



General Ledger Overview Document

for Sage 100 ERP

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Introduction

This document includes overview information about each task in the General Ledger module that is accessible from the menus. You can print this document to use as an offline reference.

The information in this document is also available in the Help system in the overview Help topics.

For additional information about the software, refer to the Help system, which also includes the following:

- Overview information for windows that cannot be accessed directly from menus
- Procedures that guide you step-by-step through common activities
- Explanations of important concepts
- Field descriptions
- Flowcharts
- FAQs

Main Menu

Account Maintenance

Navigation

To access Account Maintenance, select General Ledger Main menu > Account Maintenance.

To access Account Inquiry, select General Ledger Main menu > Account Inquiry.

NOTE Account Inquiry fields can only be viewed.

Overview

Use Account Maintenance to create a new account number by entering a combination of existing main and subaccounts defined in Main Account Maintenance and Sub Account Maintenance.

Account Maintenance allows you to view and compare a combination of budgets and actual activity from any fiscal year, and maintain multiple budgets on an account-by-account basis by launching Budget Maintenance. You can also calculate variances for comparison between a particular fiscal year and budget activity, view summary activity for each account for a prior, current, or future fiscal year, and view transactions posted to an account. You can also print the Chart of Accounts.

Allocation Entry

Navigation

Select General Ledger Main menu > Allocation Entry.

Overview

Use Allocation Entry to define and maintain allocation distributions from a source account to multiple destination accounts. You can select percentage, quantity, or basis as the method of allocation. A basis method allows you to calculate distribution amounts based on the current activity, prior activity, beginning balance, ending balance, prior year activity, or budget of destination accounts. The basis calculation can also be linked to the current activity, prior activity, beginning balance, ending balance, prior year activity, or budget of another account. You can also select whether the allocation is to be posted manually using General Journal Entry, or if prompted, you can select to post allocations during period-end, quarter-end, or year-end processing.

Account masks provide more flexibility in assigning distribution accounts for allocation entries. You can use wildcard and template characters to specify account masks for destination accounts.

General Journal Entry

Navigation

Select General Ledger Main menu > General Journal Entry.

If batch processing is enabled for General Journal Entry, the Batch Selection window appears. You can create a new batch or select an existing batch. A selection must be made before the General Journal Entry window is available.

Overview

Use General Journal Entry to enter and post journal entries that consist of details closely related to a single purpose, as well as adjustments and miscellaneous entries. If batch processing is enabled, you can enter journal entries in batches.

You can create journal entries from existing standard journals or posted journals, and create multiple standard journals for each source journal. You can also allocate an amount from one account to another based on a predefined allocation. Any journal entered, but not yet updated, can be displayed and maintained when necessary. If the Track Deleted Journals check box is selected in the General Ledger Options window, deleted journals will display.

If other modules are integrated with the General Ledger module, daily postings from these sources are updated to the general ledger when the Daily Transaction Register is updated. For more information, see Daily Transaction Register. If other modules are not integrated with the General Ledger module, General Journal Entry is the primary window for entering and posting journal entries.

General Journal

Navigation

Access this window using one of the following methods:

- Select General Ledger Main menu > General Journal.
- Select General Ledger Main menu > General Journal Entry. In the General Journal Entry window, click the Print button.

If batch processing is enabled for General Journal Entry, the Batch Selection window appears after you access General Journal.

Overview

Use General Journal to print an audit report itemizing all information entered in General Journal Entry. Information for each journal entry includes the source journal, entry number, posting date, reversing date, comments, account number, debit and credit amounts, and a user ID indicating the individual who entered the journal entry. Deleted journals are printed if the Track Deleted Journals check box is selected in the General Ledger Options window. Out-of-balance entries are also indicated.

Printing the journal does not automatically update to the general ledger. After you print the journal, you are prompted to update the General Journal, which will clear the file and update the information to the general ledger.

Review the General Journal for accuracy before updating.

NOTE If you print the General Journal to PDF and have multiple journal entries, a separate PDF is always created for each source journal.

Recurring Journal Entry

Navigation

Select General Ledger Main menu > Recurring Journal Entry.

Overview

Use Recurring Journal Entry to enter journal entries of fixed amounts that repeat each period, such as depreciation and amortization. You can create recurring journal entries by entering the accounts, amounts, and frequency that entries are posted. You can also select a group of recurring journal entries to post at one time. You can post journal entries to the general ledger by printing the Recurring Journal.

Recurring Journal

Navigation

Access this window using one of the following methods:

- Select General Ledger Main menu > Recurring Journal.
- Select General Ledger Main menu > Recurring Journal Entry. In the Recurring Journal Entry window, click the Print button.

Overview

Use Recurring Journal to print an audit report of all selected recurring journal entries to be posted.

Information for each journal entry includes the source journal number, reference, posting date, account number, debit and credit amounts, select cycle, start date, end date, comments, and a user ID indicating the individual who entered the journal entry. Deleted journals are printed if the Track Deleted Journals check box is selected in the General Ledger Options window. Out-of-balance entries are also indicated.

After the journal prints, the journal entries can be posted.

