



# **Sage 300 2022**

## **General Ledger User's Guide**

August 2021

This is a publication of Sage Software, Inc.

© 2021 The Sage Group plc or its licensors. All rights reserved. Sage, Sage logos, and Sage product and service names mentioned herein are the trademarks of Sage Global Services Limited or its licensors. All other trademarks are the property of their respective owners.

Last updated: August 19, 2021

# Contents

Introduction .....	1
Chapter 1: Setting Up General Ledger .....	3
About Setting Up General Ledger .....	3
About Designing Your General Ledger .....	4
About Fiscal Years and Periods .....	5
General Ledger Setup Options .....	7
Account Segments .....	14
Account Structures .....	18
Source Codes .....	21
Source Journal Profiles .....	23
Account Groups .....	25
Revaluation Codes .....	28
Optional Fields .....	30
Chapter 2: Adding and Maintaining Accounts .....	35
Information Stored in General Ledger Accounts .....	35
Adding Accounts .....	36
Budgets .....	52
Maintaining Accounts .....	61
Chapter 3: Entering and Posting General Ledger Transactions .....	66
About Transaction Processing in General Ledger .....	66

Adding a New Batch .....	68
Editing a Batch .....	70
Deleting a Batch .....	71
Adding a Journal Entry .....	72
Posting Transaction Batches .....	74
About Recurring Entries .....	77
Setting Up Recurring Entries .....	77
Reversing a Posted Batch or Journal Entry .....	79
About Viewing Batch Information .....	80
About Importing Batches .....	81
<b>Chapter 4: Period-End Procedures .....</b>	<b>83</b>
Performing Period End Maintenance .....	83
Performing Year End Processing .....	84
About Consolidating Transactions .....	85
Consolidating Transactions .....	87
Clearing General Ledger History .....	88
Creating an Allocation Batch .....	89
Creating a Batch of Recurring Entries .....	91
Creating a New Year .....	91
Multicurrency Periodic Processes .....	93
<b>Chapter 5: Looking Up Information in General Ledger .....</b>	<b>104</b>
Viewing Chart of Accounts Information .....	104
Viewing G/L Account History .....	105
Viewing Source-Currency Balances for a Multicurrency Account .....	106

Looking Up Transactions Posted to General Ledger Accounts .....	107
Comparing Two Fiscal Sets .....	108
<b>Chapter 6: Importing and Exporting General Ledger Data .....</b>	<b>110</b>
About Importing and Exporting General Ledger Data .....	110
Importing Data to General Ledger .....	110
Exporting General Ledger Data .....	111
Creating a GIFL Export File .....	113
<b>Chapter 7: Printing General Ledger Reports .....</b>	<b>115</b>
About General Ledger Reports .....	115
About Printing Statements Using Intelligence Reporting .....	116
About Reporting Currency .....	117
Printing Tips .....	117
General Ledger Reports .....	120
<b>Appendix A: General Ledger Screen Guides .....</b>	<b>143</b>
Accounts Screens .....	143
Periodic Processing Screens .....	178
Reports Screens .....	186
Setup Screens .....	206
Transactions Screens .....	232
<b>Appendix B: General Ledger Security .....</b>	<b>248</b>
General Ledger Security Authorizations .....	248
<b>Appendix C: Data Entry Tools, Tips, and Shortcuts .....</b>	<b>251</b>
Menu Commands .....	251

## Contents

Data Entry Tools and Shortcuts .....	253
Working with Detail Entry Tables .....	257
Keyboard Shortcuts for Detail Tables .....	258
Setting Finder Criteria .....	259
<b>Appendix D: Support and Resources .....</b>	<b>260</b>
Finding Help and Documentation .....	260
Support and Resources .....	260
<b>Index .....</b>	<b>264</b>

# Introduction

Whatever the size of your business, General Ledger can handle all your financial record-keeping and reporting needs.

You use General Ledger to set up and maintain your general ledger accounts, to enter or transfer transactions from various sources, and to print a number of general ledger reports, including a chart of accounts, trial balance, posting journal, and transactions listing.

You use Sage 300 Intelligence Reporting, which comes with Sage 300, to print financial statements, such as balance sheets and income statements.

You can also use Financial Reporter, which comes with General Ledger, to print financial statements and to produce comprehensive management reports.

General Ledger supports multicurrency accounting, integrates extensively with other Sage 300 programs, and supports import and export of transaction data for use with other programs.

**Depending on your purchase agreement, some features described in this guide may not be available in your product.**

The *Sage 300 General Ledger User's Guide* contains the following chapters:

- **Chapter 1: Setting Up Sage 300**

Set up records and specify options that determine how Sage 300 processes transactions and interacts with other Sage 300 modules.

- **Chapter 2: Adding and Maintaining Accounts**

Use Sage 300 Accounts screens to set up and maintain your chart of accounts, to set up account budgets, and to inquire on account history and activity.

- **Chapter 3: Entering and Posting Sage 300 Transactions**

Use Sage 300 Transactions screens to record journal entries, and to view, edit, and post transactions created and sent to General Ledger by other Sage 300 modules.

- **Chapter 4: Periodic Processing in Sage 300**

Use General Ledger Periodic Processing screens to perform tasks that are part of your regular period-end procedures, such as clearing history, creating general ledger batches, and deleting inactive records.

- **Chapter 5: Looking Up Information in Sage 300**

Use the Chart of Accounts, History, and Inquiry screens to look up information about General Ledger accounts and the transactions posted to these accounts.

Use the Fiscal Set Comparison screen to compare the net changes or period balances for two fiscal sets.

- **Chapter 6: Importing and Exporting Sage 300 Data**

Import account records, transaction batches, and other records into General Ledger from files created by other programs, and export General Ledger data for use in other programs.

- **Chapter 7: Printing Sage 300 Reports**

Use Sage 300 report screens to print setup reports and analytical reports.

You print financial statements using Sage 300 Intelligence Reporting. For information about these reports, see "About Printing Statements Using Intelligence Reporting " (page 116).

**Note:** You can also print statements using Financial Reporter, which comes with General Ledger. For an introduction to Financial Reporter, see the *Financial Reporter User's Guide*.

- **Appendix A: Sage 300 Screen Guides**

Learn how to find and use Sage 300 screens. Each screen guide includes navigation information, field help, and a list of tasks you can use the screen to perform.

- **Appendix B: Sage 300 Security Authorizations**

If security is turned on for your Sage 300 system, the system administrator must assign users security authorization for General Ledger screens.

This appendix describes the authorizations you can assign to Sage 300 users.

- **Appendix C: Data Entry Tools, Tips, and Shortcuts**

Use these tools and shortcuts to speed up data entry in Sage 300.

- **Appendix D: Support and Resources**

Find support and resources to help get Sage 300 up and running quickly.



# Chapter 1: Setting Up General Ledger

Use General Ledger Setup screens to set up accounts, options, and security authorizations that determine how General Ledger processes transactions and interacts with other Sage 300 modules.

## About Setting Up General Ledger

After installation, you take the following general steps to set up General Ledger.

### Step One: Activate General Ledger for Your Database

This step adds the database tables required by the General Ledger application. Click the Data Activation icon in the Administrative Services folder to start the activation.

Activation requires the following information:

- The current fiscal year.
- The starting date of the oldest fiscal year for which you want to keep data.

**Note:**

Make sure you enter the starting date for the first period in your fiscal year. For example, if your year starts in April, specify April 1 of the first year that you want data.

General Ledger creates a calendar for the year before the oldest year you specify, so you can post the opening entries for the oldest fiscal year.

### Step Two: Select Configuration and Processing Options

Decide on the options you need, including whether to use the sample chart of accounts shipped with General Ledger, whether to use account groups, how many account segments to use, what account segments to use, whether to print batches before posting, whether to allow posting to previous years.

Use the following screens in the G/L Setup folder to select options and configure General Ledger:

- First, use the G/L Options screen to select basic processing options and define all the segments used in your General Ledger account numbers.

- Next, use the Segment Codes screen and then the Account Structure screens to define a structure for your chart of accounts.

**Note:** After adding segment codes and account structure codes, open the G/L Options screen to specify the default structure code on the Segments tab.

- Use the Source Codes and Source Journal Profiles screens to define source codes and reports for sorting and printing the details of posted transactions.
- Use the Account Groups screen to assign accounts to groups.
- Use the remaining icons to set up recurring entries, revaluation codes, and optional fields.

## Step Three: Add Accounts

Add general ledger accounts using the Accounts screen in the G/L Accounts folder.

## Step Four: Add Historical Data

In General Ledger, you must enter at least the year-to-date balances in each of your ledger accounts.

# About Designing Your General Ledger

Before you begin setting up any part of your general ledger, design your chart of accounts, and select system-wide options.

## Designing a Chart of Accounts

How you organize your chart of accounts depends on how you intend to use particular features of the General Ledger system. You must decide:

- Which accounts you need.
- Which account segments each account requires.
- How you will assign account numbers.

Begin by listing the accounts you need, and then decide on an account numbering scheme that suits your financial reporting requirements.

If you do not have an accountant to assist you, use one of the sample data charts of accounts as a guideline for designing your own chart of accounts. Print the sample charts of accounts by opening **G/L Reports > Chart of Accounts**.

**Important!** Design your chart of accounts carefully. It is much easier to move accounts around before entering them, than to change them afterward.

## Selecting System-Wide Options

You must choose some system-wide options in System Manager's Common Services before setting up your General Ledger. These include:

- **Multicurrency setting.** With multicurrency turned on, you can process transactions in more than one currency. If you select multicurrency, you must also select your home currency (called the functional currency). You make this selection on the Company Profile screen in Common Services.
- **Number of fiscal periods.** Select either 12 or 13 periods for your fiscal year. You make this selection on the Company Profile screen.
- **Currency codes, rate types, tables, and rates.** You maintain all currency information using the Currency screens. For information, see Common Services help, or refer to the System Manager help.

**Note:** You do not have to create fiscal calendars before you activate General Ledger. General Ledger creates fiscal calendars during activation based on the number of years of account history you want to add.

## About Fiscal Years and Periods

Sage 300 lets you use a 12 or 13 period year, depending on your requirements. The fiscal calendar for Sage 300 is maintained by Common Services, not by the General Ledger program.

You select the number of periods for your company on the Common Services Company screen, on the Options tab. If you change this setting, the next fiscal year you create will have the new number of periods.

You can lock and unlock individual fiscal periods with the Common Services Calendar screen.

- Select 12 if your fiscal year is divided into calendar months.
- Select 13 if your fiscal year is divided into 4-week periods, or if you currently use 12 periods but want to change (you will need to enter historical figures recalculated over 13 periods). If you select 13, you must also select the Quarter With 4 Periods.

In either case, General Ledger provides two additional periods: one for year-end adjustments, and one for closing entries.

## Current Fiscal Year

When you first select a newly created company, Common Services Activation prompts you for the starting date of your fiscal year. Sage 300 uses the starting date you specify to create the current fiscal year in the fiscal calendar. General Ledger activation uses this date and the Oldest Fiscal Year Starting Date to determine how many fiscal calendars it needs to create.

For example, if your year starts in April, and it is now June, 2001, your current fiscal year is 2002. General Ledger creates calendars for prior fiscal years up to the current year, and it also creates a calendar for the current fiscal year if one does not already exist.

**Note:** The Current Fiscal Year you specify during activation is used only to create the correct fiscal calendars. It is not the current fiscal period after activation. When activation is finished, General Ledger sets the current fiscal year to the year before the oldest fiscal year you specified, so you can enter the opening balances for your ledger.

The current fiscal year in the General Ledger program is the year to which you are posting transactions. At any time, you can check which year is current by looking on the Posting tab of the G/L Options screen.

The only way to change the current year is to use the Create New Year screen. Create New Year closes the income and expense accounts to retained earnings, and makes the new year the current year. You cannot post to a future year.

You cannot move the current year to a prior year, although you can post to prior years. When you post to a prior year, General Ledger automatically generates any necessary closing entries to retained earnings.

To avoid prior-year posting when adding historical data (and all the additional closing entries it would create), General Ledger activation sets the current fiscal year to the year before the oldest fiscal year you specified, so you can enter the opening balances for your ledger.

## Oldest Fiscal Year Starting Date

General Ledger uses the Oldest Fiscal year Starting Date for two separate purposes:

- To create fiscal calendars that begin with this month and date.  
  
General Ledger creates calendars for the current year and all previous years to one year before the date you enter here. The year prior to the Oldest Fiscal Year is required for opening balances, which you post to period 12 or 13 of the year.
- To set the current fiscal year to oldest year so that you can enter your prior-year data and opening balances.

The best way to add prior-year data is to:

- Set the fiscal year to the first year, enter and post final-period balances, then create the next year (thereby closing the current-year income and expense accounts to retained earnings and moving the current fiscal year to the newly opened year).
- Enter and post period net changes for each of the prior years, creating a new year after

entering each year's batches to close to retained earnings and advance the current fiscal year.

- Enter and post current-year transactions (or period net changes) up to the current period.

**Example:**

For example, if your fiscal year starts on April 1, and you want comparative figures from April 1, 2002, enter 04/01/2002.

If you do not want to enter any prior-year data, enter the current year. Note that you cannot change to an earlier date after activation.

## General Ledger Setup Options

Select options that specify how records and transactions are processed in General Ledger.

### About Provisional Posting

Sage 300 lets you post transactions on a provisional basis to test their effects on your ledger before you post the actual financial amounts permanently.

This feature is particularly useful when you are doing period-end or year-end adjustments, and want to ensure that you have entered all the transactions you need before you post them.

You select the **Allow Provisional Posting** option on the G/L Options screen.

Provisionally posted amounts are stored with the accounts in a provisional fiscal set, and can be included on normal General Ledger reports and inquiries that show the net result of the batch posting on the ledger's accounts.

**Note:** If you have integrated General Ledger with Tax Services, and you have entered tax amounts in journal entries, these tax amounts are not added to the provisional fiscal set.

If you do not use the **Force Listing of Batches** option, you can post batches provisionally only if you have printed listings for them or you have selected the **Ready to Post** option for the batches on the Journal Entry screen.

A provisionally posted batch is maintained separately from actual postings, and its status shows it has been provisionally posted. When you are satisfied that the entries in the batch are correct, you can post the batch to update actual financial amounts in the actual fiscal sets.

## General Ledger Setup Options

Before you set up your general ledger, you must:

- Decide which ledger options you need. For more information, see "About Designing Your General Ledger" (page 4).
- Design your account number format, specifying the size of your account numbers and how the numbers are segmented. For more information, see "About Account Segments" (page 14) and "About Account Structures" (page 18).

You specify most General Ledger setup options using the G/L Options setup screen. However, a few system-wide settings are defined in Common Services. For more information on Common Services, see the System Manager Help. For more information about using the G/L Options screen, see "G/L Options Screen" (page 209).

## Ledger Options Specified in Common Services

You specify the following information and options in Common Services:

- Whether your company uses multicurrency accounting.
- The number of fiscal periods in your business year.
- The start and end dates of accounting periods.
- If you use Sage 300 Transaction Analysis and Optional Field Creator, all optional fields that you will use in General Ledger and in subledgers.

## General Ledger Account and Ledger Options

You specify the following account and ledger options using the G/L Options setup screen:

- Whether your general ledger uses multicurrency accounting
- Default rate type
- Whether to use account groups
- Whether to maintain quantities
- Number of decimal places in quantities
- Default closing (retained earnings) account
- Reporting rounding account (euro functional currency only)
- G/L Security (and the resulting default access to accounts)

For more information, see "About Setting Up General Ledger" (page 3).

## General Ledger Account Segment Options

You specify the following account segment options using the G/L Options setup screen:

- Default structure code
- Account segment

- Segment delimiter
- Segment description table
- Segment number
- Segment name
- Length
- Use in closing (Yes/No)

For more information, see "About Account Segments" (page 14).

## General Ledger Posting Options

You specify the following posting options using the G/L Options setup screen:

- Lock budget sets
- Allow posting to previous years
- Allow provisional posting
- Force listing of batches
- Years of fiscal sets
- Years of transaction detail
- Edit imported entries
- Default source code

For more information, see "About Transaction Processing in General Ledger" (page 66).

## About General Ledger Security

G/L Security is a feature of General Ledger that lets you limit the accounts that individual users can view or work with to minimize the risk of unauthorized activity.

With G/L Security, you can:

- Assign account access rights to individual users to control which accounts they can view and work with.
- Block off entire account segments or only the most sensitive accounts (for example, Payroll, Sales, Retained Earnings, Common Stock and Preferred Stock).

## Default Account Access

You select the option to use G/L Security and set a default level of access to accounts using the Account tab of the G/L Options screen.

You can set the default account access as follows:

- **All Accounts.** Allows all Sage 300 users unrestricted access to General Ledger accounts unless you set up restrictions in the G/L Account Permissions screen.

**Note:** You do not require permission for all accounts to perform periodic maintenance functions, such as deleting inactive accounts. However, occasionally, you may find that you cannot edit or delete a structure code, segment, or source code because it is used by an account that you cannot see. In this case, a user with access to all accounts must modify the accounts that use the code or segment you are trying to delete.

- **No Accounts.** Prevents all Sage 300 users except user ADMIN from seeing accounts and account data in General Ledger and subledger applications unless you grant individual access rights to accounts in the G/L Account Permissions screen.

If you choose No Accounts, other Sage 300 users cannot enter Accounts Receivable invoices or post transactions unless you assign them permissions.

## Granting Permissions to Specific Users

When you turn on G/L Security, the next time you sign into the company database, an Account Permissions icon appears in the G/L Accounts folder that lets you assign access rights to accounts.

You assign access depending on your security needs. For example, you can set up identical access rights for all Sage 300 users within a department, division, or business unit that restrict access to accounts outside that group. For maximum security, you can block your entire chart of accounts to all Sage 300 users except the ADMIN user.

You can test the effects of the G/L security options you select by logging on to Sage 300 as a user other than ADMIN and checking which accounts are visible in the General Ledger Chart of Accounts screen.

If you selected **No Accounts**, you will not see any account numbers in the Finder or in the Chart of Accounts screen.

### G/L Security and Rollup Accounts

If you are using G/L Security and want to create rollup accounts, you must have access rights to view all member accounts of the rollup account in order to view the rolled up balances in the higher level account.

If a roll up account is accessible under the user's security rights, all of its member accounts are also assumed to be accessible.

### How Access Restrictions Affect Sage 300 Users

Account access restrictions affect Sage 300 user activities in the following ways:



- **Account lookup and inquiry.** Users cannot look up restricted account numbers in Finders or perform account inquiries in General Ledger.

If users enter restricted account numbers into fields, they will see an error message stating that the specified account does not exist in the General Ledger.

- **Adding new accounts.** Users cannot add new accounts that fall within a restricted segment range.
- **Posting and other batch-related activities.** Posting is limited to batches that do not contain restricted accounts. Users cannot view a batch that contains transactions with restricted account numbers. The batch will not appear in batch list windows.

Even if the user has Journal Posting rights, they cannot post batches if G/L Security has been set to No Accounts.

- **Invoice entry.** Users cannot enter invoices for restricted accounts in Purchase Orders or Accounts Receivable.
- **Importing and exporting account data.** Users cannot import and export data for restricted accounts.
- **Report generation.** Restricted account ranges do not appear in financial reports created using Financial Reporter.

#### Security for Accounts that Use Blank Segments

If you use a mix of account structures in your chart of accounts, you need to consider how the program handles accounts that do not contain all the segments you use in your system.

If an account number does not include a particular segment, say division, the program considers this segment blank. Unless you specifically restrict blank values for the division segment, the segment will be allowed.

**Example:**

For the sample company, SAMLTD, account 1000 contains only the account segment. If you do not restrict blank division and region segments and the account segment 1000 is allowed, account 1000 will be visible.

To allow accounts that include division 100 - but restrict those that do not contain the division segment - you would set account permissions as follows:

- If the default access set on the G/L Options screen is **All Accounts**:

Allow	Segment	From	To
No	Division		ZZZ
Yes	Division	100	100

All division segments with a blank value are restricted.

- If the default access is **No Accounts**:

Allow	Segment	From	To
Yes	Account		ZZZZ
Yes	Region		ZZ
Yes	Division	100	100
No	Division		

**Note:** The order of permissions for the division segment is important.

## Turning on G/L Security

G/L Security is a feature of General Ledger that lets you limit the accounts that individual users can view or work with to minimize the risk of unauthorized activity.

With G/L Security, you can:

- Assign account access rights to individual users to control which accounts they can view and work with.
- Block off entire account segments or only the most sensitive accounts (for example, Payroll, Sales, Retained Earnings, Common Stock and Preferred Stock).

**Note:** G/L Security is separate from the security you use to authorize users to view or work with General Ledger screens. You assign security for General Ledger screens in Administrative Services, as you do for other Sage 300 modules.

## Before You Start

Make sure all other users have left Sage 300 General Ledger, and all other Sage 300 General Ledger screens are closed. You cannot save changes on the G/L Options screen if any other General Ledger screens are open.

### To turn on G/L Security:

1. Open **General Ledger > G/L Setup > Options**.
2. On the Account tab:
  - a. Select the **G/L Security** option.
  - b. From the **Default Access** list, select the default level of account access to permit all users.

You can set the default account access as follows:

- **All Accounts.** Allows all Sage 300 users unrestricted access to General Ledger accounts unless you set up restrictions in the G/L Account Permissions screen.

**Note:** You do not require permission for all accounts to perform periodic maintenance functions, such as deleting inactive accounts. However, occasionally, you may find that you cannot edit or delete a structure code, segment, or source code because it is used by an account that you cannot see. In this case, a user with access to all accounts must modify the accounts that use the code or segment you are trying to delete.

- **No Accounts.** Prevents all Sage 300 users except user ADMIN from seeing accounts and account data in General Ledger and subledger applications unless you grant individual access rights to accounts in the G/L Account Permissions window.

If you choose No Accounts, other Sage 300 users cannot enter Accounts Receivable invoices or post transactions unless you assign them permissions.

3. Click **Save**.
4. Close and then reopen your company database.

## After turning on G/L Security

Use the Account Permissions screen (available in the G/L Accounts folder) to set up account permissions for users.

## Account Segments

An account number consists of between one and ten parts called segments. Add and set up these account segments, and then define account structures that specify the various combinations of segments used in your account numbers.

### About Account Segments

An account number consists of from one to ten parts called segments. Each segment can be up to 15 characters long. You define account segments on the Segments tab of the G/L Options screen.

Valid segment codes could be the codes for all departments in the company, the company's division codes, etc.

Once you define account segments, you must:

- Use the G/L Account Structures screen to define account structures—the various combinations of segments used in your account numbers.
- Use the G/L Segment Codes screen to specify which account segments are used by individual account numbers, and the order in which segments appear.

#### Account Number Size

The maximum number of segments you can define depends on the edition of Sage 300 you use:

- In Sage 300 Premium, you can maintain up to 10 segments.
- In Sage 300 Advanced, you can maintain up to 4 segments.
- In Sage 300 Standard, you can maintain up to 3 segments.

If you are using Sage 300 Premium, your individual account numbers cannot exceed 45 characters, including delimiter characters. However, most General Ledger reports that include account numbers assume your numbers will be 24 characters or fewer. If you use longer numbers, you will have to modify your reports. If you define 10 segments, it is unlikely that any of your account numbers will contain all 10.

- You can use up to 15 characters in a single segment.
- Individual account numbers can contain from one to ten segments, and you can vary the number and order of segments used in account numbers in the same general ledger.

#### Typical segment organization

Seg.	Description	Length
1	Account code	4
2	Department	3
3	Division	2

#### Account Number Format

One segment of the account number is called the account segment. This segment identifies the exact purpose of the account (such as petty cash).

You specify the number of the account segment in the Account Segment field on the Segments tab of the G/L Options screen. Every account number and account number structure you add must include the account segment.

Other account segments can identify divisions, departments, warehouse locations, and so on.

The delimiter character is used to separate the segments of the account number during entry and display, and on reports, making it easier to read.

You can use each account number segment you define to select and sort accounts that appear on reports and inquiries.

If your account numbers have two defined segments, you might have the following petty cash account numbers:

Dept. Seg.	Account Number	Account Description
15	1000	Petty Cash, Office
20	1000	Petty Cash, Plant
25	1000	Petty Cash, Job Site

In this example, one segment identifies the department, and the other is the account segment. Additional account number segments can distinguish other functional areas within the company.

The following example shows a three-segment account number:

A-15-1000

#### Single-Segment Account Numbers

A single-segment account number has only an account segment. You cannot create account structure codes or segment codes for a single-segment account number.

You cannot close single-segment income and expense accounts by account number segment such as by department. Instead, G/L closes the accounts to the default closing account specified on the Account tab of the G/L Options screen.

### Changing Segments

At any time, you can add new segments, change segment descriptions, delete a segment, providing it is not assigned to an account number structure, or change the length of a segment, providing it is not used in an account number structure.

### Account Structures

An account structure identifies which account segments are used by particular accounts in your general ledger, and the order of those segments in the account number.

Account structures let you use different numbers of account segments in your codes within the same General Ledger.

The number of account structures you can define is determined by the version of Sage 300 you are using (3, 4, or an unlimited number).

#### **Example:**

If you defined four account segments on the G/L Options screen:

- You can define one account structure that uses only two segments in account numbers (such as the account segment and the department segment).
- You can define another structure for account numbers that have four segments, such as the account segment, and segments for the department, sales region, and product type.

## About Segment Codes

When you use the G/L Accounts screen to add General Ledger account numbers, the program checks the Segment Codes table to be sure that the segment codes (such as the department numbers) are valid.

If a segment code is not valid, General Ledger does not let you add the account.

**Note:** The only segment that is not validated is the account segment.

### The Account Segment

The account segment is the portion of the General Ledger account number that identifies the account type as one of the income, expense, asset, and liability accounts that record the company's business transactions. For example, if you have account numbers with two segments, one segment may be the account segment, and the other segment may identify the department.

Every account number requires an account segment. If your account numbers have only one segment, that segment is the account segment.

## Adding Segment Codes

After defining segments using the G/L Options screen, you can add valid codes to identify the accounting entities the segment represents. For example, you might enter 10, 20, 30, and 40 as codes for the segment that represents the four regions in your company.

### Before You Start

- Define the account number segments on the Segments tab of the G/L Options screen.
- List all the codes that are valid for each of the account segments (such as all the department codes). Each code must contain the number of characters specified for the segment on the G/L Options screen.
- For each segment code that closes to a retained earnings account, list the account number of the retained earnings account it uses.

### To add segment codes:

1. Open **General Ledger > G/L Setup > Segment Codes**.
2. From the **Segment Name** list, select the segment for which you want to enter valid codes.
3. If you are entering codes for the first time for this segment, click in the table or press the Tab key to insert the first line in the table.

If you are editing existing codes, click the line you want to change, or click in the table and press the Insert key to add a code.

4. In the **Segment Code** column, enter or change the code.

The code must be the length you specified for the segment.

5. Tab to the **Description** field, and then enter a description for the code.
6. Press the Tab key, and, if the segment is used in closing accounts, enter the retained earnings account number to which this segment code closes.

<b>Note:</b> You cannot select an account to which posting is prohibited.
---

7. If you want to add another code, press the Insert key, and then repeat steps 4, 5, and 6.
8. When you have added all the codes for a segment, click **Save**.

## After adding segment codes

Print the Segment Codes report from the G/L Reports folder. This report lists the valid codes for each segment and shows the related description and retained earnings account, if any.

## Deleting Segment Codes

### Before You Start

Make sure that the segment code you are going to delete is not being used by an active account. You cannot delete a segment code that is in use.

### To delete a segment code:

1. Open **General Ledger > G/L Setup > Segment Codes**.
2. From the **Segment Name** list, select the segment for which you want to delete a segment code.
3. In the table, select the particular code you want to delete.
4. Press the **Delete** key.

## After deleting segment codes

Print the Segment Codes report from the G/L Reports folder as a record of the available codes.

## Account Structures

After creating account segments, define account structures that specify the various combinations of segments used in your account numbers.

### About Account Structures

Account number structures let you use different account segments for different groups of account numbers.

You use the Account Structures screen to define account structure codes that are used to format account numbers.

The structure specifies:

- Which segments appear in the account number.
- The order in which the segments appear.



You must assign an account structure to each account that you add to General Ledger. (You specify which account structure an account uses when you add the account using the G/L Accounts screen.)

**Note:** General Ledger does not let you add an account if its account number does not match the format of the assigned account structure.

## Guidelines for Creating Account Structures

- You can use more than one account number structure within the same General Ledger.

For example, you can define one account structure that uses only two segments in account numbers (such as the account segment and a department segment), and another structure for account numbers that have four segments (such as the account segment, and segments identifying the department, sales region, and product type).

**Tip:** Normally, you use the same structure for all accounts in the same account group.

- Each structure can use any combination of the account segments you have defined, arranged in any order, and containing up to 45 characters (including delimiters).

Individual account numbers cannot exceed 45 characters (including delimiter characters), so if you defined 10 segments, it is unlikely that any of your account numbers could contain all 10.

- You can add new account structures at any time, but you can change existing structure definitions only if you have not added accounts that use the structure.
- The order in which you select the segments determines their order within the account structure.
- When defining an account structure, move the segments in the exact order you want them to appear.
- You cannot change the structure attached to an account.

### Maximum Number of Account Structures

Depending on the edition of Sage 300 you are using, you can define:

- Up to three account structures in Sage 300 Standard.
- Up to four account structures in Sage 300 Advanced.
- Unlimited account structures in Sage 300 Premium.

## Adding Structure Codes

You use the Account Structures screen to define account structure codes that are used to format account numbers.

The structure specifies:

- Which segments appear in the account number.
- The order in which the segments appear.

You must assign an account structure to each account that you add to General Ledger. (You specify which account structure an account uses when you add the account using the G/L Accounts screen.)

## Before You Start

- Decide how many different account structures are required to represent your chart of accounts.

For example, you can use two account segments in your company: the account segment plus a department segment, or a region segment.

If some of your accounts use only the account segment, create a structure that uses just that segment called the COMPNY structure. You might have one other structure that has all segments.

- Define all the account segments you need on the Segments tab of the G/L Options screen.

### To add account structure codes:

1. Open **General Ledger > G/L Setup > Account Structures**.
2. In the **Structure Code** field, type a code to identify the new account structure, and then press the Tab key.

You can use up to six alphanumeric characters for the code.

**Tip:** To add a different code than the one displayed, click the New button beside the Structure Code field.

3. Enter a description for the structure code, using up to 60 characters.
4. If you want to use this code as the default structure code, select **Use As Company Default Structure**.

**Note:** After you have assigned a default structure, you can change the default structure only on the Segments tab of the G/L Options screen.

5. In the **Choose The Segments To Be Added To This Account** box, highlight the segments to include in the account structure, in the order you want them to appear, and then click **Include**.
6. Click **Add**.

## After adding account structure codes

Use the Segment Codes screen to add the codes that are valid for each segment (for example, all the department codes, division codes, and so on.)

## Deleting Account Structure Codes

You can delete an account structure only if no account uses it.

## Before You Start

Make sure no accounts are using the structure codes you want to delete.

### To delete an account structure code:

1. Open **General Ledger > G/L Setup > Account Structures**.
2. Use the navigation buttons or the Finder for the **Structure Code** field to display the structure code you want to delete.
3. Click **Delete**.

## Source Codes

Set up source codes that identify the source (or type) of transaction details in General Ledger.

## About Source Codes

Source codes are used in General Ledger to identify the source (or type) of transaction details. You can print source journals that include all transactions with particular source codes.

You define source codes before you enter and post accounting transactions.

**Note:** General Ledger comes with a set of source codes already defined. You can view the predefined source codes by clicking the Finder in the Source Code field in the Source Codes screen.

**Important!** When you post a transaction, the G/L journal entry that is created includes the description specified for the source code. For this reason, before you assign a source code to a subledger transaction type, you should make sure that the source code description correctly describes the transaction type.

All transactions entered in General Ledger must use a source code that begins with "GL" to identify the transaction with the General Ledger program.

General Ledger automatically adds new source codes found in subledger transactions during posting.

**Note:** When you activate Project and Job Costing, the system creates default source codes in General Ledger. When you save changes to the codes in Project and Job Costing, the changes are also effected in General Ledger.

Imported transactions must also contain source codes. You can define or import the source codes you want to use in imported transactions using the G/L Source Codes screen.

## Using Source Codes for Reporting

Source codes allow you to organize and print source journals of posted transactions according to transaction type (for example, sales, checks, or cash receipts).

Use source journals to group transactions for analysis and auditing requirements. Batch listings and posting journals group transactions only by time of entry.

## Adding Source Codes


Source codes are used in General Ledger to identify the source (or type) of transaction details. You can print source journals that include all transactions with particular source codes.

You define source codes before you enter and post accounting transactions.

## Before You Start

General Ledger comes with a set of source codes already defined. You can view the predefined source codes by clicking the Finder in the Source Code field in the Source Codes screen.

### To add source codes:

1. Open **General Ledger > G/L Setup > Source Codes**.
2. Click the New  button for the **Source Code** field, and then type a four-character source code.

**Note:** The first two characters of the code must identify the source ledger (such as GL or AR). The second two characters identify the transaction type.

3. Enter a description for the code.
4. Click **Add**.

## After adding source codes

Print the Source Codes report from the G/L Reports folder as a record of the available codes.

## Deleting Source Codes

### Before You Start

Make sure the source code you want to delete is not used in an unposted General Ledger batch. If it is, change the code in the batch to another valid source code before you post the batch.

**Note:** You cannot delete a source code that is being used in an account allocation or in a subledger control record.

### To delete a source code:

1. Open **General Ledger > G/L Setup > Source Codes**.
2. Use the Finder or the navigation buttons for the **Source Code** field to display the source code you want to delete.
3. Press the **Delete** key.
4. Click **Yes** to confirm your choice when prompted.

## After deleting source codes

Print the Source Codes report from the G/L Reports folder as a record of the available codes.

## Source Journal Profiles

You can define an unlimited number of reports, called source journals, that you can use to meet a variety of transaction reporting requirements.

### About Source Journals

Source journals list posted batch entries by their source codes. Typical source journals are a cash receipts journal, a cash disbursements journal, and a check register. You construct the source journals by entering a list of source codes to be included in each source journal.

You can select transactions within the predefined source journals by account number, segment, account group, fiscal period, reference, date, batch number, and posting sequence number.

You can also include transaction optional fields, account optional fields, select account groups by sort code range, and use rolled up amounts.

In a multicurrency system, you can also select and report source journal transactions by their source currency.

Other examples of source journals you can print include:

- All details that have the same source code, such as all credit card payments, all credit memos, and all checks.
- All details entered on a particular day (specifying all source codes for a single date).
- All details entered in a particular batch.
- All details that contain a common reference.
- All details posted to a division, department, or any accounting entity associated with a segment.
- You can include Transaction Optional Fields data with any of the journals.

**Note:** You do not have to define source journals.

## Changing the Standard Source Journal Reports

If you want to change the information in a report, or the order that the report is sorted (beyond the choices provided by the G/L program), you can define a new report, or modify an existing report. General Ledger report definitions are found in the ENG subdirectory of the program directory. The program directory is in the installation folder under GLxxx, where xxx is the version number of the General Ledger program.

## Adding Source Journal Profiles

You can define an unlimited number of source journals to meet a variety of transaction reporting requirements.

Each journal definition is basically a set of source codes for the transactions you want to include on the printed journal.

Typical source journals are a cash receipts journal, a cash disbursements journal, and a check register. You construct the source journals by entering a list of source codes to be included in each source journal.

## Before You Start

- Review your source journal requirements.
- Define the source codes that you need for your source journals using the G/L Source Codes screen.

### To add source journal profiles:

1. Open **General Ledger > G/L Setup > Source Journal Profiles**.
2. Click the New button for the **Profile** field, and then type the title to use for this journal in the field. (You can change the title at any time.)
3. In the table, in the **Source Codes** field, type the source codes for the transactions that you want included in the source journal, or select the codes using the Finder.

You can include up to 50 source codes in the definition for a single journal.

1. Press the Insert key to start a line for a new source code.

## After adding source journals

1. Print the Source Journal Profile report, check it, and then file it as part of your permanent records.
2. Print the source journal.

## Account Groups

Add and set up account groups to classify account balances, and to support reports such as income statements and balance sheets.

### About Account Groups

Sage 300 uses account groups to classify account balances on the financial statements that come with Financial Reporter.

The sample statements are designed for Sage 300 sample data, and retrieve data using standard account groups.

To use the statements with your own data, you must either:

- Assign the same standard account groups to your accounts.
- Customize the sample statements to match the account groups that you have set up for your company.

## Customizing Account Groups

You can use account groups whether or not you also use Financial Reporter's standard financial statements or data snapshots.

If you do not plan to use the General Ledger snapshots or the standard reports that come with Financial Reporter, you can add any new account groups that you need, or delete any account groups that you do not need.

You can reassign account groups to different group categories. However, we recommend that you consider such reassignment very carefully.

**Note:** You cannot change the standard set of account categories or the sort codes that come with General Ledger.

Note the following additional characteristics of account groups:

- You can change the descriptions for the account groups to suit your business needs.
- One account group can be used by many accounts.
- One sort code can be used by many account groups.
- The system assigns the Unclassified account group to accounts that use a blank account group code.

## Setting Up General Ledger to Use Account Groups

Sage 300 uses account groups to classify account balances on the financial statements that come with Financial Reporter.

For more information about group categories, see "About Account Groups" (page 25).

### To set up General Ledger to use account groups:

1. Select the option to use account groups in General Ledger.
  - a. Open **General Ledger > G/L Setup > Options**.
  - b. On the Account tab, select the **Use Account Groups** option.
2. Assign each General Ledger account to an account group.

You use the G/L Accounts screen to assign accounts individually to account groups.

You can use the Other account group for accounts that you want to exclude from your balance sheet and income statement.



You can use the Unclassified account group if you don't want to specify an account group whenever you create an account. (The default sort code for the Unclassified Account Group is ZZZZZZZZZZZZ, but the group code is blank.)

If you do not use account groups, the program assigns accounts to the Unclassified account group, internally.

## Adding Account Groups

If you use account groups in General Ledger, you must assign every account to a group.

**Note:** The system assigns the Unclassified account group to accounts that use a blank account group code.

### To add your own account groups:

1. Open **General Ledger > G/L Setup > Account Groups**.
2. In the **Account Group** field, enter up to 12 characters to define the account group code.  
  
The code can consist of alphabetical or numerical characters, or a combination of both.  
  
The standard account groups are numbered 01 to 26. You can continue the sequence, or create a different set of codes.
3. In the **Description** field, type a description for the new group.
4. In the **Group Category** field, select the category to use to classify this group of accounts in data snapshots.
5. Click **Add**.

## Changing Sort Codes

You can change the order in which accounts appear on reports, and you can insert new account groups within an existing sort order.

You change sort codes only in the Change Sort Codes screen.

### To change the sort code for account groups:

1. Open **General Ledger > G/L Setup > Account Groups**.
2. Click the **Change Sort Codes** button to display the Change Sort Codes screen.
3. Double-click in the **New Sort Code** column for the account group you are changing.

4. Change the code, then tab out of the column.

The account group moves to its new position in the list.

5. Assign the same sort code to the other account groups in the set.
6. Click the **Process** button to save your changes.

## Revaluation Codes

Revaluation codes store information for General Ledger to use when you revalue multicurrency accounts due to changes in exchange rates. Revaluation codes determine the currency table (set up in the Currency screens in Common Services) to use for revaluation, and include the rate type, source code, and exchange gain and exchange loss accounts to use for revaluing different currencies.

### Adding Revaluation Codes

Use the G/L Revaluation Codes screen to set up revaluation codes. You assign these codes to multicurrency accounts to specify how to revalue functional currency balances when exchange rates change.

### Before You Start

- Decide on a coding convention, draw up a list of codes and a description for each.
- Choose the rate type to use for each revaluation code.

**Note:** Because you can assign only one rate type to each revaluation code, you must create a separate revaluation code for every rate type you use.

- Choose the source code to use to track revalued transactions.
- Determine the exchange gain and loss accounts to which to post revaluation gains or losses for each revaluation code.

### To add revaluation codes:

1. Open **General Ledger > G/L Setup > Revaluation Codes**.
2. Click the New button for the **Revaluation Code** field, and then type the new revaluation code. You can use up to six characters (letters and numbers) for the code.  
  
You can also just type the code and press the Tab key.
3. In the **Description** field, enter a short description of the code, using up to 60 characters.

4. In the **Rate Type** field, select a rate type that has been defined for currencies in Common Services.

The rate type determines which exchange rate table will be used for revaluations.

5. In the **Source Code** field, specify the source code to assign to all transactions created with this revaluation code.
6. Enter or select the accounts to which to post exchange gains and losses.

**Note:** The labels for the exchange gain and loss fields will be either *Unrealized* or *Recognized*, depending on the Gain/Loss Accounting Method option selected in the Company Profile.

**Important!** You cannot specify an account to which posting is prohibited.

7. Click **Add**.

## After adding revaluation codes

- Print the G/L Revaluation Codes report to list the information defined using this screen.
- Assign the revaluation codes to the relevant accounts and currencies.

## Deleting Revaluation Codes

### Before You Start

Determine whether the revaluation code you want to delete is used with any accounts. If it is, use the G/L Accounts screen to assign a different revaluation code to each of the accounts.

### To delete a revaluation code:

1. Open **General Ledger > G/L Setup > Revaluation Codes**.
2. In the **Revaluation Code** field, use the Finder or the navigation buttons to display the revaluation code you want to delete.
3. Click **Delete**.
4. At the Confirmation message that appears, click **Yes**.
5. Select another code for deletion, or click **Close**.

## After deleting revaluation codes

Print the G/L Revaluation Codes report as a reference, if you want to keep a printed record of the codes available.

## Optional Fields

If you use Transaction Analysis and Optional Field Creator, set up optional fields that you can use to store additional information with General Ledger records and transactions.

### About Optional Fields in General Ledger

**Note:** You can set up and use optional fields only if you have purchased and activated Transaction Analysis and Optional Field Creator.

In General Ledger, you can assign an unlimited number of optional fields to an account to store additional information that your company wants to track for the account.

- **Account Optional Fields.** Account optional fields provide a convenient means to customize your General Ledger system by letting you store an unlimited number of additional pieces of information with account records.
- **Transaction Optional Fields.** General Ledger also retains optional field information for transactions (including those created in other Sage 300 modules and sent to General Ledger) if the optional fields used in the transaction details match those used in General Ledger.

General Ledger includes transaction optional fields assigned to an account, and their default values, when you use the account in a journal entry detail.

