AGL Configuration

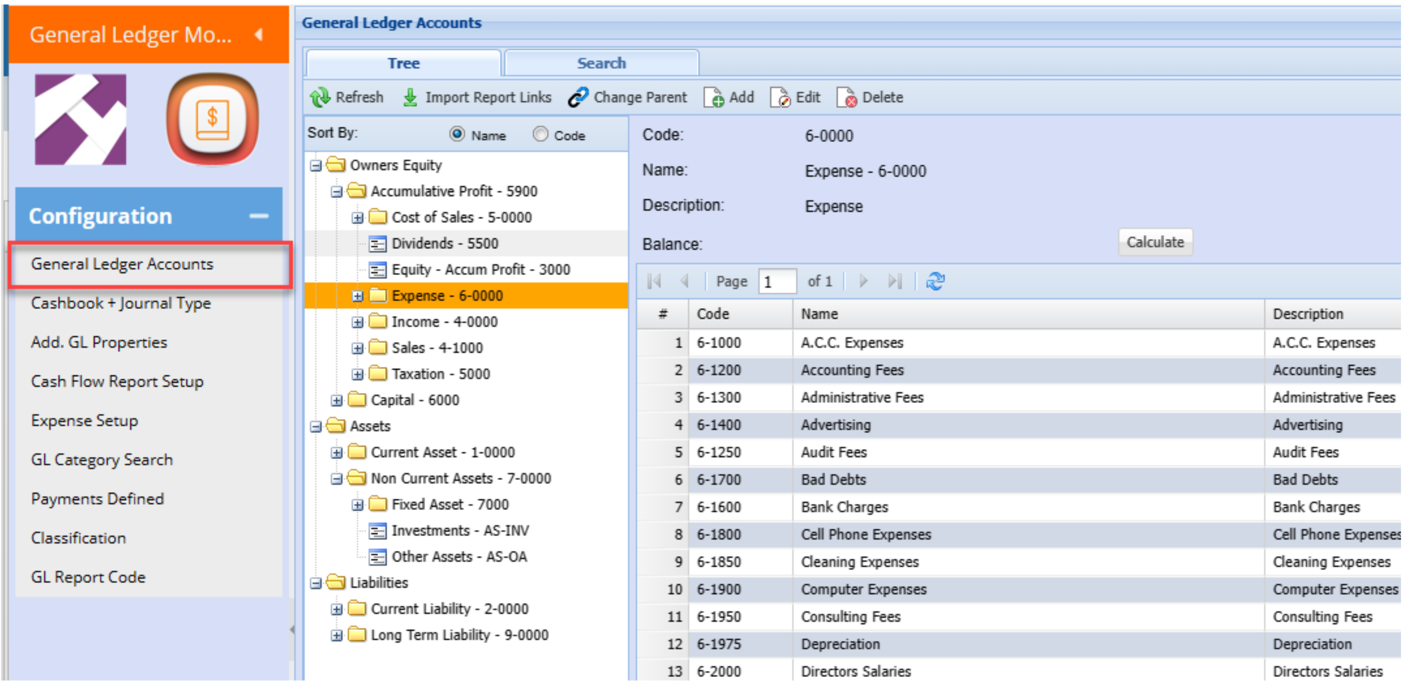
General Ledger Accounts Menu

General Ledger Accounts Menu

General Ledger Accounts

General Ledger>Configuration>General Ledger Accounts

Setup General Ledger accounts in both the Tree view and Search tabs

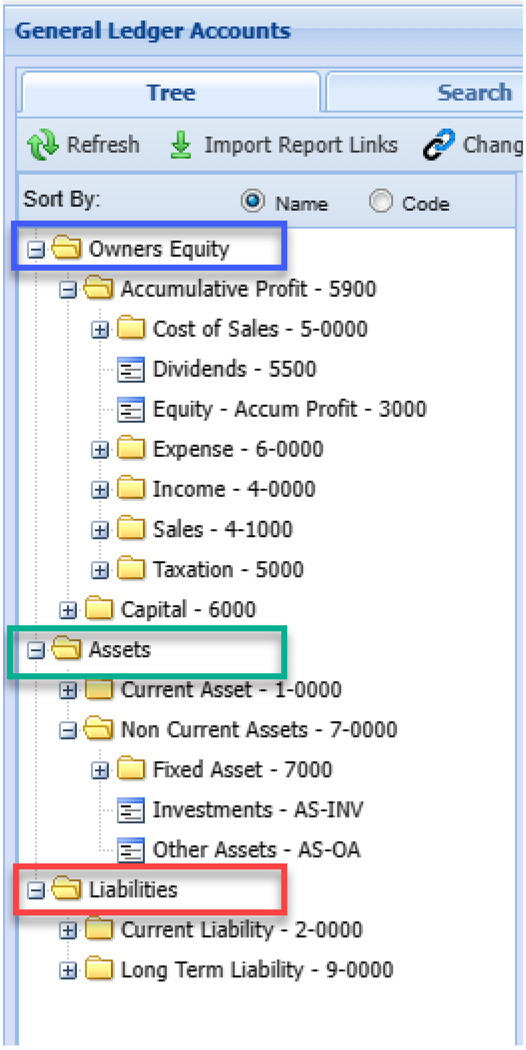


Accounting formula

General Ledger accounts are based on accounting formula

Owners Equity = Assets - Liabilities

Accumulative profits contains income accounts: Sales, Cost of Sales, Income, Expense, Taxation



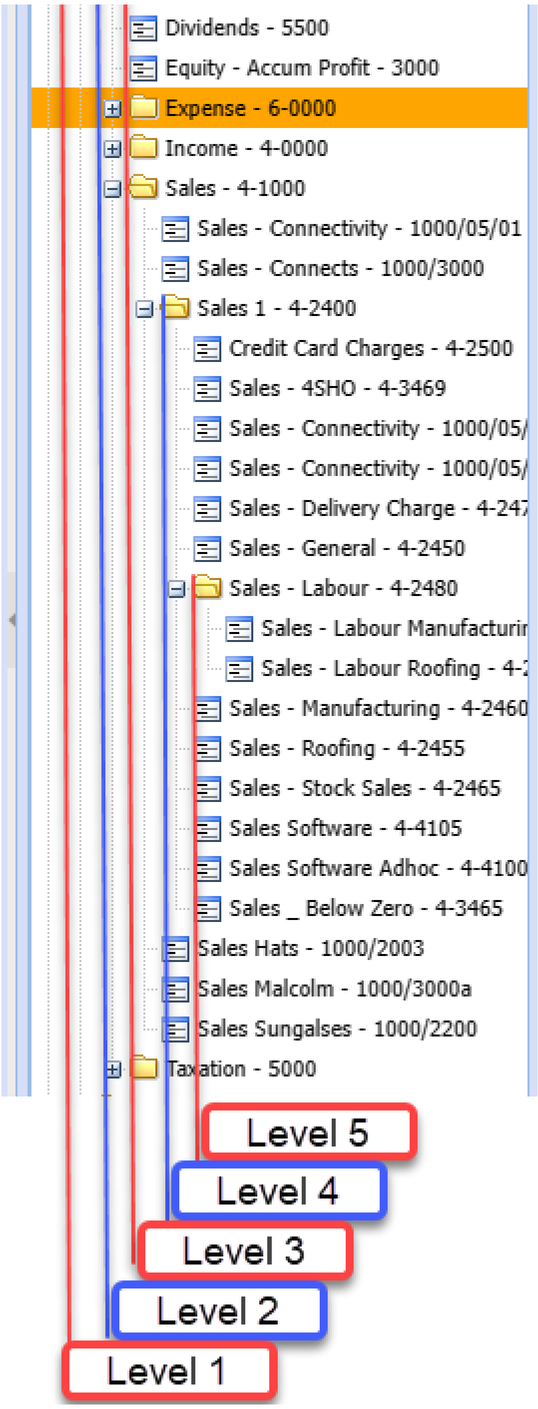
Ledger account

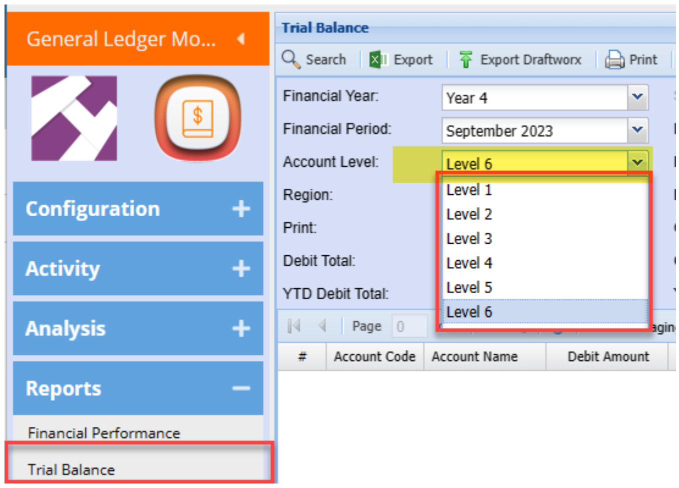
The system allows for unlimited levels down in setup.

Posting is done to the lowest level.

Reporting can be done at each level.

Levels are counted from the first level on left and moving to the right.





Counting the levels in the system.
Notice that reporting is done on the lowest level, however you can report on higher levels.

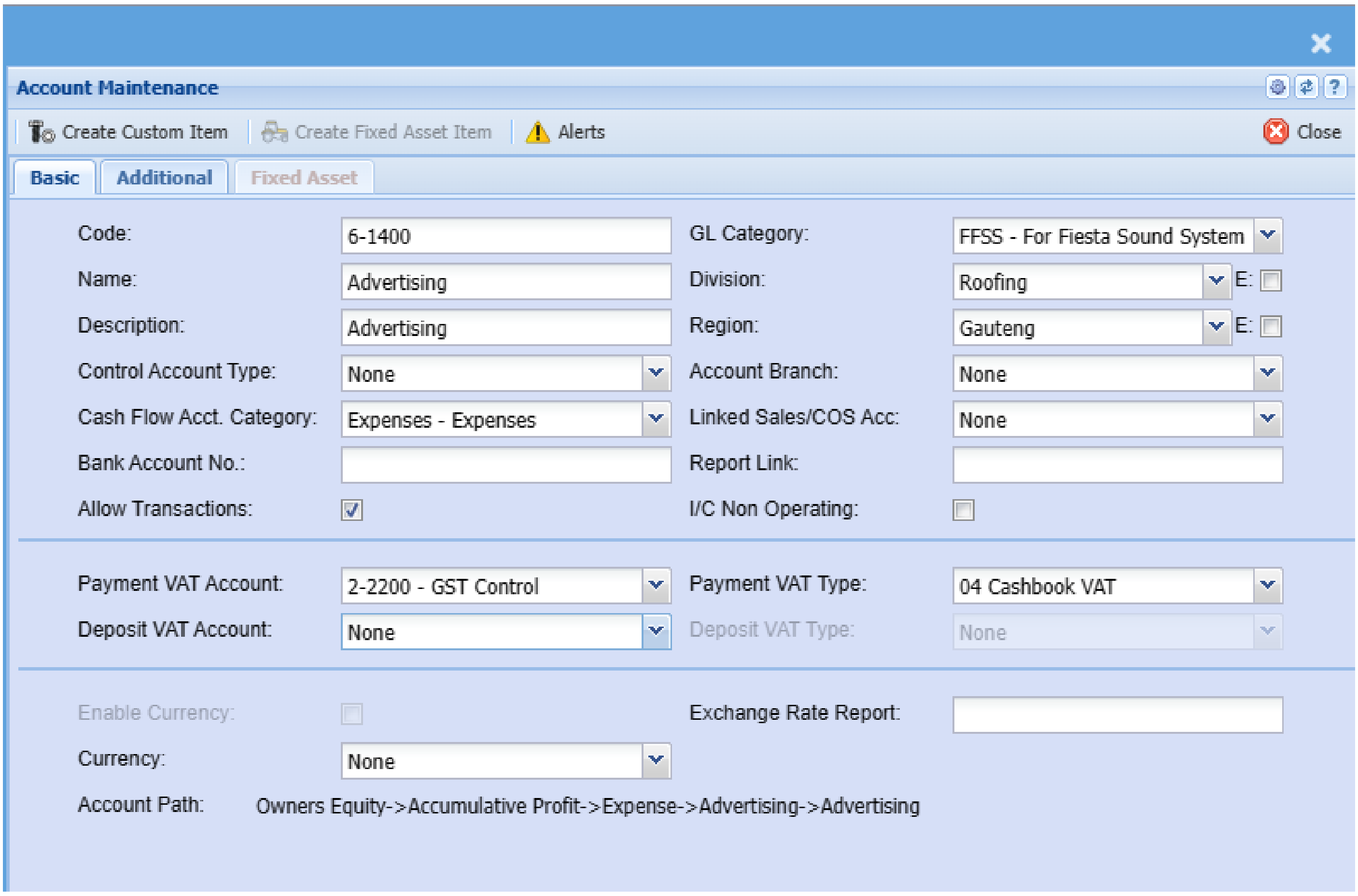
Ledger Account

General Ledger> Configuration > GL Accounts

Create and edit accounts.

Account code must be unique

Basic Tab



Buttons

Create Custom Item	Click this button to create a custom item that will be linked to this ledger account when creating supplier invoices GRV.
Create Fixed Asset Item	Click this button to create a fixed asset item that will be linked to this ledger account when creating supplier invoices GRV. Only active when GL account is a fixed asset.
Alerts	Create an alert for the account

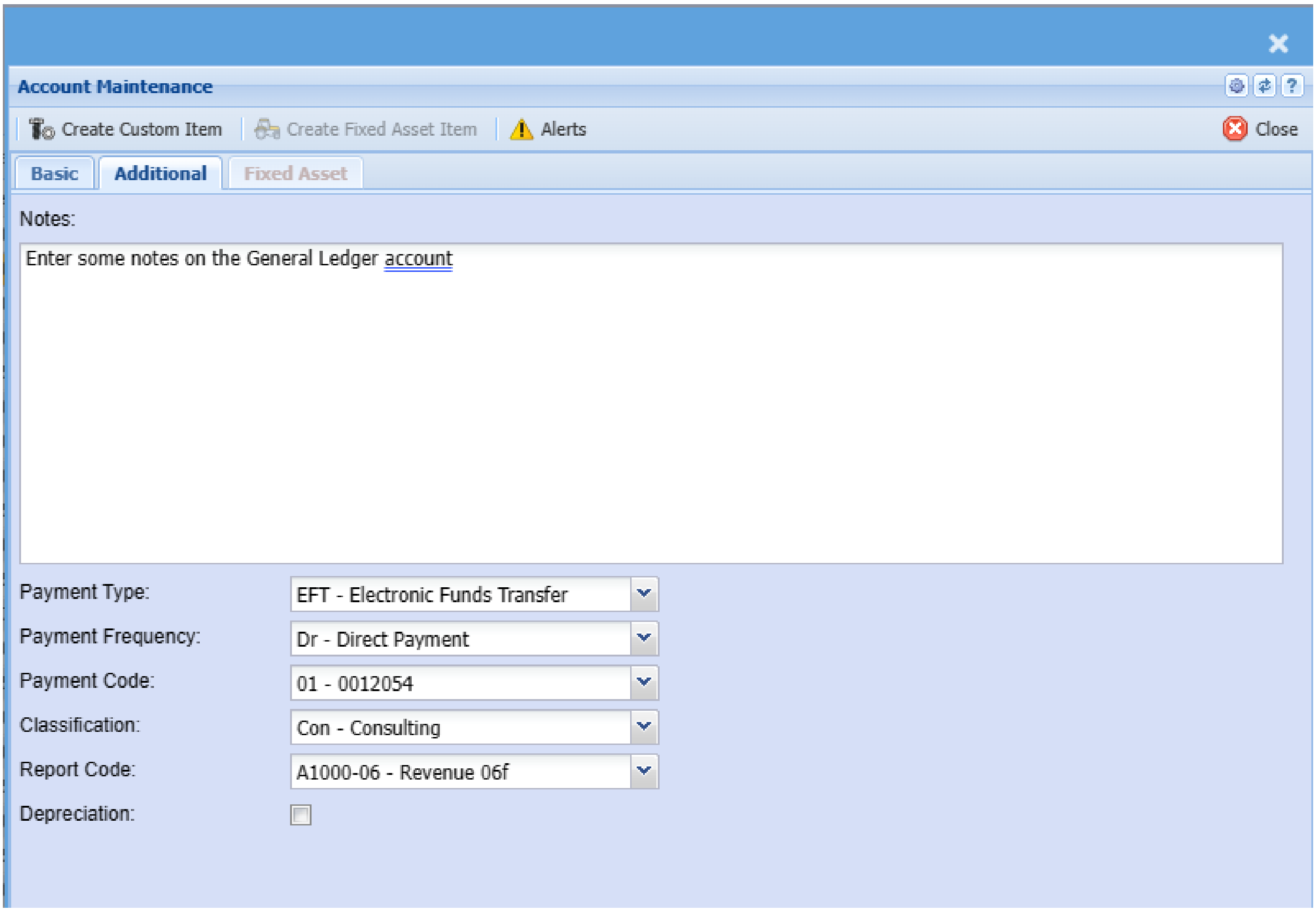
Functions

Code	Unique account code
Name	Name of account
Description	Other description of the account, usually the same as the Name
Control Account Type	Control accounts are used to define if the account has additional functions. Usually none - Accounts are defined below
Cash Flow Acct Category	All accounts must have a cash flow account category defined. This is used in the cash flow report
Bank Account No	Required when setting up a bank account and the Control Account Type is defined as Bank
Allow Transactions	Allow transactions to this account An Account that is a parent account will has this tick off
GL Category	Setup a General Ledger Category for reporting
Division	Setup a Division for reporting by cost center
Region	Setup a Region for reporting by cost center
Account Branch	When running multiple branches, select the default branch this account is linked to. Thus when creating multiple GL accounts per branch, then each account should typically be linked to a single branch. If these are not linked, then when a transaction e.g. Rent DBN is posted by a user from JHB, who is logged on with his/her JHB login id; then the transaction will not default to his/her primary branch as per the user setup, but rather to the GL Account Branch. This field if linked to various branches will allow a user who's primary branch is different to the specific GL account branch to post transactions to the GL account. If the account is not linked to that users branch, then the User will not be able to allocate transactions to this account.
Linked Sales / COS Acc	This is used for Sales and COS accounts only Used in a report to compare profits between two similar accounts for sales and cost of sales
Report Link	Field is used to link accounts to external accounts eg Draftworx

