

LORI BOGART

General Ledger: Mission Control



1

Disclaimer

A FEW THINGS FIRST

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Evaluate risks before acting based on ideas from this presentation.

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2



Lori Bogart

SENIOR PROJECT LEADER



3

Agenda

HERE'S THE PLAN

- Attributes
 - Refresher 101
 - Begin & End Dates
- Tips & Tricks
 - Journal Detail Analysis
 - Layered Financial Views
 - Troubleshooting Invalid GL
- Best Practices
 - Balancing Subledgers
 - Manual Postings to Control Accounts
 - Extra GL
 - Closing Entries



4



Attributes

DIMENSIONAL ACCOUNTING IN ACTIVITYHD

5

Attributes: Refresher 101

6



What is an attribute?

GL ANALYSIS IN HD

- Customize to fit your organization
- Extra dimensions for workflow and analysis
- Maximize reporting
- Minimize COA complexity
- Profit centers



7

Attribute Examples



Performance/Event



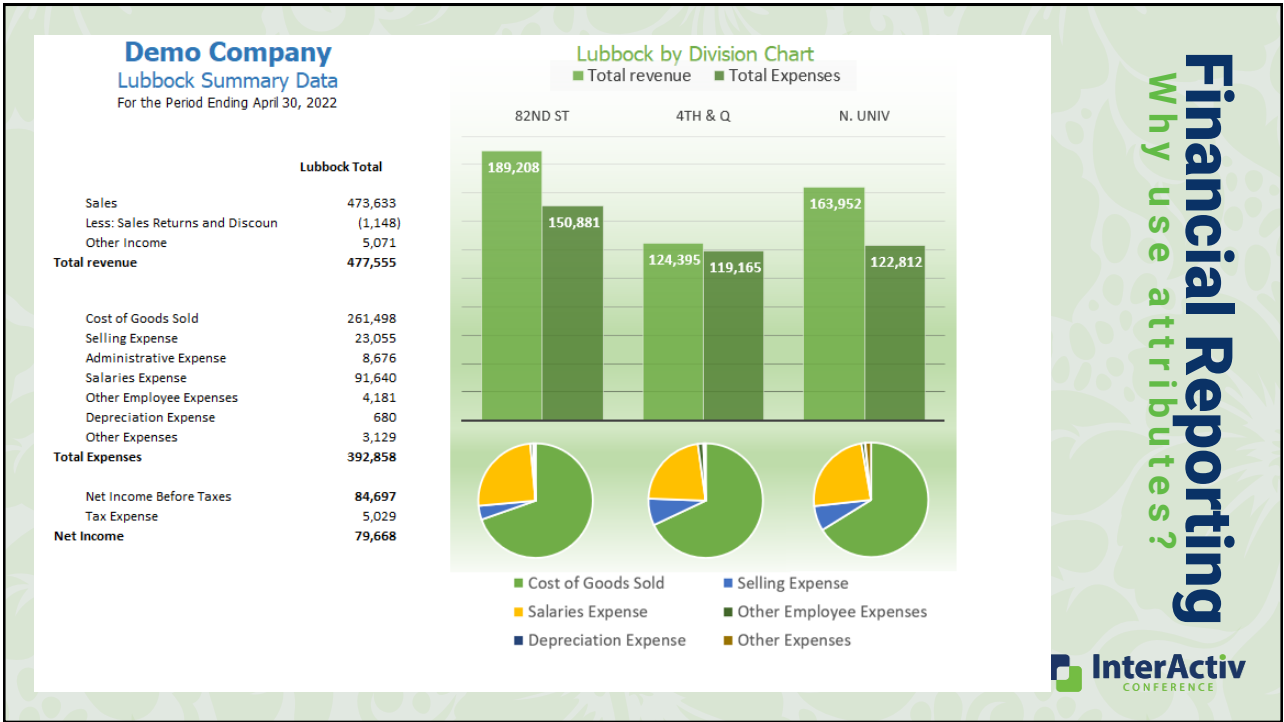
Location



Project



8



9

Attributes: Posting Date Controls

10



Begin & End Dates

CONTROL POSTING DATE RANGE

- Warning or error
 - Warning - override and merge
 - Error – no merge allowed
- Mimics account behavior
- Inherits control from rollup attribute item(s)



