Data Entry in MAS

This document includes a copy of the concepts and procedures that form the basis of this self-paced online learning module.

As you work your way through this self-paced online learning module, you might like to **print** this document so that you can:

- Make your own notes to record procedural steps and additional information provided by your instructor

- Keep a printed record of procedures and key points

Learning Outcomes
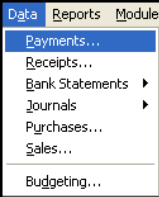
In this module you will learn how to:

- Enter transactions into MAS

- Add new accounts during **Data Entry**

- Enter GST information

- **Post** transaction **Batches**
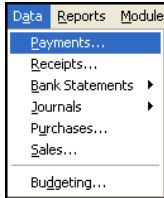
Data Entry

In this module you will learn how to:

• Enter transactions into MAS
• Add new accounts during **Data Entry**
• Enter GST information
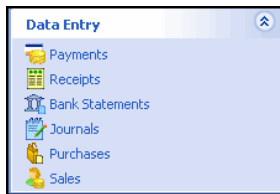• **Post** transaction **Batches**

Overview of Data Entry

Data	Reports	Module
Payments…		
Receipts…		
Bank Statements	▶	
Journals	▶	
Purchases…		
Sales…		
Budgeting…		

Overview of Data Entry

Data | Reports | Module
Payments...
Receipts...
Bank Statements ▶
Journals ▶
Purchases...
Sales...

Budgeting...

Introduction to Data Entry

Data Entry ⊗
Payments
Receipts
Bank Statements
Journals
Purchases
Sales

Introduction to Data Entry

Journals: 01/07/2005 to 30/06/2006

Date	Rev Jnl	Jnl no	Cash	Account	Net Bal2	Debit	Credit
30/06/2006		101	Tax	302	0.000	480.00	
30/06/2006		102	Tax	680	0.000		500.00

MAS4
⚠ Journals must balance
OK

Introduction to Data Entry

MAS4

? You have selected to exit this batch, do you wish to...

Exit & Post   Cancel   Abandon batch

Introduction to Data Entry

Introduction to Data Entry

Journals: 01/07/2005 to 30/06/2006

Date	Rev Jnl	Jnl no	Cash	Account	Net Bal2	Debit	Credit	Details

☐ Reverse ☐ Double sided
Date: 30/06/2006   Group: Jnl no: Cash: N No
Code: Acc bal:
Gross Bal2:   Curr: GST on Bal2:   Bal2 bal:
Net: Gross: Level: GST:
Detail: Total dissect: 0.00
   Dissect left: 0.00
Batch totals
Bal2:   0.000 Gross: 0.00 Net: 0.00 GST: 0.00 Cash tot: 0.00
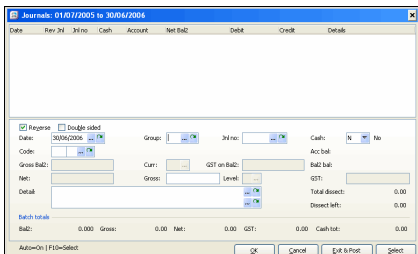Auto=On | F10=Select   OK   Cancel   Exit & Post   Select

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Introduction to Data Entry

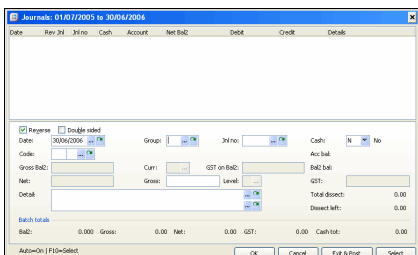| No	This is the default set for the Cash? field. When this is the option selected, cash totals *will not* be updated. If this entry is selected, the GST/tax level, and relevant tax amount fields will not be accessible
Yes	If [Yes] is selected, cash totals **will** be updated. Entries allocated a '**+**' are treated as **Payments**, and entries allocated a '**-**' are treated as **Receipts**
Tax	If '**Tax**' is selected, cash totals will not be updated, but you will still be required to enter tax details for the transaction
Receipt	If the '**Receipt**' option is selected, the amount of the transaction will be considered a receipt, irrespective of the sign, and **Receipt** totals will therefore be updated accordingly
Payment	If the '**Payment**' option is selected, the amount of the transaction will be considered a payment, irrespective of the sign, and **Payment** totals will therefore be updated accordingly

Introduction to Data Entry

Introduction to Data Entry

Introduction to Data Entry

Journals: 01/07/2005 to 30/06/2006

Date	Rev Jnl	Jnl no	Cash	Account	Net Bal2	Debit	Credit	Details

☑ Reverse ☐ Double sided
Date: 30/06/2006   Group: 1   Jnl no: Cash: N No
Code:
Gross Bal2:   Curr: GST on Bal2:   Bal2 bal:
Net: Gross: Level: GST:
Detail: Total dissect: 0.00
Dissect left: 0.00

