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.

3.   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.
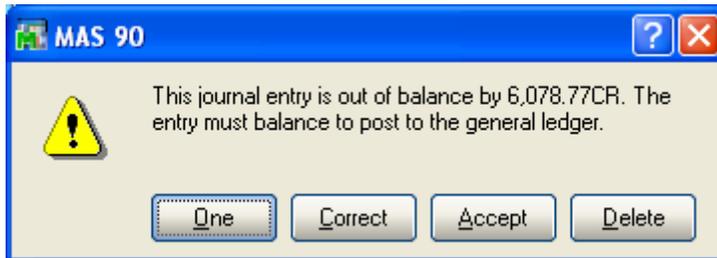
13.   Click **One** to allow the entry to continue even though it is out of balance.

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*.

<u>Security Clarification</u>

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