General Ledger SOFTWARE PROCEDURES
(Basics - General Journal)

   These procedures provide the necessary steps to process most of the assigned problems using the Windows version of the General Ledger Software. These procedures have been compiled to assist students in the use of the software on a personal computer. Based on the specific problem requirements, these procedures may require the elimination of some steps, or the addition of others, to complete the assignment.

   Personal Computer:

1. After loading the software, you should have an Icon on your desk top menu.
2. On the Desk Top menu, double click on the General Ledger Icon.(Accounting 21ed).

   Complete the assigned problems by using the following steps.

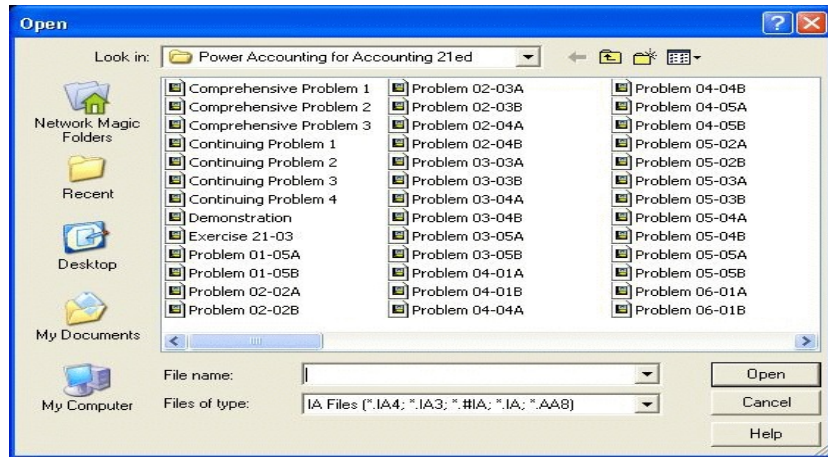1. Open the assigned problem file by clicking on the "***Open***" toolbar button (See Figure 1).
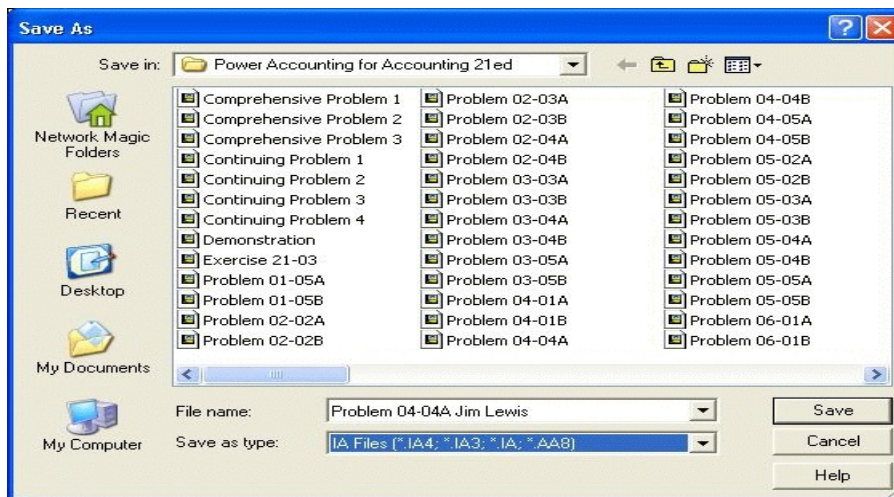

Figure 1

   2. The pre-loaded problem information is shown in a drop-down menu. Select the appropriate problem number, from the file listing that appears on the screen, by clicking on that number.