Printing the journal does not automatically update to the general ledger. After you print the journal, you are prompted to update the Recurring Journal, which will clear the file and update the information to the general ledger.

Review the Recurring Journal for accuracy before updating.

Transaction Journal Entry

Navigation

Select General Ledger Main menu > Transaction Journal Entry.

If batch processing is enabled for Transaction Journal Entry, the Batch Selection window appears. You can create a new batch or select an existing batch. A selection must be made to access the Transaction Journal Entry window.

Overview

Use Transaction Journal Entry for rapid batch entry and for posting transactions such as cash disbursements, bank transfers, and cash receipts.

Each journal entry distribution can reference a check number or other document number such as a deposit slip number or bank transfer number, a unique transaction date such as the check date, or a detail comment such as the customer name. Each line distribution can be posted to the general ledger account number entered. Offsetting posting to a cash account or other account number is performed automatically based on the account entered in the Offset Account Number field on the Transaction Journal Entry Header tab.

If the Bank Reconciliation module is integrated with General Ledger, all check, deposit, bank transfer, and adjustment transactions entered in Transaction Journal Entry are updated to the Bank Reconciliation module.

Transaction Journal

Navigation

Access this window using one of the following methods:

- Select General Ledger Main menu > Transaction Journal.
- Select General Ledger Main menu > Transaction Journal Entry. In the Transaction Journal Entry window, click the Print button.

If Batch Processing is enabled for Transaction Journal Entry, the Batch Selection window appears after you access Transaction Journal.

Overview

Use Transaction Journal to print an audit report itemizing all information entered in Transaction Journal Entry. Depending on the transaction type selected, information for each journal entry includes the source journal, entry number, posting date, check/document reference, bank code, offset account number, transaction total, deposit total, transfer number, comments, posting comment, account number, description, distribution amounts, and a user ID indicating the individual who entered the journal entry. Deleted journals are indicated on the report if the Track Deleted Journals check box is selected in the General Ledger Options window. Out-of-balance entries are also indicated.

Printing the journal does not automatically update to the general ledger. After you print the register, you are prompted to update the Transaction Journal, which will clear the file and update the information to the general ledger.

Review the Transaction Journal for accuracy before updating.

Daily Transaction Register

Navigation

Select the module's Main menu > Daily Transaction Register.

Overview

The Daily Transaction Register is an audit report detailing all postings to the general ledger from all other modules.

If accessed from the General Ledger module, the Daily Transaction Register prints transactions associated with all modules. If accessed from a module other than General Ledger, the Daily Transaction Register prints only transactions associated with that module; therefore, only transactions for that module are available for updating.

Each transaction is listed by general ledger account number and description, along with the appropriate debit and credit amounts. Transactions displayed on this report are printed by posting date, source journal, and journal/register number. Account descriptions and posting comments, along with the appropriate debit and credit amounts, are displayed for each transaction. Totals are provided by source and date.

Printing the register does not automatically update to the general ledger. After you print the register, you are prompted to update the Daily Transaction Register, which will clear the file and update the information to the general ledger.

NOTE In Paperless Office Journal and Register Maintenance, you can set up unique PDF options for this journal for each module, or set up the same PDF options for all modules.

Review the Daily Transaction Register for accuracy before updating.

Reports Menu

Chart of Accounts

Navigation

Select General Ledger Reports menu > Chart of Accounts.

Overview

The Chart of Accounts is a complete listing of all accounts that comprise the general ledger. You can print the account type, cash flows type, account status, account group, account category, start date, end date, and clear balances. You can also print the rollup codes and rollup types associated with each account. These options can be printed for active accounts, inactive accounts, deleted accounts, or all accounts.

You can enter a selection of account numbers, account descriptions, main accounts, defined segments, account group codes, rollup codes, and user-defined fields to print. By entering these selections, you can obtain a listing of accounts that allows you to identify pertinent information.

General Ledger Worksheet

Navigation

Select General Ledger Reports menu > General Ledger Worksheet.

Overview

The General Ledger Worksheet is a tool for recording period-end and year-end adjustments to the general ledger. Before period-end processing is performed, manually enter adjustments to the general ledger on the General Ledger Worksheet and then in General Journal Entry. After entering adjustments, print the General Journal Register and update the General Journal to the general ledger.

You can print the General Ledger Worksheet by fiscal year and accounting period, define the line spacing, and determine whether to print account descriptions and accounts with a zero balance.

You can also enter a selection of account numbers, account descriptions, main accounts, defined segments, account group codes, rollup codes, and user-defined fields to print. By entering these selections, you can obtain a worksheet that allows you to make appropriate adjustments to the general ledger.

General Ledger Trial Balance

Navigation

Select General Ledger Reports menu > General Ledger Trial Balance.

Overview

The General Ledger Trial Balance is a summarized listing of account activity for the accounting period. The beginning balance, summarized activity in the form of a debit or credit balance, and an ending balance are listed for each account in the chart of accounts. Accounts with a zero balance can also be included. You can print this report for a defined fiscal year or for a range of periods. When printing the Trial Balance over a range of periods, you can include the activity for each account for each period.

