GENERAL LEDGER
REFERENCE FILES

NAYSA-SOLUTIONS
INCORPORATED

NAYSA FINANCIALS

WELCOME TO

GENERAL LEDGER MODULE
NAYSA Financials V10

Logging In

Each process owner shall be provided with unique User Name and Password. The system administrator shall assign access rights for each process owner

Do you have your own User Name?
Do you know you Password?

How to login to the system?

1. NAYSA defaults the company name set in the Company Identification File.

2. Enter a valid Username.

3. Enter a valid Password.

4. Click the **Exit** button to close NAYSA.

5. Click the **Login** button to access NAYSA.

6. Click the **OK** button to start navigating.

System Configuration

Start by setting up reference and master files.

All reference and master file are user-defined. Only the authorized user can create and update the details.

You cannot proceed with the saving of reference file if mandatory field is blank.

Begin by creating the Chart of Accounts

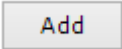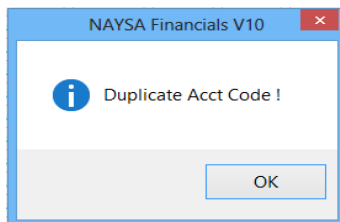You can create by navigating from the menu by choosing **Reference Files>Chart of Accounts**


How to navigate to the system?

1. Click the **Add** button to add a new record.

2. Set up a new Account Code. NAYSA validates duplicate Account Code. A screen below is displayed.

Click the **OK** button to create a unique code.

3. Create a GL Account Name.

4. View a valid Account Type to generate the GL Account Summary. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.

5. View a valid Account Group to identify the GL Account. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.

6. View the normal Account Balance. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.

7. Tag if the GL Account requires a Subsidiary Ledger. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.

8. Tag if the GL Account requires a Responsibility Center. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.

9. View a valid Consolidation Code. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.

10. Encode the old Account Code as reference, if a new set of GL Account Code shall be used.

11. View a valid Account Classification. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.

12. Click the Save button to save the newly created record. A screen below is displayed
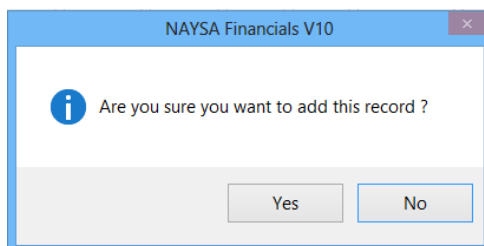
13. To cancel the saving of the new record, click the No button.

14. To add the new GL Account created, click the Yes button. A screen below is displayed.
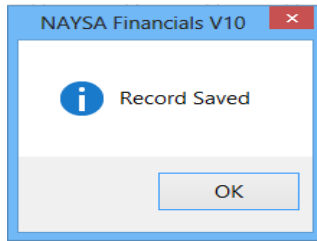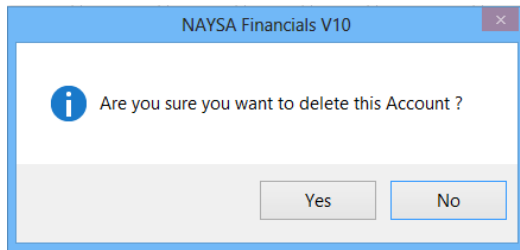
Click the OK button to confirm. NAYSA clears the screen to allow setting up of another GL Account.

15. To print the Chart of Account Listing, click the Print button.

16. To reset the display of information by clearing the screen, click the Reset button.

17. To delete a record, click the Delete button. A screen below is displayed.

18. To cancel the deletion of a record, click the No button.

19. To proceed with the deletion of a record, click the Yes button.

20. To update the details of an existing GL Account, select a GL Account and double click.

21. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

22. NAYSA provides the information of each GL Account. The following details are grayed out for viewing only.
    - Registered By
    - Registered Date
    - Last Updated By
    - Last Updated Date

23. Click the × button at the upper right most of the screen to exit from Chart of Account Master File.

The next step is to setup is to setup Bank Masterfile.