11

Attribute Item Form

BEGIN AND END DATES

POSTING CONTROL – WARNING OR ERROR

Project Attribute Item for Demo Casa Blanca IA2020 LMB

Code:	<input type="text" value="Gallery"/>	Posting Date	
Description:	<input type="text" value="Gallery Remodel"/>	Begin:	<input type="text" value="6/13/2022"/> <input type="text" value="12"/>
		End:	<input type="text" value="1/28/2023"/> <input type="text" value="12"/>
		Control:	<input type="text" value="Error"/> <input type="text" value="Warning"/>



12

Attribute Item View

DATE AND CONTROL COMBINATIONS

Project Attribute Items for Demo Casa Blanca IA2020 LMB

Filters: Lookup: Include Obs

Code	Description	Manager	Begin Date	End Date	Date Control
Demolition	Demolition	Johnson	5/2/2021	8/5/2021	Error
Gallery	Gallery Remodel	Bell	6/13/2022	1/28/2023	Error
Hotel	Hotel Expansion	Arrington	12/10/2022		Warning
Plaza	Plaza Remodel	Johnson		3/26/2023	Error



13

Journal Entry Form Message

PROJECT:HOTEL- END DATE 3/8/2023, ENTRY DATE 3/24/2023

System-Journal Source: Activity Source: Closing Reverse Hold

Journal Detail

Line	Account	Account Description	Project	Customer	Type	Date	Reference
1	4000-1-BAK-01-A	Sales Labor - Svc - Baker Const	Hotel	Acme		032423	Sales
2	4100-1-ROA-01-A	Sales Vehicle - Svc - Roadway Insp	Petaluma	Acme		3/7/2023	Sales
3	4000-1-ATW-01-A	Sales Labor - Svc - Atwater Const					
4	4100-1-ATW-01-A	Sales Vehicle - Svc - Atwater Const					
5	1200-0-000-01-A	Accounts Receivable - Alpha					

Warning

Attribute item (Project:Hotel) is closed to postings for the date (3/24/2023).
 This error may be overridden, but the GL entry cannot be merged until the issue is resolved.



14

Journal Entry Proof Messages

PROJECT: HOTEL- END DATE 3/8/2023, ENTRY DATE 3/24/2023

Merge New Journal Entries Exception Report

Demo Casa Blanca IA2020 LMB
nQa -Lori Bogart

Wednesday, A

Batch - Entry#	System-Journal	Activity Source	Closing	Reverse	Description
Detail # Account	Description		Date	Reference	
GL - 17	GL-Manual	Attributes	No	No	Attributes
Error: GL Entry Line 1 - Attribute item (Projects: Hotel) is closed to postings for the date (3/24/2023) Error: GL Entry Line 3 - Attribute item (Projects: Gallery) is closed to postings for the date (3/24/2023) Error: GL Entry Line 4 - Attribute item (Projects: Gallery) is closed to postings for the date (3/24/2023) Warning: GL Entry Line 2 - Attribute item (Projects: Petaluma) is closed to postings for the date (3/24/2023)					

15

Entry Date Validations

SYSTEM-WIDE CHANGES

- GL entries
- AP invoices
- PR checks and timesheets
- AR invoices and receipts for miscellaneous invoices
- FA post to GL
- Purchase orders and purchases



InterActiv
CONFERENCE

16



I AM AN
ACCOUNTANT
NOT A
Magician




Tips & Tricks


IT'S THE LITTLE THINGS...

17

“The details
are not
the details.
They make
the design.”

Charles Eames

All Things Journal Detail



18

Journal Detail View

LEARN IT, LIVE IT, LOVE IT!

- Every journal detail line
- Every account
- Every GL attribute
- Every date

Soul of your accounting system!

