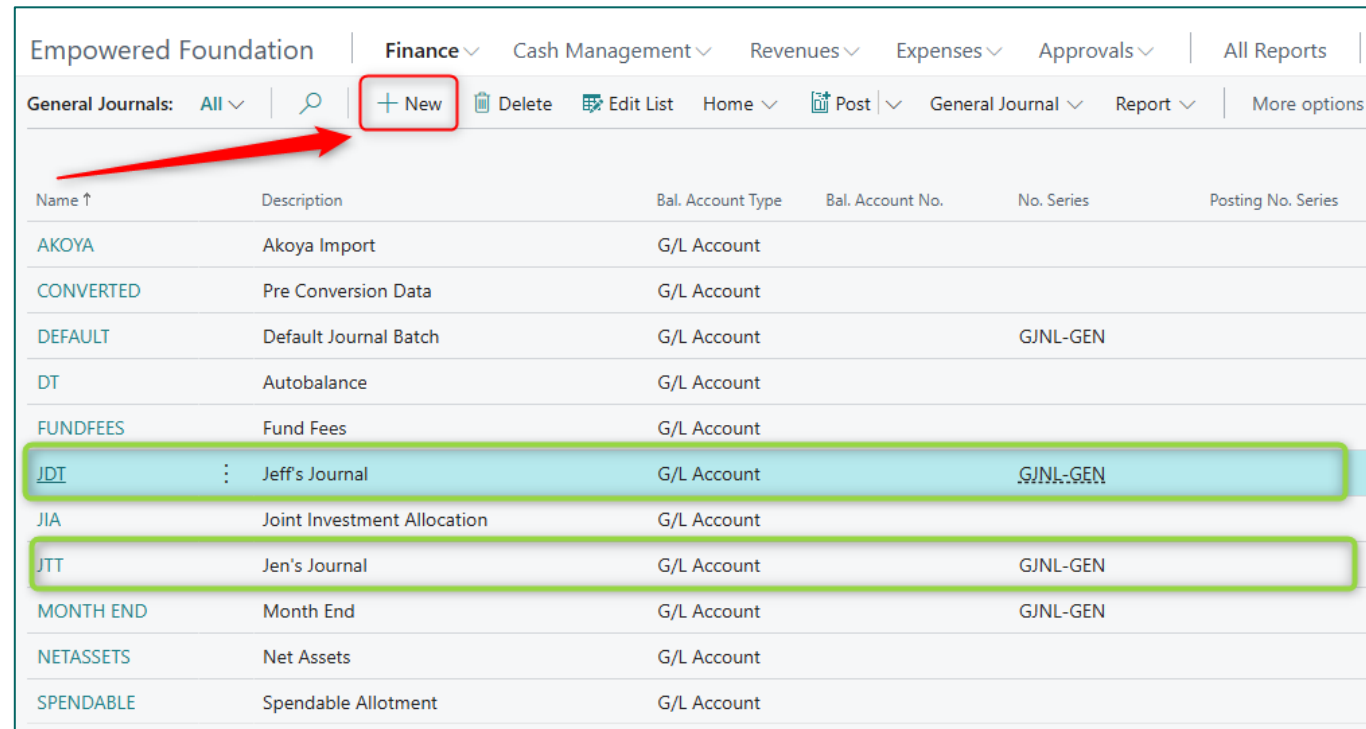




Adjusting Entries in Business Central

Create Multiple General Journal Batches

- Useful for organizations with multiple users or using general journal approvals



Empowered Foundation | Finance ▾ | Cash Management ▾ | Revenues ▾ | Expenses ▾ | Approvals ▾ | All Reports |

General Journals: All ▾ | 🔍 | **+ New** | 🗑️ Delete | 📄 Edit List | Home ▾ | 📄 Post ▾ | General Journal ▾ | Report ▾ | More options