   3. Click on the "***Open***" button to accept the problem choice.

   4. After selection of the problem, you are asked to enter your name, which will appear on all reports you print. Key your name in the "**User Name**" field of the screen prompt, and click on the "***OK***" button (Figure 2).
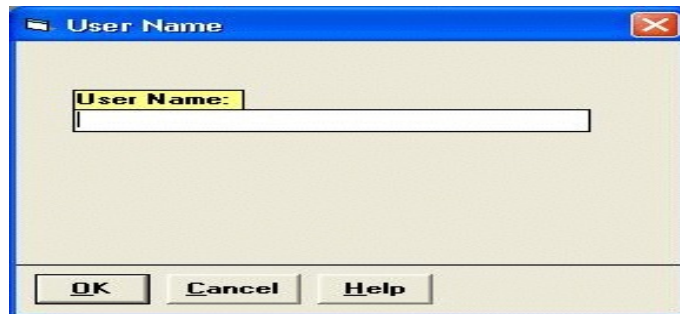
(Figure 2)

5. The system returns you to the main toolbar menu for processing the problem selected.   The problem selected and your name now appear at the top of the window screen.

6. Click on the "***Custom***" toolbar button. A window appears (Figure 3) and provides specific information about the problem selected. Verify the data to insure you have selected the assigned problem, then click on the "***Close***" button.

(Figure 3)

7. <u>Save and Name File</u>. Click on the "***Save As***" toolbar button (See Figure 4 below) to save the file to the drive and directory containing your data files.

a.   Key in the file name using the format, **"Problem yy-yyy XXXXX.ia4"** (where "**yy-yyy**" is the problem number, "**XXXXX**" is your name , and "**.ia4**" is the file extension). For example, Problem 4-4A would be saved with a file name of "**Problem 04-4A Jim Lewis.ia4**".   Click on the "***Save***" button to accept the file name and save the file to your diskette.
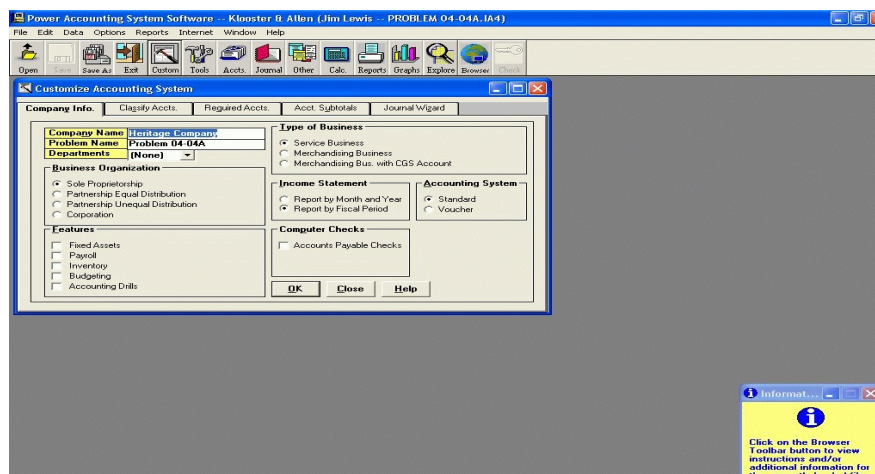
(Figure 4)

c. The problem file is now saved on your computer "C" drive with your name as part of the file name. This way the original file remains on the computer in case you have to start the problem over from the beginning.

