PRESENTED BY:

AccountingWare

WELCOME TO

General Ledger: Controller Workshop

Lori Bogart & Sarah Brewster
Implementation Team

AccountingWare

DISCLAIMER

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  Evaluate risks before acting on ideas from this session.
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SESSION INFO

AUDIO/VIDEO

If you cannot hear sound or see the presentation now, adjust or change your settings.

SURVEY

At the end of the session, fill out a quick survey letting us know how we did.

RESOURCES

The slides and a recording will be sent via email.

QUESTIONS

Use the “Questions” panel to chat with the presenters and AccountingWare team.

AccountingWare

ABOUT THE PRESENTERS

Lori Bogart
Senior Project Lead

Sarah Brewster
Implementation Specialist

AccountingWare

Agenda – General Ledger: Controller Workshop

Financial Views

- "InterActiv" reporting
- Layering views

All Things Journal Detail

- Investigation Tool
- New subsidiary subtabs

Automation

- New Export JE Source Detail to Spreadsheet
- Account Replication

Control Accounts

- Why We Need Them
- Configuration
- How They Work

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Financial Views

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“InterActiv” Reporting

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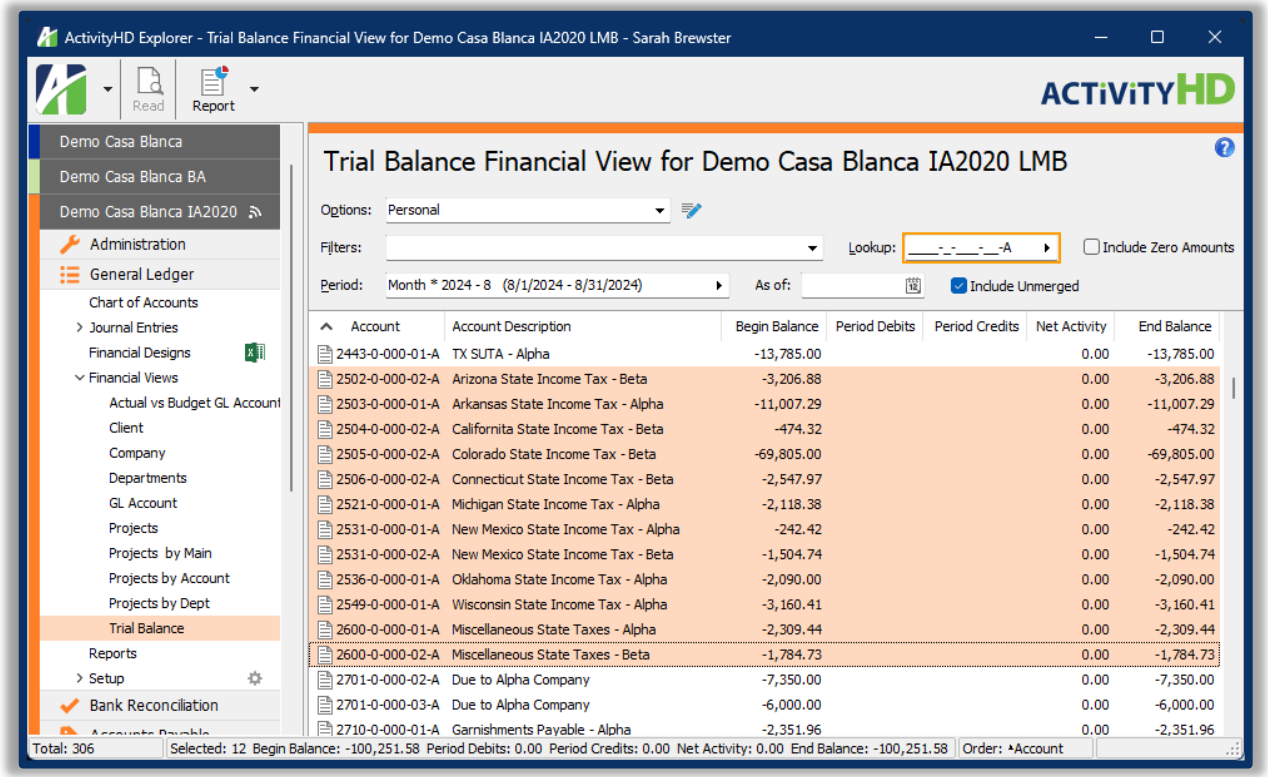
Financial Views

- Quick, “Activ” financial totals
- Same financial functions as Financial Designs
- Drilldown to transactions



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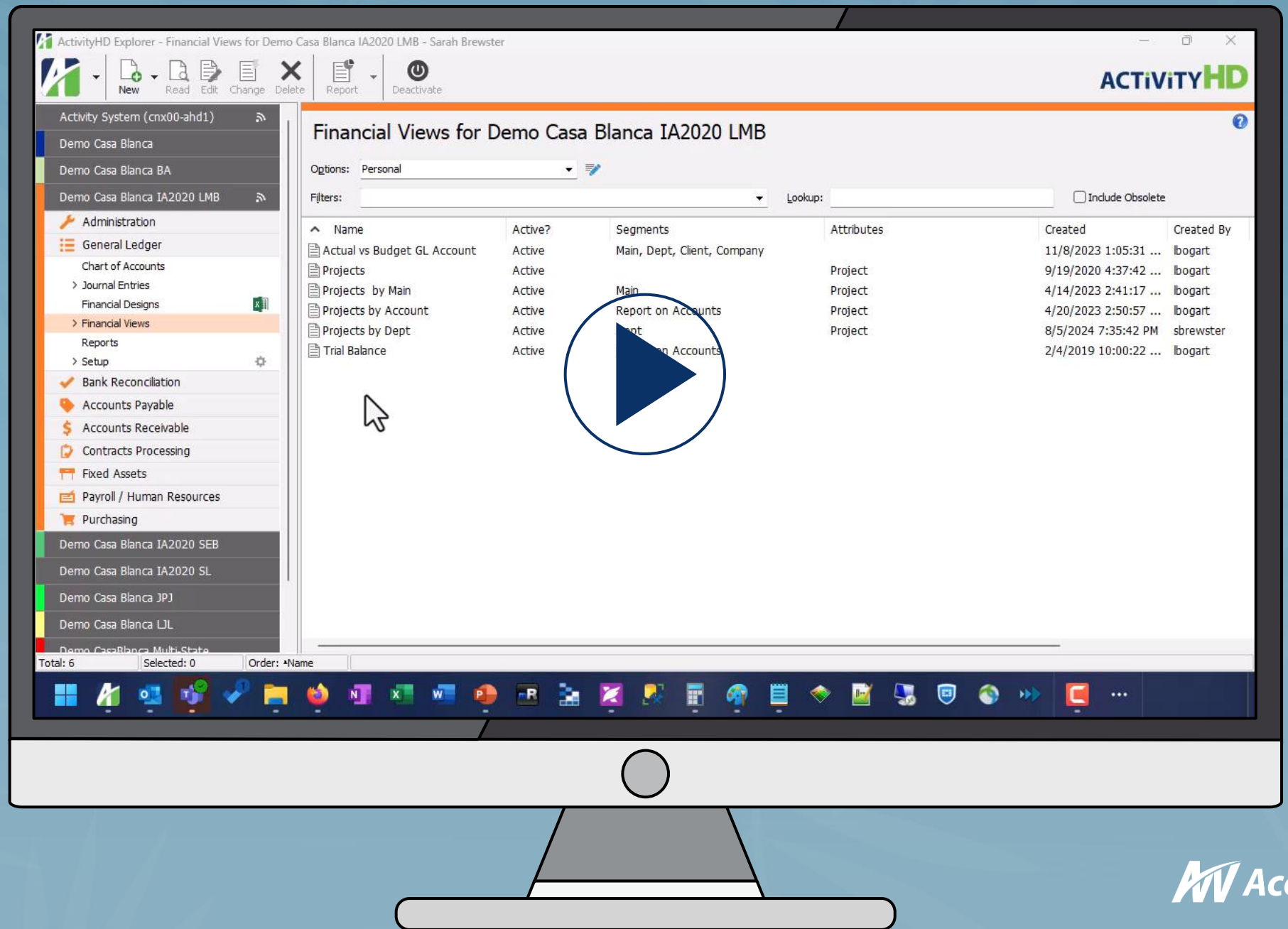
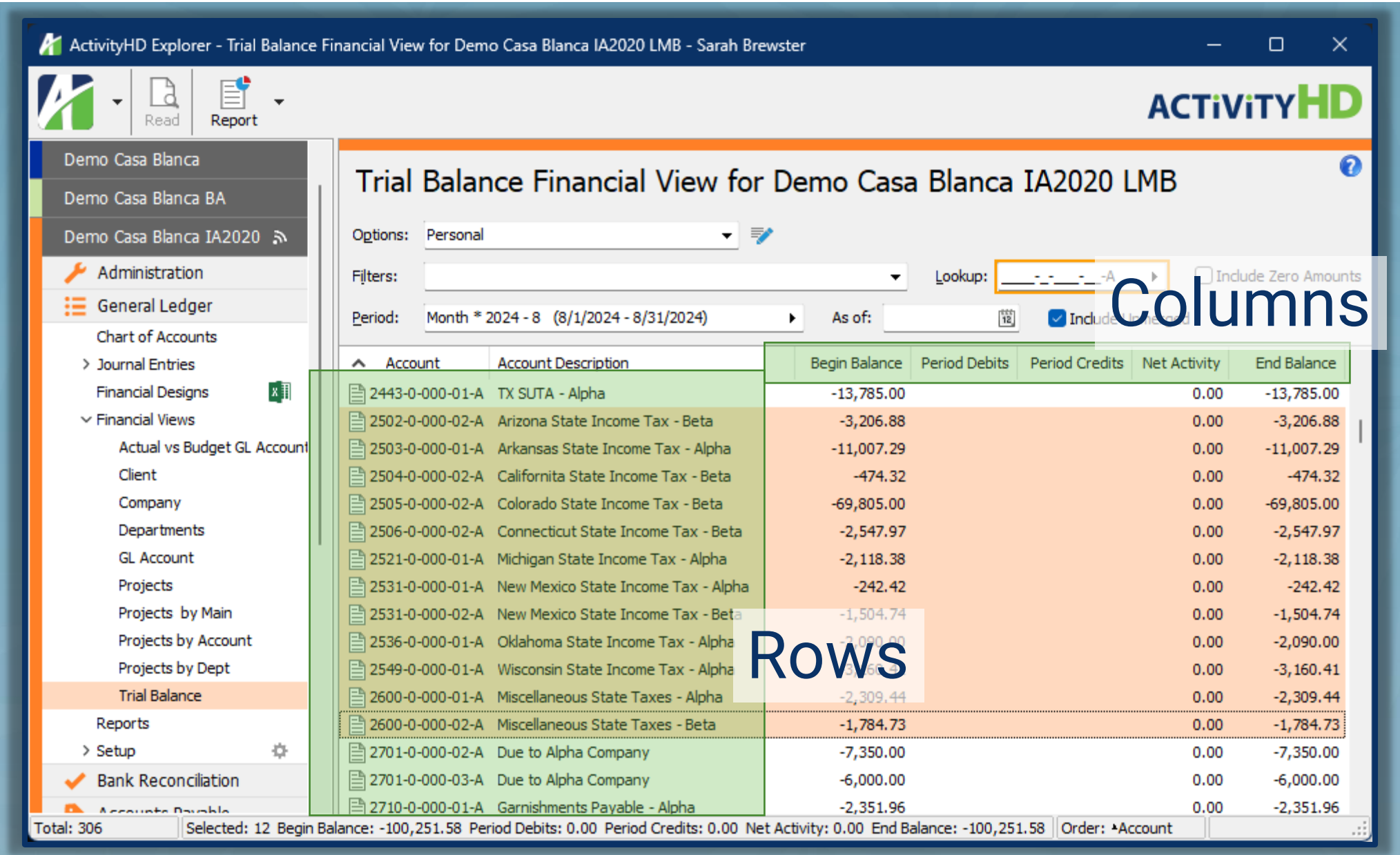
TRIAL BALANCE FINANCIAL VIEW



