



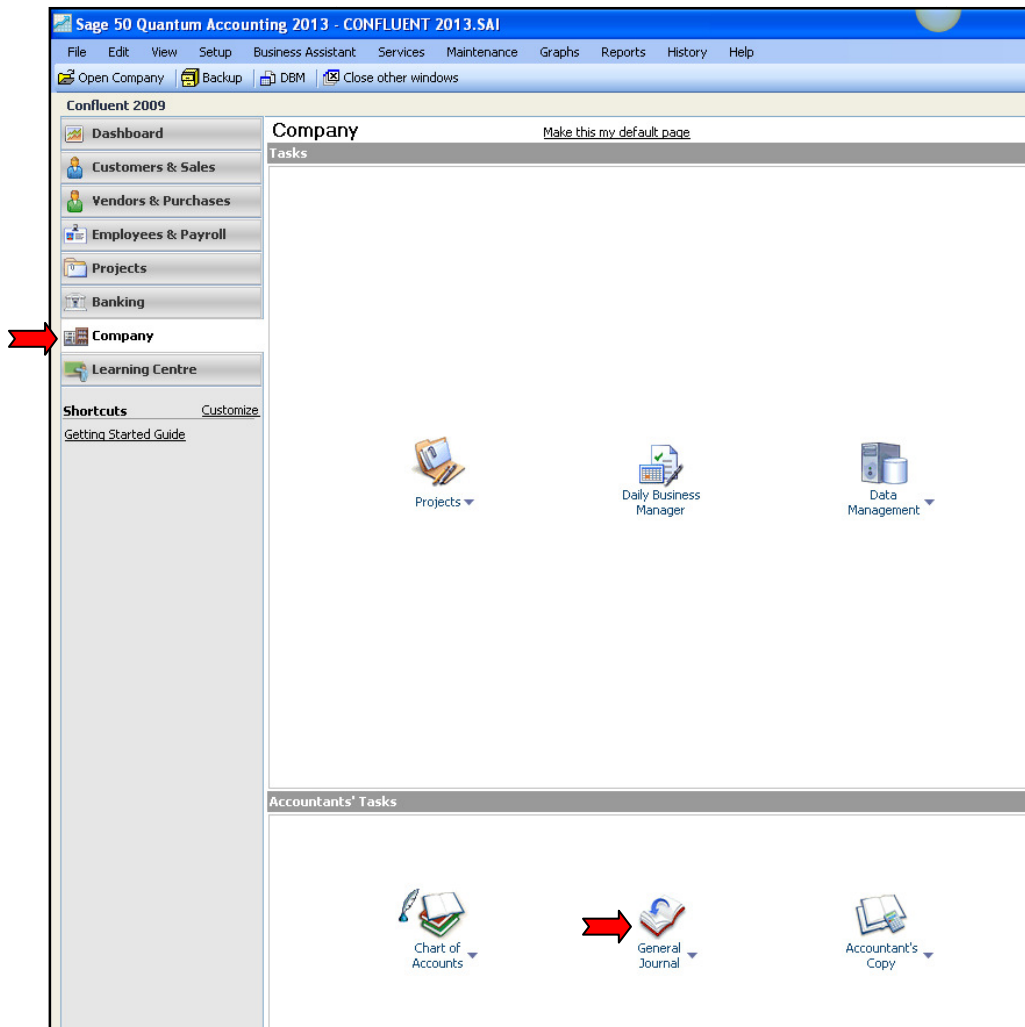
Foursquare Gospel Church of Canada

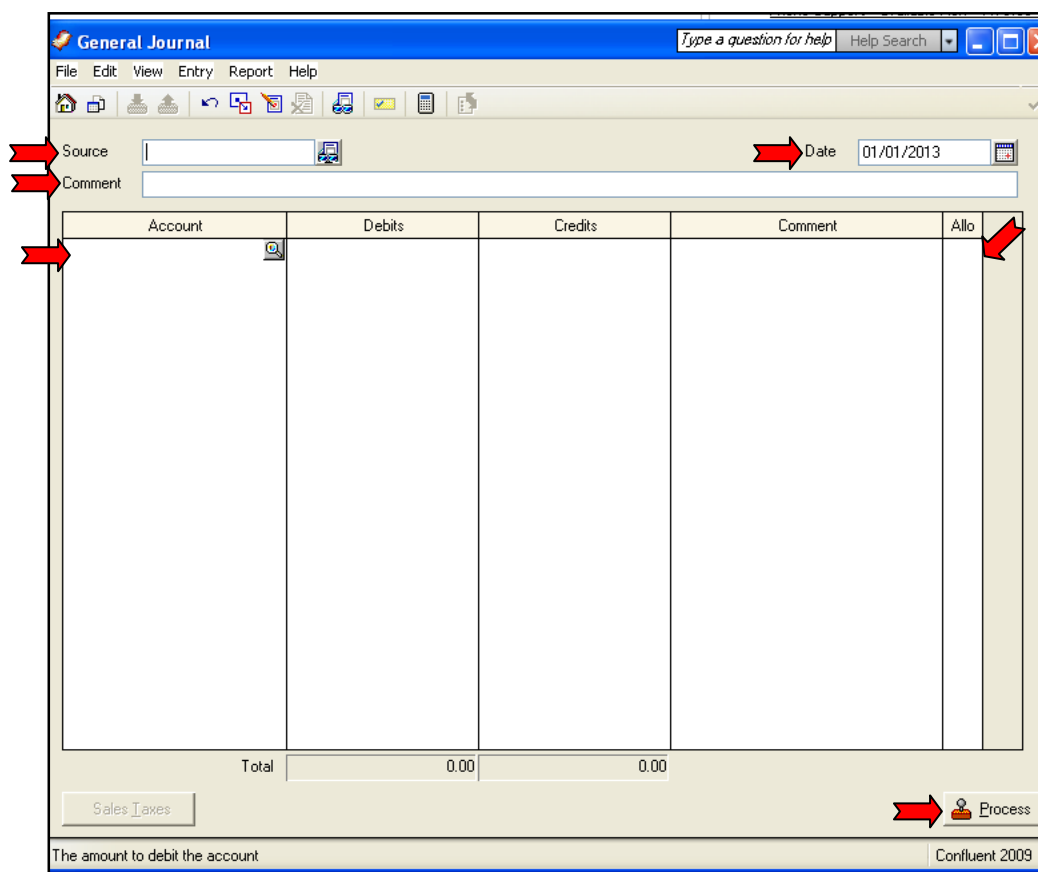
6.01 General Journal Entries

General Journal Entries are used to record weekly deposits, bank charges, and miscellaneous adjustments.

General Journal Entries

- **Under Company:**
 - o Double click on General Journal icon





- **Source** = the document that the entry is taken from ie. "Deposit"
- **Date** = the date of the offering or transaction
- **Comment** = description of the entry "Sunday Offering"
- **Account** = enter the account number and debit/credit amount
- **Allocation** = allocate the entry to a Project