I/C Non Operating	Assign General Ledger accounts for Income Statement (I/C) / Profit and loss report. This splits the report up into operating and non operating accounts Assign an account to be filtered to the non operating section of the report
Payment VAT / GST Account	Used to automatically select the VAT / GST account in Cashbooks
Payment VAT / GST Type	Used to automatically select the VAT / GST type in Cashbooks
Deposit VAT / GST Account	Used to automatically select the VAT / GST account in Cashbooks Only used in certain conditions, otherwise leave as none
Deposit VAT / GST Type	Used to automatically select the VAT / GST type in Cashbooks Only used in certain conditions, otherwise leave as none
Enable Currency	Used on Bank accounts only Enable multi-currency if bank account is a foreign bank account where transactions are tracked in local and foreign currency
Currency	Enter a currency if the bank account is foreign account
Exchange Rate Report	Enter an exchange rate to fix all transactions on a particular rate
Account Path	Shows the account path and levels the ledger account is positioned

Additional Tab

Most of these fields are used in report, Power BI exports, BankIT categories

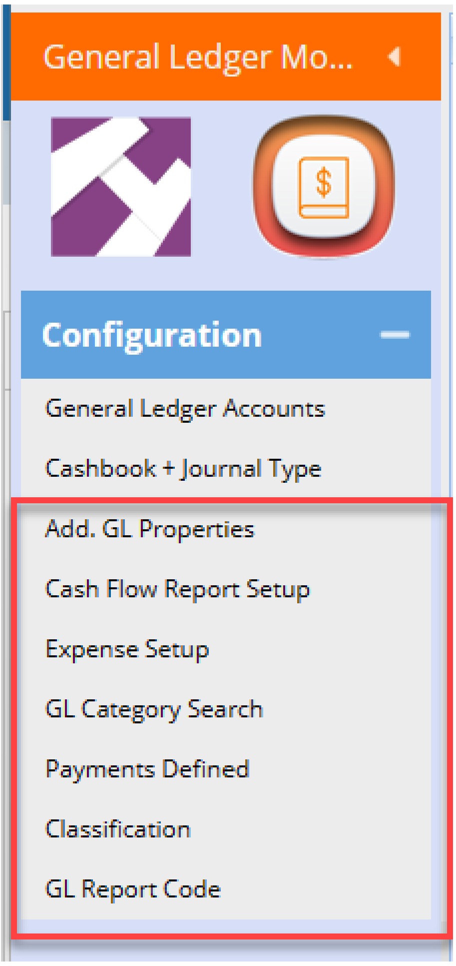


All these drop downs have their own tables to setup

Go to General Ledger Configuration menu group to setup fields

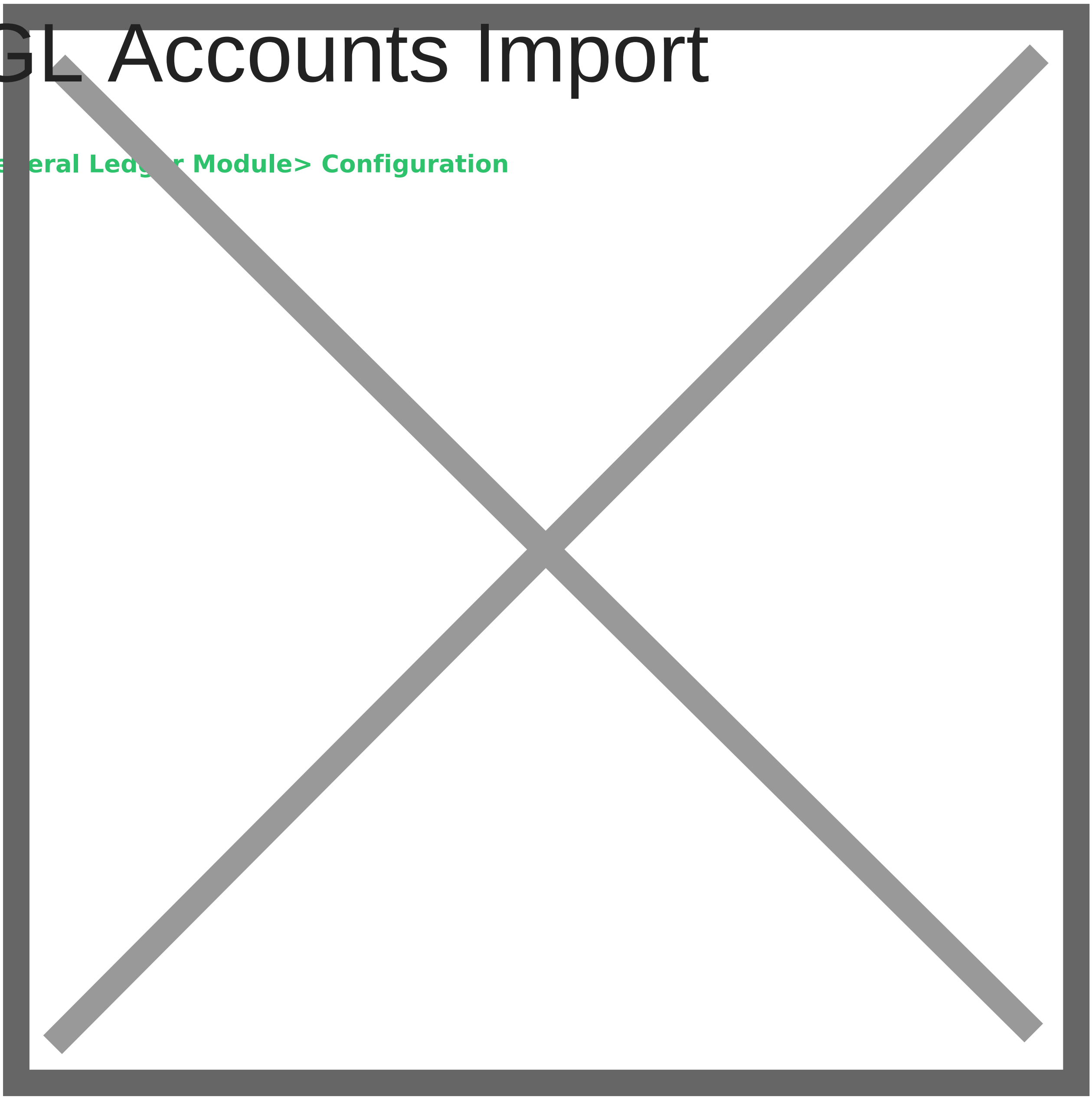
Notes	Enter notes on the ledger account
Payment Types	Select a Payment Type
Payment Frequency	Select a Payment frequency
Payment Code	Select a Payment code
Classification	Select a classification
Report Code	Select a report code
Depreciation	Flag this ledger account as a depreciation account

Setup your relevant fields


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

GL Accounts Import

General Ledger Module> Configuration



Import GL Report Link

Click the select File Button to open the “open file dialog” which will allow you to navigate to your file in order select it.

Click the Upload button to upload the file onto the server.

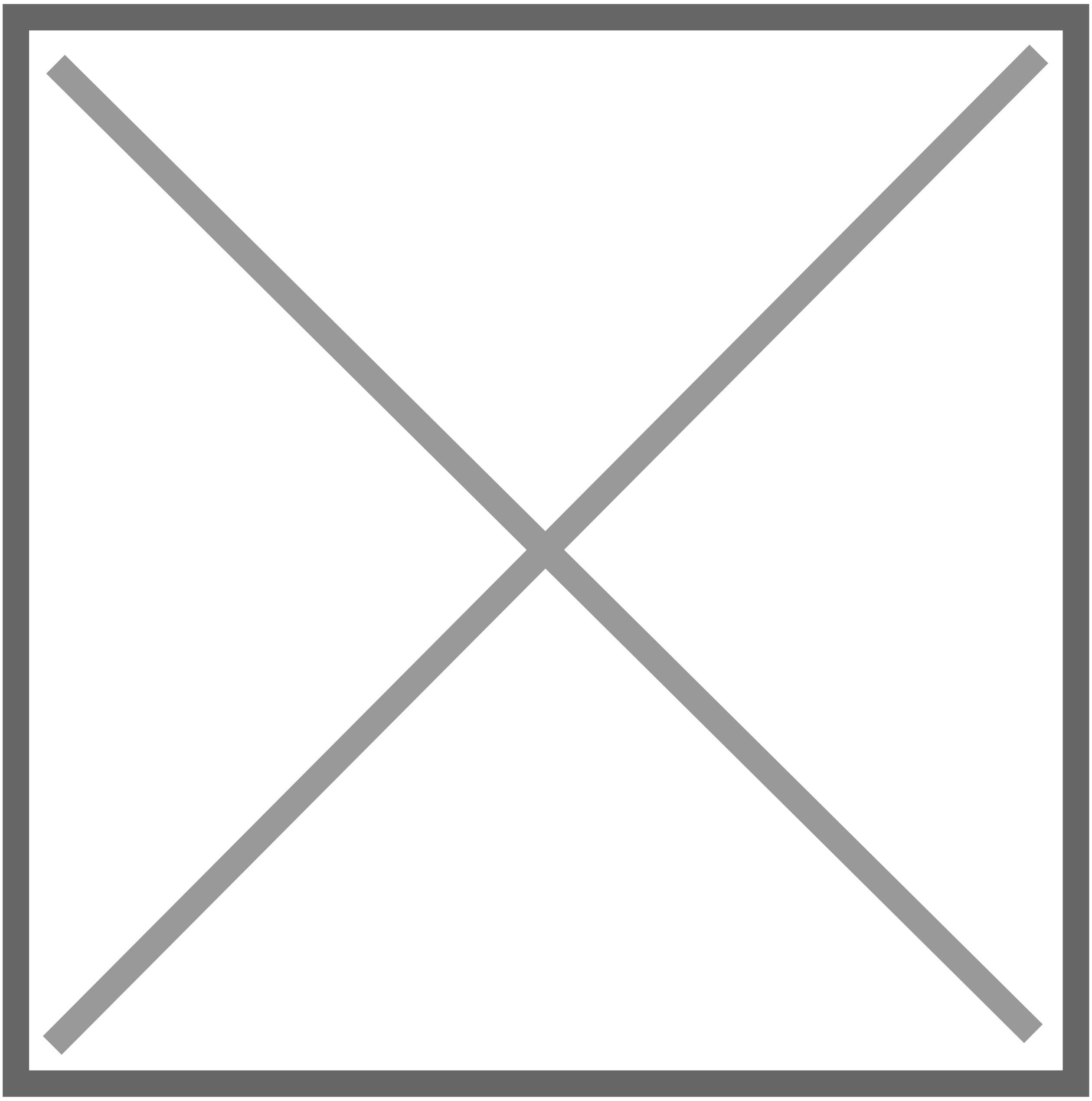
Click the Import button to start the import process.

Please Note:

Your file must be in a *.CSV file format.

If any errors are found, it will be written in the log, please correct the errors and start the import process again.

Below is a template of the CSV File:



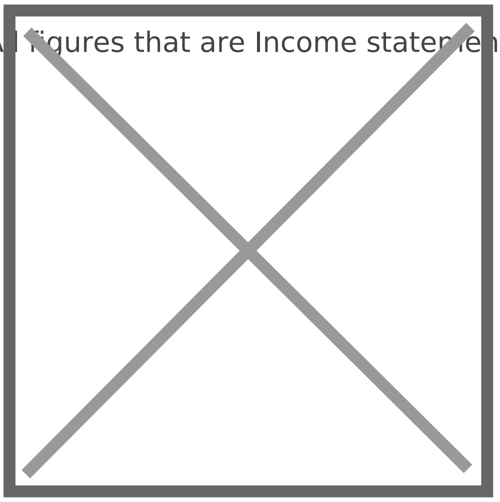
Accumulative Profit Definition

General Ledger Module > Configuration > general Ledger Accounts

The accumulative profit account is an internal account which works out the profit from the previous year and accumulative years into one figure.

This is automatically done per year end on Reports.

All figures that are Income statement items are rolled into the accumulative profit account.



Parent Account and General Ledger Reporting

A parent account is the main account into which all related sub-accounts are consolidated at year-end.

There are important differences between **GL Report No. 1** and **GL Report No. 2**, and each report should be used for its appropriate purpose.

GL Report No. 1 is the auditor’s report and is the correct report to be used for accounting and audit purposes. This report is restricted to a specific financial year only. At the beginning of each financial year, all income statement accounts are zeroed, and the figures are then accumulated month by month until the selected end period of that financial year. The report should therefore only be run for a maximum period of one financial year, or up to the end of the relevant financial period for that year.

