GENERAL LEDGER

GL/SL QUERY

NAYSA-SOLUTIONS INCORPORATED

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

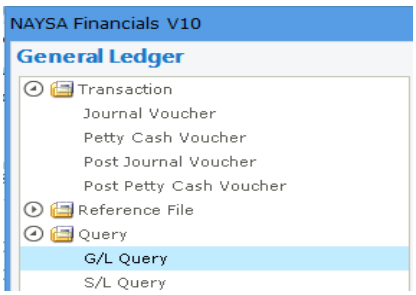
How to navigate NAYSA?

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

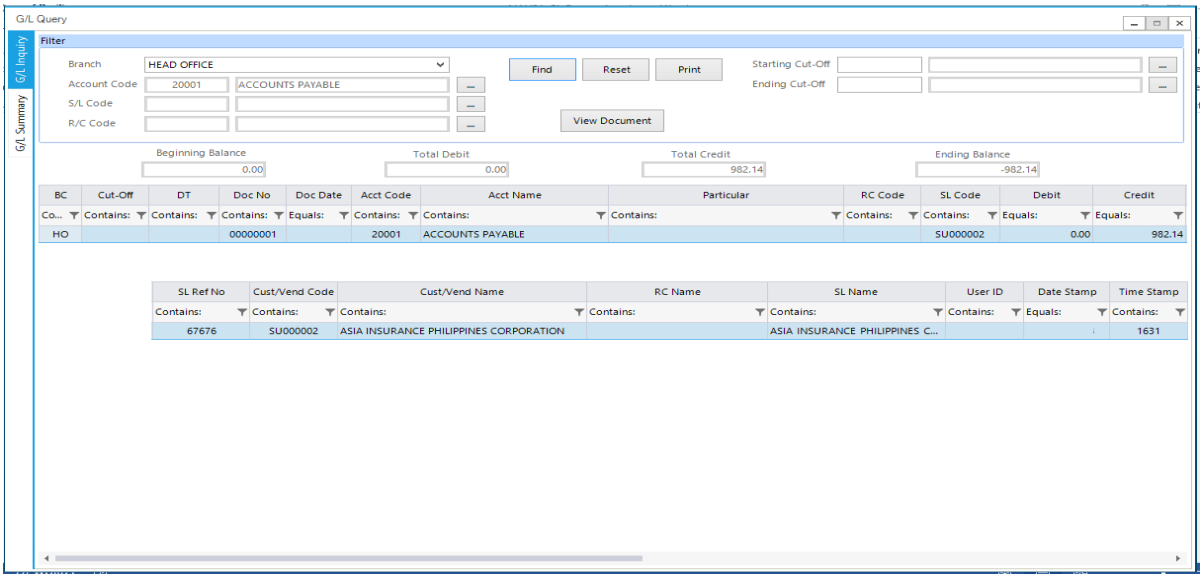
By navigating from menu, select **General Ledger>Query**

1. Click General Ledger to view the menu below.

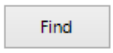
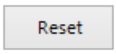
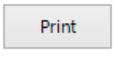
2. Select Query and view submenu.



