

## Back to Basics – General Ledger

### General Ledger -> Setup -> General Ledger Options

General Ledger Options (ABC) 06/13/2019

1. Main 2. Entry 3. Budget 4. Terminology

Accounts

Auto Create when all Segments are Valid Prompt

On The Fly Additions

Add Main Accounts in General Ledger

Add Sub Accounts in General Ledger

GL Account Audit

Account Changes to Track None

Track Additions in Detail

Retained Earnings

Retained Earnings Account 320-00-00

Rollups

Rollup Type 1 Description

Rollup Type 2 Description

Rollup Type 3 Description

Rollup Type 4 Description

Fiscal Period

Current Fiscal Year 2020

Current Period 05

Miscellaneous

Years to Retain General Ledger History 02

Integrate with Bank Reconciliation

Accept Cancel

#### Main Tab

- **Accounts:** Auto Create when all Segments are Valid – determines whether accounts can be automatically created in General Journal Entry, Recurring Journal Entry, Transaction Journal Entry Allocation Entry, Budget Revision Entry and subledgers like Accounts Receivable and Accounts Payable
  - Yes – the account is automatically created without notification if a valid main account and subaccount(s) combination is entered
  - Prompt – the account entry window appears so the account can be created; this is the recommended setting so accounts aren't accidentally created
  - No – all accounts must be created in either Account Maintenance or Copy Accounts
- **On The Fly Additions:** Add Main Accounts in General Ledger – allows on-the-fly entry of a new main account in Account Maintenance, General Journal Entry, Recurring Journal Entry, Transaction Journal Entry, Allocation Entry and Budget Revision Entry through the Account Entry window
- **On The Fly Additions:** Add Sub Accounts in General Ledger – allows on-the-fly entry of a new subaccount in Account Maintenance, General Journal Entry, Recurring Journal Entry, Transaction Journal Entry, Allocation Entry and Budget Revision Entry through the Account Entry window
- **GL Account Audit:** Account Changes to Track – select the type of account changes to track; use the Account Audit Report to list the changes
  - All – retains an audit trail of all account changes, additions and deletions

- None – no account changes, including additions and deletions, are tracked; there will be nothing to print on the Account Audit Report
- Deletions – tracks deletions only
- Additions – tracks additions only
- Changes – tracks data field changes only
- **GL Account Audit:** Track Additions in Detail – records account additions in detail form; clear the checkbox to record account additions in summary form
- **Retained Earnings:** Retained Earnings Account – enter the account number for the Retained Earnings account; the account must be an Equity Account type
- **Rollups:** Rollup Type 1 Description, Rollup Type 2 Description, Rollup Type 3 Description and Rollup Type 4 Description – user-defined fields that allow account grouping without affecting the general ledger account structure
- **Fiscal Period:** Current Fiscal Year – the current fiscal year when processing is beginning or occurring; automatically incremented during year-end processing
- **Fiscal Period:** Current Fiscal Period – first entered as the accounting period when processing begins; automatically incremented during period end processing
- **Miscellaneous:** Years to Retain General Ledger History – may retain up to 99 years of history; entering 01 retains only the current year’s information; the recommended setting is 10 years – current year plus nine years of history
- **Miscellaneous:** Integrate with Bank Reconciliation – only available if the Bank Reconciliation module is activated; Transaction Journal Entries are posted from the general ledger to bank rec

General Ledger Options (ABC) 06/13/2019

1. Main    2. Entry    3. Budget    4. Terminology

**Batch Processing**

Description	Enable	Next Batch
General Journal Entry	<input type="checkbox"/>	00001
Transaction Journal Entry	<input type="checkbox"/>	00001

**Source Journals**

Reset Journal Numbers During: Year End

Reset Register Numbers During: Year End

Track Deleted Journals:

**Allocations**

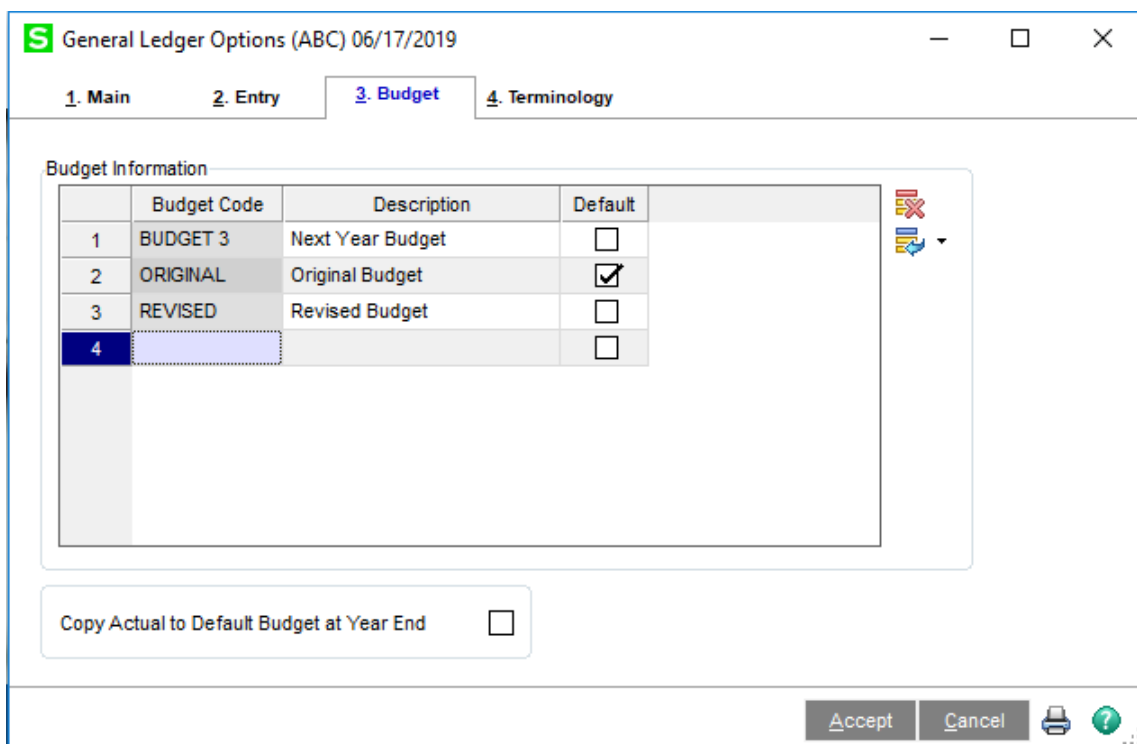
Next Allocation Number: 0000002

Accept    Cancel    [Printer Icon]    [Help Icon]

### Entry Tab

- **Batch Processing:** General Journal Entry – click in the Enable checkbox if multiple users can create General Journal Entries

