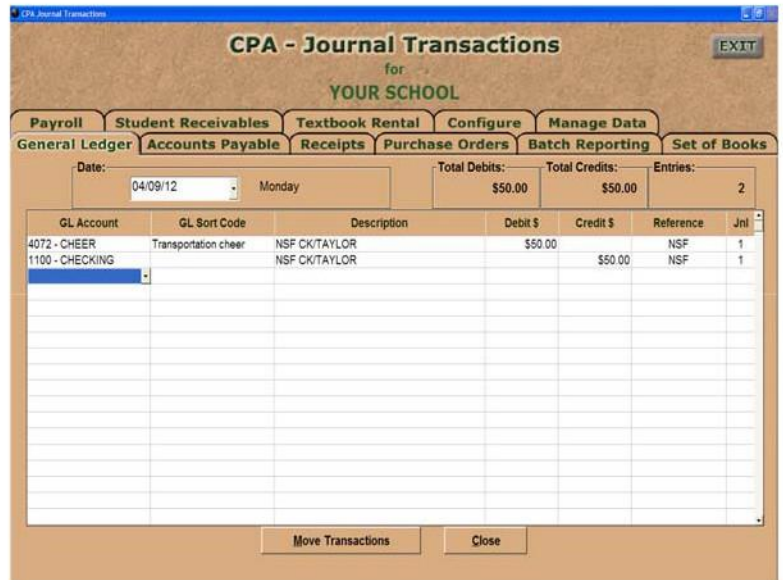**Journal Transactions** on the Data Entry side

Q. How do I post a receipt?

A. Make sure the date is correct - to change the date, either type in the correct date or select the new date from the drop down calendar.

Type in or select the 4000 account number from the drop down box of the fund you are putting the money into. Press <Tab> or <Enter> and select a sort code or create a new sort code. The sort codes are used at the end of the year in reports for the State Board. Examples of **sort codes** are: Fundraiser, Gate Receipts, Coke, Yearbook, Pictures, etc. You may also leave the sort code blank. Press <Tab> or <Enter> to the **description** and type in "What the money was for/who the money was from, example: Gate Receipts Basketball/Mr Taylor. Press <Tab> or <Enter> and type the **dollar amount** in the credit column. Press <Tab> or <Enter> and type the **receipt number** in the reference column. When you press <Tab> or <Enter> again, the program will automatically put a 1 in the journal column. Just press <Tab> or <Enter> through that column and you will be back at the GL account. Press F2 which will **make the offsetting checkbook entry** for you into the 1100 account.

Q. How do I post a check?

Make sure the date is correct - to change the date, either type in the correct date or select the new date from the drop down calendar.

Type in or select the 6000 account number from the drop down box of the fund you are paying the invoice from. Press <Tab> or <Enter> and select a **sort code** or create a new sort code. The sort codes are used at the end of the year in reports for the State Board. Examples of sort codes are: Fundraiser, Gate Receipts, Coke, Yearbook, Pictures, etc. You may also leave the sort code blank. Press <Tab> or <Enter> to the **description** and type in "What you purchased/vendor name, example: Supplies/Office Max. Press <Tab> or <Enter> and type **the dollar amount** in the debit column. Press <Tab> or <Enter> and type the **check number** in the reference column. When you press <Tab> or <Enter> again, the program will automatically put a 1 in the journal column. Just press <Tab> or <Enter> through that column and you will be back at the GL account. Press F2 which will make the **offsetting checkbook entry** for you into the 1100 account.

Q. What General Ledger Reports are most helpful to me?

Fund Account Ledger - prints report showing receipts and checks for each account for a time period you specify.
Schedule of Balances - prints report with all funds listed. Also used when balancing with bank at end of month.
Check Register - prints the list of checks for the time period you specify.

Questions? Contact **Support** for help! support@sspro.com