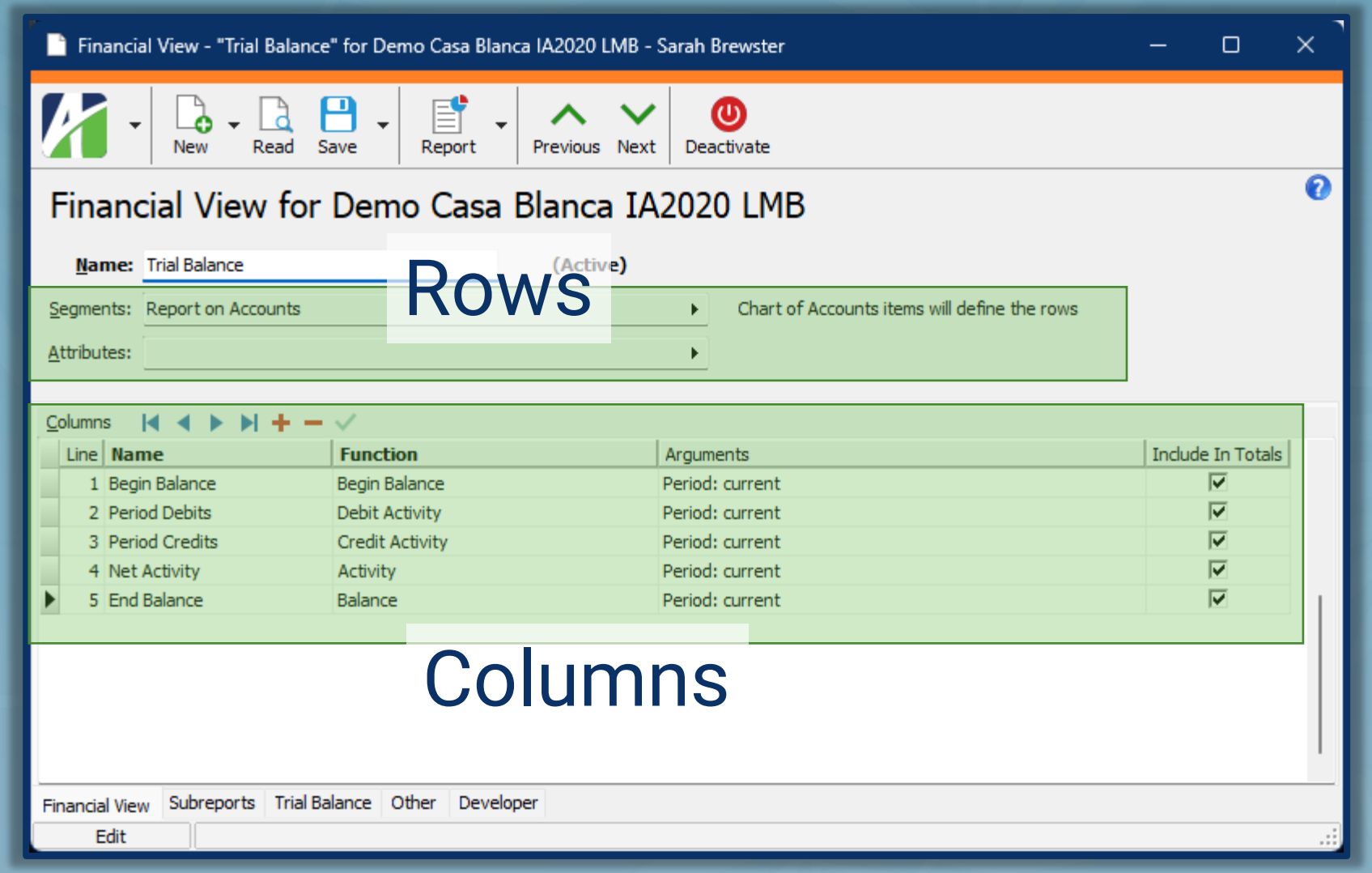
AccountingWare

FINANCIAL VIEW SETUP



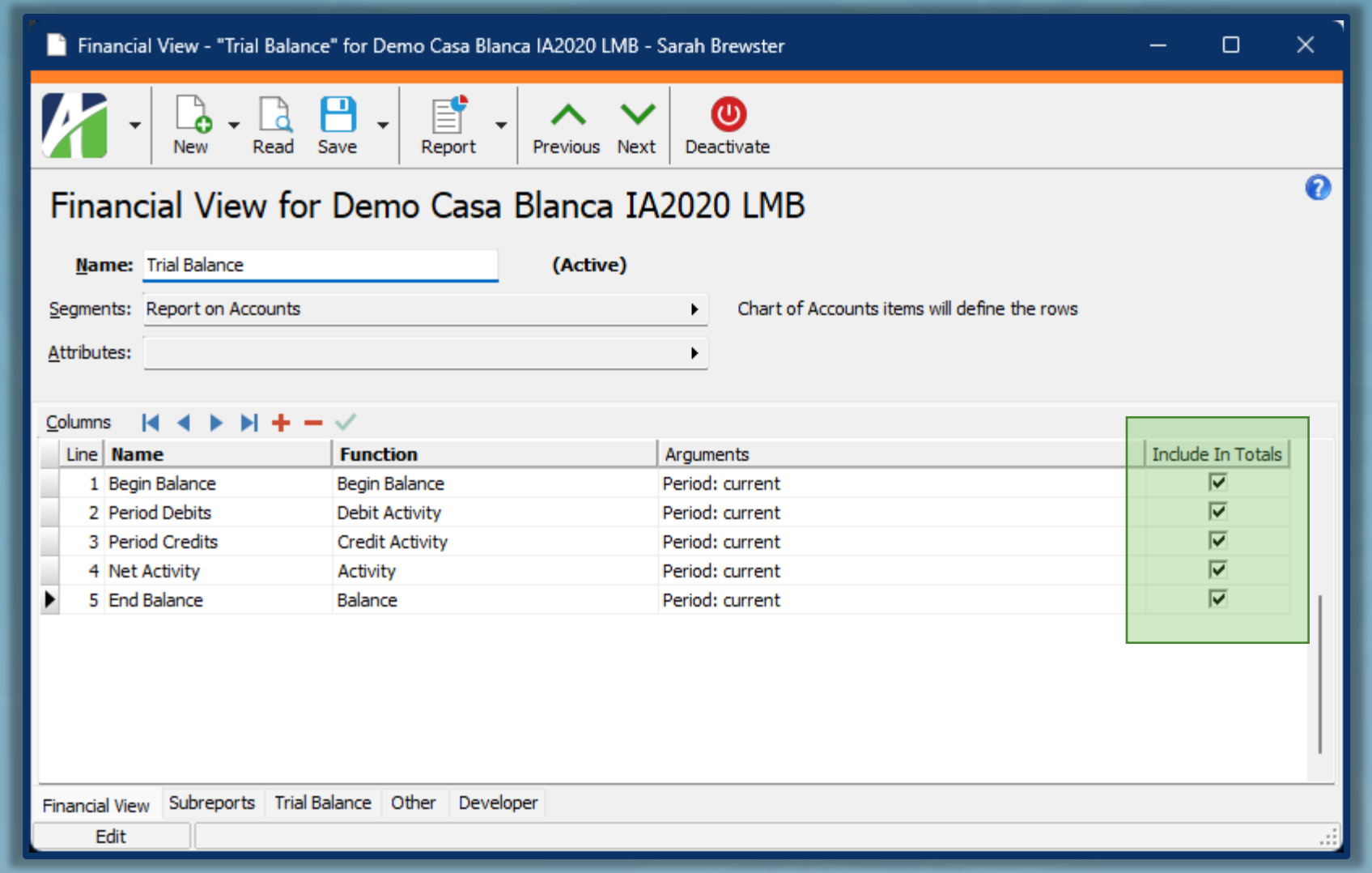
AccountingWare

FINANCIAL VIEW SETUP



AccountingWare

INCLUDE IN TOTALS



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INCLUDE IN TOTALS

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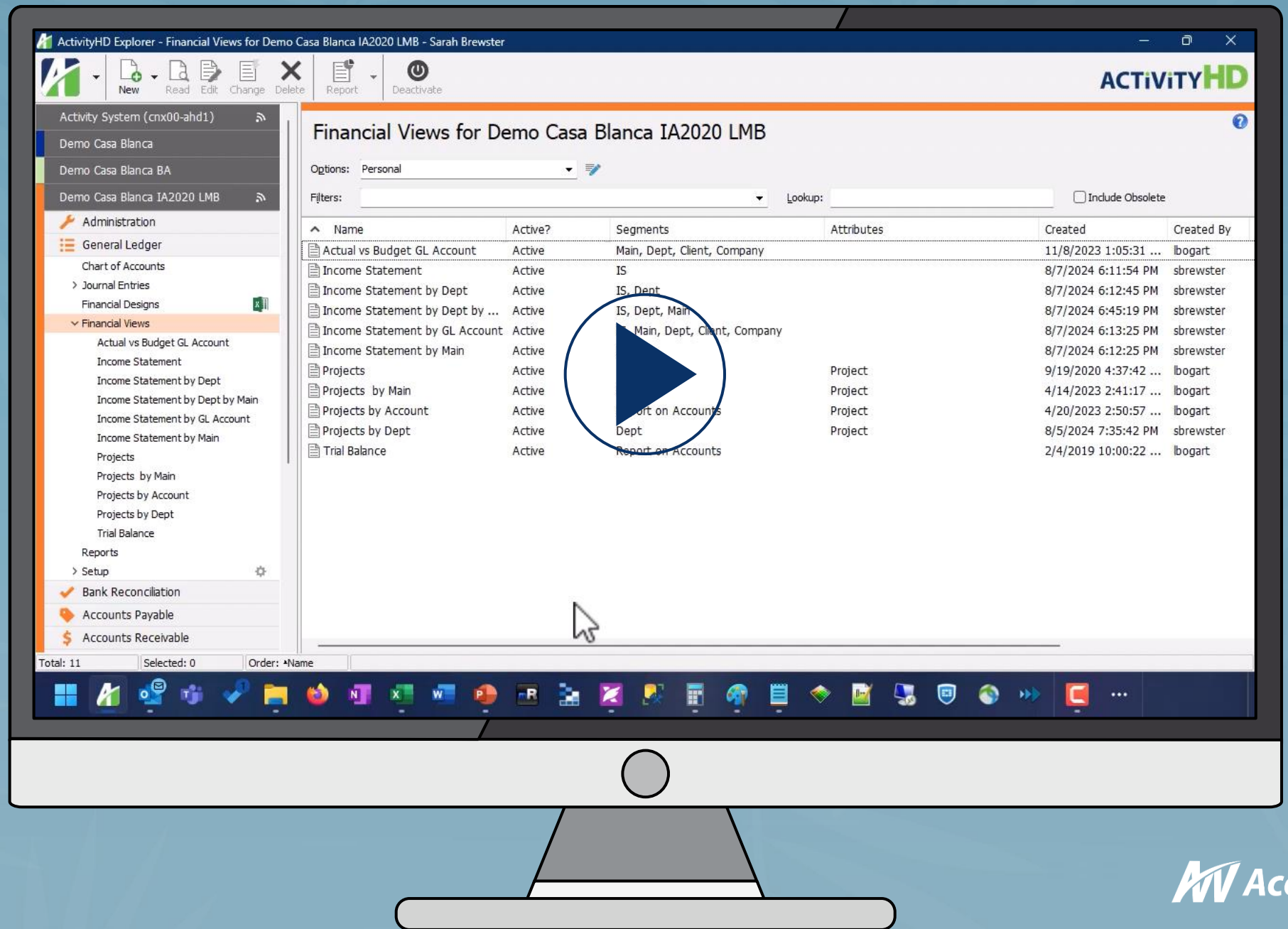
Layering Financial Views

