MANUAL JOURNAL ENTRY

Go to: General Ledger > Journal Entries > Journal Entry

- 1. Starting a Journal Entry
 - a. Click on Batch > Open.

🗐 G/L Journal Entry [1SCOTT] [v552 Devel]			- 🗆 ×					
File Edit Options Batch View Window G	io To Help							
Select	Posting Option D	Direct Post	~					
Close	Reversing Entry IN	10	<u> </u>					
Posting Period: 12 - Décember V	Comment							
Posting Year: 2020 V	Currency U	JSD	\sim					
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Remark:	Ļ	Tax Only Adjustment						
		Save as Recurring Entry						
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G/L Remark:								
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Company Hide Description		Make Journal Entry Cance	Exit					

b. The system will assign the next available batch number. You can accept this number or type in a new batch number (up to 16 digits).

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🚩 Open a New B	atch [1SCOTT] [v552 Devel]		_		\times
New batch ID:	2				
Expected count:	0				
Expected amount:	0.00				
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Description:					
Remark:				^	
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	Use as your current batch			,	
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c. Click OK once the batch number has been selected.

2. Making the Journal Entry

a. First you will fill out the header information for the journal entry.

File Edit Options Batch View Window Go To Help Image: Copy Entry #: Posting Option Direct Post Image: Copy Entry #: Posting Period: 6 - June Comment Image: Comment Posting Year: 2021 Currency USD Image: Currency Batch #: 2 Image: Currency USD Image: Currency Image: Currency Project #: Image: Currency Image: Currency Image: Currency Image: Currency Image: Currency Project #: Image: Currency Image: Currency Image: Currency Image: Currency Image: Currency G/L Account: Image: Currency Image: Currency Image: Currency Image: Currency Image: Currency G/L Account: Image: Currency Image: Currency Image: Currency Image: Currency Image: Currency G/L Account: Image: Output Currency Image: Cur	🛃 G/L Journa	l Entry [1SCOTT] [v552 Devel]					_			\times
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- 3. Making the Journal Entry
 - a. Key in the G/L Account Number.
 - b. Enter in the Debit (DR) or Credit (CR) amount for the entry for this account.
 - c. Click on Enter.

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4. Repeat for each account that is part of the journal entry.

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5. Complete the journal entry.

a. Click on Make Journal Entry to complete the entry.

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b. A message will appear that the journal entry has been completed successfully.

Information (Press HELP to view stack trace)	\times
Journal Entry Number: G/L00000079 Created Successful	y.
OK Help	

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