

Question 1:

How do I ensure a newly created G/L account is reflected in the Balance Sheet report?

Scenario: A new G/L account has been created in the Chart of Accounts, but it does not automatically appear in the Balance Sheet when generated.

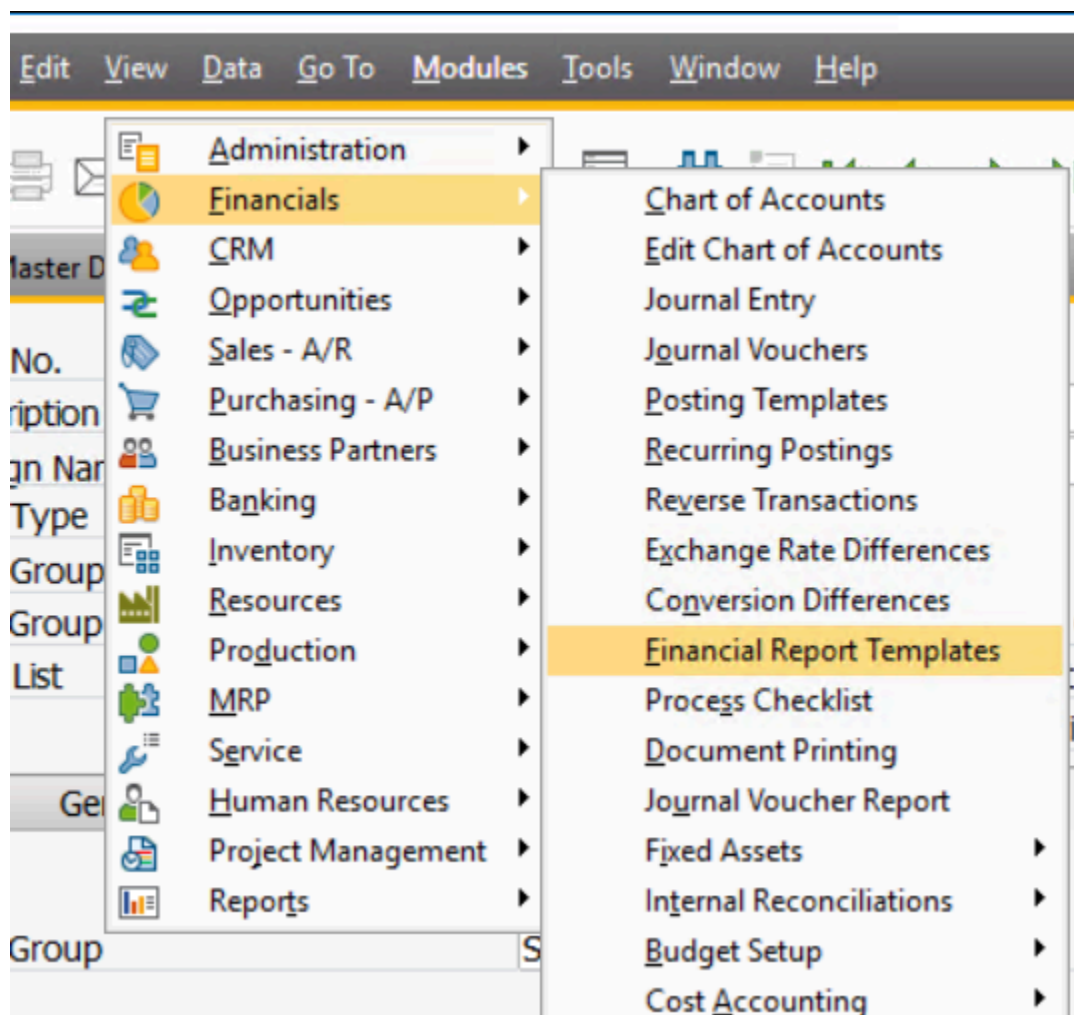
Resolution:

For a newly created G/L account to appear in your Balance Sheet report, you must update the existing Financial Report Template that the Balance Sheet uses.

Steps to Update the Financial Report Template:

1. Navigate to Financial Report Templates:

- Go to **Modules > Financials > Financial Report Templates**.



2. Select the Relevant Template:

- From the "Report Name" dropdown, choose **"Balance Sheet"**.
- Select the specific "Template" (e.g., "Standard," or your custom Balance Sheet template) that you typically use, or create a new template

Financial Report Templates

Template Details

Report: Balance Sheet

Template: Balance sheet

Template Properties

☐ Show Missing Accounts

G/L Account Details

Define New

3. Generate Standard CoA

Financial Report Templates

Account Name:

Foreign Name:

G/L Account Location

Parent Article: Without

Loc. on Tree: First

Format Control

Indent Characters:

Group Data

☐ Text Title ☐ Reversal Sign

☐ Subtotal

☒ Active Account

☐ Passive Account

☐ Mock Title

OK Cancel

Add Same-Level Acct

Add Profit Period

Add Child Account

Generate Standard Chart of Accounts

4. If you have formula: Please make sure created a same level acct and include the formula

The screenshot shows the 'Financial Report Templates' window. On the left, the 'Account Name' is 'Profit Period' and 'Foreign Name' is 'Period profit'. Under 'G/L Account Location', 'Parent Article' is 'Capital and Reserves' and 'Loc. on Tree' is 'After Profit & Loss'. In the 'Format Control' section, 'Indent Characters' is set to 12. There are checkboxes for 'Text Title', 'Subtotal', and 'Mock Title'. A red box highlights the 'Profit Period Calculation' section, which includes 'Profit and Loss Template' and 'Chart of Accounts'. At the bottom, there are 'Update' and 'Cancel' buttons. On the right, a list of accounts is shown, including 'Payments Received on Account', 'Trade Creditors', 'Other Creditors (incl. Tax & Social Security)', 'Accruals & Deferred Income', 'Long Term Liabilities', 'Creditors Due After One Year', 'Bank Loans & Overdrafts', 'Other Creditors (incl. Tax & Social Security)', 'Provisions for Liabilities & Charges', 'Pensions & Similar Obligations', 'Taxation, including Deferred Taxation', 'Other Provisions', 'Capital and Reserves', 'Called Up Share Capital', 'Ordinary Share Capital', 'Share Premium Account', 'Share Premium Account', 'Revaluation Reserve', 'Asset Revaluation Reserve', 'Asset Revaluation Reserve', 'Other Reserves', 'Other Reserves', 'Other Reserves', 'Profit & Loss', 'Profit & Loss', and 'Profit Period'. A red box highlights 'Profit Period' in this list. At the bottom right, there are buttons for 'Add Same-Level Acct', 'Add Child Account', and 'Generate Standard Chart of Accounts'.

Question2 :

Why is a new G/L account (e.g., for bonus transactions) not showing in the Profit and Loss (P&L) Statement?

Scenario: A transaction was posted to a new G/L account (e.g., for staff bonuses) in a specific period, but this G/L account's balance or column is not visible in the Profit and Loss statement.

Resolution:

For a new G/L account to impact your P&L Statement, it must be explicitly included in the P&L Financial Report Template.

Chart of Accounts

G/L Account Details

☐ Title ☒ Active Account

G/L Account: 81512

Name: STAFF'S - BONUS

External Code:

Currency: All Currencies

☐ Confidential

Balance: 86,655.00 SGD

G/L Account Properties

Account Type: Expenditure

☐ Indexed

☐ Reval. (Currency)

Operating costs

- ▼ 80 - OPERATING OVERHEAD
 - ▼ 810 - EXPENDITURE
 - ▼ 8150 - PAYROLL
 - 81510 - STAFF'S - SALARIES
 - 81511 - STAFF'S - CPF
 - 81512 - STAFF'S - BONUS
 - 81513 - STAFF'S - SDF/CDAC
 - 81514 - DIRECTOR'S - SALARIES
 - 81515 - DIRECTOR'S - CPF
 - 81516 - DIRECTOR'S - BONUS
 - 81517 - DIRECTOR'S - SDF/CDAC
 - 81518 - WORKER'S - SALARIES
 - 81519 - WORKER'S - CPF
 - 81520 - WORKER'S - BONUS
 - 81521 - WORKER'S - SDF/CDAC/MOSQ
 - 81522 - FOREIGN WORKER LEVY
 - 81530 - MEDICAL FEE

Steps to Add an Account to the P&L Template:

1. Navigate to Financial Report Templates:

- Go to **Modules > Financials > Financial Report Templates**.

2. Select the Profit and Loss Template:

- From the "Report Name" dropdown, choose **"Profit and Loss"**.
- Select the specific "Template" (e.g., "PL," or your custom P&L template) that you are using.

3. Edit the Template Structure:

- Double-click on the selected template line to open its structure.
- Locate the relevant section or parent line where the bonus account should appear (e.g., under "Expenses," "Payroll," "Operating Costs"). In your example, you would typically find and double-click on the "PAYROLL" line (if it exists as a summary row) or an equivalent expense grouping.
- Add your desired G/L account (e.g., **81512 Staff's Bonus**) to this section. You may need to right-click and choose "Add Row" or "Add G/L Account."

Financial Report Templates

Template Details

Report

Profit and Loss

Template

PL

Template Properties

☒ Show Missing Accounts

G/L Account Details

Account Name

PAYROLL

Foreign Name

G/L Account Location

Parent Article

EXPENDITURE

Loc. on Tree

First

Financial KPI Factors

Factor

Format Control

Indent Characters

12

Group Data

☐ Reversal Sign

☐ Subtotal

Turnover

PROFITS & LOSS

SALES

SALES

Cost of sales

PURCHASES

PURCHASES

PURCHASES

STOCK WRITE OFF

STOCK WRITE OFF

Operating costs

OPERATING OVERHEAD

EXPENDITURE

PAYROLL

EXPENDITURE

MAINTENANCE COSTS

RENTAL OF PREMISES

LAND RENTAL

PROPERTY TAX

GENERAL & ADMINISTRATIVE

GENERAL INSURANCE

STATIONERY & PRINTING

UPKEEP OF OFFICE EQUIPMENT

BANK CHARGES

FINANCIAL INTEREST

BANK LOAN INTEREST

UPKEEP OF MOTOR VEHICLES

UPKEEP OF FACTORY

Non-operating income and expenditure

Taxation and Extraordinary Items

#9

#10

Account Category - Details

#	G/L Account	Account Name
1	81510	
2	81511	
3	81513	
4	81514	
5	81515	
6	81517	
7	81518	
8	81519	
9	81521	
10	81522	
11	81530	
12	81570	
13	81512	STAFFS - BONUS
14		