

FINANCIALS – THE GENERAL LEDGER

The General Ledger “GL” Menu contains the **heart** of Conveyorware’s accounting functions. The Company Setup process (in the Administration Menu) created a default **Chart of Accounts** and two **Financial Statements** (Income/Expense and Balance Statements). The GL File Maintenance Menu lets you customize these files to meet your company’s needs, and print resulting documents. **Budget analysis, Recurring and Manual Journal Entries, Specialized Statements, Year-End functions, and Worksheets and Reports** are located here.

GL FILE MAINTENANCE

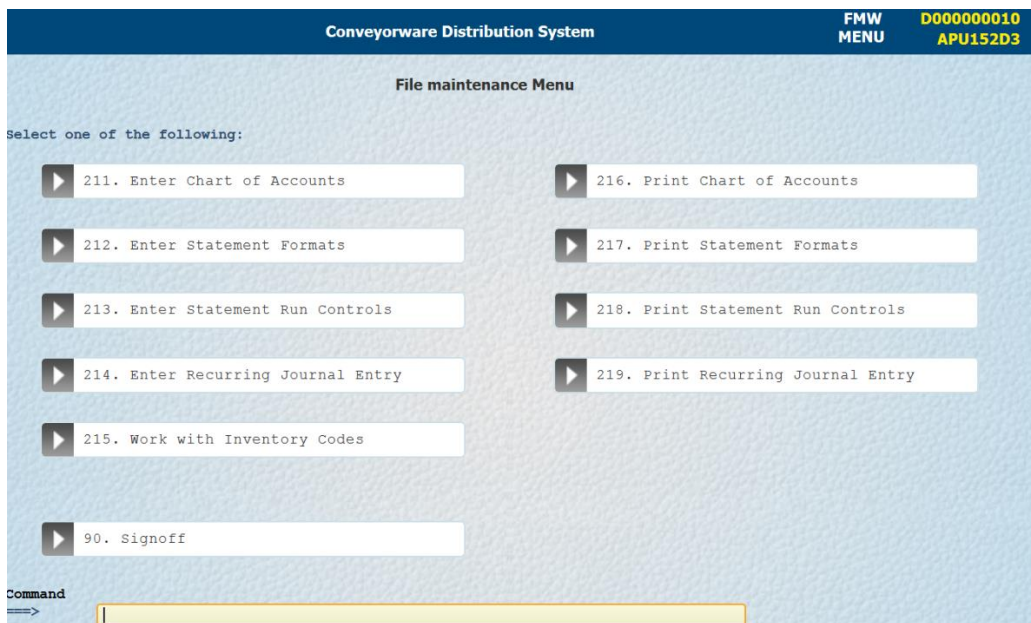
Select 1. Main Menu
750. Financial Menu

➔ Insert the system password: **750**
Verify your company number.

Select 200. General Ledger
201. File Maintenance Menu

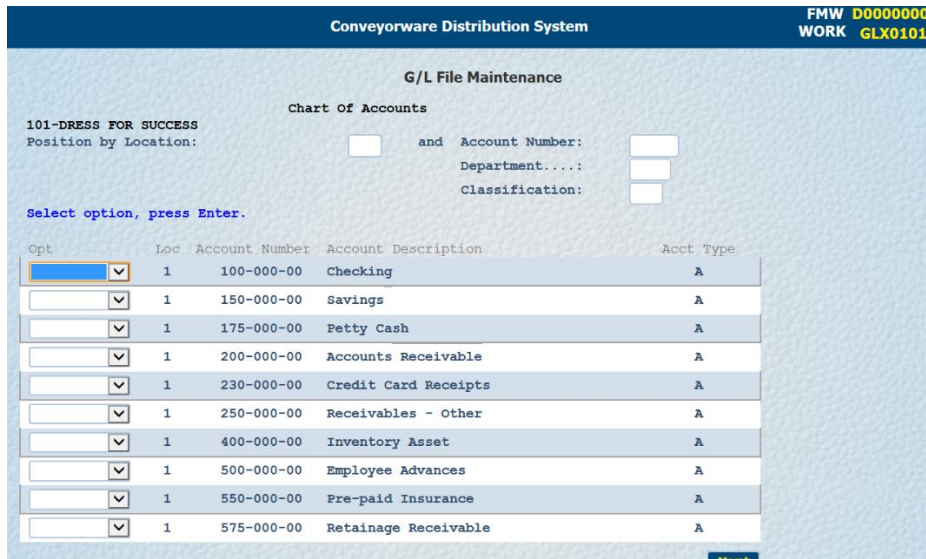
Work with Chart of Accounts

The Chart of Accounts is the basis for all financial record-keeping in the company. This option contains the GL Chart of Accounts records that defaulted during the company setup process?. **We do NOT recommend changing these items; however, the system does allow for updates.**