You can create by navigating from the menu by choosing **Reference Files>Bank Master File**

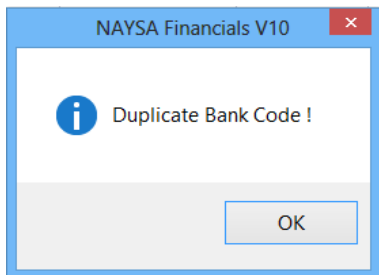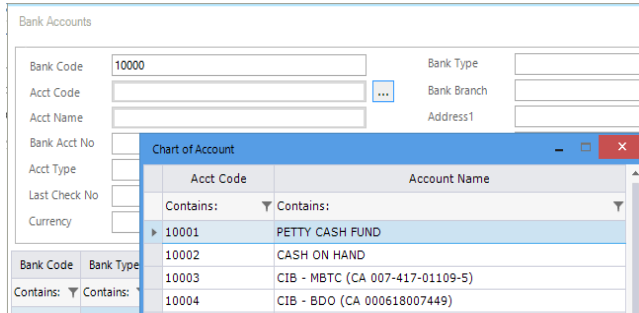How to navigate to the system?

1. Click the Add button to add a new record.

2. Set up a new Bank Code. NAYSA validates duplicate Bank Code. A screen below is displayed.
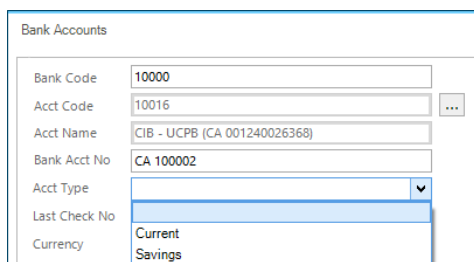

Click the OK button to create a unique code.

3. View a valid Cash in Bank GL Account to be crossed matched with the new bank code. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.

4. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

5. Double click to select a Cash in Bank-GL Account.

6. NAYSA displays the GL Account Name automatically.

7. Encode the Bank Account Number.

8. View a valid Account Type. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.
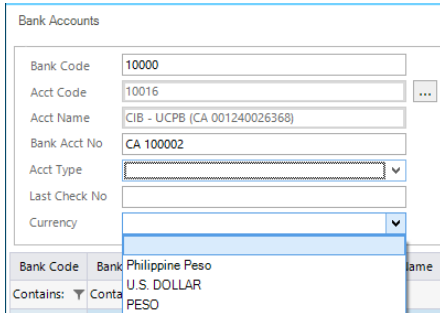

9. Scroll down to select a bank Account Type.

10. Double click to select.

11. Assign the Last Check Number.

12. View a valid Currency. By clicking the [⌄] button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.

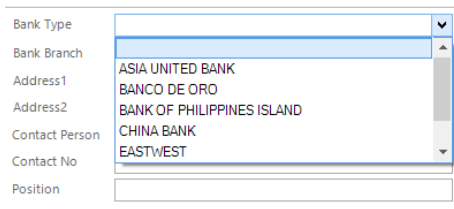13. Scroll down to select a valid Currency.

14. Double click to select.

15. View a valid Bank Type. By clicking the [⌄] button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.
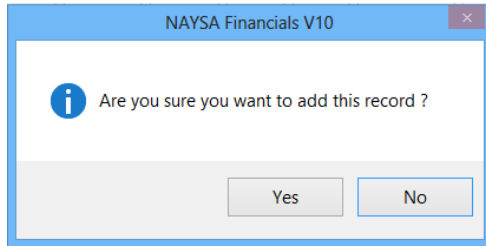

16. Scroll down to select a valid Bank Type.

17. Double click to select.

18. Encode the following:
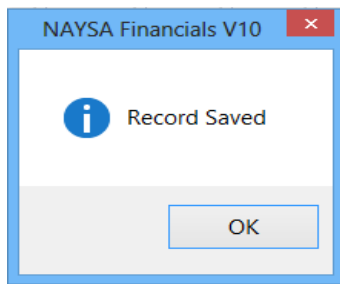   - Bank Branch.
    - Bank Address 1
    - Contact Person
    - Contact Number
    - Position

24. Click the Save button to save the newly created record. A screen below is displayed

25. To cancel the saving of the new record, click the No button.

26. To add the new Bank Account details created, click the Yes button. A screen below is displayed.

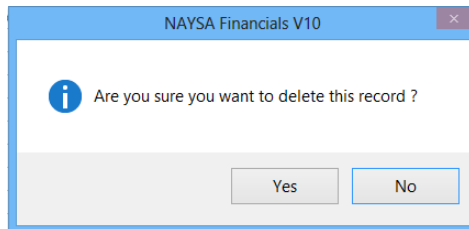Click the OK button to confirm. NAYSA clears the screen to allow setting up of another Bank Account details.

