



GENERAL LEDGER

GL/SL QUERY



NAYSA Financials V10

WELCOME TO



GENERAL LEDGER MODULE
NAYSA Financials V10

Viewing of GL Account Details of posted transactions



Only authorized process owner can view posted transactions.



1. Once transactions have been posted, editing of details is disabled.
2. Viewing of posted transactions is available.
3. Upon posting of transactions, the following Management Reports are updated:
 - Details of each transaction can be generated in the General Ledger Report.
 - Summary of each GL Account can be generated in the Trial Balance and Financial Statement (Balance Sheet and Income Statement)
 - Summary of each Subsidiary Ledgers can be generated per GL Account Schedule



How to navigate NAYSA?

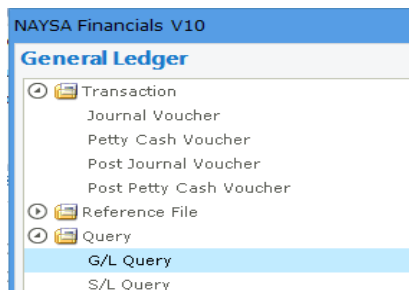
Let's do GL Account Analysis of posted transaction transactions.

By navigating from menu, select **General Ledger>Query**

1. Click General Ledger to view the menu below.



2. Select Query and view submenu.



3. Select GL Query to do GL Account Analysis. A screen below is displayed.

G/L Query

Filter

Branch: HEAD OFFICE Find Reset Print Starting Cut-Off: Ending Cut-Off:

Account Code: 20001 ACCOUNTS PAYABLE S/L Code: R/C Code: View Document







Beginning Balance: 0.00 Total Debit: 0.00 Total Credit: 982.14 Ending Balance: -982.14

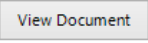
BC	Cut-Off	DT	Doc No	Doc Date	Acct Code	Acct Name	Particular	RC Code	SL Code	Debit	Credit
Co...	Contains:	Contains:	Contains:	Equals:	Contains:	Contains:	Contains:	Contains:	Contains:	Equals:	Equals:
HO			00000001		20001	ACCOUNTS PAYABLE			SU000002	0.00	982.14

SL Ref No	Cust/Vend Code	Cust/Vend Name	RC Name	SL Name	User ID	Date Stamp	Time Stamp
Contains:	Contains:	Contains:	Contains:	Contains:	Contains:	Equals:	Contains:
67676	SU000002	ASIA INSURANCE PHILIPPINES CORPORATION		ASIA INSURANCE PHILIPPINES C...			1631

4. NAYSA displays the default Branch setup in the Company ID.

Branch HEAD OFFICE 

5. To select a valid Branch, view a valid Branch. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to perform GL Account Analysis.
6. To select a valid GL Account, view a valid GL Account. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to perform GL Account Analysis.
7. To select a valid Subsidiary Ledger of selected GL Account, view a valid SL Code. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information can be left blank.
8. To select a valid Responsibility Center of selected GL Account, view a valid RC Code. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information can be left blank.
9. To select a valid Starting Cut Off, view a valid Cut Off. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to perform GL Account Analysis.
10. To select a valid Ending Cut Off, view a valid Cut Off. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to perform GL Account Analysis.
11. Click the Find button. NAYSA displays all posted transactions based on the filtered information setup
12. Click the Reset button to create a new filtering option to view posted transactions.
13. Click the Print button to print the details of filtered transactions.

14. NAYSA provides a facility to view the actual document of selected transaction. Click a transaction to select and click the  button.