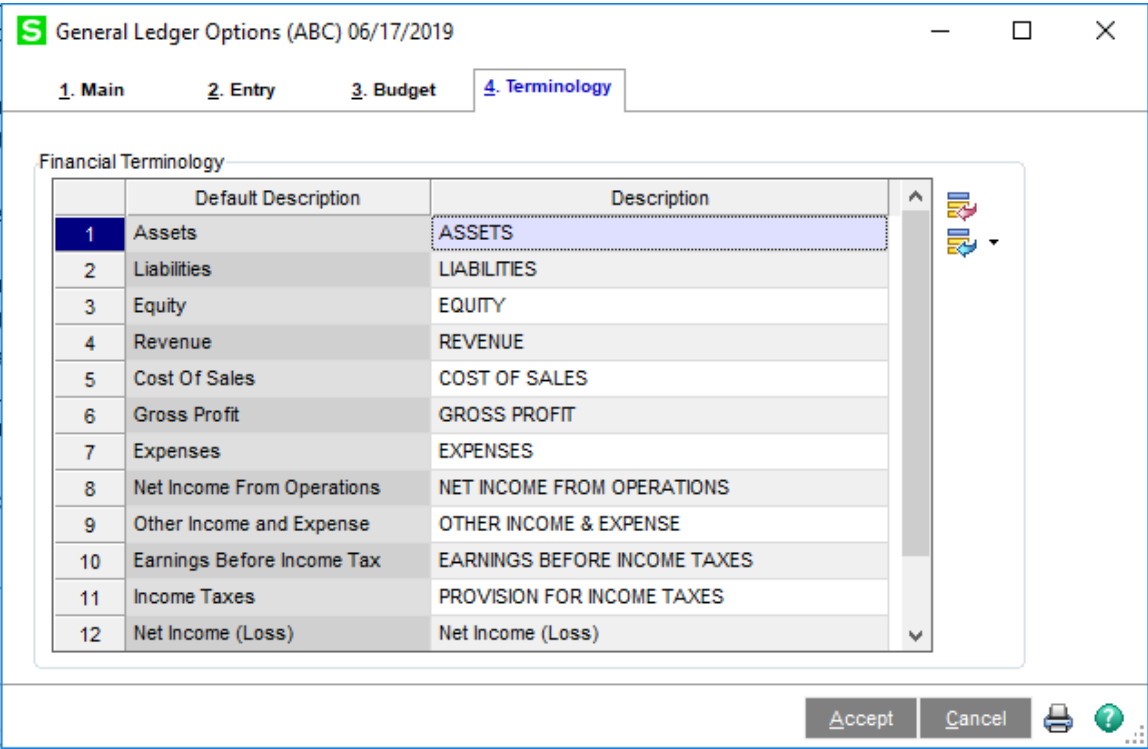
- **Batch Processing:** Transaction Journal Entry – click in the Enable checkbox if multiple users can create Transaction Journal Entries
- **Source Journals:** Reset Journal Numbers During
  - Never Reset – journal numbers continue incrementing after period end and year end; this is the recommended setting unless period end processing and/or year end processing is performed on a timely basis
  - Year End – journal numbers reset to ‘00001’ after year end processing
  - Period End – journal numbers reset to ‘00001’ after period end processing
- **Source Journals:** Reset Register Numbers During
  - Never Reset – journal numbers continue incrementing after period end and year end; this is the recommended setting
  - Year End – journal numbers reset to ‘00001’ after year end processing
  - Period End – journal numbers reset to ‘00001’ after period end processing
- **Source Journals:** Track Deleted Journals – if there is a checkmark in the box, journal entry numbers will be tracked if deleted through General Ledger data entry; it is recommended to keep the box unchecked so the deleted journals are not tracked; a journal will be marked as deleted if you exit the entry without posting
- **Allocations:** Next Allocation Number – the next number to assign to an allocation when using the Next Number feature in Allocation Entry



### Budget Tab

- Budget Information: Budget Code – there are two budget codes, ORIGINAL and REVISED, that are provided by the system and cannot be deleted; an unlimited number of additional budget codes can be defined
- Budget Information: Description – the description for the budget code; the description for the ORIGINAL and REVISED budget codes can be modified

- Budget Information: Default – click the checkbox for the budget to use as the default on the Financial Reports
- Copy Actual to Default Budget at Year End: click this checkbox to copy the actual amounts to the default budget during year-end processing



**Terminology Tab**

- Financial Terminology: Default Description – the default financial terminology; can only be viewed
- Financial Terminology: Description – a custom description for the account grouping which will be used as the headers on the financial and trend reports

## General Ledger -> Setup -> Account Structure Maintenance

The screenshot shows a window titled "Account Structure Maintenance (ABC) 07...". At the top, there is a text box for "Account Mask" containing "AAA-AA-AA". Below this is a table titled "Account Segments" with the following data:

	Type	Size	Description
1	Alphanumeric	3	Main
2	Alphanumeric	2	Department
3	Alphanumeric	2	Location
4		0	

Below the table is a section titled "Account Separators" with three dropdown menus:

- Account Number: - dash
- Main Account Description: : colon
- Sub Account Description: - dash

At the bottom of the window are buttons for "Accept", "Cancel", a printer icon, and a help icon.

