



Journal Entry Quick Keys

Software Development
RIMSS Business Systems Technology

Company Confidential

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You can add shortcut ids to your chart of accounts to make the creating of journal entries easier. Start by going to Company → Find → Chart of Accounts Grid. Right click on the account you wish to modify and select Modify. Here you can add the Short Cut ID. I added the word CASH as an example but you can use a shortened version of the account number (e.g. 12001) or any other ID to make selecting this account easier. Please note each shortcut id must be unique. Once you have the ID you want, click OK

Modify Account

☐ Control Account

☐ Account is Inactive

Account Number

| Location | Class | Number | Dept |
|-------------------|-------|--------|----------|
| WIL - WILLIAMSTON | 1 | 12001 | 01 - ADM |

OK

Cancel

Name

UNDEPOSITED FUNDS

Note

Type

(Class: 1) BANK

Control Account

Account Ref. Type

Shortcut ID

CASH

Permission Level:

☒ Level 1

☐ Level 2

☐ Level 3

☐ Level 4

☐ Level 5

CNH Chart Of Account Mapping:

Cash Sales Clearing Account

NAV Chart Of Account Mapping:

Cash

NAV Category Mapping:

When you go to enter the journal entry, type the shortcut ID, hit Enter, enter your amount (positive for debit, negative for credit), hit ENTER, then if there is a control number you will enter it in the reference id field. If there is no control number, hit ENTER. Your journal entry line will then appear. You can then continue with your next Shortcut ID or double click on the line below the entry just made to continue your journal entry.

MSS WinNetStar

Chart of Accounts

New Journal Entry

ave

Save and Close

Save and New

Print

Void

Import

Add Sales Tax Group Items

General

Attachments

Journal

Document Number

Journal Entry Date:

Balance:

Memo

0

3/20/2017

(\$1,000.00)

Reconciled

Shortcut

Shortcut ID

Amount

Reference ID

CASH

1000

| Account | Debit Amount | Credit Amount | Memo | Reference |
|--|--------------|---------------|------|-----------|
| > WIL-1-12001-01 (UNDEPOSITED FUNDS) | \$1,000.00 | \$0.00 | | |
| * Double-Click to Select an Account... | | | | |