Name ↑	Description	Bal. Account Type	Bal. Account No.	No. Series	Posting No. Series
AKOYA	Akoya Import	G/L Account			
CONVERTED	Pre Conversion Data	G/L Account			
DEFAULT	Default Journal Batch	G/L Account		GJNL-GEN	
DT	Autobalance	G/L Account			
FUNDFEES	Fund Fees	G/L Account			
JDI	: Jeff's Journal	G/L Account		GJNL-GEN	
JIA	Joint Investment Allocation	G/L Account			
JTT	Jen's Journal	G/L Account		GJNL-GEN	
MONTH END	Month End	G/L Account		GJNL-GEN	
NETASSETS	Net Assets	G/L Account			
SPENDABLE	Spendable Allotment	G/L Account			

Personalize the General Journal

- | | | |
|----------------------|-------------------------|---------------------------|
| 1. Posting Date | 8. Fund | 15. Gift/Request No. |
| 2. Document Type | 9. Department | 16. External Document No. |
| 3. Document No. | 10. Function | 17. Applies-to Doc. Type |
| 4. Account Type | 11. Description | 18. Applies-to Doc. No. |
| 5. Account No. | 12. Memo | |
| 6. Bal. Account Type | 13. Amount/Debit/Credit | |
| 7. Bal. Account No. | 14. Payment No. | |

Batch Name JT ADJ ...

[🏠](#) [📄](#) | Manage [📄](#) Post [⌵](#) | Home Request Approval Payroll Line Incoming Document Page | Actions [⌵](#) Related [⌵](#) Automate [⌵](#) Fewer options [🔗](#) [🔍](#) [ℹ️](#)

Posting Date	Document Type	Document No.	Account Type	Account No.	Bal. Account Type	Bal. Account No.	Fund	Dep...	Function	Description	Memo	Amount	Payment No.	Gift/Request	External Document No.
5/15/2024		G00234	G/L Account		G/L Account							0.00			

Standard Journals

- Save common general journal entries to be recalled later.

Batch Name JT ADJ

Manage Post Home Request Approval Payroll Line Incoming Document Page Actions Related Automate Fewer options

Functions Opening Balance Insert Conv. \$ Rndg. Lines Save as Standard Journal... Deferral Sch. Redistribute Account Allocations Generate lines from Allocation Account Line Other

Posting Date	Document Type	Document No.	Account Type	Account No.	Bal. Account Type	Bal. Account No.	Fund	Opening Balance	Amount	Payment No.	Gift/Request	External Document No.
5/15/2024		G00234	G/L Account	5110	G/L Account							
5/15/2024		G00234	G/L Account	2220	G/L Account							
5/15/2024		G00234	G/L Account	2230	G/L Account							
5/15/2024		G00234	G/L Account	2240	G/L Account							
5/15/2024		G00234	G/L Account	2260	G/L Account							
5/15/2024		G00234	Bank Account	CHECKING	G/L Account							

Balance Accounts

- Quickly write two-line entries in a single line using balance account.

