

Additional GL Properties Menu

- [GL Properties](#)
- [GL Properties Cost Centers](#)

GL Properties

General Ledger> Configuration>Additional GL Properties

The form that allows the user to set up cost centres

Setup the following cost centres

1.	Division
2.	Region
3.	Invoice Group

This information will update Debtors and Creditors Additional Properties

General Ledger Mo...

Configuration
General Ledger Accounts
Cashbook + Journal Type
Add. GL Properties
Cash Flow Report Setup
Expense Setup
GL Category Search
Payments Defined
Classification
GL Report Code

Additional GL Properties
Search Add Edit Delete Print Grid
Division Region Invoice Group
Code: Description:
Page 1 of 1 Remove Paging:

#	Code	Description
1	Admin1	Admin
2	INST	Installation
3	MAN	Manufacturing
4	MG	MG
5	MG1	MG
6	RETAIL	Retaier
7	ROOFING	Roofing
8	test2	test2
9	test3	test2
10	TESTAMP	Test & stuff
11	to delete	to delete
12	WSALE	Wholesaler

Division

Setup a division cost center

Additional GL Properties

Search Add Edit Delete Print Grid

Division Region Invoice Group

Code: Description:

Page 1 of 1 Remove Paging:

#	Code	Description
1	Admin1	Admin
2	INST	Installation
3	MAN	Manufacturing
4	MG	MG
5	MG1	MG
6	RETAIL	Retaier
7	ROOFING	Roofing
8	test2	test2
9	test3	test2
10	TESTAMP	Test & stuff
11	to delete	to delete
12	WSALE	Wholesaler

Add or edit a division

GL Additional Properties Maintenance

Code: MAN

Description: Manufacturing

Active: ☒

Charge Up Job Time: ☒

Save And New Save And Close Save Close

Code	Enter a code that is unique
Description	Enter a description
Active	Active or inactive
Charge Up Job Time	Used in Job costing time logging to set that this group, charges time logs as Charge up

Region

Setup region cost centers

Additional GL Properties

Search

Add

Edit

Delete

Print Grid

Division

Region

Invoice Group

Code:

Description:

Page 1 of 1

Remove Paging:

#	Code	Description
1	CENT	Centurion
2	GAU	Gauteng
3	PTA	Pretoria
4	TEst	Test
5	to delete 1	to delete

Add or edit a region

GL Additional Properties Maintenance

Code:

GAU

Description:

Gauteng

Weather Region:

Gauteng

Active:

☒

Save And New

Save And Close

Save

Close

Code	Enter a code that is unique
Description	Enter a description
Weather Region	Used in Job Costing to display the weather in that region
Active	Active or inactive

Invoice Group

Setup an invoice group cost center

Additional GL Properties

Search

Add

Edit

Delete

Print Grid

Division

Region

Invoice Group

Code:

Description:

Page 1 of 1

Remove Paging:

#	Code	Description
1	ACC	ACCOUNTING
2	ECHO	Echo
3	INT	International
4	MAN	Manufacturing
5	ROOFING	Roofing
6	to delete	to delete

Add or edit an invoice group

GL Additional Properties Maintenance

Code:

INT

Description:

International

Save And New

Save And Close

Save

Close

Code	Enter a code that is unique
Description	Enter a description
Active	Active or inactive

GL Properties Cost Centers

An example of setting up cost centres. Choose the General Ledger module and click on Administration and then Additional GL Properties. Click on search.