AccountingWare®

PROJECT FINANCIAL VIEW



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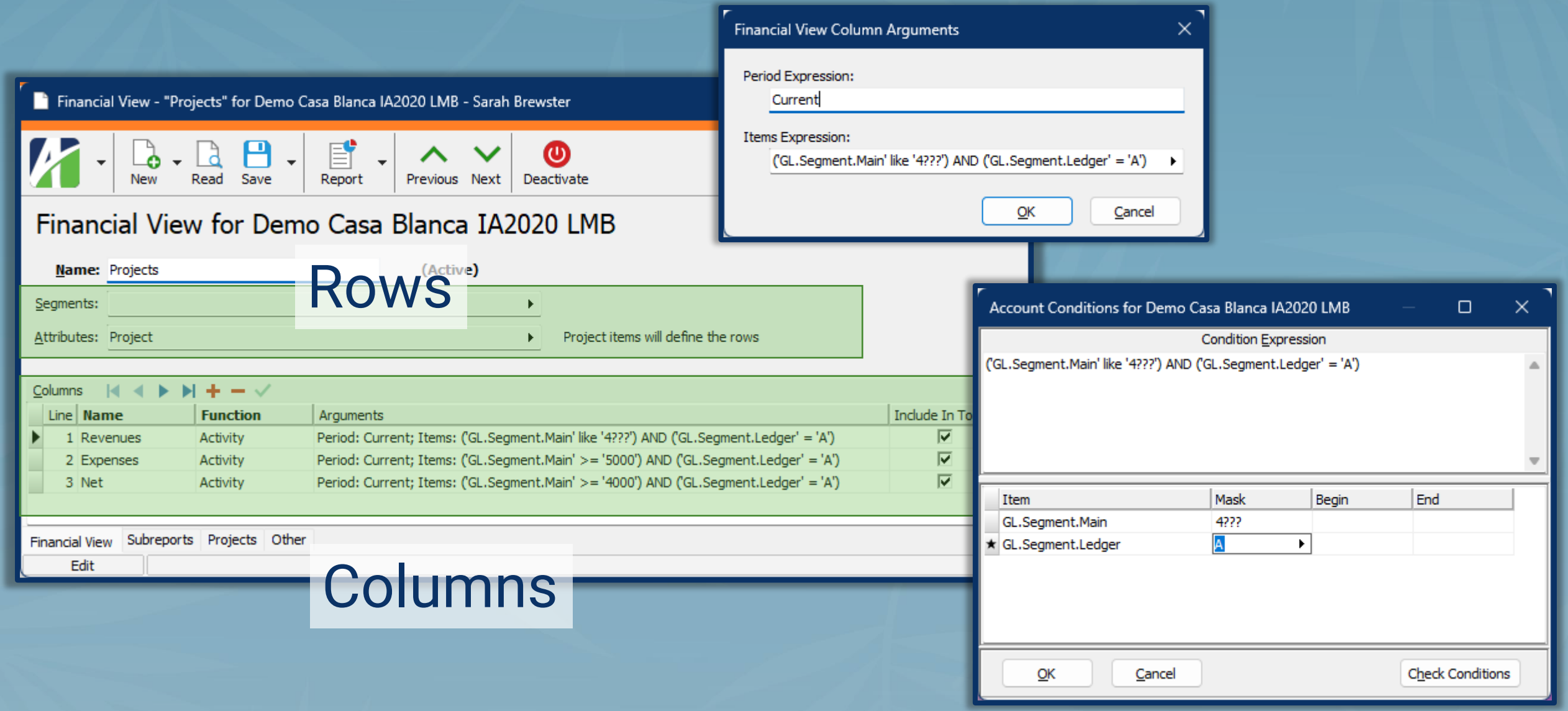
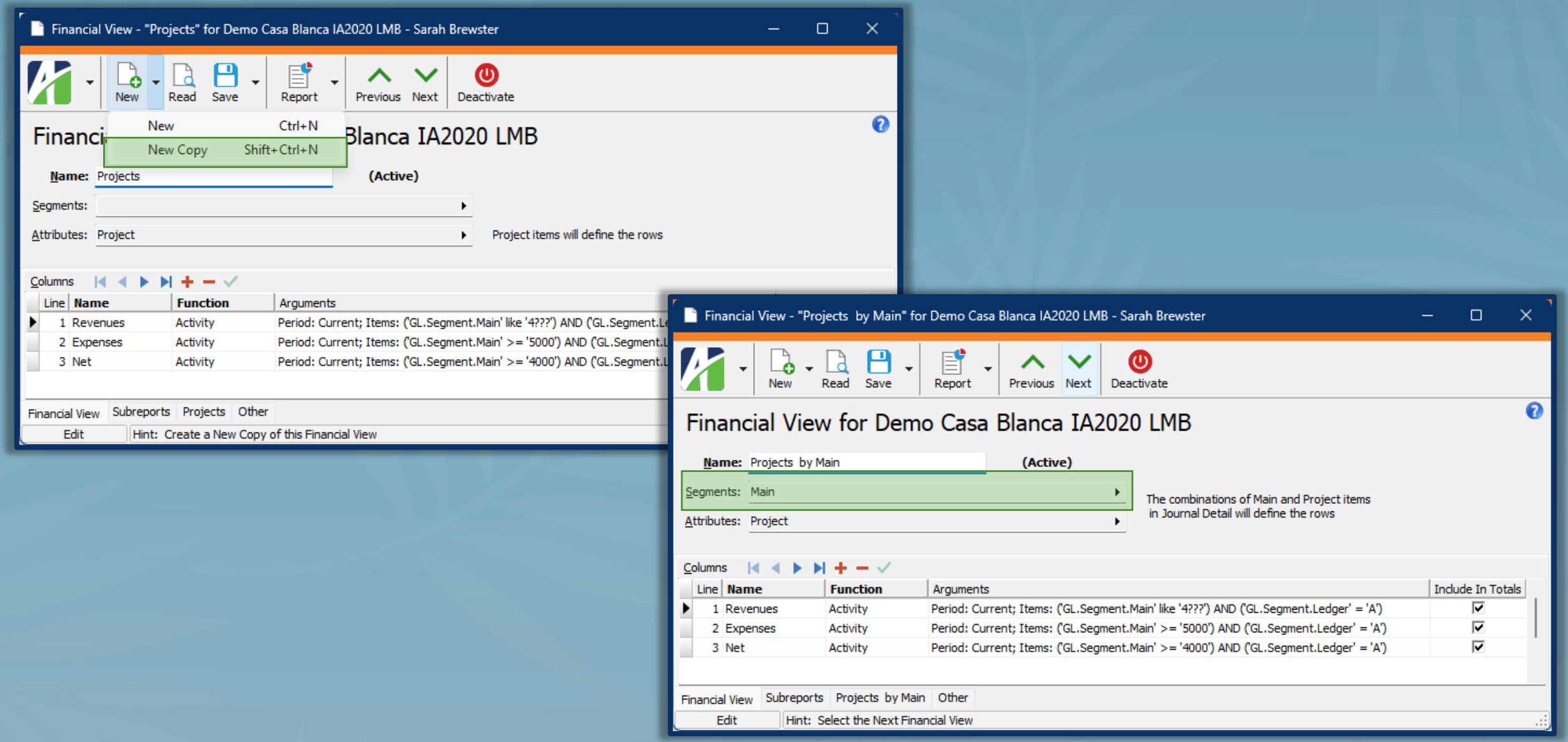
PROJECT FINANCIAL VIEW SETUP