The design and structure of your chart of accounts is one of the most important factors for obtaining optimum performance. The first step in designing a chart of accounts is determining the structure of the account number.

- The General Ledger module allows up to 32 alphanumeric character for an account number
- The account number can have from one to ten segments
- Each segment can be either numeric or alphanumeric
- The first segment must be the Main Account; the size of the Main Account is a minimum of 3 characters and a maximum of 15 characters
- The description for the first segment is "Main" and cannot be changed
- The remaining segments 2 thru 10 are optional subaccounts and can have a size between 1 and 15 characters
- The subaccounts can have a description of up to 15 characters in length; the description is used throughout the system to refer to that segment

Rules for maintenance and create of account segments:

- A segment can be made larger but cannot be made smaller
- Segments can be added but cannot be removed
- A segment type can be changed from numeric to alphanumeric
- A segment type cannot be changed from alphanumeric to numeric

## General Ledger -> Main -> General Journal Entry

General Journal Entry (ABC) 06/17/2019

Source Journal

Entry Number

Copy From... Copy Standard...  
Standard Listing Save Standard...

1. Header 2. Lines

Posting Date

Reversing Date

Journal Comment

Accept Cancel Delete

A General Journal Entry is created for a one-time transaction

- In the Source Journal field, enter a source journal code OR click the Magnifying Glass icon to select a source journal from the list OR click the flashlight to select an existing general journal entry
- Click the Next Entry Number icon to assign an entry number to the journal entry
- If applicable, enter the Posting Date, Reversing Date and Journal Comment
- Click Accept OR the Lines Tab

**S** General Journal Entry (ABC) 07/16/2019

Source Journal: JE    Copy From...    Copy Standard...

Entry Number: 000033    Standard Listing    Save Standard...

1. Header    2. Lines

	Account No.	Debit	Credit	Comment
1	545-10-03	50.75	.00	Utilities allocation
2	545-20-03	60.25	.00	Utilities allocation
3	545-30-03	75.00	.00	Utilities allocation
4	545-60-03	40.50	.00	Utilities allocation
5	545-00-03	.00	226.50	Utilities allocation
6		.00	.00	Utilities allocation

Description: Utilities

Quick Row: 5

Debits: 226.50    Credits: 226.50    Net Balance: .00

Accept    Cancel    Delete

- Enter each Account No. and the Debit or Credit amounts
- The Comment defaults to the Journal Comment from the Header Tab; this can be modified, if necessary
- Once all the lines are entered, click Accept OR the Printer icon; with the Printer icon, there will be a prompt to Save the entry

To save the General Journal as a Standard Journal that may be used in future periods, click the Save Standard... button

- The Source Journal will default to the one from the General Journal
- Enter a Standard Journal Code (number) and a Description

**S** Save Standard Journal    ?    X

Source Journal: JE    General Journal

Standard Journal: 999902

Description: Monthly Utilities allocation

Save:

Accept    Cancel    Delete

- Click the Accept button
- The Standard Journal is saved with the account numbers but not the amounts