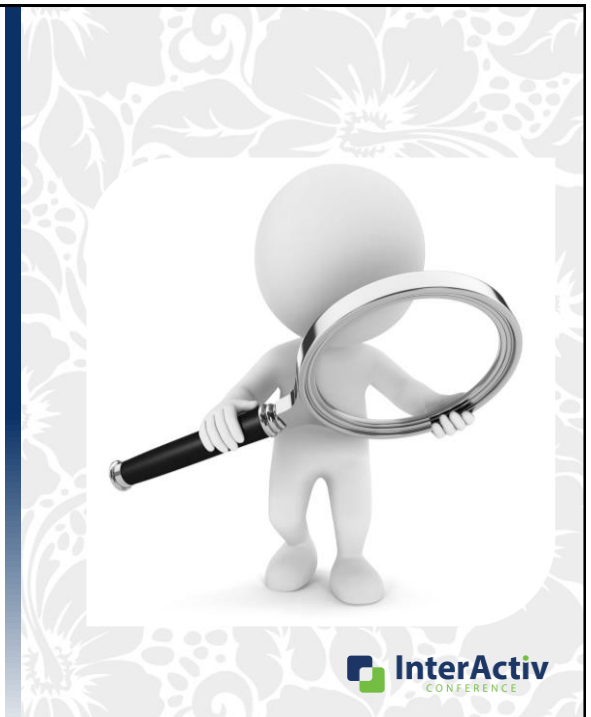


19

Investigation Tool

MAKE FRIENDS!

- Built-In Filters
 - ? Date Range
 - ? Amount (DR or CR)
 - Every GL Segment
- Column Filters
- Account Lookup Field
- Status Bar Totals
- Entry System- Journal Source
- Drilldown to Original Transactions



20

One Step Further

ON-THE FLY APPLICATIONS


Copy to Excel

GL Summary Report

Drilldown button

Financial Views

Context views



21


Copy to Excel

Journal Detail for Demo Aspire

Filters: Lookup:

Journal Entry	Account	Account Description	Post Date
AR - 38	1 1200-01-00000-A	Accounts Receivable	7/31/2023
AR - 40	1 1000-01-00000-A	Corporate Checking Ac...	7/31/2023
AR - 38	2 1200-01-00000		7/31/2023
AR - 40	2 1200-01-00000		7/31/2023
AR - 38	3 2185-01-00000		7/31/2023
AR - 38	4 2300-01-00000		7/31/2023
AR - 38	5 4200-01-LUBCH		7/31/2023
AR - 38	6 9999-01-00000		7/31/2023
AR - 41	1 1000-01-00000		5/10/2023
AR - 41	2 1200-01-00000		5/10/2023
AR - 36	1 1200-01-00000		4/30/2023
AR - 37	1 1000-01-00000		4/30/2023

- Filter as needed
- Determine columns
- Set sort order
- Ctrl + A to select
- Copy to Excel
- Copy to Clipboard
- Paste into existing Excel document



22

Context Views – Journal Detail Tabs

SEGMENT ITEM, ATTRIBUTE ITEM, ROLLUP ITEM, ACCOUNT, ETC.

Account for Demo Casa Blanca IA2020 LMI

Account: 5850-1-ATW-01-A

Description: Equip Rental - Atwater Const - Alpha

Journal Detail

Filters: ? Customer (Acme)

Journal Entry	Post Date	Account	Sys
Webinar - 3	10/8/2021	5850-1-ATW-01-A	AP
APPO - 20	5/10/2018	5850-1-ATW-01-A	AP
APPO - 9	2/9/2018	5850-1-ATW-01-A	AP
ADDO - 18	1/4/2018	5850-1-ATW-01-A	AD

Account Journal Detail Financial Views Other

Total: Selected: 1 Debit: 250.00 Credit: 0.00

- Several places in GL:
 - Segment item : Main
 - Rollup item : Production Expenses
 - Attribute item: Project: Hotel
 - Account: 50000-52-A

Drilldown back to transaction



23

GL Summary Report

SORTS, SUBTOTALS, ETC.