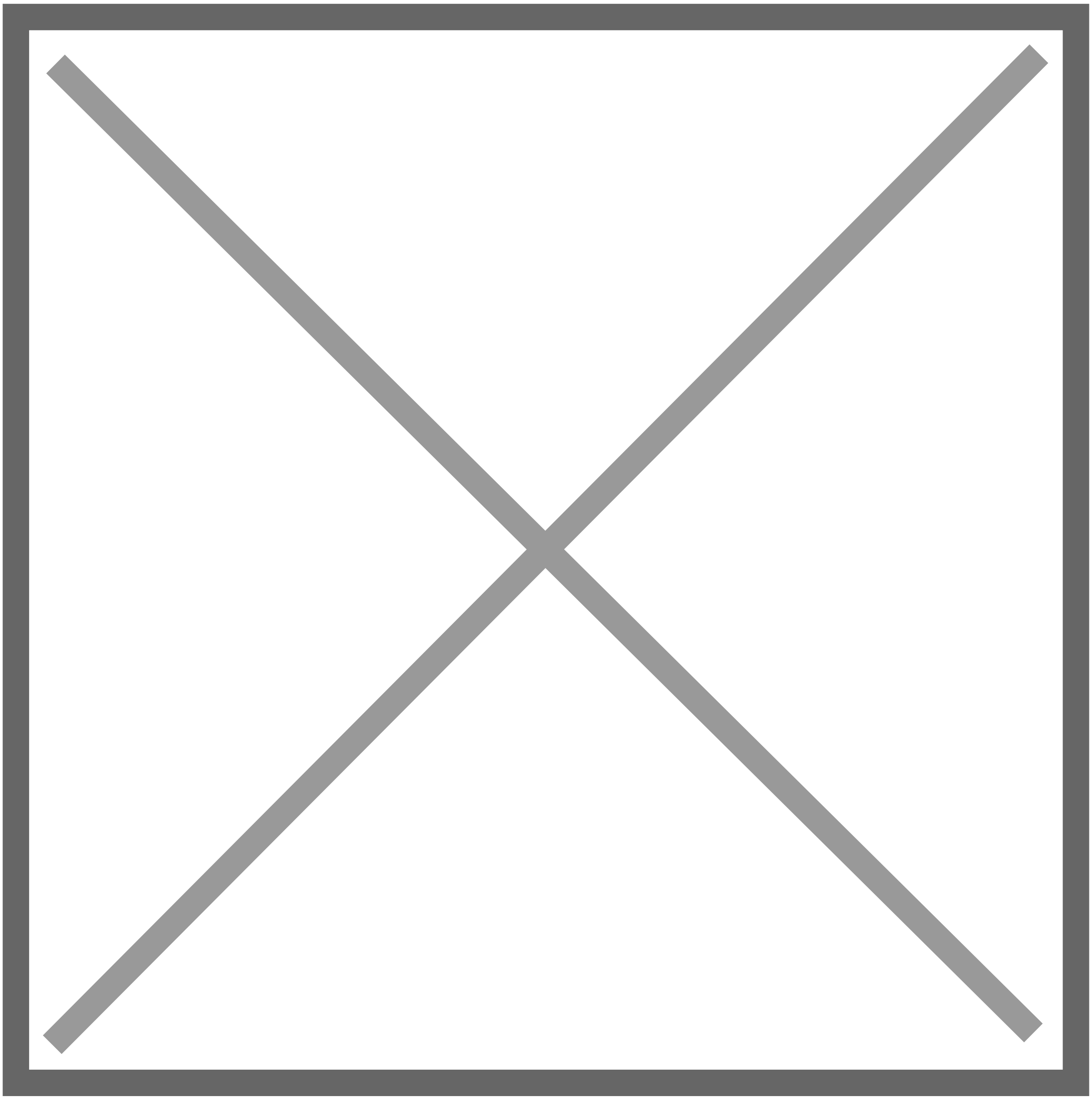
GL Report No. 2 is a useful management report where all accounts need to be reviewed without zeroing the income statement accounts at the beginning of each financial year. This report reflects all transactions across all financial years and is helpful where management requires a view of the cumulative expense over multiple financial years. It should be noted that GL Report No. 2 is a management report and not an accounting or audit report.

There are various ways to review accumulated profit. One method is to run the **Summary Income Report** for each financial year and then total the net profit amounts. This process must be performed from the first financial year onward.

It is also necessary to determine whether a balance journal was processed during the initial take-on in year one to the **Accumulated Profit** sub-account. This sub-account is normally used only to record an opening balance on take-on.

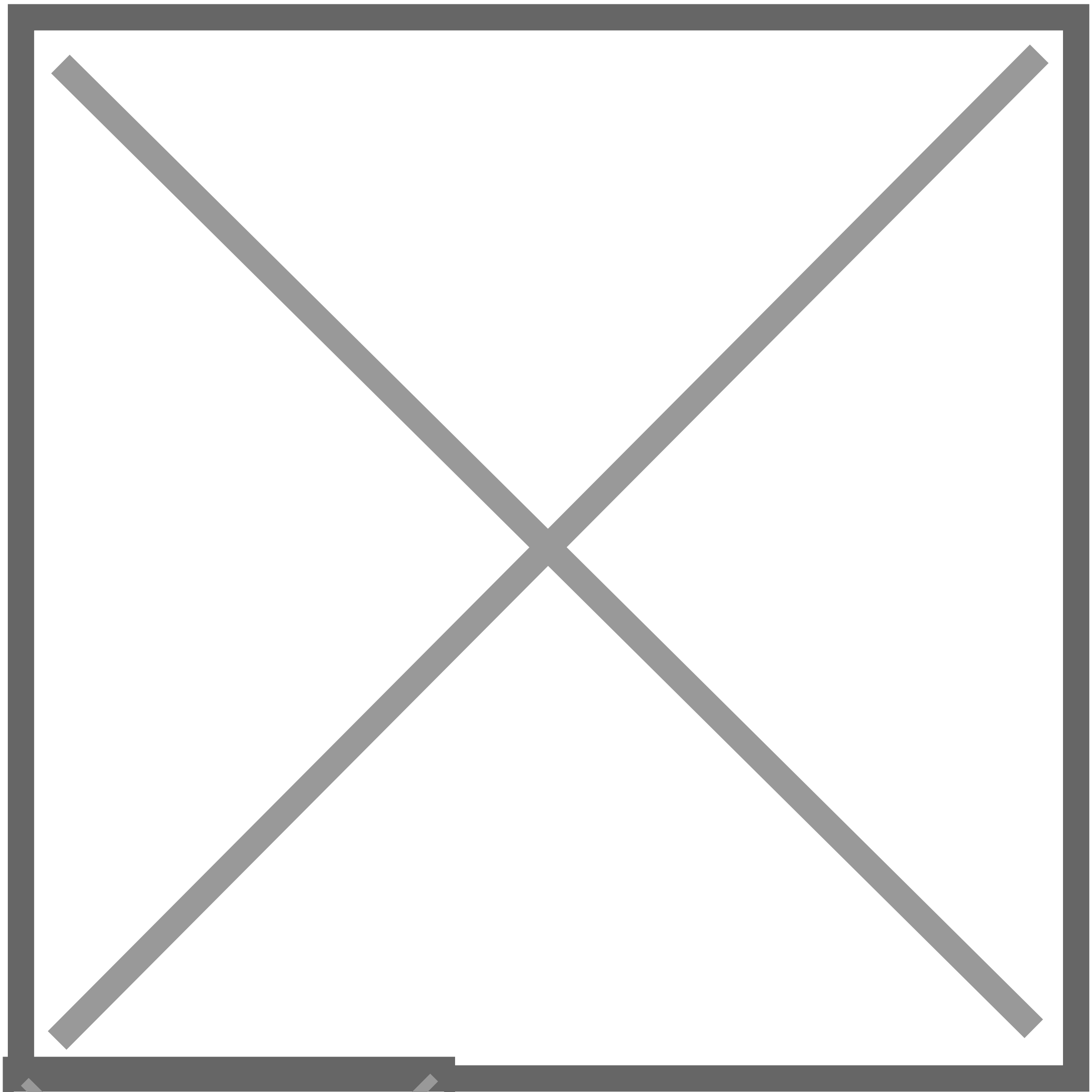
Profit and Loss by Period Report

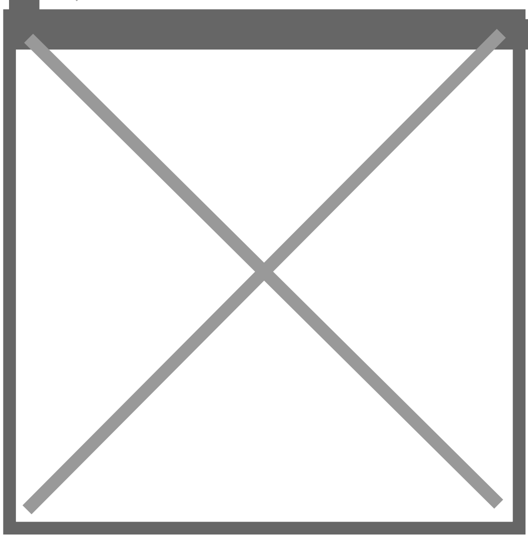
GL Module > Report List > Profit and Loss by Period Report



Balance sheet / Financial Position report

Look at the balance sheet and go down on your last level. – **GL Module >Reports >Balance sheet**





Retained Income is your income from the previous year OR and including other previous years.

Net income is your current financial year, which equals your income statement year to date on current period

Run the balance sheet for each year end and see how the accumulative profit is rolled up. If there is a problem in the Accumulative profit, it is because there is entries in the Income statement type accounts.

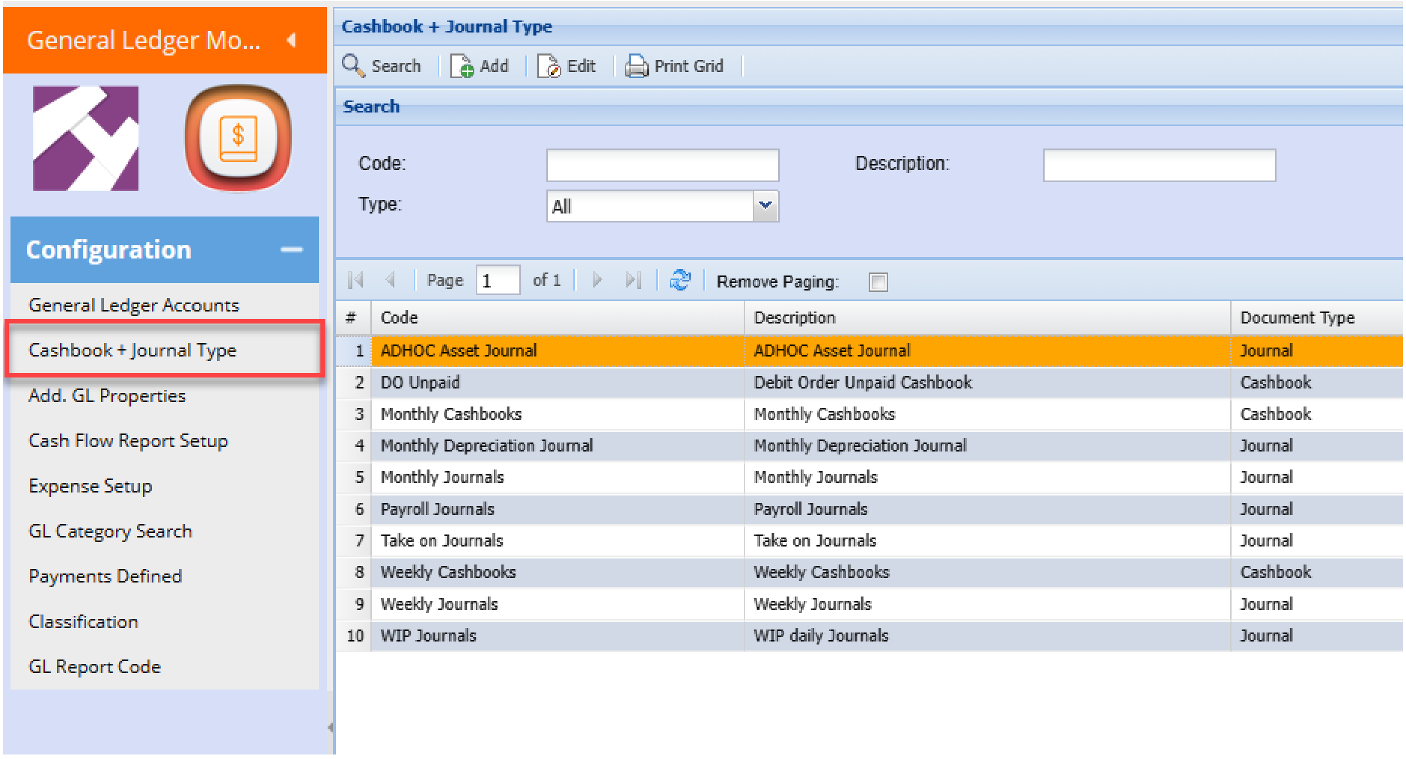
Cashbook + Journal Type Menu

Cashbook + Journal Type Menu

Cashbook + Journal Type

General Ledger > Configuration > Cashbook + Journal Type

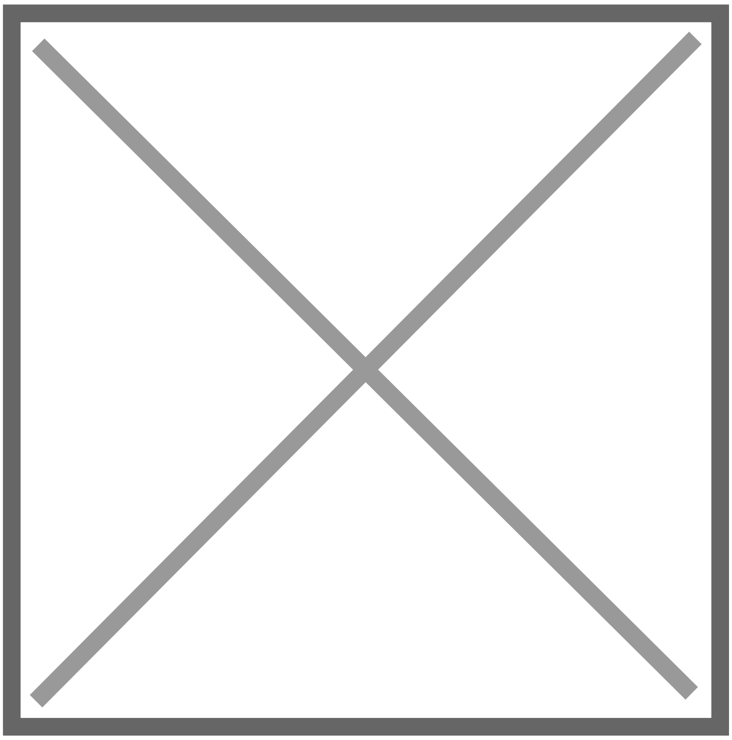
This form allows the user to search, group and filter for a journal or cashbook type



Search

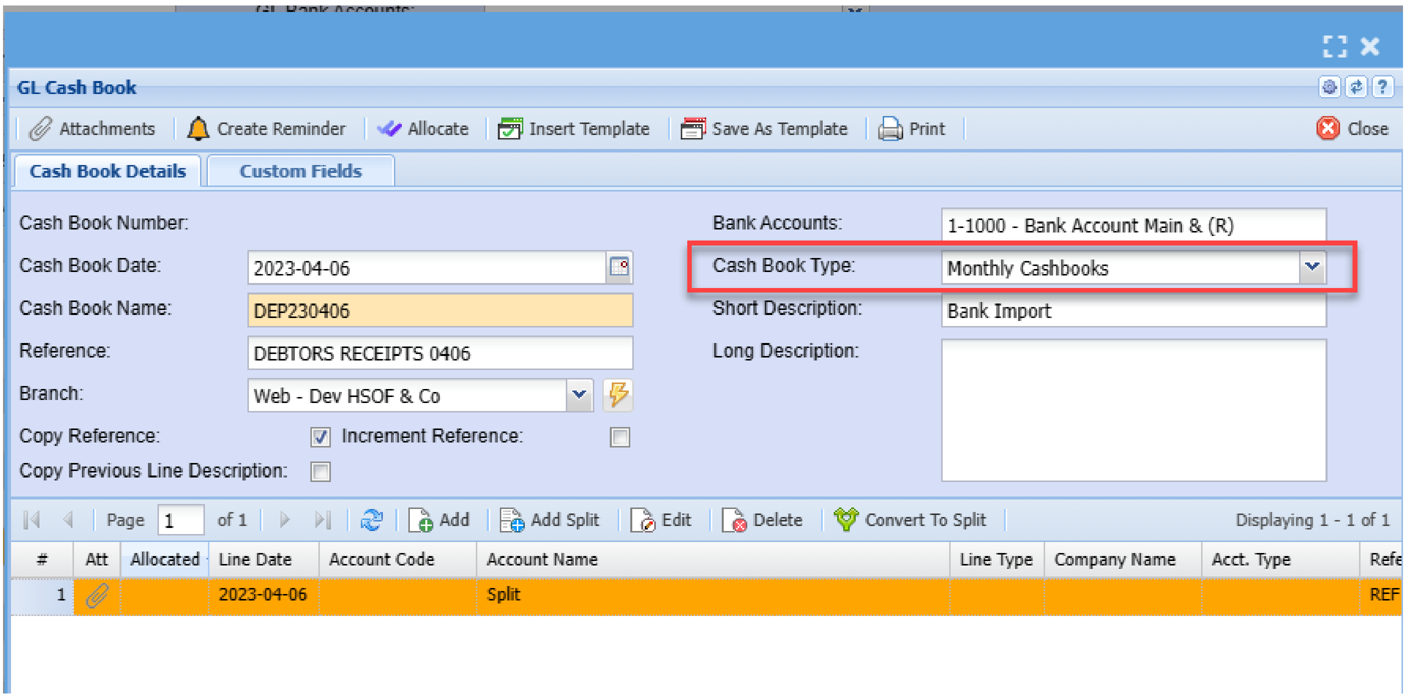
Code	To search enter the code of the journal or the cashbook
Description	To search enter the description of the journal or the cashbook
Type	Search by selecting the type from the drop down arrow All, Cashbook or Journal

