



For General Ledger

System Guide



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Table of Contents

	Foreword	0
Chapter I	entrée.GL Overview	5
Chapter II	entrée.GL Product Features	10
Chapter III	Contact NECS	16
Chapter IV	License Agreement	18
Chapter V	System Requirements	22
Chapter VI	GL Company Maintenance	24
	1 Options & Buttons.....	25
	2 Departments.....	26
	3 Default Accounts.....	26
	4 V3 Company Information.....	28
	5 V3 Data File Location.....	28
Chapter VII	GL Account Types	29
	1 GL Account Type Controls.....	31
	2 Create Account Types Sub-window.....	31
	3 Adding an Account Type.....	33
	4 Editing an Account Type.....	35
	5 Default Account Types List.....	36
Chapter VIII	GL Account Range Maintenance	37
	1 Edit Account Range.....	39
Chapter IX	GL Departments	42
	1 GL Department Controls.....	44
Chapter X	GL Account Maintenance	45
	1 Controls.....	46
	2 Special File Operations.....	47
	3 Add GL Account.....	47
	Account Information	48
	Budgeting Information	50
	Balances Information	51
	4 Create Accounts.....	51
	Entering Auto Distribution Information	52

Editing an Account / Percent	53
5 Entering Budget Information.....	54
Budget Controls	55
Entering / Editing an Amount	55
6 Deleting an Account.....	56
7 Default Accounts without Departments.....	57
8 Default Accounts with Departments.....	59
Chapter XI GL Create Journal Entries	64
1 The Session Log Window.....	66
2 Controls.....	67
3 Create Journal Entry Process.....	67
4 Add Journal Entry.....	68
Journal Entry Grid	71
5 Saving Journal Entries.....	73
6 Posting Journal Entries.....	73
7 Select Journal Entry Screen.....	74
8 Void Journal Entry.....	75
9 Void All Journal Entries.....	75
Chapter XII GL Editing Journal Entries	77
1 Edit Controls.....	79
2 Select Journal Entry.....	80
3 Edit Journal Entry.....	81
Entry Header	81
Journal Entry Grid	81
Journal Entry Edit	83
4 Post Journal Entries.....	83
5 Save Modified Journal Entries.....	84
6 Void Journal Entry.....	84
Chapter XIII GL Post Entries	85
1 Posting Journal Entries to the Current Period.....	86
Chapter XIV GL Post Journal Entries to a Previous Period	89
1 Post Controls.....	91
2 Entry Header.....	91
3 Entry Detail Grid.....	92
4 Previous Period Selection.....	93
5 Adding a Journal Entry.....	95
6 Saving Journal Entries.....	100
7 Posting Journal Entries.....	101

8	Journal Entry Editing.....	101
Chapter XV Recurring Entries Maintenance		103
1	Recurring Entries Controls.....	104
2	Add a Recurring Entry.....	106
Chapter XVI Generate Recurring Entries		108
1	Controls.....	109
2	Generating Entries.....	109
Chapter XVII Update General Ledger from AP/AR Batches		111
1	Update GL Controls.....	112
2	Update GL Process.....	113
3	Get AP Detail from Update GL.....	114
	AP Detail Controls	115
	Search for AP Batches	116
	Get AP Detail Postings	118
Chapter XVIII GL Search AP Postings		120
1	Search for AP Postings Overview.....	121
2	Search for AP Controls.....	122
3	GL Journal Entries.....	122
4	AP Posting Details Grid.....	124
Chapter XIX Close General Ledger Utility		126
1	Close GL Controls.....	128
2	GL Closing Processes.....	129
3	Close GL Procedures.....	130
	Index	133

entrée.GL Overview

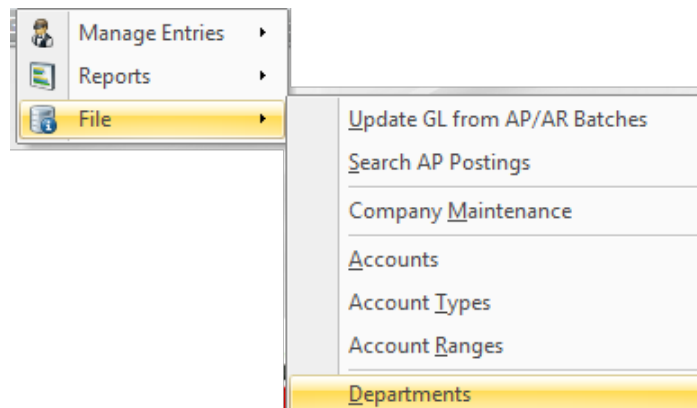
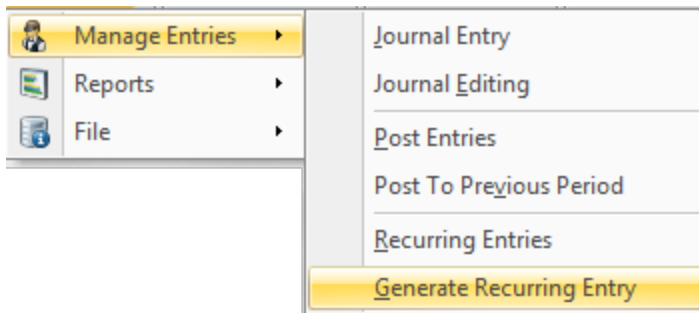
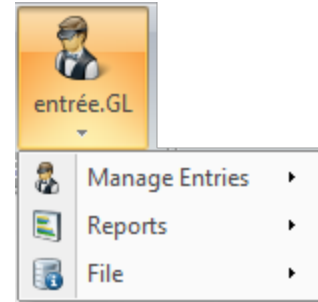
1 entrée.GL Overview

This system guide is for **entrée** system users who have purchased and installed the optional **entrée.GL**, General Ledger, add-on module.

entrée.GL Menus

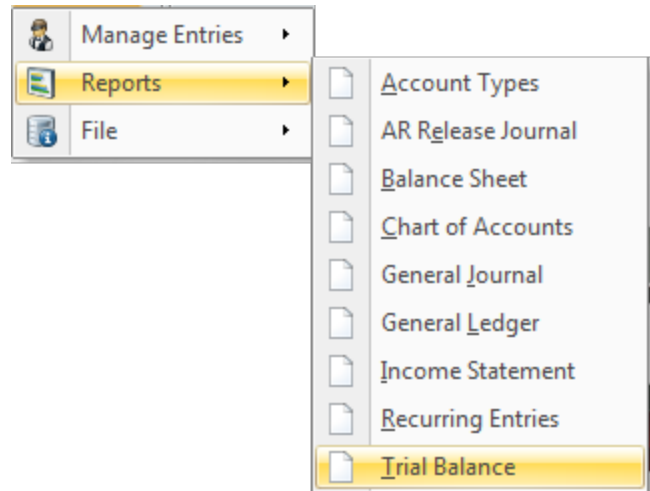
Go to the **Add-Ons** ribbon menu is where you will find the **entrée.GL** icon and menu.

The **entrée.GL** (General Ledger) icon is activated in the ribbon menu if you have purchased and installed the add-on module.



entrée.GL Reports

- Flexible report formats provide comprehensive financial, comparative, and audit trail options.
- Allows you to edit, and report information from multiple companies and various periods.



entrée.GL Account Features

- Allows automatic setup of a default chart of accounts.
- Allows posting to any periods in a two-year window.
- Enables you to designate custom groups of accounts for budgeting and reporting purposes.
- Edit and report information from multiple companies and periods.
- Account inquiries give easy access to online information for any account, including the ability to drill down to AP detail from any posting.
- Enables you to designate custom groups of accounts for budgeting and reporting purposes.
- Open period posting allows you to post entries from any application to any period in a two year window in detail or summary.
- **GL Account Maintenance** - To assign general ledger accounts that should be used during the accounts receivable release process.
 - Go to the **System** ribbon menu **entrée.GL** menu **File** drop down menu and select the **Accounts** option.

entrée Closing Features

At the end of each month or period, data is transferred to the historical files, using the close period utility.

- **End of Day**
 - The End of Day utility will lock down all Invoice and Cash Receipt transactions dated on or before the date specified. This is useful if users should not be allowed to modify key transaction beyond the end of the business day.
 - Once the transactions for a particular day have been locked no further editing will be allowed.
 - You can use this utility to "lock down" transactions on a daily basis.
 - There should be no users in the entrée system when this utility is being executed.
- **Close Period**
 - At the end of an accounting period, or at the end of the fiscal year, you must close the period or year. Closing calculates the net profit or loss for the period or year, updates balances, and creates historical information.
 - Closing General Ledger also allows you to remove voided journal entries and old historical records. The GL closing process is not date driven and can only close the "current" period.
 - Closing the period ensures the year to date and period to date totals for the accounts remain current. When you close a period, current balances from expense and income accounts are

accumulated in the net income account, and the expense and income statement account current balances are set to zero. Thus, the net income account contains the total net income for the period. The period to date balances for all accounts are also set to zero.

- **Release to GL**

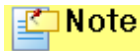
- Releasing AP and AR to GL is the first step in transferring Accounts Payables and Accounts Receivable account activity to General Ledger.
- Releasing summarizes account activity into a summary file that is used to update General Ledger at a later time.
- Releasing AP and/or AR is actually a two-step process: acquiring the postings, and then performing the actual release.
- You may acquire postings from, and release from, either Accounts Receivable or Accounts Payable, or both.
- Acquisition/Release from Accounts Payable only applies if you have installed the optional **entrée.AP** (Accounts Payable) add-on module.

For information on entrée Closing features see:

- Go to the **System Ribbon Menu** chapter or the **entrée V4 System Guide**.

Access Closing Features

- For [Closing](#) options go to the **System** ribbon menu.



The General Ledger account balances are not updated when you do a release. You need to run the Update General Ledger process in order for updates to occur.

- Go to the **System** ribbon menu > **entrée.GL** menu **File** drop down menu and select [Update GL from AP/AR Batches](#).
-

entrée System Online Resources

The **entrée.GL System Guide** is distributed in electronic format and is installed by default along with the application.

- Users may view the entire contents of the manual from within the program by using the **F1** key to access the help system.
 - A printable format (Adobe PDF) is provided for your convenience.
 - Adobe Reader (included) is required to read this file and may also be obtained for free via the internet using [Get Adobe Reader](#).
1. In your browser go to the www.necs.com website and click the **Support** drop down menu.
 2. Click and use the **Customer Login** to enter the secure area of the website. In this area release upgrades are posted along with links to other support services and documentation.
 3. In the menu on the left click either the **System Guides** or **KnowledgeBase** option. On this web page you can access to the documentation and system guides that support all our software products.
 4. Click the **entrée.GL** option.
 5. Then select **entrée.GL System Guide** from the list on the right. A new window will open in the browser for the guide. From here you can choose to browse or download the guide to your computer.



Note

Although it is possible to print from within the help system of the program, due to the poor formatting results this is not recommended. NECS suggests printing from within Adobe Reader for optimal results.

For more information related to pricing or a specific quote for your company's needs, please contact NECS Sales by calling **800.766.6327** or email sales@necs.com.

entrée.GL Product Features



2 entrée.GL Product Features

The **entrée.GL** software is a general ledger system which integrates fully with the **entrée** system. It provides you with advanced general ledger and financial reporting, designed to meet the needs of today's food distributors. Entries can be posted to current or previous periods. Flexible report formats provide comprehensive financial, comparative, and audit trail options.

entrée.GL Main Features

- Allows posting to any periods in a three-year window.
- Enables you to designate custom groups of accounts for budgeting and reporting purposes.
- Allows you to consolidate, edit, and report information from multiple companies and various periods.
- Easy access to any account, including the ability to drill down to AP detail from any posting.

GL Reports

- Balance Sheets
- Chart of Accounts
- File Listings of Recurring Entries, Account Groups, Types, etc.
- General Ledger
- Income Statements
- Trial Balances
- Unposted Transaction Edit Lists

Account Types

The first step in initializing the General Ledger is setting up General Ledger Account Types. Account Types classify accounts by their accounting function, such as expenses, liabilities and assets. It also determines whether an account appears on the Income Statement or Balance Sheet.

Class	Category	Description	Seq	Lower Acct	Upper Acct	Add/Mod
A - Assets	3	INVENTORY	0	01300	01320	
A - Assets	4	OTHER CURRENT ASSETS	0	01400	01490	
A - Assets	5	FIXED ASSETS	0	01495	01595	
A - Assets	6	OTHER ASSETS	0	01600	01995	
C - Cost of Sales	0 - Group	=====COST OF SALES=====				
C - Cost of Sales	1	COST OF SALES	0	04100	04195	
E - Equity	0 - Group	=====EQUITY=====	0	0	0	
E - Equity	1	EQUITY	0	03000	03295	
E - Equity	2	NET INCOME	0	03300	03335	
I - Other Income	0 - Group	=====OTHER INCOME=====				
I - Other Income	1	INCOME MISCELLANEOUS	0	09100	09105	
I - Other Income	2	INCOME MANUFACTURER REBATES	0	09110	09113	
I - Other Income	3	INCOME FROSTY ACRES, INC	0	09115	09119	
I - Other Income	4	RECOVERY BAD DEBTS	0	09200	09295	
I - Other Income	5	DISCOUNTS AND INTEREST EARNED	0	09300	09400	
I - Other Income	6	PROVISION PROFIT/LOSS	0	09700	09800	
I - Other Income	7	NET INCOME	0	09600	09695	
L - Liability	0 - Group	=====LIABILITY=====				
L - Liability	1	NOTES PAYABLE	0	02025	02049	
L - Liability	3	ACCOUNTS PAYABLE	0	02000	02015	

Special File Operations

Each account type has a class, a category, a description, a sequence number, a lower account number and an upper account number. The lower and upper account numbers are the account type range.

Class

The Class determines whether the account will appear on the income statement or balance sheet. Possible Class designations include:

- Assets
- Cost of Sales
- Equity
- Liability
- Other Income
- Sales
- Taxes
- Expenses
- Report Labels (for reporting purposes only) Category. The Category allows you to create subtypes within each class. You can have up to 9 categories per class, excluding the Total and Group categories which are used solely for reporting purposes.

Sequence

The Sequence Number changes the order of account types when they are printed on reports.

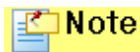
Account Maintenance

When defining your Chart of Accounts, each account and corresponding departments are defined on this screen. An account has a 5 digit account number, and an optional 3 digit Department, in the format "99999-999".

The screenshot shows the 'GL Account Maintenance - Period 01' window. It is divided into several sections:

- Account:** Number (01000), Type (A1 - CASH), Description (PETTY CASH), Status Code (Active).
- Term Class:** Current
- Asset Type:** Cash
- Ratio Group:** 10 Cash Accounts
- Cash Flows Code:** C00 Cash Balance
- Fund Source:** (empty)
- Budgeting:** Type (M - Manual), Start Amount (0), Percentage (0.00), Reference Account (empty). Buttons: Budgeting, Auto Distribution.
- Balances:** PTD Postings (0.00), YTD Postings (0.00), Current Balance (0.00).
- Special File Operations:** Initialize button.

At the bottom, there are navigation buttons (back, forward, 1 of 273), and action buttons (Add, Delete, OK, Close, Apply).



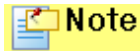
A department of "000" is reserved for "**Summary Accounts**" which are created automatically when departments are enabled. Summary accounts consolidate information for an account group, and are used for reporting purposes only.

A "**Term Class**" can be defined which is only associated with asset and liability type accounts. They allow the Balance Sheet to segregate accounts as either "current" or "long term".

Budgeting and **Auto Distribution** can also be defined per account.

Auto Distribution

Automatic distribution allows you to distribute a journal entry amount for a particular account to pre-determined accounts with pre-determined percentages.



Note The total percent of all the distribution accounts must be 100.

GL Distribution

Account: 11010- CASH ON HAND
 Number: 11010- CASH ON HAND
 Current Balance: -54.35
 PTD Postings: -54.35

Number	Account	Percent
01	11030-	25.00
02	18030-	75.00
03		0.00
04		0.00
05		0.00
06		0.00
07		0.00
08		0.00
09		0.00
10		0.00

OK Cancel

Budgeting

Budgeting allows you to enter amounts for any period for the current year, as well as the previous year.

You can define the budget amount for the current year and the system will track the current balance, the period-to-date postings, this year's balance, last year's budget and last year's balance.

GL Budget

Account: 11010- CASH ON HAND
 Number: 11010- CASH ON HAND
 Current Balance: -54.35
 PTD Postings: -54.35

Period	This Year	This Year	Last Year	Last Year
	Budget	Balance	Budget	Balance
01	100500	0.00	0	0.00
02	75375	0.00	0	0.00
03	56531	0.00	0	0.00
04	42398	0.00	0	0.00
05	31798	0.00	0	0.00
06	23848	0.00	0	0.00
07	17886	0.00	0	0.00
08	13414	0.00	0	0.00
09	10060	0.00	0	0.00
10	7545	0.00	0	0.00
11	5659	0.00	0	0.00
12	4244	0.00	0	0.00
13	0	0.00	0	0.00

This Year Total: 389258 Last Year Total: 0

OK Cancel

Create Journal Entries

The journal is the record keeping device in which you record transactions. It is a chronological record of transactions, where each individual transaction is called a “journal entry”. A “**journal entry**” is a list of the accounts and the amounts posted to each account within the entry.

GL Create Journal Entries - Period 01

Entry

Number: 00000 Date: 04/15/14
 Reference: Contributions Auto Reverse: N
 Description: local charity contributions

Account	Account Description	Detail Description	Amount
08620-	CONTRIBUTIONS	Donation Little League team shirts	455.00
01000-	PETTY CASH	Donation Little League team shirts	-455.00

Balance: 0.00
 Batch: 455.00

Buttons: New Detail, Delete Detail, Print Entries, Void, Post, Add Entry, OK, Cancel, Apply

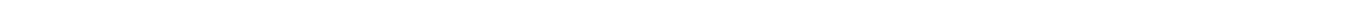
Prior to the Journal Entry window being opened, you will be allowed to enter a batch amount for the session. The batch amount allows you to verify journal entries by comparing the batch amount to the total debits of the journal entries.

A balanced entry has at least two detail items. The sum of all the debits and the sum of all the credits must cancel each other out for an entry to be balanced. Only balanced entries are allowed to be posted.

Search Postings

The “**Search Postings**” feature helps you quickly locate journal entry information posted to your General Ledger.

Contact NECS



3 Contact NECS



- Please visit our website at www.necs.com to learn about our other add-on modules, products and services.
- Contact our **NECS Sales Department** at sales@necs.com for more information.
- Contact the **Tech Support Department** at tech@necs.com for assistance.
- For information about current NECS software training classes use this link: necs.com/training.php

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4 License Agreement

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Updated September 2016

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System Requirements



5 System Requirements

entrée.GL is an add-on module and requires **entrée V4**.

Please review the *minimum* hardware requirements to ensure your computer network is ready for the upgrade.

GL Company Maintenance

6 GL Company Maintenance

General Ledger is the heart of the accounting system. General Ledger provides the means for maintaining financial records, and creating financial reports and statements. General Ledger shares information with Accounts Payable and Accounts Receivable to create an integrated accounting system. You start by completing the information for the General Ledger company that was created during the installation process, and then create a chart of accounts.

Once you have a chart of accounts, you can manually create journal entries and post them to General Ledger. Posting affects the account balances, thereby updating information about your company's financial position. Periodically, you generate balance sheets and income statements that allow you to review your company's financial status.

At the end of each accounting period and fiscal year, you can close the period or year in order to maintain accurate information about that period. You can also generate a variety of reports useful for reviewing account information, and identifying trends in account activity.

Access

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select the **File** drop down menu.
4. Select the **Company Maintenance** option.

The screenshot shows the 'GL Company Maintenance' dialog box. On the left, there are two checkboxes: 'Allow Departments' (unchecked) and 'Departmentalize Income\Earnings' (checked). Below these are three input fields: 'Starting Period' with the value '01', 'Order Reports by' with a dropdown menu set to 'Sequence Number', and 'Next Journal Entry Number' with the value '1'. On the right, under the 'Default Accounts' section, there are three dropdown menus: 'Net Income' (set to a blue bar), 'Retained Earnings' (set to '-'), and 'Suspense' (set to '03255-'). Below these are three date fields: 'Date of the Last Period Close', 'Date of the Last Year Close', and 'AP Posting Cutoff Date', each with a double-slash placeholder. At the bottom right, there are three buttons: 'OK', 'Cancel', and 'Apply'.

6.1 Options & Buttons

OK Button

Clicking the "OK" button will save any pending changes to the company file and close the General Ledger Maintenance window. You will be taken back to the Main Menu after clicking this button.

Close Button

Clicking the "Close" button will discard any pending changes to the company file and close the General Ledger Maintenance window. You will be taken back to the Main Menu after clicking this button.

Apply Button

Clicking the "Apply" button will save any pending changes to the company file. This button is useful if you want to save pending changes, but not exit out of the General Ledger Maintenance window.

Starting Period: Set the number for the starting period.

Order Reports by: Choose how you would like reports ordered.

- **Sequence Number** - The sequence number can be any number from 000 to 999. The sequence number changes the order of account types, and the accounts within account types, when they are printed on reports.
- **Type + Sequence Number** - Accounts types are printed in order of the account type itself (A1, A2, E1, L1,..Etc.). The sequence number allows you to alter the printing sequence.

Next Journal Entry Number: Indicates the number of the next journal entry.

6.2 Departments

Allow Departments

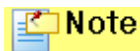
If you want to allow departments as part of your account numbers, check this field.

- When departments are allowed accounts will consist of two fields, the five-digit account number and the optional three-digit department.
- When departments are not allowed, accounts will consist of only the five-digit account number. Once this field is checked and saved, it cannot be de-selected. See GL Account Maintenance for more information about accounts.

Departmentalize Income/Earnings

If you want to calculate net income and retained earnings separately for each department at period and year close check this field. This option is only available when departments are allowed.

- When this option is not checked, net income is accumulated in a single Net Income account at period close, and net income from that single Net Income account is transferred to a single Retained Earnings account at year close.
- When this option is checked, net income is calculated by department, so at period close, General Ledger requires a separate Net Income account for each department. At year close, a separate Retained Earnings account is required for each department



Note

When setting up General Ledger for the first time, you should set-up and save everything except the Default Accounts, then create a chart of accounts, then come back into General Ledger Company Maintenance and initialize the Default Accounts.




Caution **Once you turn on Departments you cannot go back.**

6.3 Default Accounts


Net Income Account

Enter the equity account you want to use as the posting account for net income (profit and losses) for each period. The Net Income account number should be different from the Retained Earnings account

number. If you do not know the account number, you can click the  search button or press the F5 key to display the General Ledger Account Search screen. Since only equity accounts are allowed, the search screen will display only equity accounts. When you close a period, balances from expense and income accounts are transferred and accumulated in the net income account, and the expense and income account balances are set to zero. Thus, the net income account contains the total net income for the period.

 **Caution** You should not post manual journal entries to this account. This will ensure that your net income account balances will be accurate.


Retained Earnings Account

Enter the equity account you want to use as the posting account for net income for each year. The Retained Earnings account number should be different from the Net Income account number. If you do not know the account number, you can click the  search button or press the F5 key to display the General Ledger Account Search screen. Since only equity accounts are allowed, the search screen will display only equity accounts.

