

## General Ledger Options

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# General Ledger Options

[Settings](#) > [General Ledger](#) > [General Options](#)

This contains all high-level settings for the general ledger system. It should be set up before doing anything else in accounting, and it is essential to keep it.

**Note:** Company name, address, and Federal EIN are maintained in [Settings](#) > [General Settings](#) > [Company Information](#).

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## General Options

[Settings](#) > [General Ledger](#) > [General Options](#)

Controls the main preferences in the general ledger.

- **Fiscal Year:** Determines the budgetary year your company runs on.
- **Open Year:** Determines the current year that has yet to be closed.
- **Currency:** Determines the currency displayed in various places throughout the system.
- **Symbol:** Determines the currency symbol displayed in various places throughout the system.
- **Default object type:** The object type to be defaulted everywhere, if any.

**Specify DTF source:** When the Specify DTF source checkbox is checked, whatever default is chosen will automatically default whenever doing a Journal Entry. If **Blank** is selected, it will force the user to choose a source, as the system will not allow posting with Blank as a JE Source. If this is not checked, the source will populate with the source used on the last Journal Entry made by the User.

**Period display format:** Determines how an accounting period displays when selecting one from a drop-down. This only determines how it is displayed, not how it is entered. To enter an accounting period, you can key it in any format you prefer; see the account period entry formats below.

The example below is based on September 2014, with a fiscal year from August to July.

Code	Value	Example
FYYY	4-digit fiscal year	2015
FY	2-digit fiscal year	15
CYYY	4-digit calendar year	2014

Code	Value	Example
CY	2-digit calendar year	14
P	1-digit period	2
PP	2-digit period	02
M	1-digit month	9
MM	2-digit month	09
MMM	Short month name	Sep
MMMM	Long month name	September
Everything else	The literal value of anything else	

## Entry Options

*Settings > General Ledger > Entry Options*

Controls preferences related to entry, primarily journal entry.

**Use 13th Period:** Includes the 13th period or month as an option for all entry types.

**Next batch #:** This is the next batch number used universally. The computer updates this number, and should not be changed except in rare circumstances.

The **Years button** overrides this setting and controls the (fiscal) years that are open/closed for entry. **Note:** *This is the fiscal year-end, not the calendar year-end.*

### Entry period range allowed up to x periods past/future:

- For specified users: Users/Groups selected are limited to the stated number of periods past and future for GL entries
- For all other users: Limits all users other than those specified above to the stated number of periods past and future for GL entries.

**Warn when entry period over:** Shows a warning if entry is made to a period back in time or the number of periods specified in the future. The 13th period is considered when counting #periods allowed past or future.

**Force entries to balance by:** Forces journal entries to balance by the fund, a subdivision of the fund, entry, or nothing. If an **entry** or **nothing** is selected, the journal entry must balance to 0.00.

**Distribution method:** Determines the default distribution method for entry.

**Disable G/L account entry restrictions:** Disables the restriction error message that appears on the screen when a user attempts to code an entry for an account to which they do not have access.

**Disallow entry for specific accounts:** Account numbers selected here may not be used on journal entries.

**Allow object entry:** Using object entry enables the entry of objects and accounts. If this is checked, objects will always be displayed and clutter the journal entry screen slightly more.

**Allow attachments:** If checked, any file can be attached to a journal entry. This is useful for attaching documentation that accompanies a journal entry.

**Default browse level:** Attachments are given browse-level permission when initially added to the invoice. This permission may be changed from the dropdown before or after the complete attachment.

**Require attachment:** If checked, an attachment is required to post or submit a journal entry for approval.

**Automatically display image attachments:** Automatically display attachments on screen when the invoice is edited.

**Display account number hash in the journal entry:** It shows an account number hash on the total line.

**Display account balance:** Displays the account balance column below the distributions.

**Use Regular JE Edit:** Modify JE to display only journal entry information.

**Use Split-screen Edit:** Modify the invoice from the invoice edit screen, displaying invoice entry information, invoice list information (subject to filters), and invoice attachment(s).

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## Account Configuration

### *Settings > Accounts > Configuration*

Sets up the account number structure, defining each part of the account number (account divisions). This should be set up first before proceeding with any other accounting tasks. Once you change any account divisions or subdivisions, you must reconfigure accounts to update existing activity.

You can have up to 2 subdivisions within account divisions, selecting just a portion of the division for other purposes, such as reporting. The maximum length of the account number, including dashes, is 30 characters.

Financial statements and other reports depend on how your account structure is organized. Therefore, it is vitally important that the structure is broken down into different parts to accomplish every possible reporting need you may have.

Each division (part) of the G/L account number has its own table file located on the menu under Setup.

**Name:** Name of the division of the account number. This name will appear on all reports, screens, and other relevant documents.

**Length:** Length of the account division.

**Main Account:** The unique division that controls the account description. This is usually referred to as a Minor Account or Phase.

**Category:** Determines which division of the account number defines the [category](#) (type of account, such as asset, liability, income, expense, etc.)

**Subdivision Name:** Name of the subdivision of the account. This is the name that will appear on reports, etc.

**Length:** Length of the account subdivision.

**Category Name, Start, Length:** Defines the position(s) of the category, which determines the type of account.

**Valid Characters:** Choose what characters are allowed to be in account numbers.

**Fill remaining account# with zeroes:** If the last part of the G/L account number is normally all zeroes, checking this box will automatically fill in the last part of the account number without having to key those in on an entry screen.

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## General Ledger Reporting

*Settings > General Ledger > Reporting*

**Number of years to have available:** When running reports, determine how many years are available.

**Default number format:** The default format for numbers to display in report writers. This is only a default.

**Email reports from:** Choose the from address from which you want reports to be sent when emailed using the lists feature.

**Allow account restrictions to be overridden:** If checked, anyone with an access level of 35 to the report writer can check this box per report and view any accounts. This applies to all report writers.

**Default financial period:** The default financial period will initially be displayed in the reports. This setting can be changed before the report is displayed, but it will determine the initial default period displayed.

**Pick List:** The pick list is a screen where you can select or filter accounts. This defines which account divisions will show in that pick list and in what order.

**Detail Report:** Click on the dropdown arrow to select the report to be called from the menu.

**Bank Reconciliation:** Click on the dropdown arrow to select the report to be called from the menu.

**Invoice Batch Detail:** This report determines which report to run when printing invoice batch details. It can be run from *Invoices > Edit > Reports > Print Detail*.

**Journal Entry Batch:** Determines which report will run when printing Journal Entry Batches, *Reports > Print Journal*.

**Tagged Invoices for Payment Report:** Determines which report will run for printing tagged

invoices, which can be run from the Tag Invoices for Payment screen during the payment process.

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## Budget Options

*Settings > Budgeting > Budgeting Options*

**Round dollars to nearest:** Option to round budget amounts to the nearest whole dollar or a more significant amount. If you do not want rounding, select 0.01.

**DFT number format:** The default format for numbers to display budgets as [actuals/budgets](#). This is only a default.

**Account division descriptions to display:** Determines which descriptions display next to the account# on the [actuals/budgets](#) screen. Typically, this is the primary account division, but you can have up to three descriptions.

**Disallow negative budgets:** If checked, this option prevents negative (contra) budgets from being entered, except for those specified in the list of exceptions.

**Use actuals through dropdown for budget entry:** This will display actuals through a specific month.

**Default actuals through dropdown to:** Determine what month to display when the month is set to the first period.

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