27. To print the Bank Account Listing, click the Print button.

28. To reset the display of information by clearing the screen, click the Reset button.

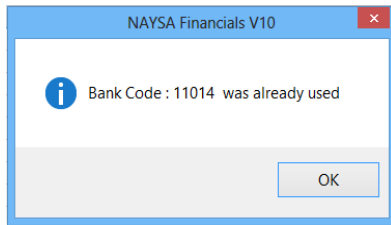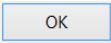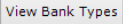29. To delete a record, click the Delete button. A screen below is displayed.

30. To cancel the deletion of a record, click the No button.

31. To proceed with the deletion of a record, click the Yes button.

32. NAYSA validates a record for deletion. Deleting a Bank Account details with existing transaction, a message below is displayed:

33. Click the OK button to exit.

34. To update the details of an existing Bank Account details, select a Bank Account and double click.

35. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

36. NAYSA provides the information of each Bank Account. The following details are grayed out for viewing only.
    - Registered By
    - Registered Date
    - Last Updated By
    - Last Updated Date

19. To view and add a new Bank Type if it not available in the Bank Type drop list, click the View Bank Types button. The link to set up a Bank Type reference file is enabled as shown below.
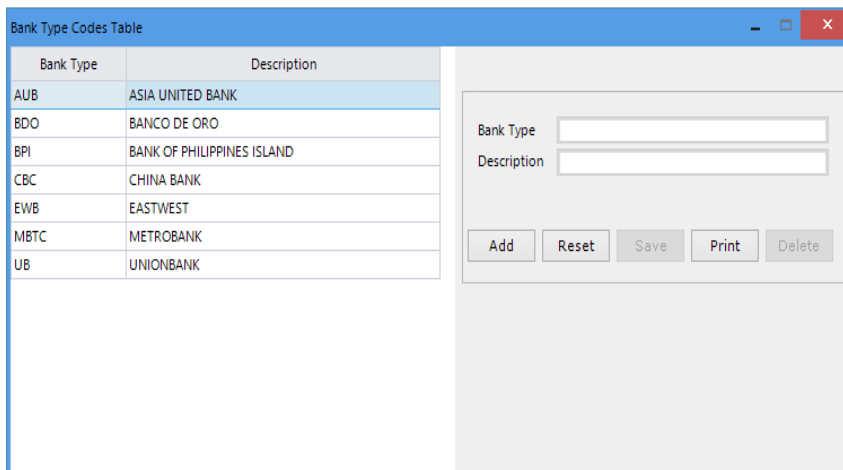
The process to create a new record is explained in the Global Reference File User Guide.

20. Click the × button at the upper right most of the screen to exit from Bank Master File.

The next step is to setup is to setup Subsidiary Ledger Master Data

You can create by navigating from the menu by choosing **Reference Files>S/L Master Data**

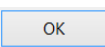NAYSA initially displays a screen to create a new SL Type.

How to navigate to the system?

1. Click the [Add] button to add a new record.

2. Set up a new SL Type. NAYSA validates duplicate SL Type. A screen below is displayed.

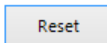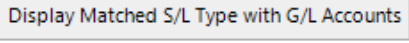Click the [OK] button to create a unique code.

3. Click the [Edit] button to edit existing SL Type by highlighting the record to edit.

4. NAYSA does not allow editing of SL Type code.

5. Click the [Delete] button to delete a record by highlighting the record.

6. NAYSA validates the deletion if record for deletion was already used in the system.
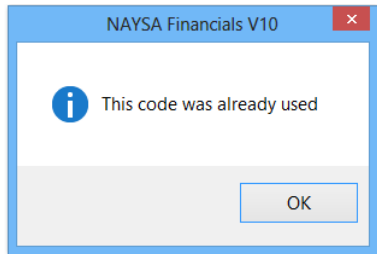
7. Click the [Reset] button to clear the screen.

8. To print the SL Type Listing, click the [Print] button.

9. To match a GL Account per SL Type. Highlight a record, click the [Display Matched S/L Type with G/L Accounts] button to view previously matched GL Account.