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



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

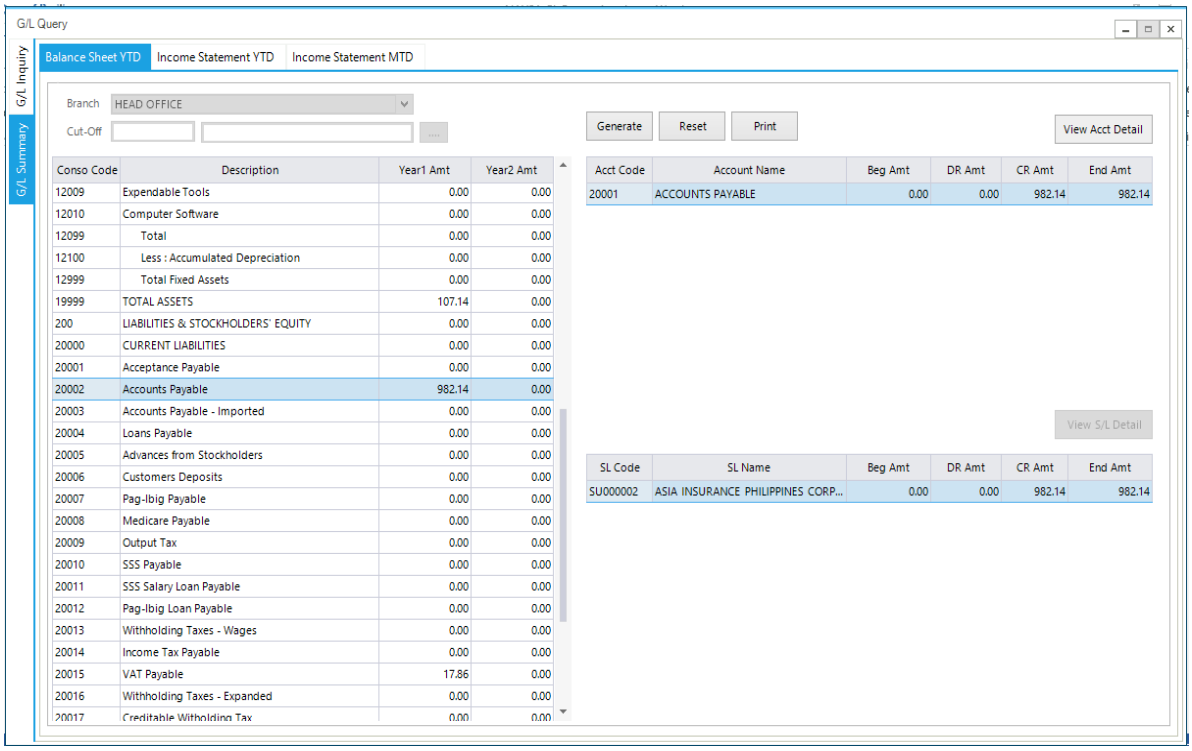
5. To select a valid Branch, view a valid Branch. By clicking the button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to perform GL Account Analysis.
6. To select 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  button. NAYSA displays all posted transactions based on the filtered information setup
12. Click the  button to create a new filtering option to view posted transactions.
13. Click the  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 View Document 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**
    - Branch
    - Cut Off
    - Document Type
    - Document Number
    - Document Date
    - Account Code
    - Account Name
    - Particulars
    - RC Code
    - SL Code
    - 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**

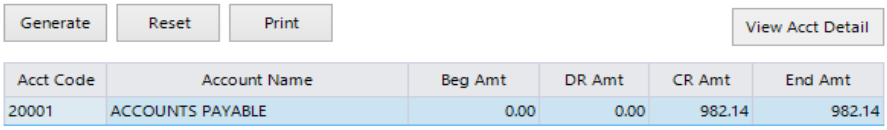


18. Click the Generate button to generate the details.

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.

