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01.101.06 - General Ledger Accounts Master

PROCESS OVERVIEW

This master is used to define the main Accounts (Chart of Accounts). It contains the account for each Asset, Liability, Income and Expenses.

PROCESS PRE-REQUISITES


Input Fields	Input Details	General Remarks
Account Schedule	Needs to be created for creating a/c.	
Account Class	Account Class Master	To view the group ledger for MIS purpose i.e. all excise ledger group, or one bank with multiple bank accounts.
Expense Category	Expense Category Master	Used to maintain the detail breakup of the expenses or any other expenses.
TDS Code	Filter	TDS Master
Service Tax Type	Service Tax Type Master	Use to define the RCM type (Type are define by LHS)
Service Tax Postcodes	GL Account of Service Tax	Multiple post codes are required.
MIS Column	MIS Master (Configured by LHS)	Multiple MIS Reporting structure can be defined

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MIS Code	Account MIS Master (MIS Master – To configure the MIS Reporting for N-number of levels)	
User Approval	Series based User Approval Master needs to be configured. (User Rights required to Create the Ledger Account & required Menu Rights)	Please refer Object Help Document of User Approval Master for more details.

KEY FEATURES

- Chart of Account can be defined up to four levels.
- The Main GL Account Code is created at fourth level.
- Subsidiary ledgers can be defined at fifth level.
- Sub Account feature (Sixth Level) allows consolidation of information at the subsidiary ledger or Main GL Account Code level.
- Account Class feature for grouping of Accounts (Account Codes of a Group of Organizations).
- Account type is used to categories the 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.
- Filtering data at any level for enabling macro and micro level presentation of data in MIS
- Expenses details required 'Yes' then details code is mandatory in expenses break-up.
- Linking of Old Account Code with new Account Codes defined in Lighthouse ERP. The Old Account Code is visible in all transactions and the Account Code can also be searched on the Old Account Code basis.
- Expense Category feature enables in Main Ledger Account definition helps to identify expense related ledgers, resultantly MIS related to expenses can be obtained to a micro level. It also forces user to give a further breakup of expense while logging of transactions.
- TDS code definition in Main Ledger or Sub (subsidiary) Ledger enable auto TDS computation during transactions.
- Inventory Account Flag in Account Type feature for any Add-on Code automatically adds the value to the Landed Value of the Item.
- If Account type is set to 'Eqpt Maintenance' then the direct maintenance charges is applicable to allocate machine/equipment wise charges.
- Service tax post code defines the postcode for Input service tax against the liability. (used for service tax receivable account if the input is applicable or not applicable then book the liability value in expenses) define the post code same for Edu Cess, She Cess or Swacha Bharat Cess.

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- Service tax type used then the posted transaction is applicable for reverse mechanisms service tax liability and service tax GTA on transportation journal voucher.
- In print of master data user can generate the report as per user choice.
- Pan No used to if the TDS is applicable against the GL i.e. in GL for Body corporate.

PROCESS DETAILS

FM1612 -- Account Master For General Ledger

Filters

A/c Code:
 A/c Name Like:
 A/c Sch:
 Acc Class:
 Service Tax Type:

Division:
 A/c Type:
 Landed Flag:
 Account Status:
 Control/Post Code:

MIS Column:
 MIS Status:


Show

Account Master Details

A/c Code	Account Name	A/c Sch	Schedule Name	Entity	Div	Exp Catg	Expenses Category Name	Landed Mapping/Old Code	Service Tax Type
AA001	Debtors - Sugar	AA0	MOTOR VEHICLE					No	
AA002	Debtors - Power	AA0	MOTOR VEHICLE					No	
AA103	Land Private (Sch Changed For Testing Rk)	AA2	BUILDING	RP	CO	HR	HOUSE RENT EXP	No	65-0103
AA123	Acc Code For	AA1	LAND					Yes	
AA201	Building Factory Indore	AA2	BUILDING					No	65-0201
AA202	Building Administraton	AA2	BUILDING					No	65-0202
AA203	Building Tmt Rolling Mill	AA2	BUILDING					No	65-0203
AA204	Building Induction Furnace Iii	AA2	BUILDING					No	65-0204
AA205	Building C C M Ii	AA2	BUILDING					No	65-0205
AA206	Building Induction Furnace Iv	AA2	BUILDING					No	65-0206
AA207	Building C C M & Lrf	AA2	BUILDING	RP	PP	HR	HOUSE RENT EXP	No	65-0207
AA208	Building Induction Furnace I	AA2	BUILDING					No	65-0208
AA209	Ashish Fixed	AA2	BUILDING					No	
AA210	Building Sponge Iron Kln Ii	AA2	BUILDING	RP	RM	BI	BUSINESS IMPRESTS DFSD	Yes	65-0210
AA211	Drainage System To Spong Iron	AA2	BUILDING					No	65-0211
AA212	Building Sponge Iron 350 Tpd	AA2	BUILDING					No	65-0212
AA213	New Gate Plant	AA2	BUILDING					No	65-0213


Created Date: 07-07-2014

BUTTONS	DESCRIPTION
Show	To populate the Account Master data as per the filters selected.
Add	To Add new record.
Edit	To Edit the selected record. Acc Type, Account Schedule and Account Code cannot be changed.
Delete	To Delete selected record. It is possible only if the selected GL is not used in any master


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	relationship or in any transaction.
Refresh	Clears all Filter selections and populates the complete Account Master Data.
Find	To Find the GL Account Master
View	To View the selected record.
Print	To generate the output of account master data in Excel file. Function is detailed in the last section of this document.
Exit	To Exit from the open form.
Tree	To view the structured Chart of Accounts in the hierarchy view. Function is detailed in the last section of this document.
Post Details	To view the account ledger code use in posting master.

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Acc Type	Filter	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
A/c Code	General Ledger Accounts Master	O	Press F9 to select the GL Account.
A/c Name Like		O	Enter GL Name/word to find the GL Accounts having the word in the GL Name.
A/c Sch	General Ledger Schedule Master	O	Press F9 to select the Account Schedule.
Acc Class	Accounts Class Master	O	Press F9 to select the Account

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Service Tax Type	Filter	<input type="radio"/>	To select pre-defined Service Tax Type from the drop down list as defined in VIEW_SERVICE_TAX_TYPE
Division	Division Master	<input type="radio"/>	Press F9 to select the Division. This will populate the list of G/Ls exclusively defined for the particular Division.
Account Type	Filter	<input type="radio"/>	To select pre-defined Account Type values from the drop down list as per the following: <ul style="list-style-type: none"> - Inventory - Equip Maintenance - null
Account Status	Filter	<input type="radio"/>	To select Account Status from the drop down list as per the following: <ul style="list-style-type: none"> Running Account Close Account Null
Control/Post Code	Filter	<input type="radio"/>	To select Account Status from the drop down list as per the following: <ul style="list-style-type: none"> Control Code Posting Code Null
MIS Column	Filter	<input type="radio"/>	To view the ledger code link or un-link in the selected MIS Column.
MIS Status		<input type="radio"/>	To view the ledger is defined in the auto posting or used as control code (i.e. Sundry Creditors or Profit & Loss) in configuration.

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Work Step – To Add General Ledger Account

Step 1 Press 'Add' Button.

Step 2 Select Acc Type from the drop down list.

Step 3 Select Account Schedule for the selected Acc Type for which GL Account is to be created.

Step 4 Enter the GL Account Name.

Step 5 Press "Ok" button to save the record.


