

# How to Create a Journal Entry in Sage Intacct

Journal entries let you record financial transactions directly in the general ledger, ensuring your accounting data stays accurate and well documented. This guide walks you through how to create a journal entry in Sage Intacct, from opening the entry screen to posting a fully balanced transaction.

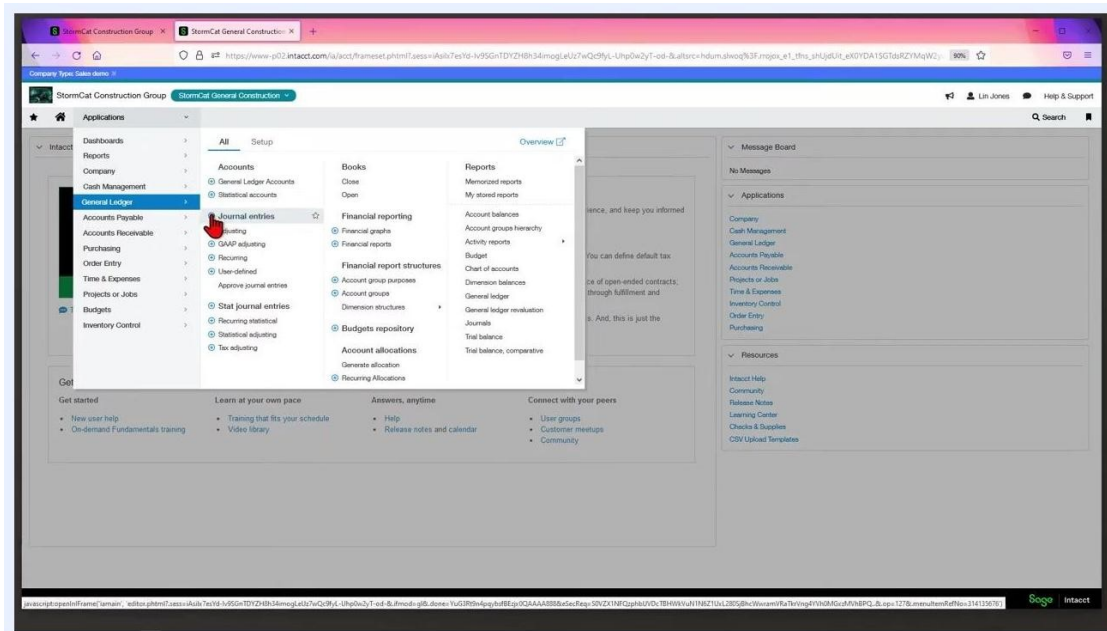
## Prerequisites

- Access to the **Applications** menu in Sage Intacct.
- Permissions to view and post entries in the **General Ledger** module.
- Relevant project, cost code, and account information for the transaction you want to record.

## Step 1: Open the journal entries screen

Click the **Applications** menu at the top left of the Sage Intacct interface. From the list on the left, select **General Ledger**.