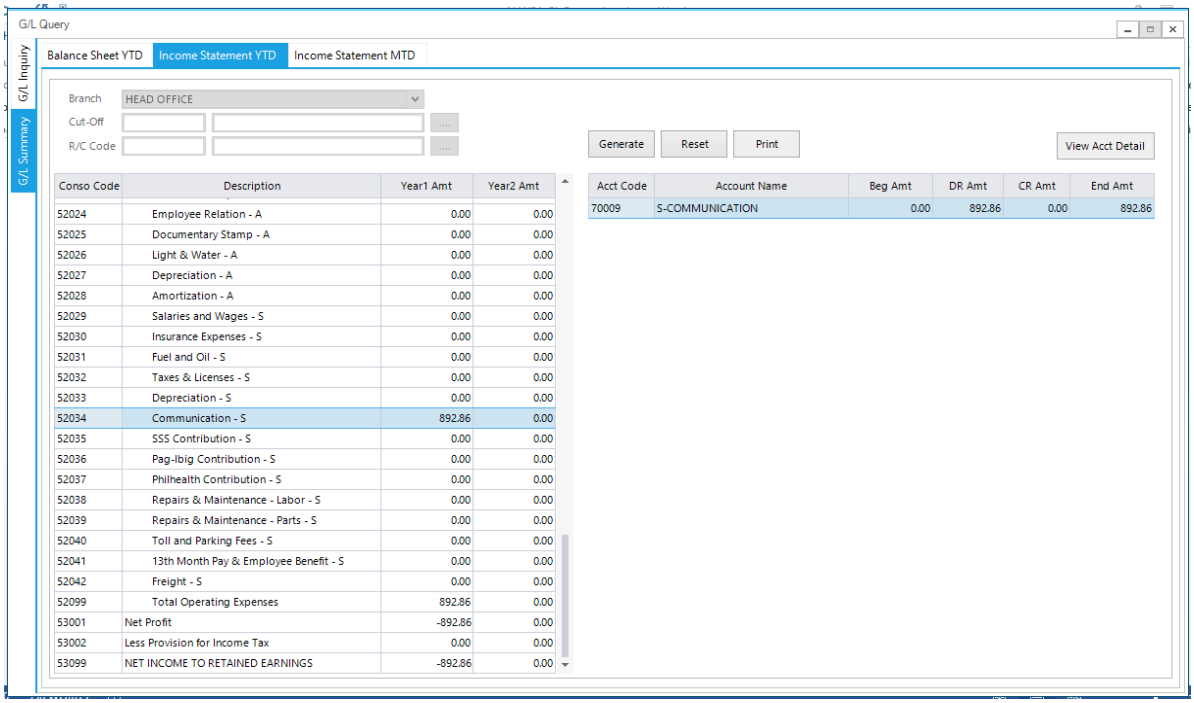


Acct Code	Account Name	Beg Amt	DR Amt	CR Amt	End Amt
20001	ACCOUNTS PAYABLE	0.00	0.00	982.14	982.14

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

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**

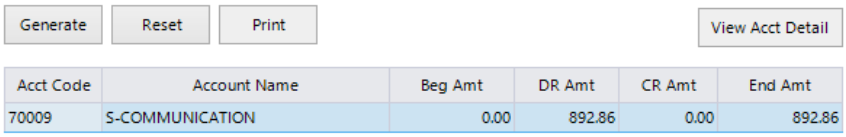


24. Click the Generate button to generate the details.

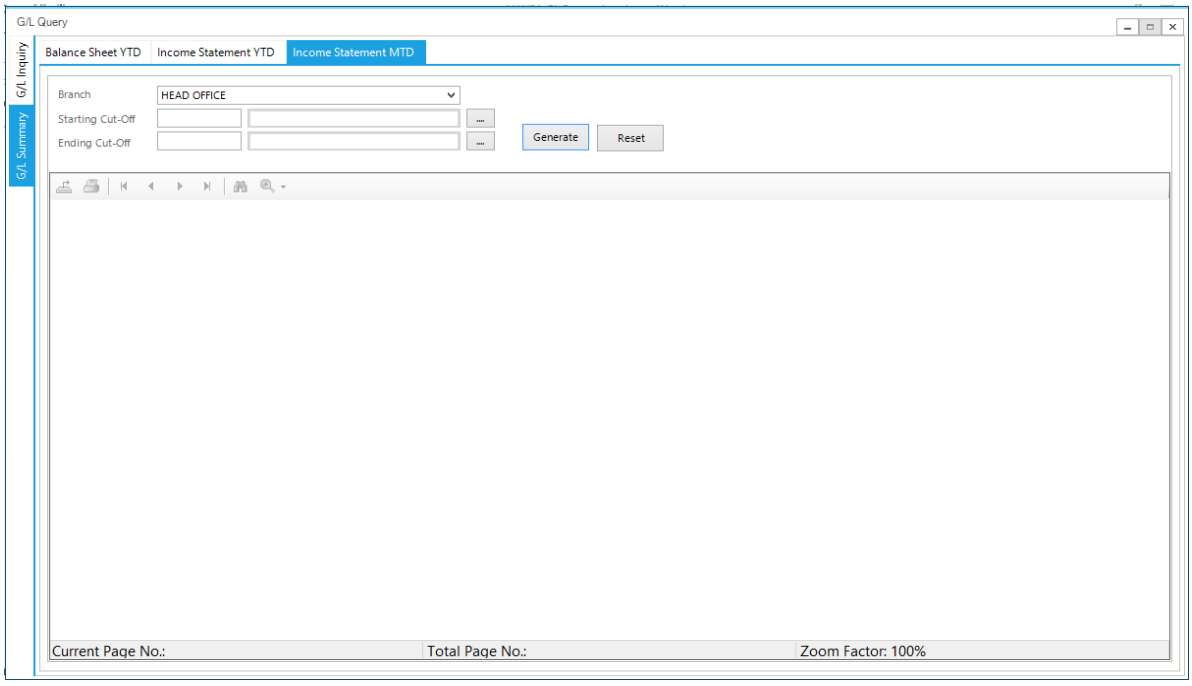
25. Click the Reset button to reset the display of information.