Journal Detail for Theatre Test Company

Journal Entry	Line	AccCategory	Account	Account Descr...	Post Date	Reference
0101122 - 1	4	PRODUCTION	50000-59-A	Production Exp...	1/13/2022	AutoCal
AP - 1	54	PRODUCTION	50000-51-A	Production Exp...	1/13/2022	Invoices
AP - 1	81	SETS	51003-59-A	Set Expense-CH	1/13/2022	Invoices
AP - 1	89	PROPS	51004-52-A	Costume Expens...	1/13/2022	Invoices
AP - 1	76	SETS	51003-59-A	Set Expense-OH	1/28/2022	Invoices
AP - 1	80	SETS	51003-59-A	Set Expense-OH	1/28/2022	Invoices
AP - 1	53	PRODUCTION	50000-51-A	Production Exp...	1/27/2022	Invoices
AP - 1	60	PRODUCTION	50000-52-A	Production Exp...	1/27/2022	Invoices
AP - 1	88	PROPS	51004-52-A	Costume Expens...	1/28/2022	Invoices
AP - 1	93	PROPS	51004-52-A	Costume Expens...	1/28/2022	Invoices
AP - 1	108	VEHICLE	54003-14-A	Vehicle Expense	1/28/2022	Invoices
AP - 1	59	PRODUCTION	50000-52-A	Production Exp...	1/25/2022	Invoices
AP - 1	79	SETS	51003-59-A	Set Expense-OH	1/25/2022	Invoices
AP - 1	83	SETS	51003-59-A	Set Expense-OH	1/25/2022	Invoices
AP - 1	96	ADVERTISING	52004-12-A	Printing Expense	1/25/2022	Invoices
AP - 1	96	COMPUTER	54001-10-A	Equipment Expe...	1/25/2022	Invoices
AP - 1	107	VEHICLE	54003-14-A	Vehicle Expense	1/22/2022	Invoices
AP - 1	85	PROPS	51004-52-A	Costume Expens...	1/21/2022	Invoices
AP - 1	92	PROPS	51004-52-A	Costume Expens...	1/21/2022	Invoices
AP - 1	87	PROPS	51004-52-A	Costume Expens...	1/20/2022	Invoices
AP - 1	91	PROPS	51004-52-A	Costume Expens...	1/20/2022	Invoices
AP - 1	75	SETS	51003-59-A	Set Expense-OH	1/19/2022	Invoices
AP - 1	78	SETS	51003-59-A	Set Expense-OH	1/19/2022	Invoices
AP - 1	82	SETS	51003-59-A	Set Expense-OH	1/19/2022	Invoices
AP - 1	63	PRODUCTION	50000-52-A	Production Exp...	1/18/2022	Invoices
AP - 1	65	PRODUCTION	50000-59-A	Production Exp...	1/18/2022	Invoices
AP - 1	66	PRODUCTION	50000-59-A	Production Exp...	1/18/2022	Invoices
AP - 1	67	PRODUCTION	50000-59-A	Production Exp...	1/18/2022	Invoices
AP - 1	68	PRODUCTION	50000-59-A	Production Exp...	1/18/2022	Invoices
AP - 1	69	PRODUCTION	50000-59-A	Production Exp...	1/18/2022	Invoices
AP - 1	70	PRODUCTION	50000-59-A	Production Exp...	1/18/2022	Invoices

- GL Analysis Report
- Multiple levels
- Sort and subtotal by:
 - Segments
 - Rollups
 - Attributes



24

GL Summary Report [mp4]

Date	Line	AcctCategory	Account	Account Descr...	Post Date	Reference	Project	Location
12/31/2024	1	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912313	#
12/31/2024	2	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912313	#
12/31/2024	3	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912313	#
12/31/2024	4	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912313	#
12/31/2024	5	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912313	#
12/31/2024	6	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912313	#
12/31/2024	7	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912314	#
12/31/2024	8	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912314	#
12/31/2024	9	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912315	#
12/31/2024	10	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912315	#
12/31/2024	11	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912316	#
12/31/2024	12	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912317	#
12/31/2024	13	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912318	#
12/31/2024	14	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912318	#
12/31/2024	15	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912319	#
12/31/2024	16	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912319	#
12/31/2024	17	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912314	#
12/31/2024	18	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912318	#
12/31/2024	19	UNREARNDREV	21000 00-A	Unearned Inco...	12/31/2022	Extra	2088912316	#
12/31/2024	20	TICKETREV	40003 25-A	Ticket Income	12/31/2022	Extra	2088912311	#
12/31/2024	21	TICKETREV	40003 25-A	Ticket Income	12/31/2022	Extra	2088912312	#
12/31/2024	22	TICKETREV	40003 25-A	Ticket Income	12/31/2022	Extra	2088912312	#
12/31/2024	23	TICKETREV	40003 25-A	Ticket Income	12/31/2022	Extra	2088912312	#
12/31/2024	24	TICKETREV	40003 25-A	Ticket Income	12/31/2022	Extra	2088912313	#
12/31/2024	25	TICKETREV	40003 25-A	Ticket Income	12/31/2022	Extra	2088912313	#
12/31/2024	26	TICKETREV	40003 25-A	Ticket Income	12/31/2022	Extra	2088912314	#
12/31/2024	27	TICKETREV	40003 25-A	Ticket Income	12/31/2022	Extra	2088912314	#

Drilldown

SAME BUT DIFFERENT!

