

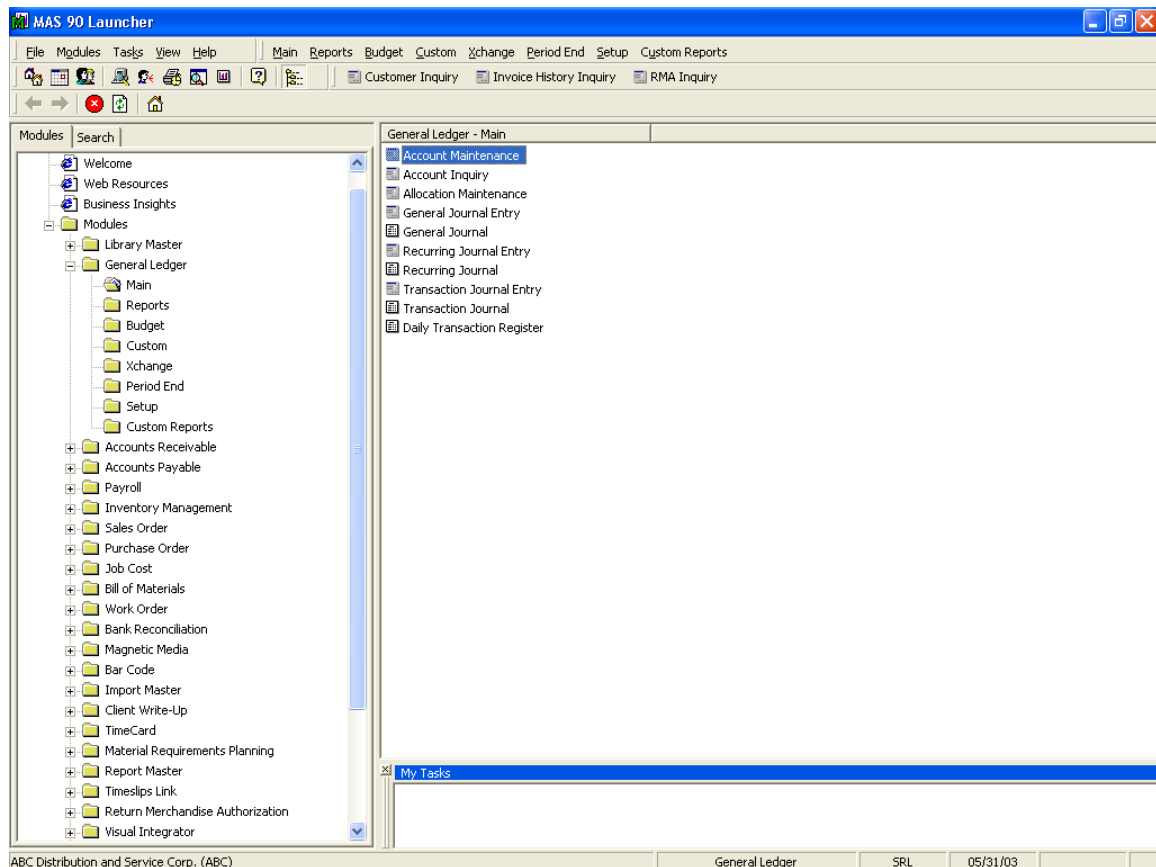
MAS 90 Demo Guide: General Ledger

To access the G/L module, select it from the Tree menu and click on the Main menu. When prompted for a date, enter 05/31/03.

