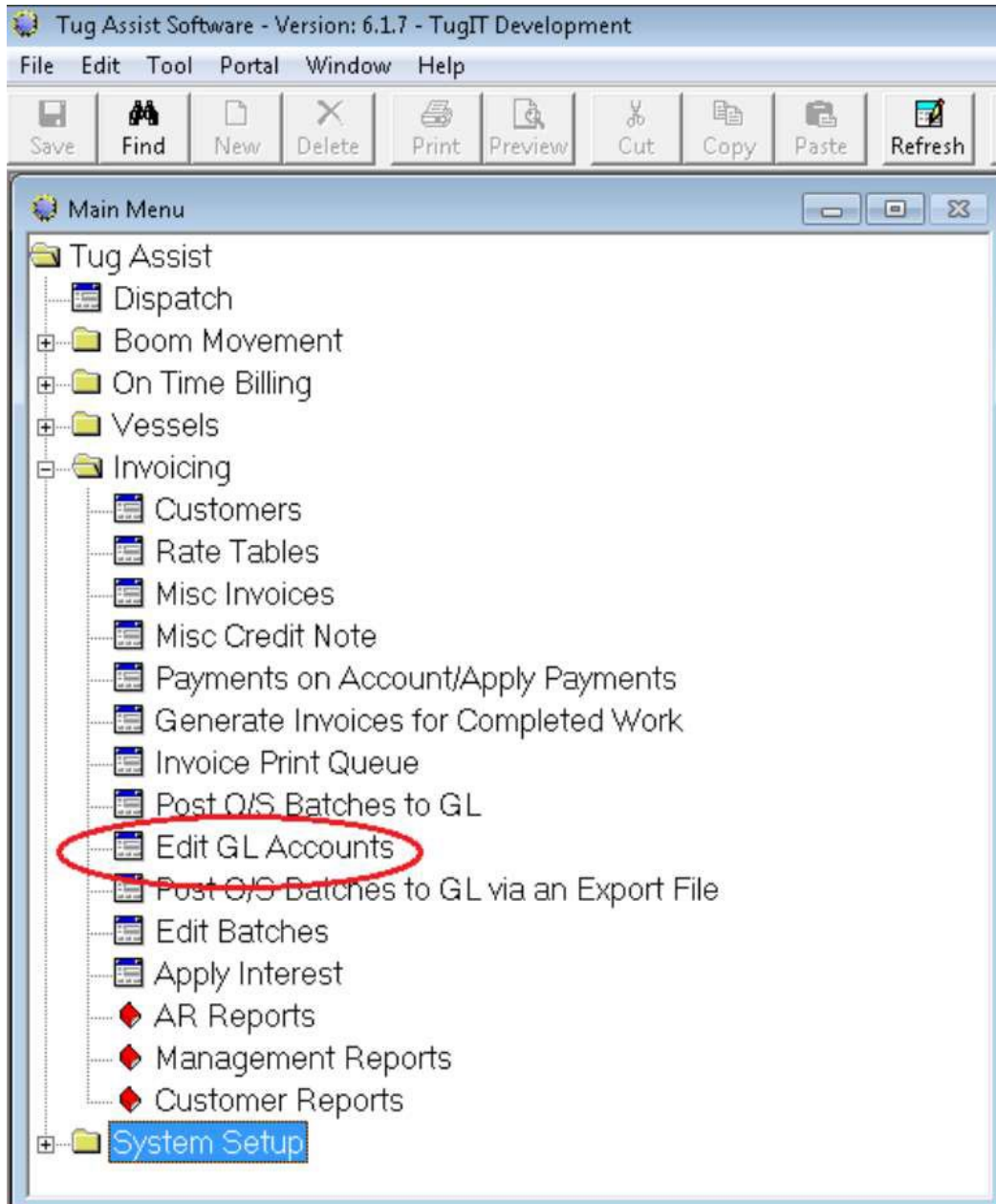


2.0 GL ACCOUNTS SET-UP

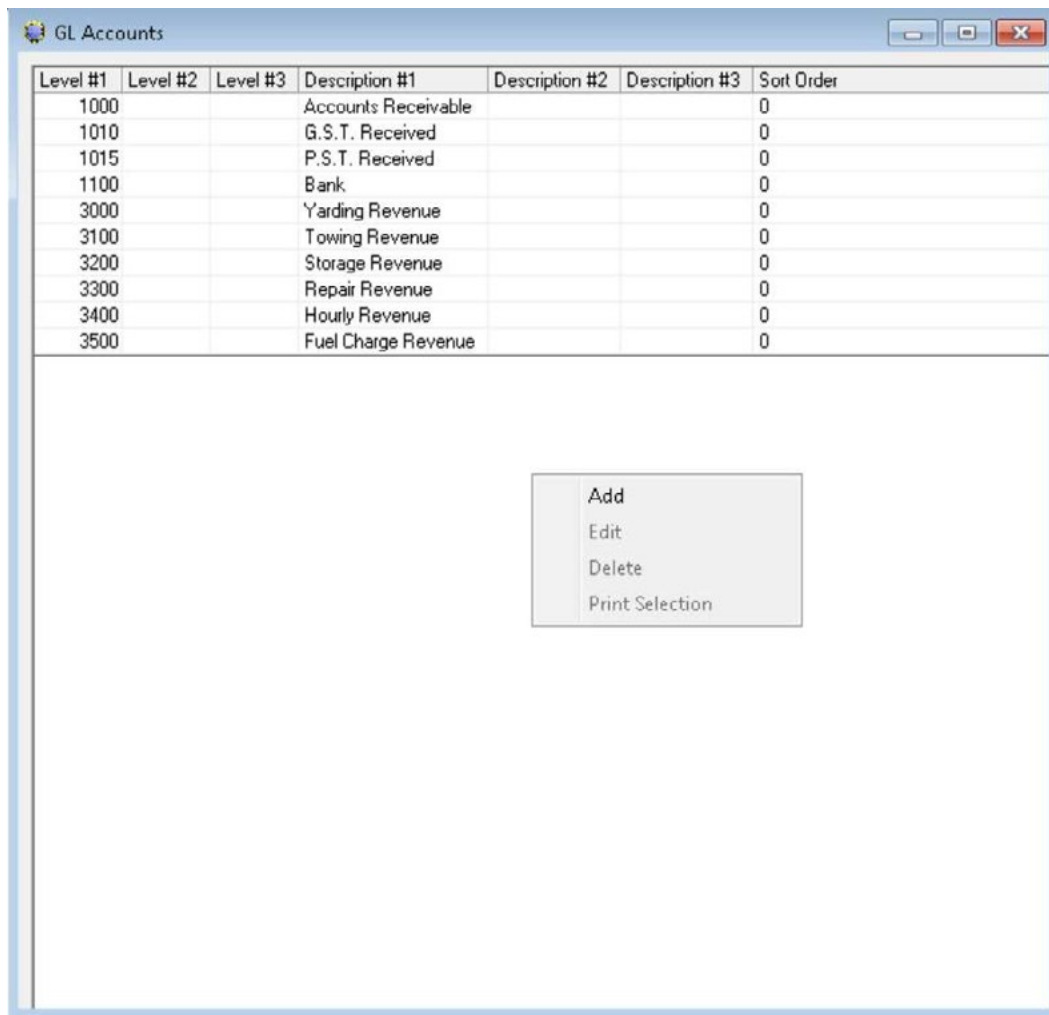
2.1

1. On the TugAssist Main Menu, under <System Setup>, click <Company Information>



2. a. In the GL Accounts dialog box, right-click on the form to select <Add> from the shortcut menu
- b. Alternatively, click on an existing GL Account row, right-click and select <Edit> from the shortcut menu