You can enter a selection of account numbers, account descriptions, main accounts, defined segments, account group codes, rollup codes, and user-defined fields to print by account activity.

The General Ledger Trial Balance is commonly used to check the balances of all accounts in the general ledger. "Out of Balance" prints on the report when debit and credit amounts on the Report Total line do not match.

Financial Reports

Navigation

Select General Ledger Reports menu > Financial Reports.

Overview

Use Financial Reports to select and define standard financial reports to print. Within each report group, you can define new financial reports using the Financial Reports Wizard. The report can be an Income Statement, Balance Sheet, Quarterly Statement, Trend Report, or Statement of Cash Flows. Use the Financial Reports Wizard to define settings for each financial report, and assign it to a report group. A report can be printed after it is defined in the Financial Reports Wizard.

You can also create and maintain groups using Financial Report Group Maintenance. Reports can be assigned to multiple groups, and a report can be listed more than once in a single group.

You can drill down to view information about an individual report setting and a list of the groups it belongs to. By default, the Standard financial report group includes the Standard Income Statement, Standard Balance Sheet, and Standard Statement of Cash Flows reports. The Standard report group cannot be modified or deleted.

General Ledger Detail Report

Navigation

Select General Ledger Reports menu > General Ledger Detail Report.

Overview

The General Ledger Detail Report is an auditing tool that prints each account's beginning balance, net postings, ending balance, postings by date, and reference numbers for the period. In addition, you can print the date and user logon associated with journal updates, and any comments entered for each journal. The balance of an account cannot be changed without the change being recorded on this report. You can also print a summarized version of the report.

You can enter a selection of account numbers, account descriptions, main accounts, defined segments, account group codes, source journals, journal and register numbers, posting comments, transaction amounts, rollup codes, and user-defined fields to print. By entering these selections, you can obtain a listing of journal postings that allows you to identify pertinent transactions.

The General Ledger Detail Report can be printed at any time, but it should be printed immediately before period-end processing and prior to year-end processing as an audit tool.

General Ledger Detail by Source Report

Navigation

Select General Ledger Reports menu > General Ledger Detail by Source Report.

Overview

The General Ledger Detail by Source Report provides a recap of general ledger transactions sorted by source journal and posting date. You can select to print journals posted in General Ledger, journals posted in other modules, or both. The account number, account description, and posting amount print for each account. In addition, you can select to print comments entered on the Lines tab in one of three formats. A subtotal is provided for each source journal.

You can enter a selection of source journals, journal and register numbers, posting dates, and source modules to print. By entering these selections, you can obtain a listing of journal postings that allows you to identify pertinent transactions.

Exception Report

Navigation

Select General Ledger Reports menu > Exception Report.

Overview

The General Ledger Exception Report provides a listing of accounts that meet certain criteria or exceptions for a selected period. The exceptions include debit accounts with a credit balance, credit accounts with a debit balance, inactive accounts that have transactions, deleted accounts that have transactions, accounts with specified ending balances, accounts for which changes exceed a specified amount or percentage, or accounts for which the variance between the budget and actual postings exceeds a specified amount or percentage. The report prints the account number, account description, and account category. You can print the report by fiscal year and accounting period.

You can enter a selection of account numbers, account descriptions, main accounts, defined segments, account group codes, rollup codes, and user-defined fields to print. By entering these selections, you can obtain a listing of exceptions that allows you to identify pertinent transactions.

Reprint Journals

Navigation

Select General Ledger Reports menu > Reprint Journals.

Overview

Use Reprint Journals to reprint the original journals entered in General Journal Entry, Recurring Journal Entry, or Transaction Journal Entry. Each journal includes information entered on the Header and Lines tabs during original data entry.

You can enter a selection of source journals, journal and register numbers, and posting dates to print. By entering these selections, you can obtain a listing of journals that allows you to identify pertinent transactions.

Source Journal History Report

Navigation

Select General Ledger Reports menu > Source Journal History Report.

Overview

The Source Journal History Report provides information on source journals updated from General Ledger and registers updated from subsidiary modules.

You can enter a selection of source journals, journal and register numbers, posting dates, and source modules to print. By entering these selections, you can obtain a listing of source journals that allows you to identify pertinent transactions. The report prints the source journal, source journal description, source module from which the journal or register was updated, journal or register number, posting date, date of the update, user logon used for the update, and the amount. You can also print deleted journals. "Out of Balance" prints on the report when credit and debit amounts do not match.

General Ledger Graphics

Navigation

Select General Ledger Reports menu > General Ledger Graphics.

Overview

Use General Ledger Graphics to view general ledger data in graphical form. Graphs can display the account summary, account detail, income, expense, or profit for the selected accounts. You can select one of the following formats to graph your data: two-dimensional bar, two-dimensional column, two-dimensional line, two-dimensional area, three-dimensional bar, three-dimensional column, or three-dimensional line format. You can compare the activity or balance of the selected accounts in order to display changes over time or changes over a period. You can graph the actual figures or budget of the selected accounts for up to four fiscal years. A sample graph in the General Ledger Graphics window allows you to preview your selections.

