Go to the AFAS icon and log in:

Go to the Production Icon:

This screen will appear and navigate to your farm either clicking on the “Barn” or the appropriate farm in the list:
If you click on the Barn, this screen will appear and you will need to type your farm number and double click on the row to open up the **Master Farm Account** screen.

If you double-click the farm in the **Quick Farm Summary**, the **Master Farm Account** screen will appear:
To see New Year transaction, click on the **YE Transaction** tab and this screen will appear:

![New Year Transaction Screen]

You can set dates parameters here and click refresh.

To see Old Year transactions, click on the **Transactions** tab and this screen will appear:

![Old Year Transaction Screen]

You can set dates parameters here and click refresh.
If you click on the plus sign “+” (which becomes a minus “-” sign), you will see how the transaction was coded:
To access account balances, you select the **Bank Account** tab and double-click on “Checking” that has a check mark in primary section:

This screen will appear:
Click on the **Balances** tab and this screen will appear:

- **New Year activity** - How many transactions have occurred year to date.
- **Total** - The total of activity that has occurred.
- **New Year balance** - The New Year balance.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Beginning Balance</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>58032.1500</td>
<td>58437.8700</td>
</tr>
<tr>
<td>2018</td>
<td>64902.3100</td>
<td>58032.1500</td>
</tr>
<tr>
<td>2017</td>
<td>60226.1700</td>
<td>64902.3100</td>
</tr>
<tr>
<td>2016</td>
<td>55011.0100</td>
<td>60226.1700</td>
</tr>
<tr>
<td>2015</td>
<td>46015.3000</td>
<td>55011.0100</td>
</tr>
</tbody>
</table>

This area shows your beginning and ending balances in 2019 and the previous years.