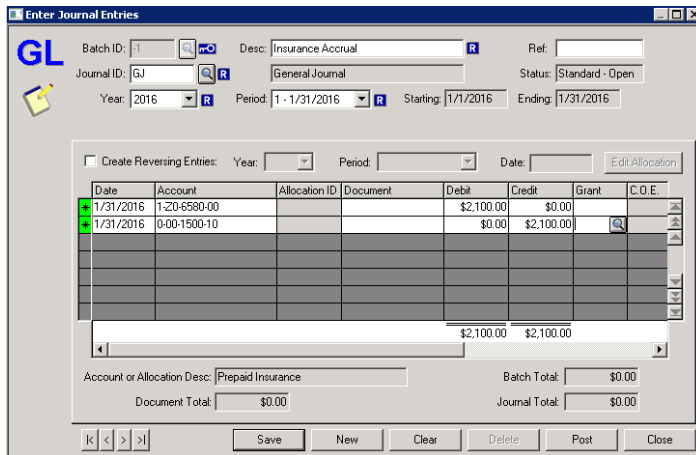


General Ledger Journal Entries

<http://www.multiviewinc.com/cyma-gl-journal-entries>

PURPOSE

Journal Entries can be entered here on the Enter Journal Entry screen. (Long entries can be imported using System Manager/General Import.)



Date	Account	Allocation ID	Document	Debit	Credit	Grant	C.O.E.
1/31/2016	1-20-5580-00			\$2,100.00	\$0.00		
1/31/2016	0-00-1500-10			\$0.00	\$2,100.00		

JOURNAL ENTRIES

In the General Ledger Module got to ENTER/Journal Entries. Click the NEW button. Enter a description for the entry and a Journal ID. Use GJ if you don't have another. Set the year and the period. Tab on down to the date and set if necessary.

Tab over and type in the account number. You can click on the account number field and a magnifying glass will appear to help you search for the right account number. Tab on over to type in the amount of the debit or credit. Tab or click to the next line or lines to complete your entry.

Depending on your settings and your internal controls you can either save the entry or post it from this screen. For longer entries you'll want to use CYMA's import functionality. It saves you time and reduces chances for error.