You can enter a selection of account numbers, account descriptions, main accounts, defined segments, account group codes, rollup codes, and user-defined fields to graph. By entering these selections, you can obtain a graph of account data that allows you to identify pertinent information.

General Ledger Analysis

Navigation

Select General Ledger Reports menu > General Ledger Analysis.

Overview

The General Ledger Analysis produces a management report consisting of a summarized Income Statement and a Balance Sheet. The Income Statement lists company revenue, cost of sales, gross income, expenses, and net income. The Balance Sheet lists company assets, liabilities, and equity as of the date of the report. The Income Statement and Balance Sheet reflect the current period, prior period, and year to date, along with the percentage of change from the prior period and prior year to date.

In addition, the General Ledger Analysis provides a list of 13 important financial ratios, which provide a quick recap of your company's financial condition. Financial ratios are calculated based on the account type information defined for each account.

Budget and History Report

Navigation

Select General Ledger Reports menu > Budget and History Report.

Overview

The Budget and History Report is a detailed listing of selected current, revised, and user-defined budget information, and current and prior-year actual amounts for each accounting period. You can select up to five columns of information to print from any defined budget or actual postings for a fiscal year. You can also include the accounts for which actual postings and budgets for all periods of the fiscal year are zero. In addition, you can print only the totals for budgets, or only the ending balance for actual postings.

You can enter a selection of account numbers, account descriptions, main accounts, defined segments, account group codes, rollup codes, and user-defined fields to print. By entering these selections, you can obtain a listing that allows you to identify pertinent budget and posting information.

Budget and History Report by Period

Navigation

Select General Ledger Reports menu > Budget and History Report by Period.

Overview

The Budget and History Report by Period is a detailed listing of selected current, revised, and user-defined budget information, and current and prior-year actual amounts for each accounting period. You can select up to 99 rows of information to print from any defined budget or actual postings for any defined fiscal year. You can also include, exclude, or print only actual postings and budgets with zero amounts for all periods. In addition, you can print only the totals for budgets, or only the ending balance for actual postings.

You can enter a selection of account numbers, account descriptions, main accounts, defined segments, account group codes, rollup codes, and user-defined fields to print. By entering these selections, you can obtain a listing that allows you to identify pertinent budget and posting information.

Account Audit Report

Navigation

Select General Ledger Reports menu > Account Audit Report.

This report is available only if All, Deletions, Additions, or Changes is selected in the Account Changes to Track field in the General Ledger Options window.

Overview

Use Account Audit Report to audit any changes, deletions, or additions to accounts. This report prints changes to fields, changes made on the fly, and the date. If security is set up, the report also prints the user logon. If security is not set up, the report prints the workstation name. You can enter a range of user codes or workstation names and transaction dates to print.

Account Memo Printing

Navigation

Use one of the following methods to access this window:

- Select General Ledger Reports menu > Account Memo Printing.
- Select General Ledger Main menu > Account Maintenance. In the Account Maintenance window, select an account and click the Memo button. In the Account Memo Maintenance window, click the Print button.

Overview

Use Account Memo Printing to print a listing of all account memos created in the General Ledger module. The memo code, memo description, memo date, expiration date, reminder start and end dates, and auto display setting print on the report. You can also print memo text and overridden auto display settings, and insert page breaks between memos.

You can enter a selection of account numbers, memo codes, memo descriptions, memo dates, expiration dates, reminder start dates, and reminder end dates to print. By entering these selections, you can obtain a memo report that allows you to identify pertinent information.

Main Account Memo Printing

Navigation

Use one of the following methods to access this window:

- Select General Ledger Reports menu > Main Account Memo Printing.
- Select General Ledger Setup menu > Main Account Maintenance. In the Main Account Maintenance window, select a main account and click the Memo button. In the Main Account Memo Maintenance window, click the Print button.

Overview

Use Main Account Memo Printing to print a listing of all main account memos created in the General Ledger module. The memo code, memo description, memo date, expiration date, reminder start and end dates, and auto display setting print on the report. You can also print memo text and overridden auto display settings, and insert page breaks between memos.

You can enter a selection of main accounts, memo codes, memo descriptions, memo dates, expiration dates, reminder start dates, and reminder end dates to print. By entering these selections, you can obtain a memo report that allows you to identify pertinent information.

Budget Menu

Budget Maintenance

Navigation

Access this window using one of the following methods:

- Select General Ledger Budget menu > Budget Maintenance.
- Select General Ledger Main menu > Account Maintenance. In the Account Maintenance window, click Budget.

Overview

Use Budget Maintenance to view and compare any combination of budgets and actual activity from any fiscal year, and to maintain multiple budgets on an account-by-account basis.

For example, you can select multiple budgets to display such as your original budget and revised budget for the current fiscal year, your original budget from the past fiscal year, and the actual posting activity for the current fiscal year. While viewing these selected budgets and activity, you can manually edit budget amounts. You can also clear any budget column to zero.

You can apply various change budget calculations that affect all budget amounts in a budget column. For example, you can use change budget calculations to automatically increase or decrease budget amounts by a cumulative or percentage.

In addition, you can use the Calculate Budgets Wizard to revise a specific budget for the selected general ledger account in Budget Maintenance based on another source budget or activity. You can revise a budget by copying source budget or activity, or by adjusting the source budget or activity by a percent or an amount.