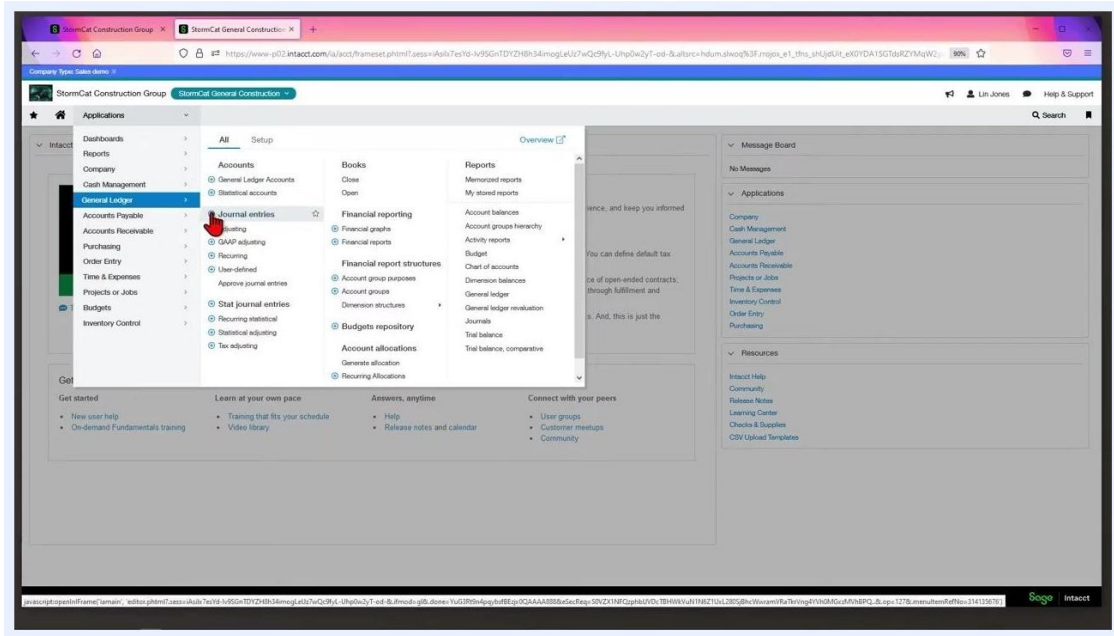
Under the **General Ledger** section, locate **Journal entries** in the center column. Make sure you are on the **All** tab at the top of the menu, then click the small plus sign (+) next to **Journal entries** to start a new entry.



**Applications menu open with General Ledger selected and the cursor hovering over Journal entries, showing the plus sign**

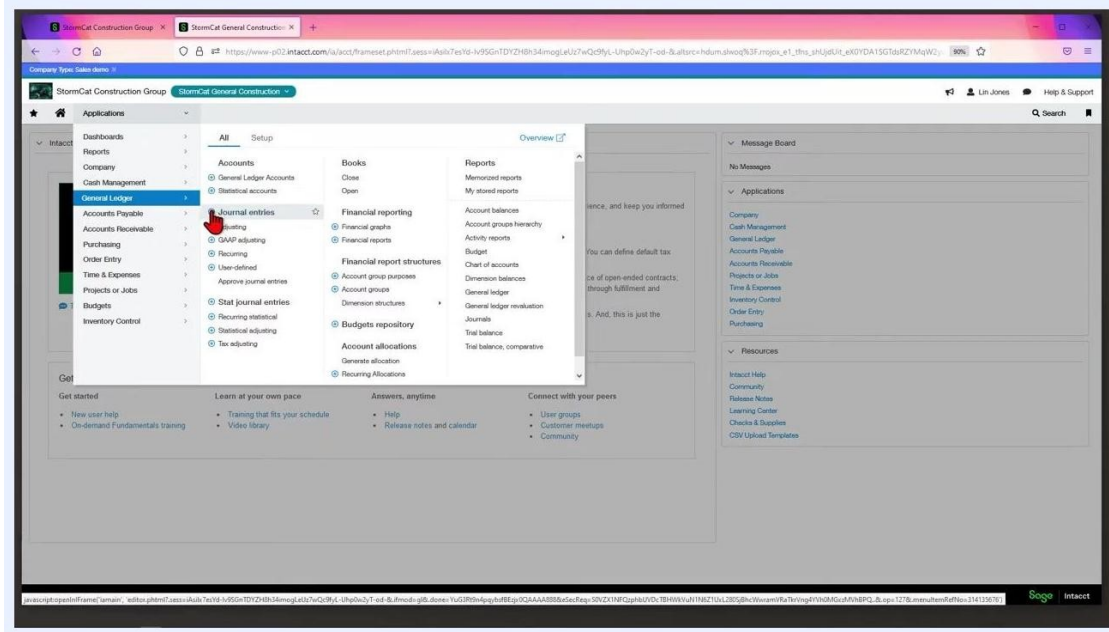
## Step 2: Fill out the header information

On the Journal Entries screen, select the journal you want to post to from the **Journal** dropdown—for example, **GJ-General Journal**.



Journal Entries screen with the Journal dropdown open, displaying the list of available journals

Enter the **Posting date** (for example, 07/27/2022). If the entry needs to reverse at a later date, enter an **Automatic reversal date**; Sage Intacct will automatically generate the reversing entry on that date.