10. Click the ☑ Show All G/L Account box to view all GL Account. Select a new GL Account to be matched per SL Type.

Select	Account Name	Acct Code	SL Req
☑	INPUT TAX	10035	Yes
☑	DEFERRED INPUT TAX	10036	Yes
☑	ACCOUNTS PAYABLE	20001	Yes
☑	WITHHOLDING TAXES - EXPANDED	20011	Yes
☐	PETTY CASH FUND	10001	Yes
☐	TRADE RECEIVABLES	10030	Yes
☐	ALLOWANCE FOR DOUBTFUL ACCT	10031	Yes
☐	ADVANCES TO SUPPLIER	10034	Yes
☐	REFUNDABLE DEPOSITS	10053	Yes

11. Click [Save Matched G/L Accounts] to save the SL Type Matched to selected GL Account.

12. Click the SL Master file Tab to create and update Subsidiary Ledgers per SL Type.

S/L Code	S/L Description	TIN	Address
SU000001	AQUATIC FOOD MANUFACTURING CORPORATION	006-286-047-0000	
SU000002	ASIA INSURANCE PHILIPPINES CORPORATION	000-740-925-0000	
SU000003	B2BE COM PHILIPPINES INC	007-005-258-0000	
SU000004	BAYAN TELECOMMUNICATIONS INCORPORATED	000-774-471-0000	
SU000005	BDO UNIBANK INC	000-708-174-0000	
SU000006	BUREAU OF INTERNAL REVENUE		
SU000007	CASH		
SU000008	CECILIA ARCALES		
SU000009	COLONY CLOTHING CORPORATION	007-302-847-0000	
SU000010	CROCODILE TAPE AND CO INC	001-837-622-0000	
SU000011	DEBBIE KAREN KOA AND ASSOCIATES	161-578-876-0000	
SU000012	DENOVO EXPRESS ENDEAVOURS CORP	006-891-584-0000	
SU000013	EDWIN ESCABUSA		
SU000014	EMERSON TORNO		
SU000015	EVELYN OBERA		
SU000016	FAIR N SQUARE EMPORIUM INC	000-297-462-0000	
SU000017	FIRE BUSTER INDUSTRIES	103-893-289-0000	
SU000018	GEMMALYN MARAÑO		
SU000019	GFI ENTERPRISES INC	000-332-211-0000	
SU000020	GLAM BUSINESS CENTER	911-353-790-0000	
SU000022	HOLSUM FOODS INC	000-295-793-0000	
SU000023	HOME DEVELOPMENT MUTUAL FUND		

13. View a valid SL Type. By clicking the [∨] button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.
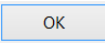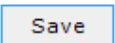
14. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

15. Double click to select a SL Type.

16. NAYSA displays the SL Type Description automatically.

17. Click the [Add] button to add a new record.

18. Set up a new SL Code. NAYSA validates duplicate SL Code. A screen below is displayed.
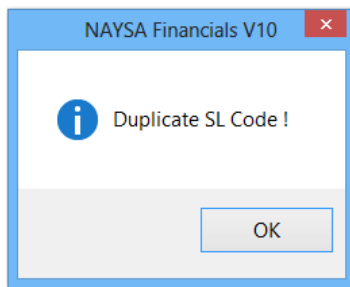

Click the [OK] button to create a unique code.

19. Encode SL Description.

20. Encode the reference TIN.

21. Encode the following addresses:
    - Address1
    - Address2
    - Address3

22. Click the [Save] button to save the newly created record. A screen below is displayed
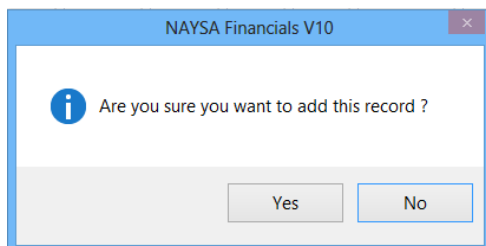
23. To cancel the saving of the new record, click the [No] button.