8. You are now back at the **Main Menu**. Click on the "*Journal*" toolbar button. This screen (Figure 5) provides access to all the system journals, to which you will post the individual transactions.
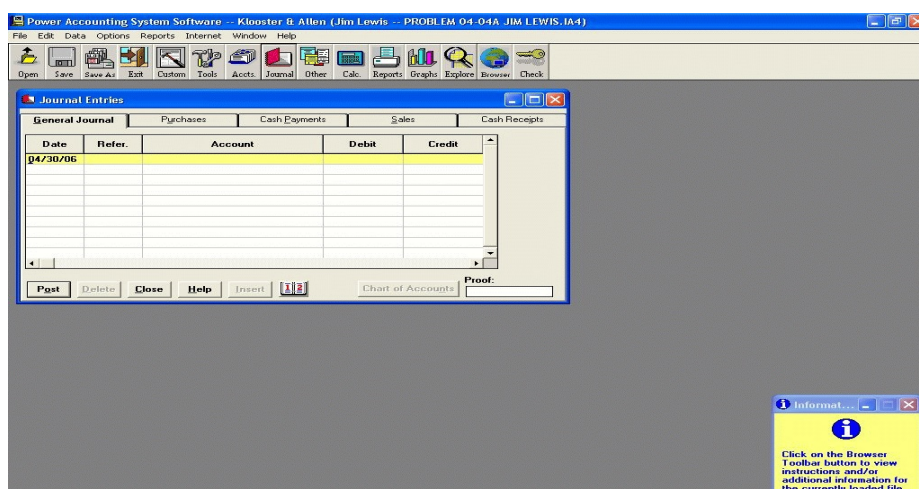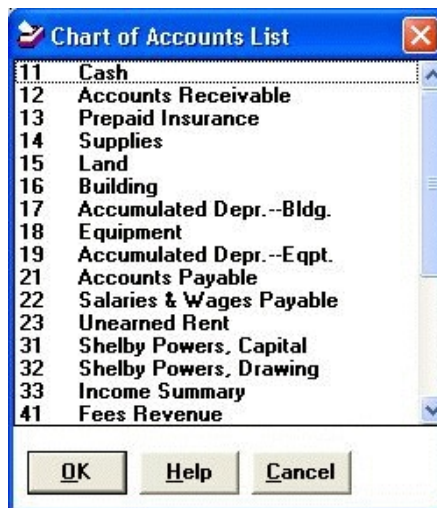

(Figure 5)

a. The **General Journal** appears first as the highlighted journal. The remaining procedures, contained in this handout, will use the General Journal for illustrating the use of the basic system software. A separate set of instructions will be provided for using the other special journals.

b. Most problems will have a starting transaction date automatically appear in the "**Date**" field. Check and insure that the date is correct for the transaction being posted. If it is not correct, click on the "**Date**" field to position the cursor in the proper place. Key in the date of the transaction.

c. Move the mouse cursor to the first position of the "**Reference**" field and click to record the date and position the cursor for entry of a reference for the transaction. The reference can be any identifying input such as an alpha character, a number or series of numbers, invoice number, check number, etc. **This field may be left blank, since for many problems, there is no data to enter.**

d. Click on the "**Account**" field. A "*Chart of Accounts*" button appears in the lower right-hand corner of the screen. Click on this button and a listing of available general ledger accounts appears on the right side of the screen (Figure 6).

(Figure 6)

3

e. Click on the appropriate account for your first debit entry. Click on the "**_OK_**" button to accept your selection. The account number now appears in the General Journal. Next, click on the **"Debit"** column of the journal. The account title automatically appears in the journal, following the account number, and the cursor moves to the" **Debit"** column. Enter the debit amount of the transaction.

f. Next, click on the "**Account**" field of the next line below the above entry. Click on the "**_Chart of Accounts_**" button again to bring up the pull-down menu for selecting the general ledger account for the credit entry of the transaction.

g. Click on the proper account and then click on the "**_OK_**" button to accept the account selection for the credit entry. As above, the account number appears in the General Journal. Click on the **"Credit"** column to move the cursor. As above for the debit entry, the account title appears in the journal and the cursor positions itself in the "**Credit**" field. Enter the credit amount of the transaction.

NOTE: Observe the Proof window on the lower right side of the screen as the debit and credit entries are entered. This window is updated as each item is entered, and when the amount comes to "**0.00**", the transaction journal entry is in balance and ready for posting to the General Ledger.

h. If multiple debit and credit entries are required for a transaction, use the same procedures as above with one exception (enter all debits first, then enter all credits next for each transaction).

