ERP: General Ledger

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HOUSEKEEPING

1. Topic Overview

2. Verify Attendees

3. Sign-in Sheet

4. Start/End Time

SESSION OVERVIEW: GENERAL LEDGER

Create a Main Account

Create a Fund Dimension Value

Create a New Financial Dimension Value
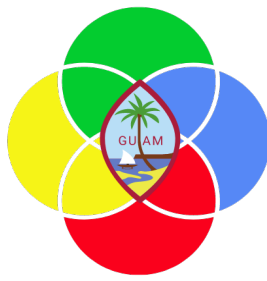
Create a General Journal

Enter a Reversing Journal Entry

Post a General Journal

Print a General Journal

Void a General Journal

CREATE A MAIN ACCOUNT

Go to General Ledger> **Chart of accounts > Accounts > Main accounts**.

Click New.

In the Main account field, type a value.

In the Name field, type a value.

In the Main account type field, select an option.

In the DR/CR default field, select an option.

In the Main account category field, go to the Account type column and select a value.

Click Save.

(Optional) In the Active from field, enter a date to define when the account should become active in the system.

(Optional) In the Active to field, enter a date to define when the account should become inactive in the system.

(Optional) Select the Suspended check box to prevent all postings to the account.

Close the Page using the ← icon.

CREATE A FUND DIMENSION VALUE

Go to General Ledger > **Chart of accounts > Funds > Funds.**

Click New.

In the Fund number field, type a value.

In the Fund name field, type a value.

In the Fund type field, enter or select a value.

In the list, click the link in the selected row.

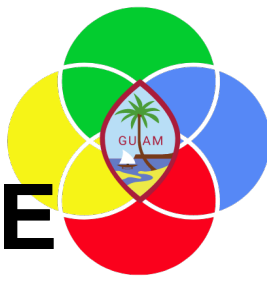In the Fund class field, select an option.

(Optional) Select Yes in the Non-reporting fund field.

(Optional) Select Yes in the Major fund field.

(Optional) Select Yes in the Treasurer's fund report field.

Click Save.

Close the Page using the ← icon.

CREATE A NEW FINANCIAL DIMENSION VALUE

Go to General Ledger > **Chart of accounts > Dimensions > Financial dimensions**

In the list, find and select the desired record.
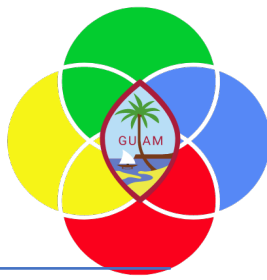
Click Dimension values.

Click New.

In the Dimension value field, type a value.

In the Description field, type a value.

Click Save.

Close the page.

Close the Page using the ← icon.

CREATE A GENERAL JOURNAL

Go to General Ledger> **Journal entries > General journals**.

Click New.

In the Name field, select GenJrn or choose from another template.

In the Description field, edit or append the Description as needed.

Click **Lines**.

In the Date field, enter a date (defaults to current date).

In the Account type field, select Ledger.

In the Account field, enter the desired dimension values.

(Optional) In the Description field, type a value.

(Optional) Click +New to add additional lines. Note: If the entry is unbalanced before you click +New, the voucher number will remain the same so you can complete the voucher. If it is balanced, clicking +New will add a new voucher number.

In the Debit field, enter an amount. If the amount can be offset to one ledger account, enter information in the Offset Account field.

Click Validate. A blue confirmation message will display if there are no errors. A red confirmation message will display if there are errors that need resolved.

Click Post.

Close the page.
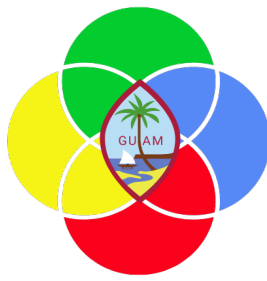
ENTER A REVERSING JOURNAL ENTRY

Go to General Ledger> **Journal entries > General journals**

Click New.

In the Name field, select GenJrn or choose from another template.

In the Description field, edit or append the Description as needed.

Select the Reversing entry check box.

In the Reversing date field, enter a date. This date must be later than the transaction date.

Click Lines. Notice that the Reversing entry box is checked, and the Reversing date entered previously has defaulted. If these were not entered previously, the user can manually check the Reversing entry box and enter a Reversing date at the line level. This will allow some lines to be reversed while others will not.
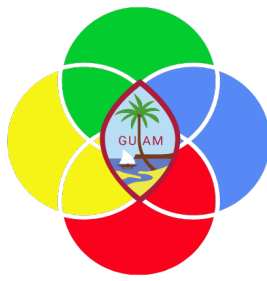
ENTER A REVERSING JOURNAL ENTRY

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In the Date field, enter a date.

In the Account field, enter the desired dimension values.

In the Description field, type a value. (Optional).

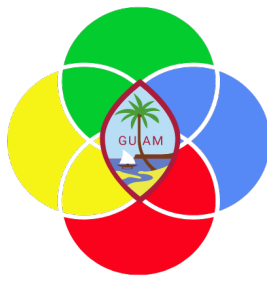Enter an amount in the Debit or Credit field as needed.

(Optional) Click New to add additional rows. Repeat until all rows have been entered.

Click Validate. A blue confirmation message will display if there are no errors. A red confirmation message will display if there are errors that need to be resolved.

Click Post.

Close the page.

Post a General Journal

Go to General Ledger> **Journal entries > General journals**

In the list, mark the selected row.

Click Post.

Click Post.

Validate that the value for Posted is 'True'.

Click Save.

Close the Page using the ← icon.

performa
● Plan ● Execute ● Evaluate ● Succeed

PROJECT UNITY

PRINT A GENERAL JOURNAL

Go to General Ledger> **Journal entries > General journals**

In the Show field, select 'All'.

In the list of not posted General journals, click the the desired row. You can only print one journal at a time.
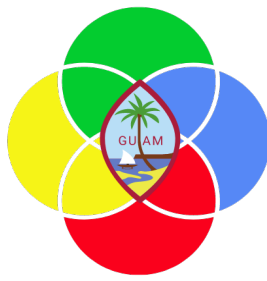
On the top ribbon, Print **> Journal**

Select Yes in the Totals field.

Expand the Destination and click Change to select where you want to print. The default is set to "Screen".

Click OK to initiate the print job.

(Optional) Click Export and select an option to export the report.

Close the page.

VOID A GENERAL JOURNAL

Go to General Ledger> **Journal entries > General journals**

In the Show field, select Posted.

In the list, find and select the desired record.
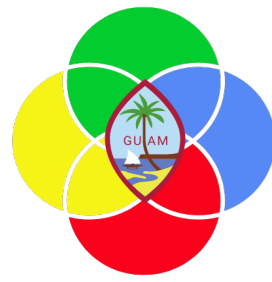
Click Lines on the top header ribbon.

Click Voucher.

Click the More ellipsis (...) and select Reverse transactions to open the drop dialog

In the Reason comment field, type a value.

Click Reverse.

Close the page.

Please complete the post-training survey:
https://s.surveyplanet.com/fhpkg489

THANK YOU!
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