AccountingWare



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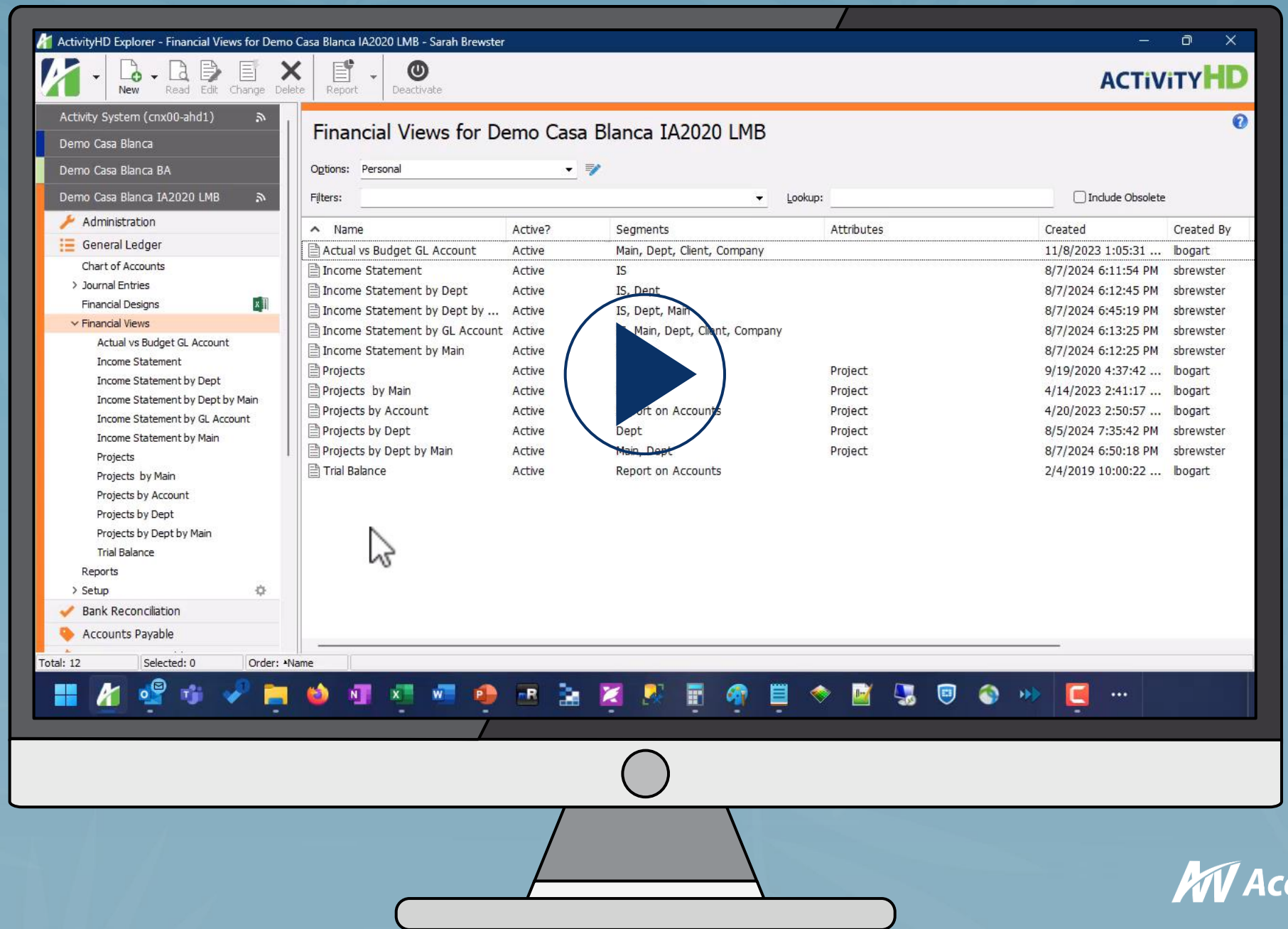
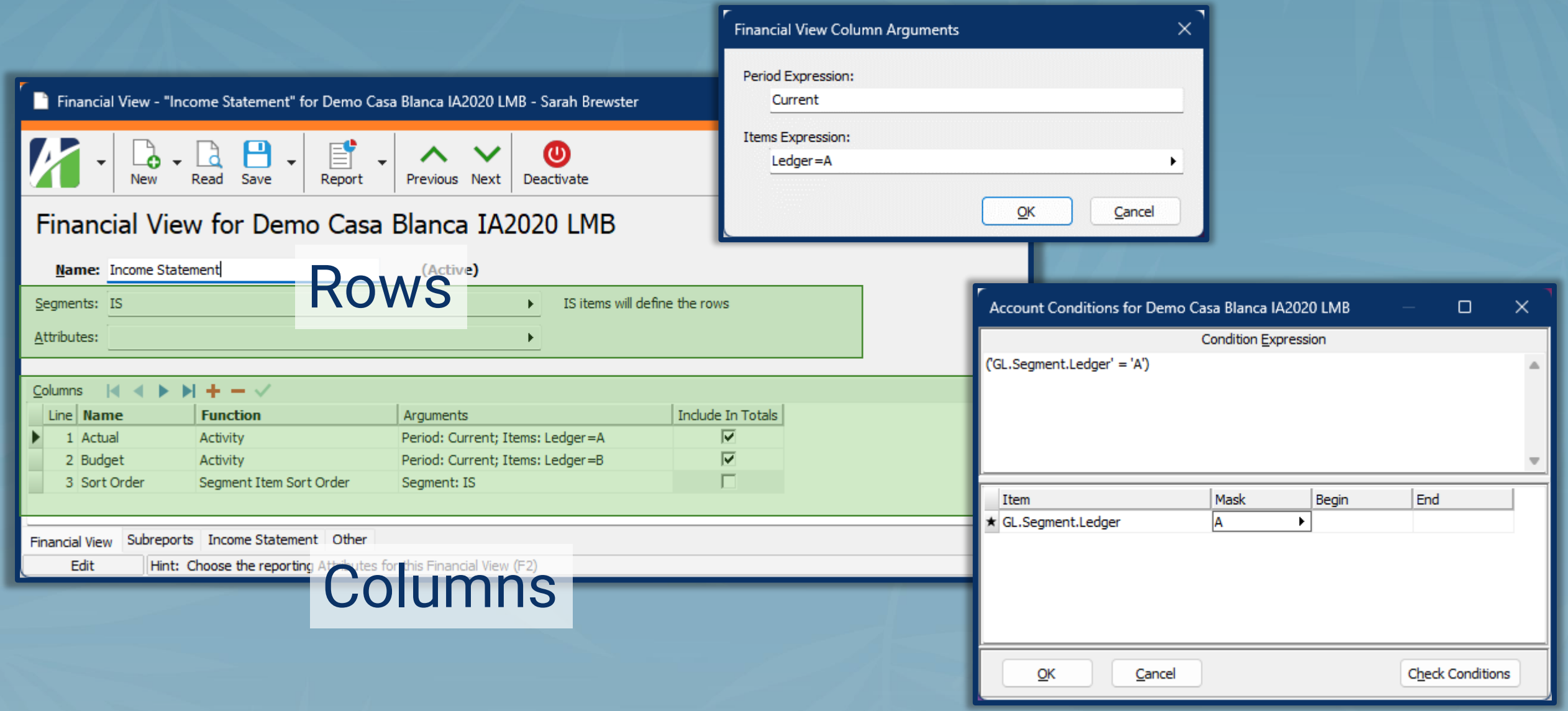
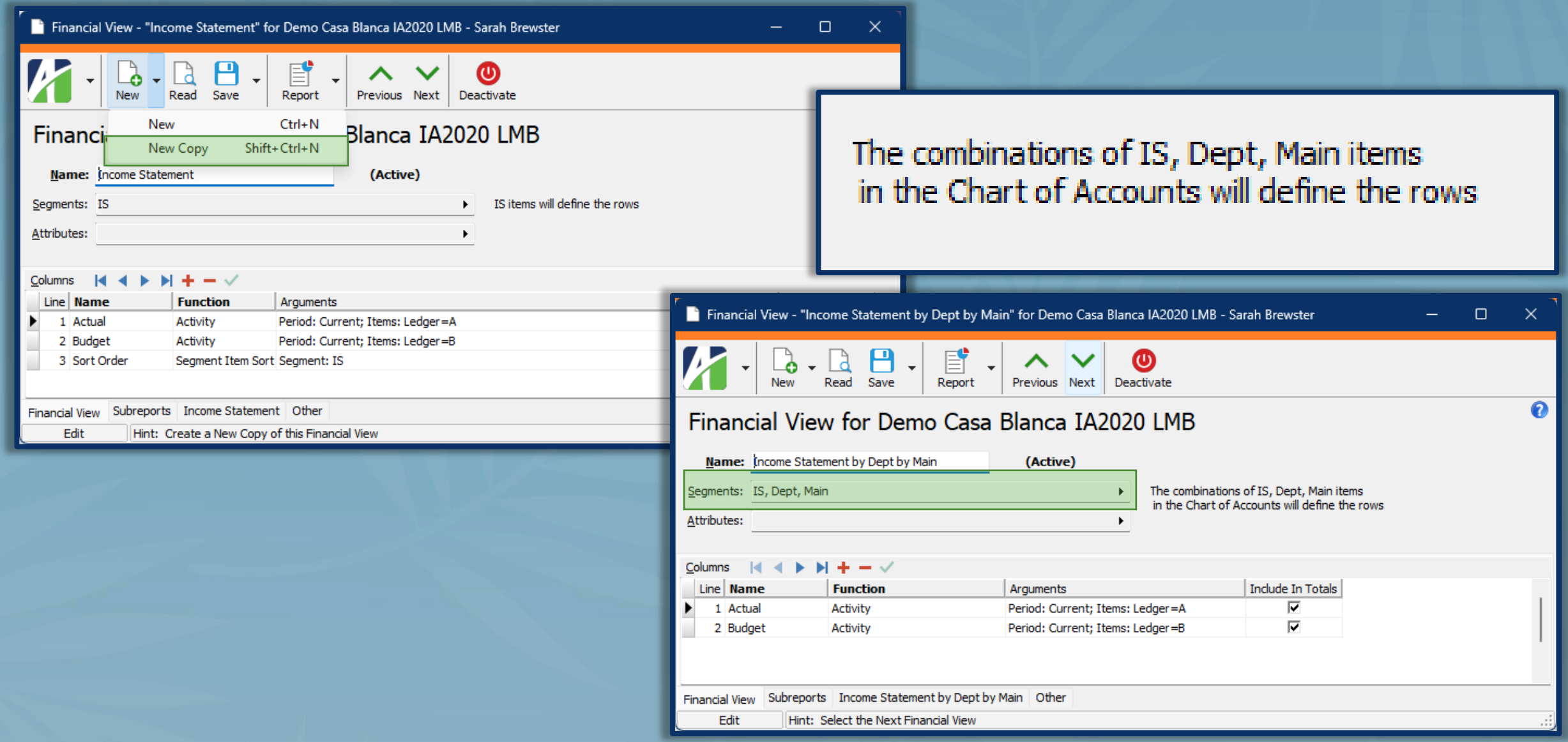
INCOME STATEMENT FINANCIAL VIEW



AccountingWare



AccountingWare



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All Things Journal Detail

AccountingWare

Investigation Tool

AccountingWare

Journal Detail View

- Every journal detail line
- Every account
- Every GL attribute
- Every date
- Soul of your accounting system!