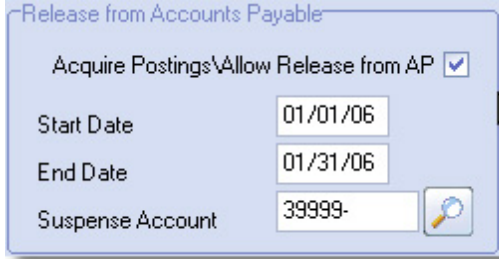
When you close the year, the balances from the net income account are transferred to the retained earnings account, and the balance for the net income account is set to zero. Thus, the retained earnings account contains the total net income for the year.

 **Caution** You should not post manual journal entries to this account. This will ensure that your retained earnings balances will be accurate.

Suspense Account

Enter the account you want to use as the posting account for journal entries whose account does not exist in the General Ledger chart of accounts. If you do not know the account number, you can click the  search button or press the F5 key to display the General Ledger Account Search screen. Any General Ledger account may be selected but it is recommended that an equity account be used. For more information about the suspense account, see the Updating General Ledger chapter.

- When you Release Accounts Payable the default suspense account comes from the default account set up in Company Maintenance.




Release from Accounts Payable

Acquire Postings\Allow Release from AP

Start Date 01/01/06

End Date 01/31/06

Suspense Account 39999- 

- When you close the period or year, the default accounts come from the settings in Company Maintenance.

6.4 V3 Company Information

entrée V3 Only

Name

This field is informational only and cannot be edited. This is the name of the registered entrée General Ledger Company.

GL Link Company

This field is informational only and cannot be edited. This field is the GL Link Company number set up in System Preferences under the General tab.

Address 1 and Address 2

Here you can enter up to two lines of the company's address. Each line can be up to 35 characters in length.

City, State, and ZIP

The city, state, and Zip Code where the company is located are defined here. There are a total of 35 characters available for this field.

Phone

Enter the area code and 7 digit phone number for your company.

6.5 V3 Data File Location

entrée V3 Only

Path to GL Files

Enter the drive letter and path of the directory in which the entrée General Ledger data files are located. Remember to include the trailing backslash (\).

If you are unsure of the file locations, click the "**Browse**" button to the right of the text entry box. A window will open allowing you to locate the drive and the folder.

Share Name

This is the name of the shared resource for the General Ledger data files. Click the drop-down menu button and select the share name. See the entrée installation guide for more information.

GL Account Types

7 GL Account Types

Setting up General Ledger Accounts Types is the first step in initializing **entrée.GL** the General Ledger add-on module. Account types classify accounts by their accounting function, such as Expenses, Liabilities, and Assets, and the account type determines whether an account appears on the income statement or the balance sheet.

The General Ledger chart of accounts is a list of accounts, where each account is of a particular account type. Therefore, before you create accounts, you must create account types. Account types allow you to categorize accounts by accounting function, and the account type determines whether an account appears on the income statement or the balance sheet.

Access

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Go to the **File** drop down menu.
4. Select **Account Types**.
5. The window grid will be initialized with all your existing GL account types.

GL Account Type Maintenance - Period 01

Class	Category	Description	Seq	Lower Acct	Upper Acct	Add/Mod
A - Assets	3	INVENTORY	0	01300	01320	
A - Assets	4	OTHER CURRENT ASSETS	0	01400	01490	
A - Assets	5	FIXED ASSETS	0	01495	01595	
A - Assets	6	OTHER ASSETS	0	01600	01995	
C - Cost of Sales	0 - Group	=====COST OF SALES=====				
C - Cost of Sales	1	COST OF SALES	0	04100	04195	
E - Equity	0 - Group	=====EQUITY=====	0	0	0	
E - Equity	1	EQUITY	0	03000	03295	
E - Equity	2	NET INCOME	0	03300	03335	
I - Other Income	0 - Group	=====OTHER INCOME=====				
I - Other Income	1	INCOME MISCELLANEOUS	0	09100	09105	
I - Other Income	2	INCOME MANUFACTURER REBATES	0	09110	09113	
I - Other Income	3	INCOME FROSTY ACRES, INC	0	09115	09119	
I - Other Income	4	RECOVERY BAD DEBTS	0	09200	09295	
I - Other Income	5	DISCOUNTS AND INTEREST EARNED	0	09300	09400	
I - Other Income	6	PROVISION PROFIT/LOSS	0	09700	09800	
I - Other Income	7	NET INCOME	0	09600	09695	
L - Liability	0 - Group	=====LIABILITY=====				
L - Liability	1	NOTES PAYABLE	0	02025	02049	
L - Liability	3	ACCOUNTS PAYABLE	0	02000	02015	

Special File Operations

Delete Add Close Delete All Initialize

7.1 GL Account Type Controls

Add Button

Clicking the "Add" button will insert a new account type into the account type file. For more information on adding account types see the corresponding section below.

Delete Button

Clicking the "Delete" button will delete from the account type file the account type currently highlighted in the grid. This button will only be enabled when there are no accounts that fall within the account type range. Furthermore, since reserved account types cannot be deleted, this button will be disabled when a reserved account type is highlighted.

Note: If you want to delete an account type that has accounts within its' range, you must either delete all the accounts within the range, or change some other account type ranges so that the accounts are assigned to a different account type.

Cancel/Close Button

Clicking the "Cancel" button will allow you to cancel changes you're making to an existing account type, or cancel the addition of a new account type.

Clicking the "Close" button will close the Account Type window, and then take you back to the Main Menu.

Special File Operations

When you're first setting up General Ledger, it may be useful to use account types that have already been set up, and then modify those that you want to retain and delete those that are not needed.

- **Delete All** - Click to delete every account type in the account type file, so long as no GL account falls within range of any account type. If an account falls within range of any account type, you will be asked if you want to see a list of all those accounts.
- **Initialize** - Click to automatically create a set of account types by either copying the account types from an existing account type file of a different GL Company, or by generating a set of predefined default account types. If you click this button, the Create Account Types sub-window will be displayed. For more information on the Create Account Types sub-window, see the corresponding section below. To see a list of the predefined account types, see the section below, Default Account Types.

7.2 Create Account Types Sub-window

For Multi-Company Operations

Select the Source of Account Types:

- **Default Account Types Radio Button** - Clicking the "Default Account Types" radio button will select predefined default account types as the source for the new account types. The default account types are listed below under Default Account Types.
- **GL Account Type File Radio Button** - Clicking the "GL Account Types File" radio button will allow you to select a company as the source for the new account types.

Select a Company as a source for account types

Click the drop down button and choose the company from the list to use as the source for the new account types.

Generate Accounts without Departments Button

Clicking this option will create the account types without Departments.

Generate Accounts with Departments Button

Clicking this option will create the account types with Departments.

Generate Account Types Button

Clicking the "Generate Account Types" button will create the account types, and close the create account types sub-window.

Cancel Button

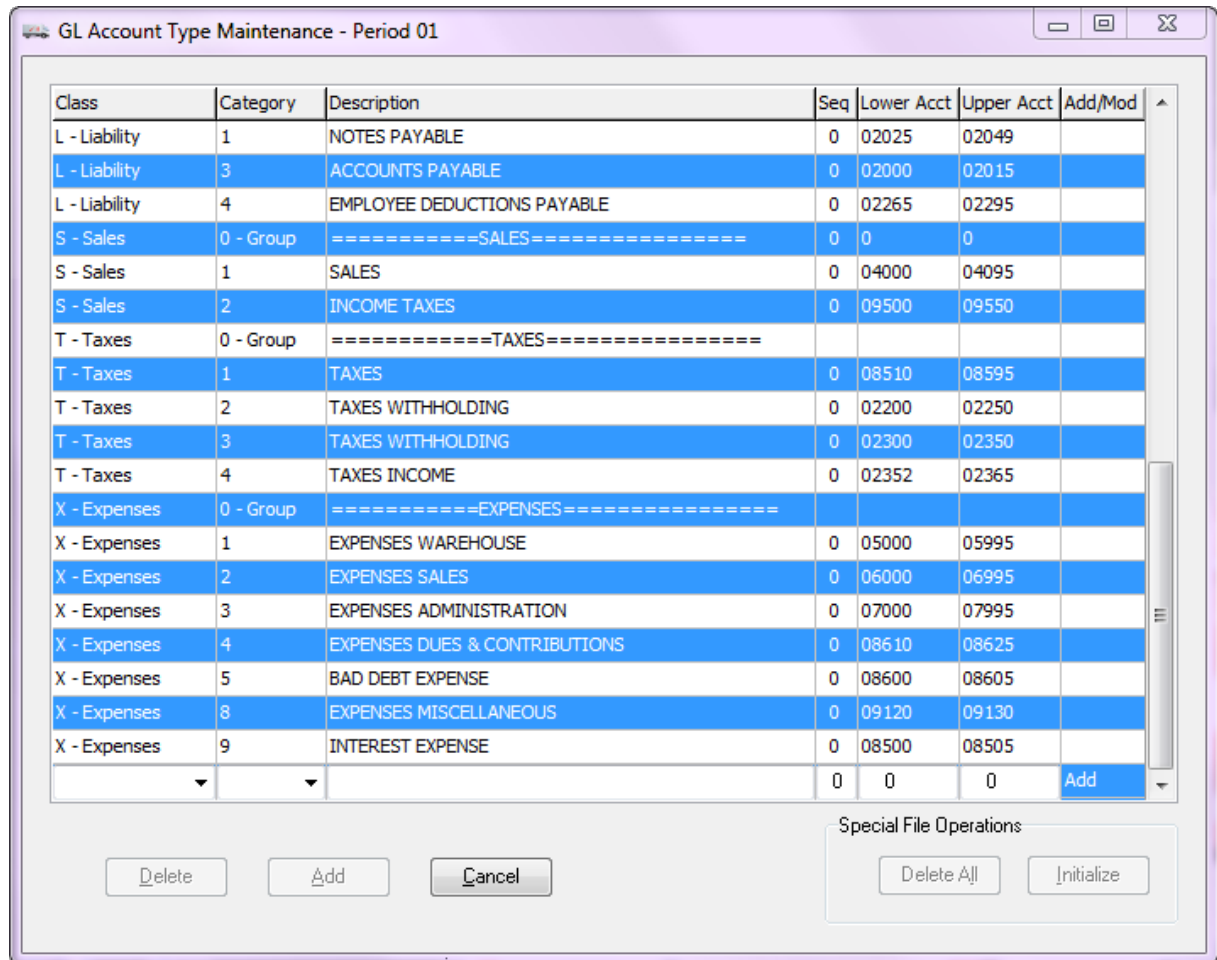
Clicking the "Cancel" button will close the create account types sub-window, without creating any account types.



7.3 Adding an Account Type

Each account type consists of a class, a category, a description, a sequence number, a lower account number, and an upper account number. The lower and upper account numbers constitute the account type range.

When you want to add an account type click the **Add** button. The grid will display drop down menus and controls that will allow you to initialize the new account type.

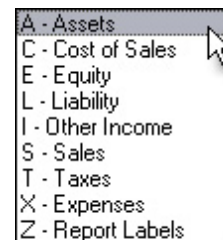


Class

The class determines whether an account within that class will appear on the income statement or on the balance sheet. The class describes the accounting function of any account that falls within that class.

Click the drop down button and choose the class for this new account type.

There are eight classes excluding class "Z", which is used solely for reporting purposes.



Category

The category allows you to create subtypes within each class. You can have up to nine categories per class. Click the drop down button and choose the category for this new account type.

There are nine categories, excluding Total and Group, which are used solely for reporting purposes.



Example You can sub-divide Liabilities into two account types, L1 - Current Liabilities, and L2 - Long-Term Liabilities. If all Liabilities fall under one account type, you might simply label that account type L1 - Liabilities.



Note Account types with a class of "Z", or with a category of "0" or "T", are reserved types for group and total labels, and report headings on reports. These reserved account types have neither a sequence number, nor an account range.

Description

Here you can enter an account type description up to 35 characters long, such as "Current Assets". This field may be left blank.

Sequence

The sequence number can be any number from 000 to 999. The sequence number changes the order of account types, and therefore the accounts within the account types, when they are printed on reports. Usually, accounts types are printed in order of the account type itself (A1, A2, E1, L1,..Etc.). The sequence number allows you to alter the printing sequence. Simply enter a "1" to maintain the order determined by the account type itself.

Lower Account

The lower account number represents the lowest account number that can fall within the account type. Only the account major portion of the account number is considered.

Upper Account

The upper account number represents the highest account number that can fall within the account type. Only the account major portion of the account number is considered. There exist several constraints on the account range that must be met when editing.

- The lower account number must be less than the upper account number.
- Neither the lower nor the upper account number can overlap into another account type range.
- Both the lower and upper account numbers must be five digits long, in the range of numbers from 00001 to 99999 inclusive.

**Note**

- Reserved account types have neither a sequence number, nor an account range.
 - A new account type is automatically saved to the account type file when you tab off the Upper Account field.
-

Class	Category	Description	Seq	Lower Acct	Upper Acct	Add/Mod
A - Assets	1	CASH	0	01000	01095	
A - Assets	2	ACCOUNTS RECEIVABLE	0	01200	01295	
A - Assets	3	INVENTORY	0	01300	01320	
A - Assets	4	OTHER CURRENT ASSETS	0	01400	01490	
A - Assets	5	FIXED ASSETS	0	01495	01595	
A - Assets	6	OTHER ASSETS	0	01600	01995	
C - Cost of Sales	0 - Group	=====COST OF SALES=====				
C - Cost of Sales	1	COST OF SALES	0	04100	04195	
E - Equity	0 - Group	=====EQUITY=====	0	0	0	
E - Equity	1	EQUITY	0	03000	03295	
E - Equity	2	NET INCOME	0	03300	03335	
I - Other Income	0 - Group	=====OTHER INCOME=====				
I - Other Income	1	INCOME MISCELLANEOUS	0	09100	09105	
I - Other Income	2	INCOME MANUFACTURER REBATES	0	09110	09113	
I - Other Income	3	INCOME FROSTY ACRES, INC	0	09115	09119	
I - Other Income	4	RECOVERY BAD DEBTS	0	09200	09295	
I - Other Income	5	DISCOUNTS AND INTEREST EARNED	0	09300	09400	
I - Other Income	6	PROVISION PROFIT/LOSS	0	09700	09800	
I - Other Income	7	NET INCOME	0	09600	09695	
I - Other Income	8	FINANCE CHARGE INCOME	0	08125	08130	Add

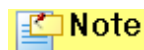
7.4 Editing an Account Type

Once an account type has been created and saved, only its' description and sequence may be changed in the GL Account Type Maintenance window.

- To change the range of an account type, you must open the **entrée.GL > File > Account Ranges** window.
- To change an account type description, you can use one of the following commands.

Keyboard Scroll to the account type you want to edit and press the Enter key.
Context Menu Double left click the grid on the account type you want to edit.

X - Expenses	1	Operating Expenses	1	71000	79999
--------------	---	--------------------	---	-------	-------



Changes to an existing account type are automatically saved to the account type file when you tab off the Sequence field.

7.5 Default Account Types List

Type	Description	Seq	Lower	Upper
A0	===== Assets =====			
A1	Current Assets	1	11000	11999
A2	Fixed Assets	1	18000	18999
A3	Other Assets	1	19000	19999
AT	Total Assets			
C0	==== Cost of Goods Sold =====			
C1	Cost of Sales	1	51000	59999
CT	Total Cost of Sales			
E0	===== Equity =====			
E1	Posted Equity	1	31000	39999
ET	Total Equity			
I0	==== Other Income =====			
I1	Other Income	1	81000	81999
IT	Total Other Income			
L0	===== Liabilities =====			
L1	Current Liabilities	1	20000	23999
L2	Long Term Liabilities	1	29000	29999
LT	Total Liabilities			
S0	===== Sales =====			
S1	Sales	1	41000	41999
ST	Total Sales			
T0	===== Taxes =====			
T1	Taxes	1	91000	99999
TT	Total Taxes			
X0	===== Expenses =====			
X1	Operating Expenses	1	71000	79999
XT	Total Expenses			
Z0	Balance Sheet			
Z1	Net Income for Current Period			
Z2	Total Liabilities and Equity			
Z5	Income Statement			
Z6	Gross Margin			
Z7	Gross Income Before Taxes			
Z8	Net Income After Taxes			

GL Account Range Maintenance

8 GL Account Range Maintenance

After you have created the **GL Account Types** needed for your chart of accounts, you can modify the ranges of the account types. This allows you to change an account from one type to another, or expand the range of an account type to include other accounts.

Each account type consists of a description, a lower account number, and an upper account number. The lower and upper account numbers constitute the account type range.

Once the Account Types have been created, you can modify their ranges using this window. Reserved account types are not displayed in this window, since reserved types have no account range.

Access

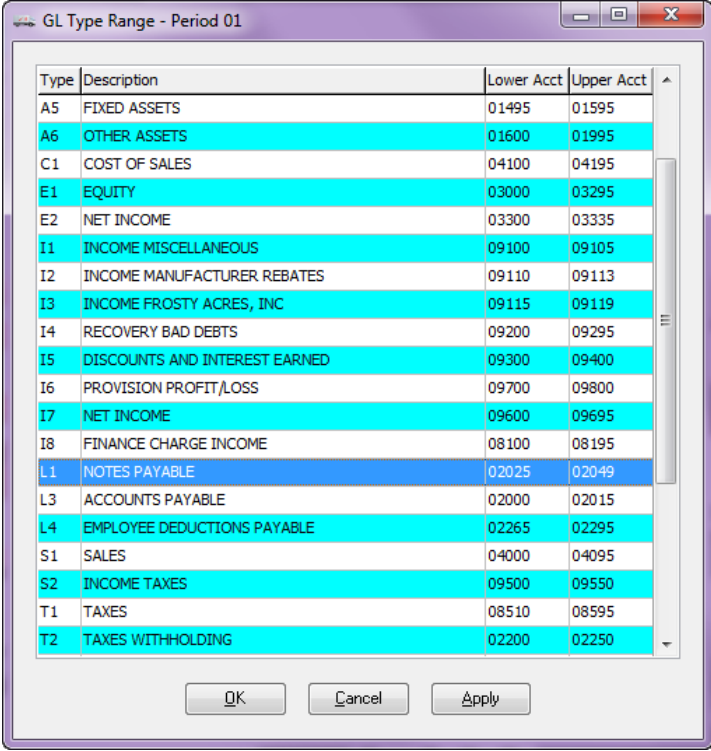
entrée V3 Use menu path: **Accounting > General Ledger > Manage Accounts > Account Ranges**.

entrée V4 SQL

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select the **File** drop down menu.
4. Select the **Account Range** option.

When the window opens the grid will be initialized with all existing non-reserved account types.

Reserved types will not be displayed, since they have no account range.



Type	Description	Lower Acct	Upper Acct
A5	FIXED ASSETS	01495	01595
A6	OTHER ASSETS	01600	01995
C1	COST OF SALES	04100	04195
E1	EQUITY	03000	03295
E2	NET INCOME	03300	03335
I1	INCOME MISCELLANEOUS	09100	09105
I2	INCOME MANUFACTURER REBATES	09110	09113
I3	INCOME FROSTY ACRES, INC	09115	09119
I4	RECOVERY BAD DEBTS	09200	09295
I5	DISCOUNTS AND INTEREST EARNED	09300	09400
I6	PROVISION PROFIT/LOSS	09700	09800
I7	NET INCOME	09600	09695
I8	FINANCE CHARGE INCOME	08100	08195
L1	NOTES PAYABLE	02025	02049
L3	ACCOUNTS PAYABLE	02000	02015
L4	EMPLOYEE DEDUCTIONS PAYABLE	02265	02295
S1	SALES	04000	04095
S2	INCOME TAXES	09500	09550
T1	TAXES	08510	08595
T2	TAXES WITHHOLDING	02200	02250

Controls

OK Button

Clicking the "OK" button will save any pending changes to the account type file and close the GL Account Type Range Maintenance window. You will be taken back to the Main Menu after clicking this button.

Cancel/Close Button

Clicking the "Cancel" button will discard any pending changes to the account type file and reload the grid with the original account types.

Clicking the "Close" button will close the GL Account Type Range Maintenance window. You will be taken back to the Main Menu after clicking this button.

Apply Button

Clicking the "Apply" button will save any pending changes to the account type file. This button is useful if you want to save pending changes, but not exit out of the GL Account Type Range Maintenance window. Each account type consists of a description, a lower account number, and an upper account number. The lower and upper account numbers constitute the account type range. Once the Account Types have been created, you can modify their ranges using this window. Reserved account types are not displayed in this window, since reserved types have no account range.

8.1 Edit Account Range

To change an account type range, you can use one of the following commands.

Keyboard Scroll to the account type you want to edit and press the Enter key.
Context Menu Double left click on the grid on the account type you want to edit.

I7	NET INCOME	09600	09695
I8	FINANCE CHARGE INCOME	08125	08195
L1	NOTES PAYABLE	02025	02049
L3	ACCOUNTS PAYABLE	02000	02015
L4	EMPLOYEE DEDUCTIONS PAYABLE	02265	02295

OK Cancel Apply

There are several constraints on the account range that must be met when editing.

- The lower account number must be less than the upper account number.
- Both the lower and upper account numbers must be five digits long, in the range of numbers from 00001 to 99999 inclusive.

Saving Account Range Changes

To save your changes, click the "**Apply**" button. The system will compare the ranges of all the account types with all the existing accounts, and verify that all the accounts fall within one and only one range.

Warnings

- If any account **does not** fall within some range, no pending changes will be saved to the account type file. A Warning message will display "**One or more accounts fall outside the existing ranges. Do you want to see those accounts?**" Click **Yes** to see a list of all those accounts that do not fall within some range.
- If any account **falls within more than one range**, no pending changes will be saved to the account type file. A Warning message will display "**One or more accounts fall inside multiple ranges. Do you want to see those accounts?**" Click **Yes** to see a list of all those accounts in multiple ranges.

- The system will determine if any accounts need new types. When an account is created, it is assigned a type based upon the range the account falls under. When ranges change, an account may have a type whose range no longer encompasses the account.

Range & Account Type

When an account is created, it is assigned a type based upon the range the account falls under. When ranges change, an account may have a type whose range no longer encompasses the account. The system will determine if any accounts need new types.



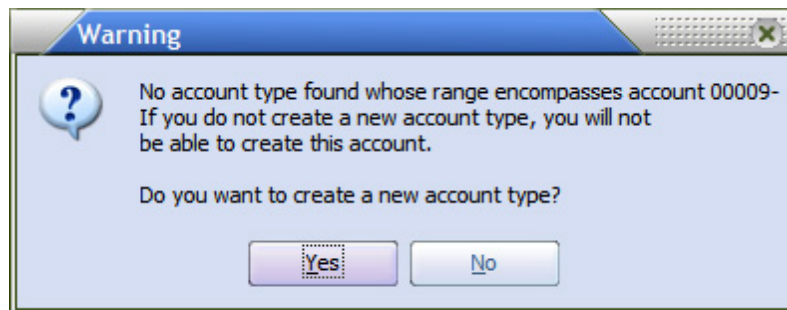
Example Here you have two Account Types defined, A1 and A2. Where "A" is the Class and the number is the Category on the GL Account.

Type	Lower Acct	Upper Acct
A1	10000	20000
A2	30000	40000

You now if you create a new account 31000, which falls within type A2. The entrée system will assign type A2 to account 31000. Now if you change the Ranges of the types A1 and A2 as shown below.

A1	10000	32000
A2	33000	40000

Now account 31000 falls within type A1, but no type re-assignment has occurred. entrée will recognize this and ask if you want to assign account 31000 a new type. In this case, the new type is A1. Under this condition, the type assigned to the account must change.



The entrée system will recognize this problem and a Warning dialog will display **"No account type found whose range encompasses account 31000- If you do not create a new account type, you will not be able to create this account. Do you want to create a new account type?"**. Click **Yes** here to create the new account type.

