Faye Business Systems Group, Inc.

Making a One-Sided Journal Entry

- 1. Select *General Ledger* from the MAS90 Main Menu.
- 2. Select *General Journal Entry* from the General Ledger Main Menu.
- Enter the source journal.Press *F2* to get a source list.
- 4. Press the *#* button to take the default next posting entry number.
- 5. Type the posting date and press *ENTER*.
- 6. Enter a journal comment if applicable and press *ENTER*.
- 7. Select the Lines Tab.
- 8. Enter the account number.
 Press *F2* to get a list of accounts
- 9. Enter the amount of either the debit or credit for this account.
- 10. Enter any additional lines as needed.
- 11. Click Accept.
- 12. You will receive a message indicating that the entry is out of balance.



- 13. Click **One** to allow the entry to continue even though it is out of balance.
- 14. Press *ESC* to exit the General Journal Entry screen.
- 14. Select General Journal from the General Ledger Main Menu to print.
- 15. When asked, "Do you want to update the general journal?" select **YES**.

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Security Clarification

In order for the message above to appear, the user will need to have the following rights configured in *Role Maintenance*:

| Role Administrative Functions 1. Tasks 2. Security Events 3. Module Options MAS 90 Accounts Receivable Accounts Receivable Bank Reconciliation Bill of Materials Development Studio Fax and E-Mail Manager General Ledger Allow Access to Private Batches Allow Access to Private Batches Allow Updating of Journals from Preview Inventory Management | 🚜 Role Maintenance | (IVI) 4/28/2010 | | |
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| MAS 90 Accounts Payable Accounts Receivable Accounts Receivable Bank Reconciliation Bill of Materials Development Studio Fax and E-Mail Manager General Ledger Allow Access to Private Batches Allow Fiscal Year Recalculate Allow Updating of Journals from Preview Inventory Management | <u>1</u> . Tasks] ≧ | Security Events 3. Module Options | 1 | |
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