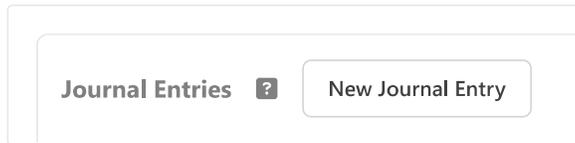


## Journal Entries

The **Journal Entries** tab is designed for recording all accounting adjustments that do not fit into other tabs.



To add a new journal entry, click the **New Journal Entry** button.



The **Journal Entries** tab includes several columns:

### Date

The **Date** column displays the date when the journal entry was made.

### Reference

The **Reference** column displays the reference number for the journal entry.

### Narration

The **Narration** column displays the description provided for the journal entry.

### Accounts

The **Accounts** column displays a list of accounts, separated by commas, that are involved in the journal entry.

### Debit

The **Debit** column displays the sum of all debit amounts for the journal entry.

### Credit

The **Credit** column displays the sum of all credit amounts for the journal entry.

## Status

The **Status** column shows if a journal entry is **Balanced** or **Unbalanced**. A **Balanced** entry occurs when the totals of the Debit and Credit columns are equal. If an entry is **Unbalanced**, Manager will automatically transfer the discrepancy to the **Suspense** account on the Balance Sheet report, ensuring that your financial statements remain balanced. To eliminate the **Suspense** account balance, ensure that all your journal entries are **Balanced**.

To customize the visibility of columns, use the **Edit columns** button.



See [Edit columns](#) for more information.