Journal Entries screen showing the Journal, Posting date, and Automatic reversal date fields

### Step 3: Enter a description and reference number

In the **Description** field, enter a description for the entry, such as "Permits Fees." If needed, add internal notes in the **Comment** field.

Enter a **Reference** number if one is available, such as "Permit 1234."

The screenshot shows the 'Journal Entries' screen in Sage Intacct. The 'Journal' dropdown menu is open, displaying a list of journals including ACT-Action Journal, APD-Accounts Payable Journal, ARU-Accounts Receivable Journal, CDI-Cash Disbursements Journal, CRU-Cash Receipts Journal, DCJ-Direct Cost Journal, EED-Employee Expense Disbursements Journal, EEL-Employee Expense Journal, GL-General Journal, IEP-Inter Entity Payable Journal, IER-Inter Entity Receivable Journal, LI-Inventory Journal, ITJ-Inventory - Job Transfers, and JOBS-Job Cost. The 'Posting date' is set to 01/27/2022. The 'Attachment' field is highlighted with a red arrow.

Journal Entries screen with the Description and Reference number fields completed

## Step 4: Attach supporting documents

Use the **Attachment** field to upload any backup documents or supporting files that should remain associated with the entry.

The screenshot shows the 'Journal Entries' screen in Sage Intacct. The 'Attachment' field is highlighted with a red arrow. The 'Description' field contains 'Permit 1234' and the 'Reference number' field contains 'Permit 1234'. The 'Journal' dropdown is set to 'GL-General Journal'. The 'Posting date' is set to 01/27/2022. The 'Automatic reversal date' is set to 'None'. The 'Comment' field is empty. The 'Attachment' field is empty.

Journal Entries screen with the Attachment field highlighted

## Step 5: Tag dimensions and enter line item details

In the **Entries** section, tag the required dimensions for the line:

- **Project or Job:** select the relevant project (e.g., "1--LaQuinta - Houston").
- **Cost Code:** select the appropriate code (e.g., "J65--Permits - General").
- **Cost type:** select the type (e.g., "1--Other--Other").
- **Account:** enter the GL account number (e.g., "5005" for "Cost of Sales - Other").
- **Department:** leave blank if not needed.
- **Location:** this field may auto-populate based on the project or job.

The screenshot shows the 'Journal Entries' screen in Sage Intacct. The 'Project or Job' field is set to '1--LaQuinta - Houston'. The 'Cost Code' dropdown is open, showing a list of codes including 'J65--Permits - General'. The 'Cost type' field is set to '1--Other--Other'. The 'Account' field is set to '5005'. The 'Department' field is blank. The 'Location' field is set to 'GC-HOU-General Co'. The 'Transaction debit' field is set to '2,000.00'. The 'Transaction credit' field is blank. The 'Base debit (USD)' field is set to '2,000.00'. The 'Base credit (USD)' field is blank. The 'Memo' field is blank. The 'Entries' table shows 17 lines, with line 1 selected. The 'Show Details (Ctrl+Y)' button is visible next to line 1.

Journal Entries screen with Project, Cost Code, Cost Type, and Account fields being completed

## Step 6: Enter the transaction amount

In the **Transaction debit** field, enter the amount, such as "2,000.00." The **Base debit (USD)** field will reflect the same amount if the transaction is in USD.

## Step 7: Add a memo (optional)

If you need a memo different from the description, enter it in the **Memo** field for the line item, such as "Permits Fees."