Batch totals
Bal2:   0.000 Gross: 0.00 Net: 0.00 GST: 0.00 Cash tot: 0.00
Auto=On | F10=Select: OK   Cancel   Exit & Post   Select

Introduction to Data Entry

Journals: 01/07/2005 to 30/06/2006

Date	Rev Jnl	Jnl no	Cash	Account	Net Bal2	Debit	Credit	Details

☑ Reverse ☐ Double sided
Date: 30/06/2006   Group: 1   Jnl no: Cash: N No
Code:
Gross Bal2:   Curr: GST on Bal2:   Bal2 bal:
Net: Gross: Level: GST:
Detail: Total dissect: 0.00
Dissect left: 0.00

Batch totals
Bal2:   0.000 Gross: 0.00 Net: 0.00 GST: 0.00 Cash tot: 0.00
Auto=On | F10=Select: OK   Cancel   Exit & Post   Select

Introduction to Data Entry

Code	Rate	Account	Suspense	Description
1	10%	892	898	Taxable Supplies (sales)
2	0%	892	898	GST Free Supplies (sales)
3	0%	892	898	Exports (sales)
4	0%	892	898	Input Taxed Supplies (sales)
5	0%	891	898	Capital Purchases for Producing Input Taxed Supplies
6	0%	891	898	Purchases for Producing Input Taxed Supplies
7	10%	891	898	Taxable Acquisitions - Capital (purchases)
8	10%	891	898	Taxable Acquisitions - Other (purchases)
9	0%	891	898	Private Use\Non Deduct - Capital (purchases)
10	0%	891	898	Private Use\Non Deduct - Other (purchases)
11	0%	891	898	No GST\Unregistered Supplies - Capital (purchases)
12	0%	891	898	No GST\Unregistered Supplies - Other (purchases)
13	0%	891	898	Reduced Input Tax Credit - Capital (purchases)
14	0%	891	898	Reduced Input Tax Credit - Other (purchases)

Entering Data

- **Payments** & **Receipts**
- **Journals**
- **Bank Statements**
- **Purchases**
- **Sales**

Entering Data

- **Payments** & **Receipts**
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Entering Data

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Entering Data

- **Payments** & **Receipts**
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Entering Data

- **Payments** & **Receipts**
- **Journals**
- **Bank Statements**
- **Purchases**
- **Sales**

How To Process Payments and Receipts

Select **Data ▶ Payments**

Enter details into **Data Entry: Payments** window
Period end date: **enter date required**
Bank: **680** or press **[F10]** to select a bank account

Enter **Payment** details, then set **Auto Function** keys

Date: enter date
Group: (optional)
Cheque: enter cheque number
Code: enter **Code** or press **[F10]** to select
Gross: enter Gross value
Tax: press **[F10]** to select **Tax Level**
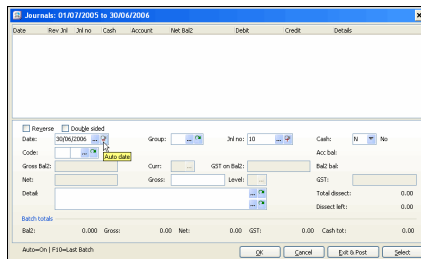Payee: enter description into the 2 **Payee** lines

On completion of **Payments** entries, select **Exit & Post**
The balancing amount will be posted to the selected **Bank** account
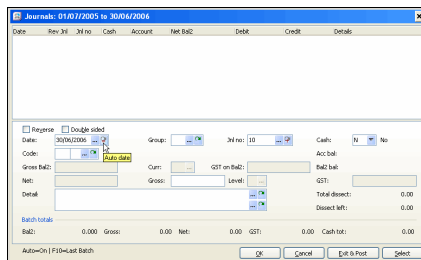
To Process a Receipt

- Select **Data ▸ Receipts**
- Enter the date and select the **Bank** account
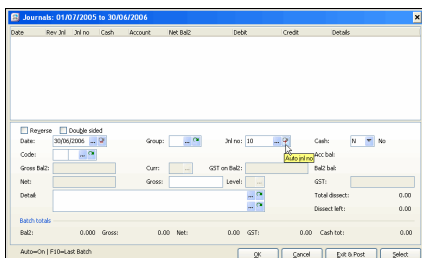- Complete the **Receipts** window
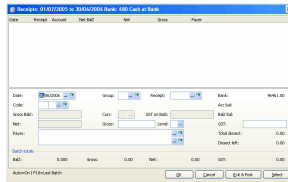
Entering Data

Entering Data

Entering Data


How to Enter Journals

Select **Data** ▶ **Journals** ▶ **Journal Entry**
Period end date: **enter date required**
Enter details in the **Journals** window, then set **Auto Function** keys