You can edit or delete optional fields in journal entry details, whether the entries are added manually in Journal Entry or generated automatically in General Ledger (using Create Allocation Batch, Create Revaluation Batch, or Create Recurring Entries Batch) or in a Sage 300 subledger.

**Note:** Transaction optional fields are maintained at the detail level. If you consolidate posted transactions, any optional field information stored for the transactions is deleted.

In General Ledger, setting up optional fields is a three-step process. You must:

1. Set up system-wide optional fields in Common Services.

Before you can use optional fields in General Ledger, you must define optional fields for your Sage 300 system using the Optional Fields screen in Common Services. (For more information about setting up optional fields in Common Services, see the System Manager help.)

2. Set up optional fields for use with General Ledger accounts and transactions.

You use the Optional Fields screen in the G/L Setup folder to set up the optional fields you want to use with account records and transaction details.

3. Assign both types of optional fields to specific accounts using the Accounts screen.

## Setting Up Optional Fields for Use in General Ledger

You can set up an unlimited number of optional fields for General Ledger, provided they are first set up in Common Services for system-wide use.

After you set up optional fields for your Sage 300 system, you use the G/L Optional Fields screen to define the optional fields you will use to customize your chart of accounts and to store additional information with general ledger transaction details. (See "G/L Optional Fields Screen" (page 208)

**Note:** If the G/L Optional Fields screen is open, other users cannot run any processes in General Ledger. Also, you can modify optional field records only when all other users have left General Ledger, and all other General Ledger screens are closed.

## Assigning Optional Fields to Accounts

When you have defined optional fields for use in General Ledger, you can assign the optional fields to particular accounts.

- You use the Optional Fields tab on the Accounts screen to assign optional account fields. You can include optional account fields on your printed chart of accounts, and when you print the Chart of Accounts Detail - Long Form report, you can choose whether to include the optional account and transaction details fields (and their values) that are defined for each account. You can also use optional account fields as selection criteria when printing other types of reports.
- You use the Transaction Details Optional Fields tab on the Accounts screen to assign optional transaction fields. If an account to which you have assigned optional transaction fields is used in a transaction detail, you can edit the optional field information for the detail.
- **Create Accounts.** The Create Accounts Preview screen lets you specify optional field information for the accounts you are creating.

The program assigns to the new accounts the optional accounts fields and optional transaction details fields set for the "model" accounts using the segment specified in the Default Options From field.

**Note:** If an optional field has been set up as a required field, the optional field must be entered or the account cannot be added or saved.

## Including Optional Fields in G/L Transactions

You can use optional fields in transaction details if any optional fields are assigned to the account used in the detail. Note the particular behavior of optional fields in each transaction screen, as follows:

- **Journal Entry.** The Optional Fields check box on the Journal Entry detail table and on the G/L Journal Detail screen shows whether a detail account uses optional transaction fields.

**Note:**

The program sets this optional fields indicator. You cannot change the entry in the check box, but if the field is selected, you can click the zoom button beside the check box, and then edit or delete optional fields used for the detail. You cannot add transaction optional fields that are not assigned to the account.

Journal Entry accepts optional field information from transactions you create in Sage 300 subledgers, provided they match the transaction optional fields specified for the account. (The information is transferred to General Ledger when you create a batch of general ledger transactions in a subledger.)

When you post the journal entry, the program saves the optional field information. (Note that the Post To Account option for the account must be set to Detail to save the optional field information.)

- **Create Allocation Batch.** The Optional Fields check box on this screen indicates whether your accounts use one or more optional transaction fields, and whether they are set up for automatic insertion in transactions.

**Note:**

You cannot change the entry in the check box, but if the field is selected, you can edit or delete the optional fields used with the transaction. You can also add any optional fields that are defined for transaction details on the G/L Optional Fields screen.

The fields you specify are used for all the accounts included in the allocation.

When you process the allocation, if the specified optional fields match the transaction optional fields defined for the accounts used in the allocation, the optional field information is included in the journal entry for the accounts.

- **Create Revaluation Batch.** The Optional Fields column on this screen indicates whether optional transaction details fields have been defined for the exchange gain account or the exchange loss account for a selected revaluation code. If at least one optional transaction field

is defined, you can add or delete optional fields for a revaluation batch.

**Note:** You can add only optional transaction fields that are defined for the exchange gain and exchange loss accounts assigned to the revaluation code.

Optional field information specified for the revaluation is included in the journal entry details generated for an account only if the optional fields in the revaluation match the optional transaction fields defined for the exchange gain or exchange loss accounts.

- **Recurring Entries (Setup screen).** The Optional Fields check box on this screen indicates whether transaction optional fields are defined for the account used in a recurring entry detail. You can add or delete optional fields for the recurring entry.

**Note:** You can add only transaction optional fields that are defined for the account.

- **Create Recurring Entries Batch.** Recurring entries use the optional transaction details fields and values specified for the recurring entry code. You can edit the default fields and values in Journal Entry, as for any other journal entry.

#### Validating Optional Field Values

The program displays the default value associated with each optional field used. You can accept or change the value, as you require.

If an optional field is validated, you must specify an optional field value that has been defined in Common Services. If the Optional Field is validated and allows blanks, you can also leave the optional field value blank.

If the optional field is not validated, you can select an optional field value that has been defined in Common Services, or can enter any value providing you do not exceed the length specified for the optional field.

#### Deleting Optional Fields

You can delete General Ledger optional fields only if they are not used by any accounts or in any unposted transactions.

You must remove the optional fields from the accounts and transactions where they are used before you can delete them using the G/L Optional Fields screen.

### Value Set and Auto Insert Values

If you use Transaction Analysis and Optional Field Creator, the **Value Set** field appears on screens where optional fields are used, and indicates whether a default value is specified for a selected optional field.

Select this option if the optional field has a default value. If the optional field is validated, you can specify only values that are specified for the optional field in Common Services.

The following table explains the relationship between the **Value Set** and **Auto Insert** fields.

Value Set and Auto Insert Values	Optional Field For: Accounts	Optional Field For: Transaction Details
Value Set = Yes <i>and</i> Auto Insert = Yes	When you create a new account, the optional field and its default value appear on the Optional Fields tab on the G/L Accounts screen.	When you create a new account, the optional field and its default value appear on the Trans. Optional Fields tab of the G/L Accounts screen.
Value Set = Yes <i>and</i> Auto Insert = No	If you add or save an account, you must change Auto Insert to Yes.	When you create a new account, the optional field <b>will not</b> appear on the Trans. Optional Fields tab of the G/L Accounts screen.  If you manually insert this optional field for the new account, the value you defined in the Default Value field will be inserted.
Value Set = No	Default Value is blank.	Default Value is blank.  You can enter the optional field value on the Trans. Optional Fields tab of the G/L Accounts screen, or directly in a transaction.

Value Set and Auto Insert Values



# Chapter 2: Adding and Maintaining Accounts

Use General Ledger Accounts screens to set up and maintain the General Ledger accounts that make up your chart of accounts.

## Information Stored in General Ledger Accounts

When adding an account in General Ledger, you specify the following information:

- Account number
- Account description (name of the account)
- Account structure (account segments used in the account number)
- Account status
- Active or inactive
- Account type (Balance sheet, income statement, or retained earnings)
- Account allocation instructions (if you want to reallocate the account balance)
- Currency information for the account (in multicurrency ledgers)
- Normal type of account balance (debit or credit)
- Whether to close by segment code (if it is an income statement account)
- Whether to post all details to the account in detail, consolidate them, or prohibit them
- Whether the account is a control account
- Whether to maintain quantity information for the account
- Whether the account is a rollup account or a member of a rollup account

For more information about these options, see "G/L Accounts Screen" (page 146).

General Ledger also stores the following information for each account:

- Amounts that reflect the actual monetary transactions of the company
- Amounts that have been provisionally posted to accounts
- Optional quantity information, such as number of units sold or purchased per fiscal period

- Budget information

**Note:**

The number of years of data you can maintain depends on the edition of Sage 300 you use:

- In Sage 300 Premium, you can maintain 99 years of data.
- In Sage 300 Advanced, you can maintain 7 years of data.
- In Sage 300 Standard, you can maintain 7 years of data.

## Adding Accounts

Add accounts to record information for different transaction types in your general ledger.

### Adding a New Account

You must assign an account structure code to each new account. The account structure code verifies the account number when you enter it, and determines how the number is displayed in windows and printed on reports.

You set up segment validation rules using the Segment Codes screen in the G/L Setup folder.

### Before You Start

Determine:

- The account number and description (name) of the account.
- The account structure code.
- The account type, and normal account balance (debit or credit)
- The account group in which the account belongs, if account groups are used for the company.
- Whether to post transactions in detailed or consolidated form, or to prohibit posting to certain accounts.
- Whether to close an income or expense account to an account specified for a particular account code segment.
- Whether this account is to be used as a control account for a subledger, and if so, for which subledger.
- Whether to reallocate the account balance to other accounts on a regular basis, and if so, to which accounts and in what proportions.
- The currencies in which to enter transactions for the account (if you have a multicurrency ledger).

- Whether to store additional information for the account by using optional account fields.
- Whether to keep optional fields with transactions you post to the account.
- Whether to maintain quantity data for the account, and, if so, the unit of measure to use.
- Whether to roll up accounts, and which accounts can be rolled up.

### To add a new account to the General Ledger:

1. Open **General Ledger > G/L Accounts > Accounts**.
2. In the **Account** field, type the new account number, and then press the Tab key.

You can type account numbers with or without the delimiter character used to separate account number segments.

**Tip:** If you add another account immediately after finishing these steps, click the New icon to refresh the screen so that you can enter new information.

3. Enter a description for the account.
4. Fill in the fields on the Detail tab, as follows:
  - a. If you have more than one segment in your account numbers, use the Finder for the **Structure Code** field to choose the account structure that matches the segments in the account you are adding.
  - b. In the **Normal Balance** field, specify whether this account normally has a debit or a credit balance.
  - c. In the **Account Type** field, select Income Statement, Balance Sheet, or Retained Earnings for this account.
  - d. If you use account groups, use the Finder for the **Account Group** field to select the account group.
  - e. In the **Post to Account** field, select Detail, Consolidated, or Prohibited.

**Note:** You cannot post to a prohibited account.

5. Select the following additional options on the Details tab, and fill corresponding tabs, as needed:
  - a. If you want to allocate balances from this account automatically, select the **Auto Allocation** option, and then fill out the Allocation tab that appears.

**Important!** To allocate balances by quantity, you must also select the **Maintain Quantities** option for all accounts associated with the account allocation, and ensure that they all use the same unit of measure.

- b. If this is a control account, select the **Control Account** option. Then, on the Subledger tab that appears, specify the subledgers that use the account.
  - c. If this is a multicurrency account, select the **Multicurrency** option. Then, on the Currency tab that appears, specify:
    - The currencies that can be posted to the account.
    - Whether the account is subject to revaluation.
  - d. To designate an account as a rollup account, select the **Rollup** option. Then add member accounts on the Rollup tab that appears. (For more information, see "Adding a Rollup Account" (page 42).)
6. If you use optional fields:
- Use the Optional Fields tab to specify the optional fields to use for additional information you want to store with the account.
  - Use the Trans. Optional Fields tab to specify the transaction optional fields and their default values to use in details you post for this account.
7. When you have finish adding required information on all the tabs, click **Add**, or click **Save**.

## After adding a new account

- Print the chart of accounts.
- If you are setting up the General Ledger, and have added all your accounts, you should now add previous year balances.
- Use the Budget Maintenance screen to add budget information.

## Specifying a Currency

You can specify which currencies are valid for an account.

**Tip:** When an amount is posted in a valid source currency, the system creates Source, Functional, and Equivalent fiscal sets to store original and converted currency amounts. You can save disk space by reducing the number of valid source currencies for an account.

## Before You Start

Select the **Multicurrency** option for the account. This option appears only for multicurrency databases.

**Important!** After you select the Multicurrency option and save the account record, you cannot change the selection.

### To specify a valid currency for an account:

1. Open **General Ledger > G/L Accounts > Accounts**.
2. On the Currency tab:
  - a. Specify whether to allow posting from all currencies defined in Common Services, or only specific currencies.
  - b. Specify the default currency to appear during transaction entry.
3. Use the table to specify:
  - Each of the currencies in which you want to enter transactions (if you chose specified currencies)
  - Which currencies you want to revalue automatically for the account (if any).

Double-click or press the Spacebar to turn on **Revaluation** for a particular currency.
4. Click **Save**.

## Assigning Optional Fields to an Account

**Note:** You can set up and use optional fields only if you have purchased and activated Transaction Analysis and Optional Field Creator.

In General Ledger, you can assign an unlimited number of optional fields to an account to store additional information that your company wants to track for the account.

- **Account Optional Fields.** Account optional fields provide a convenient means to customize your General Ledger system by letting you store an unlimited number of additional pieces of information with account records.
- **Transaction Optional Fields.** General Ledger also retains optional field information for transactions (including those created in other Sage 300 modules and sent to General Ledger) if the optional fields used in the transaction details match those used in General Ledger.

General Ledger includes transaction optional fields assigned to an account, and their default values, when you use the account in a journal entry detail.

You can edit or delete optional fields in journal entry details, whether the entries are added manually in Journal Entry or generated automatically in General Ledger (using Create Allocation Batch, Create Revaluation Batch, or Create Recurring Entries Batch) or in a Sage 300 subledger.

**Note:** Transaction optional fields are maintained at the detail level. If you consolidate posted transactions, any optional field information stored for the transactions is deleted.

## Before You Start

- Define optional fields for your company in Common Services.
- Set up optional fields for General Ledger using the G/L Optional Fields setup screen.
  - Set up account optional fields to store custom information with accounts.
  - Set up transaction detail optional fields to store custom information with transaction details.

### To assign optional fields to an account:

1. Open **General Ledger > G/L Accounts > Accounts**.
2. Use the Optional Fields tab to add optional fields to store custom information for the account, as follows:
  - a. In the Optional Fields column, use the Finder to select optional account fields that you have defined using the G/L Optional Fields setup screen. When you choose an optional field, the program fills in the description and the default value for the optional field.
  - b. To change the value for the optional field, use the Finder in the Value column to select a different value. .

If the optional field is validated, you must enter a value that is defined for the field in Common Services. If the optional field accepts blanks, you can leave the value blank.

If the optional field is not validated, you can enter any value consistent with the type of field, providing your entry does not exceed the maximum length specified for the optional field.

3. Use the Trans. Optional Fields tab to add optional fields to be used in transaction details that use the account.

To use the same optional fields for transaction details as you use for the account, click the **Replace Optional Fields** button. Providing you have set up matching optional fields for accounts and transaction details in G/L Optional Fields, the program replaces the optional fields on this tab with optional fields that match those used on the Optional Fields tab. (If an optional account field has no matching optional transaction field in G/L Optional Fields, the field is not used for transaction details.)

4. On the Detail tab, for the **Post To Account** option, select **Detail**.

**Important!** General Ledger does not keep optional field information for consolidated transactions.

## After assigning optional fields

When you use the selected account in a journal entry, General Ledger includes the optional fields and values you assigned.

## About Rollup Accounts

A rollup account lets you consolidate or "roll up" account balances and quantities (if applicable) to provide a summary balance, and it can be used for classification, budgeting, and reporting.

Rollup is multi-level. Not only can you add member accounts to a rollup account, you can add member accounts to an account's member accounts, creating a tree structure on the Rollup tab in the account record. The tree shows the relationships between accounts.

- To hide the tree, click the **Hide Tree** button.
- To view the tree, click the **Show Tree** button.
- You can double-click an account number in the tree to open the G/L Rollup Accounts screen, where you can add member accounts to the rollup account.

You can also open the G/L Rollup Accounts screen from the table in any of the following ways:

- By double-clicking the member account.
- By highlighting the account, and then clicking the Rollup zoom button.
- By highlighting the account, and then pressing Shift+F9.

**Note:** An account cannot be a rollup member of itself. If an account exists on the Rollup tab, you cannot add it again.

To view details about the currency of a multicurrency member account, highlight the account on the Rollup tab, and then click the **Currency** button.

**Note:** Member accounts of a rollup account cannot be multicurrency unless the rollup account itself is also multicurrency. Multicurrency transactions of rollup member accounts must be rolled up properly to their parent rollup accounts. Therefore, if any member of a rollup account is multicurrency, the parent rollup account must also be multicurrency.

## Adding a Rollup Account


A rollup account lets you consolidate or "roll up" account balances and quantities (if applicable) to provide a summary balance, and it can be used for classification, budgeting, and reporting.

### Before You Start

You should be aware of the following rollup cautions when creating rollup groups:

- When you create rollup groups, be careful not to create doubled amounts for reports.
- A parent account cannot be a child of itself. That is, when you create a rollup group, you cannot add the top account as a member of the same group.
- When you prohibit posting to a rollup account, you can still post to that account in other ledgers (Accounts Receivable, Accounts Payable, and so on), but not in General Ledger.
- An account can be a member of more than one rollup group.
- Users that have security rights to a parent account will automatically gain rights to the member accounts of the rollup group.
- New accounts are not added automatically to rollup groups.

To select member accounts for a rollup account:

1. Open **General Ledger > G/L Accounts > Accounts**.
2. Use the Finder for the **Account** field to select the account you are designating as a rollup account.
3. On the Detail tab, select the **Rollup** option.
4. On the Rollup tab that appears, add member accounts in one of the following ways:
  - To add individual member accounts, click the first blank line in the table, then use the Finder in the Account column to select each account in turn.
  - To select a range of member accounts, click the Zoom  button for the **Select Member Accounts for the Rollup Account** field, and then use the G/L Account Selector screen



that appears to add member accounts.

In the G/L Account Selector screen:

- a. Select the ranges of account numbers, account segments, or account groups that are members of this rollup account.
- b. Select the account types to include in the rollup account. Accounts that do not match the selected type will be excluded from the rollup account, even if they fall within the specified range of account numbers or account groups.

**Example:** If the Income Statement option is not selected, then even if the Account Number range includes income statement accounts, those accounts will not be copied into the table.

- c. Specify ranges of segments as additional selection criteria (optional).
- d. Specify account optional fields as additional selection criteria (optional).
- e. Click the **Preview** button to check your choices.

Click **Close** at the message that appears telling you that processing is complete.

The G/L Account Selector Preview screen lists the accounts in the ranges you specified. You can double-click in the Add column to change the entry to No if you decide not to include some of these accounts.

**Note:** If the rollup account is single-currency, only single-currency accounts are included in the preview. Accounts that already exist in the Rollup table are not shown in the preview screen.

**Tip:** To view a multicurrency account, highlight the account, then click the Currency button.

- f. Click **Copy** in the G/L Account Selector Preview screen.
- g. Click **Close** at the message that shows how many rollup member accounts were created.

When you return to the Rollup tab in the G/L Accounts screen, the new member accounts appear in the table.

5. Click **Save**.

The new member accounts now appear in the tree as well as in the table on the Rollup tab.

**Tip:** To hide the tree, click the **Hide Tree** button. To view it again, click **Show Tree**.

## About Entering Account Balances, Historical Data, and Quantities

Before you can use General Ledger, you must at least enter beginning balances for the current fiscal year.

If you intend to enter period data for previous years, do so first. Entering last year's ending balances establishes the current year's beginning balances.

**Warning!** Do not post historical data if you have already entered current-year opening balances and transactions, because doing so will overstate account balances.

### Entering Historical Data

You add historical data if you want to do previous-year comparisons. If you do not want to add data for previous years, you can simply enter current-year opening balances.

Historical amounts include the opening and closing balances for the previous years and the net changes and balances for each fiscal period of the previous years. To add the historical amounts, you enter and post the historical opening balances and period net changes as journal entries using the General Ledger Journal Entry screen.

**Note:** If you want to show source-currency balances for all past periods, you must enter transactions in each of the originating currencies, along with the exchange rate at the time, and the functional-currency equivalent amount.

### Modifying Historical Data

If you need to change account data for the previous year after you have created your chart of accounts, you should enter the adjustments in a batch, and then post the batch to the previous year.

### Entering Current-Year Opening Balances and Year-To-Date Transactions

When you set up a General Ledger system partway through a fiscal year, you must enter the transaction data for the current year to date, in addition to the closing balances from the previous year.

You can:

- Enter all the current-year transactions, one at a time, period by period.

This method provides a complete audit trail for current-year transactions.

- Enter all the transactions for the current period, and the net changes for the earlier periods in the current year.

This method provides an audit trail for current-period transactions, and creates accurate balances for previous periods in the current year. You can print comparative financial statements for all the current-year periods to date, and detailed audit trail reports for the current period.

- Enter the net change (net increase or decrease) for each account in each period to date, including the current period.

This method produces accurate balances for each account in each period of the current year, allowing you to print comparative financial statements. However, it does not provide transaction detail (such as date, reference code, and description) for the audit trail reports.

- Enter the net change between the opening and current balances for each account.

This is the quickest method, but it does not let you print financial statements for past periods in the current year and does not provide transaction detail for audit trail reports. Using this method, you would have to rely on your manually prepared financial statements for comparisons.

For the steps involved in adding historical information to General Ledger, see "Adding Account Balances and Quantities to a New General Ledger" (page 45).

## Adding Account Balances and Quantities to a New General Ledger

Before you can use General Ledger, you must at least enter beginning balances for the current fiscal year.

If you intend to enter period data for previous years, do so first. Entering last year's ending balances establishes the current year's beginning balances.

**Warning!** Do not post historical data if you have already entered current-year opening balances and transactions, because doing so will overstate account balances.

## Before You Start

Activate your General Ledger, specifying the first full year for which you want to keep account data, and the current fiscal year. During activation, General Ledger:

- Creates fiscal calendars for all years that you want to keep history.
- Sets the current fiscal year to the year *before* the first full year, so you can enter opening balances for the first year.

## To add existing account balances and quantity data to a new general ledger:

1. Start Sage 300, using the year-end date of the year before the earliest fiscal year for which you want to post transactions.
2. Create and post closing balances to the year before the first full year for which you want to keep account data.

Create a batch with the closing balances of all your general ledger accounts. Make sure the batch balances, and that the batch matches your balance sheet for that year, then post the batch.

If you do not want to enter previous-years' period balances, you must enter the previous year's period 12 balances.

3. Run Create New Year (in the G/L Periodic Processing folder) to create the opening balances for your first full year of period balances, and to advance the current year.

To change the current year in General Ledger you must create a new year. The Create New Year screen closes income and expense accounts to retained earnings, creates opening balances in the next year, and advances the current year.

4. Create and post the net changes for each successive period in the first year of data, then close the year by running Create New Year.
  - a. Create batches of transaction details for each period in the current year to bring your ledger up to date.

**Warning!** If you have already advanced the current year and added current-year opening figures, **do not post** transactions to the previous year, or your account balances will be overstated.

If you need to add previous year figures after entering balances in the current year, make sure that you change balances only within the year you are editing (by posting reversing entries to the adjustment period). You must not post changes that will alter closing balances for the year.

Set the session date for the appropriate fiscal year, and create separate transaction batches for each of the periods that you want to contain data. If you want a full year of comparative period balances, you must create one transaction in each period for each account.

Because you have already entered opening balances, these batches must contain the net changes for each account (except retained earnings) in each fiscal period.

**Important!** Do not enter the closing balance of the retained earnings account, and do not create a batch for closing income and expense accounts to retained earnings. You will use General Ledger's Create New Year screen to close each year after you have posted the year's data.

- b. Post all batches.

**Note:** Back up your data after you create each set of batches and after each posting.

- c. Print the posting journals, and keep them as part of your audit trail.
- d. Print trial balances for each of the periods in the year to which you posted, and compare balances to those in your current ledger.
- e. Run Create New Year to close the income statement accounts to retained earnings, and to advance the current year.
- f. Leave General Ledger, then start it again, using the year-end date of the next year for which you want to enter historical data. Again, post batches and print trial balances to check the results.

If this is a previous year, again use the Create New Year screen to close the year.

**Note:** Repeat this step for each prior year of data.

- 5. Print balance sheets and income statements for all past years, and compare them to your existing statements.

**Note:** To use the financial statements shipped with General Ledger sample data, you must select the Use Account Groups option in the G/L Options screen, and assign each G/L account to a group using the G/L Accounts screen.

## After adding account balances and quantities

For further information on setting up your ledger, see "About Setting Up General Ledger" (page 3).

## Setting Account Permissions

**Important!** G/L Account Permissions is part of G/L Security, an option that you select on the Account tab of the G/L Options screen. The G/L Account Permissions icon appears in the G/L Accounts folder only after you select the **Use G/L Security** option, and then close and reopen the company database.

You assign permissions to accounts and segments depending on the default access set on the G/L Options screen. If default account access is:

- All Accounts, you need to restrict specific Sage 300 users in the G/L Account Permissions screen.
- No Accounts, you need to grant individual access rights to accounts in the G/L Account Permissions screen. Without specific permission, Sage 300 users cannot post transactions to accounts.

## Before You Start

- If the G/L Account Permissions icon is not available in the G/L Accounts folder:
  - On the G/L Options screen, select the **G/L Security** option. Then close and reopen the company database.
  - On the Account tab of the G/L Options screen, specify a default level of access to accounts (**All Accounts** or **No Accounts**).


For more information, see "About General Ledger Security" (page 9).

- Make sure all other users have left Sage 300 General Ledger, and all other General Ledger screens are closed. You cannot maintain General Ledger account permissions if any other General Ledger screens are open.





To set account permissions:

1. Open **General Ledger > G/L Accounts > Account Permissions..**
2. In the **User ID** field, select the user for which you want to set permissions:

### Tips:

- If you have already added user IDs to G/L Security, you can browse through the list of user IDs using the navigation buttons, or use the Finder to select a user ID.
- If you have not added the user ID for which you want to set permissions, click the Zoom  button for the User ID field to display all Sage 300 user IDs, and then use the Finder to select the ID you need.

3. Use the Segment tab to allow or deny user access to ranges of account segments—for example, to restrict access to a particular department.
  - a. Click in the first row of the Allow column, then use the Spacebar or double-click to switch between No and Yes.

- b. Double-click in the Segment column, and then select a segment from the list that appears. (For example, you could select the Division account segment to restrict account access based on the company's divisions.)
  - c. Tab to the From column, and then use the Finder  to select the first segment code in the range that you want to allow or restrict.
  - d. Tab to the To column, and then use the Finder  to select the last code in the segment range.
  - e. Press the Insert key to start a new line to specify another range of segment codes.
  - f. Click **Add** or **Save**.
4. Use the Account tab to allow or deny user access to ranges of account numbers—for example, to allow access to accounts receivable sales accounts.
  - a. Click in the first row of the Allow column, then use the Spacebar or double-click to switch between No and Yes.
  - b. Tab to the From column, and then use the Finder  to select the first account code in the range that you want to allow or restrict.
  - c. Tab to the To column, and then use the Finder  to select the last account in the range.
  - d. Press the Insert key to start a new line to specify another range of account numbers.
  - e. Click **Save**.
5. Click the **Test** button to test the account segments you have specified.

The G/L Permissions Finder lists only the accounts this user has permission to see and work with.

## After setting account permissions

- To set up identical permissions for another user, copy the current user's permissions to other user IDs by using the File menu's Import and Export commands to import and export user permissions.
- Print account permissions information by clicking the Print button on the G/L Account Permissions screen.

## Creating Accounts Automatically

### Before You Start

- Before you create accounts automatically, you should print and examine your chart of accounts carefully to be sure you select an appropriate range of accounts to use as the base accounts and to determine what other criteria you need for creating the new accounts.
- Note that if an account already exists in your chart of accounts, General Ledger will not overwrite it when you create the new accounts. Also, if your existing chart of accounts contains no accounts with the required segments in the specified range, the program will not create any new accounts.

### To create accounts automatically:

1. Open **General Ledger > G/L Accounts > Create Accounts**.
2. Use the Finders in the **From Accounts With Structure Code** and **Create Accounts With Structure Code** fields to select a structure code on which to base the model accounts.
3. In the **Select Account Range** area:
  - a. In the **Select By** field, specify Account Number, Account Group, or Sort Code-Account Group.
  - b. In the **From** and **To** fields, enter the ranges for that selection.
4. Select Default Subledger Details and Default Currency Details options (optional).
5. If you want to review existing accounts along with the accounts to be added, select the **Include Existing Accounts** option.
6. Use the table to specify the segments you want to create.
7. Click **Preview**.

The program displays a message telling you how many preview accounts it created.

**Note:** If your existing chart of accounts contains no accounts with the required segments in the specified range, the program does not create any new accounts.

8. Click **Close** to close the message.
9. Use the G/L Create Accounts Preview screen to:
  - Change the accounts before you add them permanently.

Change the accounts as follows:



- You can change the entry in the Create field only if you have not yet processed the account. If you do not want to create an account that is marked Yes for creation, change the entry to **No** for the selected account by double-clicking the Create field, or by selecting the field and pressing the spacebar.
- If a preview account is based on a subledger control account, you can view or change the information that will be added to the Subledger tab on the new G/L Account record by clicking the **Subledger** button.

You can also double-click the **Control Account** field for any account whose control account attributes you want to change.

- If a preview account is based on a multicurrency account, you can view or change the information that will be added to the Currency tab of the G/L Account record by clicking the **Currency** button.

You can also double-click the **Default Currency** field of a multicurrency account to change the default currency for the account.

- Specify optional field information for the accounts to be created.

The program assigns to the new accounts the optional accounts fields and optional transaction details fields set for the "model" accounts using the segment specified in the **Default Options From** field.

The Optional Fields column on the preview screen indicates whether optional account fields will be assigned to the new account.

- To view the optional account fields that will be assigned to a new account, highlight the account, then click the **Optional Fields** button to open the new Preview Account Optional Fields screen.
- To view the transaction details optional fields to be assigned to a new account, highlight the account, then click the **Trans. Opt. Fields** button to open the Preview Account Transaction Optional Fields screen.

You use the optional fields preview screens to add or delete the optional fields and to change the default values that appear.

**Note:** You can add only optional fields that are defined for General Ledger.

10. To print the preview information, click **Print**.

On the Print Create Accounts Preview Information screen that appears:

- a. Choose sorting options and the range of accounts you want to print.
  - b. Select whether you want to print subledger or currency information.
  - c. Click **Print**.
  - d. Click **Close** to return to the G/L Create Accounts Preview screen.
11. When you have finished selecting or adjusting the accounts you want to create, click **Close** to return to the G/L Create Accounts screen.

In the G/L Create Accounts screen, all the fields are now dimmed—you cannot change them. However, you can click **Preview** to return to the Preview screen.

12. Click **Process** to add the accounts to your chart of accounts.

If processing is successful, the program creates the accounts, and then displays a message telling you processing has finished and the number of new accounts that were created.

If there is an error in processing the accounts, you are returned to the G/L Create Accounts screen, but all fields are dimmed. Click **Preview** to view and remove any unsuitable accounts, or click **Clear** to abort the process. (Some accounts may have been added to your Chart of Accounts.)

13. When processing is successful, click **Close** to close the message.

A message asks whether you want to clear the temporary file. You must clear the preview accounts before you can create another set of accounts. If you click **No**, you are returned to the G/L Create Accounts screen, but (as before) all the fields are dimmed.

14. Click **Clear** to delete the temporary file so that you can create a different set of accounts in the future.

## After creating accounts automatically

Print your new chart of accounts, and file it for reference.

## Budgets

Create and set up budgets for your General Ledger accounts.

## About Fiscal Sets

General Ledger stores the totals of all transaction amounts for each account in records called fiscal sets. General Ledger automatically adds the fiscal sets you require when you post transactions to

general ledger accounts, create new fiscal years, set up budgets, and otherwise create account data for current and previous years.

A fiscal set contains the following data:

- The opening balance for the year, an adjustment amount, and a closing entry.
- The net changes for periods 1 through 15 for the year.
- The net changes resulting from adjustments for the fiscal year end.
- The net changes resulting from transferring income and expense account balances to retained earnings (closing entries).

**Note:** Each fiscal set stores 12 or 13 periods of accounting transaction summary data, depending on whether the ledger uses 12 or 13 periods. In addition, each fiscal set has an adjustment period and a closing period.

## Types of Fiscal Sets

Each single-currency general ledger account has more than one fiscal set, because each fiscal set stores only one set of numbers for one fiscal year and an account can have different types of fiscal sets.

### Example:

For a given single-currency account, in addition to the current year's transactions, you can maintain the following information in your General Ledger:

- Fiscal sets containing an account's history for two years.
- Quantities for the account.
- Two sets of budget amounts for the account.

Two years of historical amounts plus the current year's amounts make up three actual fiscal sets. Two years of historical quantities plus the current year's quantities make up three quantity fiscal sets. The two budgets make up two budget fiscal sets. You have a total of eight fiscal sets for the account.

Multicurrency accounts have additional fiscal sets that hold amounts posted to the account in each source currency used with the account. Designating an account as a multicurrency account causes the system to create source-currency and functional-currency equivalent fiscal sets for the account as required.

If you selected the euro as your functional currency and specified a reporting currency, General Ledger maintains a fiscal set for storing the reporting currency equivalent of each period to let you display balances and net changes in the reporting currency.

For a quick reference to the types of fiscal sets and their codes, see "Types of Fiscal Sets" (page 55).

### Actual Fiscal Set

All accounts have an actual fiscal set. The amounts stored in the actual fiscal set are the totals of all transactions posted to the account. Actual fiscal set information appears on General Ledger reports such as the Income Statement and the Balance Sheet. When you post a batch of transactions, the system updates the actual fiscal sets.

### Quantity Fiscal Set

If you want to store quantity data with general ledger accounts, you must first choose the option to maintain quantities on the G/L Options screen. Then, to maintain quantity data for individual accounts, you select the option to maintain quantities for each applicable account.

You enter quantity information as you enter monetary amounts in transaction batches. Each time you make a journal entry for an account for which quantities are maintained, General Ledger prompts you for a debit or credit amount and a quantity. When you post the batch, General Ledger updates the actual and the quantity fiscal sets.

### Budget Fiscal Sets

You can maintain up to five budget fiscal sets (identified by the numbers 1 through 5) for each account. You decide how many of the five you want to use and the type of budget information you want to keep in each.

### Provisional Fiscal Set

The provisional fiscal set contains amounts that have been provisionally (temporarily) posted to general ledger accounts.

### Posting and Fiscal Sets

General Ledger allows you to post amounts temporarily to accounts to test their effects on financial statements. When you post batches provisionally, General Ledger adds the transaction amounts to the provisional fiscal set instead of to the actual fiscal set, and keeps the batches available for further editing and posting.

**Note:** If you have integrated General Ledger with Tax Services, and you have entered tax amounts in journal entries, these tax amounts are not added to the provisional fiscal set.

When you post the batch permanently, General Ledger removes the effects of provisional posting. You can print financial statements that include provisional amounts, and check the results before posting the transactions permanently to ledger accounts. You can post batches provisionally only if you select the option to allow provisional posting.

## Types of Fiscal Sets

Each account has many fiscal sets.

Each single-currency general ledger account has more than one fiscal set, because each fiscal set stores only one set of numbers for one fiscal year and an account can have different types of fiscal sets.

Multicurrency accounts have additional fiscal sets that hold amounts posted to the account in each source currency used with the account.

Code	Description
A	An Actual fiscal set stores one year (12 or 13 periods plus a 14th period for adjusting, and a 15th period for closing revenue and expense accounts) of actual monetary data for one general ledger account in home currency.
R	Reporting currency (only available if you selected the euro as your functional currency and specified a reporting currency in the Company Profile screen in Common Services).
Q	A Quantity fiscal set stores quantity information related to the actual amounts. If you use quantities, each actual fiscal set is paired with a quantity fiscal set.
P	The Provisional fiscal set temporarily stores amounts from provisional batch postings.
PQ	A Provisional Quantity fiscal set stores provisionally-posted quantities.
1	Budget Fiscal Set 1 stores planning information. Depending on the edition of Sage 300 you are using, you can store up to five separate budgets in sets 1 through 5. You might want to use budget set 1 to store your original budgets.
2	Budget Fiscal Set 2. You might want to use this budget set to store your revised budgets.
3	Budget Fiscal Set 3. You might want to use this budget set to store forecasts.
4	Budget Fiscal Set 4. You might want to store budgeted quantity information for the account.
5	Budget Fiscal Set 5.

Types of Fiscal Sets

## About Budgets

You use the Budget Maintenance screen to enter budgets for your accounts for any year defined in the fiscal calendar.

You can maintain between one and five budget sets for each account, depending on your edition of Sage 300. If you are using Sage 300 Premium, you can create up to five optional budgets for an account.

**Note:** You cannot add, change, or delete information contained in a locked budget set. (The Posting tab on the G/L Options screen tells you which budget sets, if any, are locked.)

You decide the type of information each budget contains. For example, you might set up an original budget, an adjusted budget, and a forecast.

**Tip:** If you create roll-up budgets, use a separate budget set.

The Budget Maintenance screen provides calculation methods and tools to help you create budgets. You can:

- Type the budget amounts in the Budget Amount column for each period.
- Let the system calculate budget amounts based on specified amounts and percentages using any combination of budget methods. (For information about specific budget methods, see "Budget Methods" (page 57).)
- Use the Fiscal Set Lookup feature to display actual and budget sets for any account in the general ledger, and then use one of the Copy methods to move the lookup amount into your new budget.
- Use the Import and Export choices on the File menu to transfer General Ledger accounts and budget figures to and from non-Sage 300 programs. For example, you can export account data to a spreadsheet, manipulate it, and then import it as budget data.

**Note:** If you import budget information into General Ledger from a spreadsheet, you must supply the account number, fiscal set and year, and currency code and type in the file, along with the budget amounts.

See the System Manager help for information about importing budget data.

**Note:** You must enter credit amounts as negative numbers.

## Future Year Budgets

In addition to current-year budgets, you can create budgets for an unlimited number of future years if you are using Sage 300 Premium.

These future year budgets consume disk space, so you should add them only when necessary.

**Note:** You must create the future year before you can add the budgets.

## Budget Methods

On the G/L Budget Maintenance screen, you select a budget method to specify budget method options that are used to calculate budget period amounts.

For more information about using this screen, see "G/L Budget Maintenance Screen" (page 160).

Option	How to Use	How G/L Calculates Budget Amounts
Base, Amount Increase	<p>When you select this option, the <b>Base Amount</b> and <b>Amount Increase</b> fields appear.</p> <ul style="list-style-type: none"> <li>In the <b>Base Amount</b> field, enter the base amount you want to begin with (that is, the base amount you want to use to calculate the budget for Period 1).</li> <li>In the <b>Amount Increase</b> field, enter the amount by which the base amount should be increased.</li> </ul>	<p>General Ledger uses the base amount you specify as the Period 1 Budget Amount.</p> <ul style="list-style-type: none"> <li>To calculate the budget amount for Period 2, General Ledger adds the amount increase to the base amount.</li> <li>To calculate the budget amount for Period 3, General Ledger adds the amount increase to the Period 2 amount.</li> <li>General Ledger continues to calculate budget amounts in this manner until all periods have a budget amount.</li> </ul>
Base, Percent Increase	<p>When you select this option, the <b>Base Amount</b> and <b>% Increase</b> fields appear.</p> <ul style="list-style-type: none"> <li>In the <b>Base Amount</b> field, enter the base amount you want to begin with (that is, the base amount you want to use to calculate the budget for Period 1).</li> <li>In the <b>% Increase</b> field, enter the percentage (in decimal notation) by which the base amount should be increased.</li> </ul>	<p>General Ledger multiplies the base amount by the percent increase to calculate the Period 1 budget amount.</p> <ul style="list-style-type: none"> <li>To calculate the budget amount for Period 2, General Ledger multiplies the Period 1 amount by the percent increase.</li> <li>To calculate the Period 3 budget amount, General Ledger multiplies the Period 2 amount by the percent increase.</li> <li>General Ledger continues to calculate budget amounts in this manner until all periods have a budget amount.</li> </ul>
Copy, As	Select this option to copy or add the	General Ledger copies the exact amounts

Option	How to Use	How G/L Calculates Budget Amounts
Is	amounts in each period of the Inquiry Amount column into the corresponding periods of the Budget Amount column.	in each period of the <b>Inquiry Amount</b> fields into the corresponding periods of the <b>Budget Amount</b> fields.
Copy, Amount Increase	When you select this option, the <b>Amount Increase</b> field appears. In this field, enter the amount by which the period amounts should be increased.	General Ledger adds the period amount in each <b>Inquiry Amount</b> field to the amount in the <b>Amount Increase</b> field, and then copies the result into the <b>Budget Amount</b> field for the corresponding period.
Copy, Percent Increase	When you select this option, the <b>% Increase</b> field appears. In this field, enter the percentage by which the period amounts should be increased.	General Ledger multiplies the amount in the <b>Inquiry Amount</b> field for each period by the percentage in the <b>% Increase</b> field, and then copies the result into the <b>Budget Amount</b> field for the corresponding period.
Copy, Prorated Spread	<p>When you select this option, the <b>Spread Amount</b> field appears. In this field, enter the amount you want to prorate to the individual periods.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> In a multicurrency system, you must enter the source and functional equivalents of other currencies separately if you want both sets of numbers.</p> </div> <p>To calculate the functional equivalent from a source amount, inquire on the source amount, and then use the percent increase budget method. If the rate is less than one, use a negative percent increase (calculated by subtracting the rate from 1).</p>	<p>General Ledger performs a weighted distribution of amounts based on:</p> <ul style="list-style-type: none"> <li>• The period amount in the <b>Inquiry Amount</b> field.</li> <li>• The sum of period amounts in all the <b>Inquiry Amount</b> fields.</li> <li>• The amount you specify in the <b>Spread Amount</b> field.</li> </ul> <p>The system uses the following equation to compute each period's budget amount:            (Period inquiry amounts x Spread amount for period) / Sum of amounts (all periods)            In other words, a ratio (weight factor) is calculated by dividing each individual period's inquiry amount by the sum of the inquiry amounts for all periods. That weight factor is then multiplied by the spread amount you specify to arrive at each period's budget amount.</p>



Option	How to Use	How G/L Calculates Budget Amounts
Fixed Amount	When you select this option, the <b>Fixed Amount</b> field appears. In this field, enter a fixed amount.	General Ledger adds the fixed amount you specify to the <b>Budget Amount</b> field for each period.
Spread Amount	When you select this option, the <b>Spread Amount</b> field appears. In this field, enter an spread amount.	General Ledger distributes the spread amount you specify evenly across the <b>Budget Amount</b> fields for all periods. <div> <b>Note:</b> If the amount cannot be divided evenly, the remainder is added into the last period. </div>

#### Budget Methods

## Editing Budget Data

You can maintain between one and five budget sets for each account, depending on your edition of Sage 300. If you are using Sage 300 Premium, you can create up to five optional budgets for an account.

