**Hands on - GENERAL LEDGER**

**Name of the participant –**

**Date -**

**Hands on in detail**

1. **To create General Ledger**

Menu option: ARC

Ref code creation: new

Ref Code Type description : <Select GL from the searcher>

Click on Go

Click on Add

Ref code : <Enter a GL code of your choice>

Description : <Enter a description for the GL code created by you>

Click on Save

Select the record

Click on Submit

1. **To create the GL subhead**

Menu option : MGLS

Function: Add

Sol ID : 102

Subhead code : <Enter a GL subhead of your choice- 5 char>

CCY : INR

Click on Go

Subhead description : <Enter the subhead description>

General Ledger code: <Enter the GL code created in the previous step>

Click on Submit

**This GL Subhead creation has to be verified by another user**

Menu option : MGLS

Action: Verify

Enter your GL subhead code

CCY : INR

Click on Go

View the details

Click on Submit to complete verification of GL subhead code

1. **Replicate the GL subhead created by you in the previous step**
2. **From your SOL to other SOL / all other SOLs**
3. **From EUR currency to other currency/ all other applicable currencies**

Menu : BRGLSC

Source SOL : Enter your SOL Id [102]

Target SOL Set ID : Enter a SOL of your choice [or alternatively select the set “All” from the searcher- for replication to all the SOLs]

Source CCY : INR

Target CCY : Enter a particular CCY code or leave it blank for replication in all applicable currencies

Source GL subhead code : <Enter the GL subhead created by you in the previous step>

Click on Submit

To view the replication report:

Menu: PQR

Click on Go and select the relevant report to view

The report will reflect the successfully replicated GL Subhead in all the SOLs and in all the applicable currencies therein.

1. **Link this GL subhead to a savings scheme**

Menu : MGSP

Function : Copy from existing

Copy from Existing Scheme code : SBGEN

New scheme code : Specify a scheme code of your choice

Click on Go

Click on General Ledger Subhead tab

Click on Add button

Enter the GL Subhead created by you previously in the field .

Also click the Default checkbox for making this the default GL subhead for the scheme

Click on Save

Click on Submit

**This scheme code creation needs to be verified by another user**

Menu: VGSP

Function; Verify

Enter your scheme code

Click on Go

View the details and click on Submit to complete verification

**Logout and login again with your user ids in the application**

1. **Open a new account under the scheme and fund it**

Menu : OSA

CIF ID : RET002588

Scheme code : <Enter the scheme code created by you in the previous step>

Click on Go

**Note that system will automatically pick up your GL Subhead linked previously as the default value**

View the details

Interest details tab

Interest credit account- Original account

Click on Submit

**This newly opened account has to be verified by another user**

Menu ; VSAO

A/c ID : <Enter your account number>

Click on Go

View the Interest details, Tax details, Scheme details, Related party details and General details tabs

Click on Submit to complete verification

**With this, this new account has been linked under the GL subhead created by you**

1. **To view the list of accounts under a particular GL Subhead**

Menu : SPAT

SOL / Set ID : 102

General Ledger Subhead Code: <Enter the GL subhead created by you>

CCY Code : INR

Click on Search

You can observe that the system displays the account which was opened in the previous step .

**Thus, linkage of GL Subhead to account is established through the scheme code.**

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