

Ledger Account

General Ledger> Configuration > GL Accounts

Create and edit accounts.

Account code must be unique

Basic Tab

Account Maintenance

Create Custom ItemCreate Fixed Asset ItemAlertsClose

BasicAdditionalFixed Asset

Code:6-1400

GL Category:FFSS - For Fiesta Sound System

Name:Advertising

Division:Roofing

Description:Advertising

Region:Gauteng

Control Account Type:None

Account Branch:None

Cash Flow Acct. Category:Expenses - Expenses

Linked Sales/COS Acc:None

Bank Account No.:

Report Link:

Allow Transactions:☒

I/C Non Operating:☐

Payment VAT Account:2-2200 - GST Control

Payment VAT Type:04 Cashbook VAT

Deposit VAT Account:None

Deposit VAT Type:None

Enable Currency:☐

Exchange Rate Report:

Currency:None

Account Path:Owners Equity->Accumulative Profit->Expense->Advertising->Advertising

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

Account Maintenance

Create Custom Item

Create Fixed Asset Item

Alerts

Close

Basic

Additional

Fixed Asset

Notes:

Enter some notes on the General Ledger account

Payment Type:

EFT - Electronic Funds Transfer

Payment Frequency:

Dr - Direct Payment

Payment Code:

01 - 0012054

Classification:

Con - Consulting

Report Code:

A1000-06 - Revenue 06f

Depreciation:

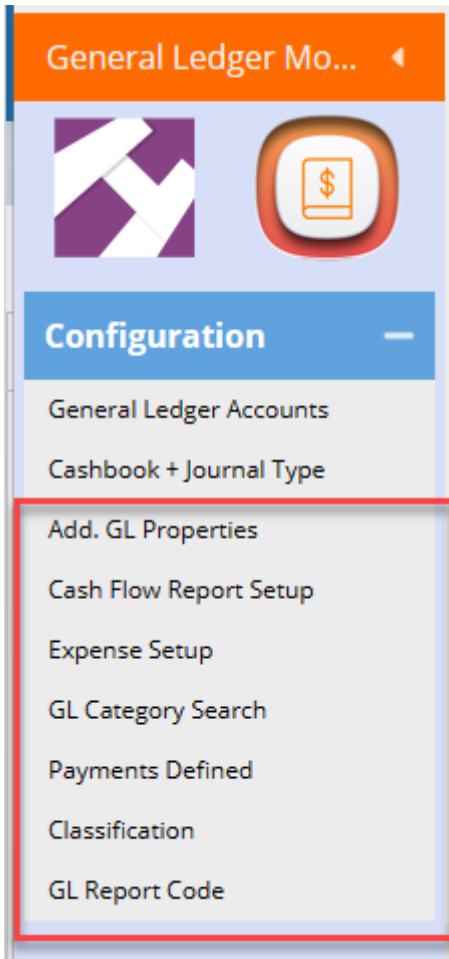
☐

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



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