In the figure here the summary account 31000-000 is included amongst those that will have their types updated. The new Type will be A1.



Account	Description	Type
31000-	Preferred Stock	A2
31000-000	Preferred Stock	A2

- Regardless of whether or not you want to see the list of accounts that need new types, a Confirm dialog will ask "Are you ready to update the account types?" If you want to update those accounts click **Yes** here.
- The GL Accounts that require new types dialog will open and display the Account, Description and Type for each account requiring new types. The summary account 31000-000 will be included amongst those that will have their types updated.
- When you update the accounts will have their types updated, pending changes will be saved to the account type file, and you will be returned to the Account Type Range window.

GL Departments

9 GL Departments

Setting up General Ledger Departments allows you to create department descriptions for use in various General Ledger reports.

The account initialization process requires that a default Department Code must be specified if the "Departments" feature is enabled for the General Ledger. The default value for Department Code is "100".

1. Before you begin Departments must be turned on in **GL Company Maintenance** where you will check the **Allow Departments** option box.

2. Next decide if you want to **Departmentalize Income/Earnings**. If you want to calculate net income and retained earnings separately for each department at period and year close check this field. This option is only available when departments are allowed.

Access

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select the **File** drop down menu.
4. Select the **Departments** option.

GL Company Maintenance

Company

Name: Madison Distribution

GL Link Company: 01

Address 1: 168 Boston Post Road

Address 2:

City, State, ZIP: Madison, CT 06443

Phone: 203/245-3999

Data File Location

Path to GL Files: C:\NECSSQL\01\

Share name:

Order Reports by: Sequence Number

Allow Departments

Departmentalize Income\Earnings

Default Accounts

Net Income: -

Retained Earnings: -

Suspense: 03255-

Starting Period: 01

Date of the Last Period Close: //

Date of the Last Year Close: //

AP Posting Cutoff Date: //

Next Journal Entry Number: 00000

The GL Departments window grid will be initialized with all existing departments. This window allows you to enter names for account department numbers. The department name is used on the Income Statement, Balance Sheet, and Trial Balance Report.

9.1 GL Department Controls

Add Button

Clicking the "Add" button is used to insert a new department into the department file. For more information on adding account types see the corresponding section below.

Delete Button

Clicking the "Delete" button is used to delete from the department file the department currently highlighted in the grid.

Cancel/Close Button

Clicking the "Cancel" button will allow you to cancel changes you're making to an existing department, or cancel the addition of a new department.

Clicking the "Close" Close button will close the Department Maintenance window. You will be taken back to the Main Menu after clicking this button.

Adding a Department

When you want to add a department click the "Add" button. The grid will display various controls that will allow you to initialize the new department.

Editing a Department

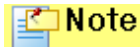
To edit a department, you can use one of the following commands.

Keyboard

Scroll to the department you want to edit and press the Enter key

Context Menu

Double left click the grid on the department you want to edit.



Note

Changes to an existing department, or the addition of a department, are automatically saved to the department file when the user finishes editing the department in the grid by tabbing off the Short Department Name field.

Department

The department is the unique identifier for the department, and can be any number from 000 to 999.

Long Department Name

Here you can enter a long department name up to 35 characters long. This field may be left blank.

Short Department Name

Here you can enter a short department name up to 15 characters long. This field may be left blank.

GL Account Maintenance

10 GL Account Maintenance

Setting up General Ledger Accounts is the second step in initializing the General Ledger, after you have created Account Types and their ranges accessed in the **entrée.GL > File > Account Types** dialog. It is here where you will spend the bulk of your time setting up the General Ledger.

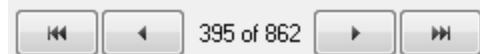
Access

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select the **File** drop down menu.
4. Select the **Accounts** option.

- The GL Account Maintenance dialog will open with the first available account from the account file displayed.

10.1 Controls

In the lower left hand corner of the GL Account Maintenance window is the record control. It displays the total number of items in the account file and has a series of 4 buttons.



First Record Button

Clicking the first record button will move you to the first item in the account file.

Prior Record Button

Clicking the prior record button will move you to the previous item in the account file.

Next Record Button

Clicking the next record button will advance you to the next item in the account file.

Last Record Button

Clicking the last record button will advance you to the last item in the account file.

Add Button

Clicking the "Add" button will insert a new account into the account file. For more information on adding an account, see the corresponding section below.

Delete Button

Clicking the "Delete" button will delete an account from the account file. An account must have a zero balance before it can be deleted. If you cannot delete an account, you may want to make it inactive.

OK Button

Clicking the "OK" button will save any pending changes to the account file and close the GL Account Maintenance window. You will be taken back to the Main Menu after clicking this button.

Cancel \ Close Button

- Clicking the "Cancel" button will allow you to cancel changes you're making to an existing account, or cancel the addition of a new account.
- Clicking the "Close" button will close the GL Account Maintenance window. You will be taken back to the Main Menu after clicking this button.

Apply Button

Clicking the "Apply" button will save any pending changes to the account file. This button is useful if you want to save pending changes, but not exit out of the GL Account Maintenance window.

10.2 Special File Operations

When you're first setting up General Ledger, it may be useful to copy a default chart of accounts, or a chart of accounts from another company, and then modify those that you want to retain and delete those that are not needed.

- Clicking the "Initialize" button will open the Create Accounts sub-window. For more information, see the [Create Accounts](#) section in this chapter.

10.3 Add GL Account

An account has a five-digit account number, and an optional three-digit department. The **Department** is only allowed when the **Allow Departments** check box is checked in GL Company Maintenance. The account number cannot be "00000", and the department, if allowed, cannot be "000".

A department of "000" is reserved for summary accounts. Summary accounts are created automatically by the system, whenever a new account is created which has a unique account major, and departments are allowed. Summary accounts consolidate information for an account group, that is, accounts that have the same account major. Summary accounts are for reporting purposes only, and are created as inactive accounts.



Example 1: The account major for all the accounts in this group is 75130.

75130-000	Warehouse Supplies (Summary)
75130-010	Warehouse Supplies - Domestic
75130-020	Warehouse Supplies - International

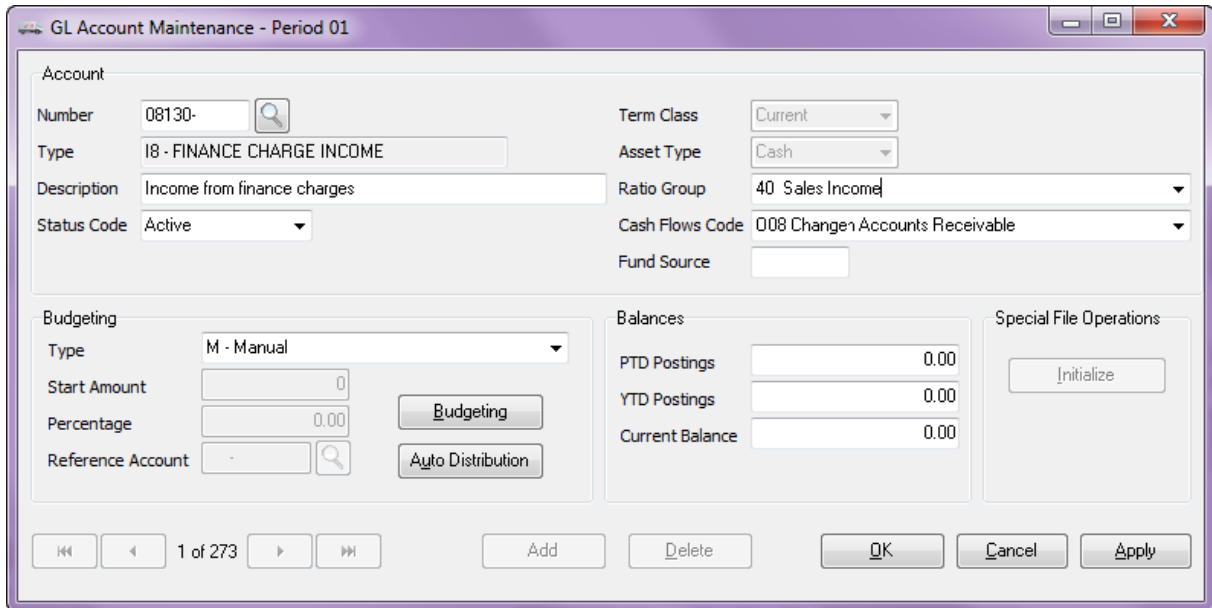


Example 2: The account major for all the accounts in this group is 41050.

41050-000	Early Payment Discounts (Summary)
41050-010	Early Payment Discounts - Domestic
41050-020	Early Payment Discounts - International

Keyboard Enter the account number into the Number edit box and hit the Tab or Enter key.

Button Press the "Add" button.

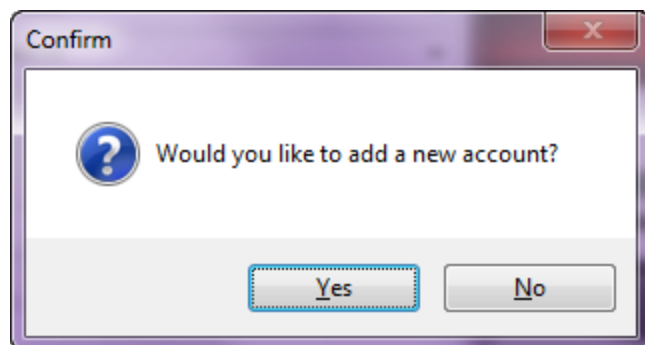


10.3.1 Account Information

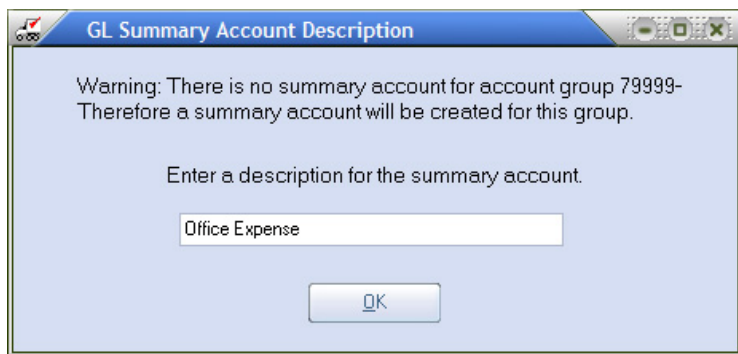
Number

Enter the account number here, adhering to the format discussed previously. A Confirm dialog that will be displayed "**Would you like to add a new account?**" Click **Yes** to continue.

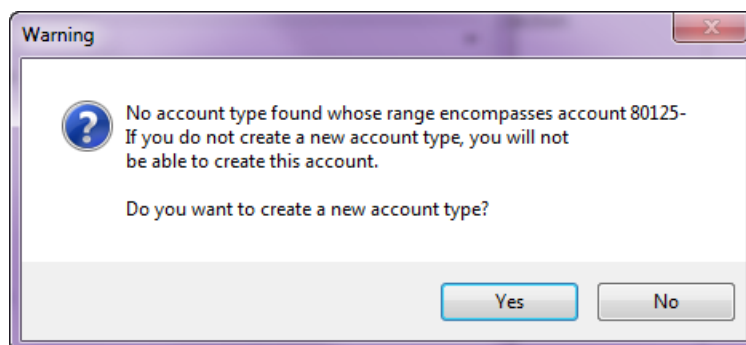
- If you've entered a new account via the keyboard without clicking the **Add** button you will also see the Confirm message box.



- **Departments** - If departments are allowed and if the account number is unique, you will be asked to enter a GL Summary Account Description for the summary account that will be automatically created. Enter an account description up to 35 characters long, like "Cash On Hand". The description entered here will be copied to the Description field (see below). Once you enter a description for a summary account, you will not be asked to enter it again for other new accounts in that account group.
- The new account number is displayed in the window. Click the **OK** button to close the window.



- If the new account number does not fall within an account type range, you will be asked if you want to create a new account type. Note that the new account is displayed in the window.



- If you do not want to create a new Account Type click the **No** button.
- If you want to create a new Account Type click the **Yes** button. The GL Account Type Maintenance window will be displayed, and you can create a new account type whose range encompasses the new account. Upon closing GL Account Type Maintenance, you will be returned back to the GL Account Maintenance window.
- If the major of the new account number does not fall within an account type range, you will be asked again if you want to create a new GL Account Type.

Type

This field is informational only and cannot be edited. The account type will be determined by the system based upon the value of the account major accessed in the **entrée.GL > File > Account Types** dialog.

Description

Here you can enter an account description up to 35 characters long, such as "Cash On Hand". This field may be left blank. This account description will be assigned to the account that is currently being added or edited.

Status Code

The status determines whether the account is **Active** or **Inactive**. Click the drop down button and choose the status for this new account.

- When an account is active, it can be selected anywhere in entrée where a GL Account is requested.
- When inactive, the account cannot be selected.
- Summary accounts are always inactive and cannot be changed to active, therefore, this field will be informational only and cannot be edited for summary accounts.

Term Class

Click the drop down button to choose the Term Class for the account either **Current** or **Long Term**. A term is only associated with Asset and Liability type accounts. This field allows the Balance Sheet to segregate accounts as either current or long term. For all other account types, this field is informational only and cannot be edited.

Asset Type

Click the drop down button to choose the Asset Type for the account. Options are: **Amortized**, **Cash**, **Depreciated** or **Non Cash**.

- When adding a new account simply retain the default (Cash).
- This field is associated with the Statement of Cash Flows report.
- Since only Asset accounts have an Asset Type, this field will only be enabled for Asset account types. For all other account types this field is informational only and cannot be edited.

Ratio Group

Use the drop down menu to make a selection.

Ratio Group
10 Cash Accounts
11 A/R Trade Accounts except Doubtful Accounts
12 A/R Trade Doubtful Accounts
13 Inventory
14 Inventory Supplies
15 Miscellaneous Assets
16 PrePaid Expenses
20 Accounts Payable Trade and Refunds Owed
21 Other Payables
22 Lease Obligations

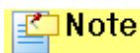
Cash Flows Code

Use the drop down menu to make a selection.

Cash Flows Code
004 Depreciation and Amortization
008 Change in Accounts Receivable
012 Change in Inventory
016 Change in Prepaid Expenses
020 Change in Accounts Payable and Accrued Expenses
024 Change in Interest and Income Taxes Payable
028 Change in Deferred Taxes
032 Change in Other Liabilities
105 Capital Expenditures
110 Gain or Loss on Sale of Facilities

Fund Source**10.3.2 Budgeting Information**

Budget and auto distribution information can be entered any time, but it is most convenient to enter this information when you create an account. For a complete discussion of budgeting and auto distributions, see the corresponding sections below.



Only active accounts can have budgeting and auto distribution information modified.

Type

Click the drop down button and choose the budgeting Type for this account from these options:

- **L** - % of Last Period, this account
- **R** - % of Budgeting Reference Account

- **M** - Manual


Start Amount

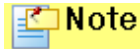
This field is only enabled when the user chooses budgeting type "**L - % of Last Period, this account**". This field is the dollar amount of the beginning budget.

Percentage

This field is only enabled when the user chooses budgeting type "**L - % of last Period, this account**", or "**R - % of Budgeting Reference Account**". This field is the percentage that will be applied to each period, or the percentage of the budget to be applied to this account.

Reference Account

This field is only enabled when the user chooses budgeting type "**R - % of Budgeting Reference Account**". Enter the account you want to use as the reference account. If you do not know the account number, you can click the  search button or press the F5 key to display the GL Account Search screen.



The Reference Account cannot be the same as the account currently being edited.

Budgeting Button

Clicking the "Budgeting" button will display the GL Budget window. For more information, see the section [Entering Budget Information](#) section later in this chapter.

Auto Distribution Button

Clicking the "Auto Distribution" button will display the GL Distribution window. For more information, see the section [Entering Auto Distribution Information](#) section later in this chapter.

10.3.3 Balances Information

PTD Postings

This shows the total period to date postings to the account. This field is informational only and cannot be edited.

YTD Postings

This shows the total year to date postings to the account. This field is informational only and cannot be edited.

Current Balance

This shows the cumulative current balance for the account. This field is informational only and cannot be edited.

10.4 Create Accounts

This window allows you to create a set of accounts by either copying the accounts from an existing account file of a different GL Company, or by generating a set of predefined default accounts.

- To see a list of the predefined accounts, see the sections below, [Default Accounts with Departments](#), and [Default Accounts without Departments](#) topics

Select Source of Accounts**Default Accounts**

Clicking the Default Accounts option will select predefined default accounts as the source for the new accounts. The default accounts are listed below under Default Accounts.

GL Accounts File

Clicking the **GL Accounts File** option will allow you to select a company as the source for the new accounts.

**Select a Company as a source for the accounts**

Clicking the drop down menu button and choose the company from the list to use as the source for the new accounts.

Generate Accounts without Departments

Clicking the "Generate Accounts with Departments" button will create the accounts, and close the create accounts sub-window. This button will only be enabled when departments are not allowed.

Generate Accounts with Departments

Clicking the "Generate Accounts with Departments" button will create the accounts, and close the create accounts sub-window. This button will only be enabled when departments are allowed.

Cancel Button

Clicking the "Cancel" button will close the create accounts sub-window, without creating any accounts.

10.4.1 Entering Auto Distribution Information

Automatic distribution allows you to distribute a journal entry amount for a particular account to predetermined accounts with predetermined percentages. Once you have set up the auto distribution accounts, the auto distribution option is enabled.

You may use the auto distribution option when creating journal entries for the current period. Journal entries that are created and posted during Updating GL, and journal entries created from the Post to Previous Period window do not use this option.

Only journal entries created and modified from the Create Journal Entry and Edit Journal Entry windows use this option. See Making Journal Entries for more information.

Clicking the **Auto Distribution** button from the GL Account Maintenance window will allow you to enter distribution accounts and percentages for the account currently being edited.

Number	Account	Percent
01	11030-	25.00
02	18030-	75.00
03		0.00
04		0.00
05		0.00
06		0.00
07		0.00
08		0.00
09		0.00
10		0.00

Number

This is the account currently being edited in the GL Account Maintenance window. This field is informational only and cannot be edited.

Current Balance

This shows the cumulative current balance for the account. This field is informational only and cannot be edited.

PTD Postings

This shows the total period to date postings to the account. This field is informational only and cannot be edited.

OK Button

Clicking the "OK" button will inform the GL Account Maintenance window whether or not there are auto distribution changes pending for the current account. This will also close the Auto Distribution window and return you to the GL Account Maintenance window.

Cancel Button

Clicking the "Cancel" button will allow you to undo any changes you may have made to any of the distribution accounts or percentages. This will also inform the GL Account Maintenance window that there are no auto distribution changes pending to the current account.

10.4.2 Editing an Account / Percent

To edit an account/percent, you can use one of the following commands.


Keyboard

Scroll to the account you want to edit and press the Enter key.

Context Menu

Double left click the grid on the account you want to edit.

Account

This is the account to which you will distribute the journal entry. If you do not know the account number, you can press  search button or the F5 key to display the GL Account Search screen. Every distribution account must have a percent greater than zero. You can have up to ten distribution accounts.

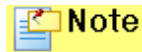
Account
71172-

Percent

This is the percent of the journal entry amount that will be distributed to the distribution account. The percent must be from 0.01 to 100, inclusive. The total percent of all the distribution accounts must be 100.00, and every non-zero percent must have an account.



Example Assume that for account 11010, you distribute 25% to account 71171 and 75% to account 18025. If you then create a journal entry for an amount of 100.00 to account 11010, and select Automatic Distribution, the journal entry would automatically distribute -25.00 to account 71171 and -75.00 to account 18025.



Note To delete a distribution account, just blank out the account number, and set the percent to zero.

10.5 Entering Budget Information

Budgeting allows you to enter amounts for any period for the current year (This Year Budget) as well as the previous year (Last Year Budget). When you close General Ledger, the budget for the current periods are transferred to the budget for the previous periods.

Clicking the "**Budgeting**" button from the GL Account Maintenance window will allow you to enter budget amounts for the account currently being edited.

GL Budget				
Account				
Number	11010- CASH ON HAND			
Current Balance	-54.35			
PTD Postings	-54.35			
Period	This Year Budget	This Year Balance	Last Year Budget	Last Year Balance
01	100500	0.00	0	0.00
02	75375	0.00	0	0.00
03	56531	0.00	0	0.00
04	42398	0.00	0	0.00
05	31798	0.00	0	0.00
06	23848	0.00	0	0.00
07	17886	0.00	0	0.00
08	13414	0.00	0	0.00
09	10060	0.00	0	0.00
10	7545	0.00	0	0.00
11	5659	0.00	0	0.00
12	4244	0.00	0	0.00
13	0	0.00	0	0.00
This Year Total	389258		Last Year Total	0

OK Cancel

Number

This is the account currently being edited in the GL Account Maintenance window. This field is informational only and cannot be edited.

Current Balance

This shows the cumulative current balance for the account. This field is informational only and cannot be edited.

PTD Postings

This shows the total period to date postings to the account. This field is informational only and cannot be edited.

10.5.1 Budget Controls

Period

This is the period. This field is informational only and cannot be edited.

This Year Budget

This is the budget amount for the current year.

This Year Balance

When you close a period, this field will be updated with the balance for the current account. The period updated will be the period being closed. If the current account is an income statement account, this field will be updated with the period-to-date balance. If the current account is a balance sheet account, this field will be updated with the current balance.

When you close the year, the This Year Balance amounts are copied to Last Year Balance period by period, and the amounts for This Year Balance for all periods are set to zero. This field is informational only and cannot be edited.

Last Year Budget

This is the budget amount for last year.

Last Year Balance

When you close the year, the This Year Balance amounts are copied to Last Year Balance period by period, and the amounts for This Year Balance for all periods are set to zero. This field is informational only and cannot be edited.

OK Button

Clicking the "OK" button will inform the GL Account Maintenance window whether or not there are budget changes pending for the current account. This will also close the Budget window and return you to the GL Account Maintenance window.

Cancel Button

Clicking the "Cancel" button will allow you to undo any changes you may have made to any of the amounts. This will also inform the GL Account Maintenance window that there are no budget changes pending for the current account.

10.5.2 Entering / Editing an Amount

To edit an amount, you can use one of the following commands.

Keyboard

Scroll to the period you want to edit and press the Enter key.

Context Menu

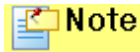
Double left click the grid on the period you want to edit.

- When the Budget window is first opened, the budget grid will contain the existing budget amounts.

M - Manual budget type from the General Ledger Account Maintenance window. Manual budgeting is used for accounts whose budgeted amounts don't follow a pattern.

R - % of Budgeting Reference Account type budgeting is used to budget two accounts whose activity is related, and requires recalculation, which is currently not supported by entrée.

L - % of Last Period, this account the start amount and percent entered from the General Ledger Account Maintenance window will be used to calculate new budget amounts. These amounts will automatically be put into the This Year Budget fields. The start amount will be put into period 01. Subsequent periods will have an amount equal to the amount of the previous period times the percent. This type of budgeting is used for accounts that are expected to show a pattern of growth or decline.

**Note**

You should budget sales income (revenue) as a credit by entering a negative number. In general, you should enter a negative amount for any account that normally has a credit balance.

10.6 Deleting an Account

Click the **Delete** button to delete the current account. During the delete process a Confirm dialog box will display "**Are you sure you want to delete this account?**" Click the **Yes** button to continue and the **No** button to cancel the deletion process.

You may see a warning message displayed saying "**All balances must be zero in order to delete this account.**" Click **OK** to close the warning. If you cannot delete the account, you may want to make it **inactive** instead.