i. When you finish a transaction (entered the last credit entry), click on the "**Account**" field on the next available line. Verify the entries, then click on the "**_Post_**" button in the lower left-hand corner of the screen. The journal entry will be posted to the General Ledger accounts and the cursor moves to the next line for additional transaction postings (the posted transaction is then highlighted in blue on the screen). If there are errors in the entries, correct them first before clicking on the "**_Post_**" button. The completed journal entry appears as illustrated in Figure 7.
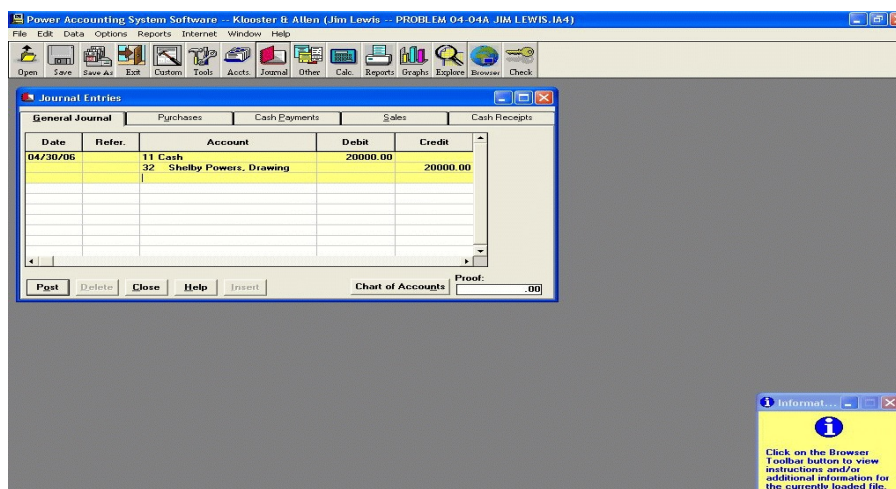
(Figure 7)

j. Continue posting the remaining transactions for the problem, using the same procedures.

k. When all transactions for the problem are posted, click on the "**_Close_**" button, at the bottom of screen to close the **General Journal** and return to the Main Menu.

9. Make Corrections to the Journal Entries. If errors are discovered after closing the General Journal, follow the instructions below to make correcting entries.

        a. Click on the "*Journal*" toolbar button to bring up the journal transactions.

        b. In the **General Journal** window, scroll to the journal entry requiring correction. Then click on the item (date, account, amount, etc.) that you need to change. The item will then be highlighted.

        c. Make the necessary change(s) and click on the "*Post*" button.

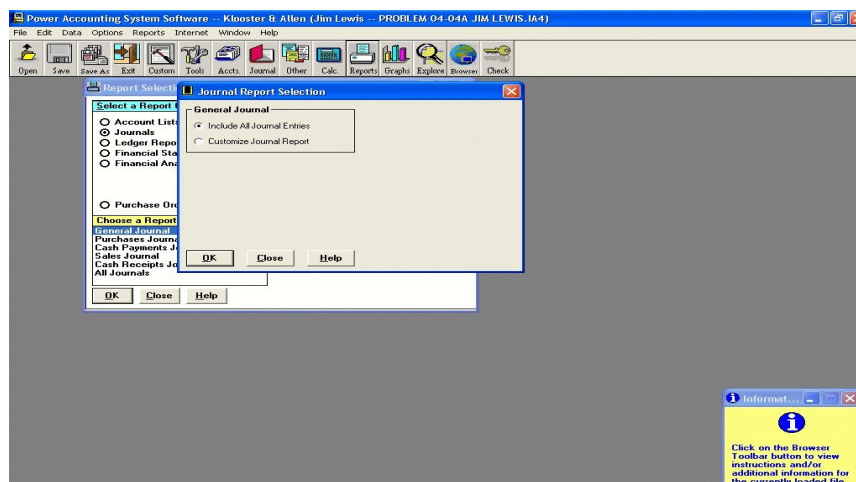   d. Click on the "*Close*" button to return to the Main Menu.