**Note:** You cannot add, change, or delete information contained in a locked budget set. (The Posting tab on the G/L Options screen tells you which budget sets, if any, are locked.)

## Before You Start

Make sure that the budget set you want to add or edit is not locked.

### To edit budget data:

1. Open **General Ledger > G/L Accounts > Budget Maintenance**.
2. In the **Account** field, select the account for which you are entering budget information.
3. Display the budget set you want to edit.
  - a. In the **Budget Set** field, select the budget set you want to add or edit.
  - b. In the **Year** field, select the fiscal year for the budget.
  - c. If you are editing budget data for a multicurrency account, specify the currency and currency type you want to view and edit.

**Example:** Your functional currency is US dollars. You want to view figures in Canadian dollars, but enter amounts in US dollars. You select **CAD** as the currency and select **Equivalent** as the currency type. You can then enter US dollar amounts in the Budget Amount column, and view their equivalents in Canadian dollars in the Inquiry Amount column.

d. Click the Go  button.

4. Enter data for each period in the budget set.


You can:

- Click in the Budget Amount column to enter amounts manually for each fiscal period.
- Use one of the methods in the **Budget Method** section to enter calculated budget data. For more information about each method, see "Budget Methods" (page 57).

Use the following buttons in conjunction with the budget method to produce the results you want:

- Click the **Add To** button to add the amounts you are copying or calculating to amounts already in the Budget Amount column.
- Click the **Replace** button to replace the amounts in the Budget Amount column with amounts you are copying or calculating.

**Tips:**

- Click the **Clear** button to remove figures entered previously on the screen.
- Click the **Delete** button to remove the budget record completely. (This action will free up disk space.)
- Use the **Fiscal Set Lookup** section to look up current or previous-year actual or budget figures from any account. When you click the Go  button beside the Fiscal Set Lookup fields, the Inquiry Amount column displays amounts from your inquiry that can help you prepare the budget for the account you are working with.

You can also inquire on an account's rolled up amounts. Select the **Use Rolled Up**

**Amounts** option, and then click the Go  button to see rolled up budget figures.

Budgets for the member accounts are rolled into the rollup account for inquiry purposes.

If you have security authorization for the rollup account, you automatically have access to member accounts.

5. When you are satisfied with the budget data, click **Add** or **Save**.

You can continue to manipulate the amounts in the Budget Amount fields using various budget methods, or by manually changing the amounts.

6. When you are satisfied with the result, click **Add** or **Save**.

## Maintaining Accounts

Set up account permissions, specify closing accounts, define reallocations, and perform other tasks to maintain and modify accounts in General Ledger.

### Changing Account Information

Use the G/L Accounts screen to update information for an existing account.

**Note:** You cannot turn off the Multicurrency option or the Maintain Quantity option for an account after you turn them on.

### Before You Start

Make sure that:

- The account is not used as the default closing account for the company, or a retained earnings account for any account number segment.
- The change will not cause the account to be in the wrong account group, if the company uses account groups.

### To update an account record:

1. Open **General Ledger > G/L Accounts > Accounts**.
2. In the **Account** field, type the account number, and then press the Tab key.
3. Update the tabs in the account record, as needed.

Note the following about information that you can and cannot change for an account:

- **Account.** You cannot change the account number.

To assign a new account number, you must add an account with the new number, transfer any account balances, make the old account inactive, then delete the account when it no longer contains account data for the period that you retain history.

- **Account Type.** You cannot change the type for an account that is specified as the Default Closing Account in the G/L Options screen. To change the account type for that account, you must first specify a new default closing account.

Changing an income statement type account to a balance sheet type account will cause problems in your General Ledger if you post batches to a prior year for the account.

- **Account Group.** You can change the account group in an account record at any time.

You can turn account groups on or off in the G/L Options screen at any time. Any accounts that are added when account groups are turned off will belong to the Unclassified Account Group.

- **Auto Allocation.** You can change the information on the Allocation tab of the screen at any time.

- **Multicurrency option.** You can turn this option on at any time, if you have installed the Sage 300 Multicurrency module. If you select the option for an account, you can post transactions to the account in more than one currency.

Once you turn on the option, you can specify that the account accepts transactions from all currencies defined in Common Services, or from specific currencies only.

- **Maintain Quantities.** You can turn this option on at any time.

- **Control Account.** You can turn this option on at any time.

You can add subledgers if you use the account for more than one subledger. You can post transactions from only the specified subledgers.

4. When you have finished updating the account, click **Save**.

## Closing Accounts to Specific Segments

A closing account is a retained earnings account to which you post the difference between the sums of revenue and expense account balances when you close these accounts at year end.

You can specify separate closing accounts for different divisions or departments of your company using the Segment Codes screen. For example, if one segment of your account numbers represents company divisions, you can close revenue and expense accounts to retained earnings accounts by division.

## Before You Start

- Create your chart of accounts.
- Create segment codes.

- Close all other General Ledger screens for the company database, and make sure that other users are not using General Ledger.

### To close accounts to a specific segment:

1. Open **General Ledger > G/L Setup > Options**.
2. On the Segments tab, in the Use in Closing column, mark the segment as a closing segment.
3. Click **Save**, and then click **Close**.
4. Open **General Ledger > G/L Setup > Segment Codes**.
5. In the Segment Name field, select the segment you marked as a closing segment.
6. In the table on the G/L Segment Codes screen, enter all the codes that can be used for the segment, specifying the retained earnings account to which each segment closes.
7. Click **Save**, and then click **Close**.
8. Open **General Ledger > G/L Accounts > Accounts**.
9. For each revenue and expense account that includes the segment in the account number, in the **Close to Segment** field, select the closing segment.

**Note:** Any accounts for which you do not specify a segment will close to the default closing account, which is defined on the Account tab of the G/L Options screen.

10. Click **Save**, and then click **Close**.

## Defining Account Reallocations

General Ledger lets you allocate the balance of an account periodically to other accounts, for example, to allocate income and expense account balances from head-office accounts to department accounts, or to allocate profits to partners.

### To define account reallocations:

1. Open **General Ledger > G/L Accounts > Accounts**.
2. In the **Account** field, select the account from which you want to allocate amounts automatically.
3. On the Detail tab, select **Auto Allocation**, if it is not already selected.

When you select the allocation option, the Allocation tab becomes available.

4. On the Allocation tab, enter reallocation details as follows:

- a. In the **Source Code** field, select the source code to use for the allocation transactions.
- b. In the **Allocate By** field, specify how to reallocate amounts:
  - **Account Balance.** This selection distributes the balance in the account to the target accounts based on the percentages that you specify on the Allocation tab. (For example, you could distribute 25% of the balance to each of four accounts.) This choice distributes balances only, and does not distribute quantities.
  - **Account Quantities.** This selection distributes the net quantity in an account to the target accounts according to the percentages that you specify. It then distributes the account balance to the target accounts based on the quantities that were distributed.

**Important!** All accounts must maintain quantities, and they must use the same unit of measure.

- c. List the accounts to which you are allocating balances, together with the reference, description, and percent of the account balance or quantity that you want to assign to each transaction detail.

**Note:** The total percent allocated must be 100%.

5. When you have finished defining the reallocations, click **Save**.

## Deleting an Account

You cannot delete a General Ledger account unless:

- The current-year opening and current balance for the Actual fiscal set of the account are both zero.
- No transactions have been posted to the Actual fiscal set of the account in the current year.
- The account is not assigned as the Default Closing Account (on the G/L Options screen).

These restrictions preserve the integrity of your data, and preserve the audit trail.

You can delete an account with quantities in the Quantity fiscal set and with amounts in any of the budget fiscal sets.

## Before You Start

Make sure that:

- The account is inactive.
- The account is not used as a retained earnings account. (Note that General Ledger will not check if the account is a closing account for a segment code: you must do that yourself.)
- The account does not receive amounts automatically reallocated from another account. If it does, assign a different reallocation account for the other account.
- The beginning and current balances for the account are zero.
- No transactions have been posted to the account in the current year.
- The account does not contain quantities or budget amounts that you need to produce comparative financial statements.

### To delete an account:

1. Open **General Ledger > G/L Accounts > Accounts**.
2. In the **Account** field, type the account number, and then press the Tab key.

**Tip:** You can type account numbers with or without the delimiter character used to separate account number segments.

3. Click **Delete**.
4. When prompted to confirm that you want to delete the account, click **Yes**.

## Deleting Member Accounts from a Rollup Account

### To delete a member account from a rollup account:

1. Open **General Ledger > G/L Accounts > Accounts**.
2. Use the Finder for the Account field to select the rollup account.
3. To delete individual members, highlight the account in the table.
4. Press the **Delete** key on your *keyboard*.

**Warning!** Do not click the Delete button, or you will delete the rollup account with all its members.

# Chapter 3: Entering and Posting General Ledger Transactions

Use General Ledger Transactions screens to enter and post batches of journal entries, and to review and edit transaction information before posting.

## About Transaction Processing in General Ledger

A General Ledger batch is a group of journal entries, each of which contains at least two transaction details: one for the debit amount and one for the credit amount.

Journal entries do not affect G/L account balances until you post the batches.

### Posting Batches

When General Ledger posts a batch, all entries that cannot be posted are added to a new batch. Print the posting journal for a list of all posted transactions and all errors that the program encountered.

The posting process consolidates details for accounts using the **Post To Account In Consolidated** option (selected on the Detail tab of the G/L Chart of Accounts screen).

Posting changes the status of posted batches to Posted on the Batch Status report.

### Batch Errors

If you use the **Force Listing Of Batches** option, all batches to be posted must be error-free, and you must have printed listings for them before trying to post them.

If you do not use the option and you post a batch that contains errors, the correct entries will be posted, and entries containing errors will be placed in a new batch, which uses the next available batch number.

**Note:** General Ledger cannot detect some errors until you post the batch, and these errors are not reported on the batch listing.



## Posting Sequences and Entry Numbers

A unique posting sequence number is assigned to each posting run. The number is printed on the posting journal and appears on the G/L Batch List screen, allowing you to specify which journals to print, as well as to track data.

A unique posting entry number (consisting of the posting sequence number and the entry number), indicating the order of posting, is assigned to each entry that is posted.

## Previous-Year Posting

When amounts are posted to revenue and expense accounts for a previous year, this screen also creates the closing entries for those accounts, and adjusts the retained earnings account for the year. Closing transactions are listed on the posting journal.

## Provisional Posting

Provisional posting copies Actual fiscal set amounts to a Provisional fiscal set, and updates the Provisional fiscal set so you can see the combined effect.

Batches are not deleted when you post them provisionally, and you can make changes to them, if necessary, before permanently posting them. On the Batch Status report, they are marked as provisionally posted, and the date and the posting sequence number are included.

You can include provisional transactions on the Batch Status and Trial Balance reports.

Provisional Posting is not available in an ICT company.

**Note:** If you have integrated General Ledger with Tax Services, and you have entered tax amounts in journal entries, these tax amounts are not added to the provisional fiscal set.

## Reversing Entries

Before you can post reversing entries that span two fiscal years, you must first create a new year using the Create New Year screen. If you do not create a new year first, posting creates an error batch for the reversing entries, which you can post later.

**Note:** Provisional posting does not post reversing entries across a fiscal year boundary—only within a fiscal year.

## Intercompany Transactions (ICT) Batches

**Important!** You can enter intercompany transactions only in the company for which you activated Intercompany Transactions. If you are working with a company for which Intercompany Transactions has not been activated, the ICT fields do not appear on G/L screens and reports.

If you use Sage 300 Intercompany Transactions:

- Additional fields appear on the G/L Journal Entry screen, letting you identify the originating company for the batch and a destination company and route number for each transaction.
- You use the ICT A/P Post Batches screen to post intercompany batches.

**Note:** If Intercompany Transactions is activated for the open company, you can post only intercompany batches and transactions.

When you post an intercompany batch, Sage 300 creates batches for the originating company and for the destination company in their respective General Ledgers. It also creates a posting journal in Intercompany Transactions that shows what happened.

If you selected Post G/L Batches for the originator and the destination companies in ICT Options, Sage 300 will also post these batches for you in the remote General Ledgers.

The program generates descriptions for the batch, entry, and line for the originating and destination companies, as shown in the following examples:

- **Batch description.** The generated G/L batch description will be:  
  
From ICT Company *companyID* (GI post seq *nnn* batch *x*.  
  
where *companyID* is the ID code of the originator, *nnn* is the sequence number, and *x* is the batch number.
- **Entry description.** The generated entry description will be the same as that in the ICT G/I entry.
- **Line description.** The generated line description will be the same as that in the ICT G/I line.
- **Line comment.** The generated line comment will be the same as that in the ICT G/I line.

## Adding a New Batch

Sage 300 General Ledger is a batch-oriented accounting system. You group financial transactions together and enter them in batches before you post them to general ledger accounts. You use the G/L Journal Entry screen to add batches directly into General Ledger.


## Before You Start

Define the following information for your Sage 300 system:

- Fiscal period dates and statuses (using the Fiscal Calendar screen in Common Services).
- Source codes for General Ledger transactions.
- Optional transaction fields, if you plan to use them.
- The chart of accounts.
- Currency codes, rates, and rate types (if you have a multicurrency General Ledger).


**Important!** When creating a new batch, you must use the batch number assigned by the system.

**To add a new batch, follow one of these procedures:**

1. Open **General Ledger > G/L Transactions > Journal Entry**.
2. Click the New  button beside the Batch field.
3. Enter a description for the batch.

Or

1. Open **General Ledger > G/L Transactions > Batch List**.
2. Click the **New** button.
3. When the Journal Entry screen appears, enter a batch description.

**Note:** You do not click the New  button in the Journal Entry screen because a new batch has already been created.

## After creating a new batch

1. Add journal entries.
2. Print a batch listing.
3. Set the batch Ready to Post (using the Batch List screen).
4. Post the batch.

## Editing a Batch

You use the Journal Entry screen to edit all types of General Ledger batches, whether they were created by another Sage 300 subledger or imported from a non-Sage 300 program, provided that they have not been posted or deleted, or set Ready to Post (on the Batch List screen).

You can edit imported batches only to the degree specified for the Edit Imported Entries option on the Posting tab of the G/L Options screen.

You can allow editing of all fields, the fiscal period only, or prevent any editing.

**Note:** You can edit batches that have been provisionally posted.

### Before You Start

Make sure that the batch you want to edit has not been set Ready to Post on the Batch List screen.

#### To edit the contents of an existing batch:

1. Open **General Ledger > G/L Transactions > Journal Entry**.

**Tip:** Alternatively, if the Batch List screen is open, you can select the batch from the list, and then click **Open**.

2. In the **Batch Number** field, use the Finder or the navigation buttons to display the batch you want to edit, or type the batch number.


You can now select an entry from the batch.

3. In the **Entry Number** field, use the Finder or the navigation buttons to display the entry you want to edit, or type the entry number in the field.

The journal entry is now available for editing.

4. Edit the header information or the details for the selected entry, as needed.

**Tips:**

- To delete the entire entry, click **Delete**.
- To delete the existing details for the entry, click **Clear**.
- To view all the information for a single detail without needing to scroll, select the detail on the table, and then click **Detail**. (Click **Close** when you want to return to the Journal Entry screen.)
- To view or edit optional field information for a detail, select the detail, and then click the Optional Fields Zoom  button.

5. When you have finished making changes, click **Save**, and then click **Close**.

## After editing a batch

1. Print the Batch Listing (available in the G/L Reports folder).
2. Check the batch listing for errors.
3. Correct all errors before posting the batch.

**Note:** If you use the Force Listing Of Batches option, you must print a new copy of each edited batch and the batch must be error-free before you can post it.

## Deleting a Batch

You can delete General Ledger batches that you have not yet posted.

**Tip:** You use the Clear History screen in the G/L Periodic Processing folder to clear posted batches.

## Before You Start

Confirm the batch number for the batch that you are going to delete.

### To delete a batch, follow one of these procedures:

1. Open **General Ledger > G/L Transactions > Journal Entry**.
2. In the **Batch Number** field, use the Finder or the navigation buttons to display the batch you want to delete, or type the batch number.

3. Click **Delete**.

All transactions in the batch are deleted.

Or

1. Open **General Ledger > G/L Transactions > Batch List**.
2. Select (highlight) the batch you want to delete on the Batch List screen.

Clear the option **Show Posted And Deleted Batches** to limit the display to batches that have not been posted.

3. Click **Delete**.

## After deleting a batch


- The batch is listed as deleted on the Batch Status report.
- You cannot reuse the batch number until you reset batch numbers (using the Period End Maintenance screen).

## Adding a Journal Entry

A journal entry in General Ledger is like a manual journal entry. The sum of the debits equals the sum of the credits. Each debit line and each credit line in a journal entry is called a detail. You use the G/L Journal Entry screen to maintain batches, journal entries, and journal entry details.

If you have integrated General Ledger with Tax Services, you can enter tax amounts in journal entries, and these tax amounts are posted to Tax Services so they appear in the Tax Tracking report. You can also include tax information in some G/L reports.

### To add a journal entry:

1. Open **General Ledger > G/L Transactions > Journal Entry**.
2. Beside the **Batch** field, click the New  button.

General Ledger provides the next batch number, and moves to the Batch Description field.

3. Enter a description for the batch.
4. Enter header information for the entry, as follows:

- a. Beside the **Entry Number** field, click the New  button.

General Ledger inserts the next entry number.

- b. Enter a description for the entry.
- c. If you use Sage 300 Intercompany Transactions, use the Finder for the **Originator** field to select a company.

Transactions in an intercompany batch can have different originating companies.

**Note:** The Originator field appears only if you install and activate Intercompany Transactions.

- d. In the **Document Date** and **Posting Date** fields, specify dates for the journal entry.
- e. Use the **Year/Period** field to specify the fiscal year and period to which to post the transaction. (The default fiscal year and period is determined by the date you entered in the Date field.)
- f. Enter the source code for the transaction, or use the Finder to select it.

General Ledger displays the default source code from the Posting tab of the Options screen, but you can change the code.

- g. Select **Normal** or **Quick** as the entry mode.

This option controls the number of fields visited when you are adding new transaction details.


- h. If the transaction should be reversed in the next fiscal period (for example, if the entry is an accrual), select the **Auto Reverse** option.
- i. To enter tax amounts, specify Sales Tax or Purchases Tax in the **Entry Type** field, and then specify a tax group in the **Tax Group** field.

**Tip:** Click **Create Tax Details** to automatically create a detail for each tax authority assigned to the tax group you've specified.

5. Enter debit and credit information in the detail table.

**Tip:** Click the **Detail** button to open the Journal Detail screen, where you can add and edit details without having to scroll to view all the information for a detail.

**Note:** If you have a multicurrency ledger and you are entering details for a multicurrency account, you can select the source currency, the rate type, and the rate for each detail. Each detail can use a different source currency, and you can override the displayed exchange rates as required.

6. To view or edit optional fields for a selected detail, click the **Optional Fields** Zoom  button, or press **Shift+F9**.

The Journal Entry Optional Fields screen appears.

You can add or delete optional fields for the detail. However, you can add only optional transaction fields that are defined for the account.

**Note:**

You can also change the value for the optional field, as follows:

- If the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field allows a blank, you can also leave the value blank.
- If the optional field is not validated, you can select a defined value, or you can enter any value, providing your entry does not exceed the length specified for the optional field.

You click **Close** to return to the Journal Entry screen.

7. Click **Add** or **Save**.

## After adding journal entries

1. Print a batch listing, and check that all the entries are correct.
2. Post the batch.

## Posting Transaction Batches

The process of transferring information from a batch of transactions to the general ledger accounts is called posting. General Ledger lets you post transactions directly to accounts, or post them provisionally to test their effect.

You can post batches from the following screens:

- **Post Batches.** Post a single batch, a range of batches, or all unposted batches.
- **Batch List.** Post a single batch or all unposted batches.



**Note:** On the Batch List screen, you cannot provisionally post all batches, though you can provisionally post individual batches.

- **Journal Entry.** Post a single batch.

**Note:** On the Journal Entry screen, you cannot provisionally post batches.

**Note:** If you use Intercompany Transactions and you are posting an intercompany batch, the Intercompany Transactions program posts the batch, as ICT posting is a separate process from G/L posting.

## Before You Start

- Print and verify batch listings for the batches you want to post. If necessary, make corrections.

**Note:** This step is required if the Force Listing Of Batches option is selected on the Posting tab of the G/L Options screen. If you do not use the Force Listing of Batches option, you can post unlisted batches after you select Ready to Post for each batch.

- Set each batch that you want to post **Ready to Post** on the Batch List screen.
- Ensure that:
  - The fiscal periods to which you want to post are unlocked for General Ledger in Common Services' Fiscal Calendar.
  - The accounts to post to exist in General Ledger and have Active status.
  - All entries balance.
  - If you are going to post provisionally, the Allow Provisional Posting option is selected on the Posting tab of the G/L Options screen.

**Important!** If you previously posted provisional data, make sure you are ready to delete it—provisionally posted batches are automatically cleared the next time you post.

- Back up your data.

### To post transaction batches from the G/L Post Batches screen:

1. Open **General Ledger > G/L Transactions > Post Batches**.
2. Specify the batches to post by selecting **All Batches** or **Range**.

**Tip:** To post a single batch, select **Range** and enter the same batch number for the beginning and end of the range.

3. Click **Post** to post batches permanently.

Click **Prov. Post** to post on a temporary basis.

If you decide not to post batches, click **Close**.

### To post transaction batches from the G/L Batch List screen:

1. Open **General Ledger > G/L Transactions > Batch List**.
2. If you are posting a single batch, select the batch.
3. Click one of the following buttons:
  - **Post**. Post the selected batch.
  - **Prov. Post**. Provisionally post the selected batch.
  - **Post All**. Post all unposted batches.

### To post transaction batches from the G/L Journal Entry screen:

1. Open **General Ledger > G/L Transactions > Journal Entry**.
2. Select a batch.
3. Click **Post** to post the batch that is currently displayed.

### After posting batches

- If errors were found and placed in a new batch during posting, correct the errors, and then post the batch.
- Print the Posting Journal for an audit trail report of posted transactions.  
To report provisional transactions, print the Provisional Posting Journal.
- When ready, post provisional batches permanently.

## About Recurring Entries

You can set up and schedule journal entries for recurring transactions that vary little from period to period, such as periodic depreciation charges or loan repayments.

You use the G/L Recurring Entries screen to set up one or more recurring entry records. Later, you use the Create Recurring Entries Batch screen, in the Periodic Processing folder, to create a batch of recurring transactions.

You can also schedule reminders for users who are responsible for processing these entries periodically. When a recurring entry comes due, Sage 300 reminds these users to create batches of recurring entries. (For information about scheduling reminders, see the System Manager help.)

## Setting Up Recurring Entries

You use the G/L Recurring Entries screen to set up journal entries for transactions that recur on a periodic basis.


Setting up a recurring entry is similar to recording a journal entry, except that the Recurring Entry screen contains additional fields for identification and timing of the recurring transaction.

### To set up recurring entries:

1. Open **General Ledger > G/L Setup > Recurring Entries**.
2. In the **Recurring Entry Code** field, enter a unique code that represents the type of entry you are creating. Your code can be up to 16 characters long.

**Example:** You are creating a recurring entry for semi-annual amortization. Your code might be AMORT.

3. Enter header information to use for the recurring entries as follows:
  - a. In the **Entry Description** field, enter a description of the code, up to 60 characters long. Descriptions help to identify each code.
  - b. In the **Schedule Code** field, attach a processing schedule for your recurring entry.

Either click the Finder, and then select a schedule from the list, or click the Zoom  button for the Schedule Code field, and then create a schedule for this recurring entry.

- c. In the **Start Date** field, enter the date that the recurring entry for this transaction begins. General Ledger checks the start date to determine if the recurring entry should be included in a batch.

d. In the **Expiration Type** field, select **No Expiration Date** if you have no end date in mind for the recurring entry. Otherwise, select **Specific Date** and then enter an expiration date.

e. To make this entry temporarily inactive, select the **Inactive** option.

You can activate the recurring entry later. When you change the status, the start date is automatically updated to the current session date, but you can change the date.

f. Enter a description for the entry (for example, "Monthly service charge").

g. In the **Source Code** field, enter or select the source code to use with the recurring entries when they are generated (for example, GL-JE).

h. If you need to reverse the transaction in the next fiscal period (for example, for some kinds of accruals), select **Auto Reverse**.

i. Select **Normal** or **Quick Entry** as the entry mode. (Quick entry mode saves you some keystrokes if you are entering similar details. The program copies the reference and description for each detail line after the first.)

j. If you have a multicurrency ledger, select the type of exchange rate to use for the recurring entries from the **Exchange Rate** list.

- If you select **Recurring Entry Rate**, the program uses the same exchange rate (from the recurring entry record) each time you produce a batch for this recurring entry.
- If you select **Current Rate**, the program uses the exchange rate in effect in Common Services when you create a batch for the recurring entry.

If you selected Current Rate, specify the rounding account to which to post any rounding differences that result when converting the exchange rate. (You cannot select an account to which posting is prohibited.)

4. Enter transaction details in the table, or click the **Detail** button, and then enter the details in the separate Recurring Entry screen that appears.

The Optional Fields column (or the check box in the separate detail screen) indicates whether transaction optional fields are defined for the account used in a recurring entry detail. If optional fields are used, you can use the Recurring Entry Optional Fields screen to view or change the optional fields for the entry.

Display the Recurring Entry Optional Fields screen using one of the following methods:

- On the detail entry table, select the detail, and then either click the zoom button beside the Optional Fields check box or press Shift+F9.

- On the separate detail entry screen, click the zoom button beside the Optional Fields field. (You can open the screen only if the Optional Fields field is selected, indicating that transaction optional fields have been defined for the account.)

The screen displays the transaction optional fields defined for the account, along with the default values of the optional fields.

5. Click **Close** when you have finished adding recurring entries.

## Reversing a Posted Batch or Journal Entry

General Ledger makes it easy to reverse any of the transactions in a posted batch.

### To reverse a posted batch or journal entry:

1. Open **General Ledger > G/L Transactions > Batch List**.
2. Double-click the posted batch that you want to reverse, or that contains the entry you want to reverse.
3. The G/L Journal Entry screen appears, displaying the batch.
4. If you want to reverse an individual entry in the batch, select the entry in the **Entry Number** field.
5. Click **Reverse**.

The Create Reversing Batch screen appears.

6. Select one of the Reverse options to specify which of the following you want to reverse:
  - The selected entry only.
  - The whole batch.
7. In the **Batch Number** field, specify the reversing batch to which you want to add the batch or entry you are reversing.

You can create a new reversing batch or select an existing reversing batch.

8. In the **Batch Description** field, enter a description for the reversing batch.

**Note:** If you created a new reversing batch, the default batch description is REVERSE BATCH, but you can change this.

9. Specify a description for each entry you are reversing. The method for doing this depends on what you are reversing:
  - **Whole batch.** Select one of the **Entry Descriptions** options to specify a method for generating descriptions for the entries in the batch:

- **Original.** Each entry in the reversing batch has the same entry description it had in the original batch.
- **Original with Prefix.** Each entry in the reversing batch has the same entry description it had in the original batch, preceded by the prefix you enter.
- **New.** Each entry in the reversing batch has the entry description you enter.
- **Individual entry.** In the **Entry Description** field, enter a description for the entry you are reversing.

10. Click **Process**.

## After reversing a posted batch or journal entry

1. Print a batch listing for the reversing batch, and check the entries.
2. Make corrections, if needed, then reprint the listing for each corrected batch. Once batches are correct, file the reports.

**Note:** You must print batch listings before posting if the Force Listing Of Batches option is selected on the Posting tab of the G/L Options screen.

3. Select the **Ready to Post** option for the reversing batch (on the Batch List screen), and then post the batch.

## About Viewing Batch Information

General Ledger has several screens that display batch and journal entry information:

- **G/L Batch List.** This screen lists all the batches in the general ledger, in order by batch number, together with information about each batch, such as:
  - Batch number
  - Batch description
  - Source ledger
  - Type and status
  - Whether printed
  - Dates created and last edited
  - Whether Ready to Post

- Batch total
- Number of entries and errors
- **Batch Status Report.** This report shows all activity that has taken place in currently unposted batches, and in batches that have been posted or deleted since the last time the report data was cleared.

For more information about this report, see "G/L Batch Status Report" (page 190).

- **Batch Listing Report.** This report lists the contents of unposted batches and identifies errors. Use it to check transaction batches after retrieving or importing batches and before posting any batches.

For more information about this report, see "G/L Batch Listing Report" (page 187).

- **Posting Journal.** This report lists transactions that have just been posted.

For more information about this report, see "G/L Posting Journals Report" (page 194).

**Tip:** You can also view posted transactions by printing the G/L Transaction Listing, by printing source journals, or by using the Transaction History screen.

## About Importing Batches

You can use the **Import** command on the G/L Journal Entry File menu to transfer to General Ledger batches of transactions that were:

- Exported by Sage 300 ledgers at other physical locations.
- Created by non-Sage 300 programs.

After importing the transactions, you can edit, print and post them in Sage 300 General Ledger.

**Note:** If the batch file does not contain valid data, it is not imported.

**Tip:** To see how the data records should be organized, we recommend that you export a record from Sage 300 in the format that you want to import. (For more information on creating batches for importing, see the "Import Data into Sage 300" topic in the System Manager help.)

## Importing Batches from Another Location

Generally, you use the Import feature to transfer Sage 300 batches that are created in another location for posting to your General Ledger. (If your subledgers are in the same database as your General Ledger, they create batches directly in General Ledger.)

Import batches can be created off-site in one of two ways:

- By using the G/L Journal Entry screen in the remote site to create the batch. Then, you use the Export command on the Journal Entry screen's File menu to create a batch that can be imported by your General Ledger.
- By creating a General Ledger batch in a database that does not have General Ledger activated. For example, if you have a branch office database that contains Accounts Receivable or Accounts Payable ledgers—but no General ledger—Sage 300 will create a G/L import batch file when you create a batch for posting to General Ledger.

Import batches created automatically by Sage 300 are in CSV text format (comma separated values).

If you are exporting a batch manually (using the **File > Export** command in the Journal Entry screen), you can choose from a variety of formats. However, if you are creating the file for Sage 300, there is no reason to use another format.

## Importing Batches from Non-Sage 300 Programs

The only way to transfer batches created by non-Sage 300 programs into General Ledger is to import them.

As with transactions generated by Sage 300 subledgers, the source code attached to the detail indicates the transactions' source ledger and type. You must define your source codes in the source program, and then add them to General Ledger before you export transactions.



# Chapter 4: Period-End Procedures

Use General Ledger Periodic Processing screens to perform tasks that are part of your regular period-end procedures, such as clearing history, creating general ledger batches, and deleting inactive records.

## Performing Period End Maintenance

Use the G/L Period End Maintenance screen to:

- Delete unneeded accounts, transaction details, and fiscal sets.
- Reset the current batch number to 1.

**Warning!** Period-end maintenance permanently deletes information from General Ledger. Before performing period-end maintenance, back up your data.

You can perform period-end maintenance after creating a new year at the end of a fiscal year, or as needed.

### Before You Start

- Run Create New Year first, if you are deleting inactive accounts or outdated transaction detail or account balances at the end of a fiscal year.
- Post outstanding batches, and print and clear outstanding posting journals, if you are resetting batch numbers.
- Back up your data.

### To perform period-end maintenance:

1. Open **General Ledger > G/L Periodic Processing > Period End Maintenance**.
2. Select the procedures you want to perform:
  - **Delete Inactive Accounts.** You can delete an account only if it:
    - Has an Inactive status.
    - Has zero balances for the current year, and for all previous years for which you retain transaction data.

- Is not assigned as the default closing account on the G/L Options screen. (If necessary, you can assign a different account number to be the default account.)
- **Delete Transaction Detail History / Delete Fiscal Set History.** General Ledger deletes historical financial, quantity, and budget details that are older than the number of years you specified for the Years of Fiscal Sets and Years of Transaction Detail options on the Posting tab of the G/L Options screen.
- **Reset Batch Number.** Use this option to set the batch number back to 1.

3. Click **Process**.

## Performing Year End Processing

At the end of a fiscal year, you must close the income and expense accounts for the old year, and open them for the next fiscal year.

To maintain clear and complete accounting records, there are other procedures you should follow at year end.

### Before You Start

- If creating the new year would result in too many years of data, you must first clear some of the earliest years of history using the Clear History screen. (Transaction history is not cleared when you create a new year.)
- Make sure you have entered the correct default closing account on the G/L Options screen.
- If you close by segments, specify the retained earnings accounts for each segment code on the Segment Codes screen.
- Enter and post all outstanding transactions for the year that is ending. If you import batches, import and post the batches you need for the year.
- Print and clear all outstanding posting journals.
- Print financial statements
- Print any other reports and listings you need for your audit trail and other records.
- If desired, consolidate posted transactions.
- If you use multicurrency accounting, update exchange rates and revalue account balances, if needed.
- Back up your data.

To perform year-end processing:

1. Open **General Ledger > G/L Periodic Processing > Create New Year**.
  - a. Click **Process**.
  - b. When processing has finished, click **Close**.
2. Open **General Ledger > G/L Reports > Batch Status**.
  - a. Print the Batch Status report for the transactions created by the Create New Year screen.
  - b. Click **Close**.
3. Open **General Ledger > G/L Reports > Posting Journals**.
  - a. Print the posting journal created for the transactions created by the Create New Year screen.
  - b. Click **Close**.
4. Open **General Ledger > G/L Periodic Processing > Period End Maintenance**.
  - a. Select **Delete Inactive Accounts, Delete Transaction Detail History, Delete Fiscal Set History**.
  - b. Click **Process** to clear prior-year fiscal sets and transaction details that have been kept for the number of years specified on the Posting tab of the G/L Options screen.
  - c. When processing has finished, click **Close**.
5. Back up your data.

## About Consolidating Transactions

Use the G/L Consolidate Posted Transactions screen to reduce detail in reports by consolidating (combining) details in the accounts for which you do not need a permanent record of every transaction.

If you have some accounts that you consolidate regularly because they accumulate detail that you do not need, you should consider using the option to consolidate those accounts during posting.

**Note:** When you consolidate posted transactions, you lose the ability to drill down to the original transaction in the source ledger, and you also lose any optional fields posted with the transaction.

## About Source Journals and Consolidation

If you consolidate details, either during posting or at period end using the Consolidate Posted Transactions screen, the source journal cannot print the batch number with the consolidated details.

The journal also cannot print the posting sequence number of consolidated transactions.

To include consolidated transactions on a source journal, when you print the source journal, you must specify a blank as the starting batch or posting sequence number on the Ranges tab of the Source Journal Report screen.

## Effects of Consolidation

When General Ledger consolidates a group of transactions, the individual details are erased and cannot be listed on source journals or on the Posted Transactions Listing.

Consolidation removes the posting entry numbers and batch entry numbers associated with details:

- The new posting sequence number is 0.
- The batch number and entry number on reports is CNSLD.
- The description and reference fields are set to CONSOLIDATED.

To determine how a transaction was consolidated, check its description and posting sequence number.

- A transaction created by the Consolidate Posted Transactions screen has the description "CONSOLIDATED" and has a posting sequence number of 0. The batch number is 000000.
- A transaction consolidated during posting has the description "CONSOLIDATED POSTING" and it has a posting sequence number.

## Consolidating during Posting

General Ledger also lets you consolidate transactions during batch posting.

Use the **Post To Account - Consolidated** option on the Detail tab of the G/L Accounts screen to identify the accounts you want to consolidate when you post batches.

- The batch number and entry number used on reports is CNSLD.
- The description and reference fields are set to CONSOLIDATED POSTING.

## Recovering Disk Space after Consolidation

Consolidation does not reduce the disk space taken up by transactions. Instead, it frees up space within the existing file, so the file will not continue to grow.

If you need to free up space occupied by transactions, you must:

1. Consolidate posted transactions.
2. Use the database utilities for your database to reduce the file size.

# Consolidating Transactions

Use the G/L Consolidate Posted Transactions screen to reduce detail in reports by consolidating (combining) details in the accounts for which you do not need a permanent record of every transaction.

**Important!** When you consolidate transactions, you lose any optional field information that was posted with the transactions.

## Before You Start

1. Post outstanding batches.
2. Print the G/L Transactions Listing to obtain a report of full transaction detail for your audit trail.
3. If you will not be consolidating by source code, print the source journals you require.
4. Determine whether to consolidate by account number or segment, and the range of accounts or segments to consolidate.
5. Decide on the fiscal year and period up to which to consolidate transactions.
6. Determine whether to consolidate by account and fiscal period or by account, fiscal period, and source code.

If you do not consolidate by source code, enter the source code to assign to consolidated transactions.

7. Back up your data.

## To consolidate transactions:

1. Open **General Ledger > G/L Periodic Processing > Consolidate Posted Transactions**.
2. In the **Consolidate for** field, specify how to select accounts for consolidation.  
  
You can by account number or by segment.
3. In the **From** and **To** fields, specify the range of account numbers or segments for which to consolidate posted transactions.
4. In the **Through Period Ending** field, specify the last fiscal year and period through which to consolidate transactions.
5. Use the **Consolidate By** fields to specify whether to consolidate by:
  - Account and fiscal period, where all transactions for the same account and fiscal period are consolidated into one transaction. If you are consolidating by account and fiscal period, enter the source code to assign to consolidated transactions.

- Account, fiscal period and source code, where transactions are consolidated only if they have the same source code.
- Account, fiscal period, and source ledger, where transactions are consolidated if they share the same source ledger. If you are consolidating by account, fiscal period, and source ledger, select the ledgers whose transactions you are consolidating, as well as the source code to assign to consolidated transactions from the source ledger.

If you use a multicurrency ledger, amounts are also consolidated by source currency.

6. Click **Process**.

## Clearing General Ledger History

Use the G/L Clear History screen to:

- Clear all information for printed posting journals.
- Clear information for deleted and posted batches (up to and including the batch number you specify).

**Warning!** Information and statistics that match the criteria you specify are deleted permanently.

Clear history at the end of a fiscal year or as needed.

### Before You Start

Before clearing printed posting journals, make sure you have copies of all posting journals you need.

### To clear history:

1. Open **General Ledger > G/L Periodic Processing > Clear History**.
2. If you want to clear printed posting journals, select **Clear Printed Posting Journals** and specify the posting sequence number through which to clear history.

**Important!** After clearing posting journals, you can no longer print them. Make sure you have copies of all posting journals before you continue.

3. If you want to clear deleted and posted batches, select **Clear Deleted And Posted Batches** and specify the batch number through which to clear history.
4. Click **Process**.

General Ledger clears all records that match the criteria you specified. If you cleared deleted and posted batches, those batches are removed from the G/L Batch List and from the G/L Batch Status report.

# Creating an Allocation Batch

Use the G/L Create Allocation Batch screen to create a batch of transactions that allocates balances in accounts that use the **Auto Allocation** option to other accounts, and creates the offsetting details.

General Ledger calculates the amounts to distribute to each account based on the information entered on the Allocation tab on the G/L Accounts screen for the source accounts.

## Before You Start

- Define account allocation information on the Detail and Allocation tabs of the G/L Accounts screen.

Make sure that all the accounts you are allocating to have **Active** statuses. If any account is inactive, the system displays a warning message so that you can change its status to Active before posting. You cannot post to inactive accounts.

If allocating by quantities, make sure that all accounts associated with the same allocation use the same unit of measure for quantities.


- Post outstanding batches to make sure that account balances and quantities are current in the accounts you want to allocate.
- Determine the contents of the allocation batch. You can include either all allocated accounts, a range of accounts that match one selected account segment, and allocations based on account balances and/or account quantities.
- Determine the date, fiscal period, and fiscal year to which the batch will be posted.
- If allocating by quantities, determine the range of fiscal periods for which you are allocating the net quantities. (The program allocates the account balance in the last fiscal period based on the net changes over the range of periods.) Note that the range of periods cannot span the fiscal year end.
- Back up your data.

## To create an allocation batch:

1. Open **General Ledger > G/L Periodic Processing > Create Allocation Batch**.
2. In the **Batch Description** field, enter a brief description for the batch using up to 60 characters.
3. In the **Create Batch For** field, specify whether to use the full account number or one of the account segments to select accounts from which to reallocate balances.
4. Use the **From** and **To** fields to specify the range of account numbers or account number segments.

5. If you use optional fields, check or change the optional field information that will be included with the generated transactions.

The Optional Fields check box indicates whether your accounts use one or more transaction optional fields. You cannot directly change the entry in the check box, but if the field is selected, you can edit the optional fields used with the transaction.

Click the Zoom  button beside the Optional Fields label, or press the SHIFT+F9 key. You can edit or delete the optional fields on the Optional Fields screen that appears.

If any transaction details optional fields were set up as Required, they are automatically inserted, and they must be included with the transaction.

**Note:** The allocation details will include only the transaction details optional fields that are assigned to the account used in the detail.

6. Specify the journal entry date and the fiscal year and period to which to post each entry.
7. In the **Allocation Method** field, specify whether to allocate account balances, quantities, or both the balances and the quantities.

If you allocate account quantities, also specify the range of fiscal periods for determining the net changes in quantity.

8. Click **Process** to generate the batch.

## After creating an allocation batch

- A single, balanced entry is created for each allocated account, consisting of the details that allocate the account balance (and quantities, if allocating by account quantity) and an offsetting detail, and using the date and fiscal period you specified for posting.
- Entries are assigned to the next open batch, which you can view, edit, and post in the same way as other batches.
- Any remainder of an allocated account balance is included in the last detail line of the entry.
- Use the Batch Listing screen to print batch listings.
- If any allocation accounts have an Inactive status, you must change the status to Active. You cannot post to inactive accounts.
- Post the allocation batches.



## Creating a Batch of Recurring Entries

Use the G/L Create Recurring Entries Batch screen to create a journal entry batch consisting of a single recurring entry or a range of recurring entries.

### To create a batch of recurring entries:

1. Open **General Ledger > G/L Periodic Processing > Create Recurring Entries Batch**.
2. In the **Run Date** field, enter that date to determine which recurring entries are due to be processed. It includes all entries up to the date specified.
3. Use the **From Recurring Entry Code** and **To Recurring Entry Code** fields to specify range of codes for which to process recurring entries.

**Tip:** To process a single recurring entry code, enter the same code in both fields.

4. In the Method field, specify how to create the batch:
  - **Default.** If you select this method, the batch will be appended to an open batch if both batches have the same run date; otherwise, a new batch is created.
  - **Create a New Batch.** If you select this method, a new batch is created.
  - **Add to an Existing Batch.** If you select this method, you use the adjacent field that appears to specify an existing open batch to which to add this batch. (The run date for the existing batch can be different than the batch you are creating.)
5. Click **Process**.

