

# 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:

05/05/2015	Number		Increase	Decrease	
	Account	Memo			

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

05/05/2015	Number	
	Account	

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

05/05/2015	CMW	Payee
	Account	

**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:

CMW	Cash	Increase
	< Add New >	
	G Housen & Co.	Vendor
	PFG	Vendor
	Snows Ice Cream	Vendor
	Ucard	Vendor
	BOB Dues	Other Name
Type, Num	✓ Cash	Other Name

**Account:** Similar to Payee, this describes the categorization of the entry. There is also a drop-down menu to select from:

CMW	Snows Ice Cream	Increase
	FF Facility Operational E	Memo
	734500 Postage	Expense
	734700 Telephone Equipment	Expense
	735010 Membership Dues (BOB)	Expense
	735600 Fees, Fines, Licenses	Expense
	735620 2% UCard Service Fee	Expense
Type, Num	FF Facility Operational Expense	Expense
	✓ 739190 Food for Resale	Expense

**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:

CMW	Snows Ice Cream	
	FF Facility Operationa...	Special Catering Order

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

Cash		37.26	Decrease
Revenues:652100 Ca...	Memo		

Snows Ice Cream		Increase	202.54
FF Facility Operationa...	Memo		

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**.

05/05/2015	CMW	Cash	37.26	Decrease	
		R...	Memo		

Splits Ending balance 1,773.95

1-Line

Sort by Date, Type, Number/...

Record
Restore