

## Accounting Core: General Ledger – Navigation

### Introduction

The General Ledger is the center of Accounting Core and is the module that all journal entries are recorded and posted. The Chart of Accounts is also maintained in this module. The users will gain knowledge of how to navigate around the General Ledger.

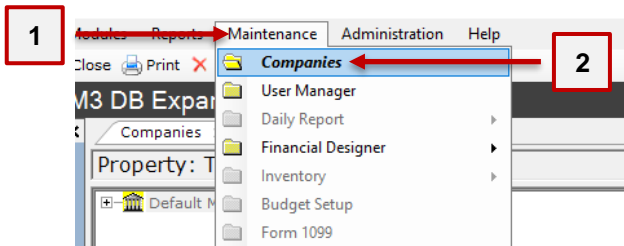
### Objective

Understand how to navigate within the General Ledger module to accomplish needed tasks.

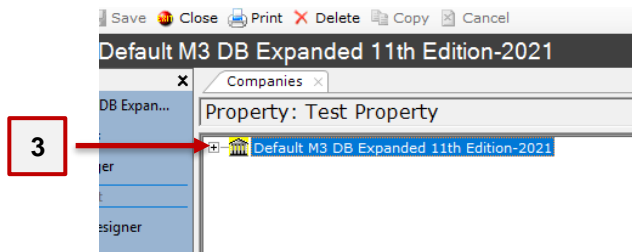
### Steps

Follow the steps below to explore the areas of the General Ledger module.

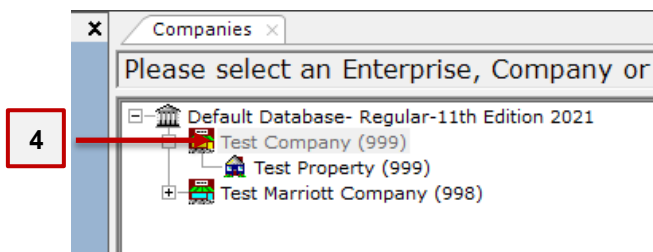
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



3. Expand the company / property tree by clicking on the (+) symbol.

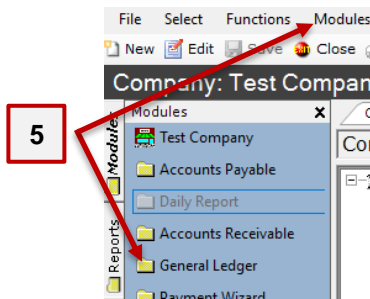


4. Click on the **desired company**.



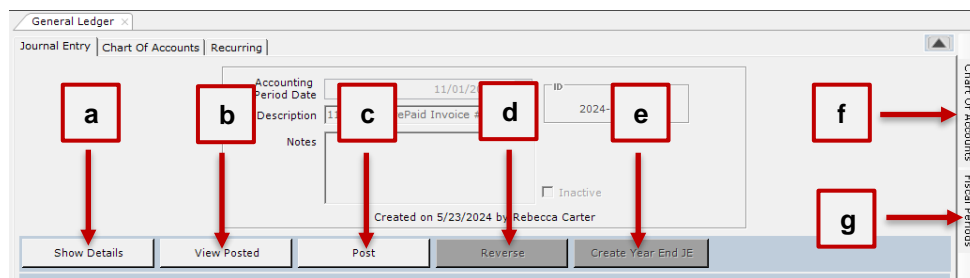
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5. Click on the module **General Ledger**.



6. **Journal Entry** tab

- a. **Show Details**; shows the coding and other details of the selected journal entry.
- b. **View Posted / View Open**; allows you to toggle between the open and posted journal entries; the center of the screen identifies what type is being displayed. The default view upon entering the General Ledger module is the open journal entries.
- c. **Post**; opens a dialog box to allow you to select open journal entries that should be posted to the General Ledger.
- d. **Reverse**; will allow you to reverse either a posted or an open journal entry.
- e. **Create Year End JE**; calculates the totals of the income and expense accounts to clear the previous year's accounts to start the year with zero balances and posts them to the account identified in Advanced Settings, GL Settings tab (typically the Retained Earnings account).
- f. **Chart of Accounts** tab; lists the chart of accounts and can be filtered to find the desired account(s).
- g. **Fiscal Periods** tab; lists the open accounting periods for the General Ledger.



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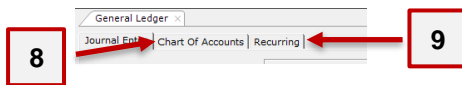
### 7. Journal Entry tab: columns

- ID**; the journal entry ID is automatically generated with the created of a new journal entry; the first four digits note the fiscal year, the middle two digits note the accounting period, and the final four digits note the actual ID of the journal entry for the defined fiscal year and period.
- Accounting Period Date**; the accounting period to which the journal entry will be posted.
- Description**; a basic description of what the journal entry is.
- Type**; defines what kind of journal entry it is and what module it was created from (see key at end of document for what each 4-letter abbreviation stands for).
- Property**; if the property is listed, it was created at the property-level; otherwise, it was created at the company-level.
- User**; shows the name/username of the person who created the journal entry.
- Created Date**; date the journal entry was created.
- Image**; shows (with a check mark) if a supporting image/document is attached to the journal entry.

Open Journal Entries								
ID	Accounting Period Date	Description	Type	Property	User	Created Date	Image	
2024-11-0001	11/1/2024	11/1/2024 PrePaid Invoice ...	JEPP (AP PreP...	Rebecca's Inn...	Rebecca Carter	5/23/2024	<input type="checkbox"/>	...

a   
 b   
 c   
 d   
 e   
 f   
 g   
 h

- Chart of Accounts** tab; shows the General Ledger accounts for the selected location.
- Recurring**; displays existing templates for recurring journal entries providing the option to create new templates.



### Journal Entry Type Key:

JEMN - Journal Entry Manual	JEER – Journal Entry Enterprise Reversal
JERC – Journal Entry Recurring	PWBT – Payment Wizard Batch
JERV – Journal Entry Reversal	PWOD – Payment Wizard, Check on Demand
JEDR – Journal Entry Daily Report	PWVD – Payment Wizard Void Check
APIV – Accounts Payable Invoice	CMTR – Cash Management Transfer
APVD – Accounts Payable Void Invoice	CMVD – Cash Management Void
JEEN – Journal Entry Enterprise	CMDP – Cash Management Deposit/Withdrawal
ICAP – Intercompany Invoices	JEPP – Journal Entry PrePaid Invoice