- Same financial functions
 - Year to Date
 - Activity
 - Balance
- Same item expressions
- Same drilldown to transactions
- Not from the financial design!



25

Drilldown [mp4]

Financial Views: Multiple Dimensions



26

Include in Totals Option

DISPLAY TOTALS IN STATUS BAR



Financial View for Theatre Test Company

Name: Trial Balance (Active)

Segments: Report on Accounts | Chart of Accounts i

Attributes: |

Columns: < << >> > + - ✓

Line	Name	Function	Arguments	Include In Totals
1	Begin Balance	Begin Balance		<input checked="" type="checkbox"/>
2	Period Debits	Debit Activity		<input checked="" type="checkbox"/>
3	Period Credits	Credit Activity		<input checked="" type="checkbox"/>
4	Net Activity	Activity		<input checked="" type="checkbox"/>
5	End Balance	Balance		<input checked="" type="checkbox"/>



27

Include in Totals Option

DISPLAY TOTALS IN STATUS BAR

Trial Balance Financial View for Theatre Test Company

Filters: | **Lookup:** 50000-_-_- | Include Zero Amounts

Period: Monthly 2022 - 3 (3/1/2022 - 3/31/2022) | **As of:** | Include Unmerged

Account	Account Description	Net Activity	End Balance
50000-25-A	Production Expense - Production	0.00	14.99
50000-50-A	Production Expense - Artistic	0.00	0.00
50000-51-A	Production Expense - Props	1,860.63	2,032.46
50000-52-A	Production Expense - Costumes	490.81	1,546.41
50000-53-A	Production Expense - Scripts/Music	0.00	0.00
50000-54-A	Production Expense - Instruments	0.00	0.00
50000-55-A	Production Expense - Lighting	1,190.47	2,727.88
50000-57-A	Production Expense - Sound	1,049.99	2,218.63
50000-58-A	Production Expense - Stage Mgt	190.48	190.48
50000-59-A	Production Expense - Scene Shop	4,307.08	6,555.32
50000-60-A	Production Expense - Special Effects	0.00	0.00

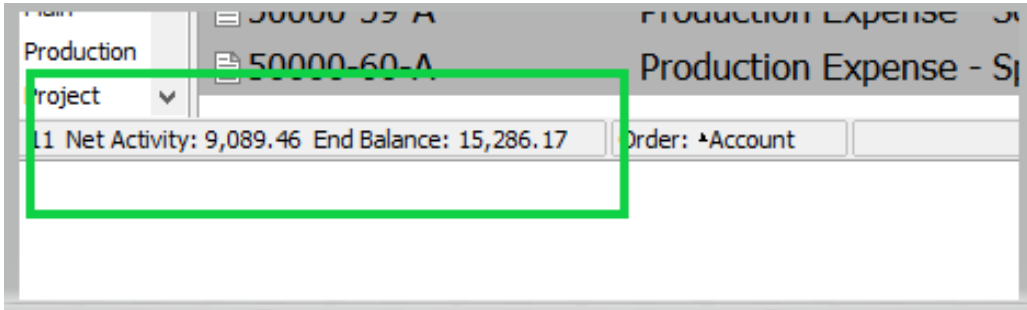
Net Activity: 9,089.46 | End Balance: 15,286.17