10. Display the Journal Entries.

        a. Click on the "*Reports*" toolbar button and then click on "**Journals**" in the Report Selection Group (See Figure 8).
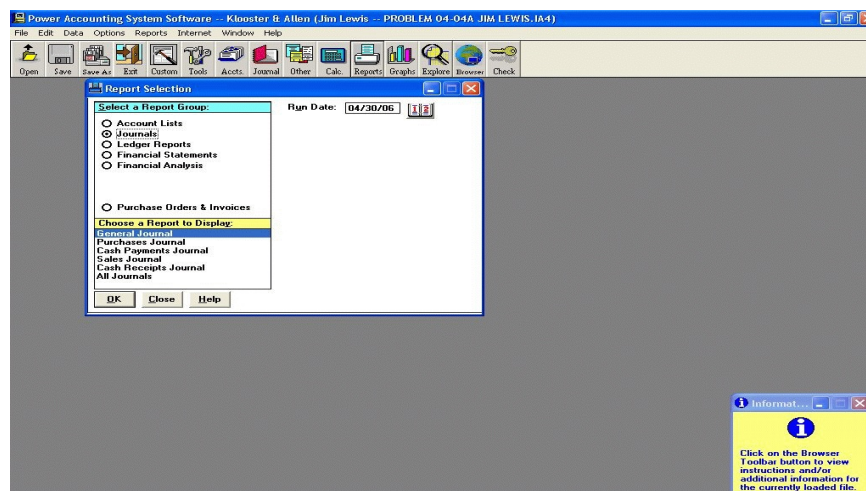
(Figure 8)

        b. Click on "**General Journal**" in the Report Display window. Check to insure that the run date is correct, or change as necessary. Then click on the "*OK*" button. The **Journal Report Selection Menu** (Figure 9) will then appear on the screen.

(Figure 9)

5

c. Journal Report Selection.

(1) For most problems, you will click on "**Include All Journal Entries**" under the **General Journal** selection section.

(2) If you want to specify the date range, then click on "**Customize Journal Report**" under the **General Journal** selection section. In this case, make sure that the **Start Date** and **End Date** includes all entries desired in the report.

d. Click on the "*OK*" button to display the general journal report. To print the report, click on the "*Print*" button.

e. Click on the "*Close*" button to return to the **Reports Selection Menu**. Then click on the "*Close*" button again to return to the Main Menu.

11. Prepare Ledger Reports.

a. Click on the "*Reports*" toolbar button and then click on "**Ledger Reports**" in the Report Selection Group (See Figure 10).
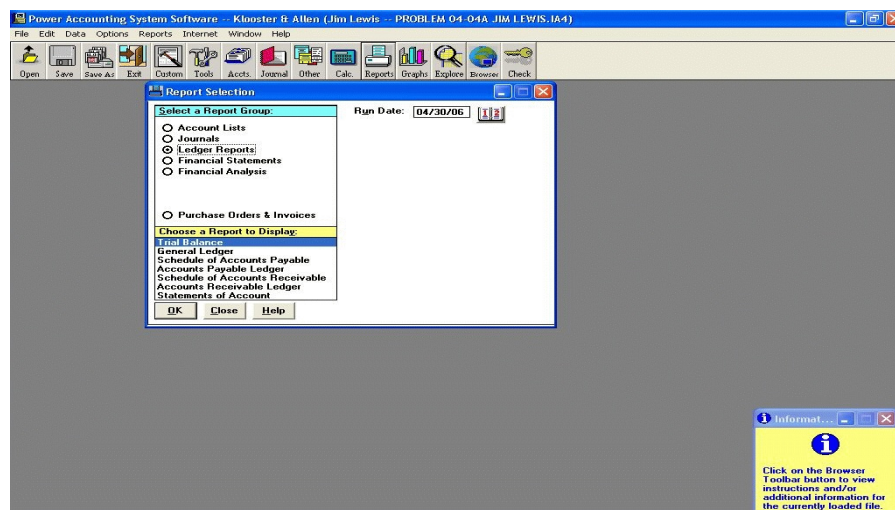
(Figure 10)

b. Trial Balance.

