 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
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	Process Name	General Ledger Schedule	
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01.101.01 - General Ledger Schedule

PROCESS OVERVIEW


This master is used to define the scheduling or grouping of General Ledger Accounts, which means those, accounts who has been made in A (Asset)/ B (Liability)/ R (Revenue)/ X (Expenses) schedule.

PROCESS PRE-REQUISITES

As such no ERP process is required prior to create the Account Schedule as this the 1st step to define the Chart of Accounts. Whereas it is very much required to consolidate and structure all the General Ledger properly to prepare systematic Chart of Accounts in ERP using the Account Schedule Master.

KEY FEATURES

- General Ledger Schedule master specifically used for grouping/scheduling of GL Accounts.
 - User can generate a General Ledger Accounts On the basis of General Ledger Schedule master.
 - Account type is used to categorize an account in Assets, Liability, Expenses or Revenue.
 - In case of Multi-Entity/Multi-Division, the Main-Ledger/ Sub-Ledger can be configured Entity wise or Division wise. Thus limiting visibility of Accounts Ledgers to the relevant Entity or Division.
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PROCESS DETAILS

FM1887V - Account Schedule Master

Filter

Acc Type: Parent Schedule:


Account Schedule Master

Code	Schedule Name	Parent	Parent Name	GL Required
A	Assets			N
AA	Fixed Assets	A	ASSETS	N
AAA	Land	AA	FIXED ASSETS	N
AAB	Smelting Plant At Samalaju Bintulu	AA	FIXED ASSETS	N
AAC	Fixed Assets	AA	FIXED ASSETS	N
AD	Asset Accumulated Depreciation	AA	FIXED ASSETS	
AB	Current Assets	A	ASSETS	N
ABA	Trade Receivable	AB	CURRENT ASSETS	N
ABB	Other Receivable	AB	CURRENT ASSETS	N
ABC	Inventory	AB	CURRENT ASSETS	N
ABD	Duties & Taxes	AB	CURRENT ASSETS	N
ABE	Prepayment	AB	CURRENT ASSETS	N
ABF	Bank Accounts	AB	CURRENT ASSETS	N
ABG	Cash Account	AB	CURRENT ASSETS	N
ABH	Short Term Deposit Investment	AB	CURRENT ASSETS	N
ABI	Amount Due From Group Companies	AB	CURRENT ASSETS	N
ABJ	Amount Due From Directors	AB	CURRENT ASSETS	N
B	Liabilities			N
BA	Current Liabilities	B	LIABILITIES	N
BAA	Trade Payable	BA	CURRENT LIABILITIES	N
BAB	Other Payable	BA	CURRENT LIABILITIES	N
BAC	Accrual	BA	CURRENT LIABILITIES	N

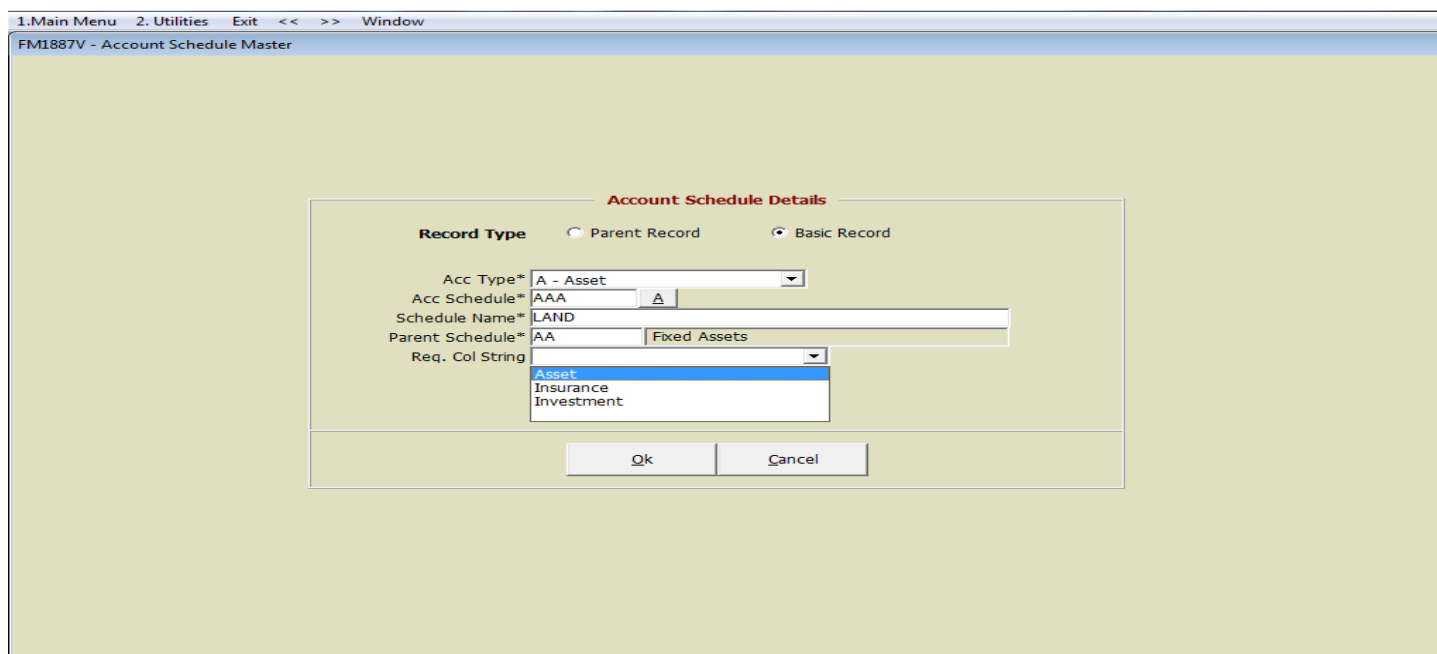
First Record: Last Record:

Total Rec: **78**

BUTTONS	DESCRIPTION
<u>A</u>DD	To Add new record.
<u>E</u>dit	To Edit the selected record. Note - Acc Type and Acc Schedule cannot be changed.
<u>D</u>elete	To Delete selected record. It is possible only if the selected GL is not used in any master relationship or in any transaction.
Find <u>C</u>ode	To find record by Code.
Find <u>N</u>ame	To find record by Name.
<u>P</u>rint	To generate the output of an account master data in Excel/bitmap and many more formats.
<u>V</u>iew	To View the selected record.
<u>E</u>xit	To Exit from the current opened window.
<u>F</u>irst Record	Select 1 st records on clicking the button.
<u>L</u>ast Record	Select last records on clicking the button.
<u>S</u>how	To populate the Account Schedule Master data based on the filters selection.


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FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Acc Type	This works as a filter and report will populate based in the selection.	O	To select pre-defined Acc Type from the drop down list as per the following: A – Asset B – Liability R – Income X – Expenses null
Parent Schedule	This works as a filter and report will populate based in the selection.	O	To select pre-defined General Ledger Schedule on pressing F9 button.



Code Creation Logic

ACCOUNT TYPE		ACCOUNT SCHEDULE		GL CODE
1 st Character of Account Type		Next 2 Characters of Account Schedule (Level 3) prefixed with account type		Last 2 digits will be the running serial no for selected account schedule.
A	Asset	AAA	Fixed Asset	AAA01 –Motors & Pumps

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			(AA-Fixed Asset & AAA-Plant and Machinery)	
B	Liability	B01	Sundry Creditors (B0-Sundry Creditors & B01-Sundry Creditors Raw Material)	B01 01 – Supplier Account (ABC Corporation)
R	Revenue	RA1	Sales (RA-Sales & RA1-Sales Export)	RA1 01 –Sale Exports – <i>FG Name</i>
X	Expenses	XFD	Carriage Inward (XF-Carriage Inward & XFD-Freight Forwarding Charges)	XFD 01 – Material Handling Charges

Work Step – To Add General Ledger Account

Step 1 Press 'Add' Button.

Step 2 Select 'Record Type' on clicking Radio Button.

Step 3 Select 'Acc Type' from drop-down button.

Step 4 'Acc Schedule' will get selected automatically based on 'Acc Type'.

Step 5 Select 'Schedule Name' on pressing F9 button.

Step 6 Select 'Parent Schedule' on pressing F9 button.

Step 7 Click on "Ok" button to save the record.

Step 8 'Cancel' button can be used to terminate the process.

Input Field Level Information

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Record Type	Filter	R	Select the option of creating the Parent or Basic Record.
Acc Type	Account Type	R	Asset the pre-defined Account Type from the drop down list.
Acc Schedule	Account Schedule	C	Enter the Account Schedule code in sequence with Account Type
Schedule Name	field	R	Enter the Account Schedule Name
Parent Schedule	Field	C	Select Parent Schedule by pressing F9 button.

R = Required, O = Optional, C = Conditional