**Note:** Any transactions details optional fields and values specified for the recurring entry code will be used in the resulting transaction details.

## Creating a New Year

At the end of a fiscal year, you use the Create New Year screen to create and post a batch of transactions to close income and expense accounts and enter the opening account balances for the new fiscal year.

**Note:** The Create New Year screen does not check account permissions.

If you use single-segment account numbers, all accounts are closed to the default closing account specified on the G/L Options screen. If you use multi-segment account numbers, you provide information on three separate screens to specify the retained earnings account to which an account is closed.

- **G/L Options screen.** On the Segments tab, specify that the segment is used in closing.
- **G/L Segment Codes screen.** Specify the retained earnings accounts to which different segment codes (for example, different departments) close.

**Note:** You can have as many retained earnings accounts as you have account segment codes.

- **G/L Accounts screen.** Specify for each account the segment you want to use for closing.

**Note:** If you do not choose an account segment for closing, General Ledger uses the default closing account defined on the G/L Options screen.

## Before You Start

- If creating the new year would result in too many years of data, you must first clear some of the earliest years of history using the Clear History screen. (Transaction history is not cleared when you create a new year.)
- Make sure you have entered the correct default closing account on the G/L Options screen.
- If you close by segments, specify the retained earnings accounts for each segment code on the Segment Codes screen.
- Back up your data.

You might also want to:

- Enter and post all outstanding transactions for the year that is ending. If you import batches, import and post the batches you need for the year.
- Print and clear all outstanding posting journals.
- Print financial statements
- Print any other reports and listings you need for your audit trail and other records.
- If desired, consolidate posted transactions.
- If you use multicurrency accounting, update exchange rates and revalue account balances, if needed.
- Back up your data.

### To create a new year:

1. Open **Common Services > Fiscal Calendar**, and then:
  - a. Create a fiscal calendar for the next year.
  - b. Ensure that the closing period for the current year is not locked.
2. Open **General Ledger > G/L Periodic Processing > Create New Year**.
3. Click **Proceed**.

Each transaction detail is assigned the source code GL-CL, and is posted to the closing period.

### After creating a new year

- Print the Posting Journal.

The journal lists all closing transactions, showing the retained earnings account to which each closing balance was transferred. For accounts closed by segment, the journal also lists the segment name with each detail.

- Define and print a source journal that lists only the entries associated with the closing source code, GL-CL.
- Print and clear the Batch Status report, selecting all statuses.
- Print the opening balance sheet and other reports you need to start your records for the new fiscal year.
- Use the Period End Maintenance screen to:
  - Delete inactive accounts.
  - Delete outdated transaction detail.
  - Delete outdated fiscal sets.
  - Reset batch numbers to 1.

<b>Note:</b> Period End Maintenance activities are optional, and can be done at any time.
---

## Multicurrency Periodic Processes

This section describes processes that you may need to perform in a multicurrency ledger at year end or period end.

## About Converting to Euro

If your company is based or operating in the euro zone (that is, a member country of the European Monetary Union), and you want to maintain accounts and financial statements both in euro units and national currency units, the Company Profile screen in Common Services provides options that let you:

- Select the euro as your functional (home) currency.
- Select your national currency as a reporting currency.

Sage 300 supports the euro but does not provide a conversion utility to automate the transition from a previous functional currency to the euro. If you already have a Sage 300 General Ledger in another currency, and you need to convert your functional currency to euro, you must set up a new general ledger by:

1. Printing your old general ledger in your home currency to ensure that you have all closing balances on hand.
2. Creating a new general ledger, selecting the euro as your functional currency and designating a reporting currency. Your new general ledger can be set up with any starting date for the fiscal year as long as you enter opening balances with detail lines later than January 1, 1999.
3. Using the closing balance from all financial reports to enter opening balances in euro.

You can add opening balances to the first period of the new fiscal year. If you convert to the euro immediately after closing a year, you need to transfer only balance sheet balances to the new general ledger.

## Switching the Accounting Method for Foreign Currency Translation

In this topic, we use an example to explain the procedure for switching the gain/loss accounting method for currency translation.

Very broadly, the steps are:

1. Select the new method on the Options tab of the Company Profile.
2. Create new accounts and modifying existing revaluation codes, or create new codes in General Ledger.
3. In Accounts Payable and Accounts Receivable, modify current account sets or create new account sets for any multicurrency account sets.

**Example:**

- Sample Company Ltd is a multicurrency company. Its functional currency is Canadian dollars.

In the fiscal year 2019, Sample Company Ltd used the **Realized and Unrealized Gain/Loss** accounting method. The company revalues balances of monetary accounts once a year.

- There is only one US customer, and, as of December 31, 2019, their balance in USD is 1,000.00 with CAD equivalent of 1,500.00.
- Sample Company Ltd maintains a USD bank account, with a balance in the account of 5,000.00 as of December 31, 2019.

The CAD equivalent functional amount is 6,750.00.

- Sample Company Ltd wants to switch to the **Recognized Gain/Loss** accounting method as of January 1, 2020.

**Before You Start**

- Complete all period-end and year-end procedures.
- Run **Create New Year**.

Steps to take in 2019:

1. In **Accounts Receivable**, revalue the balances of your accounts receivable.

Assume that the exchange rate on December 31, 2019 is 1 USD = 1.4000 CAD. Thus, when revaluation is performed in A/R, the following reversing G/L entry is created on December 31, 2019:

G/L Account	Source Currency		Functional Currency	
	Debit	Credit	Debit	Credit
Receivables Control	0.00	0.00	0.00	100.00
Unrealized Exchange Loss	0.00	0.00	100.00	0.00
[(1.4000 x 1,000) - 1,500 = 100.00]				

2. In **General Ledger**:

- a. Open **General Ledger > G/L Periodic Processing > Create Revaluation Batch**, and then revalue the balance of USD bank accounts, using 1 USD = 1.4000 CAD as the exchange rate for Year/Period 2019-12.

The G/L revaluation creates the following reversing entry on December 31, 2019:

G/L Account	Source Currency		Functional Currency	
	Debit	Credit	Debit	Credit
USD Bank	0.00	0.00	250.00	0.00
Unrealized Exchange Gain	0.00	0.00	0.00	250.00
[(5,000 x 1.4000) - 6,750 = 250.00]				

- b. Open **General Ledger > G/L Reports > Trial Balance Report**, and then print the report.

The report shows the following entries:

G/L Account	Source Currency		Functional Currency	
	Debit	Credit	Debit	Credit
USD Bank	5,000.00		7,000.00	
Receivables Control	1,000.00		1,400.00	
Unrealized Exchange Gain				250.00
Unrealized Exchange Loss			100.00	

- c. Open **General Ledger > G/L Periodic Processing > Create New Year**, and then click **Process**.

Steps to take in 2020:

1. In **General Ledger**, post the reversing revaluation entries created by the 2019 revaluation:

G/L Account	Source Currency		Functional Currency	
	Debit	Credit	Debit	Credit
Receivables Control	0.00	0.00	100.00	0.00
Unrealized Exchange Loss	0.00	0.00	0.00	100.00
[(1.4000 x 1,000) - 1,500 = -100.00]				

G/L Account	Source Currency		Functional Currency	
	Debit	Credit	Debit	Credit
USD Bank	0.00	0.00	100.00	250.00
Unrealized Exchange Gain	0.00	0.00	250.00	0.00
[(5,000 x 1.4000) - 6,750 = 250.00]				

2. In **Common Services**:
  - a. Open **Company Profile**, and then click the **Options** tab.
  - b. In the **Gain/Loss Accounting Method** field, select **Recognized Gain/Loss**.
  - c. Click **Save**.
3. In **General Ledger**:
  - a. On the G/L Accounts screen, create new accounts for Recognized Exchange Gain and Recognized Exchange Loss.
  - b. On the Revaluation Codes screen, modify existing revaluation codes or create new ones.
  - c. Assign the new revaluation codes to the new exchange gain and loss accounts.
4. In **Accounts Receivable**:
  - a. Modify existing account sets or create new account sets for the USD customers.
  - b. Revalue the balances of your accounts receivable.

In our example, we assume that the exchange rate on January 31, 2020 is 1 USD = 1.6500 CAD. Thus, when revaluation is performed in Accounts Receivable, the following General Ledger entry is created on January 31, 2020:

G/L Account	Source Currency		Functional Currency	
	Debit	Credit	Debit	Credit
Receivables Control	0.00	0.00	150.00	0.00
Exchange Gain	0.00	0.00	0.00	150.00
[(1.6500 - 1.5000) x 1,000 = -150.00]				

5. In **General Ledger**:

- a. Revalue the balance of the USD Bank account using 1 USD = 1.6500 CAD as the exchange rate for Year/Period 2020-01. The General Ledger revaluation creates the following entry on January 31, 2020:

G/L Account	Source Currency		Functional Currency	
	Debit	Credit	Debit	Credit
USD Bank	0.00	0.00	1,500.00	0.00
Exchange Gain	0.00	0.00	0.00	1,500.00
[(5,000 x 1.650) - 6,750 = -1500.00]				

- b. Print the Trial Balance report.

The multicurrency accounts display the following values for January 31, 2020:

G/L Account	Source Currency		Functional Currency	
	Debit	Credit	Debit	Credit
USD Bank	5,000.00		8,250.00	
Receivables Control	1,000.00		1,650.00	
Unrealized Exchange Gain				0.00
Unrealized Exchange Loss			0.00	
Exchange Gain				1,650.00
Exchange Loss			0.00	
[(5,000 + 1,000) x 1.6500 - (1,500 + 6,750) = 1,650.00]				



**Important!**

- At the transaction date, each asset, liability, revenue, or expense arising from a foreign currency transaction of the recording entity should be translated into functional currency using the exchange rate in effect at the date of the transaction.
- At each balance sheet date, recorded balances of monetary assets and liabilities that are denominated in a currency other than the functional currency of the recording entity should be adjusted to reflect the current (spot) exchange rate. The resulting exchange gain or loss should be included (that is, recognized) in the net income for the current period.

## About Revaluation

Use the G/L Create Revaluation Batch screen to revalue the functional-currency equivalents of each specified source-currency amount using the exchange rate you enter.

When you create a revaluation batch, General Ledger:

- Recalculates the functional-currency-equivalent values of source-currency account balances at new exchange rates.
- Creates a transaction for the difference between the old functional-currency-equivalent and the new value, posting the difference to the account being revalued and to the unrealized exchange gain/loss accounts or to the recognized exchange gain/loss accounts.

The revaluation code assigned to an account determines:

- The rate type that is used to display the default exchange rate.
- The source code to assign to revaluation transactions.
- The exchange gain/loss accounts to which exchange differences are posted.

## Revaluation Methods

The Gain/Loss Accounting Method selected for your company (in the Company Profile screen in Common Services) determines how exchange gains and losses are calculated. The choices are:

- **Realized/Unrealized Gain/Loss Method.** This method records transactions for the unrealized gains and losses in each fiscal period you revalue. Revaluation creates an automatically reversing entry for the difference between the original functional-currency equivalent balance and the revalued functional-currency equivalent balance in each fiscal period you revalue. Because the transactions automatically reverse, the effect of revaluation is completely backed out in the fiscal period following the last fiscal period you specify for revaluation.

**Note:**

If you revalue accounts in the last period of a year, you must create the new year before you post the revaluation batch because the reversing entry will be posted to the new year.

You must specify unrealized exchange gain and loss balance sheet accounts for a revaluation code before you can create a revaluation batch using that code.

- **Recognized Gain/Loss Method.** Under this method, revaluation transactions are considered permanent, so no reversing entries are created.

Entries are assigned to the next open batch, which you can view, edit, and post in the same way as other batches.

**Note:** You must specify recognized gain and loss income statement accounts for a revaluation code before you can create a revaluation batch using that code.

The program uses the session date to determine the default period for revaluation. If you specify a range of periods, the system warns you to check your selection carefully, because the transactions will be revalued permanently.

As an extra precaution, the system does not allow you to use the Create Revaluation Batch screen if there are any unposted revaluation entries. You must delete or post any existing revaluation entries first.

**Note:** If you choose the Recognized Gain/Loss Method, and then save the Company Profile, you cannot revert to the Realized/Unrealized Gain/Loss method. Also, you must specify Exchange Gain and Exchange Loss accounts for each revaluation code. (The program does not use the Unrealized Gain/Loss accounts specified under the Realized and Unrealized Gain/Loss method as default Exchange Gain and Exchange Loss accounts.)

## Forcing Revaluation of Multicurrency Account Balances

The Create Revaluation Batch screen provides an option that lets you force the revaluation of account balances, for example, before preparing financial statements.

When you revalue a currency without forcing revaluation, only accounts that satisfy all the following conditions are revalued:

- The account falls within the range of accounts you specify on the Create Revaluation Batch screen.
- The account posts to the selected currency. (That is, the currency is listed on the currency tab of the G/L Accounts screen.)
- Revaluation is set to **Yes** for the selected currency on the G/L Accounts screen.

- A revaluation code has been assigned to the account for the selected currency on the G/L Accounts screen.

When you force revaluation, only accounts that satisfy all the following conditions are revalued:

- The account falls within the range of accounts you specify on the Create Revaluation Batch screen.
- The account posts to the selected currency.
- Revaluation is set to **No** for the selected currency on the G/L Accounts screen.

If the currency is not listed (even if the account accepts posting from all currencies), the account is not revalued.

The default revaluation code you specify on the Create Revaluation Batch screen is used to revalue the accounts.

## Creating a Revaluation Batch

Use the G/L Create Revaluation Batch screen to revalue the functional-currency equivalents of each specified source-currency amount using the exchange rate you enter.

When you create a revaluation batch, General Ledger:

- Recalculates the functional-currency-equivalent values of source-currency account balances at new exchange rates.
- Creates a transaction for the difference between the old functional-currency-equivalent and the new value, posting the difference to the account being revalued and to the unrealized exchange gain/loss accounts or to the recognized exchange gain/loss accounts.

The revaluation code assigned to an account determines:

- The rate type that is used to display the default exchange rate.
- The source code to assign to revaluation transactions.
- The exchange gain/loss accounts to which exchange differences are posted.

## Before You Start


- Define revaluation codes using the Revaluation Codes screen, then use the Currency tab of the G/L Accounts screen to assign the codes to the accounts you will revalue.
- Update currency exchange rates.
- Post current batches.
- Back up your data.

- Determine the range of accounts and fiscal periods, revaluation codes, date, and rate to use for each currency you want to revalue.
- Decide whether to revalue by a range of account numbers or segment codes, and whether to force revaluation of accounts that are set to **No** for revaluation.

### To create a batch of revaluation transactions:

1. Open **General Ledger > G/L Periodic Processing > Create Revaluation Batch**.
2. In the **Batch Description** field, type a brief description for this revaluation (such as Currency devaluation 05/05/2019). You can use up to 60 characters for the description.
3. Tab to the first line in the table.
4. In the **Currency Code** field, type or select the code for the source currency that you are revaluing.
5. In the **Revalue By** field, specify how to select accounts for revaluation.  
You can select accounts by account number or by segment.
6. In the **From** and **To** fields, specify a range of account numbers or segment codes to revalue.
7. If you use optional fields, check or change the optional fields assigned to the revaluation batch.

If the exchange gain/loss account used by a revaluation code uses any optional fields, the program sets the Optional Fields column to Yes for that line. You cannot change the selection directly. However, if the setting is Yes, you can add or delete optional fields for that revaluation code.

To view or edit the optional fields used for a revaluation code, select the detail line on the table, and then click the Zoom  button or press SHIFT+F9. The Create Revaluation Optional Fields screen that appears shows the transaction optional fields assigned to the exchange gain/loss accounts for the revaluation code, along with their default values. You can accept or change optional field values, as you require.

You can delete optional field codes used in the revaluation batch, if necessary.

You can add only optional transaction fields that are defined for the exchange gain and exchange loss accounts assigned to the revaluation code.

**Note:** Optional field information is included in the journal entry details only if the optional fields in the revaluation match the transaction optional fields assigned to the affected exchange gain/loss accounts.

8. Specify the **Revaluation Code**. The code you select determines the rate type to use when revaluing balances, as well as the source code and exchange gain or loss account to which to post the resulting transactions.
9. Use the **Fiscal Year**, **From Period**, and **To Period** fields to specify the fiscal year and the range of fiscal periods to include in the revaluation.
10. In the **J/E Date** field, enter the journal entry date. (The default date is the session date.)
11. In the **Revaluation Rate** and **Rate Date** fields, enter the exchange rate and date at which to revalue account balances.
12. Specify whether or not to force currency revaluation.

If you force revaluation, General Ledger processes all accounts that meet ***all*** of the following conditions:

- Within the specified range
- Post to the selected currency
- Revaluation option set to **No** for this currency on the G/L Accounts screen

If you ***do not*** force revaluation, General Ledger processes all accounts that meet ***all*** of the following conditions:

- Within the specified range
- Post to the selected currency
- Revaluation option set to **Yes** for this currency on the G/L Accounts screen
- Revaluation code exists on the G/L Accounts screen for this currency

If you do not list the currency on the G/L Accounts screen, the account will not be revalued, even if you accept posting from all currencies.

13. Enter as many currencies as you need to revalue, and then click **Process**.

## After creating a revaluation batch

- Print and then check the batch listing.
- If necessary, edit the batch, print a new listing, and then post the batch.

# Chapter 5: Looking Up Information in General Ledger

Use the Chart of Accounts, History, and Inquiry screens to look up information about General Ledger accounts and the transactions posted to these accounts.


Use the Fiscal Set Comparison screen to compare the net changes or period balances for two fiscal sets.

## Viewing Chart of Accounts Information

You can use the G/L Chart of Accounts screen to:

- List all the accounts in the general ledger, in account number order, beginning with the account you specify.
- View detailed information for a selected account.

### To view Chart of Accounts information:

1. Open **General Ledger > G/L Accounts > Chart of Accounts..**
2. If you want to view your chart of accounts beginning with a certain account number (for example, to start the list from revenue and expense accounts), enter or select the account number in the **Starting Account** field.
3. To display balances as of a certain period end, specify the ending year and period in the **Period Ending** field.
4. To display only rolled-up balances (rather than individual balances for members of rollup accounts), select **Use Rolled Up Balances**.
5. Click the Go  button.
6. View account information as follows:
  - Scroll through the list to view summary information for each account.
  - To view details for a particular account, double-click the account, or select it and then click **Open**.
  - To view transaction history for a selected account, click **Transactions**.

- To compare fiscal sets for a selected account, click **Comparison**.
- To view budget information for a selected account, click **Budget**.
- To view the history for a selected account, click **History**.
- To view all the source currencies that have been posted to a selected account in the selected period, click **Currency**.

## Viewing G/L Account History

Use the G/L Account History Inquiry screen to display balance and net change information for an account.

You can display:

- Actual and quantity information for prior years, including the opening and closing account balances and the net changes and balances for each fiscal period.
- Total quantity and total net change information for the fiscal year.
- G/L transaction details for a period (by double-clicking on the period for which you want more information).

### To view account history:

1. Open **General Ledger > G/L Accounts > Account History Inquiry**.
2. In the **Account** field, enter or select the account number you want to inquire on.
3. In the **Year** field, select the fiscal year for which you want to view account activity.
4. If your General Ledger and the selected account are multicurrency, select a currency and the currency type (**Source** or **Functional**) in which to display account balances.

#### Note:

If your functional currency is the euro and a reporting currency is defined in Common Services (on the Company Profile screen), you can select **Reporting**, **Source**, or **Functional** as the currency type.

If your functional currency is the euro and you have a single currency system, you can choose **Functional** or **Reporting** as the currency type.

5. If the **Show Quantity** option is available, select it to view information for quantities posted to the account.

**Note:** You can select the **Show Quantity** option for a rollup account even if it does not use the Maintain Quantities option. General Ledger checks whether any of the member accounts maintain quantities. If they do, their quantities are rolled up along with their account balances, if you also select the Use Rolled Up Amounts option.

6. If you selected a rollup account and you want to see rolled-up amounts for the account, select the **Use Rolled Up Amounts** option.
7. Double-click a period to open the G/L Transaction History screen, where you can view detailed history for the account and period.

## Viewing Source-Currency Balances for a Multicurrency Account

In a multicurrency General Ledger, you can display source-currency and reporting-currency balances for multicurrency accounts.

You can:

- Display all source-currency account balances for a multicurrency account, as well as the equivalent amounts in the functional currency.
- Display all reporting-currency account balances for a multicurrency account.

**Note:** If the euro is your functional currency and you specified a reporting currency, this screen displays a column with amounts shown in the reporting currency.

- Display source-currency account balances for rollup accounts. Rolled up amounts appear in the Source Balance and Equivalent Balance columns when you select the **Use Rolled Up Amounts** option.
- Drill down to Transaction History to show individual transactions

### To view source-currency account balances:

1. Open **General Ledger > G/L Accounts > Source Currency Inquiry**.
2. In the **Account** field, enter or select the number of the account you want to inquire on.
3. In the **Period Ending** field, select the year and period for which you want to view balances.
4. If you selected a rollup account and you want to include balances for member accounts, select the **Use Rolled Up Amounts** option.

Rolled-up amounts then appear in the Source Balance and Equivalent Balance columns.




5. To view detailed information for the account, period, and currency in the Transaction History screen, double-click the line for the currency.

## Looking Up Transactions Posted to General Ledger Accounts

Use the G/L Transaction History screen to display all transactions posted to selected account in a particular year and fiscal period (unless transactions were consolidated).

### To look up transaction history for an account:

1. Open **General Ledger > G/L Accounts > Transaction History..**
2. If this is an Intercompany Transactions company, select the company code in the Company field.
3. In the **Account** field, enter or select the number of the account you want to inquire on.
4. In the **Period Ending** field, select the year and period for which you want to view transactions.
5. You can use filters to restrict the list to transactions with a particular source code or source currency (if you have a multicurrency ledger), as follows:
  - To view only one type of transaction, use the Finder in the **Source Code** field to select the source code you use for that type.
  - If General Ledger is multicurrency, and you selected a multicurrency account, use the Finder for the **Currency** field to select the currency of the transactions you will view.
  - If you selected a rollup account and you want to view transactions of rollup members, select the **Use Rolled Up Amounts** option, then click the Go  button.

Results appear automatically in the detail table when you change any of these selection fields.

6. Double-click a transaction to view it in the Journal Entry screen.

**Tip:** You can drill down from the Journal Entry screen to view transactions sent from subledgers in the original entry screens.

## Drilling Down from Journal Entries to Source Transactions

You can drill down from posted or unposted batches in General Ledger to view transactions in the subledgers where the source transactions were created.

### To drill down to a source transaction:

1. Open **General Ledger > G/L Transactions > Journal Entry**.
2. In the **Batch Number** field, select a batch that contains transactions created in another Sage 300 ledger, such as Accounts Receivable or Purchase Orders.
3. In the **Entry Number** field, select the entry you want to view in the source ledger.
4. Click the **Drilldown** button beside the Entry Number field to display the original transaction in the source ledger.

## Comparing Two Fiscal Sets

Use the G/L Fiscal Set Comparison screen to display account information for two fiscal sets, comparing the net changes or period balances.

You can compare actual, quantity, provisionally-posted and budget fiscal sets, in any combination you choose.

### To compare two fiscal sets:

1. Open **General Ledger > G/L Accounts > Fiscal Set Comparison**.
2. In the **Account** field, enter an account number you want to view, or use the Finder to select one.  
  
If you choose a rollup account, the Use Rolled Up Amounts option appears.
3. Select the **Use Rolled Up Amounts** option (if it appears), if you want to view rolled-up amounts for this account.
4. Select the type of comparison to perform:
  - Select **Net Change** to compare account activity between two fiscal sets.
  - Select **Balance** to view changes in the account balance for two fiscal sets.
5. Use the **Fiscal Set 1** and **Year** fields to select the type of fiscal set and the year for the first fiscal set of the pair you are comparing.
6. Use the **Fiscal Set 2** and **Year** fields to select the type of fiscal set and the year for the second fiscal set.
7. If General Ledger and the selected account are multicurrency:
  - In the **Currency Type** field, specify whether to display balances in the source currency amounts or in their functional currency equivalents.

- In the **Currency** field, specify the currency of the balances or net changes that you want to view.

**Note:** Transactions can be posted to multicurrency accounts in various currencies. When you specify a source currency in the Currency field, the program displays only balances or net changes for transactions posted to the account in that currency. You can choose to view source currency amounts or their functional currency equivalents.

8. Click the Go  button to display the accounts you have specified.

# Chapter 6: Importing and Exporting General Ledger Data

Import account records, transaction batches, and other records into General Ledger from files created by other programs, and export General Ledger data for use in other programs.

## About Importing and Exporting General Ledger Data

You can import account records, transaction batches, and other records into an Sage 300 database from files created by other programs. You can also export data from a Sage 300 database for use in other programs.

You can use this feature to speed up your initial ledger setup, especially if you are converting data from a non-Sage 300 database to Sage 300 General Ledger.

For example, you can:

- Export account data to a spreadsheet program, work with the data, then import it back into General Ledger as budget figures for a new fiscal year.
- Add a new department to your chart of accounts by exporting an existing department set, changing the department account number segment, then re-importing the file.

**Note:** If importing fails, the system creates a restart record. You must remove the restart record before you can perform another import successfully. You can remove the record either by correcting the error that caused the restart record in the first place (for example, an error in the file you are trying to import), or by deleting the record in the Restart Maintenance screen.

General Ledger lets you import information from a variety of file formats (such as CSV or spreadsheet files).

For more detailed information on importing data into Sage 300, including the required formats and contents of import files, see the System Manager help.

## Importing Data to General Ledger

Use the Import command to transfer data, such as account master information and transaction batches, from non-Sage 300 programs to Sage 300 General Ledger. Transferring this information to

Sage 300 is called importing.

**Example:** One common use of the Export/Import functions is to export account balances (or net amounts) to a spreadsheet for analysis and manipulation. Then, import this information as next year's budget information.

**Tip:** If you often import the same data, you can create a script to speed up the process. The fields selected when you create the script appear in the Import dialog box.

### To import account information or transactions, follow these general steps:

1. Open the screen for the data you want to import.
2. Click **File > Import**.

The Import dialog box appears. The information columns are dimmed until you select a file or database to import.

3. In the **Type** field, select the format of the data you are importing.
4. Select an action from the drop-down list:
  - To import new records, select **Insert**.
  - To overwrite existing records, select **Update**.
  - To import new records and update existing records, select **Insert and Update**.
5. Click the **Browse** button, and then specify one of the following, depending on the type of data you are importing:
  - Access database
  - Excel file
  - A path or database (for a CSV import)

In the Import dialog box, the columns are no longer dimmed, and you can edit them. (For example, you can right-click on cells in the Contents column to change values.)

6. Click **OK** to import the data.

A message appears, displaying the number of updates and insertions, and the number of items processed.

## Exporting General Ledger Data

General Ledger lets you export data, such as account master information and transaction batches, to files that can be read and used by other programs. Transferring this information to non-Sage 300

databases is called exporting.

**Example:** One common use of the Export/Import functions is to export account balances (or net amounts) to a spreadsheet for analysis and manipulation. Then, import this information as next year's budget information.

## Before You Start

- Depending on the type of file you are exporting, you may need to create a file or a database to export to before exporting from Sage 300:
  - If you are exporting to Excel, create an Excel file.
  - If you are exporting to Access, create a database file.
  - If you are exporting to an ODBC database, create an empty database. (Be sure to create it in the database type you use.)
- If you are exporting in XML format, determine a location to export the file to.
- If you are exporting in CSV format, set up a path to the directory where you will be exporting the Sage 300 data.

### To export General Ledger information, follow these general steps:

1. Open the screen for the data you want to export.
2. Click **File > Export**.
3. In the Export dialog box that appears, select a file format from the **Type** list.
4. Click **Browse**, and then specify the location and file to export to.
5. Click the plus signs beside items that have them to expand the list of fields.
6. If there are fields that you do not want to export, clear the checkbox for that field.

**Note:** Items with a star beside the check mark are key fields that you must export.

7. To change the criteria for exported data, click the Set Criteria button.
8. Click **OK** to begin the export.

When the export is finished, you receive a message that displays the number of records exported.

## Creating a GIFI Export File

General Ledger allows companies to export a General Index of Financial Information (GIFI) file as part of their electronic tax return for Canadian T2 Corporate Income Tax Returns.

General Ledger includes a GIFI macro in Excel that allows you to associate GIFI codes to each account in your chart of accounts.

### To create a GIFI export file:

1. Start Excel.
2. Open **Program Files > Sage 300 > Macros > GIFI.XLS**.
3. If a security warning appears saying that macros have been disabled, click **Enable Content**.
4. Click the **Retrieve Accounts** button.
5. At the Open Company prompt:
  - a. Enter your User ID and password, the code for the company database you want to export information from, and the session date.
  - b. Click **OK**.

This step clears the worksheet and retrieves account information from the database you specified.

6. For each account in the chart of accounts that does not have a GIFI Code, assign a GIFI code as follows:
  - a. Double-click the blank cell in column C to display a list of GIFI codes you can choose from.
  - b. Click the code you want to assign to the account.

**Important!** Make sure that you include all accounts from the chart of accounts.

7. When you have assigned GIFI codes to all the accounts in your chart of account, click the **Export** button.

A GIFI Export dialog box appears.

8. In the **Fiscal Year** field, enter the fiscal year for which you are filing income tax, and then click **OK**.
9. In the **Save As** dialog box:

- a. Navigate to the location where you want to save the file.
- b. In the **File Name** field, accept the default name or type a different file name.
- c. Make sure that the file type is **GIFI file**.
- d. Click **Save**.

A Ready status appears at the bottom of your Excel screen if the accounts in your file balance (that is, total assets equal total liabilities plus total equity).

A warning message appears if your accounts do not balance.

10. If you receive the warning message:

- a. Click **OK**.
- b. Check whether you have omitted one or more accounts from your chart of accounts.
- c. Repeat steps 3 through 8.

When you reach step 5, make sure that you include all accounts from the chart of accounts.

11. Close the GIFI file, and exit Excel.

To include this file with your electronic tax return, open the T2 program, and retrieve the GIFI file.



# Chapter 7: Printing General Ledger Reports

Use General Ledger Reports screens to print reports of general ledger transactions and maintain your audit trail.

You print financial statements using Sage 300 Intelligence Reporting. For information about these reports, see "About Printing Statements Using Intelligence Reporting " (page 116).

**Note:** You can also print statements using Financial Reporter, which comes with General Ledger. For an introduction to Financial Reporter, see the *Financial Reporter User's Guide*.

## About General Ledger Reports

General Ledger prints two main types of reports:

- Audit reports that provide you with transaction listings and status information (such as batch listings, posting journals, source journals, the chart of accounts, and the trial balance).
- Financial statements (such as balance sheets, income statements, and statements of changes in financial position).

You print financial statements using Sage 300 Intelligence Reporting. For information about these reports, see "About Printing Statements Using Intelligence Reporting " (page 116).

**Note:** You can also print statements using Financial Reporter, which comes with General Ledger. For an introduction to Financial Reporter, see the *Financial Reporter User's Guide*.

If you have a multicurrency ledger, these reports can also include source and functional-currency (home currency) information (on letter size, legal size, or A4 paper).

**Note:**

- Posting journals are required reports that provide the audit trail for batches.
- You cannot print batch listings for deleted and posted batches. If you need to list a posted batch, set up a source journal that includes all the source codes likely to have been used in the batch, then choose the batch number as the first means of selection when you are preparing to print the journal.
- Source journals do not include comments or transactions that were consolidated on posting. If you need this additional information, print the posting journal.
- Batch listings are optional unless you select the Force Listing Of Batches option for General Ledger. If you use the Force Listing Of Batches option, you must print every batch before you can post it.

After you list a batch, its status will be Printed on the batch status report.

## About Printing Statements Using Intelligence Reporting

Sage 300 comes with several financial reports that you print using Sage 300 Intelligence Reporting, including:

- Financial Balance Sheet
- Financial Income Statement
- Financial Forecasting
- Financial Ratios

Intelligence Reporting harnesses the capabilities of Microsoft Excel to provide quick access to information that you need from your Sage 300 system for operations and strategic planning. It also provides a powerful report designer that you can use to create customized reports and to analyze data in real time.

**Note:** You must have installed and activated Microsoft Excel to use these reports.

### To print statements using Intelligence Reporting:

1. Open **Intelligence Reporting > Report Viewer**.
2. In the Report Viewer screen that appears, under the **Designer** heading, double-click the layout for the statement you want to view (for example, Financial Balance Sheet).
3. On the ribbon, click **Run**.
4. If the Enter Report Parameters dialog box appears, click the browse button, select parameters for the report, and then click **OK**.

Intelligence Reporting generates the report, displaying the results on several tabs in an Excel workbook.

**Tip:** For help on using Sage Intelligence Reporting, click the Home tab. This tab includes a variety of resources, including links to YouTube videos, the Sage Intelligence Community, and the Sage Intelligence Knowledge Base.

5. Click the tab that contains the version of the report that you want to view.

For example, if you generated an income statement, there are tabs for Actual YTD, Actual vs Prior, and Actual vs Budget.

6. When you are satisfied with the results, you can print the report by clicking **File > Print**, then selecting print options as usual.

You can also view and print reports using the Report Designer. Open **Intelligence Reporting > Report Designer**, select a layout, and enter parameters, similar to the procedure for generating the report from the Report Viewer.

## About Reporting Currency

The reporting currency is a **Currency Type** option that appears in General Ledger to enable euro-based companies operating in a European Monetary Union member state to report transaction amounts and account balances in their national currency while using the euro as their functional (home) currency.

The **Reporting** option is available only in multicurrency ledgers if the euro is your functional currency and you specified a reporting currency.

## Printing Tips

Select report printing options and print destinations.

### Report Printing Options

You can print Sage 300 data in a variety of reports to view key information. Printed reports also serve as a source of backup information in case your data is damaged on your computer.

Sage 300 provides four destinations for printing reports. You can:

- Print to a physical printer, to create permanent copies of the information.
- Print to a preview on your screen, for quick review.

- Print to a file that you can save, print later, import into another program, or transfer to other electronic media.
- Print to e-mail, to send a report as an e-mail attachment.

For instructions on specifying the print destination for Sage 300 reports, see "Selecting a Print Destination" (page 118).

If you print reports to a physical printer, you can also specify a particular printer to use for printing a report. For instructions, see "Selecting a Printer for Reports" (page 119).

## Selecting a Print Destination

You can print reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

**Note:** If you are not assigned to a security group that has authorization to change the print destination, the only destination available is a physical printer.

### To select a print destination:

1. On the Sage 300 Desktop, click **Print Destination**.
2. Select a print destination:

- **Printer.** Print to a physical printer.

**Note:** If you have multiple printers, you can specify the one to use when you print. For more information, see "Selecting a Printer for Reports" (page 119).

**Tip:** If you want to confirm the destination printer, page size, and orientation each time you print a report, on the Desktop, click **View > Print Preferences**, and then select **Confirm on print**.

- **Preview.** Display reports in a preview screen.

**Note:** From the preview screen, you can do things such as saving the report to a file, or printing the report to a physical printer.

- **File.** Print to a file.

When you print, you specify details about the file to create, including:

- Format (for example, PDF, DOC, or XLS).
- Destination.

- Name.
- Location.
- **E-mail.** Print reports as attachments to e-mail messages.

You specify the type of file to create:

- **Adobe Acrobat (PDF).** You can open PDF files with Adobe Acrobat Reader (available as a free download from the Adobe Software website).
- **Rich Text Format (RTF).** You can open RTF files with most Windows and Linux word processing programs.

When you print a report, Sage 300 creates a PDF or RTF version of the report and attaches the report file to a new e-mail message.

3. Click **OK**.

## Selecting a Printer for Reports

When your print destination is Printer, Sage 300 prints reports to the Windows default printer, unless you have assigned a specific printer to a report.

The ability to assign different printers to different reports at print time means that you are not limited to printing to the default printer. For example, you can use a different printer to print item labels than you use to print inventory worksheets.

### To assign a specific report to a specific printer:

1. Open the report screen that you want to assign to a printer.
2. On the report screen, click **File > Print Setup**.

The program displays the Windows default printer, but you can change the printer for a specific report.

3. Select the **Specific Printer** option, and then select from the list the printer to use for this report.

The printer list includes all printers that have been added to the Printers and Faxes list in Windows.

4. Select a paper source if you want to use a particular paper tray or paper stock for this report.
5. Click **OK** to close the Print Setup screen.

### To clear the assigned printer for a specific report:

1. On the Sage 300 Desktop, do one of the following:
  - Select (highlight) the icon for the report, and then click **Object > Restore Defaults**.
  - Right-click the icon for the report, and then click **Restore Defaults** on the list that appears.
2. In the Restore Defaults screen, select the **Print Settings** option, and then click **OK**.

The print setup for that report is reverted to the desktop default.

### To have the program prompt you to specify a printer and print options each time you print:

On the Sage 300 Desktop, click **View > Print Preferences**, and then select **Confirm on print**.

## General Ledger Reports

Use General Ledger Reports screens to print reports of general ledger transactions and maintain your audit trail.

### Printing the G/L Account Groups Report

The G/L Account Groups report lists account group codes, along with their descriptions, sort codes, and group categories.

### Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

### To print the G/L Account Groups report:

1. Open **General Ledger > G/L Reports > Account Groups**.
2. In the **Select By** field, specify whether to select and list account groups by account group or by sort code and account group.
3. Use the **From** and **To** fields to specify the range of account groups or sort code and account group (depending on your choice in the Select By field) to include on the report.
4. Click **Print**.

### Printing the G/L Account Structures Report

The G/L Account Structures report lists:

- The account structure codes in the range you selected.
- The description for each code.
- The segments included in each account structure, in the order they appear.

Every account you define must have at least one structure code.

## Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

### To print the Account Structures report:

1. There are two ways to open the Account Structures Report screen:
  - Open **General Ledger > G/L Setup > Account Structures**, and then click **File > Print**.
  - Open **General Ledger > G/L Reports > Account Structures**.
2. Use the **From Structure Code** and **To Structure Code** fields to specify the range of account structure codes to include on the report.
3. Click **Print**.

## Printing the G/L Batch Listing Report

The Batch Listing report lists the contents of open (unposted) and posted batches. Use it to check batches before you post them.

Batch listings are optional unless you select the Force Listing Of Batches option for General Ledger. If you use the Force Listing Of Batches option, you must print every batch before you can post it.

### Note:

Some printing options are not available or are restricted for Intercompany Transactions (ICT) companies.

An ICT company creates transactions between companies, using one company as the originator of a transaction (for example, Company A pays for a transaction for Company B), and another as the destination company (Company B). There can be intermediate companies between the originator and the destination.

## Before You Start

- Select printing destinations and, if necessary, turn on and connect the printer.
- Determine which batches to list and whether to report amounts in functional currency only or in both functional and source currencies.

### To print the Batch Listing report:

1. Open **General Ledger > G/L Reports > Batch Listing**.

**Tip:** You can also open the Batch Listing Report screen from the G/L Batch List screen.  
(Click **File > Print**.)

2. Use the **From** and **To** fields to specify batch selection criteria, as follows:

- a. Specify a range of batch numbers.
- b. Specify a range of source ledgers.

The default range includes all ledgers (" " to "ZZ"). To restrict the report to a particular ledger, enter the same ledger code in the From and To fields, such as "GL" or "AR". For an Intercompany Transactions company, you enter either AI or GI.

- c. Specify a range of batch creation dates.

The default range includes all batches from the first day of the fiscal year to the session date.

3. In the **Date** field, specify the type of dates to print on the report: document dates or posting dates.
4. In the Include section, specify optional information to include in the report.

You can include:

- Batches that have been printed before, and have not changed since they were last listed.
- Transaction optional fields. (This option is not available for an ICT company.)
- References and descriptions, if the batches include them.
  - If you choose Source and Functional in the Currency section, and then select Letter/A4 as the paper size, references and descriptions are included automatically in the printed report. You cannot change this option.

If this is an ICT company, references and descriptions are always included. You cannot change this option.



- Tax information, if the batches include journal entries for taxes.
- Comments, if the batches include them.

5. Select the types of batches you want to print.

You can select from the following types:

- **Entered** (batches created using the G/L Journal Entry screen).
- **Subledger** (batches sent from other Sage 300 module, such as Accounts Receivable or Accounts Payable)
- **Imported** (batches you have transferred to General Ledger using the Import Batches screen. These can be batches created by another Sage 300 General Ledger or by a non-Sage 300 program. They could also be batches that were exported from your own General Ledger, then imported later.)
- **Generated** (batches created in General Ledger, such as to contain allocation transactions, or revaluation transactions, or closing entries or transactions that were rejected during posting.)
- **Recurring** (batches of recurring entries created using the G/L Recurring Entry Setup screen. This option is not available for an ICT company.)

6. Select the status of the batches you want to print.

- **Open** (unposted batches)
- **Ready to Post** (completed batches that are marked ready for posting)
- **Posted** (batches that have been posted)
- **Provisionally Posted** (batches that have been posted provisionally)

**Note:** You can select this option if your company uses the Allow Provisional Posting option. However, this option is not available for an ICT company.

7. If your General Ledger is multicurrency, select **Functional** or **Source and Functional** in the Currency section.

8. If you selected Source and Functional for the currency, specify a paper size.

You can select one of the following paper sizes:

- Legal
- Letter/A4

**Note:** References and descriptions are always printed for this size.

If you selected Functional, the report prints on letter-sized paper.

9. Click **Print**.

**Note:** The status of listed batches will be "Printed" on the batch status report.

## After printing the Batch Listing Report

- Verify contents, correct any errors, reprint the edited batches, and then file the listings.
- Post the batches.

## Printing the G/L Batch Status Report

The G/L Batch Status report shows all activity that has taken place in all currently unposted batches, and in batches that were posted or deleted since the last time the report data was cleared.

**Note:**

Some printing options are not available or are restricted for Intercompany Transactions (ICT) companies.

An ICT company creates transactions between companies, using one company as the originator of a transaction (for example, Company A pays for a transaction for Company B), and another as the destination company (Company B). There can be intermediate companies between the originator and the destination.

## Before You Start

- Select printing destinations and, if necessary, turn on and connect the printer.
- Decide on the range of batch numbers, source ledger codes, creation dates, and the batch types and statuses to report.