(1) Click on "**Trial Balance**" in the Report Display window. Check to insure that the run date (upper right of screen) is correct, or change as necessary.

(2) Click on the "*OK*" button to accept the selection and display the Trial Balance report.

(3) To print the report, click on the "*Print*" button.

(4) Click on the "*Close*" button to return to the **Reports Selection Menu**.

c. General Ledger.

(1) Click on "**General Ledger**" in the Report Display window. Check to insure that the run date is correct, or change as necessary.

(2) Click on the "***OK***" button to display the General Ledger. To print the report, click on the "***Print***" button.

(3) Click on the "***Close***" button to return to the **Reports Selection Menu**.

12. Prepare Financial Statements.

a. Click on the "***Reports***" toolbar button and then click on "**Financial Statements**"in the Report Selection Group (See Figure 11).
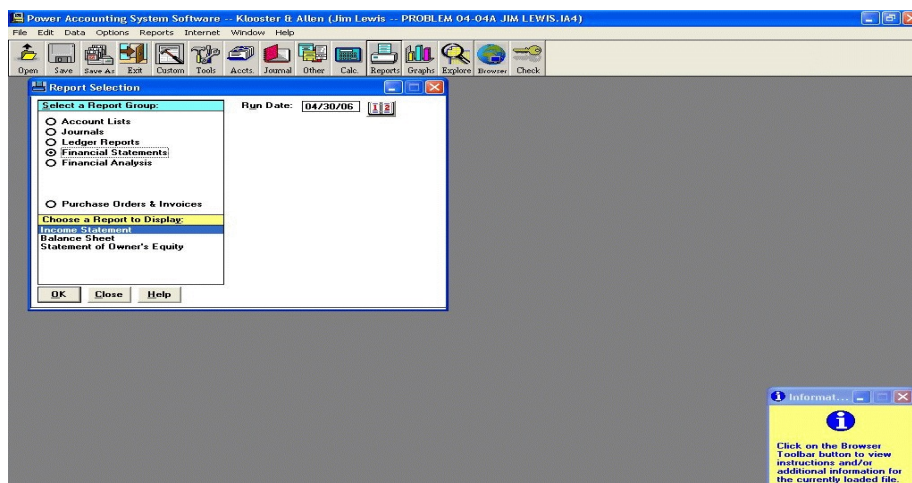
(Figure 11)

b. Verify that the **Run Date** is correct (usually the last day of the month). Key in the proper date if it is incorrect.

c. Select each of the following statements from the **Report Display** window, as appropriate. All problem solutions do not necessarily require all the reports.

d. Click on **Income Statement**, then click the "***OK***" button to view the report. Click the "***Print***" button to print the report. Click on the "***Close***" button to exit the report.

e. Click on **Balance Sheet**, then click the "***OK***" button to view the report. Click the "***Print***" button to print the report. Click on the "***Close***" button to exit the report.
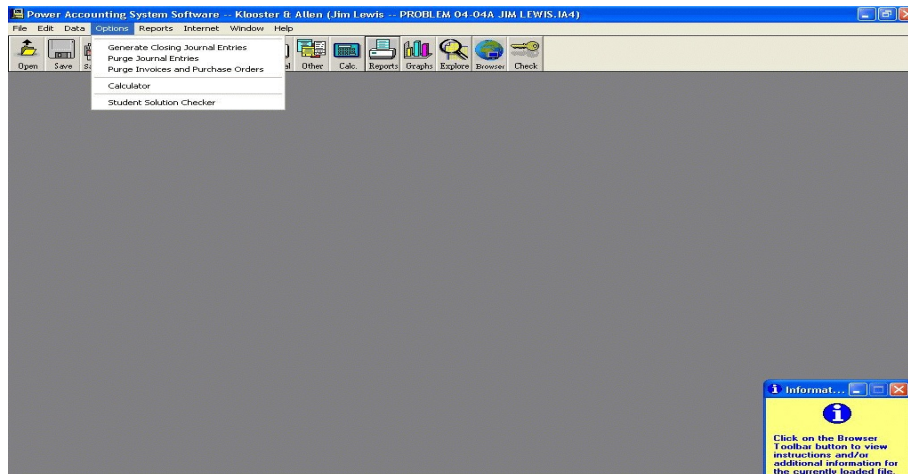
f. Click on **Statement of Owner Equity**, then click the "***OK***" button to view the report. Click the "***Print***" button to print the report. Click on the "***Close***" button to exit the report.

g. Click again on the "***Close***" button to exit from the **Reports Selection Menu**.