Budget Report

Navigation

Access this window using one of the following methods:

- Select General Ledger Budget menu > Budget Report.
- Select General Ledger Budget menu > Budget Maintenance. In the Budget Maintenance window, click the Print button.

Overview

Use the Budget Report to print any combination of original, revised, and user-defined budgets created in Budget Maintenance. This report can be sorted based on account number or any defined account segment. In addition, you can select whether budgets with zero amounts and only totals for all periods print. The standard report shows the original and revised budget for the current fiscal year, and also the default budget defined in General Ledger Options, if the default budget is not the original or revised budget.

This report is available for all or for a selected range of general ledger accounts. Selections can include ranges of account numbers, main accounts, other defined account segments, group codes, and rollup types.

Budget Revision Entry

Navigation

Select General Ledger Budget menu > Budget Revision Entry. In the Select Accounts to Revise window, make your selections and click Proceed. The Budget Revision Entry window appears.

Only one user at a time can access Budget Revision Entry. Also, you cannot access Budget Revision Entry if another user is in Automatic Budget Copy.

Overview

Use Budget Revision Entry to enter changes to the selected budget for any number of accounts. The Budget Revision Entry window can be initially populated with revision entries that are calculated and created automatically based on options selected in the Select Accounts to Revise window. You can manually change any budget amount for an account and period. You can also apply various change budget calculations to the budget amount of an account and periods. For example, you can use change budget calculations to automatically increase or decrease budget amounts by an amount or percentage.

In addition to the initially populated revision entries, you can manually add budget revision entries for account numbers previously not selected and for new accounts added on-the-fly. You can also return to the Select Accounts to Revise window to select different revision options or to automatically create and calculate more revision entries for a different range of account numbers not previously selected.

The Budget Revision Entry window allows you to enter and edit budget revisions without immediately updating the budget. The Budget Revision Register can be printed to verify the accuracy of the information entered before updating.

Budget Revision Register

Navigation

Access this window using one of the following methods:

- Select General Ledger Budget menu > Budget Revision Register.
- Select General Ledger Budget menu > Budget Revision Entry. In the Budget Revision Entry window, click the Print button.

If the Budget Revision Entry window is in use, you cannot access the Budget Revision Register.

Overview

Use Budget Revision Register to list all revision entries created using Budget Revision Entry. Printing this report is the first step in the update process, and provides an opportunity to check the accuracy of data before updating the revision entries.

WARNING Do NOT, under any circumstances, interrupt the update process.

During the update process, the following occurs:

- The revised budget amounts are updated to the corresponding fields in the Period Budget Detail file.
- The records in the Budget Revision Entry file are cleared.

NOTE Print the Budget Report immediately after completing an update to verify that the budget information has been copied correctly.

Automatic Budget Copy

Navigation

Select General Ledger Budget menu > Automatic Budget Copy.

Overview

Use Automatic Budget Copy to quickly determine figures for one budget by copying and changing information from another source budget.

For example, the source budget figures can be copied, increased or decreased by either an amount or a percentage, or replaced with an entered value to the "copy to" budget. You can also copy budget figures for selected fiscal year periods. In addition, you can determine all or a selected range of general ledger accounts for copying budget figures. Selections can include ranges of account numbers, main accounts, divisions, departments, group codes, and rollup codes.

Automatic Budget Copy updates budgets immediately. Unlike Budget Revision Entry, Automatic Budget Copy does not produce an audit trail for budget changes.

WARNING Print the Budget Report immediately after copying a budget to verify that the budget information has been copied correctly.

Period End Menu

Allocation Selection

Navigation

Select General Ledger Period End menu. In the Allocation Selection Settings window, click Proceed.

Overview

Use Allocation Selection to view and post selected allocation entries before completing period-end or year-end processing. Allocation entries assigned to a period-end cycle are selected for posting at the end of each period. Entries with a quarterly cycle are selected at the end of periods 3, 6, 9, and the final period of the year. Entries with the annual cycle code are selected only at year end. Manual allocations must be selected using General Journal Entry.

You can drill down for additional details about each allocation entry. Separate source journals and totals are shown for financial and nonfinancial allocation entries. Only the source amount and posting comment can be modified for allocation entries. Printing the Allocation Journal prints a recap of the allocation entries, and prompts you to post them to the general ledger.

NOTE You can only create or delete allocation entries using Allocation Entry.

Allocation Journal

Navigation

Access this window using one of the following methods:

- Select General Ledger Period End menu > Allocation Journal.
- Select General Ledger Period End menu > Allocation Selection. In the Allocation Selection, click Proceed. In the Allocation Journal window, click the Print button.

Overview

The Allocation Journal provides a recap of allocation transactions generated in the Allocation Selection window. After printing the Allocation Journal, you are prompted to post allocations to their corresponding general ledger accounts. The allocation number, allocation method, allocation cycle, allocation amount, and posting comment are listed for each allocation transaction, along with the source account number, source account description, debit amount, and credit amount. The allocation percentage, quantity, or basis is also listed for each entry, as well as any linked account numbers.

