

01. New Journal Entry

Finance > General Ledger > New Journal Entry > Journal Title > Journal Date > Accounts Code > Description Amount > Add Item > Save

The screenshot displays the 'New Journal Entry' form in a financial system. The interface includes a top navigation bar with 'Finance' highlighted, a left sidebar with 'General Ledger' and 'New Journal Entry' highlighted, and a main form area with fields for Journal Title, Journal Date, Account Code, and Description. A table below shows a single entry for 'CLEANING SERVICES - APRIL 2021' with a debit of 10,000.00. The 'Save' button is highlighted at the bottom right.

Journal Entry Form Fields:

- Journal Title: ACCRUAL - APRIL 2021
- Journal Number: New
- Reversal Journal: -- Nil --
- Journal Date: 30 Apr 2021
- Account Code: 22050 Accruals - Note 7
- Description: CLEANING SERVICES - APRIL 2021
- Currency: SGD
- Amount: 0.00 DR 10,000.00 CR
- Currency Rate: 1

Posting Details Table:

SN	Type	Description	Debit	Credit	GST/Taxable
1		CLEANING SERVICES - APRIL 2021	10,000.00 SGD10,000.00	0.00	0%

Summary: Total Amount 10,000.00

Buttons: Add Item, Cancel, Save, Close