13. <u>File Save</u>. Click on the toolbar "***Save***" button to save your data file.

**If the assigned problem requires the closing of the temporary accounts, accomplish the following additional processing steps. If no closing actions are required, skip to Step 17.**
----

14. <u>Temporary Accounts Closing</u>. Click on the "**Generate Closing Journal Entries**" item in the **Options Menu**. When the dialogue box appears, click on the "***Yes***" button (See Figure 12 below).

(Figure 12)

a. The closing entries will appear on the screen in a drop-down journal (See Figure 13 below).
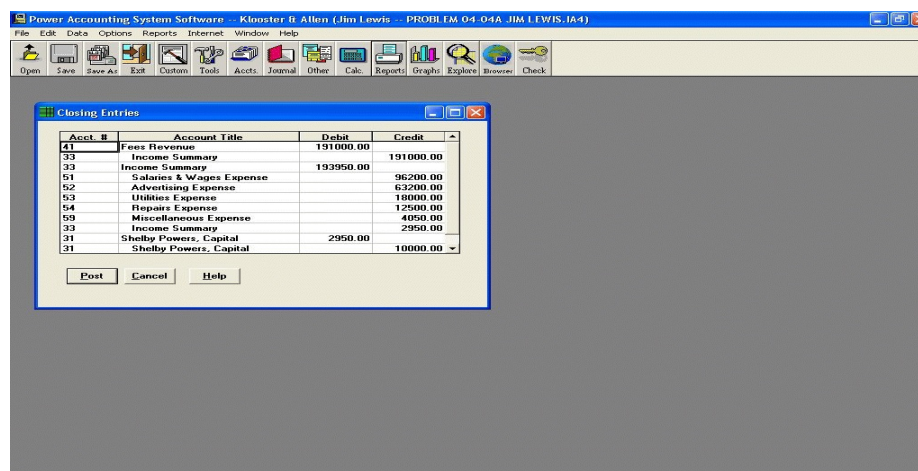
(Figure 13)

b. If the entries appear correct, click on the "***Post***" button.

c. The closing entries now appear in the General Journal as posted to the General Ledger.

d. Click on the "***Close***" button to return to the **Main Menu**.

8

15. Display a Post-Closing Trial Balance.

     a. Click on the "***Reports***" toolbar button then click on "**Ledger Reports**" in the Report Selection Group. Next, click on "**Trial Balance**" in the Reports Display window, then click on the "***OK***" button to view the report. Click on the "***Print***" button to print the report.

     b. Click on the "***Close***" button to exit the report, then click again on the "***Close***" button to exit from the **Reports Selection Menu**.

16. Post-Closing File Save.

     a. Click on the "***Save As***" toolbar button to save your data file after the closing actions.