1.Main Menu 2. Utilities Exit << >> Window

FM1612 -- Account Master For General Ledger

General Account Detail			
Acc Type*	A - Asset	Account Status	Running Account
Account Schedule*	AA1 Building & Structures	Mapping /Old Code	
Account Code*	AA105 LAB BUILDING-SMS	Account Type	Inventory
Name on Cheque	AAA	Expenses Details Required	No
Pan No	84GDHDG7		
Account Class	AI01 Airtel		
Expense Category	MOB MOBILE		
Entity	SM PMT INDIA LTD		
Division	SP Sinter Plant		
Tds Code	BI 194H- BROKERAGE & COMMISSION I		
Stax Code	IG01 IGST - Against Import Purchase		
GST Control Post Code	AA005 TEST		
HSN/SAC Code			
Service Tax Type	TRANSPORTATION		
Service Tax Postcode*	AA005 TEST		
Cess Postcode*	AA005 TEST		
HE Cess Postcode*	AA005 TEST		
Swach Bharat Cess Postcode*	AA005 TEST		
Krishi Cess Postcode*	AA006 SDFSDF		

MIS Details			
MIS Column	MIS Column Name	MIS Code	MIS Name
BS	BALANCE SHEET	BS214	LONG TERM PROVISIONS

Ok Cancel

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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 (AA-Fixed Asset & AAA-Plant and Machinery)	AAA01 –Motors & Pumps
B	Liability	B01	Sundry Creditors (B0-Sundry Creditors & B01-Sundry Creditors Raw Material)	B0101 – Supplier Account (<i>ABC Corporation</i>)
R	Revenue	RA1	Sales (RA-Sales & RA1-Sales Export)	RA101 –Sale Exports – <i>FG Name</i>
X	Expenses	XFD	Carriage Inward (XF-Carriage Inward & XFD-Freight Forwarding Charges)	XFD01 – Material Handling Charges

Optional Data Fields

Account Class

Expense Category

Entity, Division


TDS Code, PAN No

Account Status

Mapping/Old Code

Account Type

Service Tax Type

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Service Tax Post Code, Cess Post Code, HS Cess Post Code

Expenses Details Required


MIS Column, MIS Code

Input Field Level Information


FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Acc Type	Field	R	<p>To select pre-defined Acc Type from the drop down list as per the following:</p> <p>A – Asset</p> <p>B – Liability</p> <p>R – Income</p> <p>X – Expenses</p>
Account Schedule	Account Schedule Master	R	<p>Select the Account Schedule from the list prepared under Account Schedule Master falling under the Acc Type for the required General Ledger Master.</p> <p>Detail process of Account Schedule Master is defined separately in the respective Object Help Document.</p>
Account Code	Field	R	<p>Account Code can be generated automatically as per the account schedule.</p> <p>User required entering the Account Name in the side block. Duplicate name within the same account schedule shall not be allowed for mastering.</p>
Account Class	Account Class Master	O	Account Class signifies the GL's which have two account codes and this acc class act as the parent

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			code. Select Account Class (Press F8/F9 for LOV) if required for particular use. Please refer the object help document of Account Class Master for more details.
Expense Category	Expense Category Master	O	If additional details/break-up of expenses is required to maintain the created GL A/c then select the Expense Category Master (Press F8/F9 for LOV). In the transaction level when such GL A/c is selected button of 'Expense Details' will be enabled with defined expense category account expense master. Detailed process of this is explained in the respective transaction's object help document.
Entity	Entity Master	O	Select Entity Code (Press F8/F9 for LOV) in case GL Account is required to be managed for some specific Entity. If it is left blank then it will be applicable for all the Entity's defined under the group.
Division	Division Master	O	Select Division Code (Press F8/F9 for LOV) in case GL Account is required to be managed for some specific Division. If it is left blank then it will be applicable for all the Division's defined under the group.
TDS Code	TDS Master	O	Select TDS Code (Press F8/F9 for LOV) if applicable for the defined GL Account.
PAN No	Field	O	Enter PAN No if applicable for the defined GL