26. Click the Print button to print the Income Statement YTD.

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



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



29. Click the Generate button to generate the details.

30. Click the Reset button to reset the display of information.

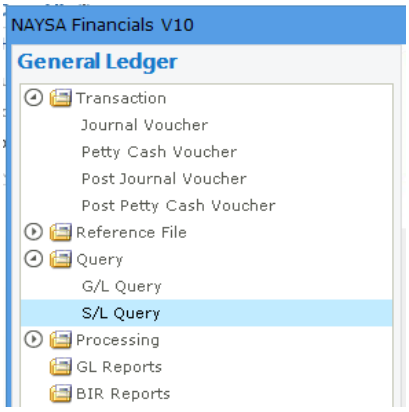
31. Click the button to print the Income Statement MTD.

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

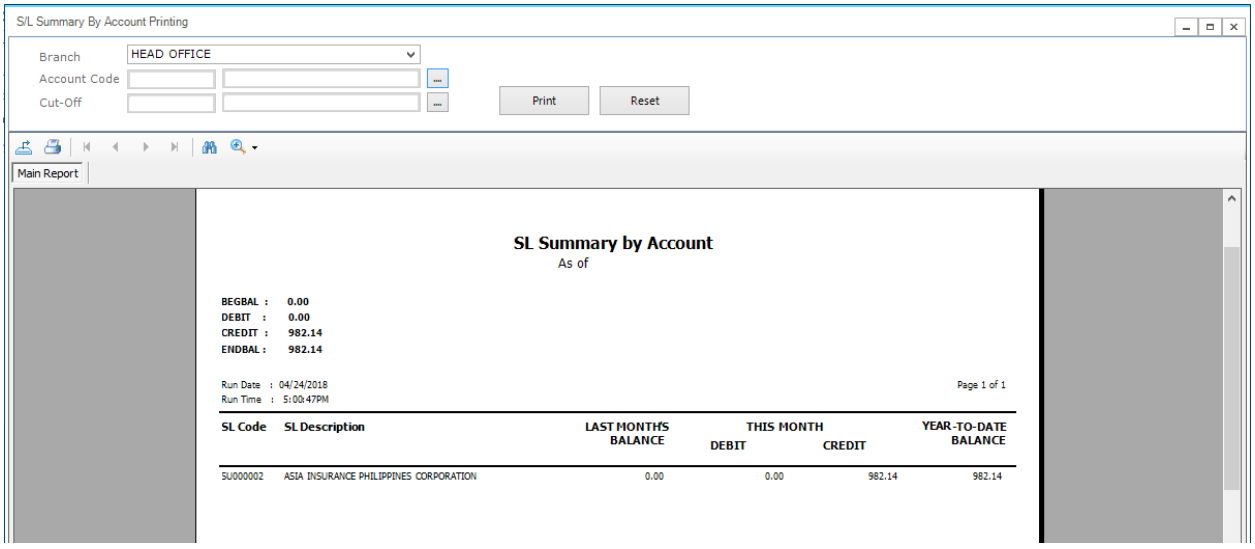
By navigating from menu, select **General Ledger>Query**

1. Click General Ledger to view the menu below.

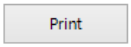
2. Select Query and view submenu.



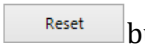
3. Select SL Query to print SL Summary by GL Account Report. A screen below is displayed.



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.