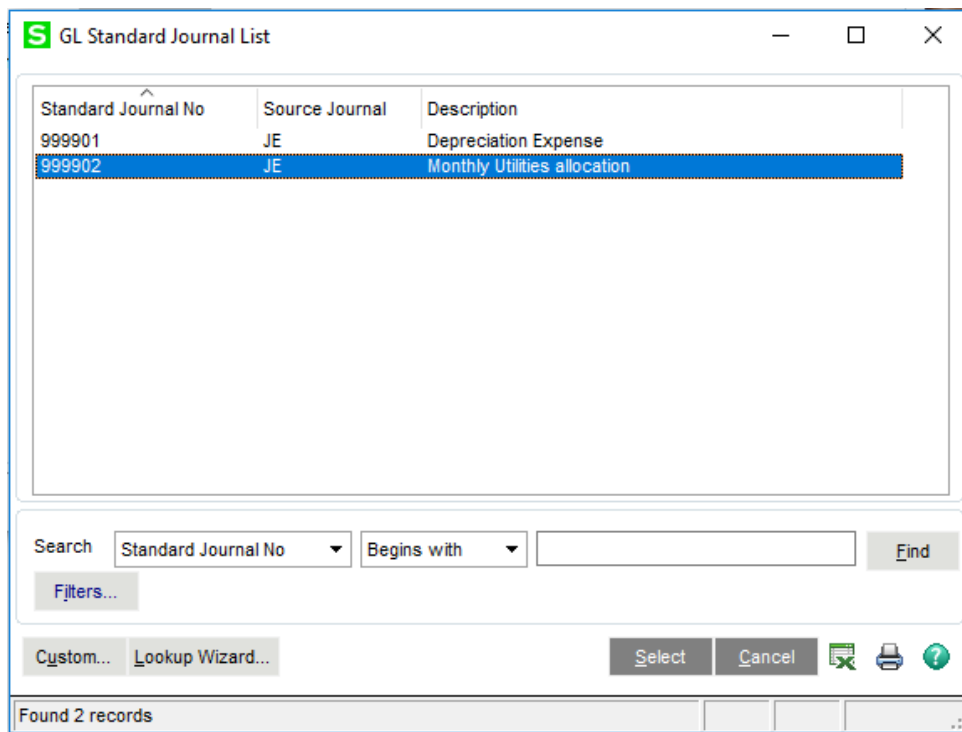
To use a Standard Journal, select General Ledger -> Main -> General Journal Entry

- Enter the Source Journal OR click the Magnifying Glass icon to select from a list
- Click the Next Entry Number icon to assign an entry number to the journal entry

- Click the Copy From... button to bring up a dialog showing the options for Copy From...

- Standard Journal – to copy information from an existing standard journal to the current journal entry
- Journal History – to copy information from a posted transaction to the current journal entry
- Allocation – to perform a manual allocation for the journal entry
- Click the OK button to open a lookup list of Standard Journal Entries for the Source Journal entered





- Highlight the Standard Journal and click the Select button
- The Header and Lines tabs will include the information from the Standard Journal
  - If necessary, modify the information on the Header tab
  - On the Lines tab, enter the amount for each account number
  - Click the Accept button and then the Printer icon to print the General Journal, review and update the General Journal

## General Ledger -> Main -> Transaction Journal Entry

A Transaction Journal Entry is used for rapid batch entry and posting transactions such as cash disbursements, bank transfers and cash receipts

- In order to use Transaction Journal Entry, there can only be one offset account number; either the debit or the credit account
- The offset account is the account number associated with the bank code
- This is the only kind of journal entry that can be posted to the Bank Reconciliation module



The screenshot shows the 'Transaction Journal Entry (ABC) 07/10/2019' window. At the top, there are fields for 'Source Journal' (CD) and 'Entry Number' (000006). Below these are navigation icons and a 'Format...' button. The window is divided into two sections: '1. Header' and '2. Lines'. The 'Header' section contains 'Posting Date' (05/31/2020), 'Transaction Total' (.00), and 'Journal Comment' (Cash Disbursements). The 'Lines' section contains 'Offset Account No.' (101-01-00), 'Description' (Cash in bank - Reg. checking), and 'Offset' (Credit). Below the 'Lines' section is the 'Bank Reconciliation Information' section, which includes 'Bank Code' (A Security Pacific Checking). At the bottom of the window, there are buttons for 'Accept', 'Cancel', 'Delete', and a help icon.