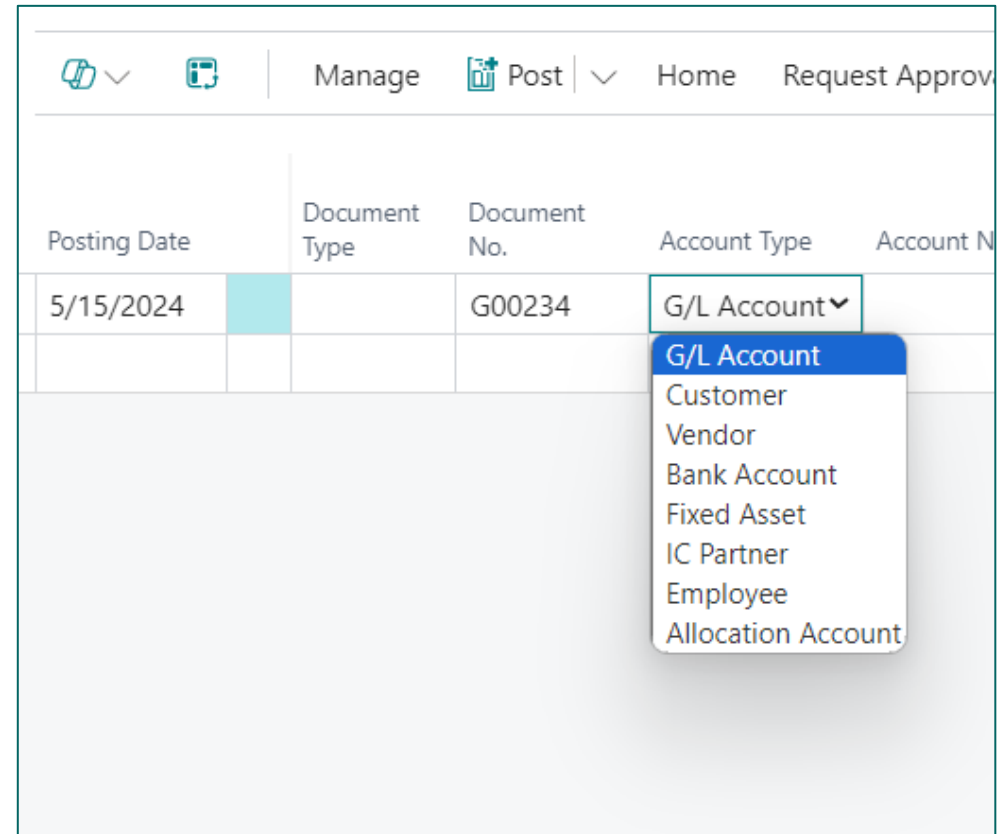
Batch Name JT ADJ

Manage Post Home Request Approval Payroll Line Incoming Document Page Actions Related Automate Fewer options

Posting Date	Document Type	Document No.	Account Type	Account No.	Bal. Account Type	Bal. Account No.	Fund	Dep...	Function	Description	Memo	Amount	P
5/15/2024		RPMT-000...	G/L Account	5025	G/L Account	5010	01000	01	PROGR...	John Tenbusch	John Tenbusch	1,000.00	F
5/15/2024	⋮	963456	G/L Account	4020	G/L Account	4010	00589	01	FUNDR...	GPMT-0000926	Randall & Christen ...	-2,000.00	C

Account Types & Document Types

- Post Adjustments to BC's various ledgers using Account Type
 - G/L Account
 - Bank Account
 - Customer
 - Vendor