Add Type



Code	Enter document code
Description	Enter document description
Doc Type	Select the correct document type on the drop down

Used in Cashbooks and Journals to group for search filtering



Additional GL Properties Menu

GL Properties

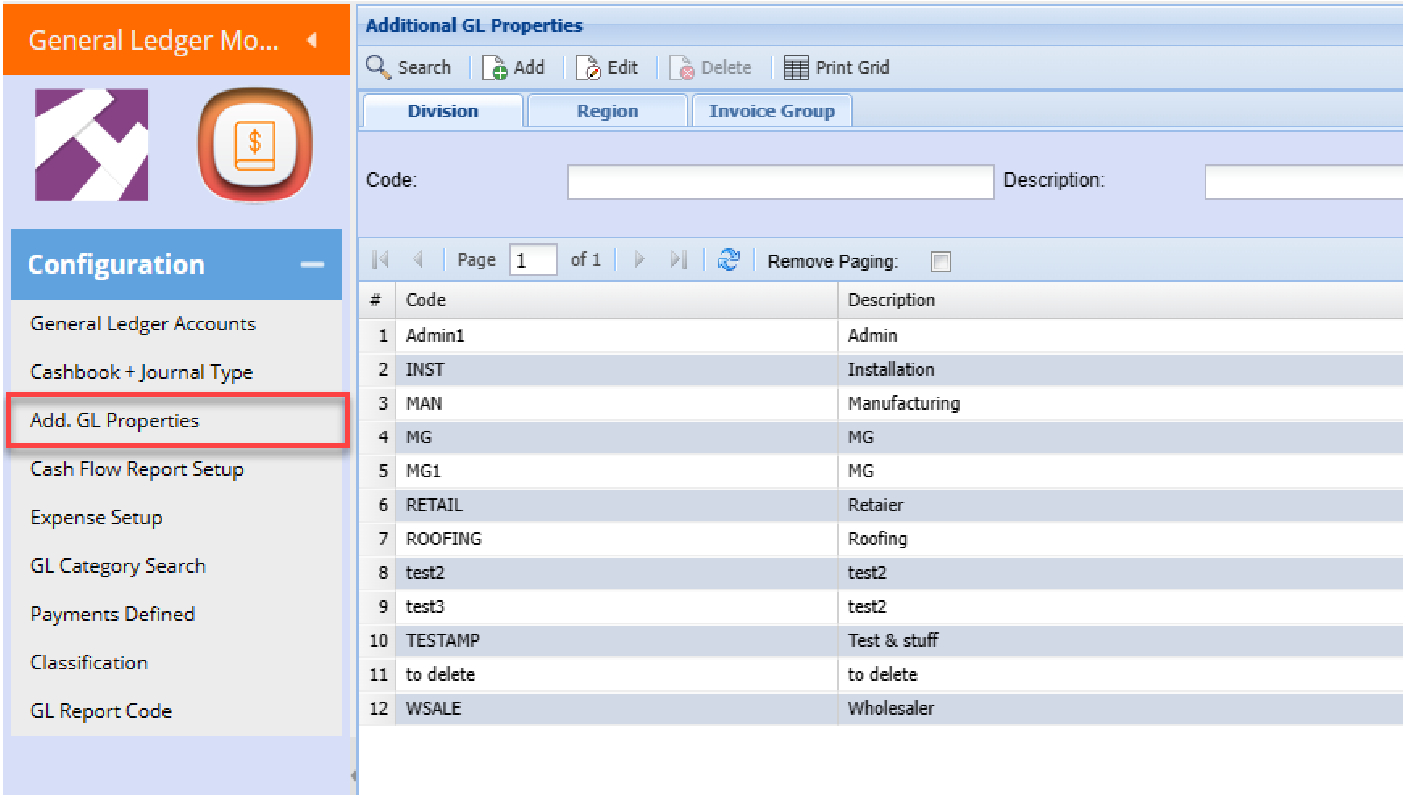
General Ledger> Configuration>Additional GL Properties

The form that allows the user to set up cost centres

Setup the following cost centres

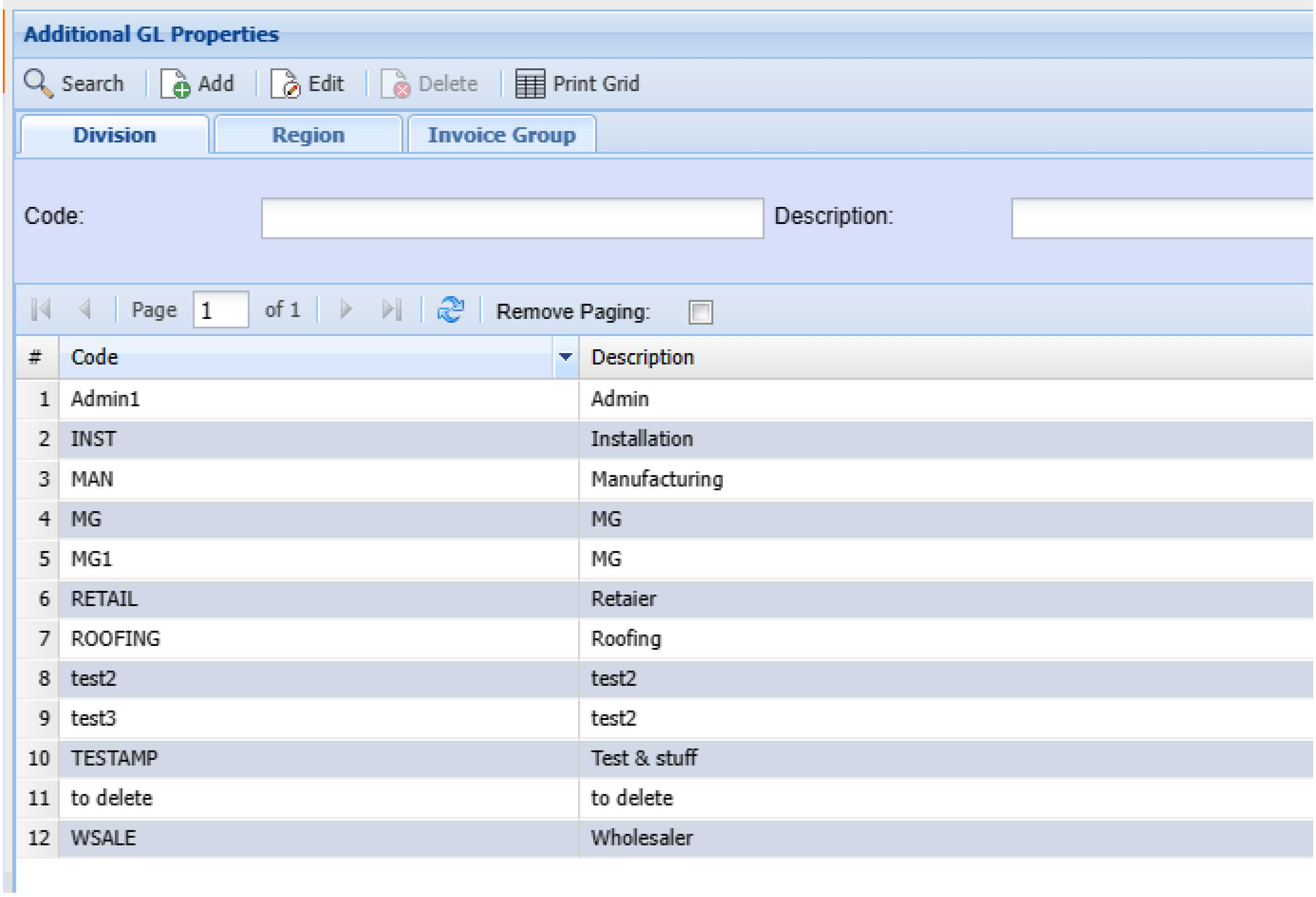
1.	Division
2.	Region
3.	Invoice Group

This information will update Debtors and Creditors Additional Properties

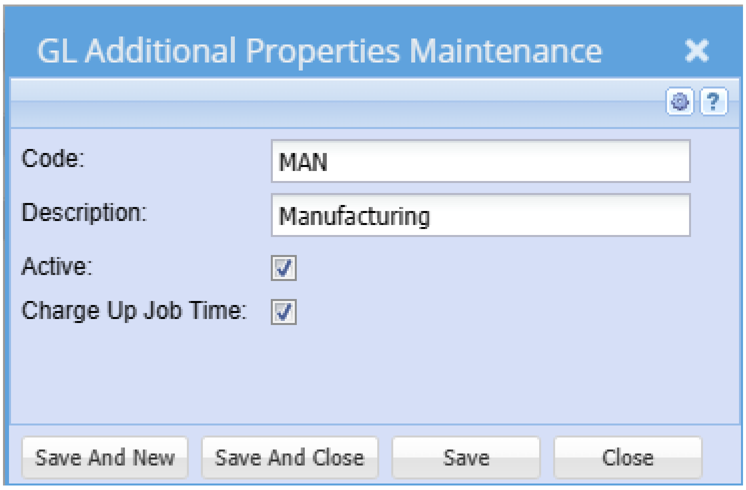


Division

Setup a division cost center



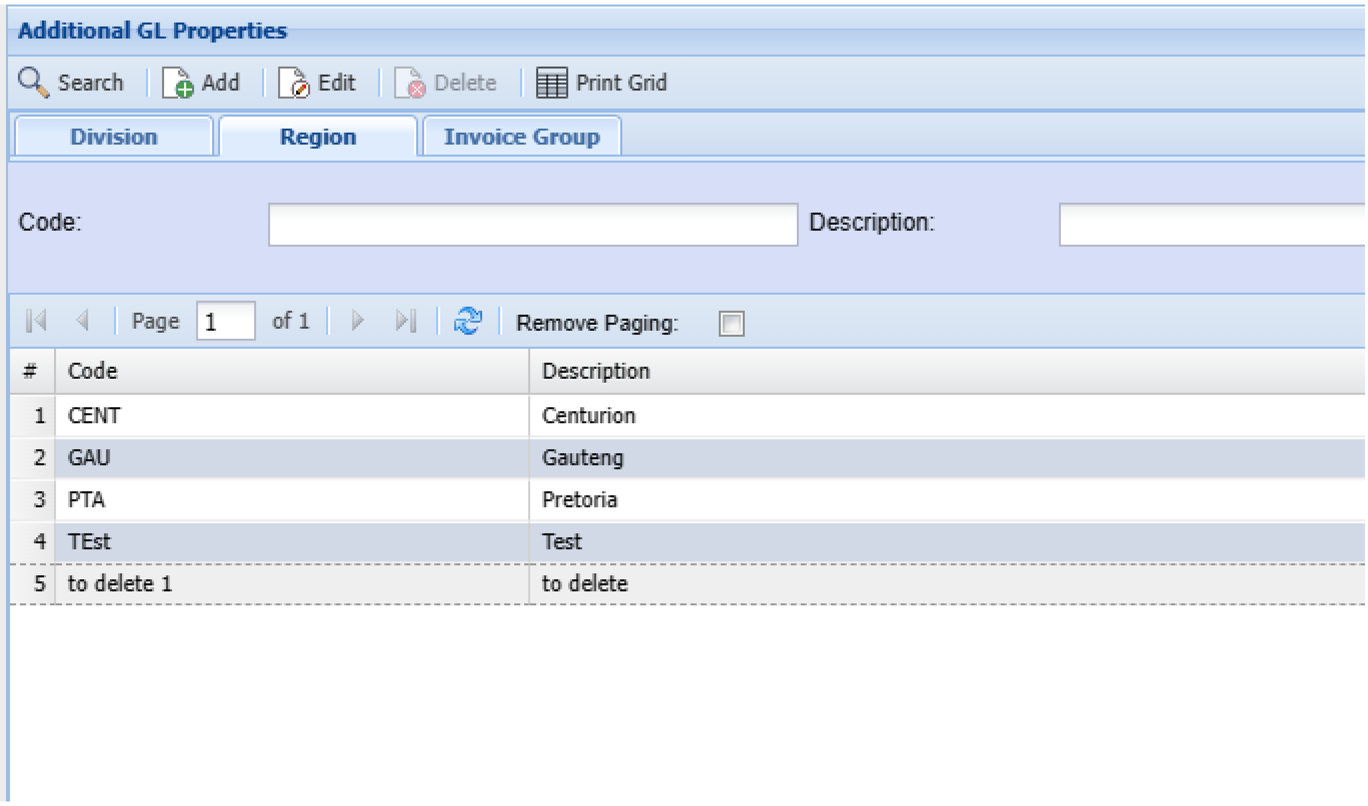
Add or edit a division



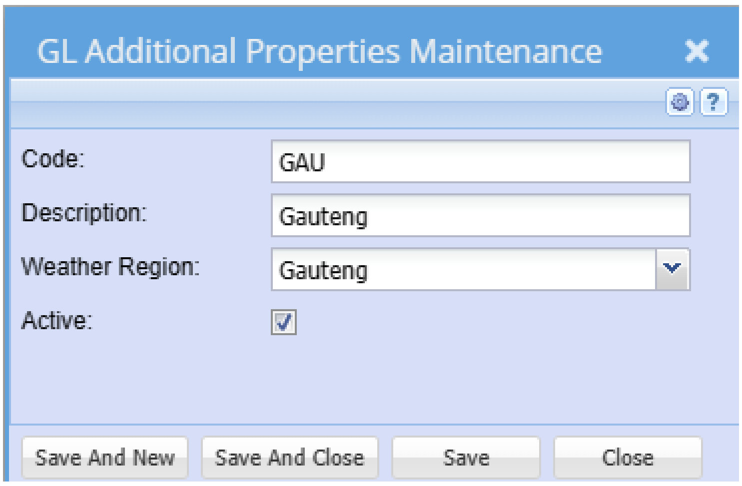
Code	Enter a code that is unique
Description	Enter a description
Active	Active or inactive
Charge Up Job Time	Used in Job costing time logging to set that this group, charges time logs as Charge up

Region

Setup region cost centers



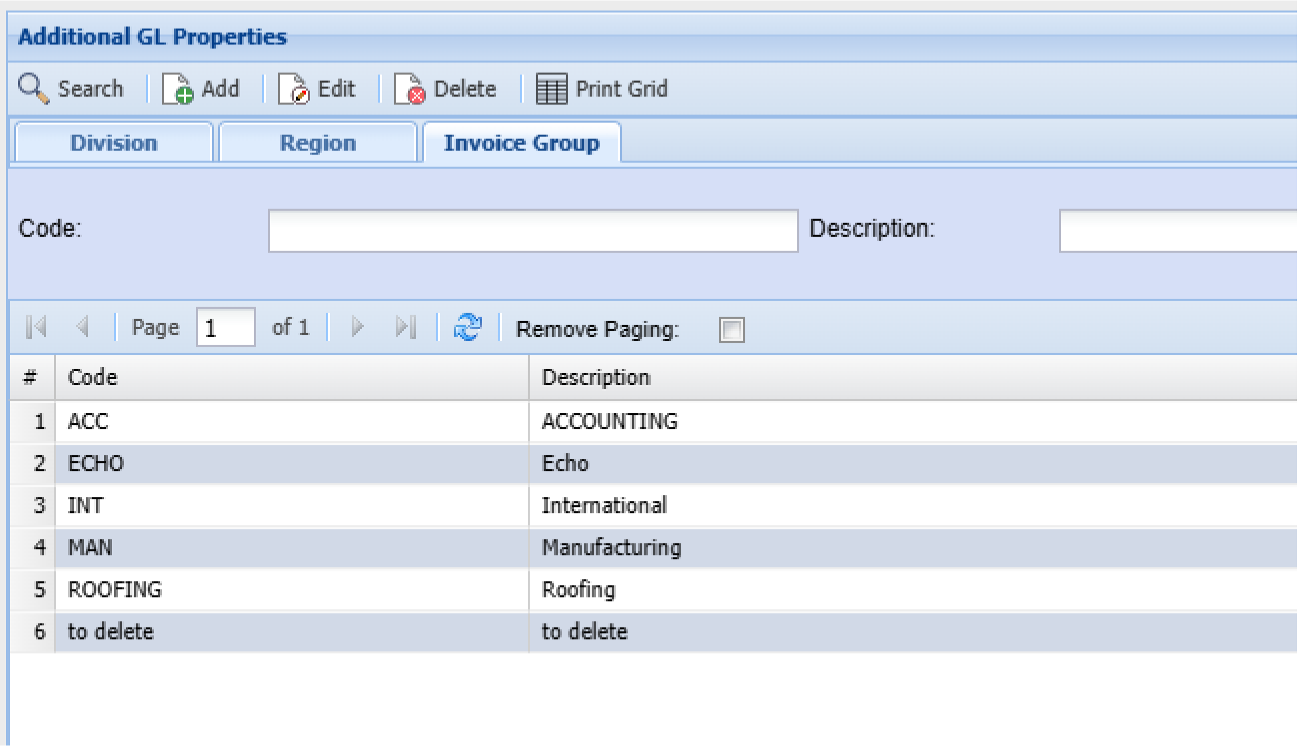
Add or edit a region



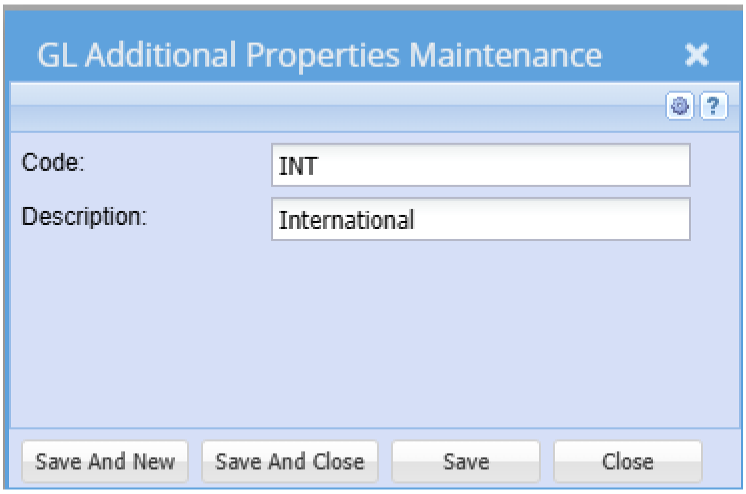
Code	Enter a code that is unique
Description	Enter a description
Weather Region	Used in Job Costing to display the weather in that region
Active	Active or inactive

Invoice Group

Setup an invoice group cost center



Add or edit an invoice group



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.

