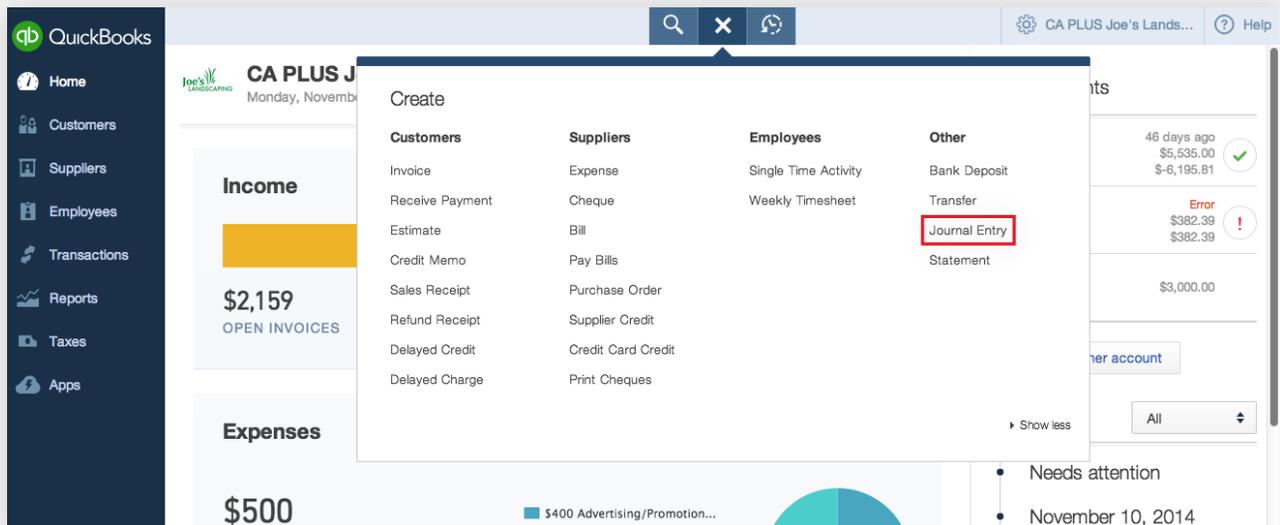


Creating General Journal Entries

At times you may need to make an accounting entry to capture special accounting transactions. These may include accounting items like deferred revenue, work in progress, and others.

QuickBooks Online lets you make general journal entries to reflect these special transactions. This QuickGuide outlines the steps for entering general journal entries.

1 Click **Create (+)** and then select **Journal Entry**.



2 Enter the **Date**.

3 Enter a **Journal Number** to track the transaction to assist you in finding it later.

4 Enter the **Debit** or **Credit** amount.

5 Enter a **Description** for future reference.

6 Click **Save**.