

Solutions



Unit: Financials

Topic: Enter Manual Journal Entries

2-1 Post a journal entry.

Choose *Financials* → *Journal Entry*.

Field Name or Data Type	Values
<i>Due Date</i>	<Today's date>
<i>Posting Date</i>	<Today's date>
<i>Doc. Date</i>	<Today's date>
<i>Remarks</i>	Bank Transfer

First Item

Field Name or Data Type	Values
<i>G/L Acct/BP Name</i>	National Bank (Domestic)
<i>Debit</i>	10,000

Second Item

Field Name or Data Type	Values
<i>G/L Acct/BP Code</i>	<any other bank account>
<i>Credit</i>	10,000

Choose *Add* to post the document.

2-2 Check postings.

2-2-1 Display balance.

Choose *Financials* → *Chart of Accounts*.

Select the **National Bank (Domestic)**. The system displays the balance in the *Balance* field.

2-2-2 Display the journal entry.

From the chart of accounts display, choose the orange navigation arrow to the left of the *Balance* amount. The system displays all transactions posted to the account. Choose the orange navigation arrow to display the original journal entry.

2-3 Reverse a journal entry.

Choose *Financials* → *Journal Entry*.

Using the *Previous Record* icon in the menu bar, display the journal entry you posted in step 2-1. You can also search for **Bank Transfer** in the *Remarks* field.

From the menu bar, choose *Data* → *Cancel*. Or **right-click** and choose **Cancel**.

Choose *Yes* in the *Create Reversal for this Transaction?* dialog box.

The reversal journal entry is displayed in the *Journal Entry* screen.

Choose *Add*.