### To print the Batch Status report:

1. Open **General Ledger > G/L Reports > Batch Status**.

**Tip:** You can also open the Batch Status Report screen from the G/L Batch List screen. (Click **File > Print Batch Status Report**.)

2. Use the **From** and **To** fields to specify batch selection criteria:

- a. Specify a range of batch numbers. The default range includes all open batches.
- b. Specify a range of source ledgers.

The default range includes all ledgers (" " to "ZZ"). To restrict the report to a particular ledger, enter the same ledger code in the From and To fields, such as "GL" or "AR". For an Intercompany Transactions company, you enter either AI or GI.

- c. Specify a range of batch creation dates.

The default range includes all batches from the first day of the fiscal year to the session date.

3. Select the types of batches you want to print.

You can select the following types:

- **Entered** (batches created using the G/L Journal Entry screen).
- **Subledger** (batches sent from other Sage 300 module, such as Accounts Receivable or Accounts Payable)
- **Imported** (batches you have transferred to General Ledger using the Import Batches screen. These can be batches created by another Sage 300 General Ledger or by a non-Sage 300 program. They could also be batches that were exported from your own General Ledger, then imported later.)
- **Generated** (batches created in General Ledger, such as to contain allocation transactions, or revaluation transactions, or closing entries or transactions that were rejected during posting.)
- **Recurring** (batches of recurring entries created using the G/L Recurring Entry Setup screen. This option is not available for an ICT company.)

4. Select the status of the batches you want to print.

You can select the following types:

- **Open** (unposted, unlisted batches, or edited batches that have not been relisted)
- **Deleted** (batches that have been deleted)
- **Ready to Post** (completed batches that are marked ready for posting)
- **Post In Progress** (batches that are being posted now from another workstation, or batches for which posting failed and has to be restarted)
- **Posted** (batches that have been posted)

- **Provisionally Posted** (batches that have been posted provisionally)

**Note:** You can select this option if your company uses the Allow Provisional Posting option. However, this option is not available for an ICT company.

- **Provisional Post In Progress** (batches that are being provisionally posted now from another workstation, or batches for which provisional posting failed and has to be restarted.)

**Note:** You can select this option if your company uses the Allow Provisional Posting option. However, this option is not available for an ICT company.

5. Click **Print**.

## After printing the Batch Status Report

File the Batch Status report.

## Printing the G/L Chart of Accounts Report

The Chart of Accounts Report lists all or a range of General Ledger accounts according to the selection criteria and the sort and format criteria you specify.

At printing time, you can select accounts by account number, segment, account group, account sorted group, or optional field. Then specify the type of report and range of entries, either accounts or segments, you want to print.

## Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

### To print the Chart of Accounts report:

1. Open **General Ledger > G/L Reports > Chart of Accounts**.
2. In the **Report Format** field, select one of the following formats from the list:
  - **Detail - Short Form.** Shows basic setup information, including account number, description, status, account configuration, and consolidation and allocation options.
  - **Detail - Long Form.** Prints short form information plus account groups and segment closed to.

You can also choose whether to include the optional account and transaction details fields (and their values) that are defined for each account.

- **Valid Currencies.** Shows the currencies that are valid for each multicurrency account, whether revaluation is allowed, and, if so, the revaluation code.
- **Allocation.** Shows the accounts to which balances are allocated, along with the percentages going to each account.
- **Control Account Subledgers.** Lists the control accounts in the general ledger, along with the subledgers that use them.
- **Fiscal Set Comparison.** Lets you compare the net changes in accounts for two fiscal sets. Your choices for comparison are Actual, Budget 1 through Budget 5, Provisional, Quantity, and Provisional Quantity.

Fiscal set comparison options include Budget sets 2 through 5 only if you are using Sage 300 Premium.

- **Rollup Accounts.** A report that shows all rollup accounts and their directly related rollup member accounts. You can also print a list of all rollup accounts related to a member account or to a group of member accounts.
3. If you selected Fiscal Set Comparison as the report format, on the screen that appears, specify the two sets of figures you want to compare:
    - a. In the **Compare Fiscal Set 1** and **Compare Fiscal Set 2** fields, specify the fiscal set data type.
    - b. Specify the year for each fiscal set you are comparing.
    - c. If General Ledger is multicurrency:
      - i. In the **Using** field, specify whether to display figures in **Functional** or **Source** currency
      - ii. In the **For Currency** field, specify the currency.

If the euro is your functional currency and you specified a reporting currency, you can select the Reporting Currency option. The report then prints amounts in the reporting currency (obtained from the reporting fiscal set).
  4. To exclude accounts that have zero balances and that had no transactions in the specified period range, select **Exclude Accounts with No Activity**.

<b>Note:</b> You must select the same year in both the <b>From</b> field and the <b>To</b> field.
---

5. To print a set of common account groups, but not other account groups, select **Select Account Groups by Sort Code Range**.

**Note:** All account groups in the set must use the same sort code to print in order of sort code.

6. To exclude inactive accounts, select **Exclude Inactive Accounts**.
7. If you use optional fields and you are printing the long form of the report, you can include optional field information on the report.  
  
Click the **Include Optional Field** option to include this information on the report.
8. If you are printing the Rollup Accounts report, in the **Show** field, select **Members** or **Rollup Accounts**.
9. Select the sort order for the report, and a range of the item by which you are sorting.
  - You can order the report by account number, any segment of the account number, account group, account sorted group.
  - You can sort by account group by choosing the **Select Account Groups By Sort Code Range** option.
10. Select accounts by specifying ranges of account groups, account sorted groups, account number segments (that you have not already been specified as the sort order), or the range of optional fields.
11. Click **Print**.

## Printing the G/L Create Accounts Preview Report

You print this report when you are creating accounts by copying a set of model account using the Create Accounts screen, and you want to print a listing of the preview accounts before you generate them.

For more information, see "Creating Accounts Automatically" (page 50).

## Printing the G/L Optional Fields Report

This report lists the optional account fields and the optional transaction fields you have defined for General Ledger.

## Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

### To print the Optional Fields report:

1. Open **General Ledger > G/L Reports > Optional Fields**.
2. Click **Print**.

## Printing the G/L Options Report

The G/L Options report lists the options selected and information entered on the G/L Options screen, including the following:

- Account number segments defined for your ledger, and the descriptions associated with those segments.
- Which (if any) budget sets are locked.
- Posting preferences.

## Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

### To print the Options report:

1. Open **General Ledger > G/L Reports > Options**.

**Tip:** You can also open the Options Report screen by clicking **File > Print** on the G/L Options screen.

2. Click **Print**.

## Printing the G/L Posting Journals Report

Posting journals provide an audit trail report of all posted General Ledger transactions that you have not yet cleared from your system.

You can reprint journals as often as you need, until you clear them using the G/L Clear History screen.

In multicurrency ledgers, you can print both source-currency and functional-currency information on journals (on letter, ledger, or A4 paper).

**Note:**

Some printing options are not available or are restricted for Intercompany Transactions (ICT) companies.

An ICT company creates transactions between companies, using one company as the originator of a transaction (for example, Company A pays for a transaction for Company B), and another as the destination company (Company B). There can be intermediate companies between the originator and the destination.

## Before You Start

- Post batches.
- Decide whether to reprint posting journals you have printed before.

**Note:** If the posting journal has been printed and the Reprint Previously Printed Journals option was not selected, the corresponding Posting Journal Errors report will be blank, even if there were errors. You must select the Reprint Previously Printed Journals option if you are planning to print a copy of the errors report after printing the Posting Journals report.

If you are only printing an errors report (possibly prior to printing the posting journal itself), choosing this option is not necessary, that is, the Posting Journal Errors Report will not be blank (assuming there were errors).

- Decide whether to list transactions by account number or posting sequence number. (This doesn't apply if you are printing errors only.)
- Select printing destinations and, if necessary, turn on and connect the printer.

## To print posting journals:

1. Open **General Ledger > G/L Reports > Posting Journals**.
2. Select the type of journal you want to print.

You can print the Posting Journal or the Provisional Posting Journal, or you can print the errors from either report.

A posting error report is always printed after the journal if transactions could not be posted.

**Note:** The Provisional Posting Journal and Provisional Posting Journal Errors reports are not available for ICT companies.

3. Specify whether to order the report by posting sequence or account number.
4. Specify the range of posting sequences to include in the report.



5. In the **Date** field, specify the type of dates to print on the report: document dates or posting dates.
6. Select **Reprint Previously Printed Journals** to print journals that have already been printed to a printer or file, or if you are printing the Posting Journal Errors report.
7. Select **Include Tax Information** to print journal entries for taxes.
8. Select **Include Trans. Optional Fields** to print information from optional fields posted with transaction details.

**Note:** This option is not available for an ICT company.

9. If you are printing the journal for an ICT company, select a format from the **ICT Expansion field**.
  - **None.** This option prints only the original posted transactions, not transactions generated in the remote companies.
  - **Separate Report.** This option prints all the posted G/I batches first, with no information about entries generated in remote companies, and then, in a separate report, prints all the generated transactions for the given range of posting sequences.
  - **By Entry.** This option prints transactions that were generated in remote companies after each entry was posted. It first prints the whole original entry, and then prints the transactions that each entry generated in remote companies. (This option appears when you've chosen Posting Sequence as the Sort By option.)
  - **By Detail.** This option prints transactions that were generated in the remote companies after each detail was posted. It first prints the original detail, and then prints the transactions that each detail generated in remote companies. (This option appears when you've chosen Posting Sequence as the Sort By option.)

**Note:** If you are *not* printing the journal for an ICT company, skip this step.

10. If you have a multicurrency ledger, in the Currency section, specify whether to print amounts in your functional currency or in both source and functional currency.

**Note:** If the euro is your functional currency and a reporting currency is specified for your system, you can select **Reporting** to print amounts in your reporting currency from the reporting fiscal set.

11. If you selected Source and Functional as the Currency option, specify a paper size.
12. Click **Print**.

## After printing posting journals

Check the report, and then file it with other audit trail reports.

## Printing the G/L Recurring Entries Report

The recurring entries report lists recurring journal entries set up using the G/L Recurring Entries screen.

This report lists recurring entries by code, states which account(s) the codes pertain to, and shows the type of schedule and its frequency. It can also include optional fields entered with transaction details, if you choose to include them.

### Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

#### To print the Recurring Entries report:

1. Open **General Ledger > G/L Reports > Recurring Entries**.
2. In the **From Recurring Entry Code** and **To Recurring Entry Code** fields, specify the range of recurring entry setup codes to include on the report.
3. If you want to print the schedule associated with each recurring charge, select **Include Schedules**.
4. If you want to include optional field information with each recurring entry detail that uses them, select **Include Trans. Optional Fields**.
5. Click **Print**.

## Printing the G/L Revaluation Codes Report

This report lists specified revaluation codes and the information entered to define them in a multicurrency ledger.

### Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

### To print the Revaluation Codes report:

1. Open **General Ledger > G/L Reports > Revaluation Codes Report**.

**Tip:** You can also click **File > Print** on the **Revaluation Codes** setup screen to open the report screen.

2. Specify the range of revaluation codes to include on the list.
3. Click **Print**.

## Printing the G/L Segment Codes Report

The G/L Segment Codes report lists information about a range of segment codes you specify.

### Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

### To print the G/L Segment Codes report:

1. Open **General Ledger > G/L Reports > Segment Codes**.

**Tip:** You can also click **File > Print** on the **Segment Codes** setup screen.

2. Specify whether include codes for all segments or a range of codes for a particular segment.
3. Click **Print**.

## Printing the G/L Source Codes Report

This report lists a range of source codes and their descriptions.

### Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

### To print the Source Codes report:

1. Open **General Ledger > G/L Reports > Source Codes**.

**Tip:** You can also open this screen by click **File > Print** on the Source Codes setup screen.

2. Enter the range of source codes to include on the report.
3. Click **Print**.

## Printing the G/L Source Journal Profiles Report

This report lists information for a selected range of source journals.

### Before You Start

Select printing destinations and, if necessary, turn on and connect the printer.

#### To print the Source Journal Profiles report:

1. Open **General Ledger > G/L Reports > Source Journal Profiles**.

**Tip:** You can also open this screen by clicking **File > Print** on the Source Journal Profiles setup screen.

2. Enter the range of source journal profiles to print.
3. Click **Print**.

## Printing the G/L Source Journals Report

Source journals list the details of posted transactions for the source codes that you included in the source journal definition.

You can customize a source journal at print time by choosing:

- The sorting order of the report. (By account number, segment, or account group.)
- Account, segment, account group, or account optional field ranges.
- Fiscal period, reference, transaction date, posting sequence, and batch number ranges.

### Before You Start

- Select printing destinations and, if necessary, turn on and connect the printer.
- Post current batches.
- Define source journals on the G/L Source Journal Profiles screen.

## To print the Source Journals report:

1. Open **General Ledger > G/L Reports > Source Journals**.
2. On the Journal tab:
  - a. In the **Profile** field, select the type of journal to print.
  - b. In the **Use Report** field, accept the default report format, or specify an alternative report format.

You can select one of the sample report formats that are shipped with General Ledger, or you can choose a custom format that your company has created.

If your General Ledger is multicurrency, you can select one of three sample formats:

- **GLSJ01F** (for printing functional-currency only onto letter-size paper)
- **GLSJ01S** (for printing both source- and functional-currency reports onto legal-size paper)
- **GLSJ1SA** (for printing both source- and functional-currency reports onto letter-size or A4 paper)

There are two ways to select a sample report format:

- Type one of these format file names into the **Use Report** field.
  - Select a currency option from the **Currency** list. The Use Report field automatically shows the file name of the report format.
- c. If your General Ledger is multicurrency, in the **Currency** field, select **Functional** or **Source and Functional**.

The **Reporting** option is available only in multicurrency ledgers if the euro is your functional currency and you specified a reporting currency.

**Note:** The Reporting option uses the letter-size report format (GLSJ01F) and prints debit and credit amounts from the reporting fiscal set.

3. On the Account tab:
  - a. Specify whether to sort the report by **Account Number**, by **Segment**, or by **Account Group**.
  - b. Specify a range of account numbers or segment codes.

- c. If you want to select accounts by a range of sort codes, select **Select Account Groups By Sort Code Range**, and then specify the range.

**Note:** The Account Group option in the Sort By section changes to Account Sorted Group when you select this option.

- d. If you want to include optional field information that was posted with transaction details, select **Include Trans. Optional Fields**.
- e. In the segment table, specify the segment names and ranges of segment codes by which to select accounts.
- f. In the account optional fields table, enter a range of account optional fields by which to select accounts, or leave the table blank. (The table appears only if you use Transaction Analysis and Optional Field Creator.)
4. On the Ranges tab, specify ranges of fiscal periods, references, dates, posting sequences, batch numbers, (and source currencies, for a multicurrency ledger).

**Important!** If you print entries for consolidated transactions, you must enter 000000 in the **Batch Number From** field.

5. Click **Print**.

## Printing the G/L Transaction Details Optional Fields Report

This report lists transactions that use optional transaction fields and optional field values that you specify.

### Before You Start

- Post batches.
- Decide which accounts and optional fields you want to include on the report, and the range of fiscal periods that you want reported.
- Select printing destinations and, if necessary, turn on and connect the printer.

### To print the Transaction Details Optional Fields report:

1. Open **General Ledger > G/L Reports > Transaction Details Optional Fields**.
2. Use the **Sort By** fields to specify the order in which to list information on the report.

You can print the report in order by account number, by a particular segment (such as department or region), or by account groups.

If you are printing a particular department or region, you should sort the report by the department or region segment.

3. If you are sorting the report by account number or by segment, in the adjacent **From** and **To** fields:

- If you are sorting by account number, specify the range of accounts to include.
- If you are sorting by account segment, specify which account segment to select by, and then specify a range of segment codes.

4. If your General Ledger is multicurrency, specify the report currency.

You can print amounts in both source and functional currency or in functional currency only. If the euro is your functional currency and a reporting currency is specified for your ledger, you can also choose **Reporting** if you want to print amounts in that currency.

5. In the **From Period** and **To Period** fields, specify the year and range of fiscal periods for the report.

If you have created the next year, you can select the adjustment or closing periods.

6. To select accounts by a range of sort codes, select **Select Account Groups By Sort Code Range**, and then in the **From** and **To Sort Code -Account Group** fields, specify the range of sort codes.

If you are sorting the report by account number or segment, and not by sort code range, select a range of account groups, or accept the default range to include all account groups.

7. In the segment table, select ranges of segment codes if you want to restrict the report to accounts with particular segment codes.
8. In the optional fields tables, specify up to three optional fields and the range of optional field codes for which you wish to include transactions in the report.

Only posted transactions that use the specified optional transaction fields and values will appear on the report.

9. Click **Print**.

## Printing the G/L Transactions Listing Report

The G/L Transactions Listing report lists the net changes, balances, and transaction details for accounts in a range of fiscal years and periods you specify.

## Before You Start

- Post batches.
- Decide which accounts to include in the report, and the range of fiscal years and periods for which to display information.
- Decide whether to include accounts with no activity (zero-balance accounts with no transactions posted to them in the periods specified for the report).
- Select printing destinations and, if necessary, turn on and connect the printer.

### To print the G/L Transactions Listing report:

1. Open **General Ledger > G/L Reports > Transactions Listing**.
2. Specify the order in which to sort transactions.

You can sort transactions by account number, by a particular segment (such as department or region), by account groups, or by account sorted groups.

If printing one particular division or region, you should sort by the division or region segment.

3. Specify the range of fiscal years and periods to print.

**Note:** If you are printing period 12 details, select **ADJ** to include adjustment entries, or **CLS** to include adjustment and closing entries.

4. Indicate whether to print additional information on the report.
  - **Accounts With No Activity.** Include all accounts, even if no transactions were posted to them in the reporting period.
  - **Quantity.** Include quantity data for transactions.
  - **Trans. Optional Fields.** Include optional fields with the details of posted transactions.
  - **Balances and Net Changes.** Include balances and net changes over the defined period for each selected account.
  - **Posting Seq. and Batch-Entry.** Include posting sequence and batch entry numbers in the report.

**Note:** You can select the **Posting Seq. and Batch-Entry** option only if you have not selected the **Quantity** option.



5. Select the currency in which to print the report.
  - **Functional.** Select if you want to print the report in your company's functional currency.
  - **Source and Functional.** Select if you want to include source-currency information in the report.
  - **Reporting.** Select if you want to print the report in a reporting currency you specify.

**Note:**

The **Reporting** option is available only if you selected the euro as your functional currency and you specified a reporting currency.

When you select this option, the debit, credit, net change and balance amounts will be printed in the reporting currency. These amounts are obtained from the reporting fiscal set.

6. In the **Date** field, specify the type of dates to print on the report: document dates or posting dates.
7. Select other options to specify what information appears in the report, and how information is displayed.
  - **Sort Transactions By Date.** Sort transactions by date within the selected accounting periods on the report.
  - **Select Account Groups By Sort Code Range.** If you select this option, specify a range of account group sort codes in the **Sort Code - Account Group** fields.
  - **Use Rolled Up Amounts.** Print the transactions of a rollup account and of its rollup member accounts (at any level), rolled up into a single amount for each transaction.

**Note:** Rollup member account transactions are included only once in the rolled up transactions.

- **Page Break After Each Account.** This option appears if you selected **Segment** in the Sort By area. Select the option if you want to add a page break after each account in the report.
8. If you want to include a specific range of segment codes and/or account optional fields, specify the ranges to include.
  9. Click **Print**.

## After printing this report

- Use the report in combination with the posting journals and batch listings to trace transactions for auditing purposes.
- File the listing with your audit trail reports.

## Printing the G/L Trial Balance Report

This report prints a trial balance report or worksheet that lists selected account balances for a specified fiscal period. Print it at the end of accounting periods, when you are ready to calculate adjusting entries.

### Before You Start

- Select printing destinations and, if necessary, turn on and connect the printer.
- Update account information by entering, retrieving, and posting batches.
- Decide whether to list accounts by account number, by segment, by account group, or by account and group (Account Sorted Group).
- Decide whether to include accounts with no activity during the report period.
- If you have provisionally posted batches, decide whether or how to include provisional data.
- Decide whether to use rolled-up amounts.

**Note:** If you include rolled-up amounts, the debits and credits on the report may not balance if any account is a member of more than one rollup group.

### To print the Trial Balance report:

1. Open **General Ledger > G/L Reports > Trial Balance**.
2. Select the report format.

You can select:

- **Report.** Shows the difference between the total debits and total credits for each or the accounts listed.
- **Worksheet.** Trial balance report plus columns for manually entering income statement, balance sheet, and adjustment debits and credits.
- **Quantity Report.** Trial balance report plus columns containing quantities and the unit of measure for each account listed.

- **Provisional Quantity.** Trial balance report plus columns containing quantities and the unit of measure for each account listed. Figures include any provisionally posted amounts and quantities.
- **Provisional Included.** Trial balance report where the amounts include any provisional postings.
- **Provisional Separate.** Trial balance report plus separate columns showing provisionally posted amounts.
- **Provisional Worksheet.** Trial balance report plus columns for manually entering income statement, balance sheet, and adjustment debits and credits. Figures include any provisionally posted amounts.

3. In the **Print** field, select the type of report to print.

You can select **Balances as of Year/Period** or **Net Changes for the Period**. If you selected Worksheet or Provisional Worksheet as the report format, you must print **Balances as of Year/Period**.

4. In the **For Year/Period** field, select the period end for the report.

**Note:** If you are printing a Net Changes report, you specify a range over which to compare balances.

5. Use the **Sort By** fields to specify how to sort information on the report.

You can select:

- **Account Number.** Lists accounts, in order, by account number.
- **Segment.** Lists accounts in order by the segment you specify. This is usually the best choice if printing reports by department or region.
- **Account Group.** Lists accounts by the account groups to which they are assigned.
- **Account Sorted Group.** Lists accounts by the account sorted group.

**Note:** You must select the **Select Account Groups by Sort Code Range** option (below the Sort By options) before you can select the Account Sorted Group option.

6. If you want to list accounts that have zero balances and no postings in the current year, select **Include Accounts With No Activity**.
7. To print amounts and quantities for a rollup account, rolling up its member accounts into a single amount or quantity, select **Use Rolled Up Amounts**.

**Note:** The debits and credits on the report may not balance if any account is a member of more than one rollup group.

8. If you are printing net changes for the period and you do not want to include totals for net income or loss in your report, clear the **Include Net Income (Loss) Total for Listed Accounts** option.

**Note:** Skip this step if you are printing a worksheet or a provisional worksheet.

9. Specify whether to order the report by account number, segment, account group, or account sorted group, or optional field, and specify a range of accounts in that order.
10. Specify the range of accounts, segment codes, account groups, account-sorted group, and optional fields you want to print.
11. Click **Print**.

# Appendix A: General Ledger Screen Guides

Learn how to find and use Sage 300 screens. Each screen guide includes navigation information, field help, and a list of tasks you can use the screen to perform.

## Accounts Screens

Use General Ledger Accounts screens to set up and maintain the General Ledger accounts that make up your chart of accounts.

### G/L Account History Inquiry Screen

#### To Open this Screen

Open **General Ledger > G/L Accounts > Account History Inquiry**.

#### Related Tasks

- "Adding a New Account" (page 36)
- "Adding a Rollup Account" (page 42)
- "Changing Account Information " (page 61)
- "Deleting an Account" (page 64)
- "Viewing G/L Account History" (page 105)

#### Overview

Use the G/L Account History Inquiry screen to display:

- Actual and quantity information for prior years, including the opening and closing account balances and the net changes and balances for each fiscal period.
- Total quantity and total net change information for the fiscal year.

- G/L transaction details for a period (by double-clicking on the period for which you want more information).

### Rollup Accounts

If the account you select is a rollup account, you can view each account separately or roll up the balances. Rolled up amounts appear in the Net Change and Balance columns when you select the **Use Rolled Up Amounts** option.

## G/L Account Permissions Screen

**Important!** G/L Account Permissions is part of G/L Security, an option that you select on the Account tab of the G/L Options screen. The G/L Account Permissions icon appears in the G/L Accounts folder only after you select the **Use G/L Security** option, and then close and reopen the company database.

### To Open this Screen

Open **General Ledger > G/L Accounts > Account Permissions**.

### Related Tasks

- "Turning on G/L Security" (page 12)
- "Setting Account Permissions" (page 47)
- "About Setting Up General Ledger" (page 3)
- "Setting Up General Ledger to Use Account Groups" (page 26)

### Overview

Use the G/L Account Permissions screen to:

- Define account access permissions for individual Sage 300 users.

**Note:** Depending on the **Default Access** setting (on the Account tab of the G/L Options screen), you use the Account Permissions screen mainly to grant access to accounts, or to restrict access.

## Fields and Controls

### User ID

Select the ID of the user for which you want to add account permissions.

**If you have already added the User ID to G/L Security**, you can browse through the list of User IDs using the Previous and Next buttons or you can click the Finder button and choose a User ID.

**If you have not added the User ID for which you want to set permissions**, click the Zoom button as shown below to display all Sage 300 User IDs, and then select the User ID from the Finder that appears.

### Segment Tab

Use the Segment tab to allow or deny user access to ranges of account segments—for example, to restrict access to a particular department.

### Allow

Double-click or use the spacebar to change this field from No to Yes.

Generally, if the default access for General Ledger is All Accounts (on the Account tab of the G/L Options screen), you choose **No** in the Allow column to restrict account access.

If the default access option is No Accounts, you would choose **Yes** in the Allow column to allow access to a range of accounts.

### Segment

Choose the segment for which you want to restrict or allow access. You cannot choose the Account segment here. Use the Account tab to specify a range of account numbers.

### From

Specify the first code in the range of segment codes for which to allow or deny access.

### To

Specify the last code in the range of segment codes for which to allow or deny access.

## Account Tab

Use the Account tab to allow or deny user access to ranges of account numbers—for example, to allow access to Accounts Receivable sales accounts.

### Allow

Double-click or use the spacebar to change this field from No to Yes.

Generally, if the default access for General Ledger is All Accounts (on the Account tab of the G/L Options screen), you choose **No** in the Allow column to restrict account access.

If the default access option is No Accounts, you would choose **Yes** in the Allow column to allow access to a range of accounts.

### From

Specify the first account number in the range for which to allow or deny access.

### To

Specify the last account number in the range for which to allow or deny access.

## G/L Accounts Screen

### To Open this Screen

Open **General Ledger > G/L Accounts > Accounts**.

### Related Tasks

- "Adding a New Account" (page 36)
- "Adding a Rollup Account" (page 42)
- "Defining Account Reallocations" (page 63)
- "Specifying a Currency" (page 38)
- "Assigning Optional Fields to an Account" (page 39)
- "Setting Up General Ledger to Use Account Groups" (page 26)



- "Changing Account Information " (page 61)
- "Deleting an Account" (page 64)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Accounts screen to:

- Add new accounts to the general ledger.
- Change information for existing accounts.
- Delete accounts which you no longer need.
- Print the chart of accounts.

Depending on the options you select, this screen can include several tabs of information about the general ledger account you are adding or displaying.

**Note:**

- To see multicurrency options, you must purchase and install Sage 300 Multicurrency.
- To use optional fields, you must purchase and activate Sage 300 Transaction Analysis and Optional Field Creator.
- To maintain quantity and currency information for an account, you must select the options for the company in the G/L Options screen.

## Allocation Tab

This tab appears when you select the **Auto Allocation** option on the Detail tab for an account.

Options you select on the Allocation tab determine how General Ledger distributes the balance of an account when you run Create Allocation Batch (in the G/L Periodic Processing folder).

## Currency Tab

This tab is available only if the **Multicurrency** option is selected:

- On the Company Profile screen in Common Services.
- On the G/L Options screen.
- For the account on the Detail tab of this screen.

The Currency tab lets you specify which currencies are valid for the account.

## Details Tab

The Detail tab appears when you open the G/L Accounts screen, and it contains the key information that every account requires.

Options you select on this tab determine whether certain other tabs appear for the account.

## Optional Fields Tab

The Optional Fields tab appears only if you use Transaction Analysis and Optional Field Creator.

You can use this tab to assign an unlimited number of optional fields to the account to store additional information that your company wants to track.

Any optional fields that are set up for automatic insertion on accounts appear on the tab, along with their default values.

You can include these account fields on the report when you print the long form of your chart of accounts. You can also use these optional account fields as selection criteria when printing your chart of accounts, trial balances, transaction listings, and source journals.

## Rollup Tab

This tab appears when you select the **Rollup** option on the Detail tab. Use it to:

- Create relationships between accounts that can be used for classification, budgeting, and reporting.

Creating a relationship between accounts lets you consolidate (roll up) account balances and quantities (if the account maintains quantities) to provide a summary balance similar to the consolidation options provided in Financial Reporter.

- Change a rollup account to a non-rollup account by clearing the **Rollup** option on the Details tab.

## Subledger Tab

This tab appears when you select the **Control Account** option on the Detail tab.

Use the Subledgers tab to specify which subledgers use the account as a control account.

## Transaction Optional Fields Tab

The Transaction Optional Fields tab appears only if you use Transaction Analysis and Optional Field Creator.

You can use this tab to add an unlimited number of optional fields for additional information that you want to include with transactions processed for a selected account.

Transaction details that use the account will include the optional fields on this tab, whether you enter the transactions through Journal Entry, Create Allocation Batch, Create Revaluation Batch, or the Create Recurring Entries Batch screen, or you create them for General Ledger in a Sage 300 subledger. If you use exactly the same optional fields in the subledgers, optional field information passes from the subledgers to General Ledger.

## Fields and Controls

### Buttons

#### Replace Optional Fields

To use the same optional fields for transaction details as you use for the account, click the **Replace Optional Fields** button.

Providing you have set up matching optional fields for accounts and transaction details in G/L Optional Fields, the program replaces optional fields on the Trans. Optional Fields tab with optional fields that match those used on the Optional Fields tab.

If an *account* optional field has no matching *transaction* optional field in the G/L Optional Fields setup screen, the field is not used for transaction details.

#### Currency

Click this button on the Rollup tab of the G/L Accounts screen to view currency information about a selected member account.

You can see source and equivalent balances for source currencies associated with this account. This button is available only for multicurrency accounts.

#### Copy


After previewing the rollup accounts you selected in the G/L Account Selector screen, click this button to add the accounts to the Rollup tab.

#### Preview

Click this button to view the rollup member accounts you selected on the G/L Account Selector screen.

## Rollup Zoom

If rollup accounts have been assigned to a member account on the Rollup tab, the Rollup field in the table displays Yes.

Click the **Rollup Zoom**  button to view the accounts assigned to a member account you select on the Rollup tab. The G/L Rollup Accounts screen appears, where you can view or add member accounts for the selected account.

## Show/Hide Tree

Click this button to show or hide a list of all rollup accounts, with their member accounts listed in tree format.

## Account

To display an existing account, type the account number in this field, or use the Finder or the navigation buttons to select it.

If you are creating a new account, type the new account number in this field, and then press the Tab key. You can type account numbers with or without the delimiter character used to separate account number segments.

**Tip:** If you want add a new account immediately after viewing or editing an account, click the **New** icon to refresh the screen so that you can enter new information.

## Allocation Tab

This tab appears if the Auto Allocation option is selected on the Detail tab.

## Account

Specify the account to which the detail will be posted.

### Note:

- Before you can enter and post a transaction, the status of the account to which it is posted must be set to **Active** on the G/L Accounts screen.
- You cannot select an account for which the **Post To Account** field has been set to **Prohibited**.

## Allocate By

Choose whether you want to allocate the account based on the account balance or based on the quantity in the account.

- **Reallocation by account balance** distributes the balance in the account to the target accounts based on the percentages that you specify on the Allocation tab. (For example, you could distribute 25% of the balance to each of four accounts.) This choice distributes balances only, and does not distribute quantities.
- **Reallocation by account quantity** distributes the net quantity in an account to the target accounts according to the percentages that you specify. It then distributes the account balance to the target accounts based on the quantities that were distributed. All accounts must maintain quantities, and they must use the same unit of measure.

## Description

You can enter a description of up to 60 characters with each detail line. The description is listed with the detail on batch listings, posting journals, and source journals (if the detail has not been consolidated).

## Percent

Enter the percentage of the amounts or quantities that should be distributed to this account. The percentage for a single account must be more than 0, and the total percentages of all accounts must add up to 100%.

If you are reallocating by account balance, the program distributes this percentage of the balance in the target account. (For example, you could distribute 25% of the balance to this account.)

If you are reallocating by account quantities, the program distributes this percentage of the net quantity to the target account, and then it distributes a portion of the account balance to the target account based on the quantity that it distributed.

## Reference

Enter an optional reference of up to 60 characters. The reference can be anything you want to keep with allocation details, and is listed with allocation details on batch listings, posting journals, and the G/L Transactions Listing.

If you do not consolidate details, references are also listed on source journals. If you print source journals by reference, you can use the same reference for all details in an entry so all details from the entry are grouped together.

## Source Code

A source code is a two-part code of four characters that is used in General Ledger to show where a transaction originated. Each journal entry is assigned a source code. For example, GL-CD might identify a cash disbursement entered in a General Ledger batch.

The first two characters, the source code prefix, identify the ledger or subledger where the transaction originated (for example, GL for General Ledger). The final one or two characters, the source code suffix, describe the type of transaction—such as a cash disbursement. Source codes are assigned automatically by subledgers.

Use the G/L Source Codes screen to define the source codes to use for transactions created in General Ledger and in batches imported into General Ledger.

## Currency Tab

This tab appears if the Multicurrency option is selected on the Detail tab.

## Default Currency

The default currency code appears as the default when you enter transactions for the account, but you can change the currency code when you enter transactions.

Using a default currency helps to speed up data entry.

## Post In

If you want to post to the account only in currencies assigned to the account, choose **Specified Currencies**. You must then enter each currency in which you can post to the account. Posting will reject transactions in other currencies, and report them on the posting error report.

If you want to be able to post any currencies defined in the Common Services currency tables, choose **All Currencies**.

## Revaluation

Specify whether to revalue the balance of this account for a selected currency when you create a currency revaluation batch. You must then specify a revaluation code for the currency.

**Note:** If you select **No**, you can still revalue account balances by forcing revaluation when you run the Create Revaluation Batch program.

## Revaluation Code

A multicurrency General Ledger allows you to record amounts in more than one currency, and automatically converts these amounts to the functional (home) currency of your company during transaction entry and posting.

As currency rates fluctuate, you need to revalue account balances at current rates, particularly at period and year end or before printing financial statements and reports.

Revaluation codes provide General Ledger with:

- The rate type.
- The source code for transactions.
- The exchange gain account.
- The exchange loss account.

You use the Revaluation Codes screen in the G/L Setup folder to define revaluation codes.

## Source Currency

The currency in which a transaction is processed.

## Detail Tab

### Account Group

Use the Finder to select an account group.

Account groups are used to organize accounting information on reports or in data snapshots by standard classifications (such as Cash and Cash Equivalents, Other Current Assets, or Shareholders' Equity).

If you want to use the sample statements that come with Financial Reporter, select one of the standard account groups that come with General Ledger. Otherwise, select any account group.

### Account Type

Each account in the General Ledger is identified as a balance sheet account (type B), an income statement account (type I), or a retained earnings account (type R).

General Ledger uses account types to compute account balances properly, and automatically transfer the revenue and expense account balances to retained earnings at year end.

You must define at least one account with the retained earnings type, but you can specify a separate retained earnings account for each code for a particular account number segment. (In other words, you can have different retained earnings accounts for each of your departments or regions.)

## Auto Allocation

General Ledger can automatically allocate an account's balance to other accounts according to your specifications.

An allocation account distributes its amounts to other accounts within the company.

You select the **Auto Allocation** option for an account on the Detail tab of the G/L Accounts screen.

If you designate the account as an allocation account, you must identify the accounts that receive the allocated amounts and the percentage that each account receives. You specify this information on the Allocation tab of the G/L Accounts screen.

You use the Create Allocation Batch screen to generate allocation transactions.

## Close To Segment/Account

The account-number segment by which you wish to close at year-end. General Ledger lets you define a separate retained earnings account for each segment code that you enter in the Segment Codes table.

For example, if your General Ledger account numbers have two segments, account and department, you can close by department as follows:

1. Mark the department segment as a closing segment on the G/L Options screen.
2. List each of your departments on the Segment Codes screen with the retained earnings account each closes to.
3. For each account, choose the department segment in the (Close To) Segment field of the Accounts screen.

Any accounts for which you do not choose a segment will close to the default retained earnings closing account. G/L will also use the default closing account if you have only one account number segment (the account segment).

## Control Account

You may designate an account as a control account for Sage 300 subledgers. You can then post only transactions created by subledgers to the account.



To further restrict posting, you can specify the subledgers for which the account is a control. Only transactions created by those subledgers may be posted to the account.

General Ledger checks the ledger by looking at the first two characters of the source code included with each subledger transaction. These first two characters must match the subledger codes. For example, all transactions created by Accounts Receivable use source codes that begin with AR.

## Maintain Quantities

General Ledger lets you keep statistical information with financial and budget information for accounts.

If you selected the **Maintain Quantities** option for the General Ledger, you can specify the accounts to which quantity information (such as the number of units purchased or sold) can be posted.

Each account that maintains quantities stores a financial balance and a quantity balance for each fiscal period. You can post a quantity to the quantity fiscal set each time you post a financial transaction to the account.

Quantity information is maintained for as many years as financial information for accounts.

**Example:** A common use for the quantity fiscal set is to keep a sales quantity with each sales transaction.

**Note:** Unlike financial information, quantity information has no balancing requirements—that is, credits are not required to equal debits within a journal entry.

## Multicurrency Accounts

This option lets you maintain balances for an account in more than one source currency.

To create multicurrency accounts, you must:

- Have purchased and installed Sage 300 Multicurrency.
- Select the Multicurrency option for the company on the Company Profile screen.
- Select the Multicurrency option for General Ledger on the G/L Options screen.
- Select the Multicurrency option for each account on the Account Detail tab of the G/L Accounts screen.

To assign currencies to an account, you use the Currency tab of the G/L Accounts screen.

**Important!** You can switch an account from single currency to multicurrency at any time. However, once you turn on the multicurrency option for an account, you cannot turn it off again.

You can effectively turn off multicurrency for any account by restricting the posting currencies to your functional currency on the Currency tab of the G/L Accounts screen.

## Normal Balance

This setting lets you specify whether the account balance is usually a debit or a credit amount. For example, most asset and expense accounts normally maintain debit balances, whereas most liability, income, and retained earnings accounts normally maintain credit balances.

The normal balance type can be used on inquiries and reports as selection criteria, and they can help you distinguish between asset and liability accounts (balance sheet accounts) and income and expense accounts (P & L accounts).

You can also make use of the normal balance for two-column accounting in financial statements.

It does not affect account postings.

## Post to Account

When you set up an account, you specify whether debit and credit transaction details are posted to the account in detail or consolidated form, or whether posting to the account is prohibited.

- **Detail.** All debit and credit details posted to an account are kept and can be listed individually on source journals and the G/L Transactions Listing report. You can also select **Detail** to save optional field information with transactions.
- **Consolidated.** If you post consolidated transactions, the optional transaction fields are not saved.

There are two methods of consolidating posted amounts in General Ledger:

- During the posting process if you select the Consolidated posting option for the account.
- After the transactions have been posted using the Consolidate Posted Transactions screen.
- **Prohibited.** You cannot post to the account, and you cannot select that account as the exchange account.

## Rollup

Select this option to designate an account as a rollup account. You add rollup account members on the Rollup tab that appears after you select the option.

A rollup account lets you consolidate or "roll up" account balances and quantities (if applicable) to provide a summary balance, and it can be used for classification, budgeting, and reporting.

For more information about rollup accounts, see "About Rollup Accounts" (page 41).

## Status

You can assign a status to an account as follows:

- Select **Active** as the account status for all accounts to which you want to be able to post transactions.
- Select **Inactive** if you do not want to post to the account at the current time.

For example, you can use the Inactive status to ensure that no transactions are posted to an account you are planning to delete at the end of the year.

## Structure Code

If General Ledger uses more than one segment for account numbers, you must specify the account structure to use when setting up an account. (Account structures determine which segments appear in an account number, and the order in which they appear.)

The structure code you specify for an account identifies the account structure, and therefore the pattern or format that the account number must use.

## Optional Fields Tab

This tab appears if you have installed and activated Transaction Analysis and Optional Field Creator.

## Optional Field and Description

Use the Optional Field column to specify the codes for the optional fields that you want to add to the selected account. After you select a code, the description for that code appears in the adjacent field.

There is no limit to the number of optional fields you can use with an account. However, you can add only optional fields that you have first:

- Defined in Common Services.
- Specified as account optional fields using the G/L Optional Fields setup screen.

When you enter an optional field code, the program displays the description field entered for the optional field in Common Services.

## Value and Description

Use this column to enter the value you want to use for each optional field you assign to an account.

If the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field allows blanks, you can also leave the optional field value blank.

If the optional field is not validated, you can select an optional field value that has been defined in Common Services, or you can enter any combination of alphanumeric, special characters, and spaces that does not exceed the length specified for the optional field.

## Value Set

If the Value Set field is Yes, you must also enter a Value except in the following instances:

- In a Text optional field or in a Date optional field, where these fields were set up in Common Services to be validated and allow blanks.
- When the Text optional field type or the Date optional field type is not validated.

## Rollup Tab

This tab appears if the Rollup option is selected on the Detail tab.

## Select Member Accounts

To choose more than one member accounts, click the Zoom button for the **Select Member Accounts for the Rollup Account** option. The G/L Account Selector screen appears, where you select the range of account numbers, segments, groups, and types.

For more information, see "Adding a Rollup Account" (page 42) and "About Rollup Accounts" (page 41).

## Subledger Tab

This tab appears if the Control Account option is selected on the Detail tab.

## Subledger

Control accounts can accept transactions from all subledgers listed on the Control Account Subledgers information tab.

To add more subledgers, press the Insert key to start a new line, and then type the two-letter code for the subledger, or use the Finder to select subledger codes.

## Trans. Optional Fields Tab

This tab appears if you have installed and activated Transaction Analysis and Optional Field Creator.

## Auto Insert

Double-click in the Auto Insert field to change its value, or press the Spacebar.

- Select **Yes** in this field if you want Sage 300 to display the optional field and its default value in transaction details.
- Select **No** if you do not want the optional field to appear automatically.

## Default Value and Description

Use this column to enter the default value you want to use for each optional transaction field you assign to an account.

When you use the account in a transaction detail, the optional transaction fields and their default values are used for the detail, unless you change them.

If the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field allows blanks, you can also leave the optional field value blank.

If the optional field is not validated, you can select an optional field value that has been defined in Common Services, or you can enter any combination of alphanumeric, special characters, and spaces that does not exceed the length specified for the optional field.