10.7 Default Accounts without Departments

11010-	Cash in Banks (System Checking)	A1
11011-	Cash in Banks (Manual Checking)	A1
11020-	Cash on Hand	A1
11025-	Marketable Securities	A1
11030-	Accounts Receivable	A1
11040-	Allowance for Doubtful Accounts	A1
11050-	Inventory (Finished Goods)	A1
11051-	Inventory (Work in Progress)	A1
11052-	Non-stock Inventory - Miscellaneous	A1
11053-	Inventory Adjustment	A1
18000-	Fixed Assets - Default Account	A2
18005-	Fixed Assets - Accumulated Deprec	A2
18010-	Office Furniture and Equipment	A2
18015-	Office Furniture/Equipment-Accm. Dep	A2
18020-	Warehouse Equipment	A2
18025-	Warehouse Equipment - Accum. Deprec	A2
18030-	Vehicles	A2
18035-	Vehicles - Accumulated Depreciation	A2
18040-	Computer Equipment	A2
18045-	Computer Equipment - Accum. Deprec	A2
18080-	Building (Warehouse)	A2
18085-	Building (Warehouse) - Accum. Deprec	A2
18090-	Real Estate Property	A2
18095-	Real Estate Property - Accum. Dep	A2
19010-	Deposits	A3
19030-	Insurance (Pre-paid)	A3
20010-	Accounts Payable	L1
20020-	Interest Payable	L1
20030-	Deposits	L1
20050-	Retainer	L1
21010-	Purchase Discounts Taken	L1
21060-	Employee State Tax Withheld	L1
21310-	Sales Tax Payable	L1
21320-	Miscellaneous Tax Payable	L1
23090-	Property Tax Payable	L1
23110-	Federal Income Tax Payable	L1
23120-	State Income Tax Payable	L1
23220-	Miscellaneous Taxes Payable	L1
23301-	Employee Deduction Payable - Type 1	L1
23302-	Employee Deduction Payable - Type 2	L1
23303-	Employee Deduction Payable - Type 3	L1
23304-	Employee Deduction Payable - Type 4	L1
23305-	Employee Deduction Payable - Type 5	L1
23306-	Employee Deduction Payable - Type	L1
23307-	Employee Deduction Payable - Type	L1
23308-	Employee Deduction Payable - Type	L1
29010-	Notes Payable	L2
31010-	Capital Stock	E1
31015-	Capital Stock Dividends	E1
31020-	Net Income	E1
31030-	Retained Earnings (Default),	E1

39999-	Suspense (Default)	E1
71010-	Advertising	X1
71171-	Commissions - Default	X1
71172-	Hourly Rate Wages	X1
71173-	Piecework Wages	X1
71174-	Sick Pay Wages	X1
71175-	Vacation Pay Wages	X1
71176-	Holiday Pay Wages	X1
71177-	Personal Pay Wages	X1
71178-	Other Pay Wages	X1
71180-	Contract Labor	X1
75105-	Consulting Services - General	X1
75106-	Repair and Maintenance - General	X1
75125-	Office Space Rental	X1
75140-	Miscellaneous Expense	X1
76110-	Interest Expense	X1
77110-	Depreciation Expense	X1
78110-	Insurance Expense	X1
81020-	Interest Income	I1
81025-	Finance Charge Income	I1
81030-	Discounts Taken	I1
91010-	SUTA Expense	T1
91020-	FUTA Expense	T1
91030-	SDI Expense	T1
91040-	FICA Expense	T1
91110-	State Income Tax Expense	T1
91120-	Federal Income Tax Expense	T1
91130-	Sales Tax Expense	T1
91140-	Other Taxes	T1
92010-	Property Tax Expense	T1

10.8 Default Accounts with Departments

11010-	Cash in Banks (System Checking)	A1
11010-000	Cash in Banks	A1
11011-	Cash in Banks (Manual Checking)	A1
11011-000	Cash in Banks (Manual Checking)	A1
11020-	Cash on Hand	A1
11020-000	Cash on Hand	A1
11025-	Marketable Securities	A1
11025-000	Marketable Securities	A1
11030-	Accounts Receivable	A1
11030-000	Accounts Receivable	A1
11040-	Allowance for Doubtful Accounts	A1
11040-000	Allowance for Doubtful Accounts	A1
11050-	Inventory (Finished Goods)	A1
11050-000	Inventory (Finished Goods)	A1
11051-	Inventory (Work in Progress)	A1
11051-000	Inventory (Work in Progress)	A1
11052-	Non-stock Inventory - Miscellaneous	A1
11052-000	Non-stock Inventory - Miscellaneous	A1
11053-	Inventory Adjustment	A1
11053-000	Inventory Adjustment	A1
18000-	Fixed Assets - Default Account	A2
18000-000	Fixed Assets - Default Account	A2
18005-	Fixed Assets - Accumulated Deprec	A2
18005-000	Fixed Assets - Accumulated Deprec	A2
18010-	Office Furniture and Equipment	A2
18010-000	Office Furniture and Equipment	A2
18015-	Office Furniture/Equipment-Accm. Dep	A2
18015-000	Office Furniture/Equipment-Accm. Dep	A2
18020-	Warehouse Equipment	A2
18020-000	Warehouse Equipment	A2
18025-	Warehouse Equipment - Accum. Deprec	A2
18025-000	Warehouse Equipment - Accum. Deprec	A2
18030-	Vehicles	A2
18030-000	Vehicles	A2
18035-	Vehicles - Accumulated Depreciation	A2
18035-000	Vehicles - Accumulated Depreciation	A2
18040-	Computer Equipment	A2
18040-000	Computer Equipment	A2
18045-	Computer Equipment - Accum. Deprec	A2
18045-000	Computer Equipment - Accum. Deprec	A2
18080-	Building (Warehouse)	A2
18080-000	Building (Warehouse)	A2
18085-	Building (Warehouse) - Accum. Deprec	A2
18085-000	Building (Warehouse) - Accum. Deprec	A2
18090-	Real Estate Property	A2
18090-000	Real Estate Property	A2
18095-	Real Estate Property - Accum. Dep	A2
18095-000	Real Estate Property - Accum. Dep	A2
19010-	Deposits	A3
19010-000	Deposits	A3
19030-	Insurance (Pre-paid)	A3

19030-000	Insurance (Pre-paid)	A3
20010-	Accounts Payable	L1
20010-000	Accounts Payable	L1
20020-	Interest Payable	L1
20020-000	Interest Payable	L1
20030-	Deposits	L1
20030-000	Deposits	L1
20050-	Retainer	L1
20050-000	Retainer	L1
21010-	Purchase Discounts Taken	L1
21010-000	Purchase Discounts Taken	L1
21060-	Employee State Tax Withheld	L1
21060-000	Employee State Tax Withheld	L1
21310-	Sales Tax Payable	L1
21310-000	Sales Tax Payable	L1
21320-	Miscellaneous Tax Payable	L1
21320-000	Miscellaneous Tax Payable	L1
23010-000	Payroll Taxes Payable	L1
23010-110	Payroll Taxes Payable - FICA	L1
23010-120	Payroll Taxes Payable - SUTA	L1
23010-130	Payroll Taxes Payable - FUTA	L1
23020-000	Employee Tax Payable	L1
23020-110	Employee Tax Payable - FWT	L1
23020-120	Employee Tax Payable - FICA	L1
23020-130	Employee Tax Payable - SWH	L1
23020-140	Employee Tax Payable - SDI	L1
23090-	Property Tax Payable	L1
23090-000	Property Tax Payable	L1
23110-	Federal Income Tax Payable	L1
23110-000	Federal Income Tax Payable	L1
23120-	State Income Tax Payable	L1
23120-000	State Income Tax Payable	L1
23220-	Miscellaneous Taxes Payable	L1
23220-000	Miscellaneous Taxes Payable	L1
23301-	Employee Deduction Payable - Type 1	L1
23301-000	Employee Deduction Payable - Type 1	L1
23302-	Employee Deduction Payable - Type 2	L1
23302-000	Employee Deduction Payable - Type 2	L1
23303-	Employee Deduction Payable - Type 3	L1
23303-000	Employee Deduction Payable - Type 3	L1
23304-	Employee Deduction Payable - Type 4	L1
23304-000	Employee Deduction Payable - Type 4	L1
23305-	Employee Deduction Payable - Type 5	L1
23305-000	Employee Deduction Payable - Type 5	L1
23306-	Employee Deduction Payable - Type	L1
23306-000	Employee Deduction Payable - Type	L1
23307-	Employee Deduction Payable - Type	L1
23307-000	Employee Deduction Payable - Type	L1
23308-	Employee Deduction Payable - Type	L1
23308-000	Employee Deduction Payable - Type	L1
29010-	Notes Payable	L2
29010-000	Notes Payable	L2
31010-	Capital Stock	E1

31010-000	Capital Stock	E1
31015-	Capital Stock Dividends	E1
31015-000	Capital Stock Dividends	E1
31020-	Net Income	E1
31020-000	Net Income	E1
31020-010	Net Income - Domestic	E1
31020-020	Net Income - International	E1
31030-	Retained Earnings (Default),	E1
31030-000	Retained Earnings	E1
31030-010	Retained Earnings (Domestic)	E1
31030-020	Retained Earnings (International)	E1
39999-	Suspense (Default)	E1
39999-000	Suspense	E1
41010-000	Sales	S1
41010-010	Sales - Domestic	S1
41010-020	Sales - International	S1
41020-000	Service	S1
41020-010	Service - Domestic	S1
41020-020	Service - International	S1
41030-000	Returns and Allowances	S1
41030-010	Returns and Allowances - Domestic	S1
41030-020	Returns and Allowances - International	S1
41040-000	Sales Discounts	S1
41040-010	Sales Discounts - Domestic	S1
41040-020	Sales Discounts - International	S1
41050-000	Early Payment Discounts	S1
41050-010	Early Payment Discounts - Domestic	S1
41050-020	Early Payment Discounts - International	S1
51001-000	Cost of Goods (Stock)	C1
51001-010	Cost of Goods (Stock) - Domestic	C1
51001-020	Cost of Goods (Stock) - International	C1
51200-000	Cost of Goods (Non-Stock)	C1
51200-010	Cost of Goods (Non-Stock) - Domestic	C1
51200-020	Cost of Goods (Non-Stock) - International	C1
52010-000	Freight	C1
52010-010	Freight - Domestic	C1
52010-020	Freight - International	C1
53100-000	Purchase Variance	C1
53100-010	Purchase Variance - Domestic	C1
53100-020	Purchase Variance - International	C1
71010-	Advertising	X1
71010-000	Advertising	X1
71170-000	Salaries	X1
71170-010	Salaries - Domestic	X1
71170-020	Salaries - International	X1
71170-100	Salaries - Office	X1
71170-200	Salaries - Warehouse	X1
71171-	Commissions - Default	X1
71171-000	Commissions	X1
71171-010	Commissions - Domestic	X1
71171-020	Commissions - International	X1
71172-	Hourly Rate Wages	X1
71172-000	Hourly Rate Wages	X1

71172-010	Hourly Rate Wages - Domestic	X1
71172-020	Hourly Rate Wages - International	X1
71173-	Piecework Wages	X1
71173-000	Piecework Wages	X1
71173-010	Piecework Wages - Domestic	X1
71173-020	Piecework Wages - International	X1
71174-	Sick Pay Wages	X1
71174-000	Sick Pay Wages	X1
71174-010	Sick Pay Wages - Domestic	X1
71174-020	Sick Pay Wages - International	X1
71175-	Vacation Pay Wages	X1
71175-000	Vacation Pay Wages	X1
1175-010	Vacation Pay Wages - Domestic	X1
71175-020	Vacation Pay Wages - International	X1
71176-	Holiday Pay Wages	X1
71176-000	Holiday Pay Wages	X1
71176-010	Holiday Pay Wages - Domestic	X1
71176-020	Holiday Pay Wages - International	X1
71177-	Personal Pay Wages	X1
71177-000	Personal Pay Wages	X1
71177-010	Personal Pay Wages - Domestic	X1
71177-020	Personal Pay Wages - International	X1
71178-	Other Pay Wages	X1
71178-000	Other Pay Wages	X1
71178-010	Other Pay Wages - Domestic	X1
71178-020	Other Pay Wages - International	X1
71179-000	Overtime/Doubletime Wages	X1
71179-010	Overtime/Doubletime Wages - Domestic	X1
71179-020	Overtime/Doubletime Wages - Intntnl	X1
71180-	Contract Labor	X1
71180-000	Contract Labor	X1
75105-	Consulting Services - General	X1
75105-000	Consulting Services	X1
75105-010	Consulting Services - Domestic	X1
75105-020	Consulting Services - International	X1
75106-	Repair and Maintenance - General	X1
75106-000	Repair and Maintenance	X1
75106-010	Repair and Maintenance - Domestic	X1
75106-020	Repair and Maintenance - Internatnl	X1
75110-000	Office Supplies	X1
75110-010	Office Supplies - Domestic	X1
75110-020	Office Supplies - International	X1
75120-000	Postage	X1
75120-010	Postage - Domestic	X1
75120-020	Postage - International	X1
75125-	Office Space Rental	X1
75125-000	Office Space Rental	X1
75130-000	Warehouse Supplies	X1
75130-010	Warehouse Supplies - Domestic	X1
75130-020	Warehouse Supplies - International	X1
75140-	Miscellaneous Expense	X1
75140-000	Miscellaneous Expense	X1
75140-010	Miscellaneous Expense - Domestic	X1

75140-020	Miscellaneous Expense - Internatnl	X1
76110-	Interest Expense	X1
76110-000	Interest Expense	X1
77110-	Depreciation Expense	X1
77110-000	Depreciation Expense	X1
78110-	Insurance Expense	X1
78110-000	Insurance Expense	X1
81020-	Interest Income	I1
81020-000	Interest Income	I1
81025-	Finance Charge Income	I1
81025-000	Finance Charge Income	I1
81030-	Discounts Taken	I1
81030-000	Discounts Taken	I1
81040-000	Miscellaneous Revenue	I1
81040-010	Miscellaneous Revenue - Domestic	I1
81040-020	Miscellaneous Revenue - Internatnl	I1
91010-	SUTA Expense	T1
91010-000	SUTA Expense	T1
91020-	FUTA Expense	T1
91020-000	FUTA Expense	T1
91030-	SDI Expense	T1
91030-000	SDI Expense	T1
91040-	FICA Expense	T1
91040-000	FICA Expense	T1
91110-	State Income Tax Expense	T1
91110-000	State Income Tax Expense	T1
91120-	Federal Income Tax Expense	T1
91120-000	Federal Income Tax Expense	T1
91130-	Sales Tax Expense	T1
91130-000	Sales Tax Expense	T1
91140-	Other Taxes	T1
91140-000	Other Taxes	T1
92010-	Property Tax Expense	T1
92010-000	Property Tax Expense	T1

GL Create Journal Entries

11 GL Create Journal Entries

The journal is the record keeping device in which you record transactions. It is a chronological record of transactions, where each individual transaction is called a journal entry. A journal entry is a list of the accounts and the amounts posted to each account within the entry.

When you first open the **GL Create Journal Entries** window, you are starting a Journal Entry Session. Journal entries are created and optionally posted during a session.

When the Journal Entry window is closed, unposted and voided entries are saved to the unposted entry file, and the session is completed. Unposted entries can be posted later on, and voided entries are removed when you close the period or year.

When you create a journal entry, the account balances are not immediately affected. You must post the journal entry in order to update the account balances.

Access

entrée V3 Use menu path: **Accounting > General Ledger > Manage Entries > Journal Entry.**

entrée V4 SQL

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select the **Manage Entries** drop down menu.
4. Select the **Journal Entry** option.

GL Create Journal Entries - Period 01

Entry

Number: 00000 Date: 04/15/14
Reference: Contributions Auto Reverse: N
Description: local charity contributions

Account	Account Description	Detail Description	Amount
08620-	CONTRIBUTIONS	Donation Little League team shirts	455.00
01000-	PETTY CASH	Donation Little League team shirts	-455.00

New Detail Delete Detail

Balance: 0.00
Batch: 455.00

Print Entries Void Post Add Entry OK Cancel Apply

11.1 The Session Log Window

- During a **Create Journal Entry** a session log will be maintained.
- This log is displayed whenever an entry is saved to the temporary file by clicking the **"Apply"** button, or whenever an entry is voided by clicking the **"Void"** button.
- When a new entry is created or an entry is selected from the temporary file the session log window is hidden.

Entries	1
Credits	-455.00
Debits	455.00
Batch	455.00

Entries

The number of entries created during the session. This number includes entries that are voided.

Credits

Total credits (negative amounts) for all non-voided entries created during the session.

Debits

Total debits (positive amounts) for all non-voided entries created during the session.

Batch

The batch amount entered in the batch window. The batch amount is only displayed when a batch amount other than zero has been entered in the batch window.

The screenshot displays the 'GL Create Journal Entries - Period 01' application window. At the top, there's an 'Entry' section with input fields for 'Number', 'Reference', and 'Description', and dropdowns for 'Date' (set to 01/09/15) and 'Auto Reverse'. Below this is a table with four columns: 'Account', 'Account Description', 'Detail Description', and 'Amount'. A session log dialog box is open over the table, showing a summary: 'Entries: 1', 'Credits: -2500.00', and 'Debits: 2500.00'. At the bottom of the main window, there are several buttons: 'New Detail', 'Delete Detail', 'Print Entries', 'Void', 'Post', 'Add Entry' (highlighted with a red box), 'OK', 'Cancel', and 'Apply'. A 'Balance' field on the right shows '0.00'.

11.2 Controls

Void Button

Clicking the "Void" button will allow you to void the entry.

Post Button

Clicking the "Post" button will allow you to post balanced entries.

Add Entry Button

Clicking the "Add Entry" button will create a new entry with a unique entry number.

New Detail Button

Opens a line in the grid to enter new journal entries that are part of the batch amount entered using the batch window.

Delete Detail Button

Delete journal entries that were part of the batch amount entered using the batch window.

OK Button

Clicking the "OK" button will save the journal entries to the unposted entry file, close the Journal Entry window, and then take you back to the Main Menu.

Cancel/Close Button

Clicking the "Cancel" button will allow you to cancel changes you're making to an existing detail item, or allow you to void all the entries or save all the entries created during the session.

Clicking the "Close" button will close the Journal Entry window, and then take you back to the Main Menu. This button is only enabled when no entries exist on the temporary file.

Apply Button

Clicking the "Apply" button will save the current entry to a temporary entry file. This button is useful if you want to save entries, but not exit out of the Journal Entry window.

Print Entries

Clicking the "Print Entries" button will allow you to print the entries.

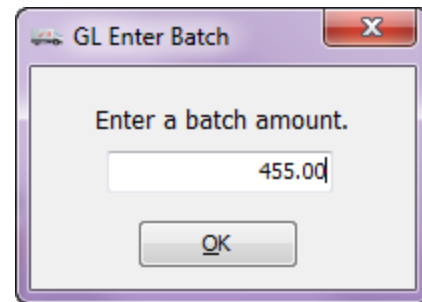
11.3 Create Journal Entry Process

When you first open the Journal Entry window, you are starting a Journal Entry Session. Journal entries are created and optionally posted during a session.

Prior to the Journal Entry window being opened, you will be allowed to enter a batch amount for the session. The batch amount allows you to verify journal entries by comparing the batch amount to the total debits from the journal entries created during the session.

1. **entrée V3** Use menu path: **Accounting > General Ledger > Manage Entries > Journal Entry.**
- or -
entrée V4 SQL Go to the **Add-Ons** ribbon menu > **entrée.GL > Manage Entries > Journal Entry.**
2. The **GL Enter Batch** window will display and allow you to enter a batch amount for the session.

- If you don't want a batch amount, simply accept the default amount of zero.
- Clicking the "OK" button will close the Batch window and open the Journal Entry window.



When the Journal Entry window is closed, unposted and voided entries are saved to the unposted entry file, and the session is completed. Unposted entries can be posted later on, and voided entries are removed when you close the period or year.

- Next go to [Add Journal Entry](#)

11.4 Add Journal Entry

3. The **GL Create Journal Entries** window opens. Here you will create an Entry and the journal entries associated with it in the grid below. Hit the **Enter** key to have the system assign the **Entry Number**.
4. Add **Entry Header** area information (field details follow).
5. Then follow the steps in the **Process to Add a New Journal Entry** section that follows.

Entry Header

A journal entry consists of the entry header (Entry Number, Reference, Description, Auto Reverse, and Date) and one or more entry detail items (Account, Description, and Amount).

Number

This is the number that uniquely identifies the entry. The entry number is maintained by entrée. This field is informational only and cannot be edited.

Reference

Enter up to 15 characters of information which can be used as a cross-reference, such as a check or voucher number. This field may be left blank.

Description

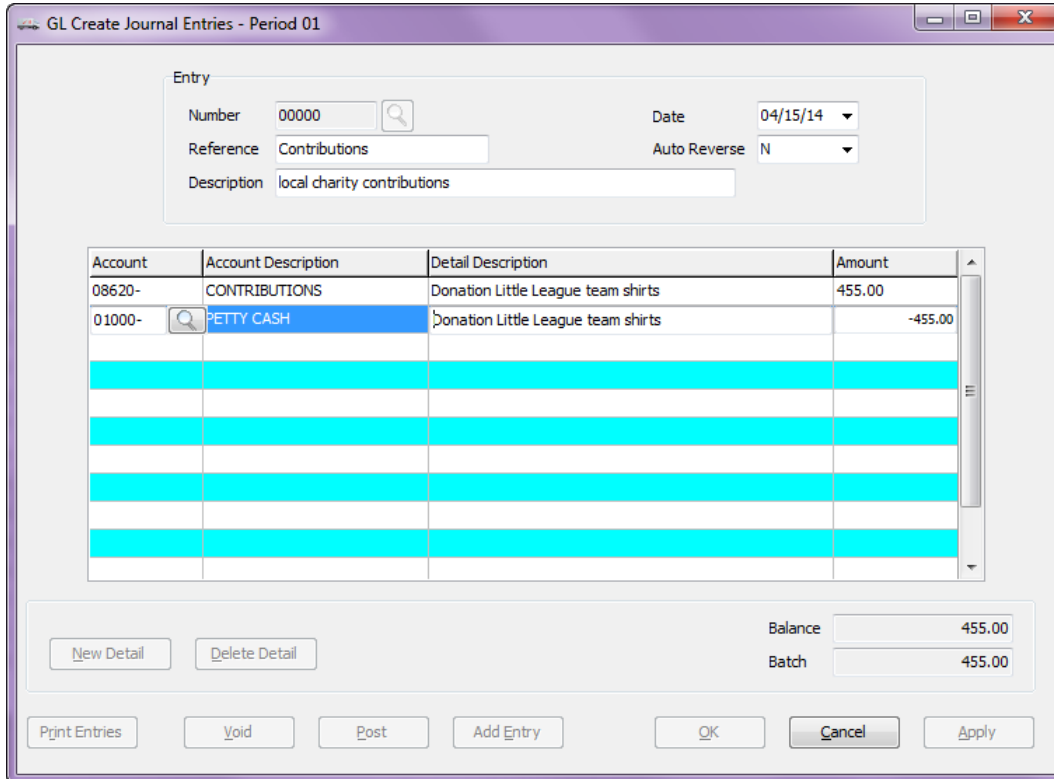
Enter up to 35 characters of information as a description of the entry. This field may be left blank.