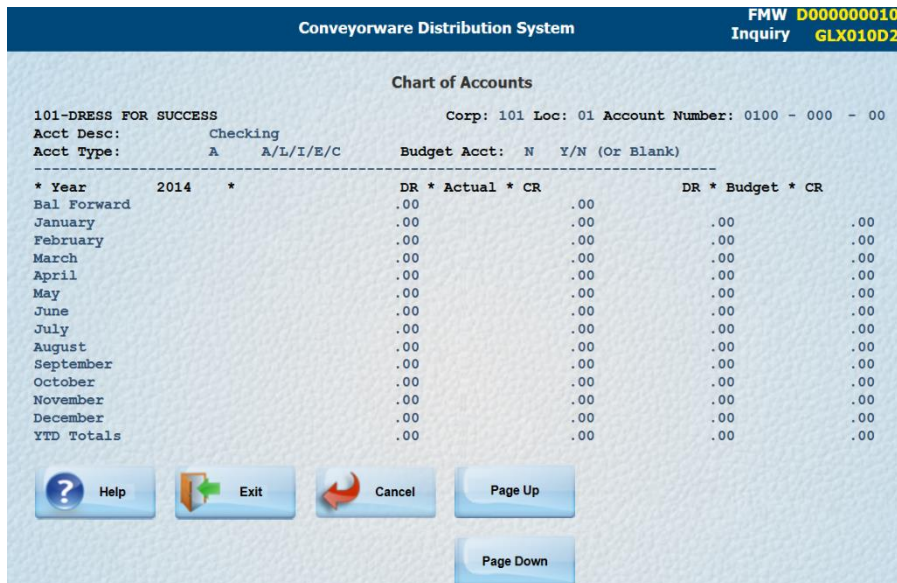


Select 211. Enter Chart of Accounts

The G/L Chart of Accounts screen appears, with the current list of **GL Account** records.



You can change, delete, or display individual GL Account records by clicking in the Opt box. Each specific account record includes an **Account Type (A=asset, L=liability, E=expense, I=income, or C=Capital)**, and **Budget Status**, along with the fiscal year starting balance, and monthly accumulations of debits and credits.



A new GL Account may be added at any time. **HOWEVER, assign the Account numbers carefully, sequencing them with existing accounts of the same Account Type.** These numbers link transaction data into the Financial Statements. Be sure to check the line item records of your Financial Statements formats; it may be necessary add the new GL Account to the Statement formats individually.

ADD A NEW GL ACCOUNT RECORD

Select 211. Enter Chart of Accounts

- ➔ Insert the **Location** Number, Up to 2 numeric characters
- ➔ Insert new **Account** Number, Up to 4 numeric characters
- ➔ Insert **Department** Number, Up to 3 numeric characters
- ➔ Insert department code, if used.
- ➔ Insert Classification Number, Up to 2 numeric characters
- ➔ Insert classification/sub-code, if used.
- ➔ Press **[Add]**.

A GL Chart of Accounts detail screen appears with the new Account’s numbers displayed at top.

GLX010R	Ferber Midwest Fulfillment System	6/23/08
009-TEST IT BABY	Chart of Accounts	
Corp: 009 Loc: 01	Account Number: 0850 - 001 - 01	Mode = Add
Acct Desc: _____		
Acct Type: _ A/L/I/E Budget Acct: _ Y/N (Or Blank)		

* Year 2008 *	DR * Actual * CR	DR * Budget * CR
Bal Forward	.00 .00	.00 .00
January	.00 .00	.00 .00
February	.00 .00	.00 .00
March	.00 .00	.00 .00
April	.00 .00	.00 .00
May	.00 .00	.00 .00
June	.00 .00	.00 .00
July	.00 .00	.00 .00
August	.00 .00	.00 .00
September	.00 .00	.00 .00
October	.00 .00	.00 .00
November	.00 .00	.00 .00
December	.00 .00	.00 .00
YTD Totals	.00 .00	.00 .00
F3=Exit F12=Previous Roll=(Fwd/Bwd)		

➔ **[Enter]**

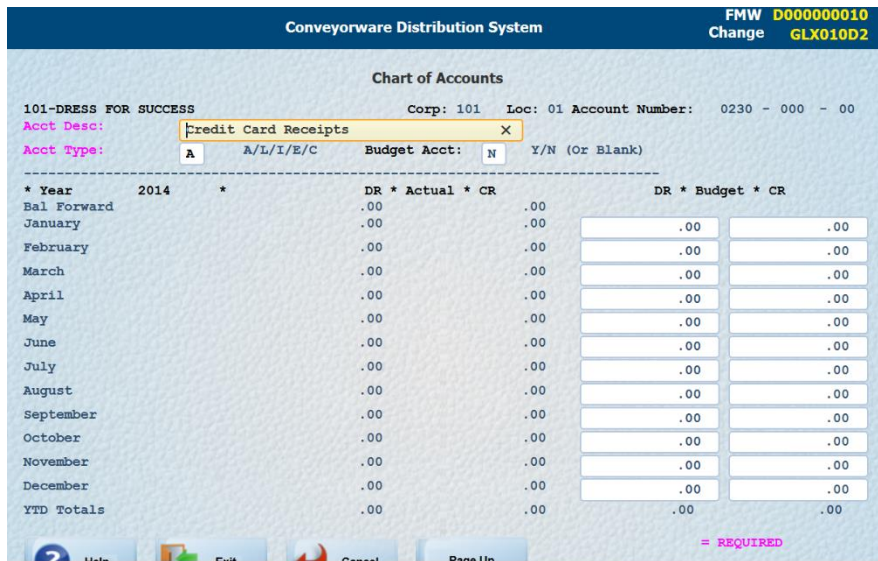
The system saves the new record, which now appears in the Chart of Accounts list.

CHANGE A GENERAL LEDGER ACCOUNT RECORD

Some details in a GL Account record may be edited, but **Account Number** is permanent if ANY transaction data have been assigned to it.

- ➔ Select 211. Enter Chart of Accounts
- ➔ Choose “change” in Opt drop-down box

The GL Chart of Accounts detail screen appears. **Active fields** that may be edited are Account Description, Account Type, Budget Acct Y/N, and Budget Dr & Budget Cr.



- ➔ Press [Enter].

The system saves the edit, and the Chart of Accounts appears with the edited GL Account.

DELETE A GL ACCOUNT RECORD

Note: An Account Record can only be deleted if it contains no posted entries.

- ➔ Select 211. Enter Chart of Accounts
- ➔ Choose “delete” in Opt drop-down box
- ➔ [Enter]

The system deletes the GL Account record, and returns to the GL Chart of Accounts list screen.