## Optional Field and Description

Use this column to specify the codes for the optional fields you want to use for transaction details that include this account. Later, when you use the account in a transaction detail, the program uses the optional transaction fields and their default values for the detail, unless you change them on the

Optional Fields detail screen.

You can assign the codes manually, or you can click the **Replace Optional Fields** button to use the same optional fields in transactions as you use for the account.

There is no limit to the number of optional transaction fields you can assign to an account, but you can add only optional fields that you have first:

- Defined in Common Services.
- Specified as optional transaction details fields using the General Ledger Optional Fields screen.

When you enter an optional field code, the program displays the description field entered for the optional field in Common Services.

## Required

Select this option to make this optional field required in transactions that use this account.

**Note:** When you select **Required**, Auto Insert is automatically selected. (Required fields are inserted automatically in new transactions.)

## Value Set

If an optional field is a required field, it must contain a value before you can save an entry.

The Value Set field indicates Yes if General Ledger has already set a value—including an acceptable blank—for the field.

## G/L Budget Maintenance Screen

### To Open this Screen

Open **General Ledger > G/L Accounts > Budget Maintenance**.

### Related Tasks

- "Adding a New Account" (page 36)
- "Editing Budget Data" (page 59)

## Overview

Use the G/L Budget Maintenance screen to:

- Enter and display budget information for each G/L account.
- If your General Ledger has multicurrency accounts, enter budget amounts for each of the currencies you use.

You can maintain between one and five budget sets for each account, depending on your edition of Sage 300. If you are using Sage 300 Premium, you can create up to five optional budgets for an account.

**Note:** You cannot add, change, or delete information contained in a locked budget set. (The Posting tab on the G/L Options screen tells you which budget sets, if any, are locked.)

## Fields and Controls

### Buttons

#### Add/Save

Click this button to add or save your changes to a budget fiscal set that you have defined for an account.

#### Add To

Click the **Add To** button to add the amounts you are copying or calculating to amounts already in the Budget Amount column.

#### Clear

Click this button to clear all the period amounts in the Budget Amount fields.

You can use the Clear button to remove the result of previous calculations without having to delete the Budget fiscal set.

#### Delete

Click this button to remove a Budget fiscal set from an account. The fiscal set is deleted regardless of whether it contains amounts.

**Note:** Historical fiscal sets are normally retained for the number of years specified in the Years Of Fiscal Sets field on the Posting tab of the G/L Options screen. Once a fiscal set is older than the number of years specified, it is automatically deleted when you use the Create New Year screen.

## Replace

Click the **Replace** button to replace the amounts in the Budget Amount column with amounts you are copying or calculating.

## Account

To display budget information for an account, type the account number in this field, or use the Finder or the navigation buttons to select it.

## Budget Amount

This column displays the budget amounts for the selected account.

## Budget Method

Select a budget method to help you to calculate budget period amounts based on information you specify.

For a list of budget methods, see "Budget Methods" (page 57).

## Budget Set

When you create a budget for an account, you specify the budget fiscal set and year for the budget data.

Budget fiscal sets are identified by the numbers 1 through 5, if you use the Sage 300 Premium edition. You can decide how many budget fiscal sets you want to use for an account (all are optional) and the information each will hold.

### **Example:**

You could decide use three budget sets for the following purposes:

- Budget fiscal set 1—Original budget
- Budget fiscal set 2—Revised budget
- Budget fiscal set 3—Forecast



Use the same budget setup for all accounts to create reports that compare the actual amounts to your original budget in budget fiscal set 1 and your revised budget in budget fiscal set 2.

**Note:** The Sage 300 Advanced edition provides 3 budgets for each account, while Sage 300 Standard provides 2 budget sets for each account.

## Currency

This field appears in multicurrency ledgers. If the account is multicurrency, you can select a currency for the budget set.

## Currency Type

This field appears in multicurrency ledgers. If the account is multicurrency, specify the currency type (source, functional, or equivalent) for the budget set.

## Fiscal Set Lookup

The Fiscal Set Lookup fields let you display amounts for a fiscal set of an account. You specify the account number, fiscal set, year, currency and currency type to identify information to display.

You can use this to transfer current or previous-year actual figures or budget figures from any account to the budget you are working with.

You can transfer the figures as they are, add an amount or percentage, or transfer the annual total and distribute it evenly to every period.

For example, you might want to use last year's actual figures, increased by 5% to adjust for inflation, as this year's budget.

## Inquiry Amount

This column displays data from any G/L account you choose. You select the inquiry account by selecting items in the Fiscal Set Lookup area of the screen.

## Year

Select the year for which you want to display or edit the budget set.

## G/L Chart of Accounts Screen

### To Open this Screen

Open **General Ledger > G/L Accounts > Chart of Accounts**.

### Related Tasks

- "Adding a New Account" (page 36)
- "Changing Account Information " (page 61)
- "Deleting an Account" (page 64)
- "Printing the G/L Chart of Accounts Report" (page 126)
- "Viewing Chart of Accounts Information" (page 104)

### Overview

Use the G/L Chart of Accounts screen to:

- List all the accounts in the general ledger, in account number order, beginning with the account you specify.
- View detailed information for a selected account.

You can view the following information for an account:

- Account type (balance sheet, income statement, or retained earnings)
- Normal account balance (debit or credit).
- Reporting currency balance (debit or credit). This option is available only if euro is your functional currency and you specified a reporting currency.
- Whether the account is a multicurrency account (in multicurrency ledgers only).
- Functional balance at the end of the currently selected fiscal period and year.
- Whether quantities are kept for the account.
- Account status (active or inactive).
- Whether the account balance is periodically allocated to other accounts.
- Whether the account is a rollup account, and if so, whether it is the parent (Rollup is the designation), a member of a rollup, or both the parent of a rollup group and a member of another rollup group.

- Whether amounts posted to the account are consolidated during posting, or if all details are posted, or if posting is prohibited.
- Whether the account uses optional fields or transaction optional fields.
- Print the chart of accounts.
- List rolled up account balances (instead of viewing individual accounts).

## G/L Create Accounts Screen

### To Open this Screen

Open **General Ledger > G/L Accounts > Create Accounts**.

### Secondary Screens

- "G/L Create Accounts Preview Screen" (page 168)

### Related Tasks

- "Adding a New Account" (page 36)
- "Creating Accounts Automatically" (page 50)
- "Changing Account Information " (page 61)

### Overview

Use the G/L Create Accounts screen to create accounts automatically based on the characteristics of an existing set of accounts. You can generate new accounts for:

- A range of accounts
- A range of account groups
- A specific segment code

## Fields and Controls

### Default Currency Details

Select this option if you want the new accounts to use the same multicurrency options as the model accounts.

If you do not select the option, the new accounts will use the multicurrency option if the model account also uses it. However, the Post In currency option for the new account will be set to All Currencies, and the default currency will be set to the source currency.

This option is available only in multicurrency ledgers.

### Default Subledger Details

Select this option if you want the new accounts to use the same control account options as the model accounts.

### Include Existing Accounts

Select this option if you want to display existing accounts in the Create Accounts Preview screen.

**Note:** If an account already exists in your chart of accounts, General Ledger does not overwrite it when you create the new accounts.

### Select Account Range

#### From/To Account Group

If you selected Account Group in the Select By field, specify the range of account groups to which you want to add new accounts.

#### From/To Account Number

If you selected Account Number in the Select By field, specify the range of account numbers to which you want to add new accounts.

#### Segment Name/Segment Code

If you selected Segment in the Select By field, specify the segment name and code for which you want to add new accounts.

### Select By

Select the range of accounts into which you want to insert the new accounts. You can select a range of account numbers, accounts segments, or account groups.

## Select Account Structures

### Create Accounts with Structure Code

Type the structure code to be used by the new accounts, or select it using the Finder.

The structure code must contain the segments you want to include in the new accounts, and it must contain all of the segments used in the structure code you entered in the From Accounts With Structure Code field.

You can enter the same structure code in both fields, as long as you already have some accounts that use this structure code.

### From Accounts with Structure Code

Type the structure code for the accounts that the new accounts will be based on, or use the Finder to select it.

The program adds new segments (or segment codes) to the model accounts, giving the new accounts the same properties as the accounts on which they are modeled.

**Example:** You might generate new accounts, 1000-300-10 and 1000-300-20, using account 1000-300 as the model. The new accounts will contain the same first two segments, Detail settings, and, if you choose, Currency and Subledger settings as the model account.

## Table

### Create New

This field lets you choose whether to add new accounts for segment codes that are not used in the set of model accounts.

If you select **No**, the new accounts will use only the segment codes that are used by the model accounts.

To change the value to Yes or No, double-click the field or, with the Create New field selected, press the spacebar.

## Default Options From

If you set the **Create New** field to **Yes**, the program may generate new accounts using segment codes that do not exist in the model accounts.

If the program creates an account using a segment code that was not used before, you can specify the existing accounts on which to model the new accounts. The program will model the new accounts on accounts that use the segment code you specify in this field. The new accounts will use the same Detail options as the model accounts.

## From/To (segment code)

If you set the **Create New** field to **Yes** for the segment, enter the range of segment codes for which you want to create the new accounts.

## Segment Name

This column displays all the non-account segments used in the structure code you specified in the Create Accounts With Structure Code field.

## G/L Create Accounts Preview Screen

### To Open this Screen

1. Open **General Ledger > G/L Accounts > Create Accounts**.
2. Make selections and enter information required to create accounts automatically.
3. Click **Preview**.

### Related Tasks

- "Adding a New Account" (page 36)
- "Creating Accounts Automatically" (page 50)
- "Changing Account Information " (page 61)

### Overview

Use the G/L Create Accounts Preview screen to:

- Display a list of accounts that the program will add to your chart of accounts when you click **Process** on the G/L Create Accounts screen.
- Change the accounts before you add them permanently to your chart of accounts.

**Note:** If you have not yet processed an account, No appears in the Processed field.

## G/L Fiscal Set Comparison Screen

### To Open this Screen

Open **General Ledger > G/L Accounts > Fiscal Set Comparison**.

### Related Tasks

"Comparing Two Fiscal Sets" (page 108)

### Overview

Use the G/L Fiscal Set Comparison screen to display account information for two fiscal sets, to compare the net changes or period balances.

You can compare actual, quantity, provisionally-posted and budget fiscal sets, in any combination you choose.

For multicurrency accounts, you can specify amounts posted in a particular currency, displaying the source-currency amounts, the functional equivalent of the source, or the reporting currency (this option is only available if the euro is your functional currency and you specified a reporting currency on the Company Profile screen in Common Services).

The program also displays the monetary difference between the two sets, and the difference as a percentage of the second set.

If the account you select is a rollup account, the **Use Rolled Up Amounts** option appears. You can select it to view the balances, net changes, and quantities of the member accounts rolled into a single account.

## G/L Source Currency Inquiry Screen

### To Open this Screen

Open **General Ledger > G/L Accounts > Source Currency Inquiry**.

### Related Tasks

"Viewing Source-Currency Balances for a Multicurrency Account" (page 106)

### Overview

Use the G/L Source Currency Inquiry screen to:

- Display all source-currency account balances for a multicurrency account, as well as the equivalent amounts in the functional currency.
- Display all reporting-currency account balances for a multicurrency account.

**Note:** If the euro is your functional currency and you specified a reporting currency, this screen displays a column with amounts shown in the reporting currency.

- Display source-currency account balances for rollup accounts. Rolled up amounts appear in the Source Balance and Equivalent Balance columns when you select the **Use Rolled Up Amounts** option.
- Drill down to Transaction History to show individual transactions.

## G/L Transaction History Screen

### To Open this Screen

Open **General Ledger > G/L Accounts > Transaction History**.

### Secondary Screens

"G/L Journal Entry Inquiry Screen" (page 172)



## Related Tasks

"Looking Up Transactions Posted to General Ledger Accounts" (page 107)

### Overview

**Note:** For an Intercompany Transactions company this screen is called ICT G/L Transaction History Inquiry and has an extra field, labeled Company.

Use the G/L Transaction History screen to:

- Display all transactions posted to selected account in a particular year and fiscal period (unless transactions were consolidated).

**Tip:** You can use filters to restrict the list to transactions with a particular source code or source currency (if you have a multicurrency ledger).

Information displayed for each transaction includes:

- Fiscal period
- Date
- Source code
- Reference and description
- Functional currency for posted amounts and source currency (if you have a multicurrency ledger)
- Reporting currency amount

The **Reporting** option is available only in multicurrency ledgers if the euro is your functional currency and you specified a reporting currency.

- Quantity
- Exchange rate, rate type and rate date (if you have a multicurrency ledger)
- Batch number, entry number and transaction number
- Optional fields

If you do not specify a source code or currency, the program lists the displayed transactions first by year and period, then in order by currency, source ledger, source type, posting sequence, and detail record number.

- Displays rollup amounts. If Use Rolled Up Amounts is selected and the Go button clicked, all transactions posted to an account in a particular year and fiscal period as well as the rollup

member transactions will be displayed. A new Members field appears in the table and displays the rollup member or rollup account to which the transaction was posted.

## G/L Journal Entry Inquiry Screen

### To Open this Screen

1. Open **General Ledger > G/L Accounts > Transaction History**.
2. Specify the account, period, and source code for which you want to see journal entries.
3. On the table, double-click the transactions for which you want to display details.

### Related Tasks

"Looking Up Transactions Posted to General Ledger Accounts" (page 107)

#### Overview


**Note:** When you inquire on a journal entry from the G/L Transaction History screen, the G/L Journal Entry screen appears, displaying the details of the selected transaction.

Look up the details of a transaction selected on the G/L Transaction History screen.

## Fields and Controls


### Batch Number

General Ledger assigns a batch number when you create a new batch. During posting, the batch number is assigned to each transaction in the batch, and becomes an important part of the audit trail for the transaction.

To recall an existing batch for modifying or deleting, enter the batch number or use the Finder  to select it.

If you delete a batch, you cannot reuse its number, and the batch is listed as **Deleted** on the G/L Batch Status report.

## Entry Number

Select an existing entry, or click the New  button to add a new entry.

If you delete an entry, you cannot reuse its number. If you do not reassign the number, it is listed as Deleted on the posting journal when the batch is posted, to provide an audit trail of the missing number.

## Year/Period

Specify the year and period to which to post the journal entry.

If you selected the **Allow Posting To Previous Years** option on the Posting tab of the G/L Options screen, you can post to any existing year for which you maintain fiscal sets and transaction details.

If a fiscal period is closed, you cannot post an entry to that period unless you reopen the period.

**Note:** You must use the same fiscal period for all details in a single journal entry; that is, you cannot enter two "halves" of an entry to different fiscal periods (causing the ledger to be out of balance in those periods).

## Detail Table

### Account

Specify the account to which the detail will be posted.

**Note:**

- Before you can enter and post a transaction, the status of the account to which it is posted must be set to **Active** on the G/L Accounts screen.
- You cannot select an account for which the **Post To Account** field has been set to **Prohibited**.

### Comment

Add an optional comment to identify or explain the detail.

Comments are printed on the Batch Listing and Posting Journals, but they do not appear on any other reports.

## Date

In a journal entry transaction, you can choose to post a transaction to a different fiscal period than what was entered as the transaction date. For example, you could enter June dates in the transaction detail lines, but post the transaction in July.

In a recurring entry, the scheduled run date determines the fiscal period. For example, suppose a recurring entry starts at 06/01/2013 and does not expire. The detail line dates are for 05/31/2013. When the recurring entry is run for 06/01/2013, the fiscal period will be June 2013, and when it is run for 07/01/2013, the fiscal period will be July 2013, and so on.

This date does not determine the period to which a detail will be posted. It is for information only. (The period is set by the **Year/Period** field.)


## Description

You can enter a description of up to 60 characters with each detail line. The description is listed with the detail on batch listings, posting journals, and source journals (if the detail has not been consolidated).

## Optional Fields

The **Optional Fields** option and the **Optional Fields** column in the Detail table indicate whether any optional fields are assigned to a selected entry detail.

If you assigned optional transaction fields to the account used in an entry detail, the **Optional Fields** option is selected automatically.

To view or change the optional transaction fields assigned to a selected detail, select the detail line, and then click the **Optional Fields Zoom**  button or press Shift+F9.

If you delete all the optional fields for a detail, the **Optional Fields** option or field is cleared for the detail.

For more information, see "About Optional Fields in General Ledger" (page 30).

## Quantity

If you use quantities with the specified account, you can enter one quantity with the detail (for example, to indicate the number of items sold), if this feature is available to you.

Before you can enter quantities for an account, you must select the **Maintain Quantities** option in two separate places:

- On the Account tab of the G/L Options screen to turn on quantities for the whole ledger.
- On the Detail tab of the G/L Accounts screen to turn on quantities for the account.

## Reference

Enter an optional detail reference of up to 60 characters. The reference can be anything you want to keep with the detail, such as a check number or invoice number.

The reference is listed with the detail on batch listings, posting journals, and the G/L Transactions Listing.

If you do not consolidate the transaction, detail references are also listed on source journals. If you print source journals by reference, you can use the same reference for all details in an entry so all details from the entry are grouped together.

## Source Credit

Enter the amount of the credit.

For multicurrency accounts, enter detail amounts in the source currency. The program displays the functional-currency-equivalent amount in the **Functional Credit** field. You can edit the functional-currency amount, if necessary, but you can post the entry only when the debit and credit amounts balance in the functional currency.

### Tips:

- To return to the **Debit** field, you can press Shift+Tab.
- If you enter multicurrency transactions frequently, move the functional currency columns to place them beside the source currency.

## Source Debit

Enter the amount of the debit.

To move to the **Credit** field to enter a credit, press the Tab key without making an entry in the **Debit** field.

For multicurrency accounts, enter detail amounts in the source currency. The program displays the functional-currency-equivalent amount in the **Functional Debit** field. You can edit the functional-currency amount, if necessary, but you can post the entry only when the debit and credit amounts balance in the functional currency.

**Tip:** If you enter multicurrency transactions frequently, move the functional currency columns to place them beside the source currency.

## Source Ledger and Source Code

Specify a source type for the detail. You can enter a different source ledger and type for each detail line if necessary. If you use different source types for individual detail lines, the separate details in an entry can appear in different source journals.

By default, the detail line source ledger and type is the same one that you selected for the entry.

## Detail Table - Multicurrency Fields

### Currency

Specify the source currency of the debit or credit amount you are entering.

If you enter the code for the functional (home) currency, General Ledger enters a rate of 1.000 for the detail.

**Note:** You use the G/L Accounts screen to specify which currencies can be posted to the account.

### Functional Credit/Debit

This field displays the functional-currency-equivalent amount of the entry in the **Source Debit/Credit** field, or the amount of the detail if it is entered in the functional currency.

Enter the amount with the number of decimal places used by the currency.

If you are entering a detail in a currency other than the functional currency, the program converts the source amount to its functional-currency-equivalent amount, then displays the result in the functional field.

If you change the functional-currency amount calculated by the program, the program will adjust the rate to reflect the change.

### Rate

This is the rate at which the amount in the source currency will be converted to the functional currency.

You can change the rate for any detail, but the journal entry must balance in the functional currency before you can post it.

A list of rates appears when the program cannot find a rate that matches the method defined for selecting rates for the currency. You can choose a rate, or enter one directly.

### Rate Date

The exchange rate will be calculated as of the date in this field.

### Rate Type

The exchange rate will be calculated as of the date in this field.

## Detail Table - ICT Company Fields

### Destination

This field appears if the open company is the ICT company in which Intercompany Transactions had been activated.

Select the company that ultimately receives the entry made by the originating company.

The destination company can be a single or multicurrency company, but if single currency, it must have the same functional currency as the originating company.

### Originator

This field appears if the open company is the ICT company in which Intercompany Transactions had been activated.

Select the originating company for this journal entry.

All the details for a single journal entry must use the same originating company. However, the entries within a batch can use different originating companies.

### Route

This field appears if the open company is the ICT company in which Intercompany Transactions had been activated.

Select the route between the originator and the destination selected for this detail line. If the destination company for this detail is also the originator, the route must be zero.

# Periodic Processing Screens

Use General Ledger Periodic Processing screens to perform tasks that are part of your regular period-end procedures, such as clearing history, creating general ledger batches, and deleting inactive records.

## G/L Clear History Screen

### To Open this Screen

Open **General Ledger > G/L Periodic Processing > Clear History**.

### Related Tasks

- "Clearing General Ledger History" (page 88)
- "Creating a New Year" (page 91)
- "Performing Period End Maintenance" (page 83)
- "Performing Year End Processing" (page 84)

### Overview

Use the G/L Clear History screen to:

- Clear all information for printed posting journals.
- Clear information for deleted and posted batches (up to and including the batch number you specify).

**Warning!** Information and statistics that match the criteria you specify are deleted permanently.

Clear history at the end of a fiscal year or as needed.

## G/L Consolidate Posted Transactions Screen

### To Open this Screen

Open **General Ledger > G/L Periodic Processing > Consolidate Posted Transactions**.



## Related Tasks

- "Consolidating Transactions" (page 87)
- "Performing Year End Processing" (page 84)

### Overview

Use the G/L Consolidate Posted Transactions screen to reduce detail in reports by consolidating (combining) details in the accounts for which you do not need a permanent record of every transaction.

For information about general considerations and the effects of consolidation, see "About Consolidating Transactions" (page 85).

## G/L Create Allocation Batch Screen

### To Open this Screen

Open **General Ledger > G/L Periodic Processing > Create Allocation Batch**.

## Related Tasks

"Creating an Allocation Batch" (page 89)

### Overview

Use the G/L Create Allocation Batch screen to create a batch of transactions that allocates balances in accounts that use the **Auto Allocation** option to other accounts, and creates the offsetting details.

General Ledger calculates the amounts to distribute to each account based on the information entered on the Allocation tab on the G/L Accounts screen for the source accounts.

## G/L Create New Year Screen

### To Open this Screen

Open **General Ledger > G/L Periodic Processing > Create New Year**.

## Related Tasks

- "Creating a New Year" (page 91)
- "Closing Accounts to Specific Segments" (page 62)
- "Performing Year End Processing" (page 84)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Create New Year screen to:

- Create and post a batch of transactions to close income and expense accounts and enter the opening account balances for the new fiscal year.

**Note:** Opening balances for the new fiscal year for balance sheet and retained earnings accounts are the same as the previous year's closing balances. Income and expense accounts have opening balances of zero.

- Change the current fiscal year to the next year.

## Single- and Multi-Segment Account Numbers

If you use single-segment account numbers, all accounts are closed to the default closing account specified on the G/L Options screen. If you use multi-segment account numbers, you provide information on three separate screens to specify the retained earnings account to which an account is closed.

- **G/L Options screen.** On the Segments tab, specify that the segment is used in closing.
- **G/L Segment Codes screen.** Specify the retained earnings accounts to which different segment codes (for example, different departments) close.

**Note:** You can have as many retained earnings accounts as you have account segment codes.

- **G/L Accounts screen.** Specify for each account the segment you want to use for closing.

**Note:** If you do not choose an account segment for closing, General Ledger uses the default closing account defined on the G/L Options screen.

## Posting to Closed Years

After creating a new year, you may continue to post transactions to the year you have just closed. Whenever you post to a closed year, General Ledger will also create all appropriate closing entries to update retained earnings.

**Note:** Each income/expense account is closed automatically to a retained earnings account at year end.

## G/L Create Recurring Entries Batch Screen

### To Open this Screen

Open **General Ledger** > **G/L Periodic Processing** > **Create Recurring Entries Batch**.

### Related Tasks

- "Creating a Batch of Recurring Entries" (page 91)
- "Performing Period End Maintenance" (page 83)

### Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Create Recurring Entries Batch screen to create a journal entry batch consisting of a single recurring entry or a range of recurring entries.

If a recurring journal entry has already been scheduled, you can also create a batch using the Reminder List. For information about using the Reminder List, see the System Manager help.

## G/L Create Revaluation Batch Screen

### To Open this Screen

Open **General Ledger** > **G/L Periodic Processing** > **Create Revaluation Batch**.

## Related Tasks

- "Creating a Revaluation Batch" (page 101)
- "Creating a New Year" (page 91)
- "Performing Period End Maintenance" (page 83)

## Overview

Use the G/L Create Revaluation Batch screen to revalue the functional-currency equivalents of each specified source-currency amount using the exchange rate you enter.

When you create a revaluation batch, General Ledger:

- Recalculates the functional-currency-equivalent values of source-currency account balances at new exchange rates.
- Creates a transaction for the difference between the old functional-currency-equivalent and the new value, posting the difference to the account being revalued and to the unrealized exchange gain/loss accounts or to the recognized exchange gain/loss accounts.

The revaluation code assigned to an account determines:

- The rate type that is used to display the default exchange rate.
- The source code to assign to revaluation transactions.
- The exchange gain/loss accounts to which exchange differences are posted.

For more information, see "About Revaluation" (page 99).

## Fields and Controls

### Account/Account Segment Range

Select a range of accounts that you want revalued, by specifying either a range of account numbers or a range of account number segment codes.

All accounts within the range that post to the selected currency and use the revaluation code you specify will be considered for revaluation. (If you select **Yes** in the Force Reval column, all accounts that have their Revaluation option set to **No** on the G/L Accounts screen will be revalued.)

## Batch Description

Enter a description of up to 60 characters for the batch. The description is printed on batch listings, and appears with the batch number when you use the Finder to view lists of batches.

## Currency Code

Specify the code for the source currency you are revaluing.

Currency codes are defined in Common Services. If a currency is not listed for an account on the G/L Accounts screen, that account will not be revalued, even if the account accepts postings from all currencies.

## Fiscal Year

Specify the fiscal year for which you want accounts revalued.

## Force Reval

Double-click this field or press the spacebar to specify whether to force revaluation.

If you force revaluation, General Ledger processes all accounts that meet ***all*** of the following conditions:

- Within the specified range
- Post to the selected currency
- Revaluation option set to **No** for this currency on the G/L Accounts screen

If you ***do not*** force revaluation, General Ledger processes all accounts that meet ***all*** of the following conditions:

- Within the specified range
- Post to the selected currency
- Revaluation option set to **Yes** for this currency on the G/L Accounts screen
- Revaluation code exists on the G/L Accounts screen for this currency

If you do not list the currency on the G/L Accounts screen, the account will not be revalued, even if you accept posting from all currencies.

## From/To Period

Specify a range of fiscal periods to specify the time period over which the revaluation takes place.

**Example:** Revaluing the balances in accounts in a single fiscal period creates a single set of transactions (one transaction to post the revaluation, and one to reverse it). Revaluing a range of periods creates a set of transactions in each period (and allow you to print statements that include the revaluation in each of the periods).

## J/E Date

Specify the journal entry date that will be entered with each transaction created by the G/L Create Revaluation Batch screen.

## Optional Fields

Select or enter an optional field code that you have set up in Common Services.

When you enter the optional field code, the program displays the description for the optional field.

## Rate Date

This field displays the date associated with the exchange rate.

Each exchange rate in a currency table appears with a date. Sage 300 selects exchange rates for transactions based on the rate type and the rate date. (Rate types tell Sage 300 whether to require a rate with the current date, or accept a rate with the closest earlier or later date.)

**Tip:** A recent date indicates that your currency tables are up to date.

You can override the rate and the date if needed.

## Revaluation Code

Specify the revaluation code to use. Revaluation codes provide General Ledger with the following information:

- Rate type
- Source code for transactions
- Exchange gain account
- Exchange loss account

Codes are defined using the G/L Revaluation Codes setup screen.

## Revaluation Rate

Specify the exchange rate that will be in effect for all accounts using this revaluation code.

Rate type is determined by the revaluation code, but you can change it.

When the program cannot find a rate that matches the method defined for selecting rates for the revaluation code, zeroes appear in this field, and an error message states that you must enter an exchange rate that is greater than zero.

## Revalue By

You can define a range of accounts for revaluation in two different ways:

- By specifying a range of account numbers
- By specifying a range of a specific segment

Once you choose the kind of range you want, you can specify the starting and ending values for the range.

All accounts within the range that post to the selected currency and have the revaluation code you specify set to **Yes** will be considered for revaluation. (If you select **Force Revaluation**, all accounts that post to the selected currency and have the revaluation code set to **No** will be considered for revaluation.)

## G/L Period End Maintenance Screen

### To Open this Screen

Open **General Ledger > G/L Periodic Processing > Period End Maintenance**.

### Related Tasks

- "Performing Period End Maintenance" (page 83)
- "Creating a New Year" (page 91)
- "Performing Year End Processing" (page 84)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Period End Maintenance screen to:

- Delete unneeded accounts, transaction details, and fiscal sets.
- Reset the current batch number to 1.

**Warning!** Period-end maintenance permanently deletes information from General Ledger. Before performing period-end maintenance, back up your data.

You can perform period-end maintenance after creating a new year at the end of a fiscal year, or as needed.

**Note:**

- All period-end maintenance activities are optional, and can be done at any time.
- If G/L Security is turned on, note that period-end functions do not check account permissions. For example, you can delete inactive accounts, even if you do not have account permission.

## Reports Screens

Use General Ledger Reports screens to print reports of general ledger transactions and maintain your audit trail.

### G/L Account Groups Report

#### To Open this Screen

Open **General Ledger > G/L Reports > Account Groups**.

#### Related Tasks

- "About Setting Up General Ledger" (page 3)
- "Setting Up General Ledger to Use Account Groups" (page 26)



- "Printing the G/L Account Groups Report" (page 120)

## Overview

The G/L Account Groups report lists account group codes, along with their descriptions, sort codes, and group categories.

The printed report includes columns for:

- Sort Code
- Account Group ID
- Description

## G/L Account Structures Report

### To Open this Screen

Open **General Ledger > G/L Reports > Account Structures**.

### Related Tasks

"Printing the G/L Account Structures Report" (page 120)

## Overview

The G/L Account Structures report lists:

- The account structure codes in the range you selected.
- The description for each code.
- The segments included in each account structure, in the order they appear.

Every account you define must have at least one structure code.

## G/L Batch Listing Report

### To Open this Screen

Open **General Ledger > G/L Reports > Batch Listing**.

## Related Tasks

- "Printing the G/L Batch Listing Report" (page 121)
- "Posting Transaction Batches" (page 74)
- "Adding a New Batch" (page 68)
- "Editing a Batch" (page 70)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

The G/L Batch Listing report lists posted and unposted batches of general ledger transactions.

To enforce a strict audit trail, select the **Force Listing Of Batches** option on the G/L Options screen. This option prevents you from posting batches that are unlisted.

**Note:**

Some printing options are not available or are restricted for Intercompany Transactions (ICT) companies.

An ICT company creates transactions between companies, using one company as the originator of a transaction (for example, Company A pays for a transaction for Company B), and another as the destination company (Company B). There can be intermediate companies between the originator and the destination.

## Information Printed on This Report

The following information is printed at the top of the report:

- The range of batch numbers, source ledgers, and batch creation dates for the batches that you printed.
- Whether the report includes batches that have already been listed.
- Batch type.

Batch types include:

- **Entered.** Batches created in General Ledger using the G/L Journal Entry screen.
- **Subledger.** Batches created in a Sage 300 subledger.

- **Imported.** Batches you have transferred to General Ledger using Import batches. (These can be batches created by another general ledger or by a non-Sage 300 program. They can also be recurring batches created in your own general ledger, and then exported for later use.)
- **Generated.** Batches created in General Ledger, such as to contain reallocation transactions, or revaluation transactions, or closing entries or transactions that were rejected during posting.
- **Recurring.** Batches of recurring entries created in the G/L Recurring Entry setup screen. (This option is not available for Intercompany Transactions companies.)
- Batch status.

Batch statuses can be:

- **Open.** Unlisted batches, or edited batches that have not been relisted.
- **Provisionally Posted.** Batches that have been provisionally posted. (This option is not available for Intercompany Transactions companies.)
- **Ready to Post.** Completed batches that are ready for posting.
- **Posted.** Batches you have posted to General Ledger accounts.
- Account description.
- The type of date displayed for entry details (document date or posting date).

#### Report Body

The body of the report lists batches sequentially. For each batch, the report lists the batch number, the batch description, the creation date, the status, the batch type, all entries in the batch, the batch total, and the account description.

- The first two characters of the source code identify the source ledger (for example, IC for Inventory Control).
- The last two characters identify the transaction type (for example, RC for receipt).
- Any comment lines you entered with an entry detail are listed immediately after the detail. These comments appear on the posting journal, but are not stored with posted transactions (in other words, they do not appear in a source journal or on the G/L Transactions Listing).
- The report displays a date for each entry detail (you specify whether the report includes document dates or posting dates).
- Batch totals are listed after the batch entries.
- The report also lists the number of entries in each batch and the number of batches in the report.
- If you have a multicurrency ledger, you can print amounts in both functional currency and source currency. If you print source-currency information, the report also contains rate

information for each multicurrency entry, including the rate type, the date the rate was entered, and the rate itself.

- The account description is included on the report.

Optional fields that were posted with details are printed for each entry, if you chose to include optional transaction fields on the report.

Journal entries for taxes are printed if you chose to include tax information on the report.

The report also identifies entries within posted batches that were not posted successfully.

## G/L Batch Status Report

### To Open this Screen

Open **General Ledger > G/L Reports > Batch Status**.

### Related Tasks

- "Printing the G/L Batch Status Report" (page 124)
- "Adding a New Batch" (page 68)
- "Editing a Batch" (page 70)

### Overview

The G/L Batch Status report lists information about General Ledger batches, including the debit and credit totals, the number of entries and, for printed batches, the number of outstanding errors.

The report also lists the batch descriptions, to let you track the original entry of transactions.

### When to Print

Print the report as part of the transaction entry cycle, to discover batches for which you need to print or reprint listings before posting, and batches that contain errors.

### Information Printed on This Report

The following information is printed on the report:

- The range of batch numbers, source ledgers, and batch creation dates for the batches that you want printed.
- Whether the report includes batches that have already been listed.

- The batch type.
- The status of the batches you chose to print.
- For each batch, the report lists the batch number, the batch description, the source ledger, the number of entries (unless posted), the creation date, the last edit date, the status, the batch type, the posting sequence, the number of reported errors, and the batch totals (amounts and quantities).
- A batch summary at the end of the report lists the number of batches of each status: number of batches, number of entries, and total debits and credits.

## G/L Chart of Accounts Report

### To Open this Screen

Open **General Ledger > G/L Reports > Chart of Accounts**.

### Related Tasks

"Printing the G/L Chart of Accounts Report" (page 126)

### Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

The Chart of Accounts Report lists all or a range of General Ledger accounts according to the selection criteria and the sort and format criteria you specify.

At printing time, you can select accounts by account number, segment, account group, account sorted group, or optional field. Then specify the type of report and range of entries, either accounts or segments, you want to print.

### Information Printed on This Report

The following information is printed on the report:

- The range of account numbers, segment codes, account groups, or account sorted group you specified for the report.
- The order in which accounts are listed, by account number, segment, account group, or account sorted group.

- The type of information you are printing.
  - **Detail - Short form.** Shows basic setup information, including account number, description, status, account configuration, and consolidation and allocation options.
  - **Detail - Long form.** Prints short form information plus account groups and the segment closed to.

You can also choose whether to include the optional account and transaction details fields (and their values) that are defined for each account.

- **Valid Currencies.** Shows the currencies that are valid for each multicurrency account, whether revaluation is allowed, and, if so, the revaluation code.
- **Allocation.** Shows the accounts to which balances are allocated, along with the percentages going to each account.
- **Control Account Subledgers.** Lists the control accounts in the general ledger, along with the subledgers that use them.
- **Fiscal Set Comparison.** Lets you compare the net changes in accounts for two fiscal sets. Your choices for comparison are Actuals, Budget 1 through Budget 5, Provisional Actuals, Quantity, and Provisional Quantity.

You can also choose the **Use Rolled Up Amounts** option to print amounts for the rollup account and all of its rollup member accounts (at any level), rolled up into a single amount for each period. (The rollup member account amounts are included only once in the rolled up amounts.)

- **Rollup Accounts.** Choose either **Members** or **Rollup Accounts** to print the amounts of the parent account and/or all of its child accounts (at any level), rolled up into a single amount. (Child account amounts are included only once in the rolled up amounts.)
- **Account Configuration.** The Account Configuration column displays letter codes for each account, with each code followed by a comma.

The first code represents the account type, followed by the code for the account balance type, followed by the code for the currency type, followed by the code for a rollup account (only when the account is a rollup account or a rollup member; if not, no code appears in this position).

## Account Type Codes

- **B** = Balance sheet account
- **I** = Income and expense account

- **R** = Retained earnings account
- **Account Balance Type** codes include:
  - **CR** = Credit account
  - **DR** = Debit account
- **Currency Type** codes include:
  - **M** = Multicurrency account
  - **F** = Functional currency
- **Rollup Account** codes include:
  - **R** = Rollup account
  - **M** = Member of a rollup account
  - **B** = Both a rollup account and a member of a rollup account
- **Control Accounts.** The Control Accounts column indicates whether an account is a control account. To see which ledgers use the control account, print the Control Account Subledgers version of the report.
- **Post In.** The Post In column displays whether to post in detail or consolidated format, or whether posting to this account is prohibited.
- For a Rollup Account report, the report displays all rollup accounts, all of their directly-related rollup member accounts, and a Yes/No field to indicate if those rollup member accounts are themselves rollup accounts.

## G/L Optional Fields Report

### To Open this Screen

Open **General Ledger > G/L Reports > Optional Fields**.

### Related Tasks

"Printing the G/L Optional Fields Report" (page 128)

### Overview

The G/L Optional Fields report lists separately the optional fields set up for accounts and transaction details.

## When to Print

Print this report whenever you need a listing of all the optional fields set up for General Ledger.

## Information Printed on This Report

For each optional field code, the following information is printed on the report:

- Description
- Default value
- Whether the optional field is required
- Whether the optional field is set for automatic insertion in new accounts

## G/L Options Report

### To Open this Screen

Open **General Ledger > G/L Reports > Options**.

### Related Tasks

- "Printing the G/L Options Report" (page 129)
- "About Setting Up General Ledger" (page 3)

### Overview

The G/L Options report lists the options selected and information entered on the G/L Options screen, including the following:

- Account number segments defined for your ledger, and the descriptions associated with those segments.
- Which (if any) budget sets are locked.
- Posting preferences.

## G/L Posting Journals Report

### To Open this Screen

Open **General Ledger > G/L Reports > Posting Journals**.



## Related Tasks

"Printing the G/L Posting Journals Report" (page 129)

### Overview

The Posting Journal is the record of every entry that is posted to General Ledger accounts. It is an essential part of the audit trail, linking the batch listings to the G/L Transactions listing.

If you selected the **Allow Provisional Posting** option on the G/L Options screen, you can post provisional transactions.

You can print the journal in account number order or in posting sequence order. (All batches posted at one time are assigned the same posting sequence number.) You can also select the range of posting sequences to print.

Once you have printed the journal to a printer or file, you can clear the data for the posting sequences printed, but you do not have to clear the journal between posting sequences. You can keep adding to it with each posting until you are ready to change the fiscal year, when you must clear the entire journal.

The G/L Create New Year screen also produces a posting journal that shows the entries generated to close revenue and expense accounts.

### Information Printed on This Report

The report includes the range of posting sequences in the report, and the sorting order (either by posting sequence or account number).

The following information is listed for each detail:

- The batch number and entry number. Like the posting entry number, these numbers remain with the posted transactions unless you consolidate. The numbers let you track transaction details back to the original batch listings.
- The posting date for each entry, and the posting date or document date for each entry detail (you specify whether the report includes document dates or posting dates for entry details).
- All details and comments that appeared on the batch listing and were successfully posted in this sequence.

The journal includes the original details which are consolidated on posting. The consolidated entries are listed in the summary at the end of the report.

Comments appear on this journal, but not on the G/L Transactions Listing or on source journals.

- Optional transaction fields posted with journal entry details, if you chose to print them.

- The number of posting entries in this posting sequence.
- In multicurrency ledgers, you can print both source-currency and functional-currency information.

After printing, the Posting Journal Errors Report lists all entries containing errors, together with the number of the new batch into which they were placed. These entries must be corrected, and then posted again.

**Note:** If the posting journal has been printed and the **Reprint Previously Printed Journals** option was not selected, the corresponding Posting Journal Errors report will not print.

## G/L Recurring Entries Report

### To Open this Screen

Open **General Ledger > G/L Reports > Recurring Entries**.

### Related Tasks

- "Printing the G/L Recurring Entries Report" (page 132)
- "Setting Up Recurring Entries" (page 77)

### Overview

The G/L Recurring Entries report lists recurring journal entries set up using the G/L Recurring Entries screen.

### Information Printed on This Report

The following information is printed on the report:

- Recurring entries by code
- Which account(s) codes pertain to
- Type and frequency of schedule
- Optional fields entered with transaction details, if you choose to include them

## G/L Revaluation Codes Report

### To Open this Screen

Open **General Ledger > G/L Reports > Revaluation Codes Report**.

### Related Tasks

- "Adding Revaluation Codes" (page 28)
- "Printing the G/L Revaluation Codes Report" (page 132)

### Overview

The G/L Revaluation Codes report lists each of the revaluation codes in a range you specify, along with the description and other information entered to define the code on the G/L Revaluation Codes screen.

**Note:** You define revaluation codes only if you have a multicurrency ledger and if you plan to revalue source-currency amounts automatically using the G/L Create Revaluation Batch screen.

### Information Printed on This Report

The following information is printed on the report:

- The range of revaluation codes selected for the report.
- The revaluation code and description.
- The rate type you want the G/L Create Revaluation Batch screen to use as a default for generating revaluation transactions.
- The source code to be assigned to details generated by the G/L Create Revaluation Batch screen using the revaluation code.
- The accounts to which the exchange gains and losses are posted.

## G/L Segment Codes Report

### To Open this Screen

Open **General Ledger > G/L Reports > Segment Codes**.

## Related Tasks

- "Printing the G/L Segment Codes Report" (page 133)
- "Adding Segment Codes" (page 17)

## Overview

The G/L Segment Codes report lists information about a range of segment codes you specify.

## Information Printed on This Report

For each segment, the following information is printed on the report:

- All or a range of codes defined for the segment.
- The code descriptions, and the numbers and descriptions, of the retained earnings accounts to which the segment codes are closed.

## G/L Source Codes Report

### To Open this Screen

Open **General Ledger > G/L Reports > Source Codes**.

## Related Tasks

- "Printing the G/L Source Codes Report" (page 133)
- "Adding Source Codes" (page 22)

## Overview

The G/L Source Codes report lists a range of source codes, along with the description entered on the G/L Source Codes screen for each code.