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			Account.
Account Status	Filter	O	Select Account Status 'Running Account' or 'Close Account' from the drop down list. If the Status is updated with 'Close Account' further transactions to the specific GL account will be barred.
Mapping/Old Code	Field	O	If required to maintain the old account code of the previous Software/ERP for mapping purpose.
Account Type	Filter	O	<p>Select the Account Type from the drop down list</p> <ul style="list-style-type: none"> - If Account Type is set to 'Inventory' then it accumulates the Nafhead Cost (overhead cost) defined in the Nafhead Master to consider the same in Landed Value. - If Account type is set to 'Eqpt Maintenance.' then the direct maintenance charges is applicable to allocate machine/equipment wise charges. <p>If any of the above is not applicable then do not select any option.</p>
Service Tax Type	Service Tax Master	O	<p>Select Service Tax Types from the drop down list as defined in the master, if applicable. On selection of any ST type master, it enables the Service Tax Postcode data fields for configuring the GL.</p> <p>Detail process of Service Tax Type Master is defined separately in the respective object help</p>

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			document.
Service Tax Postcode	General Ledger Account Master	C	<p>Select the GL A/c Code (Press F8/F9 for LOV).</p> <p>In the Service Tax Type Master for ST if Credit Flag is set as 'Y' then select the Postcode from 'Asset' else select the postcode from 'Expenses'</p> <p>In case of mutual set-off create separate Post Code for Service Tax Payable and Service Tax Input. (The post code is used for defining the receivable or expenses booking in creating Liability JV of RCM).</p>
Service Tax Per.	Filter	C	Populates the Service Tax credit avail as defined in the Service Tax Type Master. Service tax type rate master with validity of the rate.
Cess Postcode	General Ledger Account Master	C	Select the GL A/c Code (Press F8/F9 for LOV). (if not applicable then use the same Service Tax code).
HS Cess Postcode	General Ledger Account Master	C	Select the GL A/c Code (Press F8/F9 for LOV). (if not applicable then use the same Service Tax code).
Expenses Details Required	Filter	R	<p>If additional details/break-up of expenses is required to maintain the created GL A/c then set the selection to "Yes".</p> <p>In the transaction level when such GL A/c is selected button of 'Expense Details' will be enabled with defined expense category account expense master. Detailed process of this is explained in the respective transaction's object help document.</p>


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MIS Column	MIS Master	O	<p>This is additional feature of grouping the GL Codes for Financial Reporting purpose as per Client specific requirement, which will have additional grouping of GL's for reporting purpose only.</p> <p>Detail process of MIS Master is defined separately in the respective Object Help Document.</p>
MIS Code	Account MIS Master	O	<p>This is additional feature of grouping the GL Codes for Financial Reporting purpose as per Client specific requirement, which will have additional grouping of GL's for reporting purpose only.</p> <p>Detail process of Account MIS Master is defined separately in the respective Object Help Document.</p>