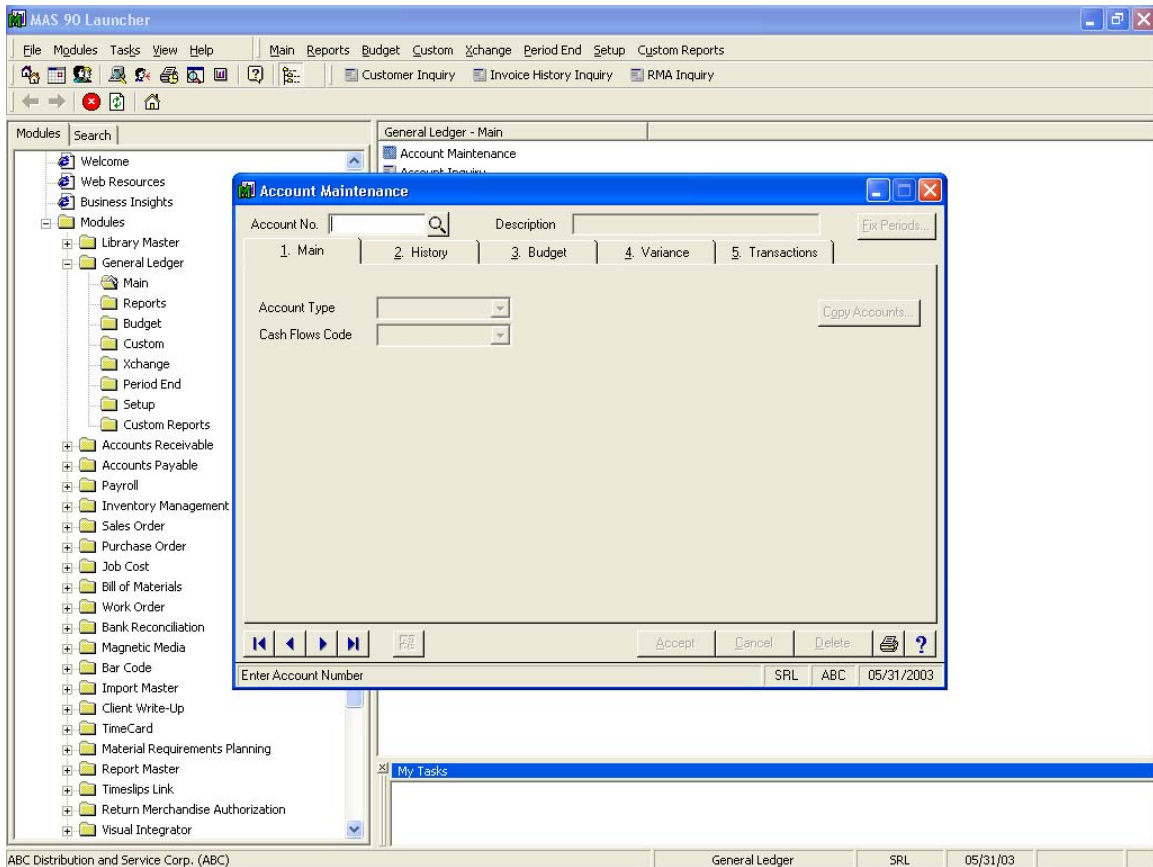
Please note: Printing this document will resolve any blurriness or focusing issues on images or screenshots.

Account Maintenance

This function is used to add new accounts to your chart of accounts or to edit the properties of existing accounts. A G/L account must be created before any transactions can be posted to it.



- To get to Account Maintenance, double click on General Ledger on the Tree menu.
- Click on the Main menu and then double click on Account Maintenance in the main window to the right of the tree.

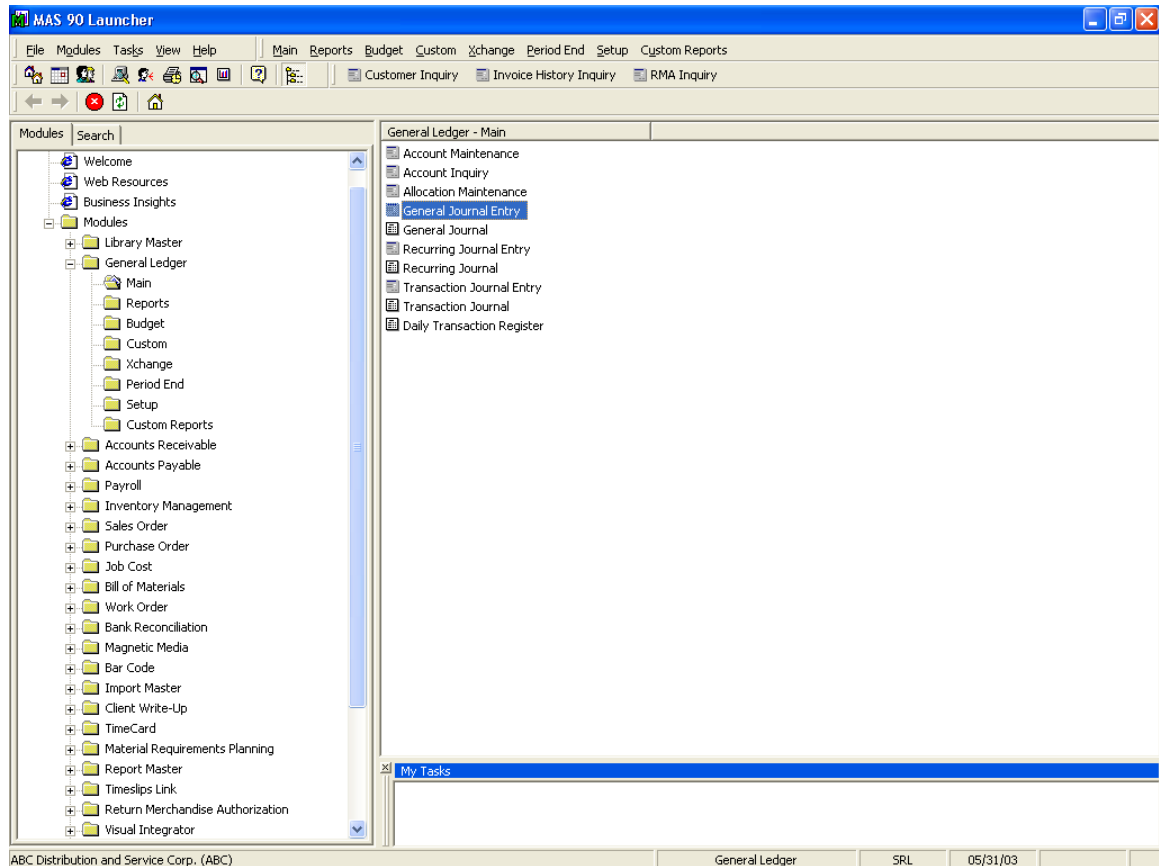


To select a new account, click on the Magnifying Glass icon next to the Account No. field. Double click on the account you wish to view from the list.