Each transaction entered in General Ledger (or in subledgers) must include a source code to identify the type of transaction. For example, GL-AD could identify all adjustments entered in General Ledger, and GL-CA might identify all cash payments.

Source codes add flexibility to your general ledger, because you define them. You can select and print lists of posted transaction details by source codes, using the G/L Source Journal report.

## Information Printed on This Report

The following information is printed on the report:

- The range of codes you selected.
- Each source code and its description.
- The number of source codes printed on the report.

## G/L Source Journal Profiles Report

### To Open this Screen

Open **General Ledger > G/L Reports > Source Journal Profiles**.

### Related Tasks

- "Printing the G/L Source Journal Profiles Report" (page 134)
- "Adding Source Journal Profiles" (page 24)

### Overview

This report lists all or a range of the source journal definitions that have been added to General Ledger.

Source journals allow you to list posted transactions that were entered with particular source codes. The source journal lists the source codes included in the journal, as well as the default report used to print the journal.

## Information Printed on This Report

The following information is printed on the report:

- The range of journal profiles in the report.
- The journal names.
- The source codes included in the report.

## G/L Source Journals Report

### To Open this Screen

Open **General Ledger > G/L Reports > Source Journals**.

### Related Tasks

- "Printing the G/L Source Journals Report" (page 134)
- "Adding Source Journal Profiles" (page 24)

### Overview

Source journals list the details of posted transactions for the source codes that you included in the source-journal definition, and in the order you specify at print time.

In other words, the journal profile specifies the type of transaction, but you refine the detail selection at print time. The result is a very flexible report for tracing all kinds of transactions, originating in any of the subledgers.

You specify the source codes that appear in a report in the source journal profile. When you print the source journal, you specify the following settings:

- The sorting order of the report (by account number, account segment, account group, or account sorted group).
- The ranges of account numbers, segment codes, account groups, or account sorted groups.
- The ranges of fiscal periods, references, dates, posting sequences, and batch numbers.

Source journals can include up to 50 source codes for each journal. If you have less than 50 source codes in your ledger, you could print all transactions posted on a particular date or with a particular reference code.

### Information Printed on This Report

The following information is printed on the report:

- The name of the journal. (Journals are identified by name.)
- The ranges you specified for each column of the report.
- Details listed in the order indicated by the columns.
- The total debits and credits of all details printed.
- Optional fields posted with transaction details, if you choose to include them.

- If you use multicurrency accounting, you can print amounts for the report in both the source currency and the functional currency, or in reporting currency only.

**Note:** The **Reporting** option is available only in multicurrency ledgers if the euro is your functional currency and you specified a reporting currency.

## G/L Transaction Details Optional Fields Report

### To Open this Screen

Open **General Ledger > G/L Reports > Transaction Details Optional Fields**.

### Related Tasks

"Printing the G/L Transaction Details Optional Fields Report" (page 136)

### Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Transaction Details Optional Fields report to select and print transactions that use specified optional transaction fields and optional field values.

The report lists posted transactions that include the specified optional transaction fields whose values fall within the specified range of values for the selected accounts.

### Information Printed on This Report

The following information is printed on the report:

- The range of optional fields and values, account numbers, segment codes, account groups or account sorted groups you specified for the report.
- The order in which accounts are listed, by account number, segment, account group, or account sorted group.
- The following transaction information about posted transaction details that meet the specified criteria:

- Posting sequence
- Batch number
- Year and period
- Optional field codes and values
- Debit or credit amount
- Quantity
- Unit of measure
- The total of the details posted to each account.
- In multicurrency ledgers, amounts in both source and functional currency, or in functional currency only.

## G/L Transactions Listing Report

### To Open this Screen

Open **General Ledger > G/L Reports > Transactions Listing**.

### Related Tasks

"Printing the G/L Transactions Listing Report" (page 137)

### Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

The G/L Transactions Listing report lists the net changes, balances, and transaction details for accounts in a range of fiscal years and periods you specify.

### When to Print

Print this report before consolidating posted transactions and before printing financial statements. You can view the same details (ordered and extracted by different criteria) with the source journals. Because posted transactions can be consolidated, this listing may not show all the details that were entered in batches:



- Transactions can be consolidated during posting. (Set posting consolidation on the G/L Accounts screen.)
- You can consolidate transactions after posting using the Consolidate Posted Transactions screen.

A consolidated transaction created during posting retains the posting sequence number on the G/L Transactions Listing, so the consolidated amount can be traced through the posting journal to the batch listings.

Transactions that are consolidated after posting are consolidated by fiscal period and source code, but not by posting sequence number. The description in this case is "Consolidated."

## Information Printed on This Report

The following information is printed on the report:

- Whether you included accounts with no activity (and no opening balance).
- Whether you printed adjustment entries or closing entries. (You can print these entries only if you are printing data from period 12 or 13—whichever is the final period of the year.)
- The order of the report: either by account number, segment, account group or account sorted group.
- The ranges of account numbers, segments, and account groups, or account sorted groups.
- The range of years and fiscal periods.
- The last year closed.
- The last posting sequence used. The sequence number identifies all transactions posted together. Each time you post transaction batches, the posting sequence number increases by 1.
- Any optional fields that were used with the transactions, if you chose to print optional transaction fields.
- Balances and net changes for each account over the selected period.
- Posting sequence and batch-entry numbers.

For each account, the report lists:

- The account number, description, and opening balance.
- Details posted to the account in the specified years and periods.
- The period, source code, posting date or document date (you specify whether the report includes document dates or posting dates), reference, posting sequence, batch number, entry number, and debit or credit amount.
- The net change for the account, and the period closing balance.

- If you chose **Use Rolled Up Amounts**, the report lists the transactions of a rollup account and all of its rollup member accounts (at any level), rolled up into a single amount for each transaction.

If you use multicurrency accounting, you can print amounts in both source and functional currencies (on letter, legal, or A4 paper sizes). You can also print the report in functional currency only. The report includes:

- **Source-currency opening balances.** For multicurrency accounts, the report lists the opening account balance in each source currency.
- **Functional-equivalent figures.**
- **Functional-currency opening balances.**
- **Consolidated details.** When the account is consolidated, a separate transaction is created for each currency, as well as for the other consolidation options (source code, fiscal period).
- **Change in balance by currency.** The report shows the change in the account balance in the last period specified, by source currency.

**Notes:**

- If you select the **Sort Transactions By Date** option, all transactions are sorted by date within the accounting periods.
- You can print the report in the reporting currency only if you use the euro as your functional currency and have specified a reporting currency.

## G/L Trial Balance Report

### To Open this Screen

Open **General Ledger > G/L Reports > Trial Balance**.

### Related Tasks

"Printing the G/L Trial Balance Report" (page 140)

### Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

The G/L Trial Balance report prints the balance for each account in the range of accounts, segments, account groups, account-sorted groups, or optional fields in the general ledger as of the fiscal period you specify.

## Report Formats

You can print seven different trial balance report formats.

- **Report.** Shows net total debits and credits (difference between the total debits and total credits) for each or the accounts listed.
- **Worksheet.** Trial balance report plus columns for manually entering income statement, balance sheet, and adjustment debits and credits.
- **Quantity Report.** Trial balance report plus columns containing quantities and the unit of measure for each account listed.
- **Provisional Quantity.** Trial balance report plus columns containing quantities and the unit of measure for each account listed. Figures include any provisionally posted amounts and quantities.
- **Provisional Included.** Trial balance report where the amounts include any provisional postings.
- **Provisional Separate.** Trial balance report plus separate columns showing provisionally posted amounts.
- **Provisional Worksheet.** Trial balance report plus columns for manually entering income statement, balance sheet, and adjustment debits and credits. Figures include any provisionally posted amounts.

The report format is a single-spaced listing of the accounts and their balances.

The worksheet format is a double-spaced listing of General Ledger accounts, including columns for you to make the adjusting entries.

**Tip:** The worksheet format is particularly useful at month end and year end.

You can also print a shorter version of the report or worksheet that omits accounts with no activity.

**Note:**

- The Provisional formats are available only if the **Allow Provisional Posting** option is selected on the Posting tab of the G/L Options screen.
- The Quantity Report format is only available if the **Maintain Quantities** option is selected on the Account tab of the G/L Options screen.
- All reports except worksheets can be printed with balances as of year/period or net changes.

## Information Printed on This Report

The following information is printed on the report:

- The fiscal period and range of accounts, segments, account groups, or account sorted groups you chose to print.
- The ordering of the report (either by account number, segment, account group, or account sorted groups).
- Debit and credit account balances in separate columns.
- Additional columns on the worksheet for manual adjustments when you are preparing financial statements.
- The total debits and credits for all accounts listed on the report, and the amount by which the report is out of balance (if you printed a range of accounts).
- The amounts and quantities (if applicable) of a rollup account and all of its rollup member accounts (at any level), rolled up into a single amount or quantity. (Rollup member account amounts are included only once in the rolled up amounts.)
- The net balance of all revenue and expense accounts included on the report, stated as Net Income (Loss) For Accounts Listed. If you include all revenue and expense accounts, the figure will be the net income to date.

## Setup Screens

Use General Ledger Setup screens to set up accounts, options, and security authorizations that determine how General Ledger processes transactions and interacts with other Sage 300 modules.

### Account Groups

#### To Open this Screen

Open **General Ledger > G/L Setup > Account Groups**.

#### Related Tasks

"Setting Up General Ledger to Use Account Groups" (page 26)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Sage 300 uses account groups to classify account balances on the financial statements that come with Financial Reporter.

## G/L Account Structures Screen

### To Open this Screen

Open **General Ledger > G/L Setup > Account Structures**.

### Related Tasks

- "About Setting Up General Ledger" (page 3)
- "Adding Structure Codes" (page 19)
- "Setting Up General Ledger to Use Account Groups" (page 26)
- "Printing the G/L Account Structures Report" (page 120)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

You use the Account Structures screen to define account structure codes that are used to format account numbers.

The structure specifies:

- Which segments appear in the account number.
- The order in which the segments appear.

You must assign an account structure to each account that you add to General Ledger. (You specify which account structure an account uses when you add the account using the G/L Accounts screen.)

For more information, see "About Account Structures" (page 18).

## Fields and Controls

### Choose the segments to be added to this account

To include a segment in the selected structure code, click to select the segment in this pane, and then click **Include**.

### Segments currently used by this account

This pane lists all segments that will appear in account numbers that use this account structure, in the order they will appear in the account numbers.

To exclude a segment that is currently included, click to select the segment in this pane, and then click **Exclude**.

### Structure Code

This is a code of up to 6 letters or numbers that identifies which account segments are used in a particular account number, and the order of the account segments.

Use a code that identifies the use of the structure. For example, a structure for account numbers with only an account segment could be called ADMIN or COMPANY.

In the description field, enter a description of up to 60 characters that indicates the structure code's use, such as "Regional admin accounts" or "Departmentalized accounts."

### Use as Company Default Structure

Select this option if you want to use this structure code as the default structure code for the company.

## G/L Optional Fields Screen

### To Open this Screen

Open **General Ledger > G/L Setup > Optional Fields**.

## Related Tasks

- "Assigning Optional Fields to an Account" (page 39)
- "About Setting Up General Ledger" (page 3)
- "Printing the G/L Optional Fields Report" (page 128)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

If you use Transaction Analysis and Optional Field Creator, use the G/L Optional Fields screen to define optional fields for use in General Ledger.

You can define two types of optional fields:

- **Account.** These optional fields let you extend the type and amount of information that you can store with accounts. For several General Ledger reports, you can choose optional fields as criteria for selecting the accounts to include on the report.
- **Transaction Details.** These optional fields let you store additional information with transaction details.

**Note:** If the G/L Optional Fields screen is open, other users cannot run any processes in General Ledger. Also, you can modify optional field records only when all other users have left General Ledger, and all other General Ledger screens are closed.

After you define optional account fields and optional transaction fields for General Ledger, you can use the G/L Accounts screen to assign them to specific accounts.

You can print the G/L Optional Fields Report to create a list of the optional fields you have defined for General Ledger.

## G/L Options Screen

### To Open this Screen

Open **General Ledger > G/L Setup > Options**.

## Related Tasks

- "About Setting Up General Ledger" (page 3)
- "Printing the G/L Options Report" (page 129)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

After setting up your general ledger, you use the G/L Options screen to:

- Add or change the contact name, telephone number, and fax number for your general ledger.
- Specify account settings, such as multicurrency, account groups, and default closing account.
- Turn on G/L Security and specify the default user access to General Ledger accounts.
- Specify a default source code for journal entries.
- Specify options for posting, budget sets, history, and statistics.
- Set up account segments.

## Account Tab

On this tab, you specify settings that determine how accounts are processed in General Ledger.

Generally, you change account settings only after year-end closing.

## Company Tab

On this tab, you specify the contact name, telephone number, and fax number for General Ledger.

To change the company name and address, or to change the contact name, telephone number, and fax number at the company level, use the Company Profile screen in Common Services.

**Note:** The **Multicurrency** option appears on this tab only if you select the **Multicurrency** option on the Company Profile in Common Services.

## Posting Tab

On this tab, you specify General Ledger posting options. You can change the options specified here at any time.

You can:



- View and change the default budgeting, batch-editing, and posting settings for General Ledger.
- View the posting information that is maintained by General Ledger.
- Specify a source code to use as the default for journal entries.

This tab also displays statistical information about batch posting activity for the current fiscal year.

## Segments Tab

On this tab, you identify account number segments to specify which portions of the account number can be used to close the income and expense accounts at year end.

You can:

- Specify the structure code that appears as the default when you add new accounts.
- Specify during setup which segment in your account numbers represents the account code. You cannot change this setting later.
- Specify during setup which character you use to separate account segments. (You cannot change this delimiter later.)
- Define the segments (divisions or portions) you use in your General Ledger account numbers.

## Fields and Controls

### Account Tab

On this tab, you specify settings that determine how accounts are processed in General Ledger.

Generally, you change account settings only after year-end closing.

### Default Access

If you selected the **G/L Security** option, you can set the default account access to:

- **All Accounts.** Allows all Sage 300 users unrestricted access to General Ledger accounts unless you use the G/L Account Permissions screen to set up restrictions.
- **No Accounts.** Prevents all Sage 300 users except user ADMIN from seeing accounts and account data in General Ledger and subledger applications unless you use the G/L Account Permissions screen to grant individual access rights to accounts.

**Note:** If you select **No Accounts**, other Sage 300 users cannot enter Accounts Receivable invoices or post transactions unless you assign them permissions.

For more information, see "About General Ledger Security" (page 9) and "G/L Account Permissions Screen" (page 144).

## Default Closing Account

This is the account to which the G/L Create New Year screen closes all income and expense accounts that are not specifically assigned to another retained earnings account.

If you use multi-segment account numbers, you can close income and expense accounts by segments, and assign a separate retained earnings account to each segment code, using the G/L Segment Codes screen.

For example, you can do year-end closing by the department segment, and assign a different retained earnings account to each department in your company. If any department lacks a retained earnings account, General Ledger uses the default account you enter on the Account tab of the G/L Options screen.

You can change the default closing account before or after doing year-end closing.

**Note:** Before you can enter a default closing account, you must set up the chart of accounts. If the **Post To Account** field is set to Prohibited for an account, you cannot select that account as the default closing account.

## Default Rate Type

If you selected the **Multicurrency** option, you must also select the type of exchange rate (such as a spot rate or weekly rate) you use most often when converting source currencies to functional currency during transaction entry.

You select the default rate type for General Ledger on the Account tab of the G/L Options screen. You define currencies, rate types, rate tables and exchange rates using the Common Services Currency screens.

You can change the default rate type at any time, and use a different rate type when you enter a transaction.

## Functional Currency

Functional currency is the currency in which your company keeps its books (also known as the base currency or home currency). The functional currency is usually the currency used in the country where your business has its headquarters.

In Common Services:

- You use the Company Profile screen to specify the functional currency for the company.
- You use the Currency Codes screen to define currency codes for the company.

## Maintain Quantities

**Important!** After you select this option, you cannot clear it.

Select this option if you will post quantities (for example, number of pounds, kilograms, shares of stock, or other units of measure), as well as monetary amounts, to your accounts.

When you select this option, you must also enter the largest number of decimal places (up to three) used in any of the units of measure in which you post quantities. Financial and budget information is always stored with the same number of decimal places. This number is determined by the functional (home) currency you define for the company.

After selecting the option, use the Detail tab of the G/L Accounts screen to assign a unit of measure to each account for which you plan to keep quantities. You can then enter and post quantities with monetary transactions for the accounts.

With each account that uses quantities, General Ledger keeps a quantity balance and net change in quantity for each fiscal period, as well as a monetary balance and net change. You can provisionally post quantities as well as monetary amounts.

## Multicurrency

**Important!** After you select this option, you cannot clear it.

If you specified multicurrency processing for the company (on the Company Profile screen in Common Services), select this option to use multicurrency accounting for your General Ledger data files.

A multicurrency ledger allows you to enter, import, post, store, and report transactions in more than one currency.

**Note:** On the G/L Accounts screen, you must select the **Multicurrency** option for each account that you want to keep separate source currency balances.

## Reporting Rounding Account

This field appears if you selected euro as your functional currency and specified a reporting currency (on the Company Profile screen in Common Services).

You specify a rounding account to ensure that journal entries entered in the reporting currency balance during posting.

## Use Account Groups

Select this option to classify General Ledger accounts using standard groupings such as Cash and Cash Equivalents, Fixed Assets, Cost of Sales, and so on.

If you select this option, you must assign an account group to each account that you add to your ledger.

**Note:** You must select this option to use the sample reports that come with Financial Reporter. The sample reports rely on the standard set of account groups that come with General Ledger. However, you can use account groups even if you do not use Financial Reporter's standard financial statements.

## Use G/L Security

Select this option to grant account level security for your general ledger accounts.

You can assign account access rights to individual users to control which accounts they can view and work with, helping you minimize the risk of unauthorized activities.

You can block off entire account segments or only the most sensitive accounts (for example, Payroll, Sales, Retained Earnings, Common Stock and Preferred Stock).

For more information, see "About General Ledger Security" (page 9).

## Company Tab

On this tab, you specify the contact name, telephone number, and fax number for General Ledger.

To change the company name and address, or to change the contact name, telephone number, and fax number at the company level, use the Company Profile screen in Common Services.

## Posting Tab

On this tab, you specify General Ledger posting options. You can change the options specified here at any time.

### Allow Posting to Previous Years

Select this option if you want to allow batches to be posted to previous years.

Because you can select or clear this option at any time, you might want to leave it off to ensure that you do not accidentally post to a prior year, such as when you enter an incorrect transaction date.

However, there are some circumstances under which it should be allowed. For example, you may need to post to a prior year to:

- Enter the last year's closing account balances when you create the General Ledger database in order to set up opening balances for the current year and to enter historical data.
- Correct errors in prior-year figures.
- Enter adjustments for a prior year after the year is closed.

**Note:** General Ledger can post only to an active fiscal year. Fiscal years are set to Active on the Fiscal Calendar screen in Common Services.

### Allow Provisional Posting

Provisional posting is temporary posting. If you select this option, General Ledger lets you post transactions to accounts and produce financial reports that include the provisionally posted transactions.

At a later time, you can discard or edit provisionally posted transactions if necessary, and you can post them again—either provisionally or permanently.

For more information, see "About Provisional Posting" (page 7).

### Default Source Code

Specify the source code to use as the default on the G/L Journal Entry screen.

## Edit Imported Entries

Specify the information that General Ledger users can edit in transactions in imported batches (batches created in a non-Sage 300 program, and then imported).

You can allow editing of the following information:

- All fields
- Only dates (fiscal period and year, document date, posting date, and dates for transaction details)
- No editing

## Force Listing of Batches

Select this option if you want to strengthen your audit trail.

If you select this option:

- You must print a listing of each batch and each batch must be free of errors before you can post it.
- If you edit a batch, you must print another listing of it before posting. You can print batch listings to the print destinations available to you.

If you do not select this option, you can still list a batch before processing it, but the listing is optional.

## Keep Years of Fiscal Sets

Specify the number of years (prior to the current year) for which you want to save period balances and net changes for accounts.

Depending on the edition of Sage 300 you use, you can maintain from 7 to 99 years of history, depending on your business requirements and data storage capacity.

When you perform Period End Maintenance, fiscal sets older than the number of years specified are deleted. The G/L Period End Maintenance screen gives you the option of deleting fiscal period balances and net changes that are older than this number of years.

## Keep Years of Transaction Detail

Specify the number of years (prior to the current year) for which you want to keep posted transaction history.

The number of years for which you keep detail must not exceed the number in the Years Of Fiscal Sets field.

If you use Sage 300 Premium, you can keep up to 99 years of transaction detail and fiscal sets. If you use Sage 300 Standard or Sage 300 Advanced, you can keep up to 7 years of transaction detail and fiscal sets.

When you perform Period End Maintenance, transaction details older than the number of years specified are deleted. The G/L Period End Maintenance screen gives you the option of deleting transaction details that are older than this number of years.

## Lock Budget Sets

Select a budget set if you want to prevent users from entering, deleting, or changing amounts. You can lock a set to prevent anyone from entering budget data into a fiscal set you decided not to use. Or you may want to lock the fiscal set that contains your original budget after the figures for all the accounts are entered.

If you use Sage 300 Premium, you can create up to five sets of budgets for each General Ledger account. (If you use Sage 300 Standard, you can create 2 budget sets; if you use Sage 300 Advanced, you can create 3 budget sets.)

A Budget fiscal set can be locked or unlocked at any time. Locking a Budget fiscal set does not delete it; budget information is saved for the number of years specified in the Years Of Fiscal Sets field on the Posting tab of the G/L Options screen.

## Segments Tab

On this tab, you identify account number segments to specify which portions of the account number can be used to close the income and expense accounts at year end.

## Account Segment

Select the account segment for which you will specify additional information.

For more information, see "About Account Segments" (page 14).

## Default Structure Code

Select the account number structure used most often in your General Ledger account numbers. For example, if you have two account number segments, and most of your account numbers use both segments, you would enter the code for the account number structure that includes both segments.

The default structure code you specify appears on the Detail tab of the G/L Accounts screen when you are adding new accounts, and specifies the format of the account number, unless you assign a different structure.

Use the G/L Account Structures screen to define the account number structures you want to use with General Ledger.

## Segment Delimiter

Select the character that will separate the different segments of the account number.

When you enter account numbers throughout the program, you can type the delimiter characters yourself, or let General Ledger automatically insert them for you.

Valid delimiters are - / \ . \*

## Segments table

### Length

Specify a length from 1 to 15 characters for the segment (excluding the delimiter characters).

### Segment Name

Enter a name of up to 60 characters (such as Account, Division, or Region) for the segment.

### Segment Number

General Ledger assigns a number to each segment you define.

For each segment you use, you must provide a description, specify length, and specify whether to close income and expense accounts at year end by this segment (for example, by department).

The number of account segments you can have (7 or 10) depends on the Sage 300 edition you use.

### Use in Closing

You can close different income and expense accounts at year end to different retained earnings accounts.

If you have more than one account segment, the method for closing to different retained earnings accounts is as follows:



- **G/L Options screen.** Specify that a segment is used in closing.
- **G/L Segment Codes screen.** Define the valid codes (such as department codes) for a segment, then specify the retained earnings account for each code.
- **G/L Accounts screen.** Specify the segment you use for closing each account in the account record.

## G/L Recurring Entries Screen

### To Open this Screen

Open **General Ledger > G/L Setup > Recurring Entries**.

### Related Tasks

- "About Setting Up General Ledger" (page 3)
- "Setting Up Recurring Entries" (page 77)
- "Printing the G/L Recurring Entries Report" (page 132)

### Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Recurring Entries screen to set up journal entries for transactions that recur on a periodic basis.

On this screen, you can:

- Add, edit, and delete recurring journal entries.
- Enter transaction details for an entry.
- Specify an existing schedule or create a new one to specify when recurring entries are processed.
- View current credit and debit totals for your entry, along with the amount (if any) by which the entry is out of balance.

## Fields and Controls

### Auto Reverse

Select this option to reverse the recurring journal in the next fiscal period.

### Debits / Credits

Current debit and credit appear below the Details table, along with the amount by which the entry is out of balance (if it is).

### Description

If you are entering a new recurring entry code, enter a description of up to 60 characters for the code.

### Entry Description

Enter a description of up to 60 characters for the type of journal entry you are creating—for example, a monthly rent payment, an annual insurance payment, or a twice-yearly bond interest payment.

### Entry Mode

Select an entry mode for entering details:

- **Normal.** Enter all information for all details, without copying any information.
- **Quick.** After entering the first detail line, copy **Reference** and **Description** information to all subsequent detail lines you enter.

### Exchange Rate

Specify whether to use the current rate or recurring entry rate.

### Expiration Type

If the recurring entry expires on a specific date (for example, the day that a lease expires), select **Specific Date**, and then specify the date.

If the recurring entry does not expire on a specific date, select **No Expiration Date**.

**Note:** If the run date for the recurring entries batch is later than the expiration date you specify, the recurring entry will not be included in the batch.

## Inactive

Select this option to deactivate the recurring entry.

## Last Maintained

This field displays the date that the record was last updated.

## Last Run Date


This is the last date on which a batch of invoices was created for the recurring entry code.

## Out of Balance By

This field displays the amount by which the entry is out of balance (if it is).

## Recurring Entry Code


Each recurring journal entry is identified by a unique recurring entry code.

To create a new recurring entry code, click the New  button, and then enter a code of up to 15 characters.

**Example:** If you are creating a recurring journal entry for monthly depreciation of capital equipment, you might name the code ASSETDEPRECIAT.

## Schedule Code

Specify a schedule code for the recurring entry.

To view existing schedule codes, or to create a new one, click the Zoom  button to open the Schedules screen.

## Source Code

Specify the source code to use for the entry. This source code is used as the default for all detail lines in the entry, but you can enter a different source code for a detail line if necessary.

**Notes:**

- If you use different source codes for individual detail lines, the separate details in an entry can appear in different source journals.
- Source codes help you identify transactions by telling you which ledger a transaction comes from, and what kind of transaction it is.

You use the G/L Source Codes setup screen to define your own General Ledger source codes. For example, GL-CD can identify a cash disbursement added to General Ledger. GL-JE can identify a general journal entry.

## Start Date

The start date is the first date for the recurring entry batch.

When you use the G/L Create Recurring Entries Batch screen to create an entry batch, General Ledger checks the start date to determine if the recurring entry should be included in the batch. If the run date of the recurring entry batch is earlier than the start date specified, the recurring entry is not included in the batch.

## Details Table

### Account

Specify the account to which the detail will be posted.

**Note:**

- Before you can enter and post a transaction, the status of the account to which it is posted must be set to **Active** on the G/L Accounts screen.
- You cannot select an account for which the **Post To Account** field has been set to **Prohibited**.

### Account Description

This field displays a description of the account.

### Comment

Add an optional comment to identify or explain the detail.

Comments are printed on the Batch Listing and Posting Journals, but they do not appear on any other reports.

## Date

In a journal entry transaction, you can choose to post a transaction to a different fiscal period than what was entered as the transaction date. For example, you could enter June dates in the transaction detail lines, but post the transaction in July.

In a recurring entry, the scheduled run date determines the fiscal period. For example, suppose a recurring entry starts at 06/01/2013 and does not expire. The detail line dates are for 05/31/2013. When the recurring entry is run for 06/01/2013, the fiscal period will be June 2013, and when it is run for 07/01/2013, the fiscal period will be July 2013, and so on.


## Description

You can enter a description of up to 60 characters with each detail line. The description is listed with the detail on batch listings, posting journals, and source journals (if the detail has not been consolidated).

## Optional Fields

The **Optional Fields** option and the **Optional Fields** column in the Detail table indicate whether any optional fields are assigned to a selected entry detail.

If you assigned optional transaction fields to the account used in an entry detail, the **Optional Fields** option is selected automatically.

To view or change the optional transaction fields assigned to a selected detail, select the detail line, and then click the **Optional Fields** Zoom  button or press Shift+F9.

If you delete all the optional fields for a detail, the **Optional Fields** option or field is cleared for the detail.

For more information, see "About Optional Fields in General Ledger" (page 30).

## Quantity

If you use quantities with the specified account, you can enter one quantity with the detail (for example, to indicate the number of items sold), if this feature is available to you.

Before you can enter quantities for an account, you must select the **Maintain Quantities** option in two separate places:

- On the Account tab of the G/L Options screen to turn on quantities for the whole ledger.
- On the Detail tab of the G/L Accounts screen to turn on quantities for the account.

## Reference

Enter an optional detail reference of up to 60 characters. The reference can be anything you want to keep with the detail, such as a check number or invoice number.

The reference is listed with the detail on batch listings, posting journals, and the G/L Transactions Listing.

If you do not consolidate the transaction, detail references are also listed on source journals. If you print source journals by reference, you can use the same reference for all details in an entry so all details from the entry are grouped together.

## Source Ledger/Source Type

Specify a source type for the detail. You can enter a different source ledger and type for each detail line if necessary. If you use different source types for individual detail lines, the separate details in an entry can appear in different source journals.

By default, the detail line source ledger and type is the same one that you selected for the entry.

## Multicurrency Fields

### Currency

Specify the source currency of the debit or credit amount you are entering.

If you enter the code for the functional (home) currency, General Ledger enters a rate of 1.000 for the detail.

**Note:** You use the G/L Accounts screen to specify which currencies can be posted to the account.

### Exchange Rate

Select one of the following options:

- **Recurring Entry Rate.** Use the same exchange rate (from the recurring entry record) each time you produce a batch for this recurring entry.
- **Current Rate.** Use the exchange rate in effect in Common Services when you create a batch for the recurring entry.

## Functional Debit/Credit

This field displays the functional-currency-equivalent amount of the entry in the **Source Debit/Credit** field, or the amount of the detail if it is entered in the functional currency.

Enter the amount with the number of decimal places used by the currency.

If you are entering a detail in a currency other than the functional currency, the program converts the source amount to its functional-currency-equivalent amount, then displays the result in the functional field.

If you change the functional-currency amount calculated by the program, the program will adjust the rate to reflect the change.

## Rate

This is the rate at which the amount in the source currency will be converted to the functional currency.

You can change the rate for any detail, but the journal entry must balance in the functional currency before you can post it.

A list of rates appears when the program cannot find a rate that matches the method defined for selecting rates for the currency. You can choose a rate, or enter one directly.

## Rate Date

The exchange rate will be calculated as of the date in this field.

## Rate Type

Specify the rate type, which specifies the rate table used to convert the source currency to functional currency (for example, spot rate, contract rate, or average rate).

The default rate type is displayed, but you can enter a different rate type and a different exchange rate.

## Rounding Account

This field appears when you select **Current Rate** as the exchange rate.

When you process a recurring entry using the current rate from Common Services, the debits and credits that balanced in the functional currency in the recurring entry record may no longer balance.

In this situation, the program debits or credits the rounding account to balance the debits and credits in the journal entry.

Enter the account you wish to use for recording rounding differences that may arise when you create a recurring entry batch.

### Source/Functional Credit

Enter the amount of the credit.

For multicurrency accounts, enter detail amounts in the source currency. The program displays the functional-currency-equivalent amount in the **Functional Credit** field. You can edit the functional-currency amount, if necessary, but you can post the entry only when the debit and credit amounts balance in the functional currency.

#### Tips:

- To return to the **Debit** field, you can press Shift+Tab.
- If you enter multicurrency transactions frequently, move the functional currency columns to place them beside the source currency.

### Source/Functional Debit

Enter the amount of the debit.

To move to the **Credit** field to enter a credit, press the Tab key without making an entry in the **Debit** field.

For multicurrency accounts, enter detail amounts in the source currency. The program displays the functional-currency-equivalent amount in the **Functional Debit** field. You can edit the functional-currency amount, if necessary, but you can post the entry only when the debit and credit amounts balance in the functional currency.

**Tip:** If you enter multicurrency transactions frequently, move the functional currency columns to place them beside the source currency.

## G/L Revaluation Codes Screen

### To Open this Screen

Open **General Ledger > G/L Setup > Revaluation Codes**.



## Related Tasks

- "About Setting Up General Ledger" (page 3)
- "Adding Revaluation Codes" (page 28)
- "Printing the G/L Revaluation Codes Report" (page 132)

## Overview

Use the G/L Revaluation Codes screen to set up revaluation codes. You assign these codes to multicurrency accounts to specify how to revalue functional currency balances when exchange rates change.

**Note:** Because you can assign only one rate type to each revaluation code, you must create a separate revaluation code for every rate type you use.

After you set up revaluation codes, you can use the G/L Accounts screen to assign these codes on an account basis to each of the currencies that can be posted to an account.

For more information, see "About Revaluation" (page 99).

## Fields and Controls

### Rate Type

Select a rate type to specify which rate table is used to get the exchange rate for the revaluation.

### Recognized Gain/Loss Account

Exchange gains and losses are recognized when the foreign currency monetary items are revalued or settled using the exchange rate in effect at the revaluation date (balance sheet date).

These gains and losses will be shown on the income statement and will be included in the determination of net income for the current period, causing tax implications for the recording entity.

### Revaluation Code

This is a code of up to 6 letters or numbers that identifies a method of revaluing accounts after exchange rates have changed.

For example, you may create different revaluation codes for different currencies, allowing you to post exchange gains and losses for different currencies to different accounts. Alternatively, different revaluation codes may have different source codes assigned to them.

## Source Code

Specify the source code that will be assigned to all transactions generated for accounts that use this revaluation code.

## Unrealized Exchange Gain Account

Specify the account to which you will post any gain resulting from the functional equivalent of a source-currency balance being revalued at a different rate of exchange than was in effect when you initially recorded transactions.

The amount is an "unrealized" gain, because it is theoretical only. For example, if you are revaluing a receivables account, you record an unrealized gain or loss when you revalue a currency, and then record a "realized" exchange gain or loss at the time you are paid, and convert that payment to your functional (home) currency.

If you have posted an unrealized gain or loss, that amount is reversed when you realize the gain or loss.

## Unrealized Exchange Loss Account

Specify the account to which you will post any loss resulting from the functional equivalent of a source-currency balance being revalued at a different rate of exchange than was in effect when you initially recorded transactions.

The amount is an "unrealized" loss, because it is theoretical only. For example, if you are revaluing a receivables account, you record an unrealized gain or loss when you revalue a currency, and then record a "realized" exchange gain or loss at the time you are paid, and convert that payment to your functional (home) currency.

If you have posted an unrealized gain or loss, that amount is reversed when you realize the gain or loss.

## G/L Segment Codes Screen

### To Open this Screen

Open **General Ledger > G/L Setup > Segment Codes**.

## Related Tasks

- "About Setting Up General Ledger" (page 3)
- "Adding Segment Codes" (page 17)
- "Printing the G/L Segment Codes Report" (page 133)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Segment Codes screen to:

- Enter a list of valid segment codes for each of the segments you use in account numbers (other than the account segment).
- Assign a separate closing account for each segment code in the table.

For example, if your account numbers include a Department segment, you would use the Segment Codes table to enter the codes and descriptions of each of the departments in your company.

If you close income and expense accounts at year end by department, you could specify a separate closing account for each department code you add.

For more information, see "About Segment Codes" (page 16).

## Fields and Controls

### Segment Name

Select a segment for which you want to add or review codes.

**Note:** You use the Segments tab on the G/L Options screen to assign segment names to segment numbers.

### Segment Codes table

### Closing Account

If you are closing income and expense accounts by segment, you can specify a different retained earnings account for each valid segment code.

- You use the Segments tab on the G/L Options screen to specify the segments by which you close.
- After you specify segment codes and their closing accounts, you can use the Detail tab of the G/L Accounts screen to select the segment by which each account closes.

## Description

Enter a description for the segment code. For example, you might use the name of a department or division, such as "Commercial" or "Retail."

## Segment Code

Enter the segment codes that are valid in your general ledger. For example, if you are entering codes for the Department segment, you might have department codes "SALES," "ASSEM," "ADMIN," or "10," "20," "30."

To add a segment code to an existing list, click a row in the table, and then press the Insert key.

**Note:** If a segment code is used in any active accounts, you cannot delete it.

## G/L Source Codes Screen

### To Open this Screen

Open **General Ledger > G/L Setup > Source Codes**.

### Related Tasks

- "About Setting Up General Ledger" (page 3)
- "Adding Source Codes" (page 22)
- "Printing the G/L Source Codes Report" (page 133)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Source Codes screen to add new source codes and descriptions, change descriptions, and delete codes that are no longer needed.

Source codes are used in General Ledger to identify the source (or type) of transaction details. You can print source journals that include all transactions with particular source codes.

You define source codes before you enter and post accounting transactions.

For more information, see "About Source Codes" (page 21).

**Tip:** For each source code you use, enter a description that you will recognize later, such as "Accounts Payable checks."

## G/L Source Journal Profiles Screen

### To Open this Screen

Open **General Ledger > G/L Setup > Source Journal Profiles**.

### Related Tasks

- "About Setting Up General Ledger" (page 3)
- "Adding Source Journal Profiles" (page 24)
- "Setting Up General Ledger to Use Account Groups" (page 26)
- "Printing the G/L Source Journals Report" (page 134)
- "Printing the G/L Source Journal Profiles Report" (page 134)

## Overview

Use the G/L Source journal Profiles screen to:

- Add new source journals.
- List the source codes used in each source journal, or modify or delete existing journal definitions.

Source journals select and print posted transaction details according to transaction source codes.

## Predefined Source Journal Definitions

General Ledger comes with three source journal report definitions:

- **GLSJ01F.RPT.** Lists only the functional-currency value of transactions. This is a single-currency or functional-currency-only version of the source journal.
- **GLSJ01S.RPT.** Lists the source-currency and/or the functional-currency value of transactions. This is the full multicurrency version of the source journal.
- **GLSJ1SA.RPT.** Use this report when you want to print source-currency reports on A4 paper.

## Fields and Controls

### Profile

Enter a name that will help you recognize this profile later.

**Example:** Checks from AP, AR, and Payroll

### Source

The source codes you enter here determine which transactions are printed in this source journal. For example, if you specify source code AP-CK, all transactions with source code AP-CK will appear on the report.

- A source journal can use up to 50 source codes.
- The same source code can be used with more than one source journal.

## Transactions Screens

Use General Ledger Transactions screens to enter and post batches of journal entries, and to review and edit transaction information before posting.

### G/L Batch List Screen

#### To Open this Screen

Open **General Ledger > G/L Transactions > Batch List**.

## Related Tasks

- "Adding a New Batch" (page 68)
- "Editing a Batch" (page 70)
- "Deleting a Batch" (page 71)
- "Posting Transaction Batches" (page 74)
- "Printing the G/L Batch Listing Report" (page 121)
- "Printing the G/L Batch Status Report" (page 124)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

The G/L Batch List screen lists posted and unposted General Ledger and intercompany batches. Use this screen to:

- Create a new batch
- View the transactions in a batch
- Select a batch for editing, deleting, printing, posting, or provisional posting.

**Note:** Provisional posting is not available for Sage 300 Intercompany Transactions (ICT) companies.

- Post all unposted batches.
- Print batch listings and batch status reports
- Print posting journals (double-click the **Posting Sequence** column)
- Print posting error reports (double-click the **Number of Errors** column)

**Tip:** If other users are posting batches or editing batch information, click the **Refresh** button to see changes.

## Viewing Batches and Batch Information

You can use the following fields and options on this screen to specify batches to view:

- **Batch Number.** Select a batch number to highlight the row for that batch in the table.
- **Source Ledger.** View batches from a single subledger.

- **Show Posted and Deleted Batches.** View or hide posted and deleted batches.

Batch information appears in the table.

Information displayed for each batch includes:

- Batch number
- Description
- Source ledger
- Type (Imported, Entered, Subledger, Generated, or Recurring)
- Status

### Batch statuses include:

- **Open.** Batch is unlisted, or is an edited batch that has not been relisted.
- **Deleted.** Batch was deleted. (Deleted batches appear only if you select the **Show Posted And Deleted Batches** option.)
- **Ready To Post.** Batch is completed and ready to post.
- **Posted.** Batch has been posted. (Posted batches appear only if you select the **Show Posted And Deleted Batches** option.)
- **Post In Progress.** Batch is being posted now from another workstation, or posting has failed for this batch and must be restarted.
- **Provisionally Posted.** Batch has been provisionally posted.
- **Provisional Post In Progress.** Batch is being provisionally posted now from another workstation, or provisional posting has failed for this batch and must be restarted.
- Whether the batch has been printed
- Dates created and last edited
- Whether the batch is ready to post
- Posting sequence (if posted)
- Batch totals
- Number of entries and errors
- Quantity total (appears for a Sage 300 Intercompany Transactions (ICT) company, if one of the companies specified on the ICT Options screen maintains quantities in its General Ledger)

### Setting Batches Ready To Post

Double-click the **Ready To Post** column when:



- You are finished editing a batch and want to prevent further changes.
- You are ready to post the batch of transactions.

**Note:**

- Batches that are set **Ready to Post** cannot be edited.
- You cannot use the G/L Post Batches screen to post batches that are not set **Ready to Post**.
- On the G/L Batch List screen, you can select a batch, and then click the **Post** button to post a single batch, even if the batch has not been set **Ready to Post**.
- You cannot post to an account if the **Post To Account** field on the G/L Accounts screen is set to **Prohibited** for that account.

## G/L Journal Entry Screen

### To Open this Screen

Open **General Ledger > G/L Transactions > Journal Entry**.

### Secondary Screens

G/L Summary of Tax Details Screen

### Related Tasks

- "Adding a Journal Entry" (page 72)
- "Adding a New Batch" (page 68)
- "Drilling Down from Journal Entries to Source Transactions" (page 107)
- "Posting Transaction Batches" (page 74)
- "Reversing a Posted Batch or Journal Entry" (page 79)

### Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Journal Entry screen to:

- Create new batches.
- Add journal entries to existing batches.
- Change and delete journal entries.
- Post batches.
- View and reverse posted batches or entries.
- Add intercompany transactions for a Sage 300 Intercompany Transactions (ICT) company.
- Drill down on posted and unposted entries that originated in other Sage 300 ledgers to view source transactions.

For more information about General Ledger journal entries and batches, see "About Transaction Processing in General Ledger" (page 66).

## Customizing the G/L Journal Entry Screen

You can customize the information on the G/L Journal Entry screen as follows:

- Drag columns in the transaction list to arrange them in the order in which you want to view or enter information.
- Click **File > Customize** to hide fields.
- Click **Settings > Auto Clear** to streamline data entry by creating a new entry when you click Add.
- If you want to use the G/L Journal Detail entry screen to view and edit an entry (instead of viewing and editing the entry in the table), select the entry, and then press F9.

