QuickBooks – Making an Entry

Let’s walk step by step through a journal entry. The entry at the bottom will be blank and look like this:

Date: Enter the date the transaction occurred not just today’s date.

Number: Enter your initials into this field. (Yes, that is confusing)

Payee: This is where you enter what it is you are recording. Is it Cash revenue for the day, or an invoice from PFG? As you start typing, it should fill in approved entries, or you can select the arrow at the end of the field for a complete list:

Account: Similar to Payee, this describes the categorization of the entry. There is also a drop-down menu to select from:
Memo: You don’t always have to write a memo, but it is useful for tracking purposes. So if your transaction is in any way out of the ordinary, or is being used to adjust a previous entry, write a memo:

Increase or Decrease: Remember to put the amount in the appropriate column: Increase for revenue or vendor credits, Decrease for expenses:

If you are sure everything has been entered correctly, hit Record. If you need to start from scratch or you want to clear the entry in any way, hit Restore.