 - **Click Process** when entry Totals balance.

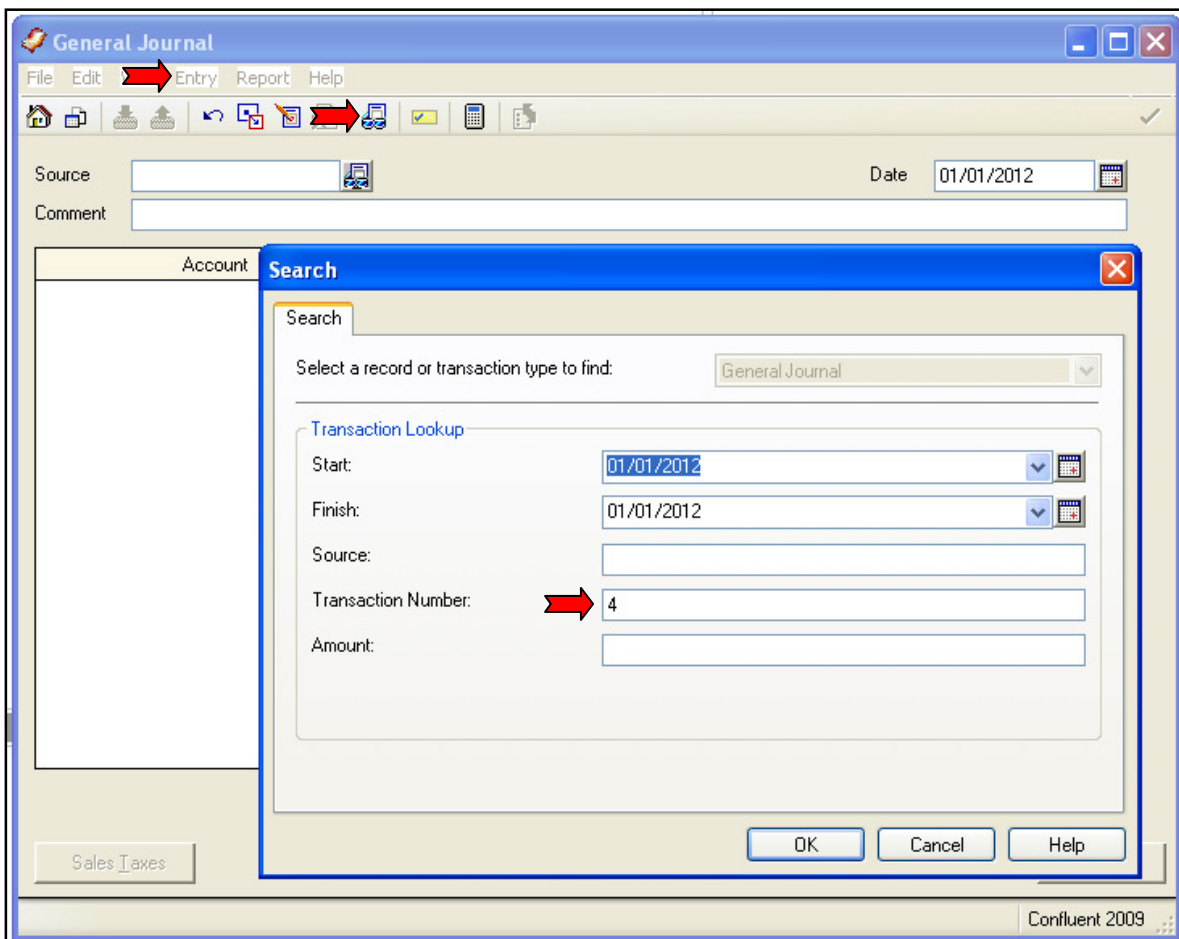
Example of Deposit Entry

1055 Bank Account	Dr. \$1000		
4100 Tithe Income		Cr. \$800.00	Allocate: Church
4825 Undesignated		Cr. \$50.00	Allocate: Church
4310 Missions		Cr. \$150.00	Allocate: Missions Trip

Adjust or Void Entry

To adjust or void a General Journal Entry:

- **Under Company**
 - o Double click on General Journal Entry
 - Under Entry on toolbar:
 - Select Adjust Transaction
- OR**
- Click on Look up a Transaction icon



- **In Search window:**
 - o Enter Source, Transaction Number or Amount of the transaction you are looking up
 - Click OK