- Enter a Source Journal OR click the Magnifying Glass icon to select from the list
- Click the Next Entry Number icon to assign an entry number to the journal entry
- Verify the Bank Code is correct for the transaction; if not, enter the Bank Code OR click the Magnifying Glass icon to select from the list; the Offset Account No. changes to the one associated with the Bank Code
- Click the Format button to complete the setup for entering transaction journals in Transaction Journal Entry

**S Transaction Journal Format** ? X

Source Journal  Cash Disbursements

Header Defaults

Offset Account No.   

Description

Offset  ▼

Transaction Total


Line Options


Transaction Type  ▼


Auto Increment Check No.

Bank Reconciliation Options

Post Deposits in Summary






Bank Code   Security Pacific Checking


Transfer Funds to Bank Code  



- For Line Options, select from Adjustment, Bank Transfer, Check Number, Deposit or Document Reference; the fields available are based upon the option selected
- If you change the Bank Code, you will need to change the Offset Account No.
- Click the OK button to close the Format screen
- Click the Lines tab to enter the transactions



**S Transaction Journal Entry (ABC) 07/15/2019** - □ X

Source Journal      


Entry Number  

**1. Header** **2. Lines**




	Check No.	Date	Account No.	Amount	Comment
1	044754	05/31/2020	530-10-03	150.00	
2	044755	05/31/2020	530-20-03	275.00	
3	044756	05/31/2020	530-30-03	200.00	
4	044757	05/31/2020	530-60-03	225.00	
5	044758	05/31/2020		0.00	

Description

Quick Row  

Total

- Click the Accept button to close the Transaction Journal Entry and, if necessary, enter another
- OR click the Printer icon to print the Transaction Journal(s) that have not been processed
- Review the journal and verify the information; if changes are required, click the No button on the 'Do you want to update the Transaction Journal?' prompt; if no changes are required, click the Yes button and the journal will be updated and the transactions will be in the Bank Reconciliation module

## General Ledger -> Main -> Recurring Journal Entry

A Recurring Journal Entry is used to enter journal entries of fixed amounts that repeat each period, such as depreciation and amortization. A Recurring Journal Entry is like a Standard Journal Entry because it includes the accounts numbers that will be included in the entry. It differs because it also includes the debit and credit amounts for each account.

Source Journal: GL

Reference: DEPR19

1. Header

2. Lines

Select Cycle: M

Start Date: 01/01/2019

Stop Date: 12/31/2019

Journal Comment: Monthly Depreciation Expense for 2019

Accept Cancel Delete

- Enter a Source Journal OR click the Magnifying Glass icon to select from the lookup
- Enter a Reference for the journal entry, up to six characters
- Click the Binoculars icon to select a journal entry from a posted journal transaction OR create the journal entry from scratch
- Enter the posting cycle in the Select Cycle field
- Enter a Start Date and Stop Date to restrict the transactions to a date range
- Enter a Journal Comment, if necessary
- Click the Lines tab

**S** Recurring Journal Entry (ABC) 07/16/2019

Source Journal:

Reference:

1. Header 2. Lines

	Account No.	Debit	Credit	Comment
1	620-01-00	1,000.00	.00	2019 Monthly Depreciati...
2	620-01-01	500.00	.00	2019 Monthly Depreciati...
3	620-01-02	500.00	.00	2019 Monthly Depreciati...
4	165-01-00	.00	2,000.00	2019 Monthly Depreciati...
5	<input type="text"/>	.00	.00	2019 Monthly Depreciati...