The screenshot displays the 'Journal Entries' form in the Intacct system. The form is for a 'StormCat General Construction' group. The 'Transaction number' is 'New'. The 'Journal' is set to 'GL-General Journal'. The 'Posting date' is '01/27/2022'. The 'Automatic reversal date' is empty. The 'Description' is 'Permits Fees'. The 'Reference number' is 'Permit 1234'. The 'Comment' is 'Permits fees for the transaction below'. The 'Attachment' is empty. The 'Entries' table has 17 rows. The first row is selected, showing '1-LuQuanta - Houston' as the 'Project or Job'. The 'Cost Code' is '001-000-GENERAL CONDITIONS'. The 'Cost type' is 'Add'. The 'Account' is '001-000-GENERAL CONDITIONS'. The 'Department' is 'GC-HOU-General Co'. The 'Location' is 'Houston'. The 'Allocation' is 'No Allocation'. The 'Transaction debit' is 'Transaction debit'. The 'Transaction credit' is 'Transaction credit'. The 'Base debit (\$USD)' is '...'. The 'Base credit (\$USD)' is '...'. The 'Memo' is 'Permits Fees'. A red arrow points to the 'Memo' field.

| Project or Job       | Cost Code                  | Cost type | Account                    | Department        | Location | Allocation    | Transaction debit | Transaction credit | Base debit (\$USD) | Base credit (\$USD) | Memo         |
|----------------------|----------------------------|-----------|----------------------------|-------------------|----------|---------------|-------------------|--------------------|--------------------|---------------------|--------------|
| 1-LuQuanta - Houston | 001-000-GENERAL CONDITIONS | Add       | 001-000-GENERAL CONDITIONS | GC-HOU-General Co | Houston  | No Allocation | Transaction debit | Transaction credit | ...                | ...                 | Permits Fees |
| 2                    |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 3                    |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 4                    |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 5                    |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 6                    |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 7                    |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 8                    |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 9                    |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 10                   |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 11                   |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 12                   |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 13                   |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 14                   |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 15                   |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 16                   |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |
| 17                   |                            |           |                            |                   |          |               |                   |                    |                    |                     |              |

Completed journal entry line with all fields filled in, including the memo

## Step 8: Select the checking account for the credit entry

For the credit line, click the **Account** dropdown and select the checking account from which the expense will be paid, such as "1000--Wells Fargo Checking." Ensure all other required fields—**Project or Job**, **Cost Code**, **Cost Type**, **Location**, and **Memo**—are completed as needed.

The screenshot shows the Sage Intacct Journal Entries screen. The 'Account' dropdown menu is open, displaying a list of accounts. The cursor is hovering over '1000--Wells Fargo Checking'. The table below shows a debit entry of 2,000.00 to '1-LaQuinta - Houston' and a credit entry of 2,000.00 to '1000--Wells Fargo Checking'.

| Project or Job | Cost Code            | Cost type             | Account *          | Department                 | Location          | Allocation | Transaction debit | Transaction credit | Base debit (\$USD) | Base credit (\$USD) | Memo         |
|----------------|----------------------|-----------------------|--------------------|----------------------------|-------------------|------------|-------------------|--------------------|--------------------|---------------------|--------------|
| 1              | 1-LaQuinta - Houston | 305-Permits - General | 4-Other-Other-5005 | -Cost of Sales - Other     | OC-HOU-General Co |            | 2,000.00          |                    | 2,000.00           |                     | Permits Fees |
| 2              | 1-LaQuinta - Houston | 305-Permits - General | 4-Other-Other-5005 | 1000--Wells Fargo Checking | OC-HOU-General Co |            |                   | 2,000.00           |                    | 2,000.00            |              |

Journal Entries screen with the Account dropdown open and the cursor selecting "1000--Wells Fargo Checking" for the credit line

## Step 9: Confirm debits and credits are equal

Sage Intacct uses double-entry accounting, which requires total debits and credits for your journal entry to match. In the **Entries** section, verify that the **Transaction debit** and **Transaction credit** columns show the same amount (for example, 2,000.00).

Make sure the dimensions—**Project or Job**, **Cost Code**, **Cost Type**, **Account**, and so on—are consistent across both the debit and credit lines.