28

Include in Totals Option

DISPLAY TOTALS IN STATUS BAR



29

Projects Financial View Items for Demo Casa Blanca IA2020 LMB

Filters: Lookup: Include Zero Amounts

Period: As of: Include Unmerged

Project	Project Description	Revenues	Expenses
ABC	ABC Communications	-106,805.00	26,170.05
Antioch	Antioch, Ca	-67,946.10	0.00
Bryant	Bryant Realty	-2,033.51	5.00
Creative	Creative Events	-33,941.43	8,315.09
Demolition	Demolition	-35,895.00	14,661.51
Dewalt	Dewalt Enterprises	-42,758.44	2,755.00
DramaKid	Drama Kids, Inc.	-56,247.50	1,103.49
EnvTest	Environmental Testing	-31,821.25	0.00
Estimate	Estimate Preparation	-8,575.00	3,005.00
Gallery	Gallery Remodel	-182,645.88	10,200.00
Gibson	Gibson Innovations	-19,030.75	0.00
Henshall	Henshall Realty	-30,286.25	8,412.70
Hotel	Hotel Expansion	-53,318.06	2,491.38
HTD	HTD Architects	-17,000.00	3,005.00
INTSVC	Internal Service	-50.00	5.00
LoneStar	LoneStar Conference Center	-104,350.00	2,055.00
MaintSvc	Maintenance Service Call	-75,036.32	124.76
Mall	Mall Remodel	-76,082.39	1,202.58

Lifetime Revenue & Expenses

Project View

30

Project View
MULTIPLE DIMENSIONS BY PROJECT

Project	Project Description	Revenues	Expenses
ABC	ABC Communications	-106,805.00	26,170.05
Antioch	Antioch, Ca	-67,946.10	0.00
Bryant	Bryant Realty	-2,033.51	5.00
Creative	Creative Events	-33,941.43	8,315.09
Demolition	Demolition	-35,895.00	14,661.51
Devalt	Devalt Enterprises	-42,758.44	2,755.00
DramaKld	Drama Kds, Inc.	-56,247.50	1,103.49
EnvTest	Environmental Testing	-31,821.25	0.00
Estimate	Estimate Preparation	-8,575.00	3,005.00
Gallery	Gallery Remodel	-182,645.88	10,200.00
Gbson	Gbson Innovations	-19,030.75	0.00
Henshal	Henshal Realty	-30,286.25	8,412.70
Hotel	Hotel Expansion	-53,318.06	2,491.38
HTD	HTD Architects	-17,000.00	3,005.00
INTSVC	Internal Service	-50.00	5.00
LoneStar	LoneStar Conference Center	-104,350.00	2,055.00
MaintSvc	Maintenance Service Call	-75,036.32	124.76
Mail	Mail Remodel	-76,082.39	1,202.58
Media	Media Management	-73,969.85	86.19
Metro	Metro Productions	-50.00	217.14
Monthly	Monthly Maintenance Plan	-71,418.41	5.00
Network	Network Configuration	-156,371.34	12,782.17
00000	No Project	-298,535.14	0.00
Permit	Permit Inspections	-11,341.35	1,548.71
Petaluma	Petaluma, Ca	-169,044.45	94,096.90
Pikes	Pikes Peak Visitor Center	-99,724.50	5,092.60
Plaza	Plaza Remodel	-47,415.00	5.00
Quality	Quality Assurance	-62,046.34	84,165.79
Redding	Redding, Ca	-42,491.80	5.00

31

Project View [mp4]

Statement of Activities

State Activities	State Activities Description	Period Activity
ADVERTINC	Advertising Income	-4,156.00
ARTIST	Artist Fees and Expenses	13,070.34
FEES	Bank & CC Fees	15,835.08
BENEFITEXP	Benefit Expenses	152,176.46
TICKETREV	Box Office Admissions	-528,838.97
CONCESSREV	Concession, Vending, Café & Gift Shop	-14,059.22
CONCESSEXP	Concessions and Gift Shop	7,344.80
CONFERENCE	Conferences	898.75
CONTRACT	Contract Services	16,701.97
CORPCONTRIB	Corporate Contributions	-5,256.59
CORPSPONSOR	Corporate Sponsorships	-155,000.00
DEPREXP	Depreciation Expense	110,000.00
DUES	Dues and Subscriptions	1,016.16
EDUCATEXP	Education Expense	34,710.10
EDUCATREV	Education Programs	-15,180.00
EMPLOYEE	Employment Expense	892.05
ENTERTAIN	Entertainment	89.12
COMPUTER	Equipment and Computer	77,377.72
FOUNDCONTRIB	Foundation Contributions	-75,400.00
GOVTCONTRIB	Government Contributions	-27,899.16
GRANTINC	Grant Income	-10,000.00
HOUSING	Housing Expense	5,295.25
INKINDCONTRI	In-Kind Contributions	-8,821.56
INKINDEXP	In-Kind Expense	1,017.96
INSURANCE	Insurance Exp	30,399.41
INTERESTEX	Interest Expense	1,565.20
INVESTEXP	Investment Expense	1,558.96
INVESTINC	Investment Income (loss)	60,687.38
MAINTREP	Maintenance and Repairs	34,211.14
ADVERTISING	Marketing and Advertising	156,193.30

