General Ledger Options

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.**

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 DFT 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 pick a source, as the system will not let you post with a 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 shown, not entered. To enter an accounting period, you can key it in any format you can think of; 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
CY	2-digit calendar year	14
P	1 digit period	2

Code	Value	Example
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 involving entry, mainly journal entry.

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

Next batch#: This is the following 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 fiscal year end, not 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 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 is generated on the screen when a user codes an entry with an account they do not have access to do an entry for.

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

Allow object entry: Using object entry allows objects and accounts to be entered. If this is checked, objects will always show and clutter up the journal entry screen a bit more.

Allow attachments: If checked, any file can be attached to a journal entry. This is useful for attaching documentation that goes along with 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 under 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).

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 doing anything else in accounting. 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 reporting depend on how your account structure is laid out. 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, etc.

Length: Length of the account division.

Main Account: The unique division that controls the account description. This is usually called Minor Acct 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 auto-fill zeroes in the last part of the account number without having to key those on an entry screen.

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 for whom you want reports to be sent from 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 appear initially in the reports. It can be changed before the report is displayed, but this setting will drive the initial default period before display.

Pick List: The pick list is when you are on a screen where you can select or filter accounts, such as financial statements. 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.

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 in 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 does not allow negative (contra) budgets to be 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.