Auto Reverse

Select "Y" to have General Ledger automatically reverse the entry on the first day of the next period, or you can accept the default "N". You should use reversing entries in accrual basis accounting only. Reversing entries are optional and used to simplify recording. Typically, reversing entries are made to record accrued (unrecorded) expenses or accrued revenues.

Date

Enter the entry date, or accept the default date which is the current date.



Entry

Number: 00000 Date: 04/15/14
Reference: Contributions Auto Reverse: N
Description: local charity contributions

Account	Account Description	Detail Description	Amount
08620-	CONTRIBUTIONS	Donation Little League team shirts	455.00
01000-	PETTY CASH	Donation Little League team shirts	-455.00

Balance: 455.00
Batch: 455.00

Buttons: New Detail, Delete Detail, Print Entries, Void, Post, Add Entry, OK, Cancel, Apply

Process to Add a New Journal Entry

When an entry is posted to General Ledger, the detail items in the entry will determine which accounts in General Ledger are updated, and the amount of the updates.

- A balanced entry has at least two detail items. The sum of all the debits (positive amounts) and the sum of all the credits (negative amounts) must cancel each other out for an entry to be balanced. Only balanced entries can be posted to General Ledger. A typical use of a journal entry is to create initial balances for various General Ledger accounts.
 - Any entry (whether it is balanced or not) can be saved to the unposted entry file, provided it has at least one detail item.
 - Voided entries are saved to the unposted entry file as well, but an entry that is going to be voided does not require any detail items, since any detail information is stripped out of the entry prior to saving it to the unposted entry file. Therefore, an entry can be voided regardless of whether or not it has any detail.
1. Click the **Add Entry** button to activate the GL Create Journal Entries window and create the new entry.
 2. Fill in the entry header information fields: Reference, Description, Date and Auto Reverse values.
 3. Click the **New Detail** button to add new details items in the grid below. The Account field will activate.

Account	Account Description	Detail Description	Amount
			0.00

4. Use the search tool to open the GL Account Search dialog and find and select the account for the first detail entry and click **OK**.

Account #	Type	Description
▶ 11010-	A1	Cash in Banks (System Checking)
11011-	A1	Cash in Banks (Manual Checking)
11020-	A1	Cash on Hand
11030-	A1	Accounts Receivable
11040-	A1	Allowance for Doubtful Accounts
11050-	A1	Inventory (Finished Goods)
11051-	A1	Inventory (Work in Progress)
11052-	A1	Non-stock Inventory - Miscellaneous
11053-	A1	Inventory Adjustment
18000-	A2	Fixed Assets - Default Account
18005-	A2	Fixed Assets - Accumulated Deprec.
18010-	A2	Office Furniture and Equipment

5. Continue to fill in the Detail Description and Amount using the Tab key in the entry grid. Explanations of the [Entry Grid Details](#) follow.

Account	Account Description	Detail Description	Amount
11020-	Cash on Hand		0.00

6. Click the **New Detail** button again to add the second entry in the grid to balance the first entry. Or if this is an unbalanced entry with one detail item in the grid go to step 8.
7. Perform step 4 and step 5 for the second detail entry in the grid.

Account	Account Description	Detail Description	Amount
11020-	Cash on Hand	Asset Account Balance	4500.00
20030-	Deposits	Asset Account Balance	-4500.00

8. You have two options right now.

- Click the **Post** button to post balanced entries. In the GL Post Journal Entries dialog click **Select All Balanced Entries** button then click the **Post** button. Click **Yes** on the Confirm message box displaying "Ready to Post?".
- Click the **Apply** button to save the current entry to a temporary entry file. This button is useful if you want to save entries, but not exit out of the Journal Entry window.

11.4.1 Journal Entry Grid

Account


This is the account to which you will distribute the journal entry. If you do not know the account number, you can press the F5 key to display the GL Account Search screen.

- If the account you selected has been setup for Auto Distribution, you will have the option to automatically distribute the amount. A Confirm dialog will display "Automatically distribute this amount?".
 - Click the **Yes** button to automatically distribute the amount entered for the account to the account(s) setup for distribution.
 - Click the **No** button to reject automatic distribution.
- For more information see the **GL Account Maintenance** section on Entering Auto Distribution Information.



Example Assume account 11010 is configured to distribute 25% to account 71171 and 75% to account 18025. If you then create a journal entry for an amount of 100.00 to account 11010, and select Automatic Distribution, the journal entry will automatically distribute 25.00 to account 71171 and 75.00 to account 18025.

Account	Account Description	Detail Description	Amount
11010-	Cash in Banks (System Checking)		100.00
71171-	Commissions - Default		-25.00
18025-	Warehouse Equipment - Accum. Depi		-75.00

 **Caution** In order to maintain an accurate record of your prior year net income and retained earnings, it is recommended that you do NOT make manual journal entries to the **GL Default Net Income** and the **Default Retained Earnings** accounts.

Default Net Income Account

If the account you selected is the GL Default Net Income account, a Confirm dialog will display "You are creating an entry to the default Net Income account. Are you sure you want to do this?". Click the **Yes** button to continue editing the detail. Click the **No** button to return focus to the account so that it can be changed.

Default Retained Earnings Account

If the account you selected is the GL Default Retained Earnings account, a Confirm dialog will display "You are creating an entry to the default Retained Earnings account. Are you sure you want to do this?". Click the **Yes** button to continue editing the detail. Click the **No** button to return focus to the account so that it can be changed. See [GL Company Maintenance](#) for more information.

Description

This 35-character field might contain account-specific reference information. This field may be left blank.

Amount

This amount will be distributed to the account. A positive amount is a debit, and a negative amount is a credit. The amount cannot be zero.

Balance

This field shows the total of all the amounts for the current entry. This field is informational only and cannot be edited.

Batch

The batch amount entered in the batch window. Batch is only displayed when a batch amount other than zero has been entered in the batch window.

New Detail Button

Clicking the "New Detail" button will add a detail item to the entry.

Delete Detail Button

Clicking the "Delete Detail" button will delete the currently highlighted detail item from the entry.

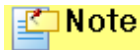
Editing a Detail Item

To edit a detail item, you can use one of the following commands.

Keyboard Scroll to the detail item you want to edit and press the Enter key.
Context Menu Double left click the grid on the detail item you want to edit.

Cancel Button

If you're editing a detail item, click the **Cancel** button to cancel any changes you have made to the detail item that is being edited. A Confirm dialog will display "**This will discard changes to the detail. Lose your detail changes?**". Click the **Yes** button to continue. The detail item will return to its' original value. If the detail being edited is new, then the detail will simply be blanked out.

**Note**

If you're not editing a detail item, clicking the Cancel button will initiate the voiding of entries. See the section [Voiding all Journal Entries](#) for more information.

11.5 Saving Journal Entries

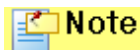
Apply Button

Click the "**Apply**" button to save the current entry to the unposted entry file. After the entry is saved, the [session log](#) window will be displayed (shown below) and the window will be prepared to allow you to create a new entry.

OK Button

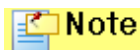
Clicking the "**OK**" button will save all the journal entries created in the session (including the current entry and any voided entries) to the unposted entry file, close the Journal Entry window, and then return you to the Main Menu.

- Regardless of which save you perform, a Warning message box will display "**You must enter at least one detail.**" if the current entry is unbalanced, or if the current entry has no detail. Click the "**OK**" button on the warning. If the entry has no detail, the save will **not** be performed.
- If the current entry is unbalanced a Confirm message box will display "This entry is unbalanced. Continue to save?". You may continue with the save by clicking the "**Yes**" button. Click the "**No**" button to discontinue the save.

**Note**

When the session log is displayed, there is no current entry, since the log is only displayed after the current entry has been saved or voided.

11.6 Posting Journal Entries

**Note**

Only balanced entries can be posted to General Ledger.

Post Button

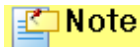
When you click the "Post" button, entrée will warn you if the currently displayed entry is unbalanced. A Confirm message box will display "**This entry is unbalanced. Continue with post?**". Click **Yes** to continue with the post or **No** to cancel.

entrée then determines if any unbalanced entries exist on the unposted entry file, and if any balanced entries have been created during the current session. A Confirm message box will display "**This entry is unbalanced. Continue with save?**". Click **Yes** to continue with the save or **No** to cancel. If balanced entries exist, the **Post Journal Entries** window will be displayed.

1. If balanced entries exist the **Post** button is enabled in the GL Create Journal Entry dialog.
2. Click **Post** and the GL Post Journal Entries window will open.
3. Click the **Select All Balanced Entries** button to activate the **Post** button in the GL Post Journal Entries window.
4. When you click **Post** the balanced entries in the GL Post Journal Entries window are processed, the window will close and the GL Create Journal Entry window will close.
5. It will save any unposted entries (including voided entries) created during the session to the unposted entry file. You will be returned to the Main Menu.

6. If you decide to click **Close** the Post Journal Entries window will close, and you will be returned to the Journal Entry window.



Post	Entry	Date	Description	Reference	Balanced
N	00000	04/15/14	local charity contributions	Contributions	Y

**Note**

You don't have to save an entry to the temporary file in order to post it. Just create the balanced entry, click the **Post** button, then select and post the entry.

11.7 Select Journal Entry Screen

You may want to modify an entry that you previously saved during the session. A search screen is available that allows you to select any non-voided entry.

To view the search screen, click the  search button next to the Entry Number edit control, or tab to the  search button and press the F5 key.

- To select an entry you can use one of the following commands.

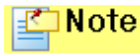
Keyboard Scroll to the entry and press the Enter key or click the "OK" button.

Context Menu Double left click the entry.

After you select an entry, the Select Journal Entry window will close, and the Create Journal Entry window will be populated with the selected entry.

If you're not editing a detail item, click the "**Cancel**" button if you want to *void all the entries* created during the session.

- If you're not editing a detail item and want to void all the entries created during the session, click the **Cancel** button.
- A Confirm dialog will display "**This will void all entries you have created during this session. Void your entries?**" If you want to continue with the void of all the entries click the **Yes** button. All the entries will be voided and saved to the unposted entry file, the Journal Entry window will close, and you will be taken back to the Main Menu. Voided entries removed from the unposted entry file when you close the period or year.

**Note**

If you're editing a detail item, clicking the **Cancel** button will initiate the canceling of the detail item changes. See the [Adding a Journal Entry](#) section for more information.

GL Editing Journal Entries

12 GL Editing Journal Entries

Once you have created journal entries, you can modify, void, or post them. When you change or void a journal entry, the account balances are not immediately affected. You must post the journal entry in order to update the account balances.

The Journal Edit window is used only to edit, void or post entries that already exist on the unposted entry file. Entries cannot be created in this window. To create entries you would use the Create Journal Entries window.


When you first open the GL Edit Journal Entries window, the first non-voided entry from the unposted entry file is displayed in the window. You can select entries for modification, voiding, or posting. Unposted entries can be posted later on, and voided entries are removed when you close the period or year.

Access

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select the **Manage Entries** drop down menu.
4. Select the **Journal Editing** option.

GL Edit Journal Entries - Period 01

Entry

Number: 00000  Date: 04/15/14

Reference: Contributions Auto Reverse: N

Description: local charity contributions

Account	Account Description	Detail Description	Amount
08620-	CONTRIBUTIONS	Donation Little Leag	455.00
01000-	PETTY CASH	Donation Little Leag	-455.00

Balance: 0.00

New Detail Delete Detail

Print Entries Void Post Add Entry OK Close Apply

5. Click the  search tool next to the **Entry Number** edit control or tab to the  button and press the F5 key.

12.3 Edit Journal Entry

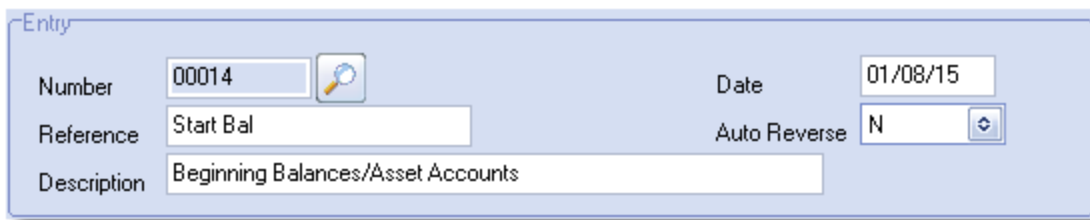
A journal entry consists of the entry header (Entry Number, Reference, Description, Auto Reverse, and Date) and one or more entry detail items (Account, Description, and Amount). When an entry is posted to General Ledger, the detail items in the entry will determine which accounts in General Ledger are updated, and the amount of the updates.

A balanced entry has at least two detail items. The sum of all the debits (positive amounts) and the sum of all the credits (negative amounts) must cancel each other out for an entry to be balanced. Only balanced entries can be posted to General Ledger. A typical use of a journal entry is to create initial balances for various General Ledger accounts.

Any entry (whether it is balanced or not) can be saved to the unposted entry file by clicking the **Apply** button, provided it has at least one detail item.

Voided entries are saved to the unposted entry file as well, but an entry that is going to be voided does not require any detail items, since any detail information is stripped out of the entry prior to saving it to the unposted entry file. Therefore, an entry can be voided regardless of whether or not it has any detail.

12.3.1 Entry Header



The screenshot shows a software window titled "Entry" with a light blue background. It contains several input fields and a search icon. The fields are: "Number" with the value "00014", "Date" with the value "01/08/15", "Reference" with the value "Start Bal", "Auto Reverse" with a dropdown menu showing "N", and "Description" with the value "Beginning Balances/Asset Accounts". A magnifying glass icon is located between the Number and Date fields.

Number

This is the number that uniquely identifies the entry. The entry number is maintained by entrée. This field is informational only and cannot be edited.

Reference

Enter up to 15 characters of information which can be used as a cross-reference, such as a check or voucher number. This field may be left blank.

Description

Enter up to 35 characters of information as a description of the entry. This field may be left blank.

Auto Reverse

Select "Y" to have General Ledger automatically reverse the entry on the first day of the next period, or you can accept the default "N". You should use reversing entries in accrual basis accounting only.

Reversing entries are optional and used to simplify recording. Typically, reversing entries are made to record accrued (unrecorded) expenses or accrued revenues.

You should use reversing entries in accrual basis accounting only.

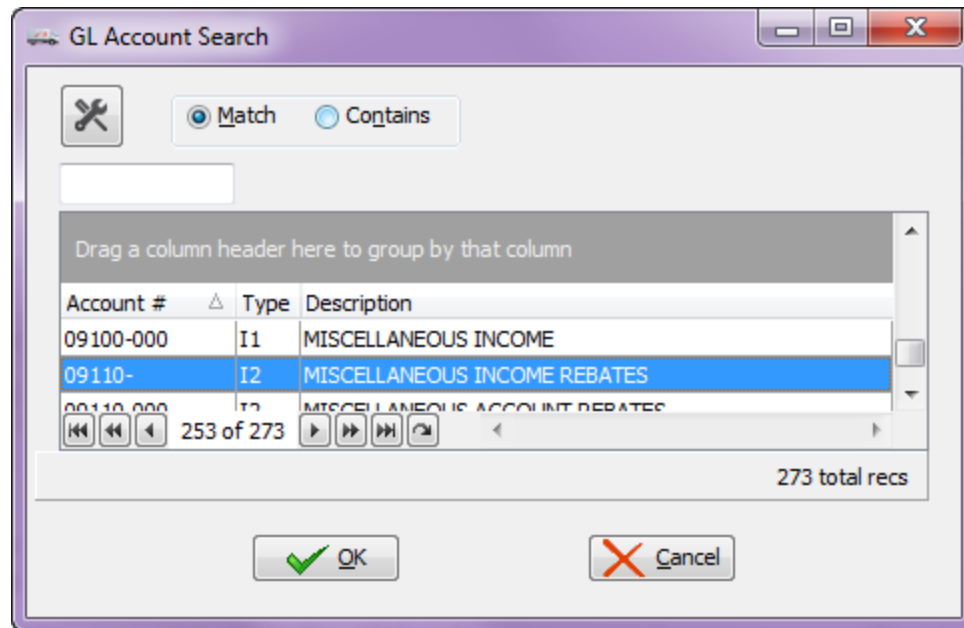
Date

Enter the entry date, or accept the default date which is the current date.

12.3.2 Journal Entry Grid

Account

This is the account to which you will distribute the journal entry. If you do not know the account number, you can press the F5 key to display the GL Account Search screen.



If the account you selected has been setup for **Auto Distribution**, you will have the option to automatically distribute the amount. Click the "**Yes**" button to automatically distribute the amount entered for the account to the account(s) setup for distribution. Click the "**No**" button to reject automatic distribution.

For more information see the **GL Account Maintenance** section on Entering Auto Distribution Information.



Example Assume account 11010 is configured to distribute 25% to account 71171 and 75% to account 18025. If you then create a journal entry for an amount of 100.00 to account 11010, and select Automatic Distribution, the journal entry will automatically distribute 25.00 to account 71171 and 75.00 to account 18025.



Caution In order to maintain an accurate record of your prior year net income and retained earnings, it is recommended that you *NOT* make manual journal entries to the **Default Net Income** and the **Default Retained Earnings** accounts. See GL Company Maintenance for more information.



Hot Tip! In order to maintain an accurate record of your prior year net income and retained earnings, it is recommended that you do NOT make manual journal entries to the **GL Default Net Income** and the **Default Retained Earnings** accounts.

GL Default Net Income Account

If the account you selected is the GL Default Net Income account, a Confirm dialog will display "You are creating an entry to the default Net Income account. Are you sure you want to do this?". Click the **Yes** button to continue editing the detail. Click the **No** button to return focus to the account so that it can be changed.

GL Default Retained Earnings Account

If the account you selected is the GL Default Retained Earnings account, a Confirm dialog will display "You are creating an entry to the default Retained Earnings account. Are you sure you want

to do this?". Click the **Yes** button to continue editing the detail. Click the **No** button to return focus to the account so that it can be changed. See GL Company Maintenance for more information.

Description

This 35-character field might contain account-specific reference information. This field may be left blank.

Amount

This amount will be distributed to the account. A positive amount is a debit, and a negative amount is a credit. The amount cannot be zero.

Balance

This field shows the total of all the amounts for the current entry. This field is informational only and cannot be edited.

New Detail Button

Clicking the "New Detail" button will add a detail item to the entry.

Delete Detail Button

Clicking the "Delete Detail" button will delete the currently highlighted detail item from the entry.

12.3.3 Journal Entry Edit

To edit a detail item, you can use one of the following commands.

Keyboard

Scroll to the detail item you want to edit and press the Enter key

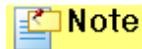
Context Menu

Double left click the grid on the detail item you want to edit.

Account	Account Description	Detail Description	Amount
11010-	Cash in Banks (System Checking)	cash	340.00
11030-	Accounts Receivable	cash	-340.00

Cancel Button

If you're editing a detail item, click the **Cancel** button to cancel any changes you have made to the detail item that is being edited. A Confirm message box will display "**This will discard changes to the detail. Lose your details changes?**" Click **Yes** to continue with the cancellation. The detail item will return to its' original value. If the detail being edited is new, then the detail will simply be blanked out.

**Note**

If you're not editing a detail item, clicking the "**Cancel**" button will allow you to cancel any other changes you have made to the current entry.

12.4 Post Journal Entries**Note**

Before you can post any journal entries, any pending changes to the current entry must be saved. Only balanced entries can be posted to General Ledger.

Post Button

When you click the "**Post**" button, entrée will warn you if the currently displayed entry is unbalanced. A Confirm message box will display "**This entry is unbalanced. Continue with post?**". Click **Yes** to continue with the post or **No** to cancel.

Now the Post Journal Entries window will be displayed.

- If you select and post any balanced entry, the Post Journal Entries window will close, then the Journal Edit window will close, and you will be returned to the Main Menu.
- If decide to cancel posting, the Post Journal Entries window will close, and you will be returned to the Journal Edit window.
- For more information on posting to General Ledger, see the Posting to General Ledger chapter.

12.5 Save Modified Journal Entries

- **Apply Button**

Click the "**Apply**" button to save the current entry to the unposted entry file.

- **OK Button**

Clicking the "**OK**" button will save the currently displayed entry to the unposted entry file, close the Journal Edit window, and then return you to the Main Menu.

- Regardless of which save you perform, a Warning message box will display "**You must enter at least one detail.**" if the current entry is unbalanced, or if the current entry has no detail. Click the "**OK**" button on the warning. If the entry has no detail, the save will *not* be performed.
- If the current entry is unbalanced a Confirm message box will display "This entry is unbalanced. Continue to save?". You may continue with the save by clicking the "**Yes**" button. Click the "**No**" button to discontinue the save.

12.6 Void Journal Entry

Clicking the **Void** button will allow you to void the current entry. An entry does not require any detail lines when the entry is going to be voided, so this operation is applicable for any entry, whether or not it has detail items. Voided entries are saved to the unposted entry file, and removed from this file when you close the period or year.

- A Confirm dialog will display "**Are you sure you want to void this entry?**" click the **Yes** button to void the entry. After the entry is voided and saved, the session log will be displayed, the first non-voided entry from the unposted entry file is displayed in the window.
 - Voided entries saved to the temporary file will be saved to the unposted entry file when the window is closed via the OK button or Cancel button.
-

GL Post Entries

13 GL Post Entries

Once you have created journal entries, you must post the entries to complete the transaction and update the account balances. Posting to the current period updates the Period to Date, Year to Date and Current balances.

It is not necessary to post all the entries at the same time, you can select only those entries you want to post.

The Post Journal Entries window may be called from either the Main Menu, the Edit Journal Entries window, or the Create Journal Entries window.

Access

1. Go to the **Add-Ons** ribbon menu.
 2. Select the **entrée.GL** drop down menu.
 3. Select the **Manage Entries** drop down menu.
 4. Select the **Post Entries** option.
- Upon entering the GL Post Journal Entries window the grid will be populated with entries from the unposted entry file.
 - When called from the **Edit Journal Entries** window, the grid will be populated with entries from the unposted entry file. See the Editing Journal Entries chapter for more information.
 - When called from the **Create Journal Entries** window, the grid will be populated with entries from the unposted entry file, as well as from the temporary file that is used to store entries you have created.

13.1 Posting Journal Entries to the Current Period

Controls

Post Button

Clicking the "Post" button will allow you to post the selected balanced entries.

Close Button

Clicking the "Cancel" button will close the Post Entries window, and return you to the calling window (Main Menu, GL Create Journal Entries window, or the GL Edit Journal Entries window).

Select All Balanced Entries Button

Clicking the "Select All Balanced Entries" button will automatically select all balanced entries.

Post

This field is used to select and de-select an entry for posting. When the entry is selected, this field will display a "Y". When the entry is not selected, this field will display an "N".

Entry

The entry number. This field is informational only and cannot be edited.

Date

The entry date. This field is informational only and cannot be edited.

Description

The entry description. This field is informational only and cannot be edited.