32

Statement of Activities [mp4]

Correcting Invalid GL

PROOF!

Read the
Report

Fix the
Issue



InterActiv
CONFERENCE

33

Invalid GL

Resolution

- Batch - Entry # and more
- Error or warning
- Built-in invalid GL filters in EVERY package
- Transaction tab on the Journal Entry form
 - Invoices, Payments, Receipts, Checks

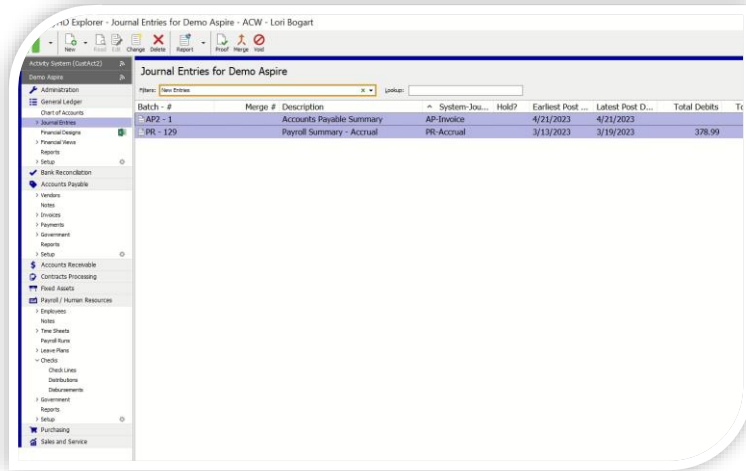


InterActiv
CONFERENCE

34

Troubleshooting Entries

Correcting Invalid GL



35

Troubleshooting Entries [mp4]



IYKYK

Best Practices

36

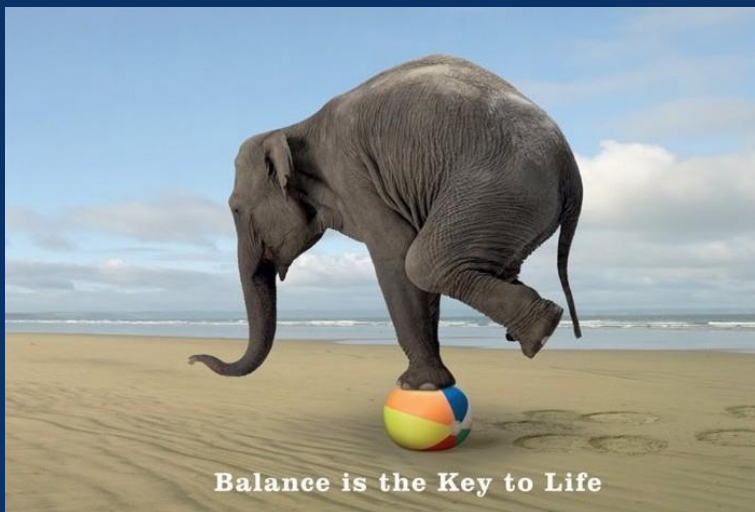
LORI ISM OF THE DAY:

**Just because we could
doesn't mean we should!**



37

Balance Subledgers to GL



38

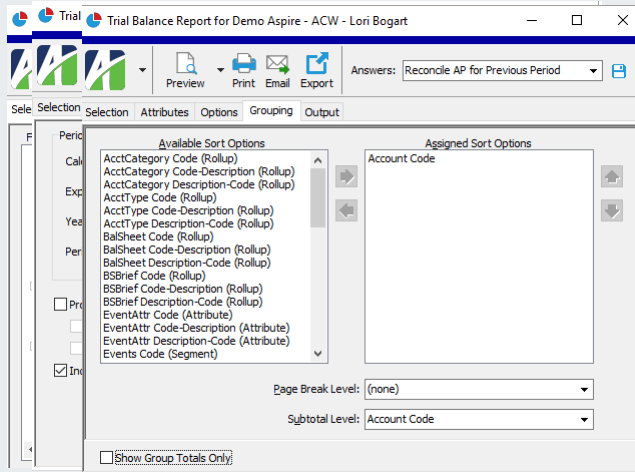
GL Reports for Comparison

Trial Balance

Specify period

Do include unmerged transactions

Subtotal at account level



39

GL Reports for Comparison

Trial Balance

Trial Balance

Reconcile AP for Previous Period (3/1/2023 - 3/31/2023)

Unit Of Measure: \$

Demo Aspire
ACW - Lori Bogart

Saturday, April 22, 2023 4:59:02PM
Page 1

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
Account Code: 2100-01-00000-A					
2100-01-00000-A Accounts Payable	40,892.95-	184.92	184.92	0.00	40,892.95-
Account Code: 2100-01-00000-A Totals	40,892.95-	184.92	184.92	0.00	40,892.95-
\$ Grand Totals	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	40,892.95-	184.92	184.92	0.00	40,892.95-



40

Subsidiary Reports for Comparison

Reports to Use

AP Aged Invoice Analysis

AR Aged Invoice Analysis

Asset GL History Report

Run as of a **GL** date

Do **NOT** include unmerged subsidiary transactions

Include all invoices

Verify Entry – System Journal Source



41

The image displays two screenshots of the 'Aged Invoice Analysis for Demo Aspire - ACW - Lori Bogart' software interface. The left screenshot shows the 'Options' tab with the following settings: Invoice Balance set to 'Historical by GL Date', Aging Categories set to 'All Invoices (Including Not Yet Due)', Outstanding Credits checked for 'Include Outstanding Credits', and Report Date set to 3/31/2023. The right screenshot shows the 'Sorting' tab with 'A/P Account' selected in the 'Assigned Sort Options' list and 'Subtotal Level' set to 'A/P Account'.

42

Manual Postings to Control Accounts




45

Control Accounts

Accts Payable

Accts Receivable

FA Accounts

Best Practice 

Do not make manual postings to your AP/AR control accounts.

Journal Detail for Demo Casa Blanca IA2020 LMB

Filters: ? Project (SWAvenue)

Lookup: 2100-0-000-01-A

Journal Entry	Post Date	Account	System-Journal	Debit	
LB - 1	5/25/2022	2100-0-000-01-A	GL-Manual		2,8
LB - 1	5/8/2022	2100-0-000-01-A	GL-Manual	1,500.00	
Webinar - 3	10/8/2021	2100-0-000-01-A	AP-Invoice		
Webinar - 3	10/7/2021	2100-0-000-01-A	AP-Invoice		1,
Webinar - 3	10/6/2021	2100-0-000-01-A	AP-Invoice		1,(
AP - 91	8/13/2021	2100-0-000-01-A	AP-Payment	250.00	

46

Extra GL in AP and AR

47

How to Use Extra GL

Yes!

- Correct revenue and expense accounts after the GL entry is merged
- Expensing prepaid expenses in AP to for other dates
- Recognizing revenue in AR for other dates

No!

- Trying to move invoice posting to a different GL date
- Trying to move invoice to a different AP or AR account



48

Ask yourself:

Does this entry need to change my AP or AR Aging Report?

If so, ...



49

Closing Entries



50

Reminders

- Check Trial Balance **before** merging
 - Beginning balances of next period for I/S accounts should be zero
- All journal entries for the fiscal year must be **merged**
 - includes other closing entries
- Do **NOT** create a new allocation entry each year
- Meant to reprocess to correct itself

- Can close with **attributes**
- Can close **budget** entries
- Uses calendar period **CONTAINING posting date**
- Do not correct with **manual** journal entries



51

Maintenance



52

COA Maintenance

Keep that setup tidy!

Obsolete If Not Needed

No Activity Since <date>
Use Last Activity Column



OBSOLETE

Delete Never Used

Unposted Accounts
Segment Items with No Accounts
Unposted Attribute Items



53



THANKS FOR JOINING!

General Ledger: Mission Control

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54