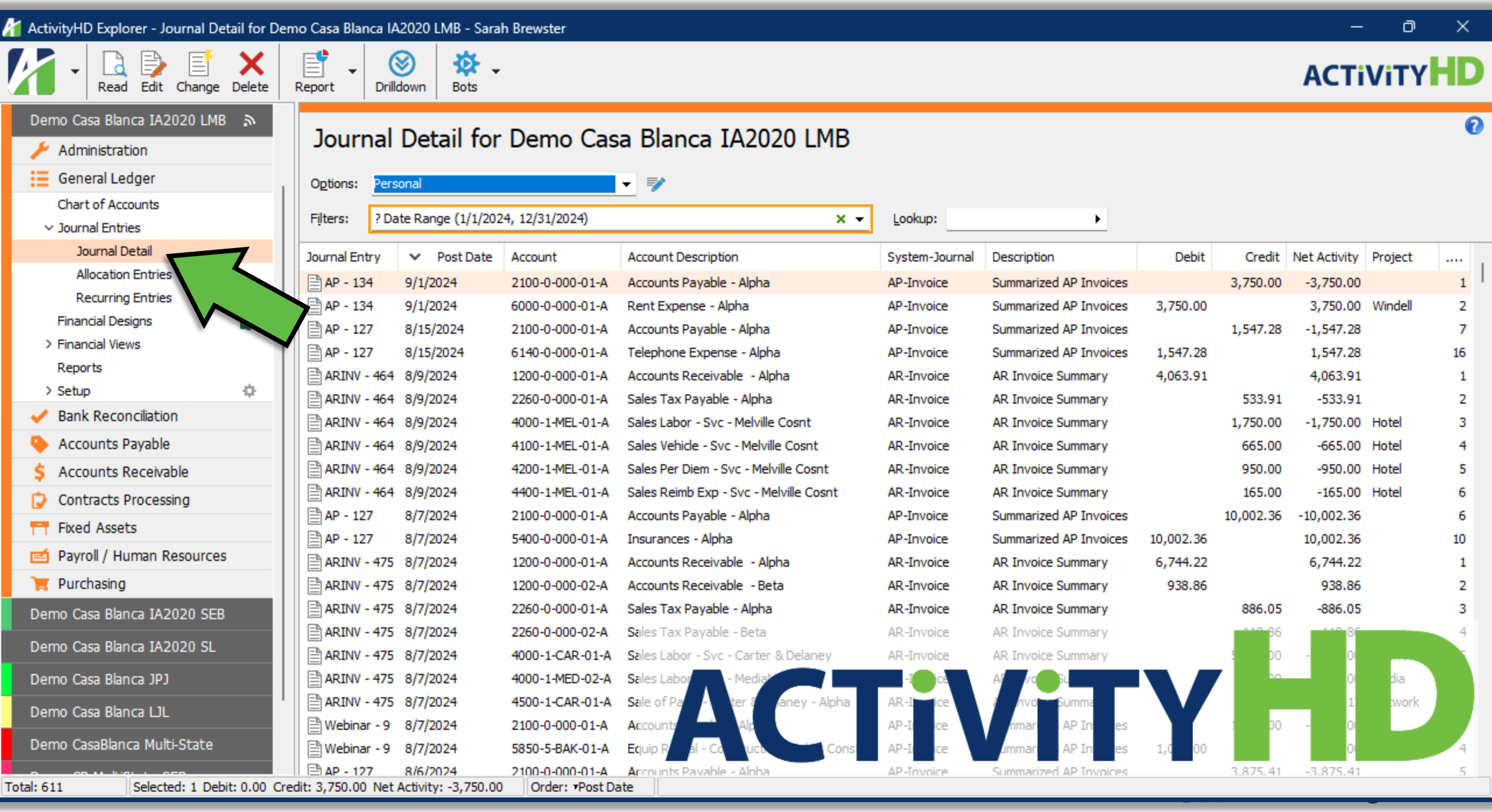
LEARN IT
LIVE IT
LOVE IT

AccountingWare

Investigation Tool

- 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

AccountingWare



Journal Entry	Post Date	Account	Account Description	System-Journal	Description	Debit	Credit	Net Activity	Project	....
AP - 134	9/1/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		3,750.00	-3,750.00		1
AP - 134	9/1/2024	6000-0-000-01-A	Rent Expense - Alpha	AP-Invoice	Summarized AP Invoices	3,750.00		3,750.00	Windell	2
AP - 127	8/15/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		1,547.28	-1,547.28		7
AP - 127	8/15/2024	6140-0-000-01-A	Telephone Expense - Alpha	AP-Invoice	Summarized AP Invoices	1,547.28		1,547.28		16
ARINV - 464	8/9/2024	1200-0-000-01-A	Accounts Receivable - Alpha	AR-Invoice	AR Invoice Summary	4,063.91		4,063.91		1
ARINV - 464	8/9/2024	2260-0-000-01-A	Sales Tax Payable - Alpha	AR-Invoice	AR Invoice Summary		533.91	-533.91		2
ARINV - 464	8/9/2024	4000-1-MEL-01-A	Sales Labor - Svc - Melville Cosnt	AR-Invoice	AR Invoice Summary		1,750.00	-1,750.00	Hotel	3
ARINV - 464	8/9/2024	4100-1-MEL-01-A	Sales Vehicle - Svc - Melville Cosnt	AR-Invoice	AR Invoice Summary		665.00	-665.00	Hotel	4
ARINV - 464	8/9/2024	4200-1-MEL-01-A	Sales Per Diem - Svc - Melville Cosnt	AR-Invoice	AR Invoice Summary		950.00	-950.00	Hotel	5
ARINV - 464	8/9/2024	4400-1-MEL-01-A	Sales Reimb Exp - Svc - Melville Cosnt	AR-Invoice	AR Invoice Summary		165.00	-165.00	Hotel	6
AP - 127	8/7/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		10,002.36	-10,002.36		6
AP - 127	8/7/2024	5400-0-000-01-A	Insurances - Alpha	AP-Invoice	Summarized AP Invoices	10,002.36		10,002.36		10
ARINV - 475	8/7/2024	1200-0-000-01-A	Accounts Receivable - Alpha	AR-Invoice	AR Invoice Summary	6,744.22		6,744.22		1
ARINV - 475	8/7/2024	1200-0-000-02-A	Accounts Receivable - Beta	AR-Invoice	AR Invoice Summary	938.86		938.86		2
ARINV - 475	8/7/2024	2260-0-000-01-A	Sales Tax Payable - Alpha	AR-Invoice	AR Invoice Summary		886.05	-886.05		3
ARINV - 475	8/7/2024	2260-0-000-02-A	Sales Tax Payable - Beta	AR-Invoice	AR Invoice Summary		[illegible]	[illegible]		4
ARINV - 475	8/7/2024	4000-1-CAR-01-A	Sales Labor - Svc - Carter & Delaney	AR-Invoice	AR Invoice Summary		[illegible]	[illegible]		[illegible]
ARINV - 475	8/7/2024	4000-1-MED-02-A	Sales Labor [illegible] - Media[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]dia	
ARINV - 475	8/7/2024	4500-1-CAR-01-A	Sale of Pa[illegible]ter & [illegible]aney - Alpha	AR-I[illegible]ce	[illegible]nvo[illegible] Summa[illegible]			[illegible]	[illegible]work	
Webinar - 9	8/7/2024	2100-0-000-01-A	Accounts [illegible] Alp[illegible]	AP-I[illegible]ce	[illegible]mmar[illegible] AP In[illegible]es		[illegible]	[illegible]		
Webinar - 9	8/7/2024	5850-5-BAK-01-A	Equip R[illegible]al - Co[illegible]uct[illegible] Cons[illegible]	AP-I[illegible]ce	[illegible]mmar[illegible] AP In[illegible]es	1,0[illegible]00		[illegible]		4
AP - 127	8/6/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		3,875.41	-3,875.41		5

ActivityHD Explorer - Journal Detail for Fabrikam - sbrewster

Read | Report | Drilldown | Drillback

ACTiVReporter G2

- Activity System (Acti
- Fabrikam
  - Administration
  - ActivReporter
    - Chart of Accounts
    - Journal Entries
      - Journal Detail
    - Financial Designs
    - Financial Views
    - Reports
    - Setup
- Gabrikam
- Habrikam
- Mabrikam
- Sabrikam
- University

