



# Sage 300 2017

## General Ledger User's Guide



















# 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.

















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.

















# 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.



















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.



















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)



















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 54).

## 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:



















For a quick reference to the types of fiscal sets and their codes, see "Types of Fiscal Sets" (page 65).

### **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.

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



















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,



















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.

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.



















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.



















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.



















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.



















## 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:**

- 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.



















- 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.)



















## 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.



















- 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 16)
- "Setting Account Permissions" (page 57)
- "About Setting Up General Ledger" (page 5)
- "Setting Up General Ledger to Use Account Groups" (page 32)

### 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.



















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 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 44)
- "Changing Account Information" (page 71)
- "Deleting an Account" (page 75)



















**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.)



















### 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.



















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



















- 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 158)

### 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.



















## 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 12) and "G/L Account Permissions Screen" (page 164).



















**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.



















## 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 26).

**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 5)
- "Adding Source Journal Profiles" (page 29)
- "Setting Up General Ledger to Use Account Groups" (page 32)
- "Printing the G/L Source Journals Report" (page 154)
- "Printing the G/L Source Journal Profiles Report" (page 154)



















## 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.



















Security Authorization	Description
Year	
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.
Income Statement Snapshot	View the Income Statement snapshot in the Sage 300 Portal.
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.



















**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 284)

**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.

Key	Menu Command	Action
Ins/Insert	New	Insert a blank row to add a new record.



















## **E**

---

### e-mail

printing reports as attachments to 136

### entries

adding journal entries 83

creating a batch of recurring entries 104

### Excel

GIFI macro 130

exporting 127

## **F**

---

### File menu commands 277

Close 277

Customize 277

Export 277

Import 277

Print 278

Print Setup 278

Save 278

### financial statements

and Sage Intelligence Reporting 134

### Finder button 280

setting criteria 285

### Fiscal Set Comparison screen 189

### fiscal sets

about 62

and posting 64

comparing 124, 190, 212

multicurrency 63

types 63

function keys 279

## **G**

---

G/L Batch List 92

G/L Options report

printing 148

G/L Security 12, 43, See also Account

Permissions screen

default account access 16

turning on for General Ledger 16

General Ledger reports 133

General Ledger snapshot (portal) 32

GIFI 130

Go button 281

group category 30

guides and documentation 287

## **H**

---

Help menu 279

history 193

clearing 101

entering for an account 53

## **I**

---

icons 279











## Z

---

Zoom button 282