



# CHAPTER 6 COMPUTERIZED ACCOUNTING

## General Journal Entries

### Making the Transition from a Manual to a Computerized System

Task	In a Manual System	In a Computerized System
<b>Recording general journal entries</b>	<ul style="list-style-type: none"> <li>Analyze the source document to determine which accounts are affected.</li> <li>Using a general journal form, enter the details of the transaction.</li> <li>Check for equality of debits and credits.</li> </ul>	<ul style="list-style-type: none"> <li>Analyze the source document to determine which accounts are affected.</li> <li>Enter the general journal using the account numbers for each ledger account.</li> <li>The software will calculate the equality of debits and credits.</li> </ul>



### Entering Transactions in PEACHTREE

Peachtree Question	Description
<b>How do I enter general journal entries in Peachtree?</b>	<ol style="list-style-type: none"> <li>From the <b>Tasks</b> menu, select <b>General Journal Entry</b>.</li> <li>Enter the date of the transaction in the Date box.</li> <li>Enter the source document reference. TAB</li> <li>Enter the account number to be debited. TAB.</li> <li>Enter a brief description of the transaction. TAB.</li> <li>Enter the debit amount. TAB.</li> <li>Enter the account number to be credited. TAB</li> <li>Enter the credit amount. TAB.</li> <li>Click Save. (You will learn how to Post to the general ledger in the next chapter.)</li> </ol>
<b>What does the software do “behind the scenes?”</b>	The general journal screen automatically checks the equality of debits and credits in your journal entry. The software prompts you to correct the entry if it is out of balance.

For detailed instructions: See the **Peachtree User Guide** in your Glencoe Working Papers.