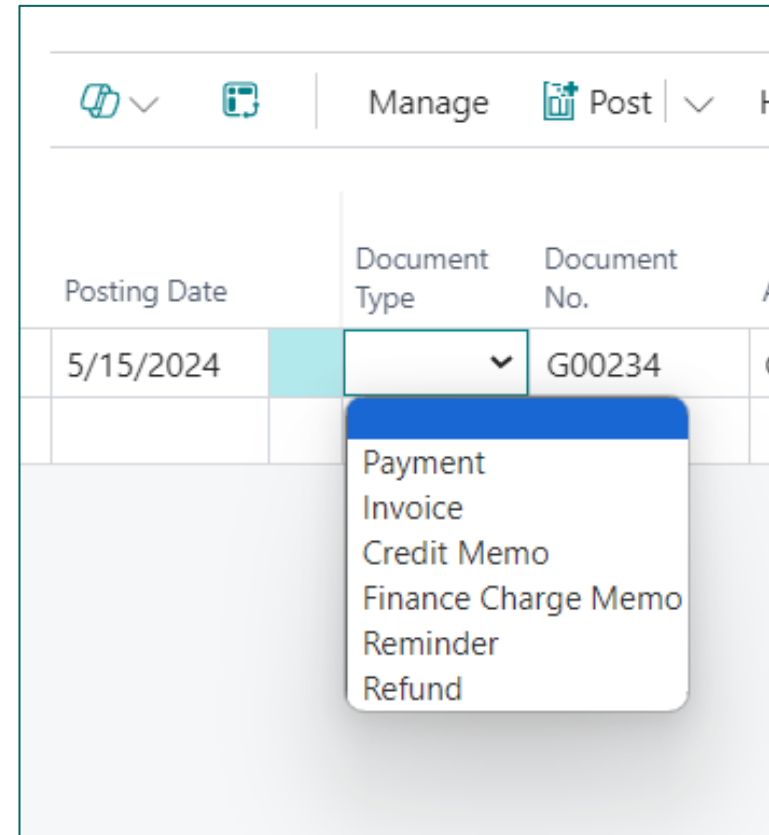


Posting Date	Document Type	Document No.	Account Type	Account No.
5/15/2024		G00234	G/L Account	

- G/L Account
- Customer
- Vendor
- Bank Account
- Fixed Asset
- IC Partner
- Employee
- Allocation Account

Account Types & Document Types

- Document Types add validation and classification to entries
 - Payment
 - Invoice
 - Credit Memo



Applies-to Documents

- Attach Adjusting Entries directly to their Vendor and Customer Ledger accruals

The screenshot shows a software interface with a table of accounting entries. A red box highlights a popup window titled 'Applies-to Documents' that is open over the second row of the table. The popup contains two columns: 'Applies-to Doc. Type' and 'Applies-to Doc. No.'. The table has columns for Posting Date, Account No., Bal. Account Type, and Bal. Account No. The first row has a date of 5/15/2024, account number 1999, and type Customer. The second row has a date of 5/15/2024, account number DUVAULT B..., and type Vendor. The popup shows that the first row's entry is linked to an Invoice document with number G00235, and the second row's entry is linked to an Invoice document with number G00236.

Posting Date	Account No.	Bal. Account Type	Bal. Account No.	Applies-to Doc. Type	Applies-to Doc. No.
5/15/2024	1999	Customer	IND-020161	Invoice	G00235
5/15/2024	DUVAULT B...	Vendor	IND-020241	Invoice	G00236

