# GENERAL LEDGER

# MANAGEMENT

<span style="float:right">Chreos</span>

| Application | Chreos Client |
| --- | --- |
| Module | General ledger |
| Access | "General ledger \| General ledger management" |
| Minimum service pack | SP45 |
| This document | General Ledger Management<br><br>Ref 6.1<br><br>Release 2<br><br>Published August 2009 |

## Overview

The 'General ledger' module is managed and maintained by "General ledger management".

## Account

### Overview

This tab page displays a list of all accounts that have been set up for the company.

### Details Displayed

- **Code**. The code of the account.
- **Name**. The name of the account.
- **Type**. The type of account that the account is.
- **Use**. The use of the account:
    - **Entry** – The account will have transactions associated with it. If Account departments have been set up and a cost centre account for each group of entry accounts then entry accounts can be added by going to the Depts tab page on the right. See below under Depts.
    - **Title** – The account is a title for reports. There will be no transactions associated with it.
    - **Summary (Total)** – The account is used as a totals field on reports. A total account will have entry accounts associated with it and the transactions associated with the entry accounts will add together to provide a total for the total account.

- **Macro** – Where transactions need to be automatically allocated to more than one General Ledger account.
- **Cost centre** – Where an Account Department has been set up then for every group of entry accounts such as "Sales" or "Repairs & Maintenance" or "Wages" a cost centre account is required. This allows consolidated totals to be reported for each group.
- **Trade** – T if the account is a Trading account and F if it is not.

## To Check that the General Ledger is in balance

Click [Balance GL] and the general ledger will add up the balances from all of the accounts. If the total does not balance an error message will appear displaying the amount that it is out by.

# Account Detail

## Overview

This tab page displays details of the account selected from the 'Account' page.

## Details Displayed

- **Account Code**. The code used to identify the account. This can be up to seven characters long and will automatically allocated if you do not select one.
- **Currency Box**. This specifies the currency of the account. The default is Local currency so this only needs to be changed if a foreign currency is required. Available currencies show in the drop down box.
- **Account Name**. The name of the account.
- **Account Use**. Whether the account is an 'Entry', 'Title', 'Summary(Total)', 'Macro', or 'Cost centre' account.
- **Display Order**. The order that the accounts will be displayed on reports. It is much easier to define this order via the 'Account order' page which is the next section in these instructions.
- **Tax Type**. Whether the type of tax that applies to this account is 'Exclusive', 'Inclusive' or 'None'.
- **Tax Rate**. The tax rate of the account.
- **Type**. The type of account that the account is.
- **Trading**. Whether the account is to be included in the Trading Account (calculation of Gross Profit) in certain reports.
- **Cross Ref**. If linked to another account the account code of that account is entered here. For example, if the account is used in another accounting package and has a different code, the code for the other package is stored for later reference or for exporting data from this package.
- **Non-parent summation.** Whether the account can be added into non-parent totals in different sections of reports

- **Totals To**.  The option of having the account's transactions categorised and having a total for the category.  This can also be defined on the 'Account order' page.
- **User-Defined fields**.  2 user-definable combos, 3 user-definable check boxes and 2 user-definable single character check boxes that are defined on "Setup (9.1)".  If one is left blank there will be an empty space in it's place.  To clear this combo once an option has been selected right-click and select 'Clear selected field'.

## To Add an Account

- Select the 'Account detail' page.
- Click the [Add] button.
- Enter the required details.
- Click the [Save] button.

## To Edit an Account's Details

- Select the required account.
- Select the 'Account detail' page.
- Click the [Edit] button.
- Change the required details.
- Click the [Save] details.

## Combo Options

- To clear the user-definable combos ensure that the [Add] or [Edit] button has been clicked.  Right-click on the required field and select 'Clear selected field'.  The field will be cleared.
- There are a number of places where options can be added to the user-definable combos on this screen:
  - In the "Account details" tab page ensure that the [Add] or [Edit] button has been clicked.  Right-click and select 'Add new record'.  The 'Add new record' screen will appear, enter the record and click [Ok].  The new record will then be displayed in that field.
  - Select the menu option "Maintenance | Support tables | Local values".  Refer "Support table maintenance (9.2)".

## Account Order

### Overview

This tab page displays all of the accounts in a tree format.  The different uses of the accounts are indicated by the different symbols on the left-hand side of the tree.

### Details Displayed

- **Book**.  The account is an entry or cost centre account.

- **ABC**.  The account is a title account.
- **Sum Symbol**.  The account is a Summary(Total) account.  If there are fields that total into the account they will appear below the sum symbol.  If they are visible there will be a '−' next to the sum symbol indicating that they can be hidden.  If they are not visible there will be a '+' displayed indicating that they are hidden.