Journal Detail for Fabrikam

Options: My Defaults

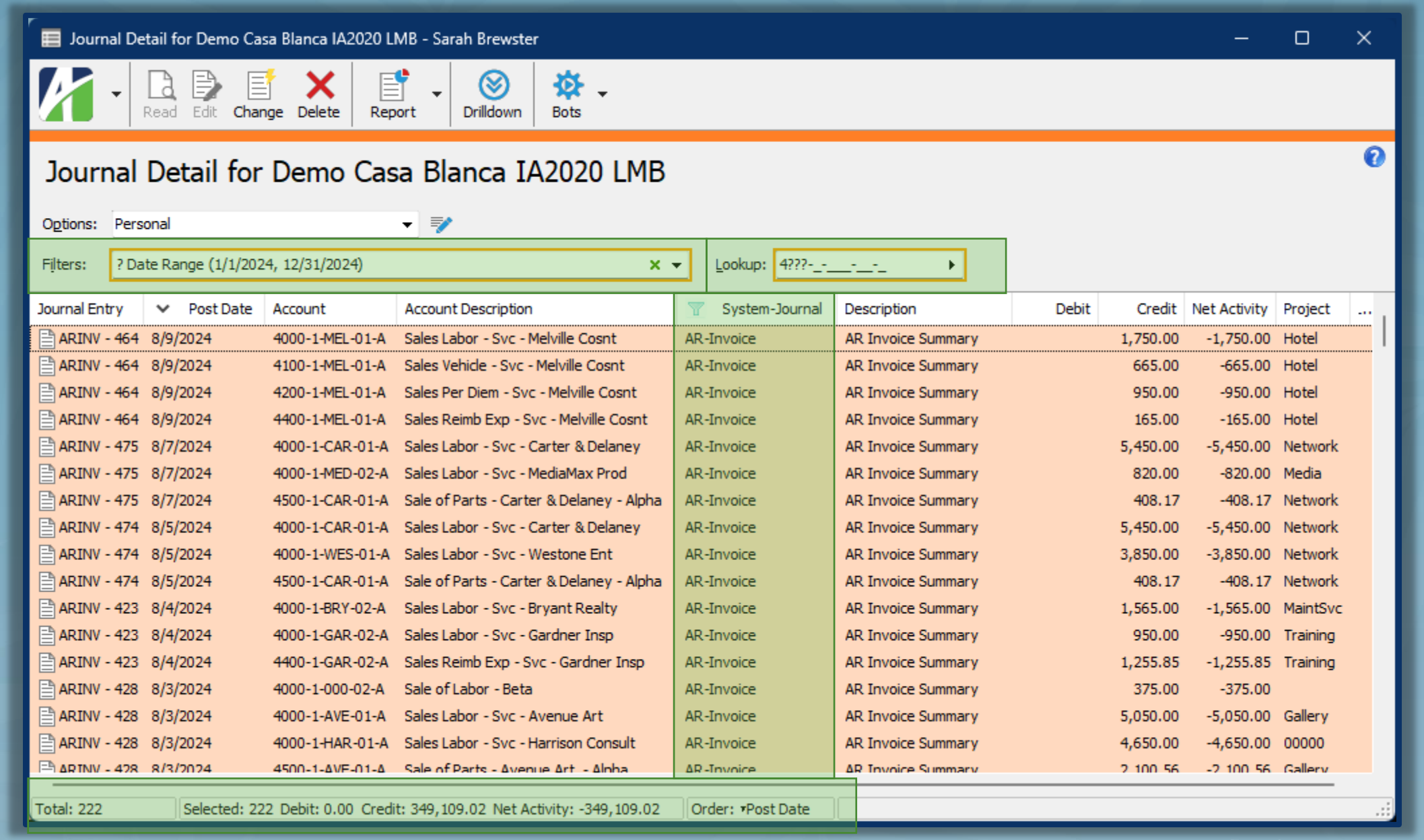
Filters: ? Date Range (1/1/2024, 12/31/2024)

Lookup: ___-____-__-A

Entry #	System-Journal	Post Date	Account	Account Description	Reference	Entry Description	Debit	Credit	Net Activity
1856	GP-Posted	12/1/2024	000-2150-00-A	Taxable Benefits Payable	UPRCC	Payroll Computer Checks		50.77	-50.77
1856	GP-Posted	12/1/2024	000-2161-00-A	IL State Withholding Payable	UPRCC	Payroll Computer Checks		14.49	-14.49
1856	GP-Posted	12/1/2024	100-5150-00-A	Employee Benefits - Administration	UPRCC	Payroll Computer Checks	50.77		50.77
1856	GP-Posted	12/1/2024	000-1110-00-A	Cash - Payroll	UPRCC	Payroll Computer Checks		695.25	-695.25
1856	GP-Posted	12/1/2024	100-5170-00-A	Payroll Taxes - Administration	UPRCC	Payroll Computer Checks	12.25		12.25
1856	GP-Posted	12/1/2024	000-2170-00-A	Federal Withholding Payable	UPRCC	Payroll Computer Checks		171.30	-171.30
1856	GP-Posted	12/1/2024	000-5100-00-A	Salaries and Wages	UPRCC	Payroll Computer Checks	937.50		937.50
1856	GP-Posted	12/1/2024	000-2200-00-A	Payroll Deductions Payable	UPRCC	Payroll Computer Checks		121.08	-121.08
1856	GP-Posted	12/1/2024	200-5170-00-A	Payroll Taxes - Accounting	UPRCC	Payroll Computer Checks	52.37		52.37
1857	GP-Posted	12/1/2024	000-2161-00-A	IL State Withholding Payable	UPRCC	Payroll Computer Checks		40.16	-40.16
1857	GP-Posted	12/1/2024	000-1110-00-A	Cash - Payroll	UPRCC	Payroll Computer Checks		1,038.34	-1,038.34
1857	GP-Posted	12/1/2024	000-2200-00-A	Payroll Deductions Payable	UPRCC	Payroll Computer Checks		44.26	-44.26
1857	GP-Posted	12/1/2024	100-5150-00-A	Employee Benefits - Administration	UPRCC	Payroll Computer Checks	51.32		51.32
1857	GP-Posted	12/1/2024	100-5170-00-A	Payroll Taxes - Administration	UPRCC	Payroll Computer Checks	18.90		18.90
1857	GP-Posted	12/1/2024	200-5170-00-A	Payroll Taxes - Accounting	UPRCC	Payroll Computer Checks	80.83		80.83
1857	GP-Posted	12/1/2024	000-2170-00-A	Federal Withholding Payable	UPRCC	Payroll Computer Checks		285.69	-285.69
1857	GP-Posted	12/1/2024	000-5100-00-A	Salaries and Wages	UPRCC	Payroll Computer Checks	1,308.72		1,308.72
1857	GP-Posted	12/1/2024	000-2150-00-A	Taxable Benefits Payable	UPRCC	Payroll Computer Checks		50.77	-50.77
1858	GP-Posted	12/1/2024	100-5150-00-A	Employee Benefits - Administration	UPRCC	Payroll Computer Checks	2.15		2.15
1858	GP-Posted	12/1/2024	000-2161-00-A	IL State Withholding Payable	UPRCC	Payroll Computer Checks		71.88	-71.88
1858	GP-Posted	12/1/2024	000-5100-00-A	Salaries and Wages	UPRCC	Payroll Computer Checks	1,395.39		1,395.39

ACTiV Reporter

Total: 6,259 | Selected: 1 Debit: 0.00 Credit: 50.77 Net Activity: -50.77 | Order: Post Date | Hint: Choose the options to apply



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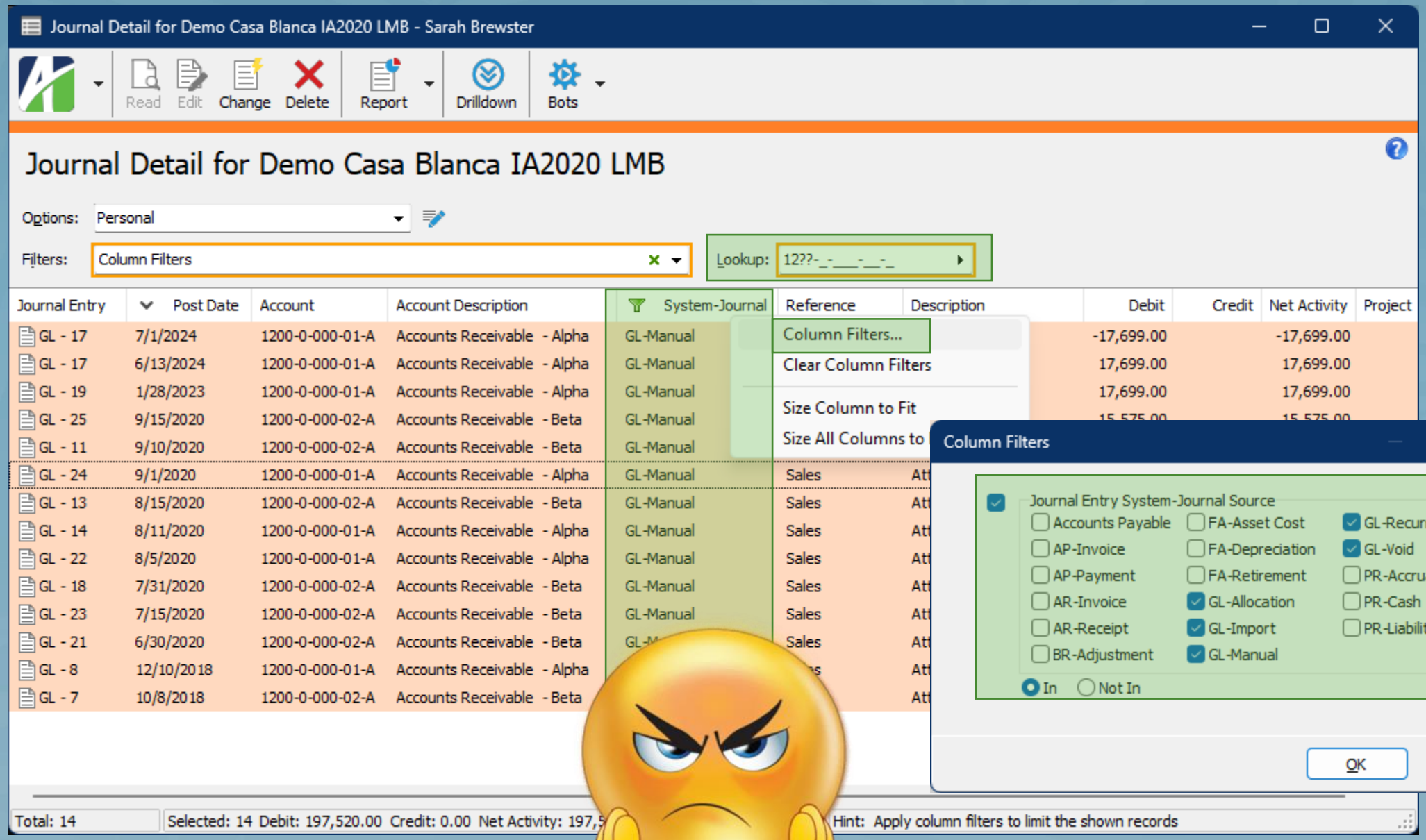