24. To add the new Subsidiary Ledger details created, click the [Yes] button. A screen below is displayed.
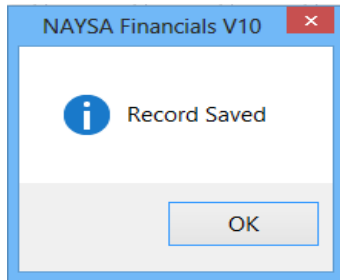
Click the [OK] button to confirm. NAYSA clears the screen to allow setting up of another Subsidiary Ledger details.
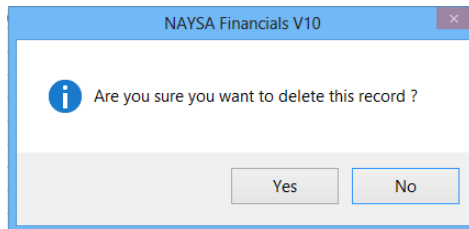
25. To print the Subsidiary Ledger Master File Listing, click the [Print] button.

26. Click the [Reset] button to clear the screen.

37. Click the [Edit] button to edit existing SL Code by highlighting the record to edit.

38. NAYSA does not allow editing of SL Code.

39. To delete a record, click the [Delete] button. A screen below is displayed.
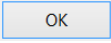
40. To cancel the deletion of a record, click the [No] button.

41. To proceed with the deletion of a record, click the [Yes] button.

27. Click the [Delete] button to delete by highlighting the record.

28. NAYSA validates the deletion, Deleting a Subsidiary Ledger with existing transaction, a message below is displayed:
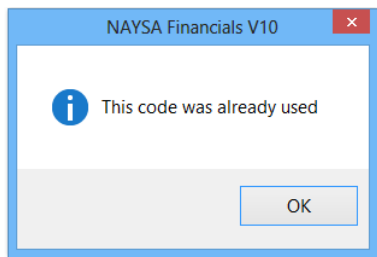
42. Click the [OK] button to exit.

43. To update the details of an existing Subsidiary Ledger, highlight the Subsidiary Ledger and double click.

29. Click the [×] button at the upper right most of the screen to exit from S/L Master Data.

The next step is to setup is to setup Responsibility Center, the cost and profit center.

You can create by navigating from the menu by choosing **Reference Files>Responsibility Center**

How to navigate to the system?

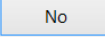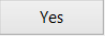1. Click the Add button to add a new record.

2. Set up a new Responsibility Center Code (RC Code). NAYSA validates duplicate RC Code. A screen below is displayed.
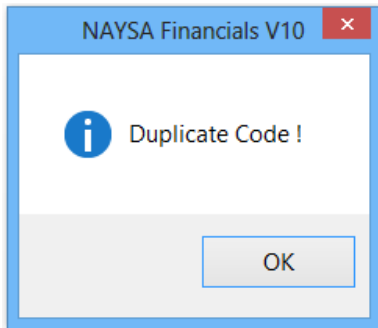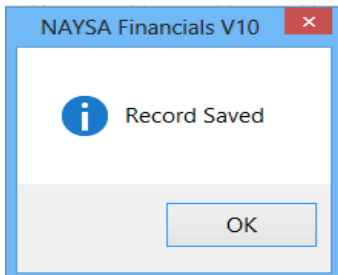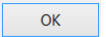

Click the OK button to create a unique code.

3. Encode the description.

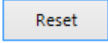4. Click the Save button to save the newly created record. A screen below is displayed
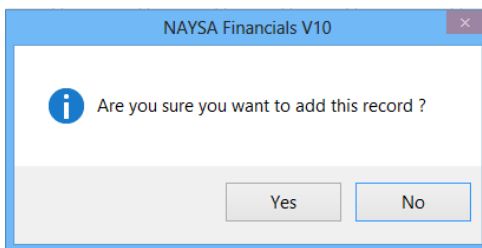
5. To cancel the saving of the new record, click the No button.

6. To add the new Responsibility Center details created, click the Yes button. A screen below is displayed.
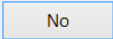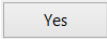

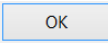Click the OK button to confirm. NAYSA clears the screen to allow setting up of another Responsibility Center details.

7. To print the Responsibility Center Listing, click the Print button.

8. Click the [Reset] button to clear the screen.

9. Click the [Edit] button to edit existing RC Code by highlighting the record to edit.

10. NAYSA does not allow editing of RC Code.

11. To delete a record, click the [Delete] button. A screen below is displayed.
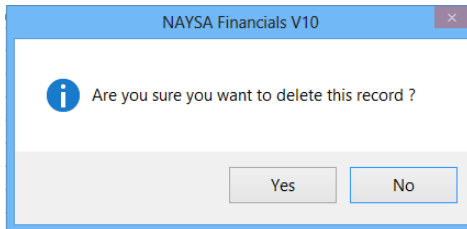
12. To cancel the deletion of a record, click the [No] button.