R = Required, O = Optional, C = Conditional

Print Button Function

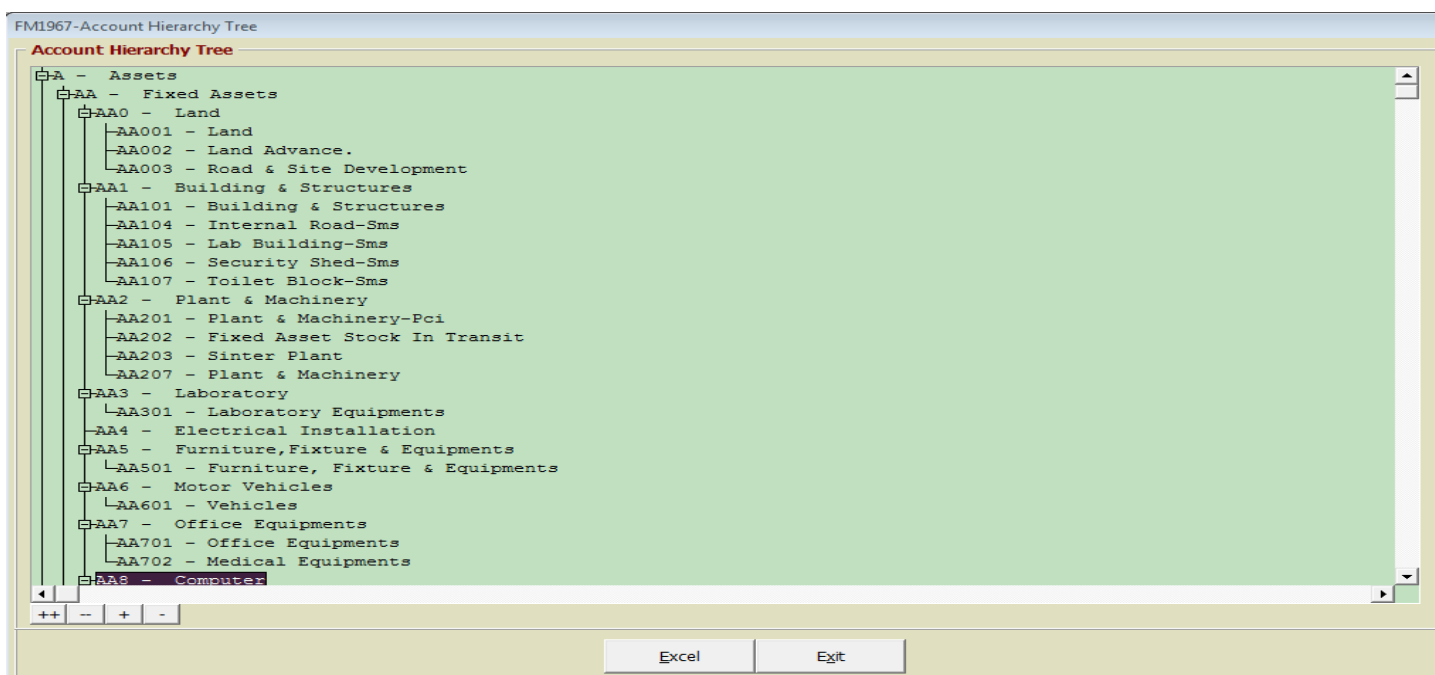
In the initial screen of process 01.101.06 the 'Print' button takes to 'Master Report Engine' screen show below to allow user to select the fields for generating the output.


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»	To select the data column for report generation.
«	To de-select the data column.
^	Move the data field up to set the print sequence.
v	Shift the data field down to set the print sequence.
O	To select the destination folder where output file is going to be stored.

Tree Button Function

In the initial screen of process 01.101.06 the 'Tree' button takes to 'Account Hierarchy Tree' screen show below screen to display the Chart of Accounts in structured form at all the levels. Output of the Account Hierarchy Tree can be generated in Excel.



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Output of Account Hierarchy Tree in Excel

	A	B	C	D	E
1	Account Master Detail				
2	Account Level	Account Code	Account Name	Parent Code	Parent Name
3	1	A	Assets		
4	2	AA	Fixed Assets	A	Assets
5	3	AA0	Land	AA	Fixed Assets
6	4	AA001	Land	AA0	Land
7	4	AA002	Land Advance.	AA0	Land
8	4	AA003	Road & Site Development	AA0	Land
9	3	AA1	Building & Structures	AA	Fixed Assets
10	4	AA101	Building & Structures	AA1	Building & Structures
11	4	AA104	Internal Road-Sms	AA1	Building & Structures
12	4	AA105	Lab Building-Sms	AA1	Building & Structures
13	4	AA106	Security Shed-Sms	AA1	Building & Structures
14	4	AA107	Toilet Block-Sms	AA1	Building & Structures
15	3	AA2	Plant & Machinery	AA	Fixed Assets
16	4	AA201	Plant & Machinery-Pci	AA2	Plant & Machinery
17	4	AA202	Fixed Asset Stock In Transit	AA2	Plant & Machinery
18	4	AA203	Sinter Plant	AA2	Plant & Machinery
19	4	AA207	Plant & Machinery	AA2	Plant & Machinery
20	3	AA3	Laboratory	AA	Fixed Assets
21	4	AA301	Laboratory Equipments	AA3	Laboratory
22	3	AA4	Electrical Installation	AA	Fixed Assets
23	3	AA5	Furniture, Fixture & Equipments	AA	Fixed Assets
24	4	AA501	Furniture, Fixture & Equipments	AA5	Furniture, Fixture & Equipments