Date: enter date
Group: (optional)
Jnl no: enter journal number
Cash: press **[F10]** to review picklist
Code: enter **Code** or press **[F10]** to select
Gross: enter Gross value
Tax: press **[F10]** to select **Tax Level**   (N/A if Cash= No)
Detail: enter description into the 2 **Detail** lines

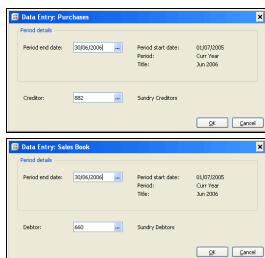| **Journals** must balance prior to **Posting**
On completion of **Journal** entries, select **Exit & Post** |
| --- |

Entering Data
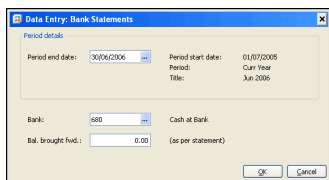
How to Process Bank Statements

Select **Data ▶ Bank Statements ▶ Statement entry**

Enter details in the **Data Entry: Bank Statement** window
Date: enter date
Bank: 680 or press **[F10]** to select
Bal brought fwd: enter the opening balance of the bank statement
- Credit balances on the statement should be entered as negatives

Enter details in the **Bank Statements** window, then set **Auto Function** keys
Date: enter date
Group: (optional)
Ref no: enter reference number
Code: enter **Code** or press **[F10]** to select
Gross: enter Gross value
Payee/Payer: enter description into the 2 **Payee/Payer** lines

On completion of **Bank Statement** entries, select **Exit & Post**
The balancing amount will be posted to the selected **Bank** account

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Entering Data

Data Entry: Purchases

Period details

Period end date: 30/06/2006   Period start date: 01/07/2005
                                Period: Curr Year
                                Title: Jun 2006

Creditor: 882   Sundry Creditors

OK   Cancel

Data Entry: Sales Book

Period details

Period end date: 30/06/2006   Period start date: 01/07/2005
                                Period: Curr Year
                                Title: Jun 2006

Debtor: 660   Sundry Debtors

OK   Cancel

## How to Process Purchases and Sales Transactions

Select **Data ▶ Purchases**

Enter details into **Data Entry: Purchases** window
Period end date: **enter date required**
Creditor: **882** or press **[F10]** to select

Enter **Purchase** details, then set **Auto Function** keys

Date: enter date
Group: (optional)
Invoice: enter invoice number
Code: enter **Code** or press **[F10]** to select
Gross: enter Gross value
Tax: press **[F10]** to select **Tax Level**
Supplier: enter description into the 2 **Supplier** lines

On completion of **Purchases** entries, select **Exit & Post**
The balancing amount will be posted to the selected **Creditor** account

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To Process a Sale

- Select **Data ▸ Sales**
- Enter the date and select the **Debtor** account **660**
- Complete the **Sales Book** window
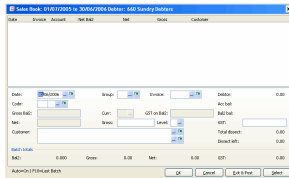
Key points: Entering Payments and Receipts

- Batches are created for all **Data Entry**
- **Batches** for **Payments** and **Receipts** do not have to balance, the total entries are posted to a nominated Bank account
- **Auto function** settings repeat or increment entries in a **Batch**
- Accounts can be added to the chart during **Data Entry**
- Tax rates allow GST details to be entered during **Data Entry**

Key points: Entering Journals

- Batches are created for all **Data Entry**
- **Journal** entries must balance before **Posting**
- **Auto function** settings repeat or increment entries in a **Batch**
- Accounts can be added to the chart during **Data Entry**
- Tax rates allow GST details to be entered during **Data Entry**

Key points: Entering Bank Statements

- Batches are created for all **Data Entry**
- **Batches** for **Bank Statements** do not have to balance, the total entries are posted to a nominated Bank account
- **Auto function** settings repeat or increment entries in a **Batch**
- Accounts can be added to the chart during **Data Entry**
- Tax rates allow GST details to be entered during **Data Entry**

Key points: Entering Purchases and Sales

- Batches are created for all **Data Entry**
- **Batches** for **Purchases** and **Sales** do not have to balance, the total entries are posted to a nominated Creditor or Debtor account
- **Auto function** settings repeat or increment entries in a **Batch**
- Accounts can be added to the chart during **Data Entry**
- Tax rates allow GST details to be entered during **Data Entry**

You should now know how to:

- ☑ Create a **Journal** entry **Batch**
- ☑ Cancel a **Batch**
- ☑ Amend an entry in a **Batch**
- ☑ Add an account during **Data Entry**
- ☑ Include Tax transactions in a **Batch**

In completing this module, you have learnt how to:

☑ Enter transactions into MAS
☑ Add new accounts during **Data Entry**
☑ Enter GST information
☑ **Post** transaction **Batches**