## Editing Journal Entries and Batches

The following conditions apply when editing journal entries and batches:

- You cannot edit entries in batches that are set **Ready to Post** (see the **Status** field at the upper right side of the screen).

<p><b>Note:</b> You use the G/L Batch List screen to set batches <b>Ready to Post</b>.</p>
--

- You cannot edit entries in batches that have been deleted or posted. However, you can automatically create a reversing entry in a new batch.
- You can edit batches that have been provisionally posted, and then post the revised batches.
- You can edit imported batches only to the degree you specify for the **Edit Imported Entries** option on the Posting tab of the G/L Options screen.

You can allow editing of all fields, the fiscal period only, or prevent any editing.

## Fields and Controls

### Buttons

#### Post

Click this button to post the transaction batch that is currently displayed.

**Note:** This button allows you to post one transaction batch at a time. To post a range of batches, use the Post Batches screen. For more information, see "G/L Post Batches Screen" (page 246).

#### Create Tax Details

If you have integrated General Ledger with Tax Services and you are entering tax amounts in a journal entry, you can click **Create Tax Details** to automatically create details in the table. A detail is created for each tax authority assigned to the tax group you've specified.

#### Auto Reverse

If you want this transaction to be reversed in a future fiscal period, select the Auto Reverse option, and then specify a period to which to post the reversal.

General Ledger will automatically create a reversing entry by reversing the signs of all the details for this journal entry, and it will post the reversing entry to the specified fiscal period.

Both the original and reversing entries are posted when you post the batch.

The date on the reversing transaction is the first day of the specified reversal period. The description is "REVERSING ENTRY."

**Note:**

- You can create and post reversing entries that span the previous and current fiscal years.
- If you want to create a reversing entry that spans the current and the next fiscal year, you must first use the G/L Create New Year screen to create the new year.

If you do not create a new year first, posting will create an error batch with the original and reversing entries, which you can post later.

If the new year exists, posting will post the original entry, and add the reversing entry to an error batch for later posting (because you cannot post to a future year).


- Provisional posting does not create reversing entries across a fiscal year boundary—only within the fiscal year.

## Batch Description

Enter a description of up to 60 characters for the batch. The description is printed on batch listings, and appears with the batch number when you use the Finder to view lists of batches.

## Batch Number

General Ledger assigns a batch number when you create a new batch. During posting, the batch number is assigned to each transaction in the batch, and becomes an important part of the audit trail for the transaction.

To recall an existing batch for modifying or deleting, enter the batch number or use the Finder  to select it.

If you delete a batch, you cannot reuse its number, and the batch is listed as **Deleted** on the G/L Batch Status report.

## Document Date

Specify the document date for the journal entry. The complete journal entry has a single document date associated with it.

**Notes:**

- You cannot change the document date for documents created in subledgers.
- The date assigned to details consolidated during posting is the last date of the fiscal period to which they were posted.
- For GL transactions that were created in Sage 300 2014 or earlier, the posting date is entered in this field by default.

## Entered By

This field displays the name of the person who entered the transaction.

**Notes:**

- If the transaction was first entered in a subledger, but does not include information about who entered it, this field displays the name of the person who generates the G/L journal entry.
- For GL transactions that were created in Sage 300 2014 or earlier, this field is blank by default.

## Entry Description

Enter a description of up to 60 characters for the journal entry. The description is printed on batch listings, and appears with the entry number when you use the Finder to view lists of entries.

## Entry Mode

Select **Normal** or **Quick** mode to control the way you create detail lines when pressing the Tab key.

- **Normal.** After entering a detail line, press the Tab key to begin entering the next detail without populating any fields.
- **Quick.** After entering a detail line, press the Tab key to begin entering the next detail, and automatically copy information in the Reference, Description, Comment, and Detail Date fields from the first line to the new line.

## Entry Number

Select an existing entry, or click the New  button to add a new entry.

If you delete an entry, you cannot reuse its number. If you do not reassign the number, it is listed as Deleted on the posting journal when the batch is posted, to provide an audit trail of the missing number.

## Entry Type

Specify the type of journal entry you are adding.

Most entries are of the Standard type. However, if you have integrated General Ledger with Tax Services, you can enter tax amounts by specifying one of the following entry types:

- Sales Tax
- Purchases Tax

If you specify a tax entry type, other tax-related fields become available, including some in the detail table. Also, you can enter only tax amount details for the journal entry (not other types of journal entry detail).

## Posting Date

Specify the posting date for the journal entry. The complete journal entry can have a single date associated with it, or you can enter a different date on each detail line.

The posting date does not determine the period to which the details will be posted. It is for information only. (The period is set by the **Year/Period** field.)

### Notes:

- When you specify a posting date, the corresponding year/period is entered automatically in the **Year/Period** field. However, changing the year/period does not change the posting date.
- The date assigned to details consolidated during posting is the last date of the fiscal period to which they were posted.

## Source Code

Specify the source code to use for the entry. This source code is used as the default for all detail lines in the entry, but you can enter a different source code for a detail line if necessary.

**Notes:**

- If you use different source codes for individual detail lines, the separate details in an entry can appear in different source journals.
- Source codes help you identify transactions by telling you which ledger a transaction comes from, and what kind of transaction it is.

You use the G/L Source Codes setup screen to define your own General Ledger source codes. For example, GL-CD can identify a cash disbursement added to General Ledger. GL-JE can identify a general journal entry.

## Status

If the batch is set **Ready To Post** on the G/L Batch List screen, **Ready To Post** appears in the Status field.

**Note:**

- Batches that are set **Ready to Post** cannot be edited.
- You cannot use the G/L Post Batches screen to post batches that are not set **Ready to Post**.
- On the G/L Batch List screen, you can select a batch, and then click the **Post** button to post a single batch, even if the batch has not been set **Ready to Post**.
- You cannot post to an account if the **Post To Account** field on the G/L Accounts screen is set to **Prohibited** for that account.

## Tax Group

When entering tax amounts, specify the tax group to which the tax amounts relate.

## Year/Period

Specify the year and period to which to post the journal entry.

If you selected the **Allow Posting To Previous Years** option on the Posting tab of the G/L Options screen, you can post to any existing year for which you maintain fiscal sets and transaction details.

If a fiscal period is closed, you cannot post an entry to that period unless you reopen the period.

**Note:** You must use the same fiscal period for all details in a single journal entry; that is, you cannot enter two "halves" of an entry to different fiscal periods (causing the ledger to be out of balance in those periods).

## Detail Table

### Account

Specify the account to which the detail will be posted.

#### Note:

- Before you can enter and post a transaction, the status of the account to which it is posted must be set to **Active** on the G/L Accounts screen.
- You cannot select an account for which the **Post To Account** field has been set to **Prohibited**.

### Account Description

This field displays a description of the account.

### Comment

Add an optional comment to identify or explain the detail.

Comments are printed on the Batch Listing and Posting Journals, but they do not appear on any other reports.

### Date

In a journal entry transaction, you can choose to post a transaction to a different fiscal period than what was entered as the transaction date. For example, you could enter June dates in the transaction detail lines, but post the transaction in July.

In a recurring entry, the scheduled run date determines the fiscal period. For example, suppose a recurring entry starts at 06/01/2013 and does not expire. The detail line dates are for 05/31/2013. When the recurring entry is run for 06/01/2013, the fiscal period will be June 2013, and when it is run for 07/01/2013, the fiscal period will be July 2013, and so on.

This date does not determine the period to which a detail will be posted. It is for information only. (The period is set by the **Year/Period** field.)

### Description


You can enter a description of up to 60 characters with each detail line. The description is listed with the detail on batch listings, posting journals, and source journals (if the detail has not been consolidated).



## Optional Fields

The **Optional Fields** option and the **Optional Fields** column in the Detail table indicate whether any optional fields are assigned to a selected entry detail.

If you assigned optional transaction fields to the account used in an entry detail, the **Optional Fields** option is selected automatically.

To view or change the optional transaction fields assigned to a selected detail, select the detail line, and then click the **Optional Fields Zoom**  button or press Shift+F9.

If you delete all the optional fields for a detail, the **Optional Fields** option or field is cleared for the detail.

For more information, see "About Optional Fields in General Ledger" (page 30).

## Quantity

If you use quantities with the specified account, you can enter one quantity with the detail (for example, to indicate the number of items sold), if this feature is available to you.

Before you can enter quantities for an account, you must select the **Maintain Quantities** option in two separate places:

- On the Account tab of the G/L Options screen to turn on quantities for the whole ledger.
- On the Detail tab of the G/L Accounts screen to turn on quantities for the account.

## Reference

Enter an optional detail reference of up to 60 characters. The reference can be anything you want to keep with the detail, such as a check number or invoice number.

The reference is listed with the detail on batch listings, posting journals, and the G/L Transactions Listing.

If you do not consolidate the transaction, detail references are also listed on source journals. If you print source journals by reference, you can use the same reference for all details in an entry so all details from the entry are grouped together.

## Source Credit

Enter the amount of the credit.

For multicurrency accounts, enter detail amounts in the source currency. The program displays the functional-currency-equivalent amount in the **Functional Credit** field. You can edit the functional-currency amount, if necessary, but you can post the entry only when the debit and credit amounts balance in the functional currency.

**Tips:**

- To return to the **Debit** field, you can press Shift+Tab.
- If you enter multicurrency transactions frequently, move the functional currency columns to place them beside the source currency.

## Source Debit

Enter the amount of the debit.

To move to the **Credit** field to enter a credit, press the Tab key without making an entry in the **Debit** field.

For multicurrency accounts, enter detail amounts in the source currency. The program displays the functional-currency-equivalent amount in the **Functional Debit** field. You can edit the functional-currency amount, if necessary, but you can post the entry only when the debit and credit amounts balance in the functional currency.

**Tip:** If you enter multicurrency transactions frequently, move the functional currency columns to place them beside the source currency.

## Source Ledger and Source Type

Specify a source type for the detail. You can enter a different source ledger and type for each detail line if necessary. If you use different source types for individual detail lines, the separate details in an entry can appear in different source journals.

By default, the detail line source ledger and type is the same one that you selected for the entry.

## Tax Account Type

When entering tax amounts, specify the account type for the taxes.

**Note:** This field appears if you enter a tax group in the **Tax Group** field above the detail table. (The Tax Group field is available only if you have integrated General Ledger with Tax Services.)

## Tax Authority

When entering tax amounts, specify the tax authority.

**Note:** This field appears if you enter a tax group in the **Tax Group** field above the detail table.  
(The Tax Group field is available only if you have integrated General Ledger with Tax Services.)

## Detail Table - Multicurrency Fields

### Currency

Specify the source currency of the debit or credit amount you are entering.

If you enter the code for the functional (home) currency, General Ledger enters a rate of 1.000 for the detail.

**Note:** You use the G/L Accounts screen to specify which currencies can be posted to the account.

### Functional Credit/Debit

This field displays the functional-currency-equivalent amount of the entry in the **Source Debit/Credit** field, or the amount of the detail if it is entered in the functional currency.

Enter the amount with the number of decimal places used by the currency.

If you are entering a detail in a currency other than the functional currency, the program converts the source amount to its functional-currency-equivalent amount, then displays the result in the functional field.

If you change the functional-currency amount calculated by the program, the program will adjust the rate to reflect the change.

### Rate

This is the rate at which the amount in the source currency will be converted to the functional currency.

You can change the rate for any detail, but the journal entry must balance in the functional currency before you can post it.

A list of rates appears when the program cannot find a rate that matches the method defined for selecting rates for the currency. You can choose a rate, or enter one directly.

## Rate Date

The exchange rate will be calculated as of the date in this field.

## Rate Type

The exchange rate will be calculated as of the date in this field.

## Detail Table - ICT Company Fields

### Destination

This field appears if the open company is the ICT company in which Intercompany Transactions had been activated.

Select the company that ultimately receives the entry made by the originating company.

The destination company can be a single or multicurrency company, but if single currency, it must have the same functional currency as the originating company.

### Originator

This field appears if the open company is the ICT company in which Intercompany Transactions had been activated.

Select the originating company for this journal entry.

All the details for a single journal entry must use the same originating company. However, the entries within a batch can use different originating companies.

### Route

This field appears if the open company is the ICT company in which Intercompany Transactions had been activated.

Select the route between the originator and the destination selected for this detail line. If the destination company for this detail is also the originator, the route must be zero.

## G/L Post Batches Screen

### To Open this Screen

Open **General Ledger > G/L Transactions > Post Batches**.

## Related Tasks

- "Adding a New Batch" (page 68)
- "Editing a Batch" (page 70)
- "Deleting a Batch" (page 71)
- "Posting Transaction Batches" (page 74)
- "Printing the G/L Batch Listing Report" (page 121)
- "Printing the G/L Batch Status Report" (page 124)

## Overview

**Note:** Depending on how your system is set up, this desktop screen may also be available as a web screen. For more information, see the *Web Screens Getting Started Guide* or the help for Sage 300 web screens.

Use the G/L Post Batches screen to:

- Post batches of transactions to General Ledger.

**Note:** You cannot post to accounts for which the **Post To Account** field on the G/L Accounts screen is set to **Prohibited**.

- Post batches of intercompany transactions to the respective originating company and destination company general ledgers (if you use Sage 300 Intercompany Transactions).
- Provisionally (temporarily) post transactions to General Ledger so you can test their effects on your ledger before posting them permanently.

For more information about posting batches and processing transactions, see "About Transaction Processing in General Ledger" (page 66).

# Appendix B: General Ledger Security

Set up General Ledger security and assign security authorizations to users.

## General Ledger Security Authorizations

If security is turned on for your Sage 300 system, the system administrator must assign users security authorization for General Ledger screens.

For information on turning on security, setting up security groups, and assigning authorizations, refer to the System Manager help.

**Note:** To change the print destination for forms and reports, you must have Change Print Destination security authorization for Administrative Services.

To view records and to print reports in General Ledger, you must belong to a security group with Common Inquiry authorization. Common Inquiry authorization by itself does not let you edit any General Ledger records.

To edit records or perform processing tasks, the system administrator must grant the group access to additional tasks from the following list:

General Ledger Security Authorizations

Security Authorization	Description
Account Maintenance	Update General Ledger account information entered on the Accounts screen; access the Account Mapping screen; view and print from setup screens.
Common Inquiry	If a group has access only to Common Inquiry, users who belong to that group will not be able to update G/L accounts, setup screens, setup reports, or the Account Mapping screen.  If a group has access to any General Ledger function, users who belong to that group will automatically have access to Common Inquiry, too.
Create New Year	Use the Create New Year screen; view and print from setup screens.

Security Authorization	Description
Dashboard	Use the Executive Dashboard on the Sage 300 Dashboard page. The Sage 300 Dashboard page is on the Sage 300 Dashboard Center, at <a href="http://AccpacDashboard/">http://AccpacDashboard/</a> . Users with access to G/L Dashboard can access dashboard pages (if any) based on data stored in General Ledger.
Export General Ledger Data	Use the <b>File &gt; Export</b> menu command on General Ledger screens.
Financial Reporter	Use Financial Reporter to customize and print Sage 300 financial reports.
G/L Security Maintenance	Assign accounts to other users.
History/Budget Inquiry	View the Chart of Accounts, Account History Inquiry, and Budget Maintenance screens; access Source Currency Inquiry and Fiscal Set Comparison screens; print the Chart of Accounts and Trial Balance reports; view and print from setup screens.
History/Budget Maintenance	Use the Account History Inquiry, Budget Maintenance, Source Currency Inquiry, Fiscal Set Comparison, and Trial Balance screens; view and print setup information and the Chart of Accounts.
Import General Ledger Data	Use the <b>File &gt; Import</b> menu command on General Ledger screens.
Journal Entry	Use the Journal Entry, Recurring Entries, Create Allocation Batch, Create Revaluation Batch, Create Recurring Entries Batch, Retrieve G/L Batch, Batch List, Batch Listing, and Batch Status screens; view and print from setup screens.
Journal Entry Inquiry	View the Batch List screen; view entries on the Journal Entry and Recurring Entries screens; print Batch Status and Batch Listings reports; view and print from setup screens.
Journal Posting	Use the Post Batches screen and inquiries associated with posted transactions.

Security Authorization	Description
	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Journal Entry rights are not automatically given when Journal Posting is assigned.</li> <li>You must set batch status to <b>Ready to Post</b> before posting a batch. A separate right, Set Batch Ready to Post, is required.</li> </ul>
Period End Maintenance	Use the Period End Maintenance screen; view and print from setup screens.
Sage 300 Inquiry	<p>Query General Ledger data in web screens.</p> <p>If you also have Export Processing authorization for General Ledger, print or export the results of these queries.</p>
Set Batch Ready to Post	Set batches ready to post.
Setup Maintenance	Edit information on the G/L Options, Segment Codes, Source Codes, Source Journal Profiles, Revaluation Codes, Account Structures, and Optional Fields screens.
Transaction Inquiry	View transaction history; print the Transactions Listing and Posting Journals; view and print from setup screens.
Transaction Maintenance	Access the Consolidate Posted Transactions screen; view and print Accounts and Transaction History; print the Transactions Listing and Posting Journals; view and print from setup screens; use the Clear History screen to clear printed posting journals.
Transaction Optional Fields	Add or delete optional fields for the Journal Entry, Recurring Entries, Create Allocation Batch, Create Revaluation Batch, and Create Recurring Entries Batch screens.
Sage 300 Web API	<p>Use the Sage 300 Web API to process GET, POST, PUT, PATCH, and DELETE requests.</p> <p><b>Note:</b> You must also have authorization to view and/or modify any records or transactions for which API requests will be processed.</p>



# Appendix C: Data Entry Tools, Tips, and Shortcuts

Use these tools and tips to speed up data entry in Sage 300.

## Menu Commands

The following commands appear on the File, Settings (when available), and Help menus on Sage 300 screens.

**Note:** Menu names and commands may differ by screen.

### File Menu

File Menu Commands

Command	Description	Notes
Close	Closes the current screen.	You can also press Alt+F4 to close a screen.
Customize	Lets you hide or display fields for users by UI Profile ID.	<p>Click <b>File &gt; Customize</b> to hide fields on an open screen for users assigned to a UI Profile ID for that screen.</p> <p>When these fields are hidden, data that would normally appear in these fields cannot be printed. For more information, see the help for the UI Profile Maintenance screen in the System Manager help.</p>
Export	Exports data records to other Sage 300 databases and non-Sage 300 programs.	<p>Click <b>File &gt; Export</b> to export data. For example, you could export purchase statistics for use in spreadsheet or database software.</p> <div><b>Note:</b> You cannot export serial or lot numbers for kit components.</div>
Import	Imports data records from	Click <b>File &gt; Import</b> to import data.

Command	Description	Notes
	other databases and from non-Sage 300 programs.	<p>For example, you could use a spreadsheet to enter current requisitions or purchase orders when setting up your system, and then import the transactions later.</p> <div> <b>Note:</b> You cannot import serial or lot numbers for kit components. </div>
Print	Prints the current report, list, or screen.	On screens with a corresponding report, click <b>File &gt; Print</b> to open the report screen, which you use to select report options (if applicable) before printing the report.
Print Setup	Selects a printer and sets printing options.	<p>Click <b>File &gt; Print Setup</b> to set up your printer. You can select the default printer or select another from the list of installed printers.</p> <p>For more information about print options, refer to your operating system documentation.</p>
Save	Saves the entries or changes you have made to the current screen.	If you have just entered a new record, <b>Add</b> appears instead of <b>Save</b> .

## Settings Menu

### Settings Menu Commands

Command	Description	Notes
Auto Clear	Creates a new entry automatically when you post a transaction.	<p>Use the <b>Auto Clear</b> option to streamline data entry in transaction entry screens.</p> <ul style="list-style-type: none"> <li>If Auto Clear is turned on, all fields are cleared each time you post a transaction, allowing you to immediately begin entering another transaction.</li> <li>If Auto Clear is turned off, transaction information remains on the screen after you post it. Click the <b>New</b> button to begin entering another transaction.</li> </ul>
Clear Saved	Restores default settings	This command is available for screens and for

Command	Description	Notes
Settings	for a report.	some reports.
Save Settings as Defaults	Saves the current report settings as personal defaults.	This command is available for screens and for some reports.

## Help Menu


### Help Menu Commands





Command	Description
About	Displays version and copyright information for the current screen and program.
Contents	Opens Help.
Using Help	Opens Help to an introductory topic on how to use Help.



## Data Entry Tools and Shortcuts








Use these tools and shortcuts to speed up data entry in Sage 300.

### Data Entry Tools and Shortcuts

Tool	Shortcut Key	Description
	Alt + A	Add or save a new record.
Calendar 	F4 or Alt + Down Arrow	Display the calendar for a date field.
	Alt + C or Alt + F4	Close a screen or dialog box
	Del or Alt + D	Delete the selected row or record.

Tool	Shortcut Key	Description
Drilldown 	n/a	<p>The Drilldown  button appears beside some data entry fields and in some column headings in transaction detail entry tables. Click it to view details of the record or transaction in the corresponding field.</p> <p>You can "drill down" both within Sage 300 programs and between separate programs. For example, you can drill down:</p> <ul style="list-style-type: none"> <li>• From General Ledger transactions to original transaction entries.</li> <li>• From Accounts Receivable to Order Entry.</li> <li>• From Accounts Payable to Purchase Orders.</li> <li>• From one transaction to an originating transaction (such as from a credit note to the invoice) within a program.</li> </ul>
	Alt + E	Open the Set Criteria dialog box to filter the list of records to display in the Finder.
Finder 	F5	The Finder  appears in some data entry fields, and in some table headings in transaction entry screens. Click it when you want to look up records you can select for a field.

Tool	Shortcut Key	Description
		<p>Use the Finder to search lists of codes maintained in or used by Sage 300 programs (such as document numbers, terms codes, and account set codes). You can use menu commands in the Finder to help you search, as follows:</p> <ul style="list-style-type: none"> <li>• On the Settings menu, select <b>Color</b> options to highlight a field using color for the text or for the background.</li> <li>• On the Settings menu, select <b>Field Name as Column Heading</b> to use field descriptions or internal field names as column headings.</li> <li>• On the Settings menu, use <b>Columns</b> options to specify columns that appear in the table.</li> <li>• On the Global Settings menu, select the <b>Go to Filter First</b> option if you want the Finder to display the same filter settings you specified on the <b>Find By</b> list the next time you search this type of record.</li> </ul> <p>You can also use the <b>Auto Search</b> option to locate a record quickly in a long list. To do this, select <b>Auto Search</b> and the criteria by which you want to search, and then begin typing the characters that start or are contained in the field you are searching on.</p> <div data-bbox="570 1155 1403 1455"> <p><b>Note:</b> Records that appear in the Finder are restricted by any selection criteria you apply to this field. If you cannot find the record you are looking for with the Finder or the navigation buttons, check the Finder to see whether any criteria are being used to limit the selection. If necessary, remove the selection criteria. (For more information, see "Setting Finder Criteria" (page 259))</p> </div> <div data-bbox="570 1476 1403 1581"> <p><b>Tip:</b> For additional instructions on using the Finder to select records, press F1 when the Finder screen appears.</p> </div>
Go 	F7	<p>The Go  button appears on screens where you must enter information (such as filter criteria) before viewing records that match the information you enter.</p> <p>For example, on some Statistics and Inquiries screens, you must</p>

Tool	Shortcut Key	Description
		select a range of years and periods and specify an item number or vendor number before you can view statistics. (If you use multicurrency accounting, you must also specify a currency.) After specifying this information, you click the Go  button or press F7 to view statistics.
Navigation 	n/a	Click the Previous and Next buttons to navigate through a list of existing records, or click the First and Last buttons to navigate to the first and last records. <div><b>Note:</b> If you clicked the <b>Set Criteria</b> button on the Finder screen and specified criteria, only records that match the criteria you specified will appear when you use the navigation buttons. If a record does not appear, click the Finder  and check to see whether you have specified criteria that prevent the record from appearing.</div>
New 	n/a	Click the New  button or select <b>New</b> from a menu to begin creating a new record.
	Alt + S	Save changes to the displayed record.
Zoom 	F9	Click the Zoom  button or press the F9 key to view or enter supplementary information for a transaction detail or for a field.

Tool	Shortcut Key	Description
		<p>In any detail entry table, you can select a detail line and press F9 to open a screen that displays all the fields for a single detail, including additional tax-related fields that do not appear on the detail table. You can edit existing details, and even add new details for the document.</p> <p>Beside any field that displays a Zoom button, you can click the button ( or select the field and then press F9) to open a separate screen where you can view and enter supplementary information specific to that field.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> If another Zoom button appears on the detail screen, you can click it or press Shift+F9 to open the new detail screen. (If you simply press F9 again, the first detail screen closes.) This function is referred to as "Detail Zoom." To close the second detail screen, press Shift+F9 again.</p> </div> <p>After viewing or editing the information in the detail screen, you can press F9 to close the screen.</p>

## Working with Detail Entry Tables

The first tab of each transaction entry screen in Sage 300 contains a detail entry table that shows the document details in tabular format.

In most cases, you can enter all the necessary details for a document right on the table.

**Tip:** If there are more columns than can be displayed at one time, you can use the horizontal scroll bar at the bottom of a list to view the additional columns. You can also rearrange the order of columns, or change column widths, consistent with how you enter data.

You can also view and edit all the fields for a single detail on a separate Detail Items/Taxes screen. To view this screen, select a detail line and click the **Item/Tax** button below the table, or press F9.

**Note:** You use the Detail Items/Taxes screen to view or change tax information for a detail. Detail tax fields do not appear in the detail table.

### To add details using the detail table, do one of the following:

- If a blank line is highlighted, tab to the **Item Number** field, then either type the item number or select it from the Finder. Enter the remaining information for the detail.
- To start a new line, press Insert or tab through the end of the last line on the table.

If you want to insert a new line in a specific location, highlight the line above the location, and then press Insert.

**Note:** A detail line is saved as you enter it on the detail entry table.

### To edit details using the detail table:

- Select the line you want to edit, and then enter your changes on that line.

**Note:** For information about using your keyboard to move within a detail table, see "Keyboard Shortcuts for Detail Tables" (page 258)

### To delete details using the detail table:

1. Select the line you want to delete.
2. Press the Delete key on your keyboard.
3. If you see a message asking you to confirm the deletion, click **Yes**.

### To edit item information or detail tax information using the Detail Items/Taxes screen:

1. Select the detail on the table, and then either click the **Item/Tax** button, or press F9.
2. Edit the item information and/or change the **Tax Class** or **Tax Included** options for the detail.

## Keyboard Shortcuts for Detail Tables

Use the following keyboard shortcuts to navigate in detail tables.

Keyboard Shortcuts for Detail Tables

Key	Menu Command	Action
Ins/Insert	New	Insert a blank row to add a new record.
Del/Delete	Delete	Remove the selected row.
Up or Down Arrow		Go up or down one row.




Key	Menu Command	Action
Left or Right Arrow		Go left or right one column.
Pg Up		Go to the top row in view.
Pg Dn		Go to the bottom row in view.
Home	First	Go to the first row in a list.
End	Last	Go to the last row in a list.
Tab or Enter; Shift+Tab or Shift+Enter		Go to the next or previous column in a list.

## Setting Finder Criteria

To help you search quickly through a long list of records, you can use criteria to restrict the records that are displayed in the Finder and when you use the navigation buttons.

However, at other times, if the Finder uses criteria, it might not display all the records you expect to see.

### To check or remove the criteria:

1. Click the Finder .
2. Click the **Set Criteria** button.
3. On the screen that appears, click the **Clear** button.

For instructions on setting criteria, click the **Help** button when the Set Criteria screen appears.

# Appendix D: Support and Resources

Find support and resources to help get Sage 300 up and running quickly.

## Finding Help and Documentation

You can find information about setting up and using Sage 300 in the Sage 300 help and in the product documentation included with this release.

**Note:** For technical support, visit our customer support website at <https://support.na.sage.com> or contact your Sage business partner.

## Context-Sensitive Help

Sage 300 features context-sensitive help that you can use to quickly open and view articles and information directly from Sage 300 screens.

- On the Sage 300 Desktop, press **F1** to view help for the current screen.
- On Sage 300 Web Screens, click the help menu at the top of the screen to see help articles and resources related to your current task.

## Product Documentation

Sage 300 includes guides in printable PDF format, including the *Installation and Administration Guide*, *Upgrade Guide*, and other documentation related to installation and setup.

These guides are available in the Docs folder on the Sage 300 server, and online at:

- [https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP\\_Documentation.htm](https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm).

**To view the guides in the Docs folder:**

- On the Windows taskbar, click **Start > Programs > Sage 300 > Documentation**.

## Support and Resources

Use the links below to find instructions, software training, one-on-one support, technical specifications, or other resources to get Sage 300 working smoothly for your business.

Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage 300.

## How can we help you?

### I'm setting up Sage 300 and need information or assistance

- **Sage 300 Resources online** – [https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP\\_Documentation.htm](https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm)  
Find and download user guides, technical specifications, and more.
- **Sage 300 Web Portal** – [www.sage.com/us/erp/sage-300](http://www.sage.com/us/erp/sage-300)  
Find a business partner, get priority support, and more.

### I'm looking for instructions to complete a task in Sage 300

While using Sage 300, you can get instructions directly from the software in the following ways:

- **Contextual Help** – To see topics related to your current task:
  - In the Sage 300 Desktop, press **F1**.
  - In Sage 300 Web Screens, click the help menu at the top of the screen.
- **Help Topics** – To explore topics and information in the Sage 300 Desktop, click **Help > Help Topics**.

### I think something is broken, or I'm getting error messages

Search our knowledge base for solutions to common issues, or contact us for one-on-one assistance.

- **Knowledge Base** – <https://support.na.sage.com>  
Find answers and solutions to FAQs and known software issues.
- **Customer Center** – <https://customers.sagenorthamerica.com/irj/portal/anonymous/login>  
Exclusive support for Sage customers.
- **Partner Center** – <https://partners.sagenorthamerica.com>  
Exclusive support for Sage partners.

## I'm looking for downloads, updates, or technical specifications

Find product updates, download resources, or review technical specifications for Sage 300.

- **Sage 300 Resources online** – [https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP\\_Documentation.htm](https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm)

Find and download user guides, technical specifications, and more.

- **Sage Business Care** – [www.sage.com/us/erp/sage-business-care](http://www.sage.com/us/erp/sage-business-care)

Find links to support services, contact our support team, and learn how to guarantee your Sage software is always up to date.

## I want to become a more skilled user of Sage 300

Find links to Sage software training, online communities, and more.

- **Sage University** – [https://sageu.csod.com/LMS/catalog/Welcome.aspx?tab\\_page\\_id=-67](https://sageu.csod.com/LMS/catalog/Welcome.aspx?tab_page_id=-67)

Convenient, professional training options to help you achieve your business goals.

- **Sage Summit** – [www.sage.com/sage-summit](http://www.sage.com/sage-summit)

Connect with peers and experts at our annual conference.

- **Priority Software Support** – [www.sage.com/us/erp/sage-business-care](http://www.sage.com/us/erp/sage-business-care)

Learn how to get unlimited support by phone, e-mail, and live chat.

## I want to share knowledge with other Sage 300 users

Find and share tips, tricks, and solutions online in the Sage 300 Community.

- **Sage 300 Community** – [http://sagecity.na.sage.com/support\\_communities/sage300\\_erp](http://sagecity.na.sage.com/support_communities/sage300_erp)

Explore Sage 300 blogs, discussions, FAQs, resources, and more.

- **Sage Summit** – [www.sage.com/sage-summit](http://www.sage.com/sage-summit)

Connect with peers and experts at our annual conference.

## I want to contact a Sage 300 representative

- **Support and Services** – <http://support.na.sage.com>

Find links to support services, contact our support team, and learn how to guarantee your Sage software is always up to date.

# Index

## A

---

- account allocation 147
- account balances
  - displaying multicurrency balances 106, 170
  - entering 44
  - entering opening balances 44
- account codes 18
- account groups 26-27
  - adding 27
  - assigning an account to 37
- Account Groups report 186
  - printing 120
- account history
  - entering 44
- Account History screen 143
- account information 35
  - imported 110
- account numbers
  - number size 211
  - segments 14, 229
  - structures 18
- account options 148, 210
- Account Permissions screen See also G/L Security
  - fields and controls 145
- account security See Account Permissions screen
- account segments 16, 210-211
  - specifying options for G/L 211
  - used in account structures 19
- account structures 16
  - adding structure codes 19
  - deleting structure codes 21
- Account Structures report 187
  - printing 120
- Account Structures screen 207
  - fields and controls 208
- account types
  - selecting for an account 37
  - using to select rollup account members 43
- accounts 14, 147, 169-170, 227
  - adding 36
  - adding details 37
  - allocating automatically from 37
  - allocating by quantity 38
  - assigning optional fields to 38

- breakouts 16, 18
- defining as normal balance 37
- designing a chart of accounts 4
- importing data for 110
- information stored with 35
- multicurrency 147
- natural 16
- permissions 144
- structure code for 37
- updating account records 61
- Accounts screens
  - Account History 143
  - Account Permissions 144
  - Accounts
    - fields and controls 149
  - Accounts screen 146
  - Budget Maintenance 160
  - Chart of Accounts 164
  - Create Accounts 165
  - Fiscal Set Comparison 169
  - Source Currency Inquiry 170
  - Transaction History 170
- activating 3-4, 7
- actual fiscal set 52
- allocating automatically 63
- allow provisional posting 7
- assigning optional fields to accounts 30
- auto allocating 63

## B

---

- balances, allocating 146
- batch 64, 211
- batch list 80
- Batch List screen 232
- Batch Listing report 187
  - printing 121
- Batch Status report 190
  - printing 124
- batches 68, 71
  - clearing 88
  - creating recurring entries 91
  - editing 70
  - revaluation 100
  - reversing 79
- breakouts 16, 18
- budget fiscal set 52
- Budget Maintenance screen 160
  - fields and controls 161
- buttons
  - Drilldown 254
  - Finder 254
  - Go 255
  - Navigation 256
  - New 256
  - Zoom 256

## C

---

- Change Sort Codes screen 27
- chart of accounts
  - about designing 4
- Chart of Accounts report 191
  - allocation 192
  - printing 126
  - Rollup Account report 193
  - subledger control accounts 193
- Chart of Accounts screen 164
- Clear History screen 178
- clearing history 88
- closing accounts
  - specifying closing segments 62
- commands 253
- company information
  - specifying for G/L 210
- comparisons
  - fiscal sets 108, 169
- Consolidate Posted Transactions screen 178
- consolidating transactions 85
- contact (for General Ledger) 210
- control accounts
  - in Chart of Accounts report 193
- converting G/L to euro 94
- Create Accounts Preview report
  - printing 128

- Create Accounts screen 165
  - fields and controls 165
- Create Allocation Batch screen 179
- Create New Year screen 179
- Create Revaluation Batch screen
  - fields and controls 182
- currency
  - displaying balances for multicurrency accounts 170
  - for an account 147
- current-year balances
  - entering for an account 44
- custom fields See optional fields
- custom fields See optional fields

## D

---

- data entry screens 258
- default sort code 26
- detail entry tables 257
- details 172
  - adding 258
  - deleting 258
  - editing 258
- documentation and help 260
- documents See transactions
- drilldown
  - from journal entries 107
  - to Transaction History 170
- Drilldown button 108, 254



## E

---

### e-mail

- printing reports as attachments to 118

### entries

- adding journal entries 72
- creating a batch of recurring entries 91

### Excel

- GIFI macro 113

- exporting 110

## F

---

### File menu commands 251

- Close 251
- Customize 251
- Export 251
- Import 251
- Print 252
- Print Setup 252
- Save 252

### financial statements

- and Sage Intelligence Reporting 116

### Finder button 254

- setting criteria 259

### Fiscal Set Comparison screen 169

### fiscal sets

- about 52
- and posting 52
- comparing 108, 169, 191

- multicurrency 52

- types 52

- function keys 253

## G

---

### G/L Batch List 80

### G/L Options report

- printing 129

### G/L Security 9, 35, See also Account Permissions screen

- default account access 13

- turning on for General Ledger 12

### General Ledger reports 115

### GIFI 113

### Go button 255

- group category 25

- guides and documentation 260

## H

---

### Help menu 253

### history 172

- clearing 88

- entering for an account 44

## I

---

### icons 253

### ICT company 66

### importing 110

- batches 81

- inquiry
  - looking up journal entries 172
- Installation and Administration Guide 260
- installing Sage 300, documentation on 260
- intercompany batch 66
  - posting 247
- Intercompany Transactions 66

## J

---

- journal entries
  - adding 72
  - deleting batches of 71
  - drilling down to source transactions 107
  - looking up 172
  - reversing 79
  - setting up recurring entries 77
- Journal Entry screen 235
  - fields and controls 172, 237

## K

---

- keyboard shortcuts
  - for detail tables 258
- keys 253

## M

---

- Maintain Quantities option
  - selecting 38

- menus and commands 251, 253
  - File 251
  - Help 253
  - Settings 252
- multicurrency 227
  - displaying account balances 106, 170
  - fiscal sets 52
- Multicurrency option
  - for accounts 147
- multicurrency transactions
  - about revaluing 99

## N

---

- Navigation buttons 256
- New button 256
- normal balance
  - specifying for an account 37

## O

---

- optional fields
  - assigning to accounts 31, 148
  - including in G/L transactions 32
  - setting up in General Ledger 31
  - using in General Ledger 30
- Optional Fields report 193
  - printing 128
- Optional Fields screen 208

- options 5
  - for printing reports 117
- Options report 194
- Options screen 209
  - fields and controls 211
  - setting default account access 13
- Other account group 26

## P

---

- period end 87
  - procedures 83, 91
- Period End Maintenance screen 185
- periodic processing screens
  - Clear History 178
  - Consolidate Posted Transactions 178
  - Create Allocation Batch 179
  - Create New Year 179
  - Create Recurring Entries Batch 181
  - Create Revaluation Batch 181
  - Period End Maintenance 185
- Post Batches screen 246
- posted transactions 86
- posting 22, 64, 86, 247
  - and fiscal sets 52
  - prohibited 37
- posting journals
  - clearing 88
- Posting Journals report 194
  - printing 129
- posting options 210
- print destinations 118
  - e-mail attachment 118
  - file 118
  - physical printer 118
  - preview (on screen) 118
- printer
  - assigning to a specific report 119
- printer, physical
  - setting as print destination 118
- printing See also General Ledger reports
- printing reports 119
  - options 117
- provisional fiscal set 52

## Q

---

- quantities
  - entering historical quantities for accounts 44
- quantity fiscal set 52

## R

---

- recurring entries
  - about 77
- Recurring Entries report 196
- Recurring Entries screen 219
  - fields and controls 220
- recurring journal entries 91
  - creating batches for 181

- scheduling 77
- setting up 77
- Recurring Journal Entries report 196
  - printing 132
- report screens
  - Account Groups report 186
  - Account Structures report 187
  - Batch Listing report 187
  - Batch Status report 190
  - Chart of Accounts report 191
  - Optional Fields report 193
  - Options report 194
  - Posting Journals report 194
  - Recurring Entries report 196
  - Revaluation Codes report 197
  - Segment Codes report 197
  - Source Codes report 198
  - Source Journal Profiles report 199
  - Source Journals report 200
  - Transaction Details Optional Fields report 201
  - Transactions Listing report 202
  - Trial Balance report 204
- Reporting Currency 117
- reports 115, See also financial statements
  - print destinations 118-119
  - printing options 117
- reports, printing
  - Account Groups 120

- Account Structures 120
- Batch Listing 121
- Batch Status 124
- Chart of Accounts 126
- Create Accounts Preview 128
- G/L Options 129
- Optional Fields 128
- Posting Journals 129
- Recurring Journal Entries 132
- Revaluation Code 132
- Segment Codes 133
- Source Codes 133
- Source Journal Profiles 134
- Source Journals 134
- Transaction Details Optional Fields 136
- Transactions Listing 137
- Trial Balance 140
- revaluation 181
  - batches 100
  - forcing 99
  - methods 99
- revaluation codes 99, 227
  - adding 28
  - deleting 29
- Revaluation Codes report 132, 197
  - printing 132
- Revaluation Codes screen 226
  - fields and controls 227
- reversing entries 79

- rolled-up amounts
  - using to compare fiscal sets 192
- Rollup account
  - adding 42
  - cautions 42
  - selecting member account types 43
- Rollup accounts 148

## S

---

- Sage Intelligence Reporting
  - using to print financial statements 116
- scheduling recurring journal entries 77
- screen guides 143
- security authorizations 248
- security, accounts 9, 144
- Segment Code report
  - printing 133
- Segment Codes report 197
- Segment Codes screen 228
  - fields and controls 229
- segment options
  - specifying 211
- segments 14, 16
  - blank, and account security 9
  - used to close accounts 62
- setting up General Ledger 3-4, 7, 7, 30
  - adding account groups 27
  - adding revaluation codes 28
  - adding segment codes 17

- adding source codes 22
- adding source journals 25
- adding structure codes 19
- Settings menu commands 252
  - Auto Clear 252
  - Clear Saved Settings 252
  - Save Settings as Defaults 253
- setup options 7, 209
- setup screens
  - Account Structures 207
  - Optional Fields 208
  - Options 209
  - Recurring Entries 219
  - Revaluation Codes 226
  - Segment Codes 228
  - Source Codes 230
  - Source Journal Profiles 231
- shortcuts 253
- sort codes 27
  - changing 27
- source codes
  - overview 21
- Source Codes report 198
  - printing 133
- Source Codes screen 230
- Source Currency Inquiry screen 170
- Source Journal Profiles report 199
  - printing 134

- Source Journal Profiles screen 231
  - fields and controls 232
- Source Journal report
  - printing 134
- source journals 85
- Source Journals report 24, 200
- structure codes
  - adding 19
  - deleting 21
- structures
  - account 18
- subledger control accounts 193
- subledgers 148

## T

---

- technical support 260
- tools 253
- Transaction Details Optional Fields
  - printing 136
- Transaction Details Optional Fields report 201
- Transaction History screen 170
- Transaction Optional Fields 148
- transaction screens
  - Batch List 232
  - Journal Entry 235
  - Post Batches 246
- transactions 62, 87
  - displaying 107, 171

- drilldown 107
- importing 110
- looking up 172

- Transactions Listing report 202
  - printing 137
- Trial Balance report 204
  - printing 140

## U

---

- Unclassified Account Group 26
- Upgrade Guide 260

## V

---

- Value Set field (G/L Optional Fields) 33

## Y

---

- year-to-date transactions
  - entering for an account 44
- year end 84

## Z

---

- Zoom button 256