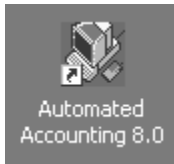

AUTOMATED ACCOUNTING

Mastery Problem 4-4

1. Select **Automated Accounting 8.2** from the desktop or from your Programs menu.



You will need to view the instructions on page 111 in your Accounting textbook to view the transactions for this problem.

2. Select the **Open** toolbar button
3. Ensure that the **AA80W** folder is active
4. Select **C21 Accounting 9th Edition** folder
5. Select **First-Year Course-General Journal**
6. Select **Problems and Reinforcement Activities**
7. Select assignment **F04-4Green**
8. You will be prompted to enter a username.

Enter your **LastNameFirstInitial** using lowercase characters

Example: John Doe = doej

Click **OK**



9. Click the **Save As** toolbar button. Select the drive and directory that contains your data files.

IT IS IMPORTANT THAT YOU SAVE THE ACTIVITY USING THE SAVE AS COMMAND BEFORE ENTERING ANY DATA ONTO THE FILE

10. Save the activity using **Save As** by entering your initials before the filename in the *File name* field and saving to your personal folder on the F drive. Your assignment will be graded from your file.
(Example: jdF046Green)

11. Click **Save**.



12. Click the Accounts toolbar
13. Make sure the Accounts tab is selected

Adding Utilities Expense to the list of accounts

14. Enter the account number **540** beneath the existing account number 530
15. Enter the account title **Utilities Expense** beneath Rent Expense title
16. Click **Add Account**

Enter Data into General Journal



17. Click the Journal icon
18. Begin entering data from line 1 of your journal
Change the date so that it reads **11/01/17**
19. Use the [**Tab**] key to move to the **Refer.** column and enter **R1**

Use the [**Tab**] key to move to the **Account** column and click the **Chart of Accounts** button to open a listing of account titles. Select **Cash**
20. Use the [**Tab**] key to move to the **Debit** column and enter **5500.00**
21. Use the [**Tab**] key to move to the next line in the Account column and click the Chart of Accounts button to select the listing of account titles. Select **Patrick O’Kalla, Capital.**
22. Use the [**Tab**] key to move to the Credit column and enter **5500.00**
23. Click **Post** or press the [**Enter**] key to post the transaction into the journal

Date	Refer.	Account	Debit	Credit
11/01/17	R1	110 Cash	5500.00	
		310 Patrick O’Kalla, Capital		5500.00

24. **Enter ALL remaining 16 transactions** into the general journal. An example of how to post the first transaction is below. **SAVE WHEN FINISHED!**

YOU MUST CLICK POST AFTER EACH TRANSACTION

25. Enter the remaining transactions into your journal in a similar manner. **SAVE WHEN FINISHED!**
26. In order to view the automated version of general ledgers, click the **Reports** toolbar button at the top of your screen.
27. Select **Ledger Reports** from the Select a Report Group list

28. Select **General Ledger** from the Choose a Report to Display list.
29. Click **OK**
30. Click **OK**
31. Scroll through the automated general ledger report on your screen and compare to the general ledgers that you are used to completing via paper and pencil.
32. Close the General Ledger report
33. To view an automated version of the General Journal, click the **Reports** toolbar button from the top of your screen.
34. Select **Journals** from the Select a Report Group list
35. Select **General Journal** from the Choose a Report to Display list.
36. Click **OK**
37. Click **OK**
38. Scroll through the automated general journal report on your screen and compare to the general journal to the general journals that you are used to completing via paper and pencil.
39. **Save** your work
40. Exit Automated Accounting