This journal is sorted by journal type, journal number, and allocation number. Source journals for financial and nonfinancial allocation entries are listed separately.

Period End Processing

Navigation

Select General Ledger Period End menu > Period End Processing.

Overview

Use Period End Processing to automatically perform either period-end or year-end processing based on the period entered at the Current Period field in the General Ledger Options window.

Period End Processing allows you to close the current period and cycle the accounting period forward to the next period. Period-end processing is usually performed at the end of each accounting period. Year-end processing takes place automatically when period-end processing is performed for the last period of the fiscal year.

NOTE Fields in the General Ledger Options window are used to determine the current accounting period and number of years to retain transaction history after year-end processing.

The following occurs during period-end or year-end:

- Accounts with a Deleted status can be removed during year-end processing based on activity and the selection to retain history in General Ledger Options.
- Any accounts with no activity are automatically removed.
- If the Copy Actual to Default Budget at Year End check box is selected in the General Ledger Options window, the actual amounts for the closed fiscal year are copied to the default budget for the current fiscal year.
- Options for resetting journal numbers are performed.
- If the Clear Balances check box in Main Account Maintenance is selected for a main account value, balances are cleared for nonfinancial accounts at year end.
- If retaining transaction history, all current year transaction information is updated and any transaction history with no current year activity is removed based on options selected in General Ledger Options.

If you have not already posted allocations before performing period-end processing, you are prompted to post them. If you have not already printed period-end reports, you can do so during period-end processing. You can also select and print period-end reports without accessing Period End Processing using Period End Report Selection.

WARNING Backing up your data is an important part of your daily and monthly procedures. Back up all General Ledger data before proceeding.

Setup Menu

General Ledger Options

Navigation

Select General Ledger Setup menu > General Ledger Options.

For new companies, you can only access General Ledger Options after completing the General Ledger Setup Wizard.

Only one user at a time can access General Ledger Options. The second user that accesses General Ledger Options will open an inquiry version where fields can only be viewed.

Overview

General Ledger Options presents a series of options allowing you to maintain features most appropriate for your business. Some of these options are defined during new company setup using the General Ledger Setup Wizard, but can be further maintained in this window. The options defined in the General Ledger module have a significant effect on the operation of all other modules.

Account Structure Maintenance

Navigation

Select General Ledger Setup menu > Account Structure Maintenance.

For new companies, you can only access Account Structure Maintenance after completing the General Ledger Setup Wizard.

Only one user at a time can access Account Structure Maintenance. The second user that accesses Account Structure Maintenance will open an inquiry version in which fields can only be viewed.

Overview

Use Account Structure Maintenance to maintain the account structure by creating account segments and entering the type, size, and description of account segments. Account segments are initially created during new company setup using the General Ledger Setup Wizard, but you can further maintain and create new account segments in this window. You can also maintain the separators used in the account number and account description.

When changing the account structure, under certain conditions the Account Structure Maintenance – Change Wizard appears to assist you in making changes.

WARNING When you change the account structure by changing an existing account segment's size or by adding a new account segment, there is significant impact on the existing main or subaccount values for the changed segment and on existing general ledger accounts. Before changing the account structure, make sure you understand the rules for creating and maintaining account segments.

Account Group Maintenance

Navigation

Select General Ledger Setup menu > Account Group Maintenance.

For new companies, you can only access Account Group Maintenance after completing the General Ledger Setup Wizard.

Only one user at a time can access Account Group Maintenance. The second user that accesses Account Group Maintenance will open an inquiry version in which fields can only be viewed.

Overview

Use Account Group Maintenance to create and maintain groups of main accounts. Default account groups with predetermined group code ranges are initially created during new company setup using the General Ledger Setup Wizard, but you can further maintain these account groups and also create new account groups. You can create either numeric or alphanumeric account groups. A numeric account group applies to all main account numbers between the beginning number of the account group to, but not including, the beginning number of the next account group.

Each account group is assigned a category, which defines a collection of accounts of the same type. Account categories are predefined in the General Ledger module and include the following types: assets, liabilities, equity, revenue, cost of sales, expenses, other income and expense, income tax, and non-financials. Each category also includes a set of predefined account types and cash flow types that you can select to further define the group. This information determines how each account is handled for reports, subtotals, and the year-end balance, and the account group description is used as a heading on various reports, such as the Trial Balance and Financial Reports.

Main Account Maintenance

Navigation

Select General Ledger Setup menu > Main Account Maintenance.

For new companies, you can only access Main Account Maintenance after completing the General Ledger Setup Wizard.

Overview

Use Main Account Maintenance to create and maintain main accounts. The main account is always the first segment in an account, and its size is defined in Account Structure Maintenance. Main accounts are used as the basis for creating a chart of accounts. The combination of a main account and subaccounts creates a general ledger account.

Main Account Maintenance allows you to select whether the main account is active, inactive, or deleted. You can also define start and end dates for the main account which determine when postings to accounts created using the main account can occur. In addition, rollup codes can be assigned to the main account. Rollup codes are user-defined fields that allow you to group accounts for the purpose of reporting on user-defined classifications without changing the structure of the general ledger account itself. The options selected for the main account are used as the defaults when creating new accounts based on the main account.