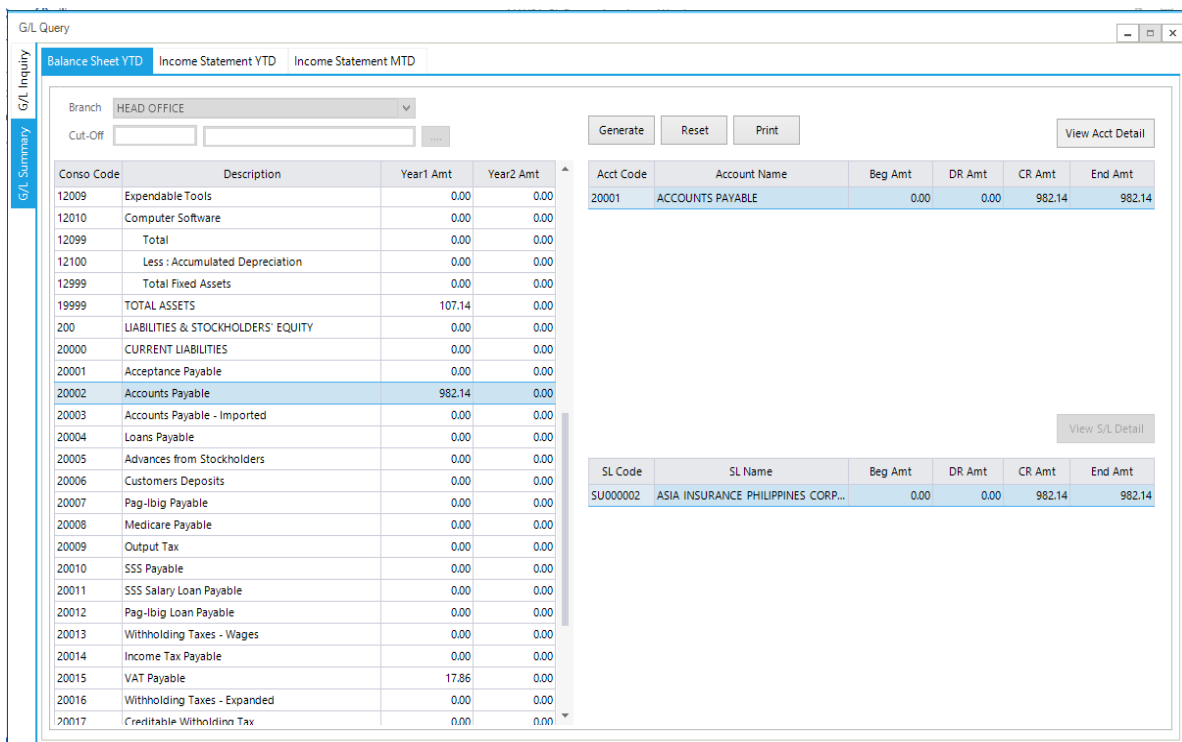
15. The following GL Account Summary Total can be viewed in the **GL Query>GL Inquiry Tab**

- Beginning Balance
- Total Debit
- Total Credit
- Ending Balance

16. The following information can be viewed in the **GL Query>GL Inquiry Tab**

- | | |
|---|---|
| <ul style="list-style-type: none"> - Branch - Cut Off - Document Type - Document Number - Document Date - Account Code - Account Name - Particulars - RC Code - SL Code | <ul style="list-style-type: none"> - Debit - Credit - SL Reference Number - Customer/Vendor Code - Customer/Vendor Name - RC Name - SL Name - User ID - Date Stamp - Time Stamp |
|---|---|

17. The screen below is displayed upon clicking **GL Summary Tab>Balance Sheet YTD**



The screenshot shows the 'GL Query' window with the 'GL Inquiry' tab selected. The 'Balance Sheet YTD' sub-tab is active. The main area displays a list of accounts with columns for 'Conso Code', 'Description', 'Year1 Amt', and 'Year2 Amt'. The accounts are listed in a hierarchical manner, starting with '12009 Expendable Tools' and ending with '20017 Creditable Withholding Tax'. The 'Year1 Amt' and 'Year2 Amt' columns show the amounts for the respective years.

On the right side of the window, there is a 'Generate' button, a 'Reset' button, and a 'Print' button. Below these buttons is a 'View Acct Detail' button. The 'View Acct Detail' button is clicked, and a detailed view of the 'Accounts Payable' account (20001) is displayed. This view includes a table with columns for 'Acct Code', 'Account Name', 'Beg Amt', 'DR Amt', 'CR Amt', and 'End Amt'. The table shows the following data:

Acct Code	Account Name	Beg Amt	DR Amt	CR Amt	End Amt
20001	ACCOUNTS PAYABLE	0.00	0.00	982.14	982.14

Below this table, there is a 'View S/L Detail' button. Clicking this button displays a detailed view of the 'Accounts Payable' account, showing a table with columns for 'SL Code', 'SL Name', 'Beg Amt', 'DR Amt', 'CR Amt', and 'End Amt'. The table shows the following data:

SL Code	SL Name	Beg Amt	DR Amt	CR Amt	End Amt
SU000002	ASIA INSURANCE PHILIPPINES CORP...	0.00	0.00	982.14	982.14

18. Click the **Generate** button to generate the details.

19. Click the **Reset** button to reset the display of information.

20. Click the **Print** button to print the Balance Sheet YTD.

21. Highlight a GL Account and click the **View Acct Detail** button to view the details of select GL Account.

Generate

Reset

Print

View Acct Detail

Acct Code	Account Name	Beg Amt	DR Amt	CR Amt	End Amt
20001	ACCOUNTS PAYABLE	0.00	0.00	982.14	982.14

22. Click the **View S/L Detail** button to view the details of select GL Account.

View S/L Detail					
SL Code	SL Name	Beg Amt	DR Amt	CR Amt	End Amt
SU000002	ASIA INSURANCE PHILIPPINES CORP...	0.00	0.00	982.14	982.14