13. To proceed with the deletion of a record, click the [Yes] button.

14. Click the [Delete] button to delete by highlighting the record.

15. NAYSA validates the deletion, Deleting a Responsibility Center with existing transaction, a message below is displayed:
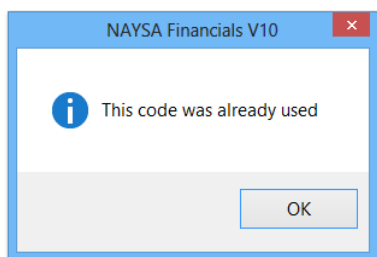
16. Click the [OK] button to exit.

17. To update the details of an existing Responsibility Center, highlight the Responsibility Center and double click.

18. Click the [×] button at the upper right most of the screen to exit from Responsibility Center.
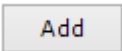
Lastly, setup the Financial Statement Consolidation.

You can create by navigating from the menu by choosing **Reference Files>FS Consolidation Codes**
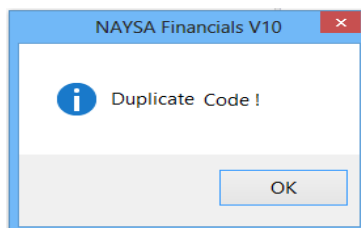

How to navigate to the system?

1. Click the [Add] button to add a new record.

2. Set up a new Consolidation Code. NAYSA validates duplicate Consolidation Code. A screen below is displayed.

Click the [OK] button to create a unique code.

3. View a valid Account Group to where Consolidation Code shall be generated. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.

4. Create a Consolidation Description.

5. Encode Summary Group. This is a group code where consolidation codes are summarized.

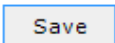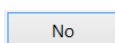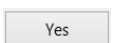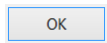6. View a valid Summary Operation. This is the formula to be used to generate the total of every Summary Group. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data.

7. View a valid Top Line. This is the line displayed on top of every Summary Group. Select Single or Double Line. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data.

8. View a valid Bottom Line. This is the line displayed on top of every Summary Group. Select Single or Double Line. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data.

9. Click the Save button to save the newly created record. A screen below is displayed
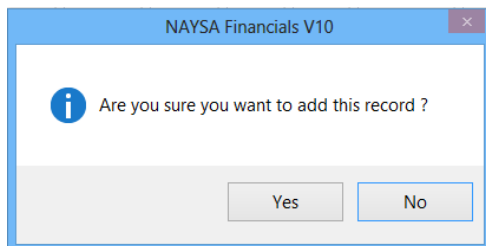
10. To cancel the saving of the new record, click the No button.

11. To add the new Consolidation Code created, click the Yes button. A screen below is displayed.
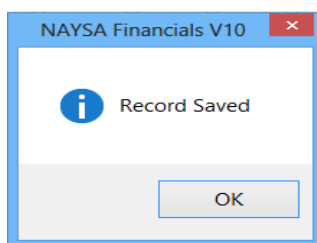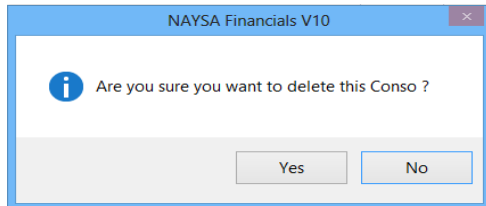

Click the OK button to confirm. NAYSA clears the screen to allow setting up of another Consolidation Code.

12. To print the Consolidation Code Listing, click the Print button.

13. To reset the display of information by clearing the screen, click the Reset button.

14. To delete a record, click the Delete button. A screen below is displayed.

15. To cancel the deletion of a record, click the No button.

16. To proceed with the deletion of a record, click the Yes button.

17. To update the details of an existing Consolidation Code, select a Consolidation Code and double click.

18. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

19. NAYSA provides the information of each Consolidation Codes. The following details are grayed out for viewing only.
    - Registered By
    - Registered Date
    - Last Updated By
    - Last Updated Date

20. Click the × button at the upper right most of the screen to exit from FS Consolidation Codes.