Description:

Quick Row:

Debits:  Credits:  Net Balance:

- Enter the Account No., Debit or Credit amount and Comment for each line in the recurring journal entry
- Review the Debits, Credits and Net Balance to verify that the entry is in balance
- Click the Accept button to save the entry

When you are ready to process the Recurring Journal Entries

- Select General Ledger -> Main -> Recurring Journal
- Click the Print button

**S** Recurring Journal Selection

SelectField	Operand	Value
Source Journal	Equal to	GL
Cycle	Equal to	M
Reference Number	All	

- Complete the selection criteria and click the Proceed button
- The Recurring Journal will print; if the information is correct, click the Yes button on the 'Do you want to update the Recurring Journal?' screen; otherwise, click the No button, locate the Recurring Journal Entry and make the necessary changes

## General Ledger -> Main -> Account Maintenance -> Reversing Journal Entry

On occasion, a journal entry needs to be reversed. If you have the appropriate security to allow journal reversals and you have the rights to create a journal entry, you can use the Journal Reversal button to reverse the journal entry.

Account Maintenance (ABC) 07/16/2019

Account No. 545-00-03  
Description Utilities

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2020

Per	Date	Journal	Posting Remark	Debit	Credit
02	02/28/2020	CD-000021	MTHEXP/Monthly Expenses	322.93	
03	03/31/2020	AJ-000008	MONTHLY UTILITIES EXP ALLOC.		296.46
03	03/31/2020	AJ-000012	MONTHLY UTILITIES EXP ALLOC.		563.28
03	03/31/2020	CD-000035	MTHEXP/Monthly Expenses	329.39	
04	04/30/2020	AJ-000031	MONTHLY UTILITIES EXP ALLOC.		302.38
04	04/30/2020	CD-000047	MTHEXP/Monthly Expenses	335.98	
05	05/31/2020	CD-000001	0001002 051503 Southern Califo...	2,575.82	
05	05/31/2020	CD-000068	CENEXP/Monthly Cent Warehouse	235.80	
05	05/31/2020	CD-000081	MTHEXP/Monthly Expenses	335.98	
05	05/31/2020	JE-000033	Utilities allocation		226.50

Beginning	Debit	Credit	Net Change	Ending Balance
0.00	4,455.63	1,967.02	2,488.61	2,488.61

Accept Cancel Delete

- In Account Maintenance, enter one of the account numbers included in the journal entry to be reversed
- Click the Transactions tab
- Locate and highlight the entry to be reversed
- Click the Journal Reversal icon (blue arrow) to create a General Journal Entry with the reversal

Account Maintenance (ABC) 07/18/2019

Sage 100

The reversal is complete. Review the entry in General Journal Entry before updating.

OK

Per	Date	Journal	Posting Remark	Debit	Credit
02	02/28/2020	CD-000021	MTHEXP/Monthly Expenses	322.93	
03	03/31/2020	AJ-000008	MONTHLY UTILITIES EXP ALLOC.		296.46
03	03/31/2020	AJ-000012	MONTHLY UTILITIES EXP ALLOC.		563.28
03	03/31/2020	CD-000035	MTHEXP/Monthly Expenses	329.39	
04	04/30/2020	AJ-000031	MONTHLY UTILITIES EXP ALLOC.		302.38
04	04/30/2020	CD-000047	MTHEXP/Monthly Expenses	335.98	
05	05/31/2020	CD-000001	0001002 051503 Southern Califo...	2,575.82	
05	05/31/2020	CD-000068	CENEXP/Monthly Cent Warehouse	235.80	
05	05/31/2020	CD-000081	MTHEXP/Monthly Expenses	335.98	
05	05/31/2020	JE-000033	Utilities allocation		226.50
		Beginning		Debit	Credit
				4,455.63	1,967.02
			Net Change	Ending Balance	
			2,488.61	2,488.61	

Accept Cancel Delete

- Click the OK button and then the Accept button in Account Maintenance
- Select General Journal Entry from the Main menu and click the Flashlight icon to display the list of General Journal Entries; highlight the one where the Comment field includes 'Reversal of journal: ' and the entry number of the journal being reversed and click the Select button
- The entry will open; review and verify that it is the entry to be reverse; click the Accept button and select General Journal to print and update the journal