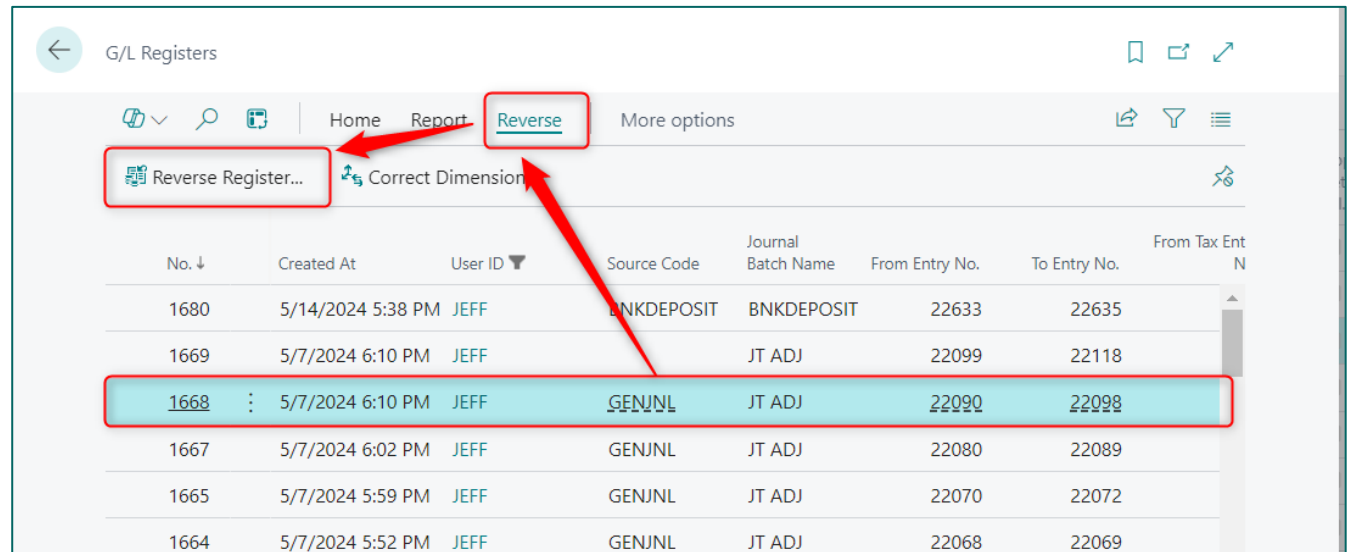
Copy & Paste Adjusting Entries

- Use Microsoft Excel to quickly build and import adjustments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Posting Date	Document	Document	Account Ty	Account No.	Bal. Accou	Bal. Acc	Fund	Departme	Function	Description	Memo	Amount	Payme
2	5/15/2024		G00234	G/L Accou	5110	G/L Account		00001	01		Jeff's Payroll Entry	Jeff's Payroll Entry	2,893.13	
3	5/15/2024		G00234	G/L Accou	2220	G/L Account		00001	01		Jeff's Payroll Entry	Jeff's Payroll Entry	-201.96	
4	5/15/2024		G00234	G/L Accou	2230	G/L Account		00001	01		Jeff's Payroll Entry	Jeff's Payroll Entry	-51.03	
5	5/15/2024		G00234	G/L Accou	2240	G/L Account		00001	01		Jeff's Payroll Entry	Jeff's Payroll Entry	-31.71	
6	5/15/2024		G00234	G/L Accou	2260	G/L Account		00001	01		Jeff's Payroll Entry	Jeff's Payroll Entry	-100.00	
7	5/15/2024		G00234	Bank Acco	CHECKING	G/L Account		00000	01		Jeff's Payroll Entry	Jeff's Payroll Entry	-2,508.43	
8														
9														

G/L Register

- Use G/L Register (Archive) to reverse large postings



The screenshot displays the 'G/L Registers' interface. At the top, there are navigation tabs: 'Home', 'Report', and 'Reverse'. The 'Reverse' tab is highlighted with a red box, and a red arrow points to it from the 'Reverse Register...' button in the toolbar below. The toolbar also includes 'Reverse Register...' and 'Correct Dimension' buttons, both highlighted with red boxes. Below the toolbar is a table of journal entries with the following columns: No. ↓, Created At, User ID, Source Code, Journal Batch Name, From Entry No., To Entry No., and From Tax Ent N. The entry with No. 1668 is highlighted in light blue, and a red box surrounds it. A red arrow points from the 'Reverse' tab to this entry.

No. ↓	Created At	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.	From Tax Ent N
1680	5/14/2024 5:38 PM	JEFF	BNKDEPOSIT	BNKDEPOSIT	22633	22635	
1669	5/7/2024 6:10 PM	JEFF		JT ADJ	22099	22118	
1668	5/7/2024 6:10 PM	JEFF	GENJNL	JT ADJ	22090	22098	
1667	5/7/2024 6:02 PM	JEFF	GENJNL	JT ADJ	22080	22089	
1665	5/7/2024 5:59 PM	JEFF	GENJNL	JT ADJ	22070	22072	
1664	5/7/2024 5:52 PM	JEFF	GENJNL	JT ADJ	22068	22069	

Other Resources

- Creating a Journal Entry - <https://gosupport.powerappsportals.com/knowledgebase/article/KA-01191/en-us>
- Standard (Recurring) Journal Entries in Business Central - <https://gosupport.powerappsportals.com/knowledgebase/article/KA-01252/en-us>
- Balance Accounts - <https://gosupport.powerappsportals.com/knowledgebase/article/KA-01446/en-us>
- Account Types - <https://gosupport.powerappsportals.com/knowledgebase/article/KA-01445/en-us>

Adjusting Entries in Business Central

Jasmyn Rieff

Support Representative