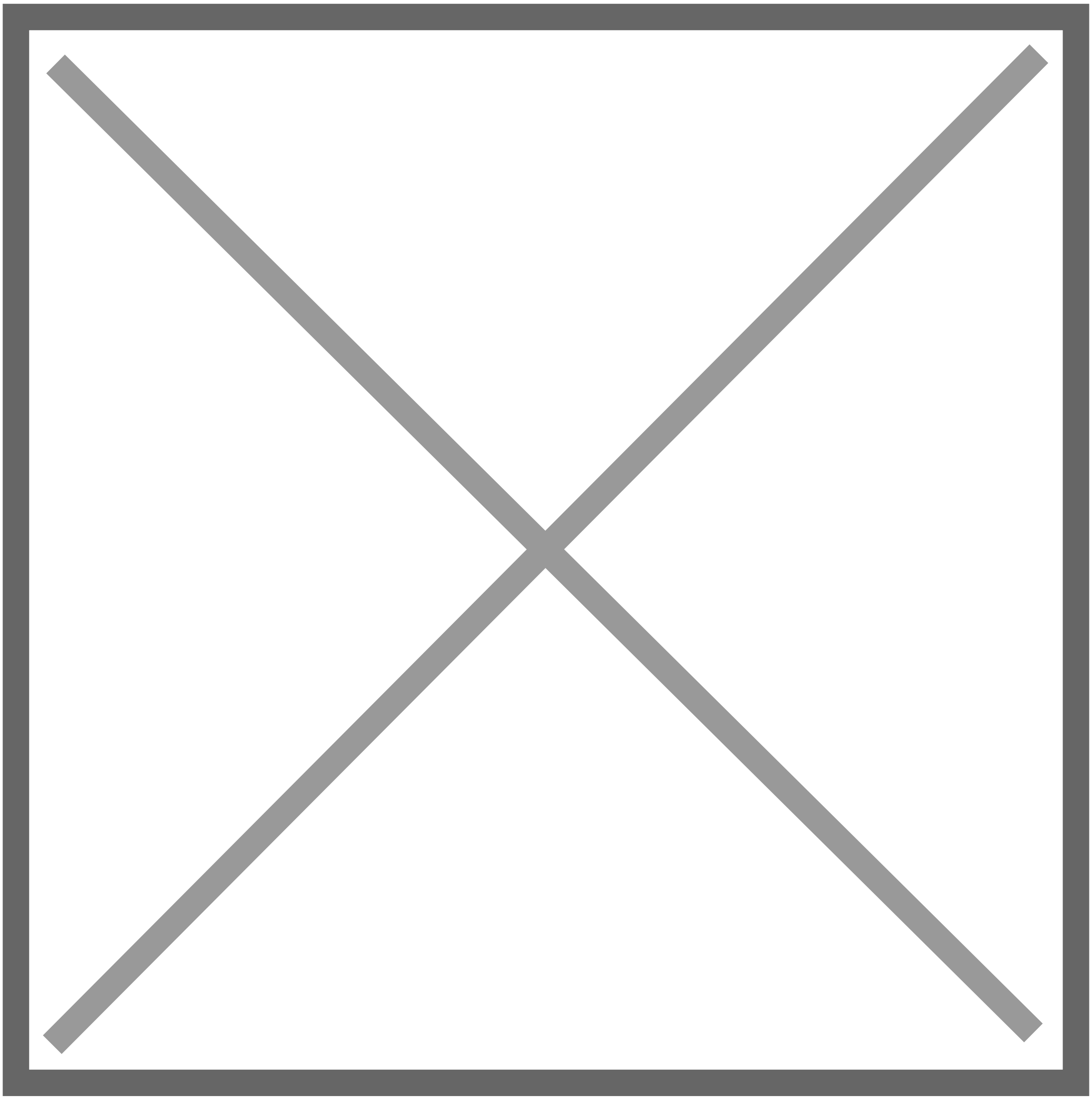
Observe the tabs at the top of the page. Under division, the four example cost centres have been added. Click on the GL Group tab at the top of the same page, the four main headings of the required general ledger have been added under this tab.

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

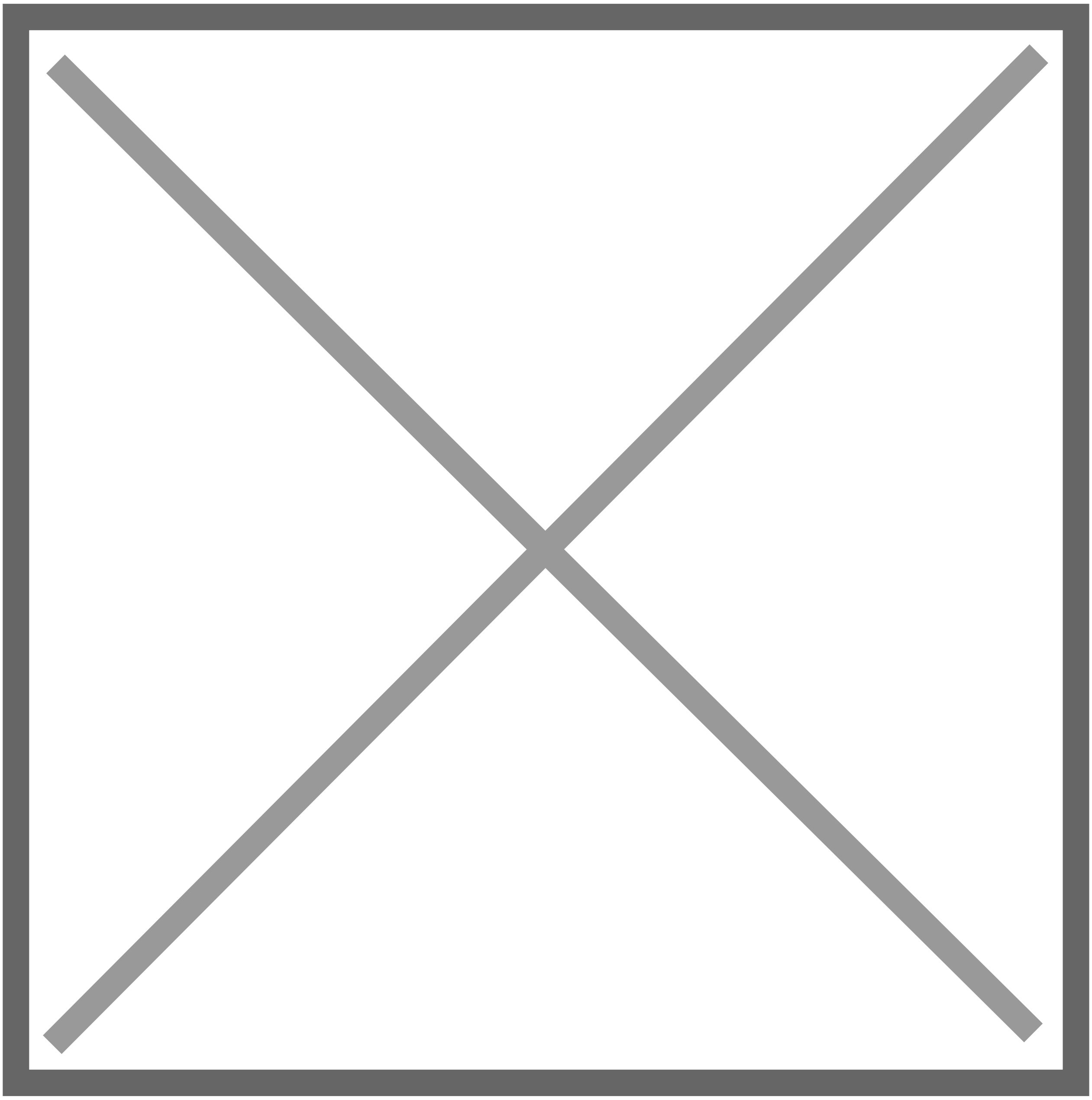
Still in the General Ledger, click on Activity and click on Cashbooks. Insert a cashbook and fill in the description, reference, choose a bank account and click on save. Click on INSERT SPLIT.

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



Cash Flow Report Setup Menu

Cash Flow Report Setup

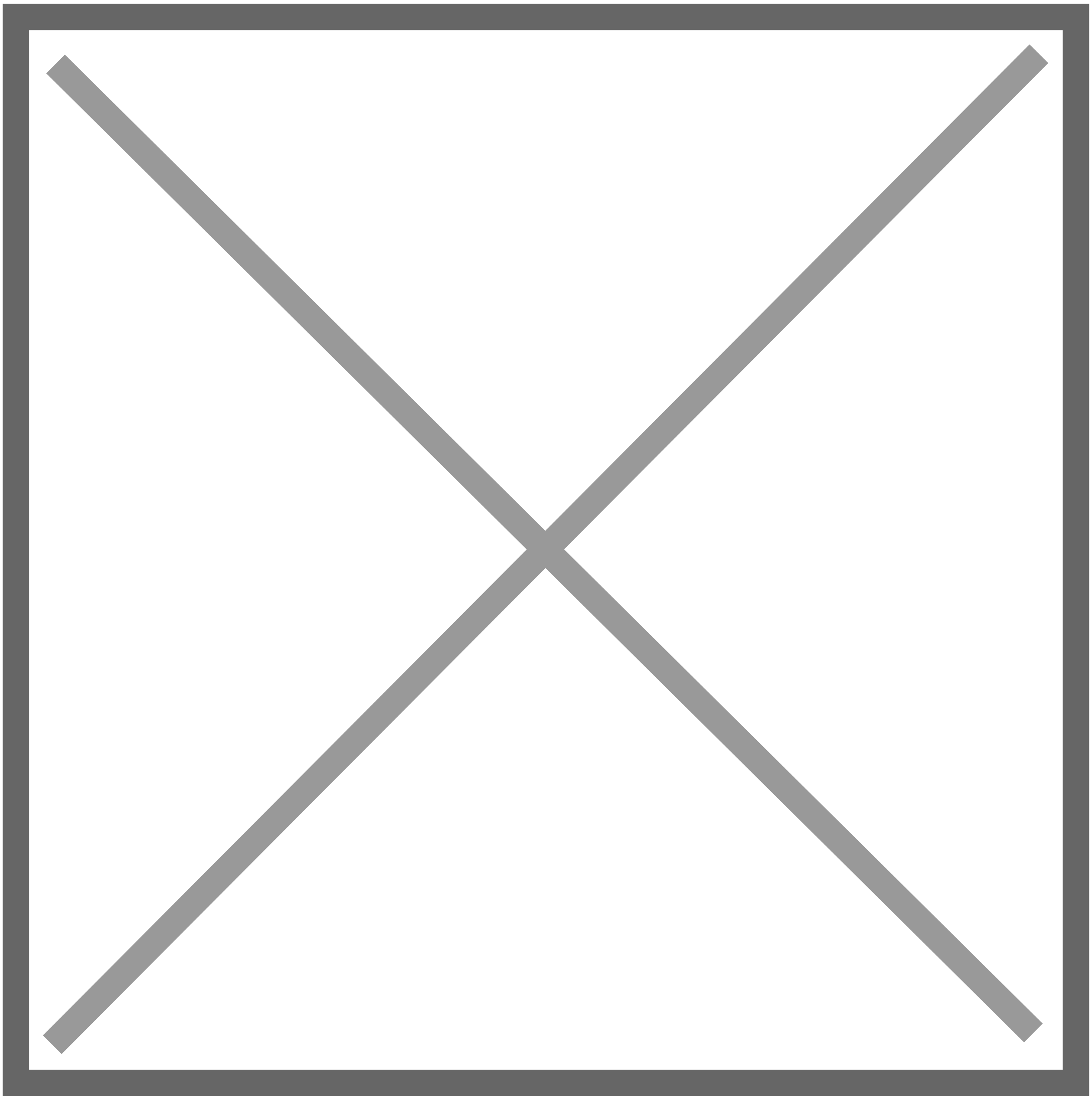
General Ledger>Configuration>Cash Flow Report Setup

This form allows the user to search for cash flow report setup

Search

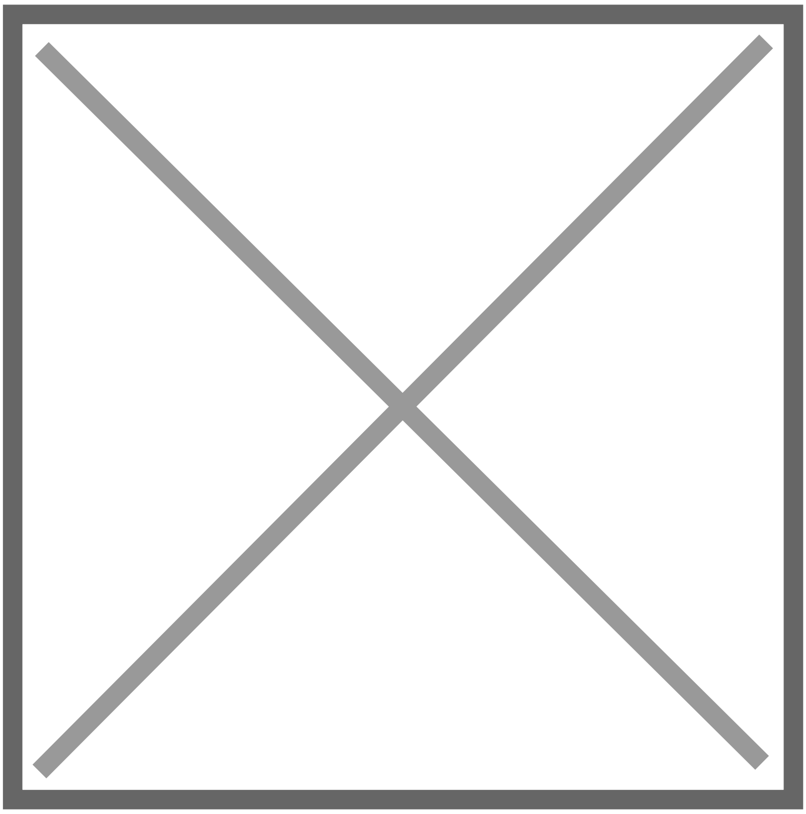
Search allows the user to search by entering the fields

Code	search by selecting from the code
Description	search by selecting the description
Account Category	to search by selecting the category from the drop down arrow
Amend	to view or edit an already created cash flow report form.