Sub Account Maintenance

Navigation

Select General Ledger Setup menu > Sub Account Maintenance.

For new companies, you can only access Sub Account Maintenance after completing the General Ledger Setup Wizard.

Overview

Use Sub Account Maintenance to create and maintain subaccounts for each of the account segments (except the main account segment) defined in Account Structure Maintenance. The main account is always the first segment, and segments 2-10 are used for subaccounts. Subaccounts represent different values within a segment and along with the main account are the basic building blocks of the general ledger account. The combination of a main account and subaccounts creates a general ledger account.

You can enter a short description for the subaccount that is used as part of the account description, and you can select whether or not you want the subaccount to print on financial reports. You can also select whether the subaccount is active, inactive, or deleted. In addition, you can optionally define start and end dates for the subaccount that determine when postings to accounts created using the subaccount can occur.

Fiscal Year Maintenance

Navigation

Select General Ledger Setup menu > Fiscal Year Maintenance.

For new companies, you can only access Fiscal Year Maintenance after completing the General Ledger Setup Wizard.

Only one user at a time can access Fiscal Year Maintenance. The second user that accesses this window will open an inquiry version.

Overview

Use Fiscal Year Maintenance to maintain a number of periods and period-end dates for the current fiscal year and for as many past and future years as needed. The current fiscal year is initially set up during new company setup using the General Ledger Setup Wizard, but you can further maintain the current fiscal year and an unlimited number of future fiscal years in this window.

The item balance and history information is recalculated depending on the changes made to the fiscal year record.

- If you change an existing year to have fewer periods, the periods are removed and the first period of the subsequent year is recalculated.
- If you change a period end date, the recalculation is performed for the two periods that are impacted.
- If you change the period ending date of the last period, that period and the first period of the next year is recalculated.
- If you delete a year, the records for the selected year are deleted, and the first period in the next valid year is recalculated.
- If you add a year, beginning balances and records are created for the new year being added.

NOTE The item history by period information is only recalculated if Fiscal is selected in the Base Inventory Periods on field in Inventory Management Options. The information on the History tab in Customer Maintenance, Vendor Maintenance, and Salesperson Maintenance is not recalculated.

When the Recalculate button is clicked, the item history information in the following tasks and reports are affected: Miscellaneous Item Maintenance, Item Maintenance, Inventory Detail Transaction Report, Item Listing with Sales History, Inventory Turnover Report, Inventory Valuation Report by Period, Miscellaneous Item History by Period, and Miscellaneous Item Listing.

The Sales Order recaps will impact the following four reports: Sales Recap by Product Line, Sales Recap by Warehouse, Sales Recap by Warehouse by Product Line, and Sales Recap by Division.

The General Ledger posting history by period impacts the following areas and reports: Account Maintenance History tab, Budget Maintenance Activity, General Ledger Worksheet, General Ledger Trial Balance, Financial Reports, General Ledger Detail Reports, Exception Report, General Ledger Graphics, General Ledger Analysis, Budget and History Report, and Budget and History Report by Period

Source Journal Maintenance

Navigation

Select General Ledger Setup menu > Source Journal Maintenance.

Only one user at a time can access Source Journal Maintenance; the second user that accesses this window will open an inquiry window.

Overview

Use Source Journal Maintenance to create and maintain source journals and to view source journal history. Each source journal is identified by a source journal code during journal entry, and each module register that posts to the General Ledger module uses a unique source journal code to identify its transactions. In addition, each source journal code is assigned a register number and journal entry number used to identify the register and journal posting to the General Ledger module.

Source journal history tracks information updated from the General Ledger module and all other modules that update to the General Ledger module using the Daily Transaction Register. You can also drill down into a source journal to view detailed postings for the journal/register.

NOTE Source journals are automatically created when journals are updated from other modules and the required source journal does not exist. You can add source journals on-the-fly from General Journal Entry, Recurring Journal Entry, and Transaction Journal Entry.

NOTE Journal and register entries that are out of balance are indicated by an asterisk (*).

Rollup Code Maintenance

Navigation

Select General Ledger Setup menu > Rollup Code Maintenance.

Only one user can access Rollup Code Maintenance at a time. The second user that accesses this window will open an inquiry window.

Overview

Use Rollup Code Maintenance to create and maintain rollup codes and to assign the codes to rollup types defined in the General Ledger Options window. Rollup codes are user-defined fields that allow you to group accounts for the purpose of reporting on user-defined classifications without changing the structure of the general ledger account itself. You can print a listing of rollup codes.

Utilities Menu

General Ledger Exchange

Navigation

Select General Ledger Utilities menu > General Ledger Exchange.

The General Ledger Exchange window appears only if exchange settings have been defined in the General Ledger Exchange Settings Wizard. Otherwise, the Exchange Wizard appears.

Overview

Use General Ledger Exchange to import account, budget, and transaction information from external source files into the General Ledger module, and export information from the General Ledger module to external source files.