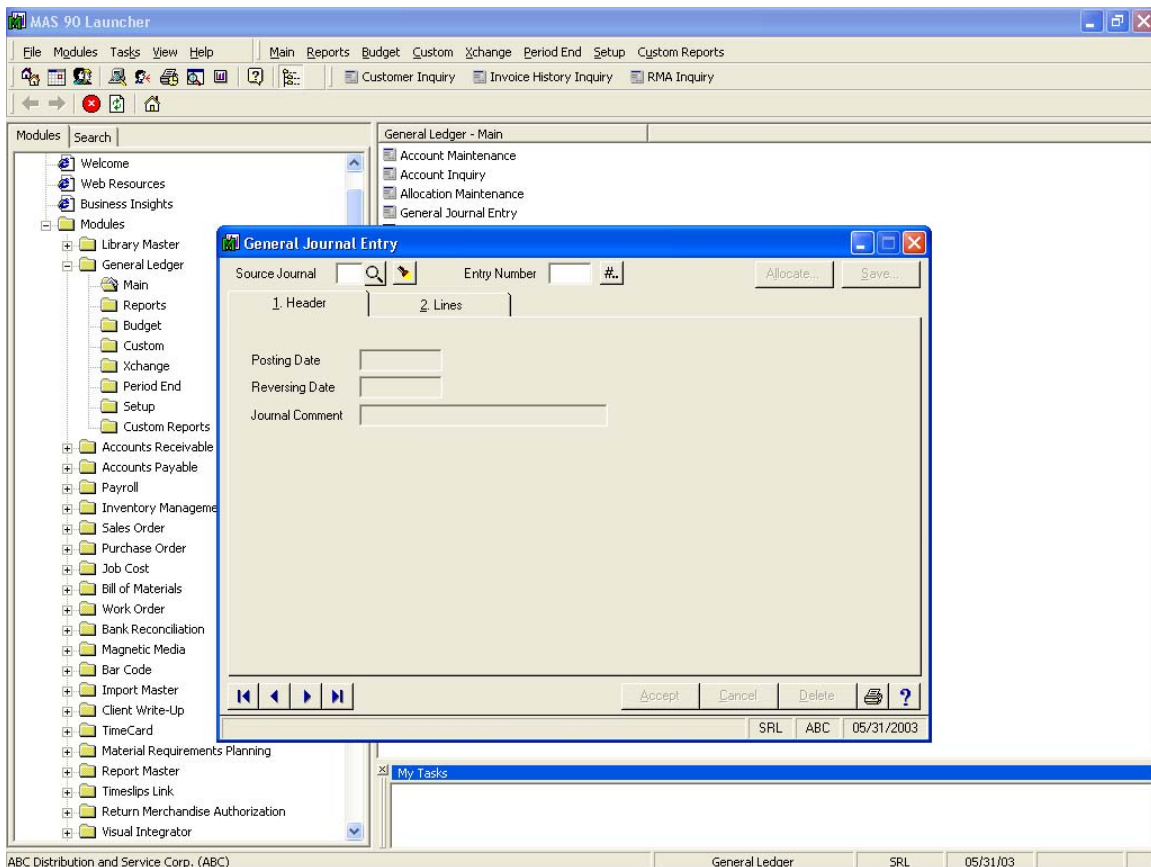
To add a new account, enter a new number in the Account No. field and press Enter. If this account does not exist, the cursor will move over to a blank Description field where you would enter the new account's description. If the account exists, its description will be displayed in that field.

General Journal Entry

To make entries directly into the General Ledger you will want to use the General Journal Entry.



- To get to General Journal Entry you will want to double click on General Ledger to open the tree menu as shown above.
- Then click on the Main menu and double click on General Journal Entry.



- To pick a journal to post to, you can click the Magnifying Glass icon next to the Source Journal field and pick one from the list, or enter JE to make an entry into the General Journal.
- At the Entry Number field, click on the # button to automatically use the next identification number.
- At the Posting Date field, enter the date you want this transaction to show in the General Ledger.
- Click on the Lines tab or press ALT-2.
- Accounts can be posted to by using the Magnifying Glass icon to select them from the list or by keying in an account number if it is already known.
- Enter the dollar amount in the Debit or Credit field, as needed.
- After making all entries, make sure they balance by verifying the Net Balance field is \$0.00.
- To post the transactions you just entered, click the printer icon in the lower right corner of the General Journal screen. This will print the General Journal report.
- Once it is printed out, you will be asked “Do you want to update the General Journal?” By clicking Yes, you will post to transactions you entered.