Cash Flow Setup Amend

This form allows the user to view cash flow setup



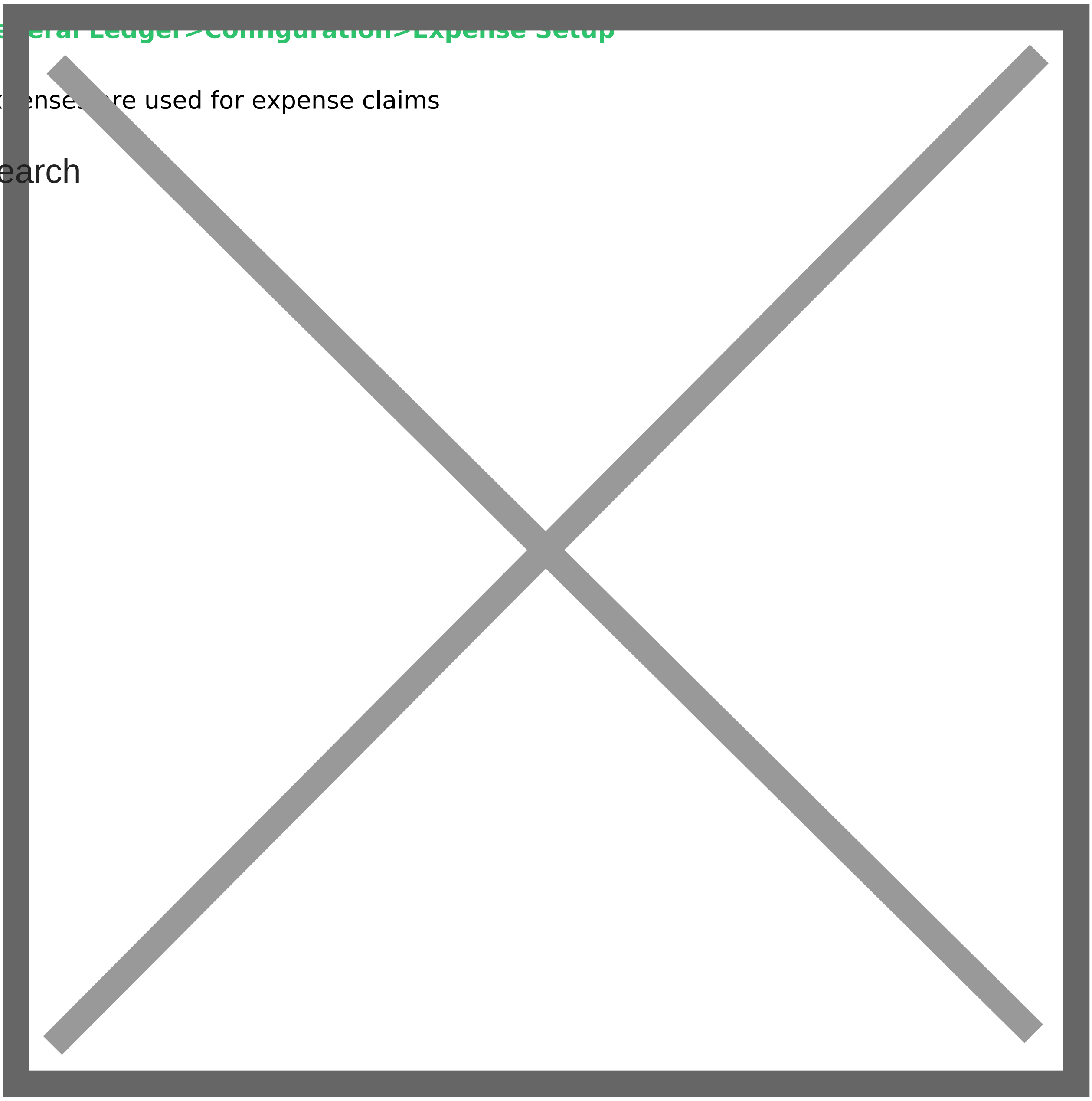
Expense Setup Menu

Expense Setup

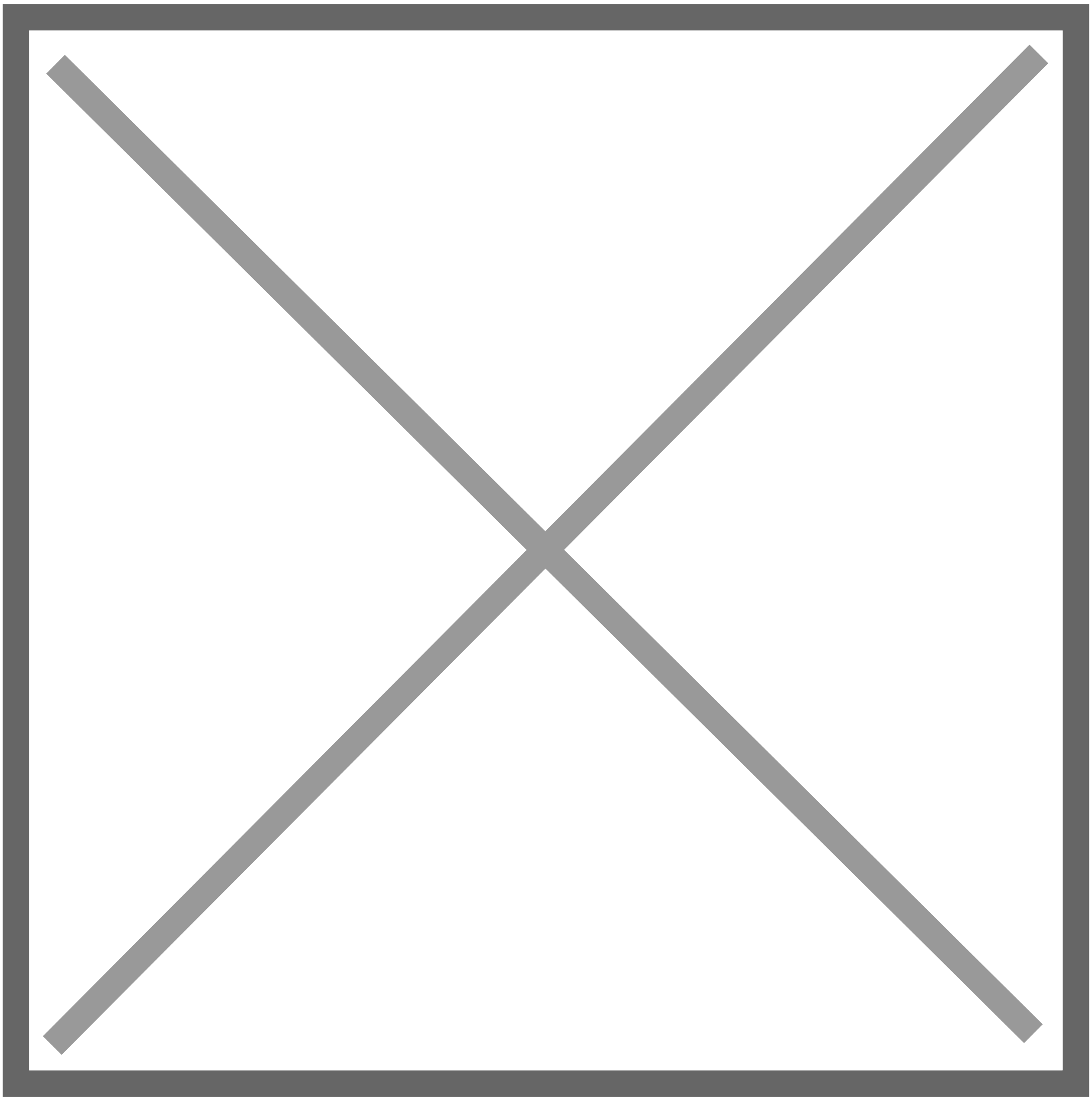
General Ledger>Configuration>Expense Setup

Expenses are used for expense claims

Search



Add a new expense



Code	Enter code
Description	Enter description and save
Supplier	
Stock Item	
Tax Account	
Tax Type	
Division	
Region	
GRV Group	

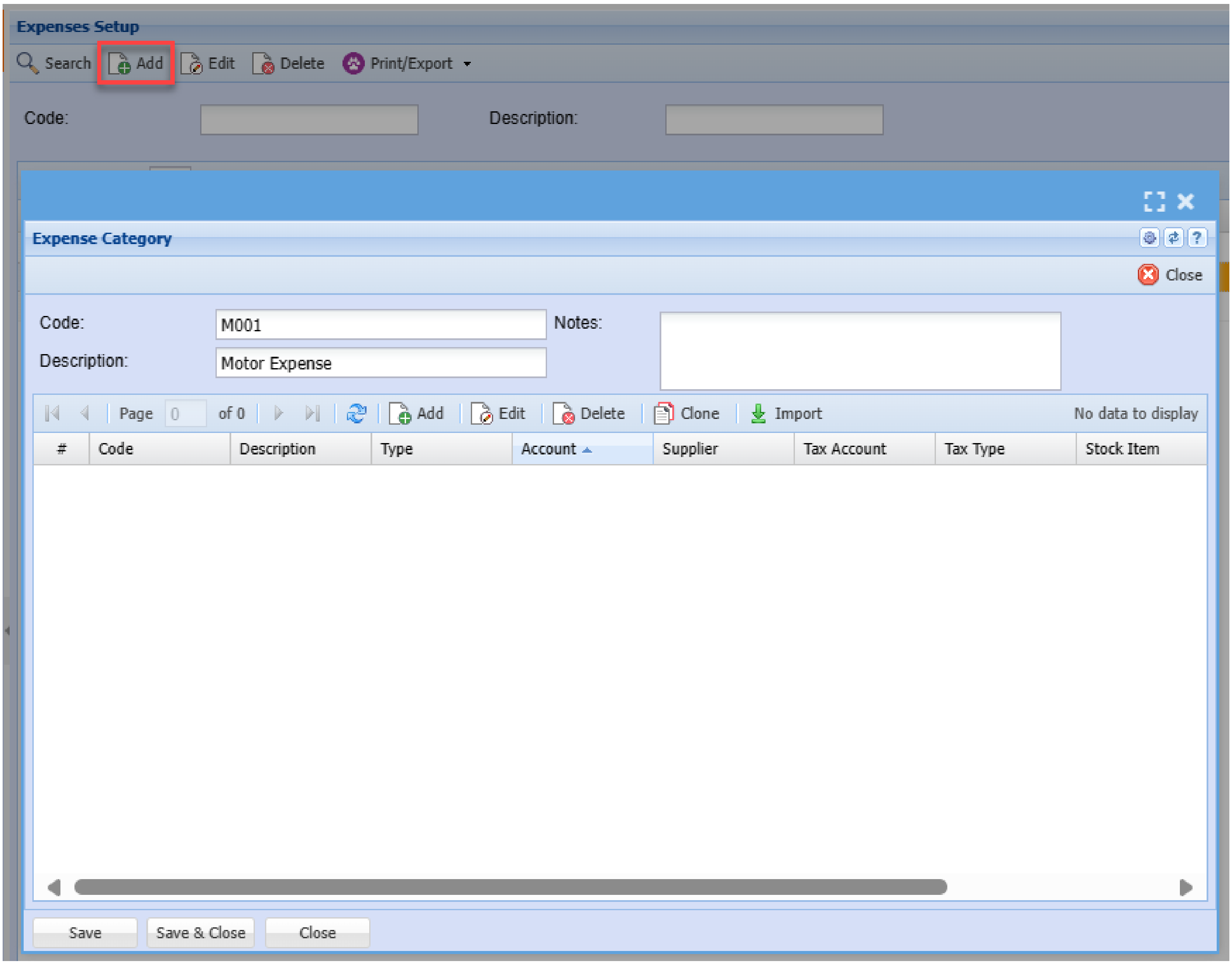
Expense Setup Menu

Add Expense Setup

To add a new expense setup go to

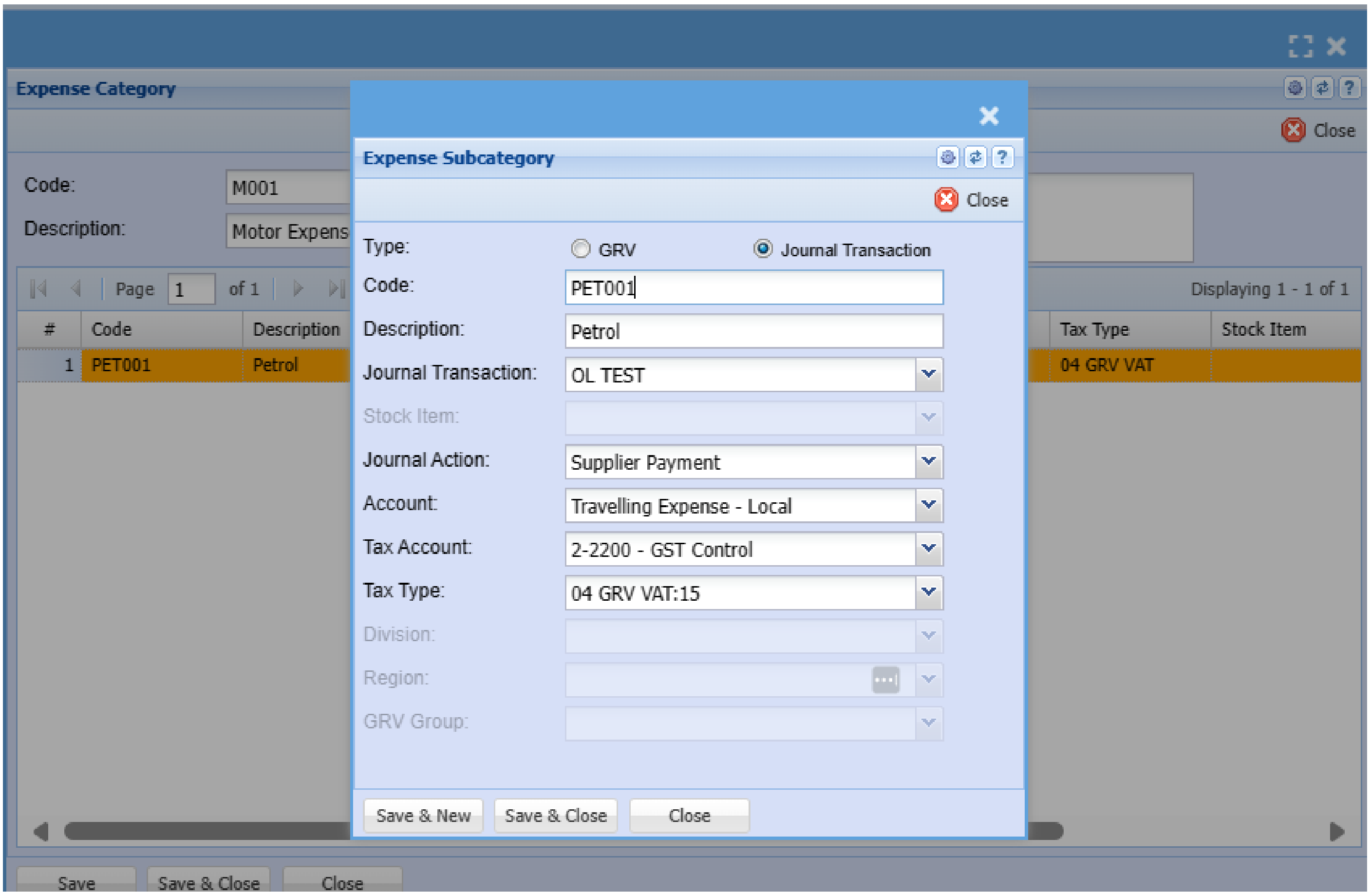
General Ledger> Configuration> Expense Setup

First, you need to add the expense category



Code	Enter expense category code
Description	Enter expense category name or description
Notes	Add notes regarding what the expense category will be used for