### To Change the Display Order

- Select the required account.  This can be done either from the 'Accounts' page or by highlighting it on this page.
- Use the [Up] and [Down] buttons to move the account through the list.
- Click the [Save] button.  The number of the display order in the 'Account details' page will also be updated.

### Attaching an Entry Account to a Total Account

- Select the required account.  This can be done either from the 'Accounts' page or by highlighting it on this page.
- Use the [Up] and [Down] buttons to move the account through the list so that it is directly below the total account that it is to be attached to.  If the total account has other entry accounts that are showing, move the selected account so that it is below the last entry account that is already attached.
- Click the [Join up] button.  This will attach the selected entry account to the total account.
- Click the [Save] button. The number of the display order in the 'Account details' page will also be updated.

### Detaching an Entry Account from a Total Account

- Select the required account.  This can be done either from the 'Accounts' page or by highlighting it on this page.
- Click the [Detach] button and the selected entry account will be detached from the total account that it was attached to.  The entry account will be placed directly below.
- Click the [Save] button. The number of the display order in the 'Account details' page will also be updated.

## Graphs

### Overview
This tab page displays a graph for a selected account.

### Details Displayed
- Once an account 'Type' has been selected the following details about all of the accounts with that type will be displayed:
  - **Account**.  The name of the account.

- **Balance**.  The current balance of the account.
- **Percent**.  The percentage of the graph that the account uses.
- **Account Type**.  Select an account type.
- **Smallest % to Show**.  Enter the smallest percentage to be displayed.  This does not include negatives.

### To Display a Graph
- Enter the 'Account type' and 'Smallest % to show'
- The graph will be automatically displayed.

## Documents

### Overview
This tab page displays the details of the transaction that is selected on the 'Transactions' tab page. .  Note, this page can only be activated when the 'Transactions' tab page is also open.

### Details Displayed
- **Date**.  The date of the transaction.
- **Ref**.  The reference number of the transaction.
- **Source**.  The transaction source is displayed.
- **Detail**.  Any detail that has been entered about the transaction.
- **Code**.  The code of the account.
- **Account name**.  The name of the account.
- **Dr**.  If the transaction was a debit the amount will be displayed in this column.
- **Cr**.  If the transaction was a credit the amount will be displayed in this column.
- **Acreconref**.  The reference number of the reconciliation.  This will also indicate which batch the transaction is displayed in.
- **Recon**.  Whether or not the transaction has been reconciled.
- **Description**.  The description for the selected line of the transaction.

### To View the Details of a Transaction
- Select the required account from the 'Accounts' page.
- Select the required transaction.

If the source of the transaction is outside the General Ledger then for further details
- Click the [View account detail] button.
- The "Maintenance | Advanced | Transaction viewing" screen will appear with the transaction selected.

**To Delete a Transaction**

Only General Ledger entries for the current period that have not been reconciled can be deleted.

- Select the required account from the 'Accounts' page.
- Select the required transaction from the 'Transaction' page and the details will be displayed on the 'Documents' page.
- Click the [Delete] button.
- A confirmation screen will appear asking if you want to delete this transaction. Click the [Yes] button.

**To Create a Template**

It is possible to create a template of the selected transaction so that the same transaction can occur, either manually or automatically, at a later date. See "General Ledger Templates" instruction sheet(6.10).

## Financials

**Overview**

This tab page displays the overall financial details for the selected account. If the account is a foreign currency account the following balances will show both in "Local currency" and the foreign currency. Details of the applicable exchange rate for Balance and Future balance will also be displayed. In addition there is an extra section showing the Balance and Future balance in Local Currency calculated using the current System exchange rate and that exchange rate.

**Details Displayed**

- **Opening Balance (Year)**. The opening balance of the account for the year.
- **Opening Balance (Period)**. The opening balance of the account for the current period.
- **Balance**. The current balance of the account.
- **Reconciled Balance**. The balance of the account after reconciliation. This will only appear if the account has a 'Type' that has been setup to be reconciled,
- **Future Balance**. The balance for the account after all future transactions that are in the system have been completed.

## Transactions

### Overview

This tab page gives you the ability to view a list of all transactions for the selected account. If the account is a foreign currency account a tick box will appear allowing you to "Display amounts in account's currency".

### Details Displayed

- **Date**. The date of the transaction.
- **Ref**. The reference number of the transaction.
- **Dr**. If the transaction was a debit the amount will be displayed in this column.
- **Cr**. If the transaction was a credit the amount will be displayed in this column.
- **Recon**. Whether or not the transaction has been reconciled.
- **Detail**. Any detail that has been entered about the transaction.
- **Description**. Any description that has been entered against the transaction.