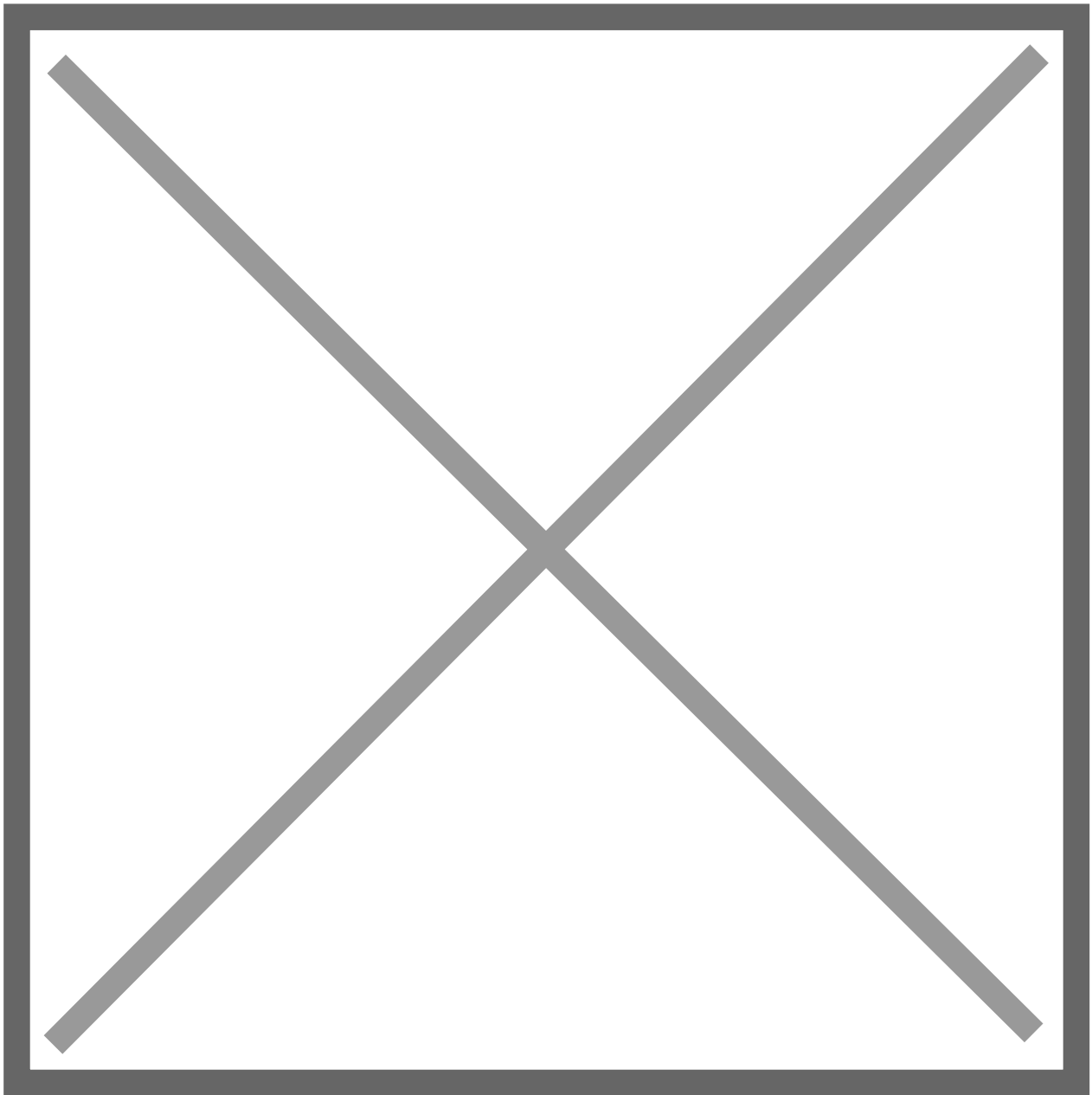
Observe the tabs at the top of the page. Under division, the four example cost centres have been added. Click on the GL Group tab at the top of the same page, the four main headings of the required general ledger have been added under this tab.

The Region tab could be used for areas, branches and cities nationally or internationally.

Still in the General Ledger, click on Activity and click on Cashbooks. Insert a cashbook and fill in the description, reference, choose a bank account and click on save. Click on INSERT SPLIT.

Choose the correct date, reference, and entry type e.g. deposit or payment. Insert a short description and click on save. Insert the split lines, this now gives the option to choose a cost centre to put the payments or deposits to.

Ensure that the split lines total corresponds with the bank statement line total exactly.



Cost center allocation