Adding a new expense rule



Type	Select the type of entry to be created when a finance manager approves the expense claim
Code	Enter the code for the expense subcategory
Description	Enter the name or description of the sub category. This is the name that will appear on the expense sub category drop down
Journal Transaction	Journal Type is usually a supplier
Stock Item	Enter stock item to be used if transaction type is GRV
Journal Action	Select journal action on the drop down selection
Account	Select the account the journal or GRV needs to be posted in
Tax Account	Select VAT/GST account from the drop down selection

Tax Type	Select Tax/ GST Type from the drop down selection
Division	Select the division from the drop down selection if applicable
Region	Select the region from the drop down selection if applicate
GRV Group	Select GRV group from the drop down selection

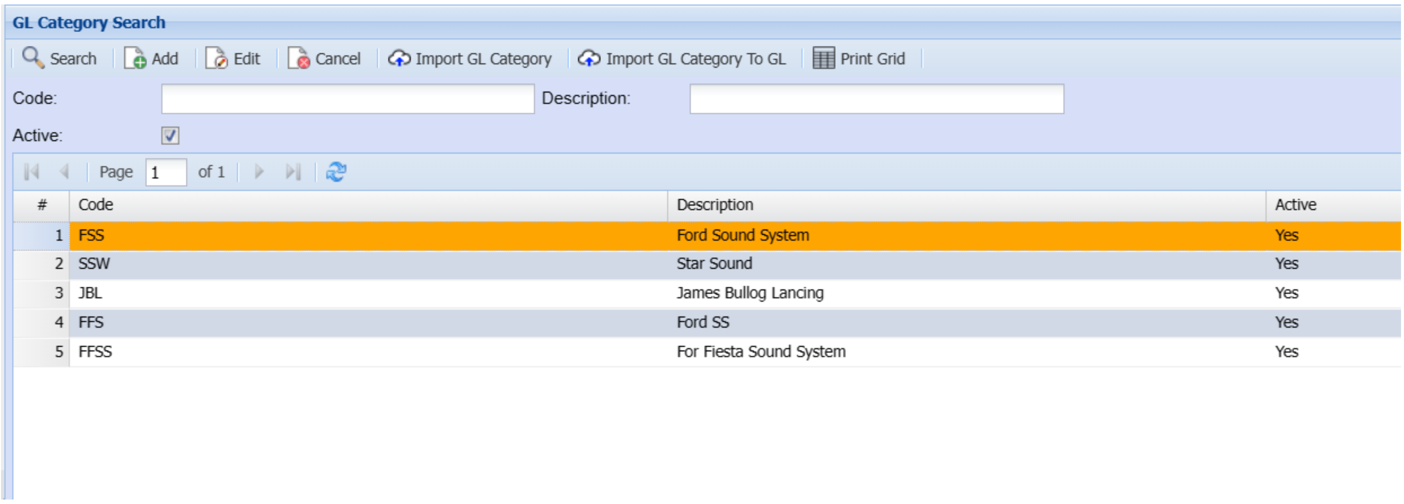
GL Category Menu

GL Category

General Ledger>Configuration>GL Category Search

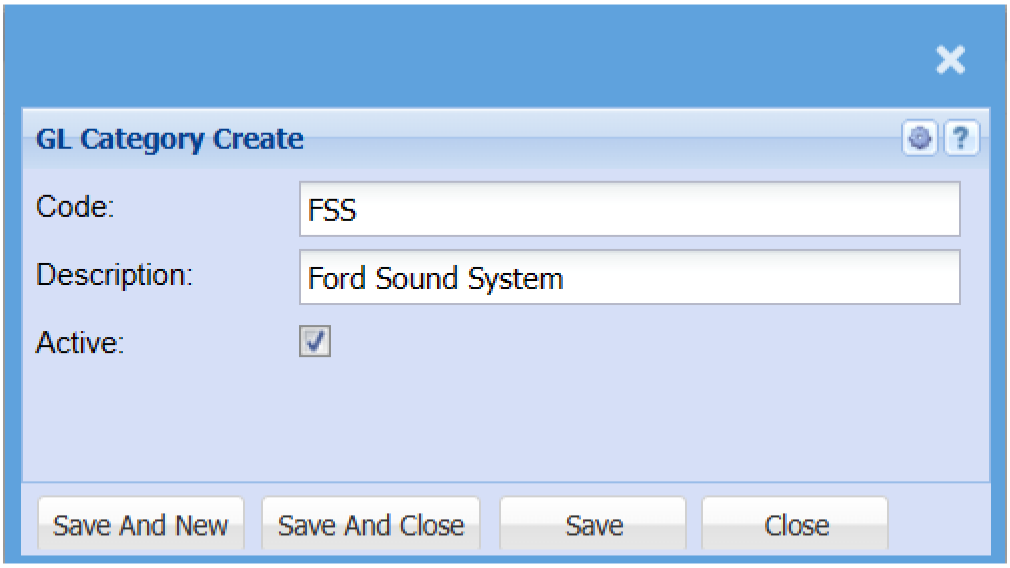
Setting up GL categories for reporting in the system

These categories are defined in multiple reports and exports to allow you to group reports.



Import GL Category	
Import GL Category To GL	
Print Grid	

Add or Edit GL Category



Code	
Description	
Active	

Payments Defined Menu

Payments Defined Menu

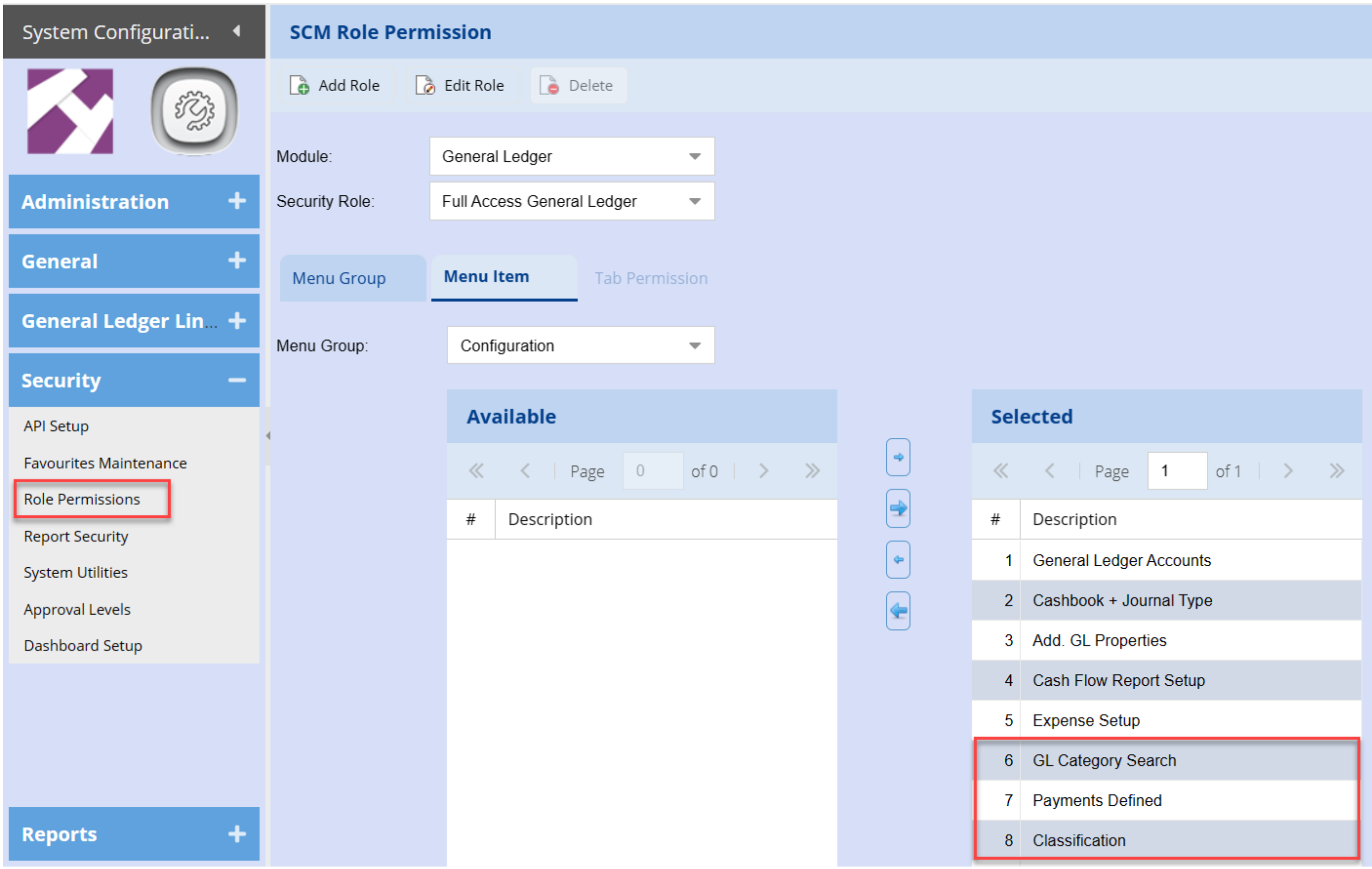
Payments Defined

Setup various payments defined for BankIT payment categories.

Security View Payments Defined

System Configuration>Security>Role Permissions

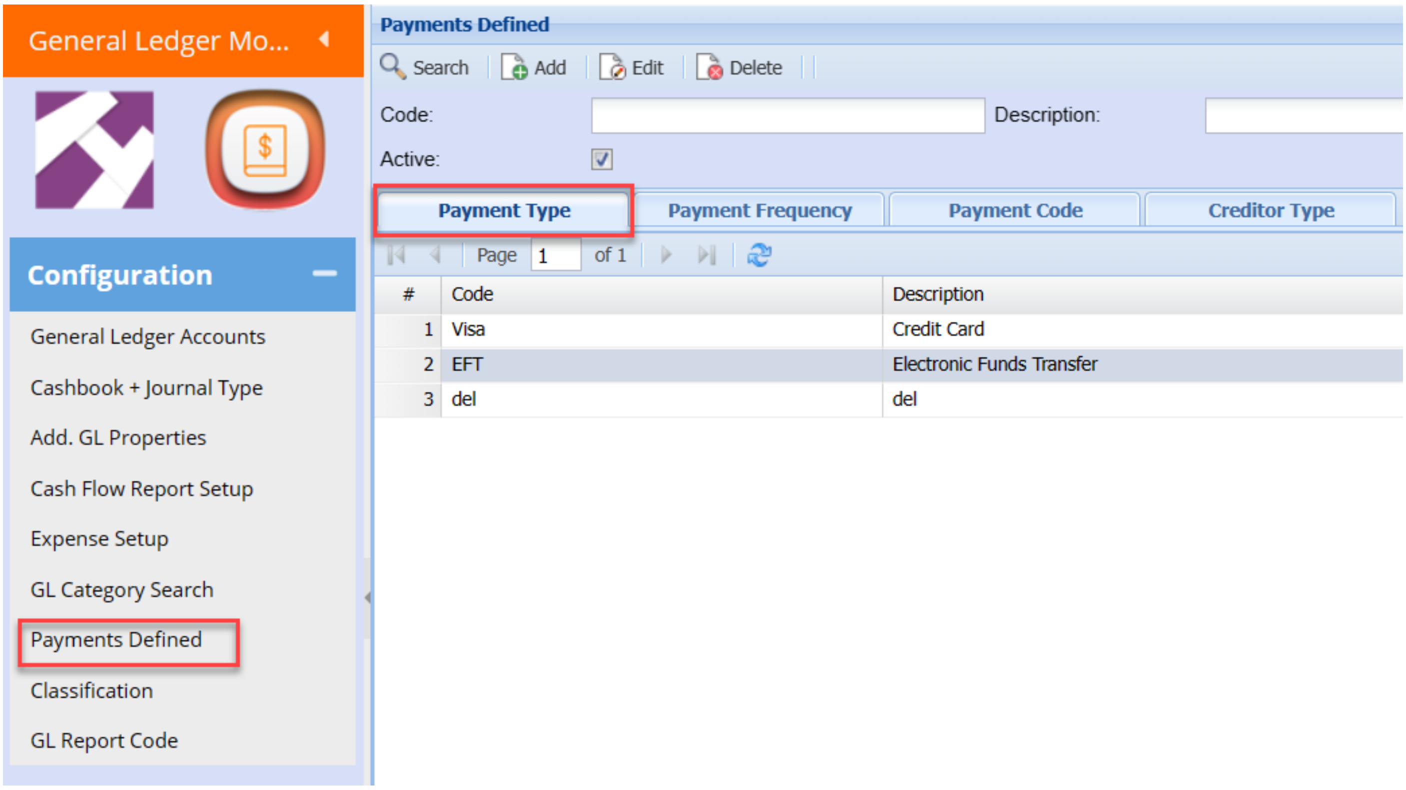
Setup the Payments Defined in Role permissions.



Payment Type

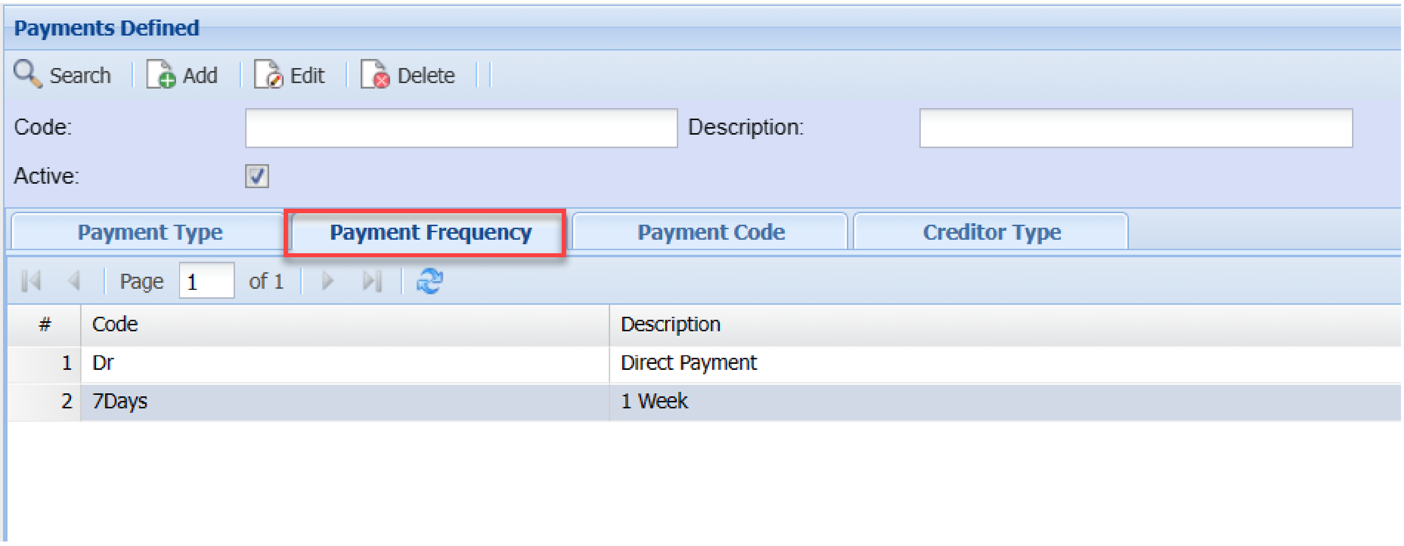
General Ledger>Configuration>Payments Defined