Reference

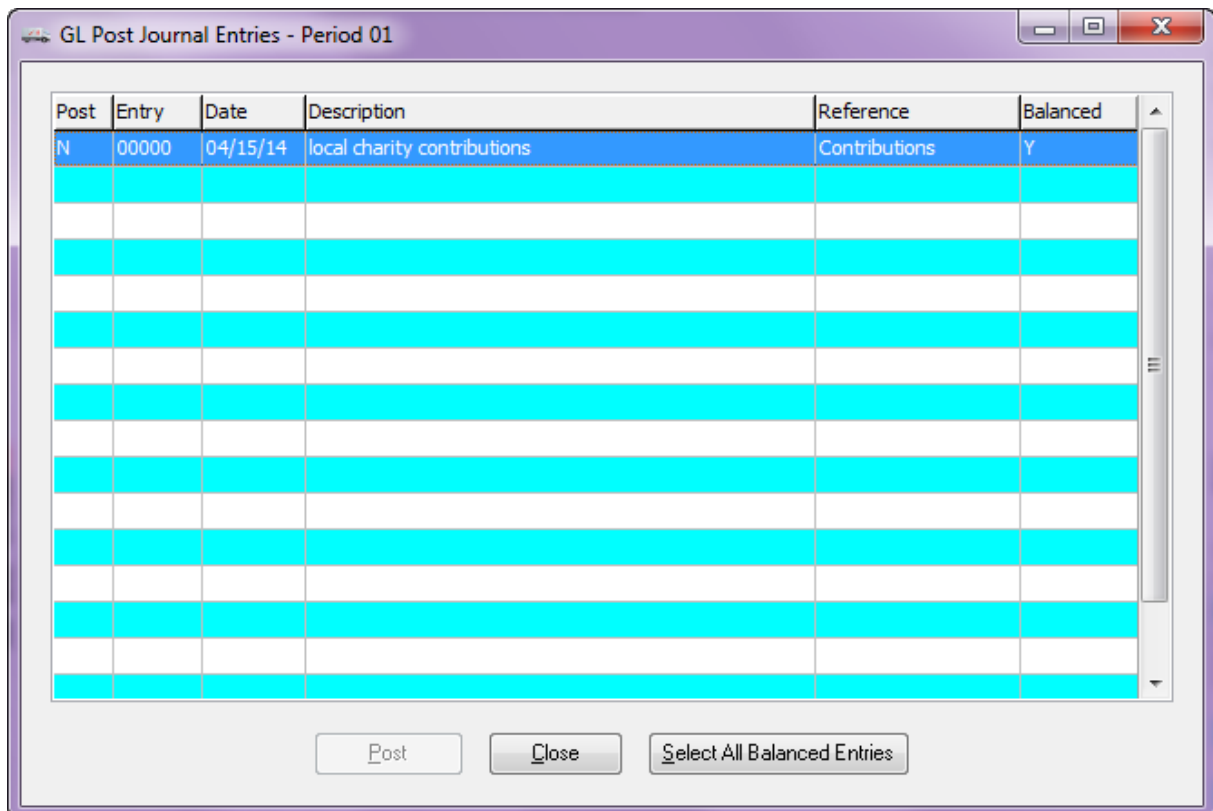
The entry reference. This field is informational only and cannot be edited.

Balanced

A "Y" is displayed if the entry is balanced and "N" if the entry is unbalanced. This field is informational only and cannot be edited.

Posting Process for the Current Period

1. Access the GL Post Journal Entries window.



- When called from **Post Entries** the grid will be populated with entries from the unposted entry file.
 - When called from **Edit Journal Entries** the grid will be populated with entries from the unposted entry file. See the **Editing Journal Entries** chapter for more information.
 - When called from the **Create Journal Entries** the grid will be populated with entries from the unposted entry file, as well as from the temporary file that is used to store entries you have created.
2. Select the entries you want to post. You can click the "**Select All Balanced Entries**" button, which will select all balanced entries.

- or -

You can select \ de-select an entry using one of the following commands.

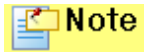
Keyboard

Scroll to the entry and press the Enter key.

Context Menu

Double left click the entry.

- Unbalanced entries cannot be selected for posting. A **Warning** message will display "**Unbalanced entries cannot be posted**" if you try to post them. Click **OK** to close the warning. Then de-select the unbalanced entries and try to post again.
3. Click the **Post** button and you will see the **Confirm** message box display "**Ready to Post**".
 4. Click the **Yes** button to continue posting.

**Note**

You must either post or cancel your current period journal entries before you close the period. Closing is not allowed when unposted entries exist.

GL Post Journal Entries to a Previous Period

14 GL Post Journal Entries to a Previous Period

Access

entrée V3 Use menu path: **Accounting > General Ledger > Manage Entries > Post to Previous Period**.

entrée V4 SQL

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select the **Manage Entries** drop down menu.
4. Select the **Post to Previous Period** option.

Overview

You can retroactively update account balances by creating and posting journal entries to a previous accounting period. These entries are similar to standard journal entries, except you must specify the year and period to which they should be posted.

You first have to enter a period and year to which you want to post the entries, and enter an optional batch amount. When you open the Post to Previous Period window, you are starting a journal entry session. Balanced journal entries are created and saved to a temporary file during the session. Unlike standard journal entry creation, you *cannot* create unbalanced entries, but you can still void entries that you have created.

When the Post to Previous Period window is closed, balanced entries are posted, voided entries are saved to the unposted entry file, and the session is completed. You cannot create an entry and then post it later. Voided entries are removed from unposted entry file when you close the period or year.

Balance Sheet Accounts

If a current year posting affects any balance sheet accounts, those accounts will have their current year balances updated for the posting period, as well as the periods up to but excluding the current period.

If a previous year posting affects any balance sheet accounts, those accounts will have their previous year balances updated for the posting period, as well as the periods up to and including the last period closed in the previous year. In addition, the current year balances are updated for all periods up to but excluding the current period.

Income Statement Accounts

If a current year posting affects any income statement accounts, those accounts, as well as the net income account requested during the posting, will have their current year balances updated for the posting period, as well as the periods up to but excluding the current period.

If a previous year posting affects an income statement account, those accounts will have their previous year balances updated for the posting period.

Net Income Account

The net income account requested during the posting will have its' previous year balances updated for the posting period, as well as the periods up to but excluding the final period closed in the previous year.

Retained Earnings Account

The retained earnings account requested during the posting will have its' previous year balances updated for the final period closed in the previous year, as well as the current year periods up to but excluding the current period.

14.1 Post Controls

Account Controls

New Detail

Click to open a detail line in the account grid to add a new entry.

Delete Detail

Click to delete the selected detail entry line in the account grid.

Posting Controls

Print Entries

Clicking the "Print Entries" button will allow you to print the entries.

Void Button

Clicking the "Void" button will allow you to void the entries. **Voided entries** are saved to the unposted entry file as well, but an entry that is going to be voided does not require any detail items, since any detail information is stripped out of the entry prior to saving it to the unposted entry file. Therefore, an entry can be voided regardless of whether or not it has any detail.

Post Button

Clicking the "Post" button will post the journal entries, close the Post to Previous Period window, and then take you back to the Main Menu.

Add Entry Button

Clicking the "Add Entry" button will create a new entry with a unique entry number.

OK Button

Clicking the "OK" button will post the journal entry, close the Post to Previous Period window, and then take you back to the Main Menu.

Cancel/Close Button

- Clicking the "Cancel" button will allow you to cancel changes you're making to an existing detail item, or allow you to void all the entries, or post all the entries created during the session.
- Clicking the "Close" button will close the Post to Previous Period window, and then take you back to the Main Menu. This button is only enabled when no entries exist on the temporary file.

Apply Button

Clicking the "Apply" button will save the current entry to a temporary entry file. This button is useful if you want to save entries, but not exit out of the Post to Previous Period window.

14.2 Entry Header

Number

This is the number that uniquely identifies the entry. The entry number is maintained by entrée. This field is informational only and cannot be edited.

Reference

Enter up to 15 characters of information which can be used as a cross-reference, such as a check or voucher number. This field may be left blank.

Description

Enter up to 35 characters of information as a description of the entry. This field may be left blank.

Auto Reverse

Entries posted to previous periods cannot be reversed, therefore this field is disabled.

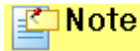
Date

Enter the entry date, or accept the default date, which is the current date.

14.3 Entry Detail Grid

Account

This is the account to which you will distribute the journal entry. If you do not know the account number, you can press the F5 key to display the General Ledger Account Search screen.

**Note**

Even if the account you selected has been setup for Auto Distribution, you will not be allowed to exercise this option. See GL Account Maintenance Entering Auto Distribution Information for more information.

**Caution**

In order to maintain an accurate record of your prior year net income and retained earnings, it is recommended that you do NOT make manual journal entries to the **GL Default Net Income** and the **Default Retained Earnings** accounts.

GL Default Net Income Account

If the account you selected is the GL Default Net Income account, a Confirm dialog will display "**You are creating an entry to the default Net Income account. Are you sure you want to do this?**". Click the **Yes** button to continue editing the detail. Click the **No** button to return focus to the account so that it can be changed.

GL Default Retained Earnings Account

If the account you selected is the GL Default Retained Earnings account, a Confirm dialog will display "You are creating an entry to the default Retained Earnings account. Are you sure you want to do this?". Click the **Yes** button to continue editing the detail. Click the **No** button to return focus to the account so that it can be changed.

- See GL Company Maintenance for more information.

GL Enter Adjustments Dialog

If the entry affects a sales, cost of sales, income, expense, or tax account (an income statement account), you will have to enter at least one adjustment account in the GL Enter Adjustments dialog.

- If you are posting to the current year, you must enter a **Net Income Account**.
- If you are posting to a prior year, you will have to enter a **Net Income Account** and a **Retained Earnings Account**.

Account Description

This 35-character field might contain account-specific reference information. This field may be left blank.

Amount

This amount will be distributed to the account. A positive amount is a debit, and a negative amount is a credit. The amount cannot be zero.

Balance

This field shows the total of all the amounts for the current entry. This field is informational only and cannot be edited.

Batch

The batch amount entered in the batch window. Batch is only displayed when a batch amount other than zero has been entered in the batch window.

Account Controls**New Detail Button**

Clicking the "New Detail" button will add a detail item to the entry.

Delete Detail Button

Clicking the "Delete Detail" button will delete the currently highlighted detail item from the entry.

Edit a Detail Item

To edit a detail item, you can use one of the following commands.

Keyboard

Scroll to the detail item you want to edit and press the Enter key

Context Menu

Double left click the grid on the detail item you want to edit.

Cancel a Detail Item Edit

If you're editing a detail item, click the **Cancel** button to abort your changes to the detail item that is being edited.

A **Confirm** dialog will display "**This will discard changes to the detail. Lose your detail changes?**". Click **Yes** and the detail item will return to its' original value. If the detail item being edited was new, then the detail will simply be blanked out.



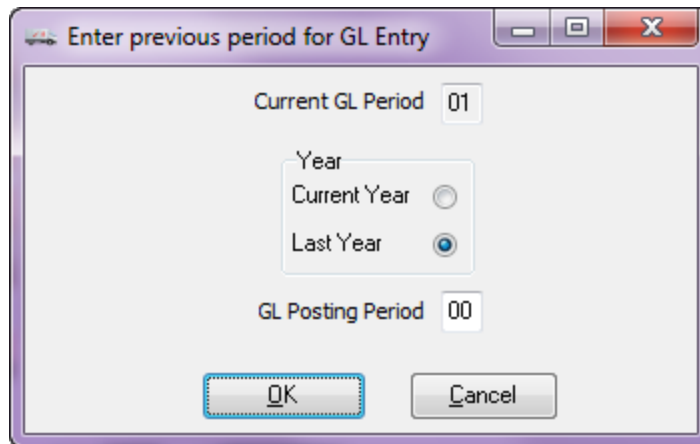
If you're not editing a detail item, clicking the "Cancel" button will initiate the voiding of entries. See the section **Voiding all Journal Entries** for more information.

14.4 Previous Period Selection

Prior to actually creating entries, you must first select the period and year to which the entries will be posted.

Period and Year Selection Controls

1. Go to **Manage Entries > Post to Previous Period**.
2. The **Enter previous period for GL Entry** dialog will open.
3. Select the **Year** either **Current Year** or **Last Year**.
4. Enter the **GL Posting Period** number and click **OK**.



Enter previous period for GL Entry Fields

Current Year

Select this field in order to post to a period from the current year.

Last Year

Select this field in order to post to a period from last year.

GL Posting Period

You will post your entries to the period displayed in this field.

OK Button

Clicking the "OK" button will post the journal entries, close the Period window, and open the Post Journal Entries to Previous Period window

Cancel Button

Clicking the "Cancel" button will close the Enter Period window, and will open the Post to Previous Period window. However, the only option available will be to close the window.

Selecting a Period and Year

You can select other Year/Period combinations, however the Period and Year have several constraints:

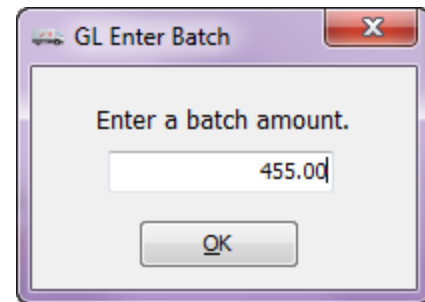
- Period must be greater than zero and less than or equal to 13.
- If you select Current Year, the Period you enter must be less than the current period.
- If you select Last Year, there must have been a period closed last year, and the Period you enter must be less than the final period closed last year.

GL Enter Batch Window

If the period and year selections are valid, you will be allowed to enter a batch amount for the session. The batch amount allows you to verify journal entries by comparing the batch amount to the total debits from the journal entries created during the session.

5. The **GL Enter...** dialog will open.
6. Enter the **Batch Amount** or if you don't want to enter a batch amount accept the default amount of **zero**.

Clicking "**OK**" will close the Batch window and open the Post to Previous Period window.



- Continue to the next topic **Adding a Journal Entry**.

14.5 Adding a Journal Entry

Reminder: A journal entry consists of the entry header (Entry Number, Reference, Description, Auto Reverse, and Date) and one or more entry detail items (Account, Description, and Amount).

When a journal entry is posted to General Ledger, the detail items in the entry will determine which accounts in General Ledger are updated, and the amount of the updates.

- A **balanced entry** has at least two detail items. The sum of all the debits (positive amounts) and the sum of all the credits (negative amounts) must cancel each other out for an entry to be balanced.



Note

Only balanced entries can be posted to General Ledger.

- Voided entries are saved to the unposted entry file as well, but an entry that is going to be voided does not require any detail items, since any detail information is stripped out of the entry prior to saving it to the unposted entry file. An entry can be voided regardless of whether or not it has any detail.

Continued...

7. The **GL Post Journal Entries to Previous Period** screen will open.

- First hit the **Enter** key so the system will assign a number to the batch entry.
- Next edit the **Date** (if needed) and add **Reference** and **Description** information. **Auto Reverse** is not available.

Account #	Type	Description
11010-	A1	Cash in Banks (System Checking)
11011-	A1	Cash in Banks (Manual Checking)
11020-	A1	Cash on Hand
11030-	A1	Accounts Receivable
11040-	A1	Allowance for Doubtful Accounts
11050-	A1	Inventory (Finished Goods)
11051-	A1	Inventory (Work in Progress)
11052-	A1	Non-stock Inventory - Miscellaneous
11053-	A1	Inventory Adjustment
18000-	A2	Fixed Assets - Default Account
18005-	A2	Fixed Assets - Accumulated Deprec.
18010-	A2	Office Furniture and Equipment

11. Press the **Enter** key and the **Account Description** will be populated from the GL Account record. Click **Apply** to save the current entry to a temporary entry file.

Account	Account Description	Detail Description	Amount
11010-	Cash in Banks (System Checking)	cash	340.00

Balance 340.00
Batch 340.00

- You can select / de-select any detail entry in the grid by using one of the following commands.

Keyboard Scroll to the entry and press the Enter key.
Context Menu Double left click the entry.

12. To balance the transaction for posting click the **New Detail** button to add the next journal entries.

GL Post Journal Entries to Previous Period 12 of Last Year

Entry

Number 00005 Date 01/08/15

Reference Auto Reverse N

Description

Account	Account Description	Detail Description	Amount
11010-	Cash in Banks (System Checking)	cash	340.00
11030-	Accounts Receivable	cash	-340.00

Balance 340.00

Batch 340.00

New Detail Delete Detail

Print Entries Void Post Add Entry OK Cancel Apply

13a. Click **Apply** once and all the entries made are saved to the temporary file. If you have more work to do click the **Add Entry** button to create a new Entry or click the **New Detail** button to add the next journal entry in the grid.

Click the **Post** button to post all the saved entries and close the window. This button will only be enabled when the current entry has been saved to the temporary file.

Click **OK** here and the entry is saved and posted and returns you to the main menu.

GL Post Journal Entries to Previous Period 12 of Last Year

Entry

Number: 00005 Date: 01/08/15
 Reference: Auto Reverse: N
 Description:

Account	Account Description	Detail Description	Amount
11010-	Cash in Banks (System Checking)	cash	340.00
11030-	Accounts Receivable	cash	-340.00

Balance: 0.00
 Batch: 340.00

Buttons: New Detail, Delete Detail, Print Entries, Void, Post, Add Entry, OK, Cancel, Apply

13b. If your **GL Enter... Batch Amount** was zero in step 6 this is how the balanced entry would look without the Batch field.

Click **OK** to post the entry and return to the main menu.

GL Post Journal Entries to Previous Period 12 of Last Year

Entry

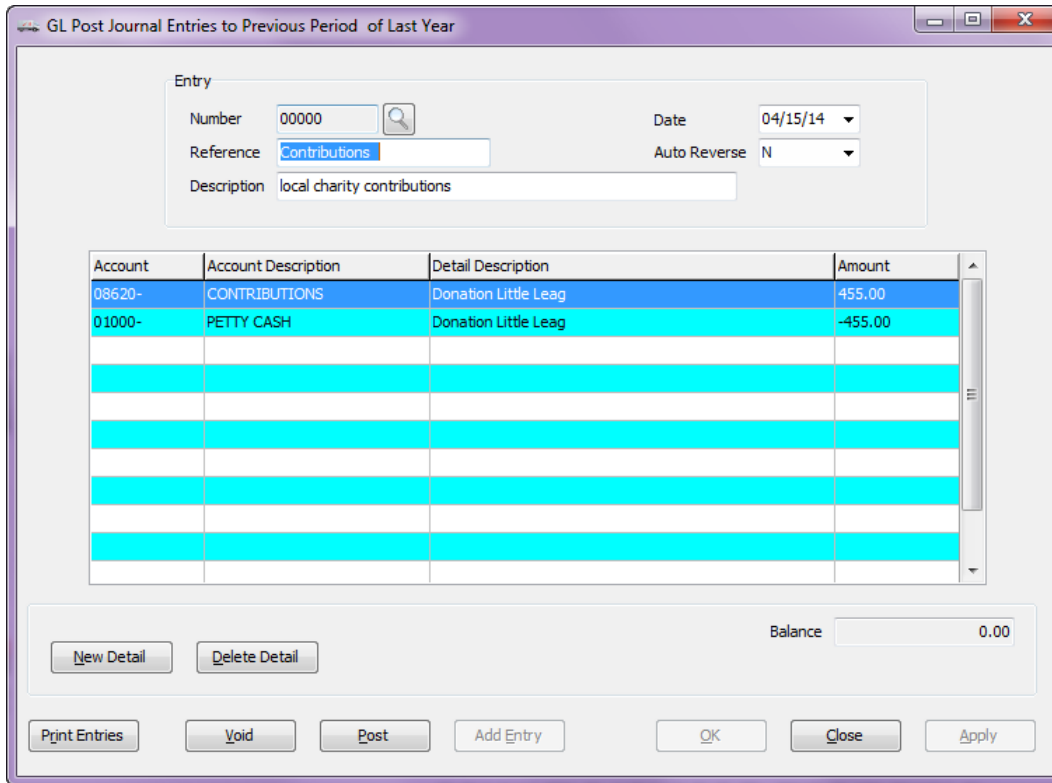
Number: 00007 Date: 01/08/15
 Reference: Auto Reverse: N
 Description:

Account	Account Description	Detail Description	Amount
11010-	Cash in Banks (System Checking)		340.00
11030-	Accounts Receivable	cash payment received	-340.00

Balance: 0.00

Buttons: New Detail, Delete Detail, Print Entries, Void, Post, Add Entry, OK, Cancel, Apply

 **Hot Tip!** Clicking the **Add Entry** button will create a new entry.



Account	Account Description	Detail Description	Amount
08620-	CONTRIBUTIONS	Donation Little Leag	455.00
01000-	PETTY CASH	Donation Little Leag	-455.00

Balance 0.00

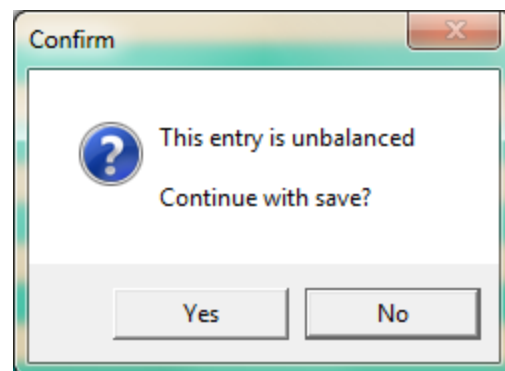
14.6 Saving Journal Entries

Click the **Apply** button to save the current entry to the temporary file. If the current entry has no detail journal entries the save will not be performed.


A warning will display if the current entry is unbalanced.

If the entries to be saved are unbalanced this **Confirm** message box will display.

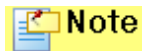
Click **Yes** to continue with the save.



- After the entry is saved, the session log will be displayed, and the window will be prepared to allow you to create a new entry.



Entries	1
Credits	-455.00
Debits	455.00
Batch	455.00



Note When the session log is displayed, there is no current entry, since the log is only displayed after the current entry has been saved or voided.

14.7 Posting Journal Entries

The currently displayed entry *must be balanced* before the posting can be completed.

A Warning message will display "**Unbalanced entries cannot be posted**" if you try to post them. Click **OK** to close the warning.

Click the **Post** button to post all the saved entries and close the window. This button will only be enabled when the current entry has been saved to the temporary file.

Click the **OK** button to post the entries and close the window.

14.8 Journal Entry Editing

When you need to modify an entry that you saved during a session but *did not post* a search screen is available that allows you to select any non-voided entry.

1. Use menu path: **Accounting > General Ledger > Manage Entries > Journal Editing**.

2. Click the  search tool next to the **Entry Number** edit control or tab to the  button and press the F5 key.

3. The **GL Select a Journal Entry** window will open.

4. Select the desired entry detail and click **OK**. An entry cannot be selected until the currently displayed entry has been saved.

If the entry is not balanced the system will post a Warning dialog "This entry is unbalanced. You must balance it before continuing with the search." Click **OK** to continue.

- To select an entry you can use one of the following commands.

Keyboard Scroll to the entry and press the Enter key or click the "OK" button.

Context Menu Double left click the entry.

5. After you select the entry the **GL Select a Journal Entry** window will close, and the **GL Edit Journal Entries** window will be populated with the selected entry to be edited.

Recurring Entries Maintenance

15 Recurring Entries Maintenance

You can create recurring entry transactions which can be used to generate journal entries.

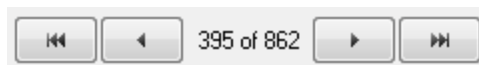
Access

Go to the **Add-Ons** ribbon menu > **entrée.GL** (the General Ledger add-on module) > **Manage Entries > Recurring Entries**.

15.1 Recurring Entries Controls

Record Controls

In the lower left hand corner of the GL Recurring Entries Maintenance window is the record control. It displays the total number of items in the recurring entries file and has a series of 4 buttons. A description of each of the buttons in the record control is as follows.



First Record

Clicking the first record button will move you to the first item in the recurring entries file file.

Prior Record

Clicking the prior record button will move you to the previous item in the recurring entries file file.

Next Record

Clicking the next record button will advance you to the next item in the recurring entries file file.

Last Record

Clicking the last record button will advance you to the last item in the recurring entries file file.

Buttons

Add Entry

Clicking the "Add Entry" button will to insert a new recurring entry into the recurring entry file. For more information on adding a recurring entry, see the corresponding section below.

