline, please check out our How-To right [here](#)

Add

Type in the details including the **Date**, the **Amount** and which **Nominal** you are **Debiting** and which **Nominal** you are **Crediting** and click on Ok.

The 'Add Journal' form contains the following fields:

- Date: 06/02/2012
- Total Amount: [Empty]
- Description: [Empty]
- Debit: [Empty]
- Credit: [Empty]
- Asset Name: [Dropdown]
- Asset Class: [Empty]
- Reverse
- Reverse Date: [Empty]
- Job: Any Company
- Note: [Text Area]

Buttons: OK, Cancel

Adding Journals

Type in the amount, type in a description so you'll easily see what this journal was for. Select the Nominal you are moving the money from and select the Nominal you are moving the money to. Make sure that you are inputting the correct date. Eg. for opening balance nominals from last year your date should be the last accounting day of your previous year.

If there is more than 1 line to your Journal then you can click on the Journal entry to edit it and click on Add New Line.

The 'Edit Journal' form shows the following details:

- Date: 06/02/2012
- Description: Revenue adjustment
- Note: [Empty]
- Reverse
- Reverse Date: [Empty]

Buttons: Edit, Delete, Duplicate, OK, Cancel

Editing Journals

Journals are mainly used by accountants to add in opening balances and make year-end adjustments. In SortMyBooks you are free to edit previously entered information. For instance if you made a mistake on a purchase invoice, you can edit it until you close the period. We'd encourage you to use this section with caution if you are not sure what journals are for.

Debit	Credit	Description	Asset Name	Asset Class	Job	Debit Amount	Credit Amount
VAT	Payroll Tax				Any Company	1,000.00	1,000.00
Total:						1000.00	1000.00