The General Ledger Exchange window displays a list of exchange settings defined in the General Ledger Exchange Settings Wizard. An exchange setting must be defined to perform an exchange. An exchange setting contains selected options for importing and exporting information so that future exchanges can be performed using the same exchange criteria.

Before importing information, you can print a Test Import Listing to display the records that will be imported. After importing, you can print the Import Log, which displays the imported records, as well as records excluded during the import.

Delete Accounts

Navigation

Select General Ledger Utilities menu > Delete Accounts.

Overview

Use Delete Accounts to delete accounts from the system. Accounts can be selected by account number, main account, or subaccount. Accounts with activity or budget data are marked as deleted and removed during year-end processing based on activity and the selection in the Years to Retain General Ledger History field in the General Ledger Options window. Accounts with no activity or budget data are immediately deleted.

You can print or preview the Delete Accounts Listing before deleting selected accounts. You can also print a Deletion Log after accounts have been deleted.

NOTE The Retained Earnings account cannot be deleted.

NOTE Main accounts are only deleted in Main Account Maintenance and sub accounts are only deleted in Sub Account Maintenance.

Change Accounts

Navigation

Select General Ledger Utilities menu > Change Accounts.

Overview

Use Change Accounts to change an account or to merge or renumber a range of accounts, main accounts, or subaccounts. When changing a subaccount, you must determine the segment that will be affected by the change. You can also change the description of the accounts affected by the change.

You can print the Change Accounts Listing to preview the accounts and ranges that will be affected by the changes, and print a Change Accounts Log after the process is completed.

NOTE The Retained Earnings account cannot be changed.

Recalculate Account Balances

Navigation

Select General Ledger Utilities menu > Recalculate Account Balances.

Overview

Use Recalculate Account Balances to recalculate account balances for all fiscal years and to validate the beginning balance period for all accounts. Because detail transaction history and period posting history are closely related, Recalculate Account Balances can be used to recalculate and realign account balances based on transaction data, if for example, the period posting history table becomes damaged.

Generate Accounts

Navigation

Select General Ledger Utilities menu > Generate Accounts.

Overview

Use Generate Accounts to create new accounts based on existing main accounts and subaccounts. You can generate up to 100,000 new accounts using the main accounts and segments entered. Only new accounts are generated. Generated accounts inherit their default settings based upon the account and subaccount values for each segment. For each new account, a default description is created that combines all segment short descriptions, separated by the characters defined in Account Structure Maintenance.

Purge General Ledger History

Navigation

Select General Ledger Utilities menu > Purge General Ledger History.

Overview

Use Purge General Ledger History to remove history for any fiscal year, up to, but not including the current fiscal year or future fiscal years. Purging history is useful for storage performance and when your hard disk is nearing its storage capacity limit.

Payroll Services Menu

Payroll Services Options

Navigation

Select General Ledger Payroll Services menu > Payroll Services Options.

Overview

Use Sage Payroll Services Options to select the source journal to use when transactions from the Sage Payroll Services Web application are downloaded into General Ledger Transaction Journal Entry. You can also select whether to post transactions to the Bank Reconciliation module.

NOTE The Bank Reconciliation module can only be integrated with Sage Payroll Services if the Integrate with Bank Reconciliation check box is selected in General Ledger Options.

Payroll Services G/L Account Selection

Navigation

Select General Ledger Payroll Services menu > Payroll Services G/L Account Selection.

Only one user at a time can access Sage Payroll Services Account Selection. The second user that accesses Sage Payroll Services Account Selection will open an inquiry version in which fields can only be viewed.

Overview

Use Sage Payroll Services Account Selection to select which general ledger accounts are available for use in the Sage Payroll Services Web application. You can select individual accounts or ranges of accounts. If the Bank Reconciliation module is integrated with Sage Payroll Services, you can also select which bank codes are used with Sage Payroll Services.

The accounts and bank codes you select are uploaded to Sage Payroll Services during the synchronization process. Any changes to accounts and bank codes since the last synchronization are automatically uploaded to Sage Payroll Services. Accounts with an Inactive or Deleted status are not uploaded to Sage Payroll Services during synchronization.

NOTE Be sure to select all the accounts you will need to have available when using Sage Payroll Services. Required accounts include taxes withheld, taxes payable, wage expense, employer tax expense, and employer benefit expense accounts.

Sage Payroll Services Activity Log

Navigation

Select General Ledger Payroll Services menu > Payroll Services Activity Report.

Overview

Use the Sage Payroll Services Activity Log to view a recap of Sage Payroll Services synchronization activity and account selection activity. You can enter a selection of activity dates and activity descriptions to print.

You can print the report for either synchronization activity or account selection activity, or for both. If synchronization activity is selected, the report prints all synchronization information contained in the synchronization log, including details of the success or failure of each step in the most recent synchronization process. If account selection activity is selected, the report prints detail information for the accounts selected using Sage Payroll Services Account Selection.

Purge Sage Payroll Services Activity Log

Navigation

Select General Ledger Payroll Services menu > Purge Payroll Services Activity.

Overview

Use Purge Sage Payroll Services Activity Log to remove activity records from the Sage Payroll Services Activity Log file. All activity log entries dated on or before the date specified are removed.