Setup the Payment Types for the Creditors and GL accounts



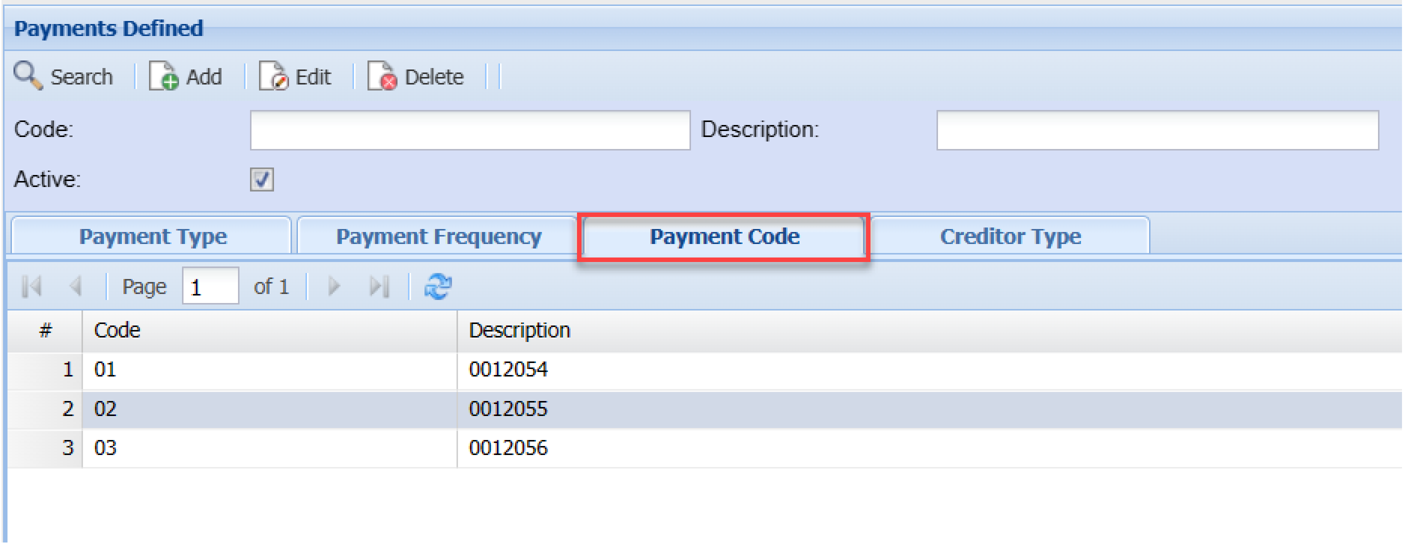
Payment Frequency

Setup the Payment Frequency for the Creditors and GL accounts

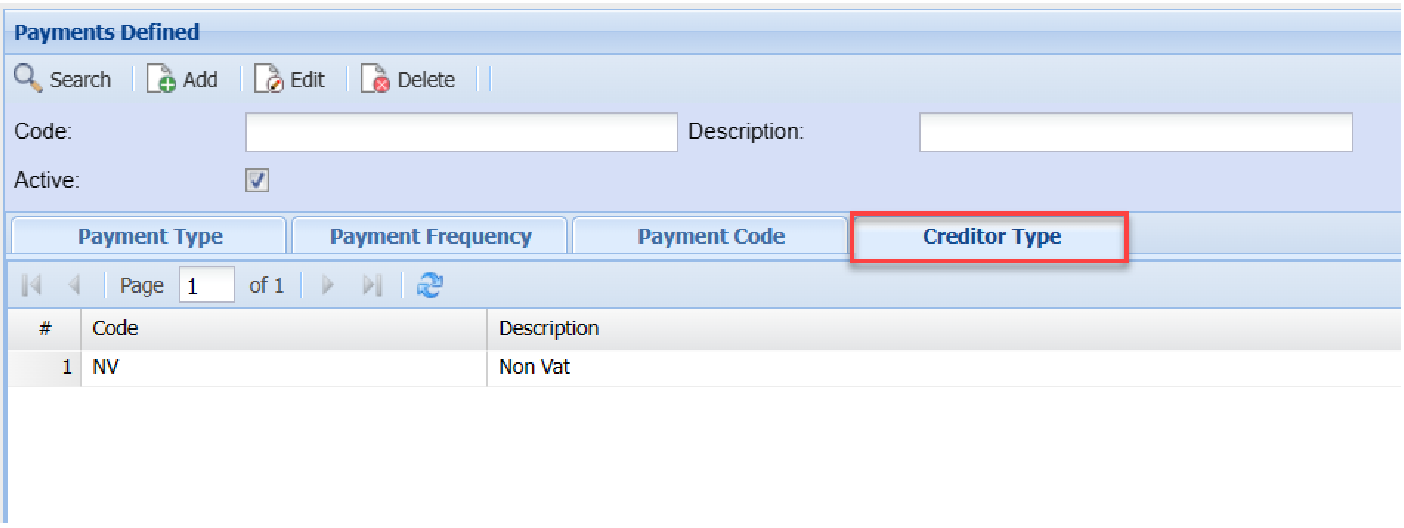


Payment Code

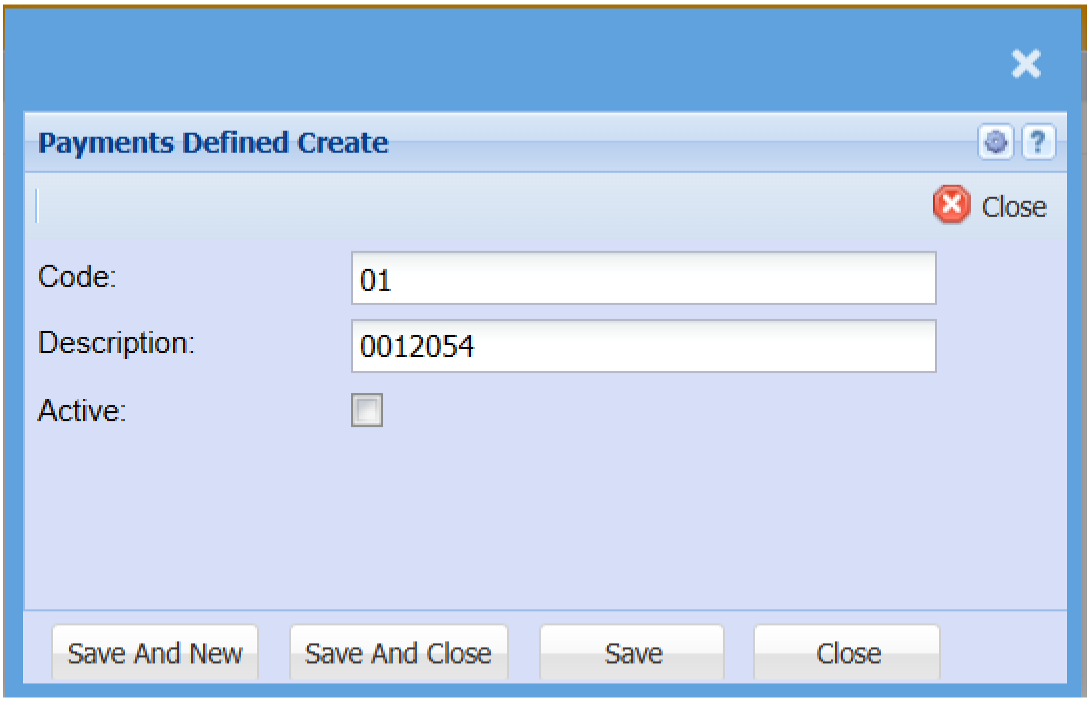
Setup the payment codes in the system



Creditor Type



Add or Edit Payments Defined

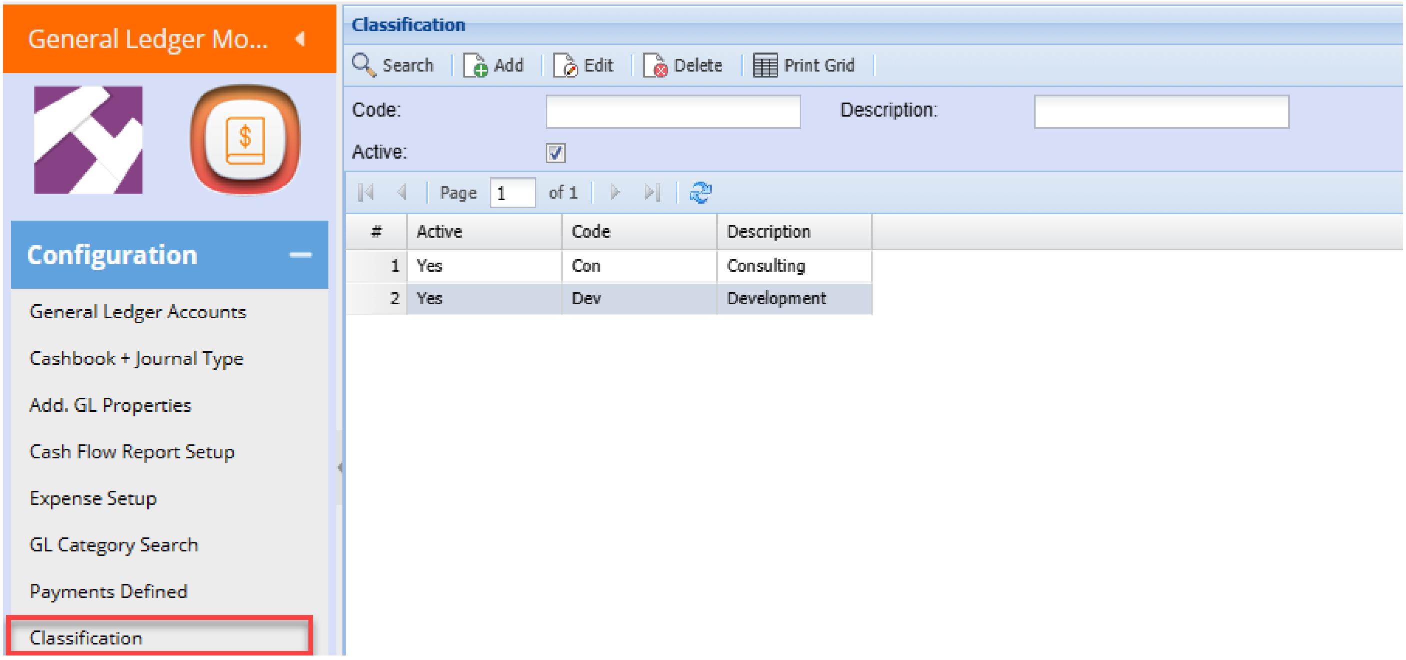


Code	
Description	
Active Tick	

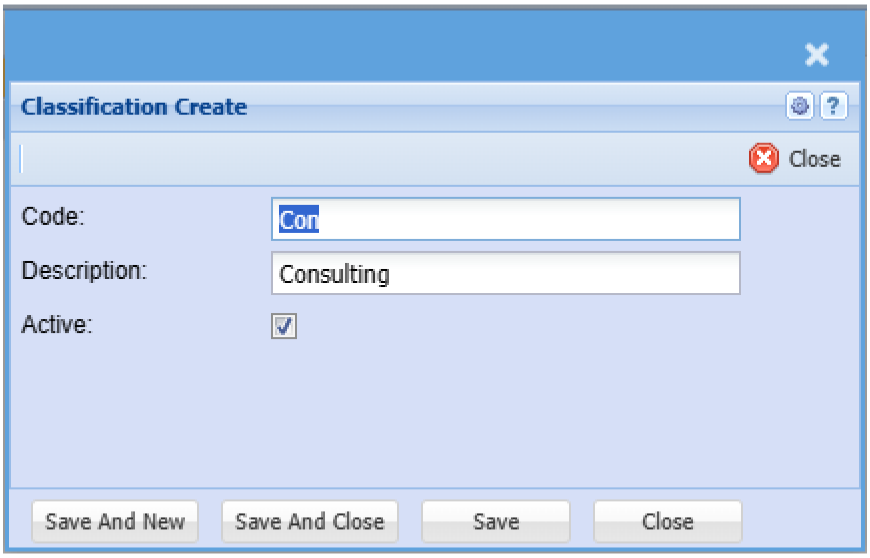
GL Classification Menu

GL Classification

Setting up your GL Classification



Adding in or editing an existing classification



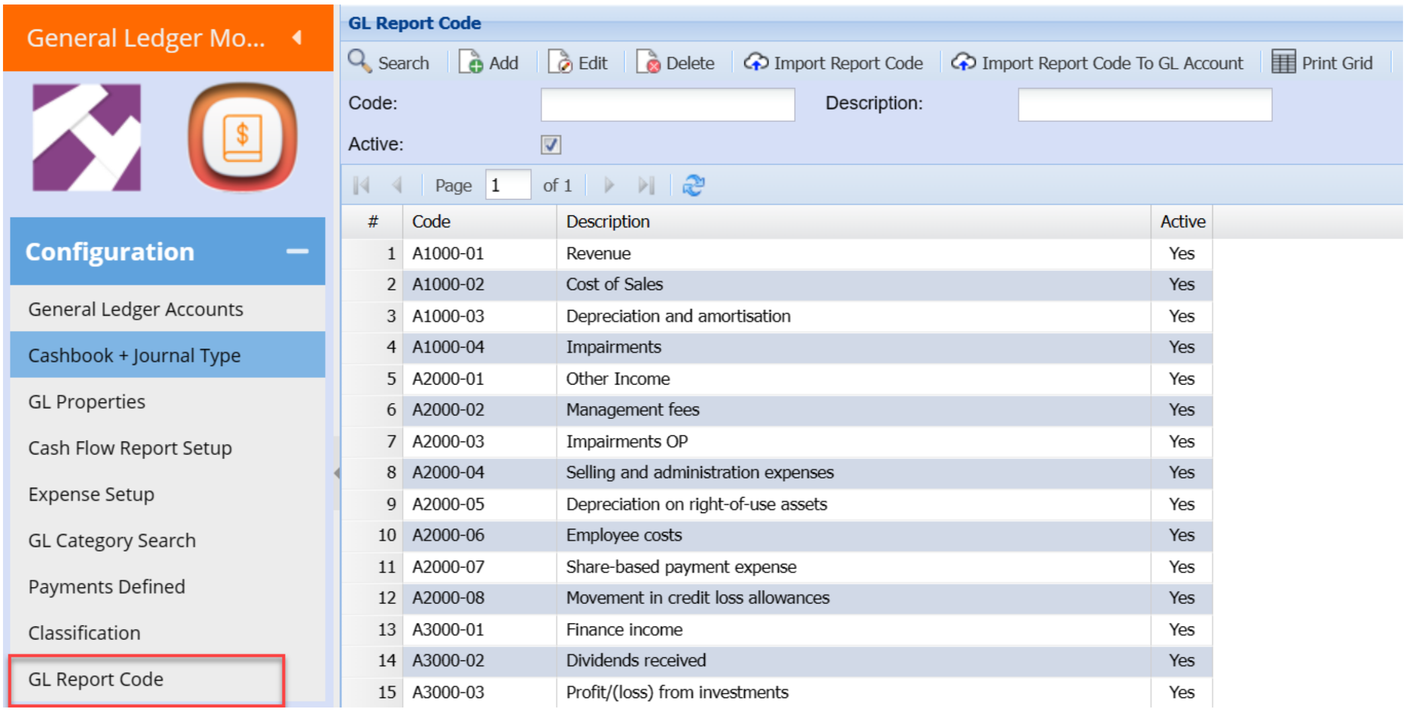
Code	Adding in a code you wish to use
Description	Adding in a description
Active Tick	

GL Report Code Menu

Report Codes for Power BI categories

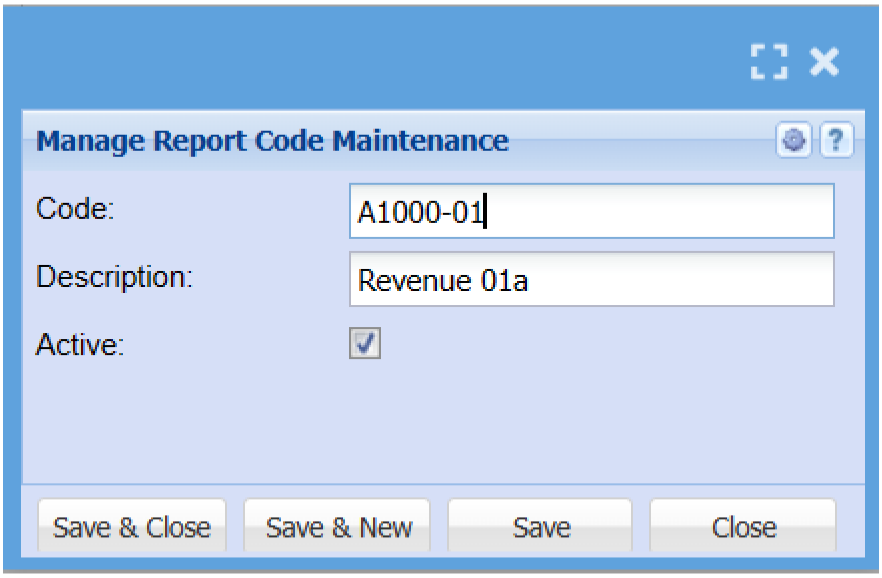
GL Report Code

Setup GL Report Codes to group GL accounts for Power BI advanced reports



Search	
Add	
Edit	
Import Report Code	
Import Report Code to GL Account	
Print Grid	

Add or Edit GL Report Code



Code	
Description	
Active Tick	