### Transactions

The transactions for the selected account can be viewed by the following periods:
- **Current**. All transactions processed in the current accounting period.
- **Year to Date**. All transactions processed to date this year.
- **Historic (Incomplete)**. All incomplete historic transactions.
- **Historic (Complete)**. All completed historic transactions.
- **Future**. All transactions with a date beyond the current period.
- **Date range**. Specify a 'from date' and 'to date'.

## Analysis

### Overview

This tab page displays financial information by month for budget, this year and last year for the selected account.

### Details Displayed

- **Balance at end of period or Transactions by period**. Choose which of these is to be displayed or graphed.
- **Data or Graph**. Choose how the information is to be displayed.
- **Period.** Lists the periods in the financial year.
- **Budget**. The budget figures for each period listed.
- **This Year**. This year figures for each period listed.

- **Last Year**.  Last year figures for each period listed

## Depts

### Overview

This tab page gives the ability to set up entry accounts for selected departments once a cost centre account has been set up for a particular group of accounts.

### Details Displayed
- **Grid**.  Displays the departments that entry accounts belonging to the chosen cost centre account have already been set up for.
- **Department**.  The selected department.
- **Create new account**.  Creates a new entry account belonging to the cost centre. The account code and account name with the chosen prefixes or suffixes will display.
- **Select existing account**.

### To Add an entry Account to a department
- Click the [Add] button.
- Enter the required details.
- Click the [Save] button.

### To Remove an entry Account from a department
- Click the [Remove] button.

## Budget

### Overview

This tab page allows estimated account figures to be entered for each period of either the current financial year or the next financial year.

### Details Displayed
- **Date From**.  The date from which the corresponding 'Budget figure' applies from.
- **Budget Figure**.  The budget amount or percentage that applies to the corresponding 'Date from'.  Refer to "To enter budget figures separately" on this information sheet.
- **Budget**.  Whether the budget is for 'This year' or 'Next year'.
- **Total**.  Enter the budget as a total.  Refer to "To enter account figures as a total" on this information sheet.

- **Percentage**.  Enter the budget as a percentage.  Refer to "To enter account figures as a percentage" on this information sheet.


## To Enter Budget Figures Separately

- Select either 'This year' or 'Next year'.
- Click the [Edit] button.
- Select the required period.
- Enter the amount or percentage for the selected period.
- The 'Total' entry box at the bottom of the grid will display the total for the year as it is entered.
- Repeat entering the budget figures until all of the required figures are entered.
- Click the [Save] button.


## To Enter Account Figures as a Total

- Select either 'This year' or 'Next year'.
- Click the [Edit] button.
- Enter the total figure into the 'Total' entry field.
- Click on the [Apportion Total] button.  This will automatically distribute the amount evenly over the periods for the year.
- Click the [Save] button.


## To Enter Account Figures as a Percentage

- Select either 'This year' or 'Next year'.
- Click the [Edit] button.
- Enter the percentage into the 'Percentage' entry field.
- Click on the [Apportion Total] button. This will automatically distribute the total over the periods for the year, incrementally increasing each period by the specified percentage.
- Click the [Save] button.


## Reporting


### Overview

This tab page gives you the ability to specify how the account code, account name and values will appear in some financial reports for the selected account.


### Options to be selected

- **Show**.  Whether you wish reports to show the Account code, Account name and Values.

- **Font**.  Which font you want used for Account code, Account name and Values.
- **Font size**.  Which font size you want used for Account code, Account name and Values.
- **Underline**.  Whether you want Account code, Account name and Values underlined and if so with a single or double line.
- **Overline**.  Whether you want a line above Account code, Account name and Values and if so whether single or double. This is useful for a single line above a total.
- **Bold**.  Whether you want Account code, Account name and Values to be in bold type.
- **Italic**.  Whether you want Account code, Account name and Values to be in Italic type.
- **Only underline text**. Whether you want the whole width of the column underlined or just the contents.
- **Alignment.** Whether the Account name should be indented, aligned to the left, right or centre.
- **Reverse sign**.  Whether credit amounts show as negative. For accounts where the normal balance is a credit you may prefer to reverse the sign so that they would only show a negative where they have a debit balance.
- **Blank space after**. Whether there should be no space after printing the line for this account and before printing the next line or a small, medium or large space.
- **New page after account**. Whether the report starts printing on a new page after this account.
- **Hide if values are all zero**. Whether the account appears in the report if the value is zero.
- **Use as default for other accounts**.  Whether the reporting properties selected above should be used as a default when adding other accounts which have the same "Use" eg. Entry or Summary.