     b. Change the highlighted file name by adding a "**P**" after the problem number ("**P**" represents post-closing). (See Figure 14 below).
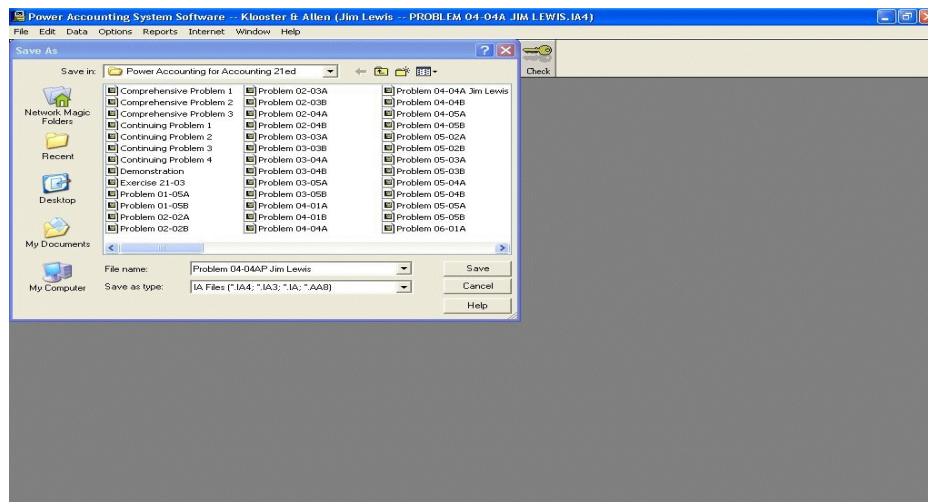
(Figure 14)

     (1) For example, the post-closing file for Problem 4-4A would be saved with a file name of "**Problem 04-4AP Jim Lewis.ia4**".

     (2) It is necessary to add the "**P**" to the file name in order to save the original problem transactions in a separate file. **The original transaction file (the one without the "P") is the one used to grade the homework problem.**

     (3) Click on the "***OK***" button to accept the file name and save the file to your computer "C" drive.

17. Saving Problem File for Turn-In and Grading.

     a. Click on the "***Save As***" toolbar button to save the file to the appropriate drive (i.e., flash drive or CD).

b. In the drop-down menu, click on the down arrow in the "**Save in:**" box at the top of the menu.

c. The save options will then be listed in another drop down menu (See Figure 15 below).
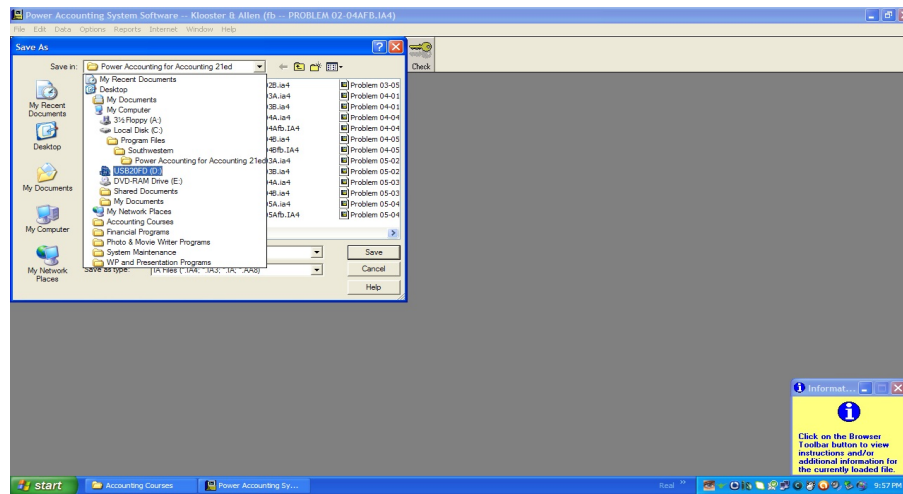
(Figure 15)

d. As illustrated in Figure 15, select the appropriate drive on which you want to save the file. In this illustration Drive (D) is the flash drive and Drive (E) is the CD/DVD drive.

e. On the drop down menu that appears, click on the "*Save*" button to save the file to the selected drive.

f. The flash drive or CD/DVD is turned in to the instructor for extraction of the file for grading. The flash drive or CD/DVD will be returned by the end of the class session.

18. Exit the General Ledger Software and Windows by executing the following selections.

a. From the **General Ledger Software Main Menu**, click on the "**Exit**" toolbar button.

b. Exit **Windows** as you would with any other program application.

INSTRUCTOR: Fred L. Blake
DATE: May 9, 2013