Void

Clicking the "Void" button will delete an account from the recurring entry file.

OK

Clicking the "OK" button will save any pending changes to the recurring entry file and close the GL Recurring Entries Maintenance window. You will be taken back to the Main Menu after clicking this button.

Cancel

Clicking the "Cancel" button will allow you to cancel changes you're making to an existing recurring entry, or cancel the addition of a new recurring entry. You will be taken back to the Main Menu after clicking this button.

Apply

Clicking the "Apply" button will save any pending changes to the recurring entry file. This button is useful if you want to save pending changes, but not exit out of the GL Recurring Entries Maintenance window.


New Detail

Click the "New Detail" button to add an account to the recurring entry.

Delete Detail

Click the "Delete Detail" button to delete an account from the recurring entry.

Fields**Number**

This is the base entry number. You click the  search button to see a list of the current recurring entries.

Reference

This is the reference that will be associated with any entries generated from the transaction.

Description

This is the description will be associated with any entries generated from the transaction.

Date

This is the that will be associated with the transaction. This date will be updated when entries are generated.

See "Generate Recurring Entries" for more information.

Frequency

This is the number of entries that will be generated for a given period. The maximum is 9999.

Period

Select one of two periods.

Maximum

This is the maximum number of entries that can be generated from this transaction. The maximum is 999, or use can use **0** for unlimited entries.

Created

This is the date this transaction was created.


Last Date

This is the last date an entry was generated from this transaction.

Generated

This is the number of journal entries generated from this transaction.

Account

You can enter the General Ledger account here, or you can click the  search button or press the F5 key to display the General Ledger Account Search screen.

Account Description

This is the General Ledger account description.


Amount

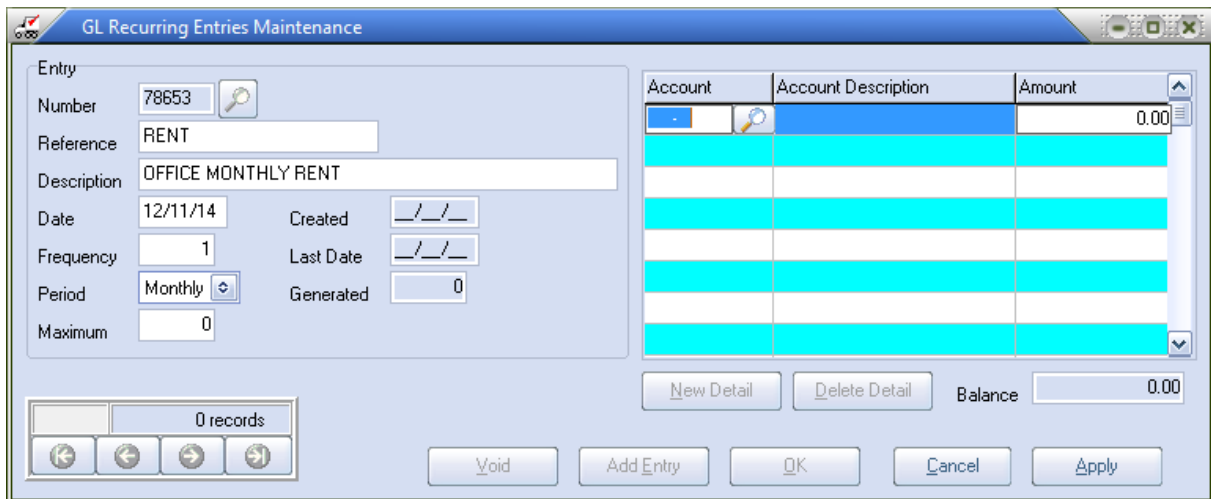
This is the amount associated with the account.

Balance

This is the running balance for all accounts for the recurring entry.

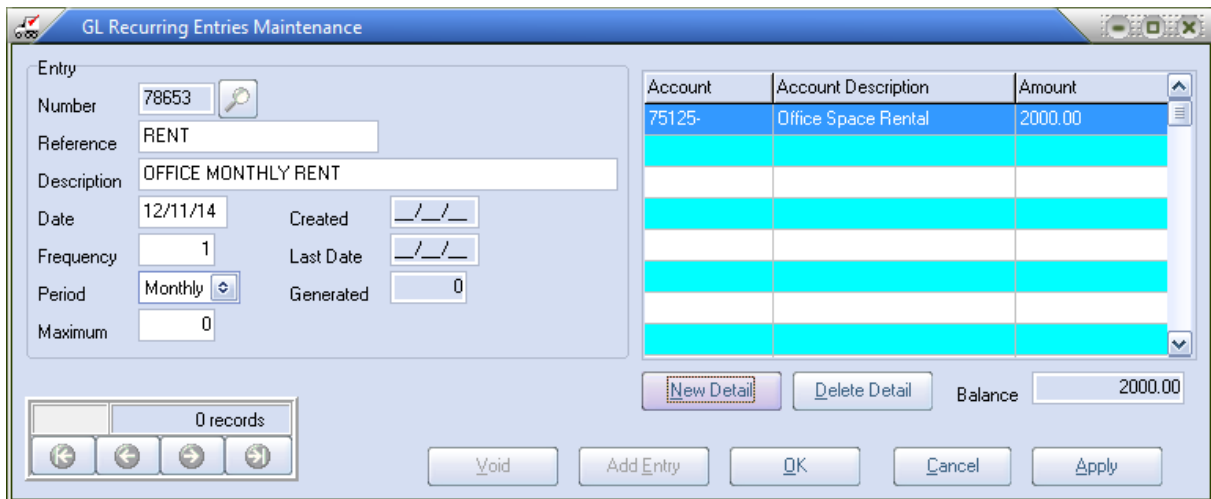
15.2 Add a Recurring Entry

1. Type the new five digit entry number into the "**Number**" control.
2. Click the **Add Entry** button.
3. A **Confirm** message box will display "**Would you like to add a new entry?**".
4. Click **Yes** to continue or **No** to cancel the add.
5. Edit these Entry area fields: Reference, Description, Frequency, Period, and Maximum.
6. Click the **New Detail** button and use the  to add at least two General Ledger accounts.



Account	Account Description	Amount
		0.00

Balance: 0.00



Account	Account Description	Amount
75125	Office Space Rental	2000.00

Balance: 2000.00

7. Now add the second account so the **Balance** will equal zero.

GL Recurring Entries Maintenance

Entry
 Number: 78653
 Reference: RENT
 Description: OFFICE MONTHLY RENT
 Date: 12/11/14
 Frequency: 1
 Period: Monthly
 Maximum: 0

Account	Account Description	Amount
75125-	Office Space Rental	2000.00
11010-	Cash in Banks (System Checkin	-2000.00

Balance: 2000.00

Buttons: Void, Add Entry, OK, Cancel, Apply

8. Click **Apply** to save the entry.

GL Recurring Entries Maintenance

Entry
 Number: 78653
 Reference: RENT
 Description: OFFICE MONTHLY RENT
 Date: 12/11/14
 Frequency: 1
 Period: Monthly
 Maximum: 0

Account	Account Description	Amount
75125-	Office Space Rental	2000.00
11010-	Cash in Banks (System Checkin	-2000.00

Balance: 0.00

Buttons: Void, Add Entry, OK, Cancel, Apply

Generate Recurring Entries

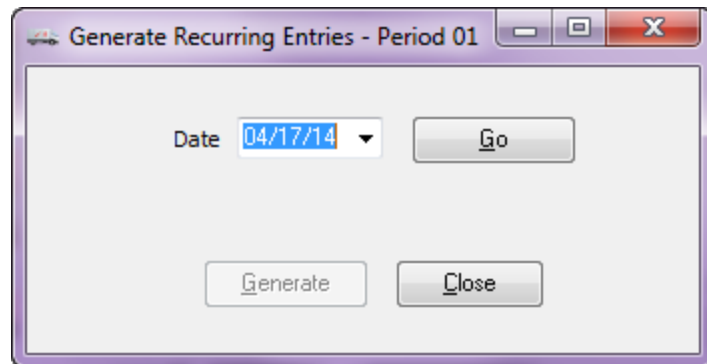
16 Generate Recurring Entries

Access

Go to the **Add-Ons** ribbon menu > **entrée.GL** > **Manage Entries** > **Generate Recurring Entries**.

- First establish recurring entry transactions in the GL Recurring Entries Maintenance dialog.
- Second, you will generate journal entries from the Generate Recurring Entries window.

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select the **Manage Entries** drop down menu.
4. Select the **Generate Recurring Entries** option.



16.1 Controls

Go Button

Clicking this button will start a search for recurring entry transactions. If any transactions within the date range (see "Date" field below) are found, the "Generate" button will be enabled.

Date

When searching for recurring entry transactions, the transaction date must be less than or equal to this date.

Generate Button

Clicking this button will generate journal entries.

Close Button

Clicking this button will take you back to the Main Menu without generating any journal entries.

16.2 Generating Entries

To Generate Recurring Entries

1. Enter a date and hit the "Go" button.
2. This will start a search for recurring entry transactions.
3. If any transactions are found whose date is less than or equal to the date entered, and whose number of entries generated is less than the maximum, the "**Generate**" button will be enabled.
4. Click the "**Generate**" button to create your journal entries.

The number of entries generated for a given recurring entry transaction is based on the dates, frequency, and period of the transaction. When entries are generated for a given recurring entry transaction, its date is updated according to the tables below.

Daily Table:

entries generated = (number of days from the date of the transaction to "Date") * freq

The next available date of the recurring entry transaction is updated with "Date" plus one day, the next day.

So if the date of the transaction is 11/01 and Date is 11/03, then two days times the freq will be the number of entries generated.

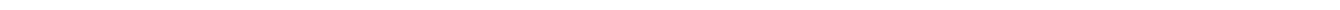
Monthly Table:

entries = ((number of months from the date of the transaction to "Date") * freq) + 1

The next available date of the recurring entry transaction is updated with "Date" plus one month.

After the entries are generated a window will be displayed indicating the number of entries generated.

Update General Ledger from AP/AR Batches



17 Update General Ledger from AP/AR Batches

Updating General Ledger is the last step in transferring Accounts Payables and Accounts Receivable account activity to General Ledger. You select the batches of postings representing the account activity, and then apply them to the chart of accounts.

After you have released to General Ledger, the Accounts Payable and Accounts Receivable transfer files contain the postings that have been released. Updating General Ledger creates journal entries from the selected batches. These entries are then automatically posted to the appropriate General Ledger accounts. The period to date, year to date, and current balances are updated with the amounts from the entries.

Note

1. Accounts Payable and Accounts Receivable Transfer files will be purged automatically as part of the update process.
2. Batches of postings from Accounts Payable only exist if you have installed the optional **entrée Accounts Payable** system.
3. To facilitate troubleshooting in the "Update" process, the purge operation will retain any data that is **60 days old or newer** as determined from the "End" date of the entry and the "System Date" at the time the process is run.

Access

entrée V3 Use menu path: **Accounting > General Ledger > Update GL from AP/AR Batches**.

entrée V4 SQL

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select **File**.
4. **Update GL from AP/AR Batches**.

17.1 Update GL Controls

Batches Grid

Source of Postings

The column shows you the source of the batch.

Batch

The batch number.

Begin Date

This is the begin date of the batch.

End Date

This is the end date of the batch.

Amount

The batch amount.

Ck

Check this box to select this batch for update.

Buttons**Update GL Button**

Clicking the "Update GL" button will run the Update General Ledger process.

AP Detail Button

Clicking the "Details" button will display the Batch Details window.

Select All Batches Button

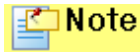
Clicking the "Select All" button will select all batches.

Update from Accounts Payable

If this field is checked entrée will update General Ledger with postings from the Accounts Payable batches.

Update from Accounts Receivables

If this field is checked entrée will update General Ledger with postings from the Accounts Receivable batches.

**Note**

If any Accounts Payable posting has an account that does not exist in General Ledger, then the posting will be assigned this suspense account for the update to General Ledger.

17.2 Update GL Process

- You first must select the batches that you want to apply to General Ledger. To select a batch, you can use one of the following commands, or click the "**Select All Batches**" button to select all batches.

Keyboard

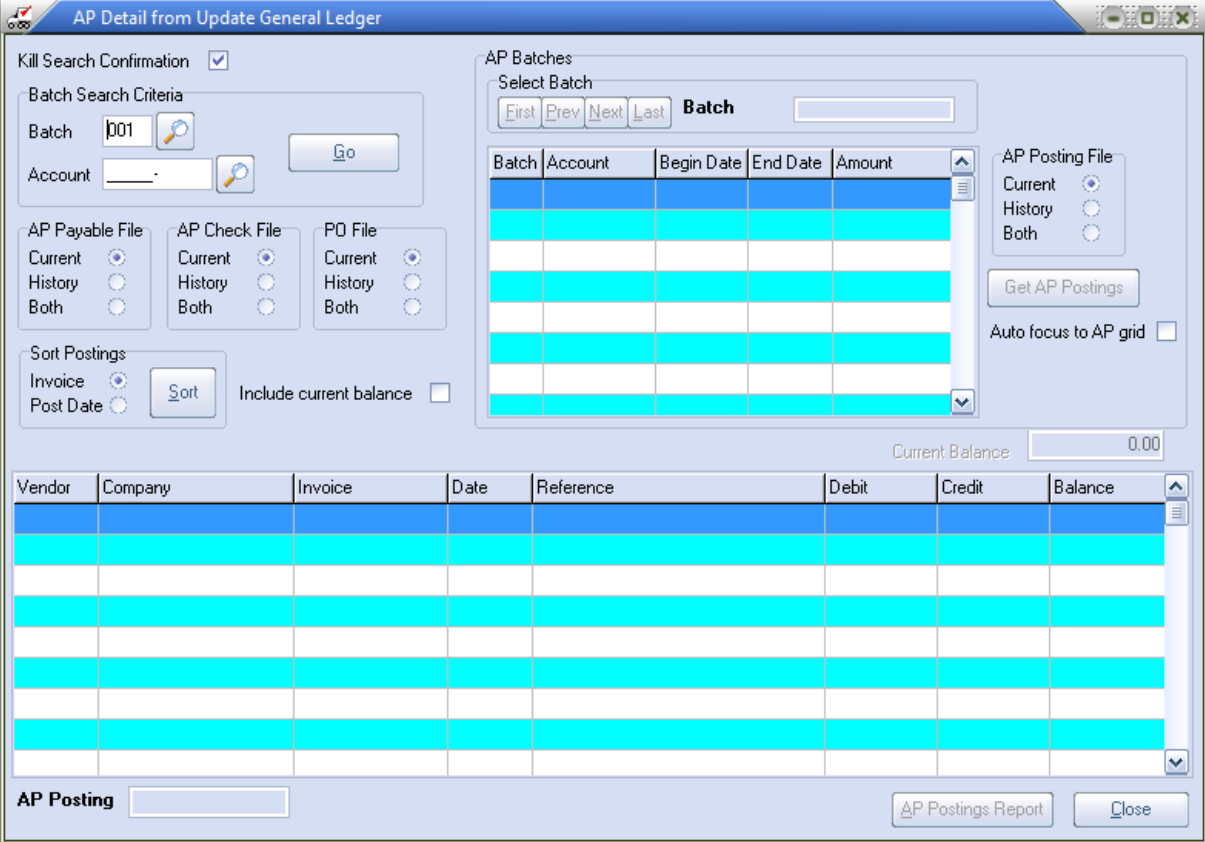
Scroll to the batch press the **Enter** key.

Context Menu

Click the check box for the batch you want to select.

- If you would like to review the AP Detail postings follow the steps in the [AP Detail from Update GL](#) section that follows.

- The **AP Detail from Update General Ledger** window opens. Follow the next steps to find and analyze the posting details of the **AP Batches**.



17.3.1 AP Detail Controls

- Before searching for AP posting detail information you must select the search files for AP Payable, AP Check and PO. Since history files can be quite large, it's best to search the current files first, unless you're confident that the posting details are in the history files.

AP Payable File

Your options are: "**Current**", "**History**" or "**Both**".

AP Check File

Your options are: "**Current**", "**History**" or "**Both**".

PO File

Your options are: "**Current**", "**History**" or "**Both**".

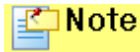
AP Postings Report Button

Click this button to generate the postings detail report. The reports mimics what is seen on the AP postings grid.

AP Postings Grid

This grid displays the AP postings associated with the selected batch account summary. To see the AP posting detail you can use one of the following commands.

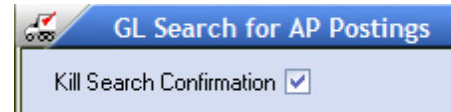
Keyboard Scroll to the posting and press the Enter key.
Context Menu Double left click the posting.

**Note**

Be sure to select the appropriate AP posting detail files.

Kill Search Confirmation Option

Before a batch entry search, an AP postings search, or an AP posting detail search is initiated a confirmation window is opened which asks if you're ready to commence the search. Checking this box will suppress the confirmation window.

**17.3.2 Search for AP Batches**

- The first step in analyzing posting details is to acquire AP Batches. In the **AP Detail from General Ledger** window click the **Go** button and the **AP Batches** grid is populated.

AP Batches

Batch	Account	Begin Date	End Date	Amount
001	11050-	08/10/09	01/22/14	1132.75
	20010-	08/10/09	01/22/14	-2798.80
	51200-	08/10/09	01/22/14	166.05
	75125-	08/10/09	01/22/14	1500.00

AP Posting File

Current History Both

Get AP Postings

Auto focus to AP grid

Current Balance 0.00


Vendor	Company	Invoice	Date	Reference	Debit	Credit	Balance

AP Posting AP Postings Report Close

Batch Search Criteria**Batch**

Enter the specific batch you may want to search for. You can click the search button or press the F5 key to display a list of the available AP batches.

Account

You can search for and batch based on an account number instead of a batch number. You can click the  search button or press the F5 key to display the General Ledger Account Search screen.

Go button

Clicking this button starts the search for the requested batches.

AP Batches Grid

The batches grid displays the batch account summaries associated with the batches that meet the search criteria. Only batches generated as a result of releasing AP are displayed.

Batch

This is the batch number.

Account

The account number of the summary.

Begin Date

This is the begin date of the batch.

End Date

This is the end date of the batch.

AP Posting File

Before initiating the search for AP postings, select the **AP Posting File** to search. Your options are: "**Current**", "**History**" or "**Both**". Since history files can be quite large, it's best to search the "**Current**" file first, unless you're confident that the postings are in the history files.

Get AP Postings Button

Click this button to search for AP postings associated with the highlighted entry account summary in the entry grid.

Auto Focus to AP Grid

If this box is checked, then if a search for AP postings is successful, then first posting in the AP Postings grid will be highlighted. If this box is unchecked, then the current account summary in batch grid will remain highlighted.

Select Batch Buttons**First**

This positions the batch grid on the first account summary of the first batch.

Prev

This positions the batch grid on the first account summary of the previous batch.

Next

This positions the batch grid on the first account summary of the next batch.

Last

This positions the batch grid on the first account summary of the last batch.

17.3.3 Get AP Detail Postings

AP Posting File Options

- Before initiating the search for AP postings, select the **AP Posting File** to search. Your options are: "**Current**", "**History**" or "**Both**".

Since history files can be quite large, it's best to search the "**Current**" file first, unless you're confident that the postings are in the history files.

- Once you have acquired a batch you can now search for those AP postings associated with the batch. To search for AP postings you can use one of the following commands.

Keyboard Scroll to the batch account summary and press the Enter key or click the "**Get AP Postings**" button.

Context Menu Double left click the batch account summary.

- In the **AP Detail from General Ledger** window click the batch entry in the **AP Batches** grid and the click the **Get AP Postings** button. The AP Postings will be populated in the grid below.

Sort Postings

Once AP posting have been found, you can sort the posting in the AP postings grid by choosing a sort option and click the **Sort** button.

AP Detail from Update General Ledger

Kill Search Confirmation

Batch Search Criteria

Batch

Account

AP Payable File AP Check File PO File

Current Current Current

History History History

Both Both Both

Sort Postings

Invoice Include current balance

Post Date

AP Batches

Select Batch

Batch 001 1 of 1

Batch	Account	Begin Date	End Date	Amount
001	11050-	08/10/09	01/22/14	1132.75
	20010-	08/10/09	01/22/14	-2798.80
	51200-	08/10/09	01/22/14	166.05
	75125-	08/10/09	01/22/14	1500.00

AP Posting File

Current

History

Both

Auto focus to AP grid

Current Balance

Vendor	Company	Invoice	Date	Reference	Debit	Credit	Balance
ZBI10		859869	08/10/09		213.75		213.75
ADH10		500210	06/15/11		744.00		957.75
ADH10		65025	06/15/11		175.00		1132.75

AP Posting 1 of 3

AP Postings Report Button

Click this button to generate the postings detail report. The reports mimics what is seen on the AP postings grid.

AP Posting Detail Grid**Vendor**

The vendor for the posting. This will be blank for deposits and charges.

Company

The company name of the vendor.

Invoice

If the posting is from a payment, this will be the payable number associated with the payment. If the posting is from a payable, then this will be the payable number. If the posting is for a deposit or a charge, this field will be "RECONCL".

Date

This is the posting date.

Reference

If the posting is from a payment, this will be the payment number. If the posting is from a payable, this will be the reference attached to the payable. If the posting is for a deposit or a charge, this field will be blank.

Debit

If the amount of the posting is positive the amount will be displayed as a debit.

Credit

If the amount of the posting is negative the amount will be displayed as a credit.

Balance

This is a running balance of debits and credits.

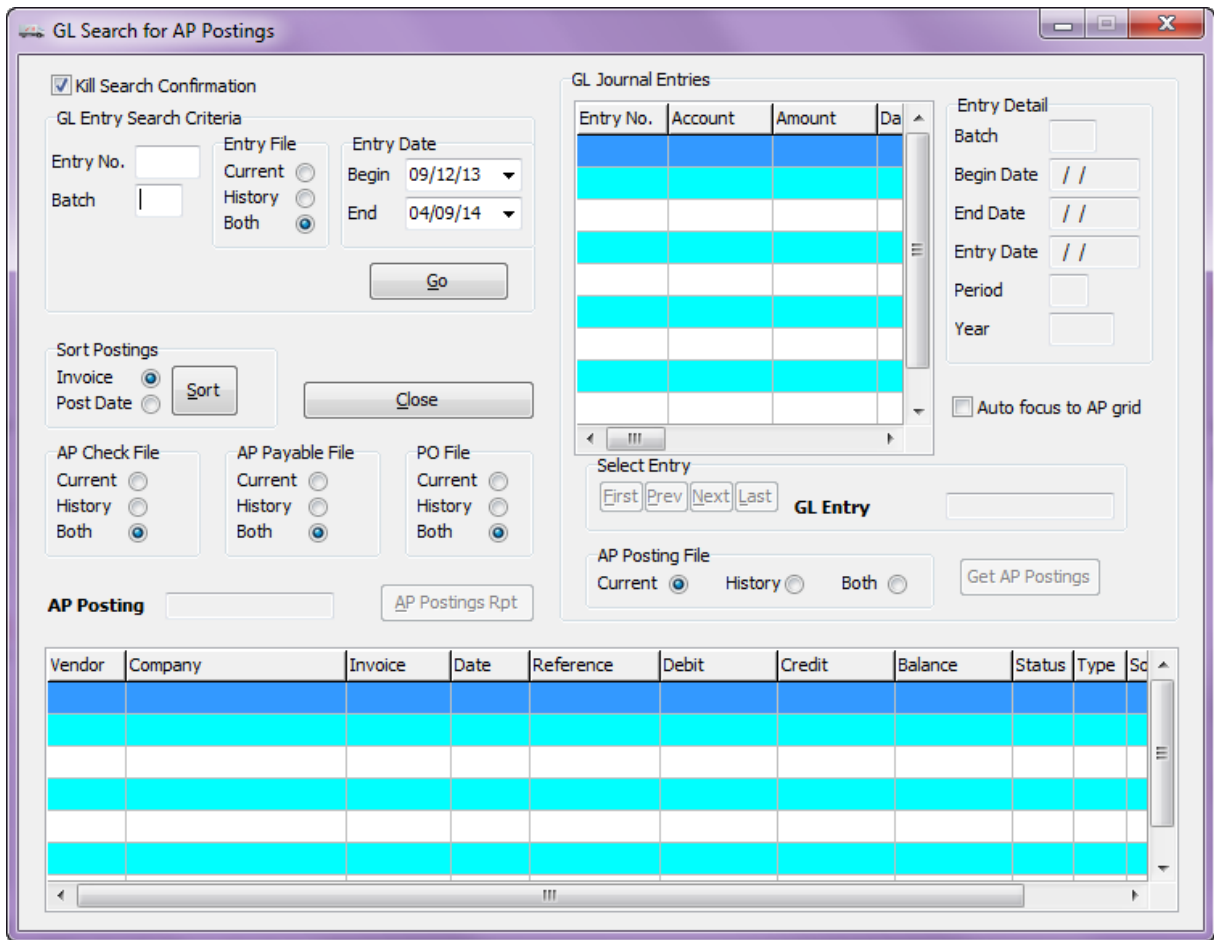
GL Search AP Postings

18 GL Search AP Postings

The General Ledger allows you to see the AP Details of GL journal entries that are generated as a result of updating GL with released AP postings performed in the **Release AP/AR Utility**.