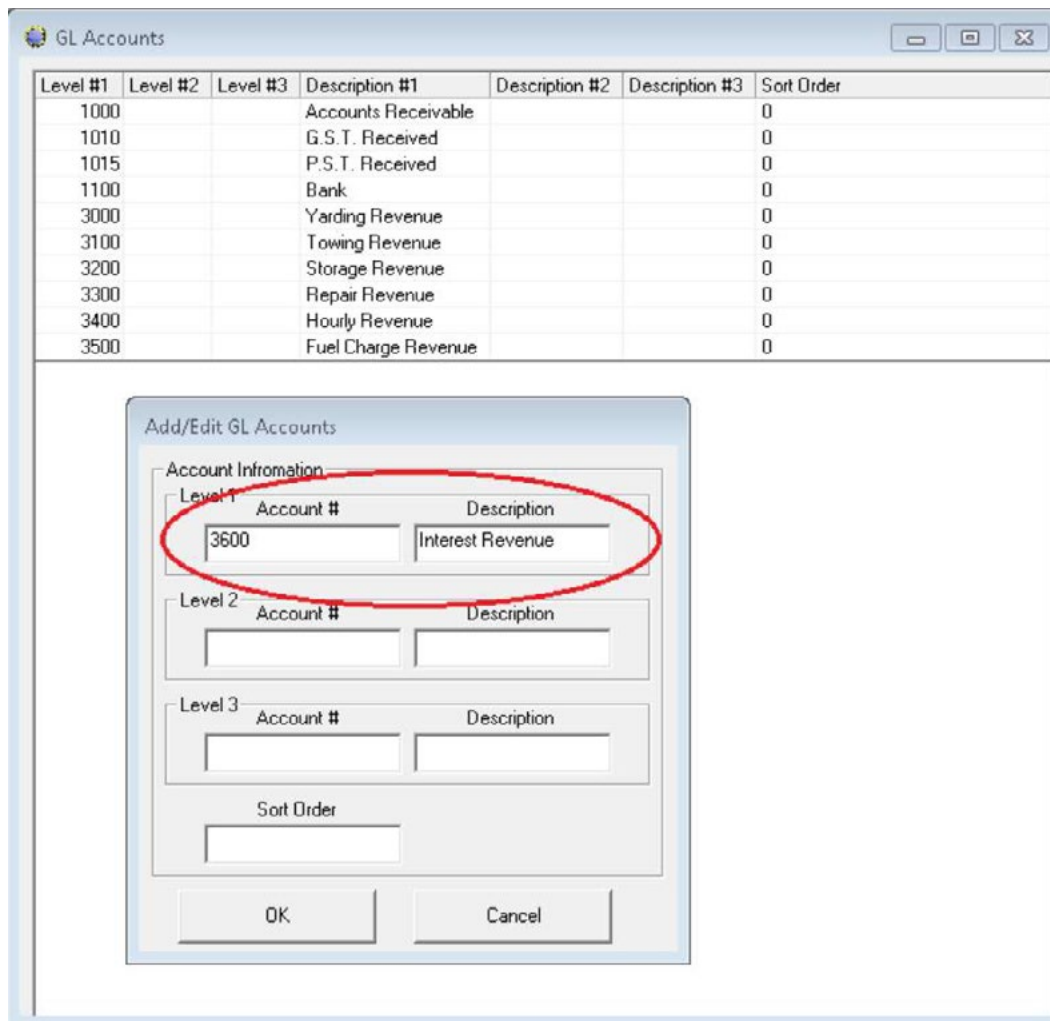
Fig 2. The short-cut menu provides the <Add> option when you right-click the GLAccounts dialog box



3. When the Add/Edit GL Accounts dialog box appears on the screen:

- Complete the Account # field
- Complete the Description field in relation to the Account #
- In the example below, we are adding GL Account # value 3600, with description "Interest Revenue"

Fig 3. The Add/Edit GL Accounts dialog box with Level 1 fields populated by new data



Level #1	Level #2	Level #3	Description #1	Description #2	Description #3	Sort Order
1000			Accounts Receivable			0
1010			G.S.T. Received			0
1015			P.S.T. Received			0
1100			Bank			0
3000			Yarding Revenue			0
3100			Towing Revenue			0
3200			Storage Revenue			0
3300			Repair Revenue			0
3400			Hourly Revenue			0
3500			Fuel Charge Revenue			0

Add/Edit GL Accounts

Account Information

Level 1
Account # Description

Level 2
Account # Description

Level 3
Account # Description

Sort Order

OK Cancel

End of document.