Journal Entries

Transaction number: New

Journal: GA-General Journal

Posting date: 01/21/2023

Automatic reversal date: [Empty]

Description: Permits Fees

Reference number: Permit 1234

Attachment: [Empty]

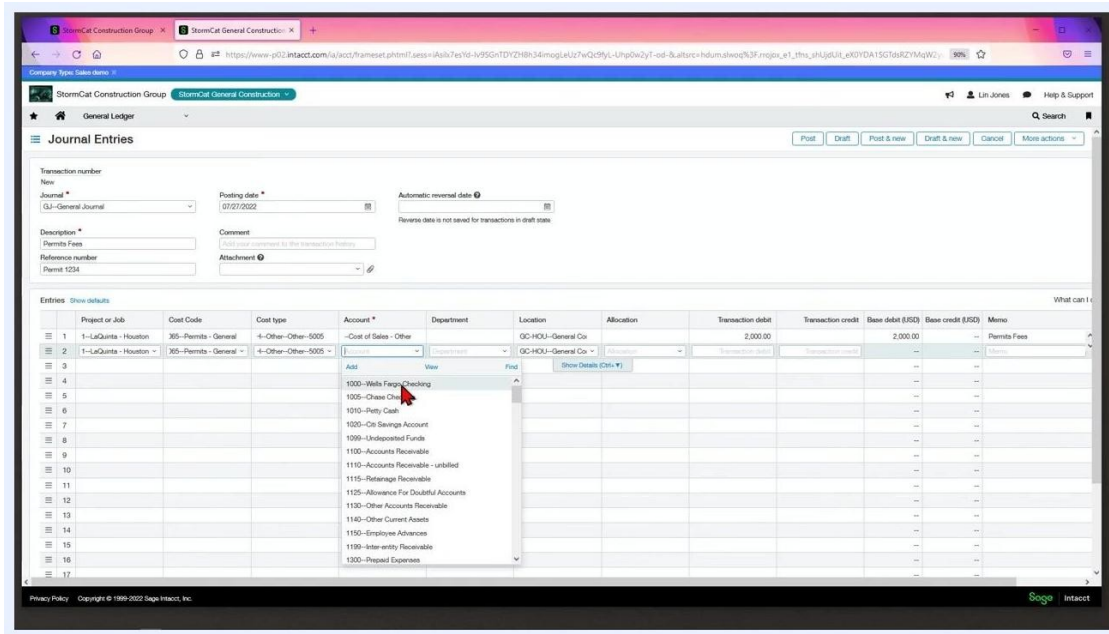
Entries:

|    | Project or Job                           | Cost Code             | Cost type        | Account *             | Department   | Location          | Allocation       | Transaction debit | Transaction credit | Base debit (\$USD) | Base credit (\$USD) | Menu         |
|----|------------------------------------------|-----------------------|------------------|-----------------------|--------------|-------------------|------------------|-------------------|--------------------|--------------------|---------------------|--------------|
| 1  | 1-LaQuinta - Houston                     | 105-Permits - General | Other-Other-5005 | Cost of Sales - Other | Construction | OC-HOU-General Co | Transaction 1001 | 2,000.00          |                    | 2,000.00           |                     | Permits Fees |
| 2  |                                          |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 3  | 20-001-LaQuinta - Houston                |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 4  | 20-002-Fullerton Warehouse - Houston     |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 5  | 20-003-Fullerton Warehouse - San Antonio |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 6  | 20-004-Fullerton Warehouse - Dallas      |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 7  | 20-005-LaQuinta - Austin                 |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 8  | 20-006-LaQuinta - Dallas                 |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 9  | 21-001-Fullerton Warehouse - Fresno      |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 10 | 21-002-Fullerton Warehouse - McKinney    |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 11 | 22-002-Amazon Warehouse San Antonio      |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 12 | TL123456-Home Factory                    |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 13 |                                          |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 14 |                                          |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 15 |                                          |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 16 |                                          |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |
| 17 |                                          |                       |                  |                       |              |                   |                  |                   |                    |                    |                     |              |

Journal Entries screen showing a debit line for Cost of Sales - Other and a credit line for Wells Fargo Checking, both at 2,000.00 with matching dimensions

## Step 10: Post the journal entry

Once you have verified all the information, click the **Post** button at the top right of the Journal Entries screen. This posts the journal entry into the system.



Journal Entries screen with the cursor clicking the Post button at the top right

## Summary

By following these steps, you will complete and post a balanced journal entry in Sage Intacct, ensuring compliance with double-entry accounting principles and proper documentation of all required details.