23. The screen below is displayed upon clicking **GL Summary Tab>Income Statement YTD**

GL Query

Balance Sheet YTD **Income Statement YTD** Income Statement MTD

Branch: HEAD OFFICE

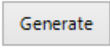

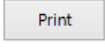
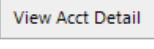
Cut-Off:


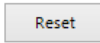

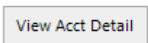
R/C Code:

Generate **Reset** **Print** **View Acct Detail**

Conso Code	Description	Year1 Amt	Year2 Amt
52024	Employee Relation - A	0.00	0.00
52025	Documentary Stamp - A	0.00	0.00
52026	Light & Water - A	0.00	0.00
52027	Depreciation - A	0.00	0.00
52028	Amortization - A	0.00	0.00
52029	Salaries and Wages - S	0.00	0.00
52030	Insurance Expenses - S	0.00	0.00
52031	Fuel and Oil - S	0.00	0.00
52032	Taxes & Licenses - S	0.00	0.00
52033	Depreciation - S	0.00	0.00
52034	Communication - S	892.86	0.00
52035	SSS Contribution - S	0.00	0.00
52036	Pag-Ibig Contribution - S	0.00	0.00
52037	Philhealth Contribution - S	0.00	0.00
52038	Repairs & Maintenance - Labor - S	0.00	0.00
52039	Repairs & Maintenance - Parts - S	0.00	0.00
52040	Toll and Parking Fees - S	0.00	0.00
52041	13th Month Pay & Employee Benefit - S	0.00	0.00
52042	Freight - S	0.00	0.00
52099	Total Operating Expenses	892.86	0.00
53001	Net Profit	-892.86	0.00
53002	Less Provision for Income Tax	0.00	0.00
53099	NET INCOME TO RETAINED EARNINGS	-892.86	0.00

Acct Code	Account Name	Beg Amt	DR Amt	CR Amt	End Amt
70009	S-COMMUNICATION	0.00	892.86	0.00	892.86

24. Click the  button to generate the details.
25. Click the  button to reset the display of information.
26. Click the  button to print the Income Statement YTD.
27. Highlight a GL Account and click the  button to view the details of select GL Account.

					
Acct Code	Account Name	Beg Amt	DR Amt	CR Amt	End Amt
70009	S-COMMUNICATION	0.00	892.86	0.00	892.86

28. The screen below is displayed upon clicking **GL Summary Tab>Income Statement MTD**

GL Query

Balance Sheet YTDIncome Statement YTDIncome Statement MTD

GL Inquiry

GL Summary

Branch






HEAD OFFICE

Starting Cut-Off

Ending Cut-Off

Generate

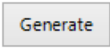
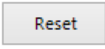

Reset



Current Page No.:

Total Page No.:

Zoom Factor: 100%

29. Click the  button to generate the details.
30. Click the  button to reset the display of information.
31. Click the  button to print the Income Statement MTD.

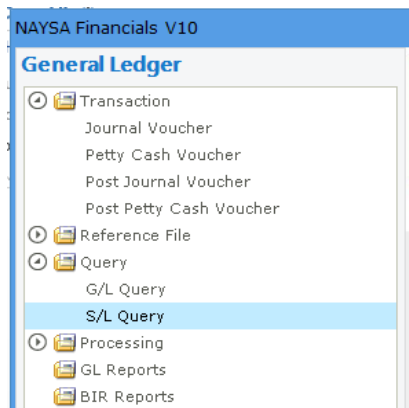
Finally, let's generate Schedule of posted GL Accounts identified as SL Required.

By navigating from menu, select **General Ledger>Query**

1. Click General Ledger to view the menu below.



2. Select Query and view submenu.



3. Select SL Query to print SL Summary by GL Account Report. A screen below is displayed.

S/L Summary By Account Printing

Branch: HEAD OFFICE

Account Code:

Cut-Off:

Print Reset

Main Report

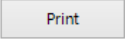

SL Summary by Account
As of

BEGBAL : 0.00
 DEBIT : 0.00
 CREDIT : 982.14
 ENDBAL : 982.14

Run Date : 04/24/2018
 Run Time : 5:00:47PM

Page 1 of 1

SL Code	SL Description	LAST MONTH'S BALANCE	THIS MONTH DEBIT	CREDIT	YEAR-TO-DATE BALANCE
SV000002	ASIA INSURANCE PHILIPPINES CORPORATION	0.00	0.00	982.14	982.14

4. NAYSA filters the display of GL Account tagged as SL Required.
5. Click the  button to print the SL Summary by Account Report.
6. Click the  button to reset the filtered information.