Access

1. Go to the **Add-Ons** ribbon menu.
2. Select the **entrée.GL** drop down menu.
3. Select **File**.
4. **Search AP Postings**.



18.1 Search for AP Postings Overview

1. First you must acquire the **GL Journal Entries** using the **Entry Detail** area options.
2. When the entries are displayed in the GL Journal entries grid select one to get the AP Posting details.
3. Before initiating a search for AP postings in the **AP Posting File Area** select the AP Posting file to search, **Current**, **History** or **Both** for these 3 files: **AP Check File**, **AP Payable File**, and **PO File**.

Since history files can be quite large, it's best to search the current file first, unless you're confident that the postings are in the history files.

4. To search for the AP posting details associated with the journal entry use one of the following commands.

Keyboard Scroll to the entry account summary and press the **Enter** key.

- or -

Click the **Get AP Postings** button to search for AP posting details associated for the highlighted journal entry account summary in the GL Journal Entries grid.

Context Menu Double left click the entry account summary.

5. Once AP posting details have been found and loaded in the AP Posting Details grid below in the **Sort Postings Area** you can optionally sort them. Choose a sort option, **Invoice** or **Post Date** and then click the **Sort** button.
6. Click the **AP Postings Rpt** button to generate the AP Postings Detail Report once the grid has been populated.

18.2 Search for AP Controls

Kill Search Confirmation Option

Before a batch entry search, an AP postings search, or an AP posting detail search is initiated a confirmation window is opened which asks if you're ready to commence the search. Checking this box will suppress the confirmation window.

Auto focus to AP grid Option

If this box is checked, then if a search for AP postings is successful, then first posting in the AP Postings grid will be highlighted. If this box is unchecked, then the current account summary in batch grid will remain highlighted.

Get AP Postings Button

Click to search for AP postings associated with the highlighted entry account summary in the entry grid. You may also search by double clicking on an entry account summary, or hitting the return key when an entry account summary is highlighted.

AP Postings Rpt Button

Click to generate the AP Postings Detail Report once the grid has been populated. The reports mimics what is seen on the AP postings grid.

Close Button

Click to close the GL Search for AP Postings window. A **Confirm** message box will display "**All done searching?**". Click **Yes** and the window will close.

18.3 GL Journal Entries

GL Entry Search Criteria Area

Entry No

Enter the specific GL entry number you may want to search for.

Batch

You can search for an entry based on a batch number instead of an entry number.

Entry File

Select the GL entry file for searching, **Current**, **History** or **Both**. Since history files can be quite large, it's best to search the current file first, unless you're confident that the entry is in the history file.

Entry Date

You can limit the entry by date. Enter a **Begin** date and **End** date.

Go button

Clicking this button starts the search for the requested GL journal entries.

GL Journal Entries Area

The entry grid displays the entry account summaries associated with the GL journal entries that meet the search criteria. Only journal entries that are generated as a result of updating GL with an AP batch are displayed.

To search for AP postings you can use one of the following commands.

Keyboard Scroll to the entry account summary and press the **Enter** key or click the **Get AP Postings** button.

Context Menu Double left click the entry account summary.

Entry No

This is the GL journal entry number. If the number is blank, it is understood that the account summary is for the entry

Account

The account number of the summary.

Amount

The amount of the journal entry released to GL.

Entry Detail Area**Batch**

This is the batch number associated with the GL journal entry.

Begin Date

This is the begin date of the batch associated with the GL journal entry.

End Date

This is the end date of the batch associated with the GL journal entry.

Entry Date

GL journal entry date.

Period

This is the GL period the entry was posted to.

Year

This is the year the entry was posted to. The year will either be "Crnt" meaning the current year or "Prev" meaning the previous year.

Auto focus to AP grid Option

If this box is checked, then if a search for AP postings is successful, then first posting in the AP Postings grid will be highlighted. If this box is unchecked, then the current account summary in GL Journal Entry grid will remain highlighted.

Select Entry Area

First

This positions the entry grid on the first account summary of the first journal entry.

Prev

This positions the entry grid on the first account summary of the previous journal entry.

Next

This positions the entry grid on the first account summary of the next journal entry.

Last

This positions the entry grid on the first account summary of the last journal entry.

AP Posting File Area

Before initiating a search for AP postings, select the AP file to search. Since history files can be quite large, it's best to search the current file first, unless you're confident that the postings are in the history files.

Get AP Postings Button

Click this button to search for AP postings associated with the highlighted entry account summary in the entry grid.

18.4 AP Posting Details Grid

Before searching for AP posting detail information you must select your search files. Since history files can be quite large, it's best to search the current files first, unless you're confident that the posting details are in the history files.

AP Postings Grid

This grid displays the AP postings associated with the selected entry account summary. To see the AP posting detail you can use one of the following commands.

Keyboard Scroll to the posting and press the Enter key.

Context Menu Double left click the posting.



Be sure to select the appropriate AP posting detail files, **AP Payable File**, **AP Check File** and **PO File**.

Vendor

The vendor for the posting. This will be blank for deposits and charges.

Company

The company name of the vendor.

Invoice

If the posting is from a payment, this will be the payable number associated with the payment. If the posting is from a payable, then this will be the payable number. If the posting is for a deposit or a charge, this field will be "**_RECONCL**".

Date

This is the posting date.

Reference

If the posting is from a payment, this will be the payment number. If the posting is from a payable, this will be the reference attached to the payable. If the posting is for a deposit or a charge, this field will be blank.

Debit

If the amount of the posting is positive the amount will be displayed as a debit.

Credit

If the amount of the posting is negative the amount will be displayed as a credit.

Balance

This is a running balance of debits and credits.

Close General Ledger Utility

19 Close General Ledger Utility

At the end of an accounting period, or at the end of the fiscal year, you must close the period or year. Closing calculates the net profit or loss for the period or year, updates balances, and creates historical information. Closing General Ledger also allows you to remove voided journal entries and old historical records.

At the end of the accounting period, closing the period ensures the year to date and period to date totals for the accounts remain current. When you close a period, current balances from expense and income accounts are accumulated in the net income account, and the expense and income statement account current balances are set to zero. Thus, the net income account contains the total net income for the period. The period to date balances for all accounts are also set to zero.

To Do Prior to Closing GL

- Primary financial reports should be generated like the GL Journal Register.
- The General Ledger files should be backed up prior to closing the year.
- Run a full set of **entrée system** system backups.

Access

Go to the **System** ribbon menu > **Closing** options.

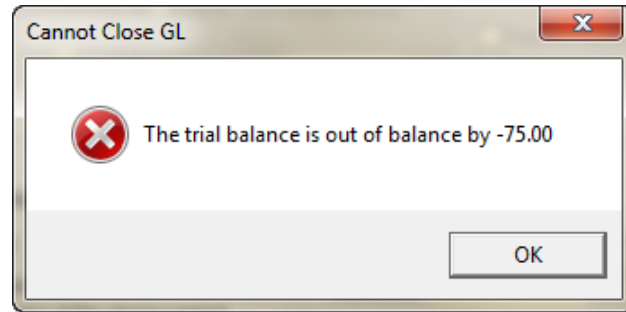
Warning Messages

When you first open the Close Period window, a series of tests are performed to verify that General Ledger is in the correct state prior to closing. Various warning messages will be displayed and the problems must be resolved before the closing will run successfully. Some common warnings are listed below.

- **"All entries must be posted before continuing with the close."**
If any non-voided entries exist on the unposted entry file, you will receive this warning, which will prevent you from closing the period. Click **No** to stop the closing and fix the unposted entry file.
- **"You are about to close period 12 into period 13. Any auto reversing entries will go into period 13. If your intent is to close the year rather than the period, you may select Period and Year instead of Period. Continue?"**
If the period you are closing is period 12, you are warned, and allowed to cancel closing the period by clicking the **"No"** button. This allows you to close the year instead of the period.
- **"To close period 13 you must do a Period and Year closing."**
If the period you are closing is period 13, you will receive a warning, which will prevent you from closing the period.
- You are warned if you have requested deletion of history entries, where the message displayed depends upon which one of the three history deletion options you have selected. In this case, the second option, prior to the beginning of the closing period, was selected.
- You are warned if you have performed a release to General Ledger from Accounts Payable without updating General Ledger.
- A message reminds you that the printer must be ready to print the GL Journal Register report.

- The current balance of all accounts (including inactive and summary accounts) is summed, and you will be warned if there is an imbalance (the sum does not equal zero).

If General Ledger is unbalanced, you will not be able to close the period.



19.1 Close GL Controls

Close

Select from "**Period**" or "**Period and Year**" to designate the period to be closed.

Delete History

Checking the "Delete History" check box will allow deletion of entries from the entry history file based upon the year option selected below.


- **Prior to the current year** - Deletes all history entries prior to the current year (last year).
- **Prior to the beginning of the closing period** - Deletes all history entries prior to the beginning of the closing period.
- **Prior to the beginning of last year** - Deletes all history entries prior to the beginning of last year.

AP Cut Off Date


The date value entered in this field represents the beginning date for future AP transactions. entrée will not allow users to create any new AP transaction on or before the date entered in this field after the GL closing process completes.

Accounts

▪ Net Income Account

This is the account to which General Ledger posts the net profit or loss from the last period of the year. If you do not know the account number, you can click the  search button or press the F5 key to display the GL Account Search screen. Since only equity accounts are allowed, the search screen will display only equity accounts.

▪ Retained Earnings Account

This is the account to which General Ledger posts the total year-to-date net income. If you do not know the account number, you can click the  search button or press the F5 key to display the GL Account Search screen. Since only equity accounts are allowed, the search screen will

display only equity accounts. The current balance of all accounts (including inactive and summary accounts) is summed, and you will be warned if there is an imbalance (the sum does not equal zero). If General Ledger is unbalanced, you will not be able to close the year.

Cancel Button

Clicking the "Cancel" button will close the Closing window, and return you to the Main Menu.

OK Button

Clicking the "OK" button will start the GL closing process.

19.2 GL Closing Processes

Post Net Income

Net profit or loss is posted to the Net Income account.

Print General Journal Register Report

The General Journal Register Report window will be opened to allow you to print the report. This process will only run when there exists at least one manually created entry on the posted entry file.

- The Print General Journal Register Report process will be canceled if the closing process determines that the report should not be generated.

Delete History

This will delete historical entries based upon the delete history option selected (see Close Period Controls), and then entries from the posted entry file are copied to the entry history file.

- The Delete History process will be canceled when Delete History is unchecked.

Update Balances and Budgets

The Current Balance is set to zero for all Income Statement accounts, and the Period-To-Date balance is set to zero for all accounts.

Update Entry History File and Unposted Entry File

Amounts for entries on the posted entry file are reversed, provided the entries require reversal. Voided entries from the unposted entry file are moved to the entry history file.

Reindex General Ledger Files

The unposted entry file, the posted entry file, the entry history file, the account file, the department file, the recurring entry file, and the account type file will be re-indexed and any records marked for deletion will be deleted.

- The Reindex General Journal Files process will be canceled when Rebuild Index is unchecked.

Update System File

The SYSDATA file is updated with the new period.

19.3 Close GL Procedures

1. Select your **Close** option either **Period** or **Period and Year**.

Period

- When you close a period, current balances from expense and income accounts are accumulated in the net income account, and the expense and income statement account current balances are set to zero.
- The net income account contains the total net income for the period.
- The period to date balances for all accounts are also set to zero.
- When you first open the Closing window, a series of tests are performed to verify that General Ledger is in the correct state prior to closing.

Period and Year

- You close the year at the end of your fiscal year.
- When you close, the Current Balance is set to zero for all Income Statement accounts, but retained for Balance Sheet accounts.
- The Period-To-Date balance and the Year-To-Date balance are set to zero for all accounts.

2. Select your **Delete History** options.

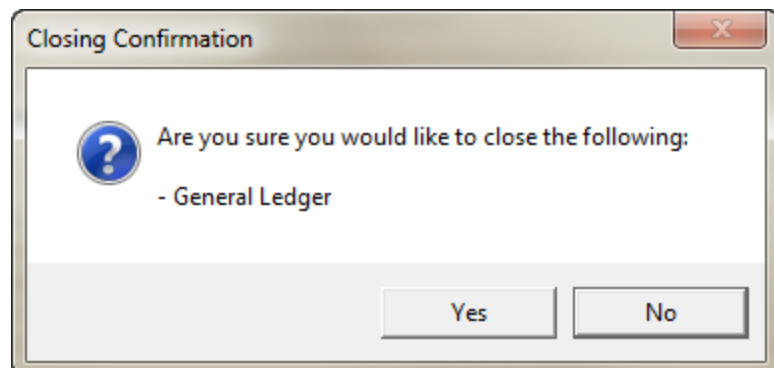
- **Prior to the current year** - Deletes all history entries prior to the current year (last year).
- **Prior to the beginning of the closing period** - Deletes all history entries prior to the beginning of the closing period.
- **Prior to the beginning of last year** - Deletes all history entries prior to the beginning of last year.

3. Set your **AP Cut Off Date** - the beginning date for future AP transactions.

4. Find the **Accounts** for:

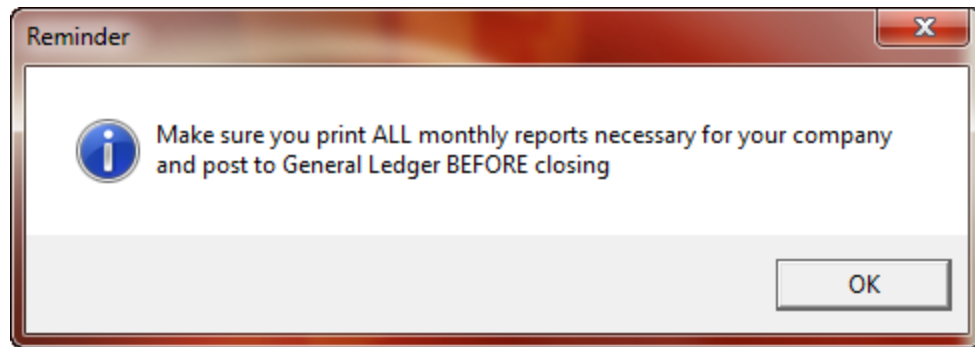
- **Net Income Account**
- **Retained Earnings Account**

5. Click **OK** and the **Closing Confirmation** dialog will display.

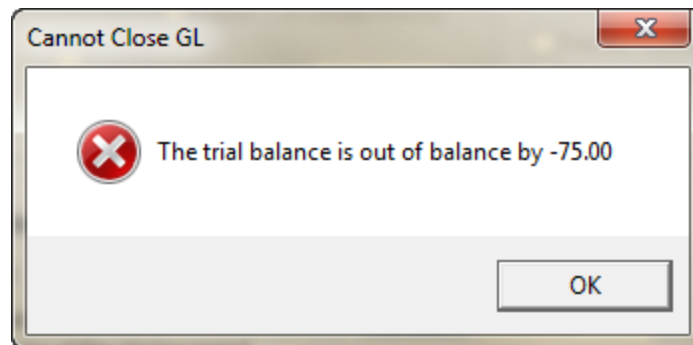


6. Click Yes in the **Closing Confirmation** dialog and the [closing processes](#) will begin to run. Reminder / error messages may display.

- You are warned if you have performed a release to General Ledger from Accounts Payable without updating General Ledger.
- A reminder is displayed that the primary financial reports should be generated, and that the General Ledger files should be backed up, prior to closing the period.



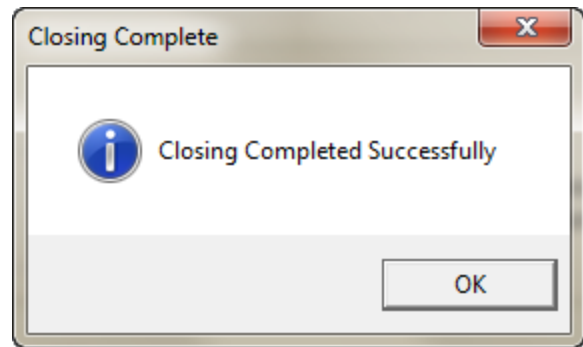
- You are warned if you have requested deletion of history entries, where the message displayed depends upon which one of the three history deletion options you have selected. In this case, the second option, prior to the beginning of the closing period, was selected.
- The current balance of all accounts (including inactive and summary accounts) is summed, and you will be warned if there is an imbalance (the sum does not equal zero). If General Ledger is unbalanced, **you will not be able to close the period** and the **Cannot Close GL** message will display. Click OK to close the message and resolve the out of balance problem before rerunning the close process



- The Current Balance is set to zero for all Income Statement accounts, the Period-To-Date balance is set to zero for all accounts.
 - Amounts for entries on the posted entry file are reversed, provided the entries require reversal. Voided entries from the unposted entry file are moved to the entry history file.
 - The unposted entry file, the posted entry file, the entry history file, the account file, the department file, the recurring entry file, and the account type file will be re-indexed and any records marked for deletion will be deleted.
 - A reminder that the printer must be ready to print the GL Journal Register report is displayed. Even though this dialog is always displayed, the report may not be generated.
- When closing the **Year**:
 - if any non-voided entries exist on the unposted entry file, you will receive a warning message and **you will be prevented from closing the year**.
 - The current year balances and current year budgets for all periods are moved to last year's balances and budgets.
 - The Year-To-Date balance is set to zero for all accounts.

7. The Closing Complete dialog will display "Closing Completed Successfully" when done.

Click **OK** to return to the Close Period screen.



Index

- A -

- Allow Departments
 - GL Company Maintenance 26
- AP
 - Update General Ledger from AP/AR Batches 112
- AR
 - Update General Ledger from AP/AR Batches 112

- C -

- Close General Ledger Utility
 - Close GL Procedures 130
- Close Period
 - Close General Ledger Utility 127
 - General Ledger Period & Year 127
- Closing Options
 - Legacy Menu 6
 - Ribbon Menu 6

- D -

- Default Accounts
 - Net Income Account 26
 - Retained Earnings Account 26
 - Suspense Account 26
- Departmentalize Income\Earnings
 - GL Company Maintenance 26

- E -

- entrée System
 - Online System Guide Resources 6
- entrée V4 SQL
 - Add-Ons ribbon menu GL menus 6
- entrée.GL
 - adding a recurring entry 106
 - Editing Journal Entries 78
 - Generate Recurring Entries 109
 - GL Account Maintenance 46
 - GL Account Range Maintenance 38

- GL Account Types 30
- GL Company Maintenance 25
- GL Create Journal Entries 65
- GL Departments 43
- GL Post Entries 86
- GL Post to a Previous Period 90
- Overview 6
- Product Features 11
- Recurring Entries 104
- System Accounts Tab 6

- G -

- General Ledger
 - Account Type Controls 31
 - Account Types 30
 - Add Account Type 33
 - Add Department 44
 - Adding a Journal Entry 68
 - Allow Departments option 43
 - Close General Ledger Utility 127
 - Close Period 127
 - Close Period & Year 127
 - Create Account Type 31
 - Default Account Type List 36
 - Edit a Detail Item 81
 - Edit Account Types 35
 - Edit Department 44
 - Edit Entry Detail 81
 - Edit Entry Header 81
 - Editing Account Range 39
 - Editing Journal Entries 78
 - Editing Journal Entry 81
 - Entry Detail section 68
 - Entry Header section 68
 - Generate Recurring Entries 109
 - Generate Recurring Entries update tables for daily and monthly 109
 - GL Account Range Maintenance 38
 - GL Company Maintenance 25
 - GL Create Journal Entries 65
 - GL Departments 43
 - GL Departments controls 44
 - GL Post Entries 86
 - GL Search for AP Postings 121
 - GL Search for AP Postings Overview 121
 - Journal Entry Session 67
 - Post Journal Entries 83

General Ledger

Posting Journal Entries	73
Save Modified Journal Entries	84
Saving Account Range Changes	39
Saving Journal Entries	73
Select Journal Entry Screen	74
The Session Log Window	66
Void Journal Entry	84
Voiding a Journal Entry	75
Voiding All Journal Entry	75

General Ledger

Adding a Journal Entry to a Previous Period	95
GL Post to a Previous Period	90
Post a Journal Entry to a Previous Period	101
Previous Period Selection	90
Save a Journal Entry to a Previous Period	100

GL

GL Search for AP Postings	121
GL Search for AP Postings Overview	121

GL Account Maintenance 46

Adding Accounts	47
Create Accounts	51
Default Accounts with Depts	59
Default Accounts without Depts	57
Delete Accounts	56
Edit Auto Distribution Account/Percent	53
Enter Auto Distribution Info	51, 52
Enter Budget Info	54
Initialize	47
Select Source of Accounts	51
Special File Operations	47

GL Company Maintenance

Allow Departments	26
Buttons	25
Default Accounts	26
Departmentalize Income\Earnings	26
Net Income Account	26
Next Journal Entry	25
Order Reports by	25
Path to Files/Shared Name	28
Retained Earnings Account	26
Starting Period	25
Suspense Account	26
V3 Company Information Area	28
V3 Data File Locations	28

GL Post Entries

Posting Journal Entries to the Current Period	86
---	----

- N -

NECS

Contact NECS	17
License Agreement	19
Net Income Account	
GL Company Maintenance	26

- P -

Posting Previous Period	
select a journal entry	101

- R -

Recurring Entries

adding a recurring entry	106
maintenance	104

Reports

AP Postings Report	118
--------------------	-----

Retained Earnings Account

GL Company Maintenance	26
------------------------	----

- S -

Suspense Account

GL Company Maintenance	26
------------------------	----

System Requirements 23

- U -

Update General Ledger from AP/AR Batches

AP Postings Report	118
Get AP Detail from Update GL	114
Get AP Detail Postings	118
Purge AP/AR Transfer Files	112
Search for AP Batches	116
Sort Postings	118
Update GL Process	113

