**XX 4-M Ford Lawn and Garden**

Restore File

Rename File

Open Book to Page 117

Set Date Range

Perform File Maintenance (create Utilities Expense Account)

* Maintain / Chart of Accounts
* Account ID: **540**
* Description: **Utilities Expense**
* Account Type: **Expenses**

Journalize Transactions

Print

1. General Journal
   1. Total Debit/Credit = $24,006.00
2. General Ledger
   1. Cash Balance = $13,794.00