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Journal Detail for Demo Casa Blanca IA2020 LMB - Sarah Brewster

Read Edit Change Delete Report Drilldown Bots

Journal Detail for Demo Casa Blanca IA2020 LMB

Options: Personal

Filters: ? Date Range (1/1/2024, 12/31/2024)

Lookup: ___-_-___-__-A

Column Filters
? Amount (Debit or Credit)
? Company
? Credit Amount
? Customer
? Date Range (1/1/2024, 12/31/2024)
? Debit Amount
? Dept
? Ledger
? Location
? Main
? Project
? Region
AP Entries
AR Entries
Merged Entries
New Entries

Filter "? Date Range" Parameters

Begin Date: 1/1/2024

End

January 2024

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Date Expression (F2)

Journal Ent				Sys...	Description	Debit	Credit	Net Activity	Project	....
AP - 134				AP-Invoice	Summarized AP Invoices		3,750.00	-3,750.00		1
AP - 134				AP-Invoice	Summarized AP Invoices	3,750.00		3,750.00	Windell	2
AP - 127				AP-Invo			1,547.28	-1,547.28		7
AP - 127				AP-Invo				1,547.28		16
ARINV -				AR-Invo				4,063.91		1
ARINV -				AR-Invo			533.91	-533.91		2
ARINV -				AR-Invo			1,750.00	-1,750.00	Hotel	3
ARINV -				AR-Invo			665.00	-665.00	Hotel	4
ARINV -				AR-Invo			950.00	-950.00	Hotel	5
ARINV -				AR-Invo			165.00	-165.00	Hotel	6
AP - 127				AP-Invoice			10,002.36	-10,002.36		6
AP - 127	8/7/2024	5400-0-000-01-A	Insurances - Alpha	AP-Invoice				10,002.36		10
ARINV - 475	8/7/2024	1200-0-000-01-A	Accounts Receivable - Alpha	AR-Invoice				6,744.22		1
ARINV - 475	8/7/2024	1200-0-000-02-A	Accounts Receivable - Beta	AR-Invoice	AR Invoice Summary	938.86		938.86		2
ARINV - 475	8/7/2024	2260-0-000-01-A	Sales Tax Payable - Alpha	AR-Invoice	AR Invoice Summary		886.05	-886.05		3
ARINV - 475	8/7/2024	2260-0-000-02-A	Sales Tax Payable - Beta	AR-Invoice	AR Invoice Summary		118.86	-118.86		4
ARINV - 475	8/7/2024	4000-1-CAR-01-A	Sales Labor - Svc - Carter & Delaney	AR-Invoice	AR Invoice Summary		5,450.00	-5,450.00	Network	5
ARINV - 475	8/7/2024	4000-1-MED-02-A	Sales Labor - Svc - MediaMax Prod	AR-Invoice	AR Invoice Summary		820.00	-820.00	Media	6
ARINV - 475	8/7/2024	4500-1-CAR-01-A	Sale of Parts - Carter & Delaney - Alpha	AR-Invoice	AR Invoice Summary		408.17	-408.17	Network	7
Webinar - 9	8/7/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		1,005.00	-1,005.00		2
Webinar - 9	8/7/2024	5850-5-BAK-01-A	Equip Rental - Construction - Baker Co...	AP-Invoice	Summarized AP Invoices	1,005.00		1,005.00	Demoli...	4
AP - 127	8/6/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		3,875.41	-3,875.41		5

Total: 611 | Selected: 1 Debit: 0.00 Credit: 1,547.28 Net Activity: -1,547.28 | Order: Post Date

ActivityHD Explorer - Journal Detail for Demo Casa Blanca IA2020 LMB - Sarah Brewster

Read Edit Change Delete Report Drilldown Bots

ACTiVITYHD

Activity System (cnx00-ahd1)
Demo Casa Blanca
Demo Casa Blanca BA
Demo Casa Blanca IA2020 LMB
Administration
General Ledger
Chart of Accounts
Journal Entries
Journal Detail
Allocation Entries
Recurring Entries
Financial Designs
Financial Views
Reports
Setup
Bank Reconciliation
Accounts Payable
Accounts Receivable
Payroll / Human Resources
Purchasing
Demo Casa Blanca IA2020 SEB
Demo Casa Blanca IA2020 SL

Open
Select and Read
Select and Edit
Select and Change...
Select and Report...
Drilldown Explorer...
Bots
Maintain Filters
Properties

Journal Detail for Demo Casa Blanca IA2020 LMB

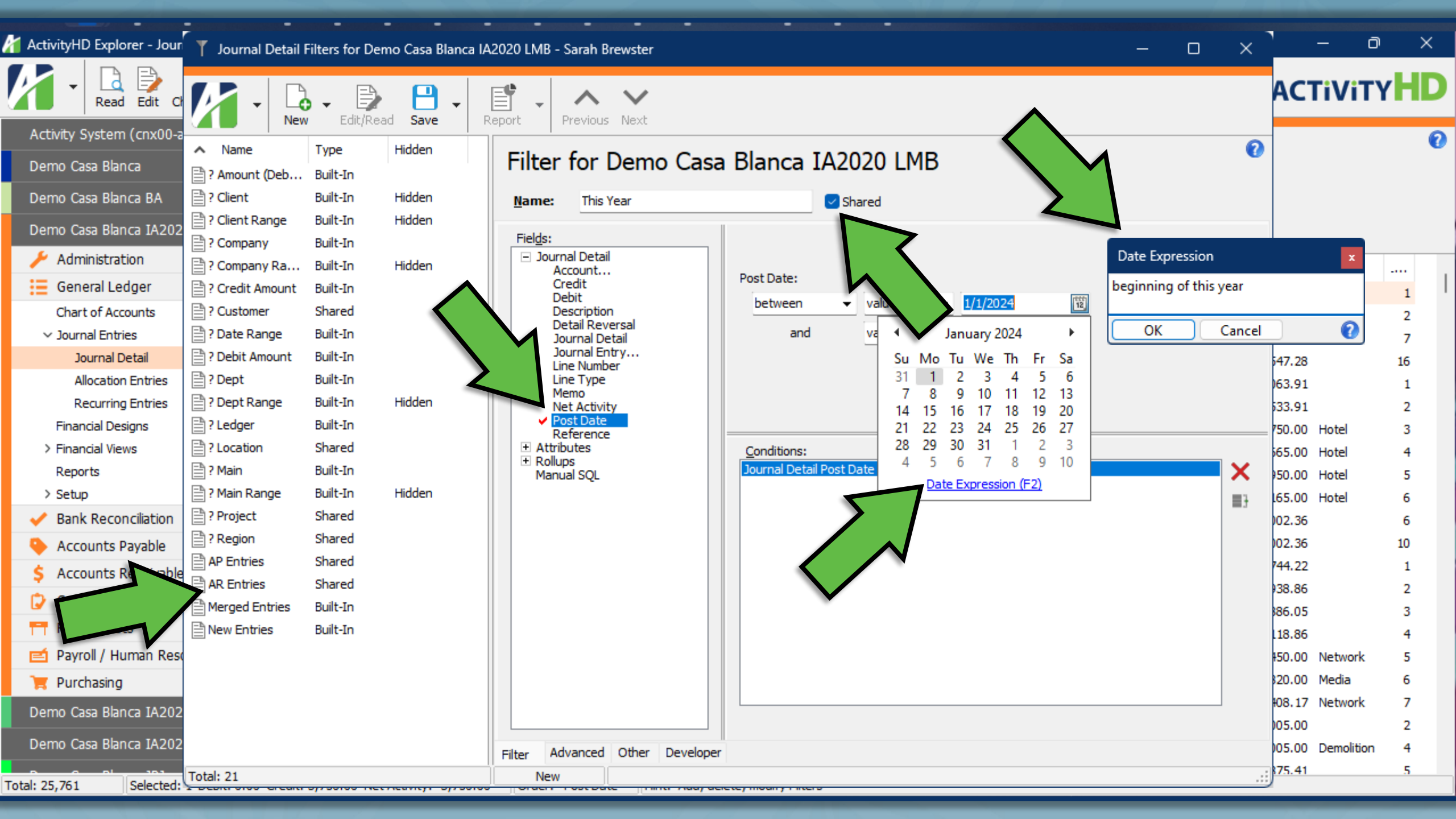
Options: Personal

Filters: Column Filters

Lookup: ____-_-___-__-A

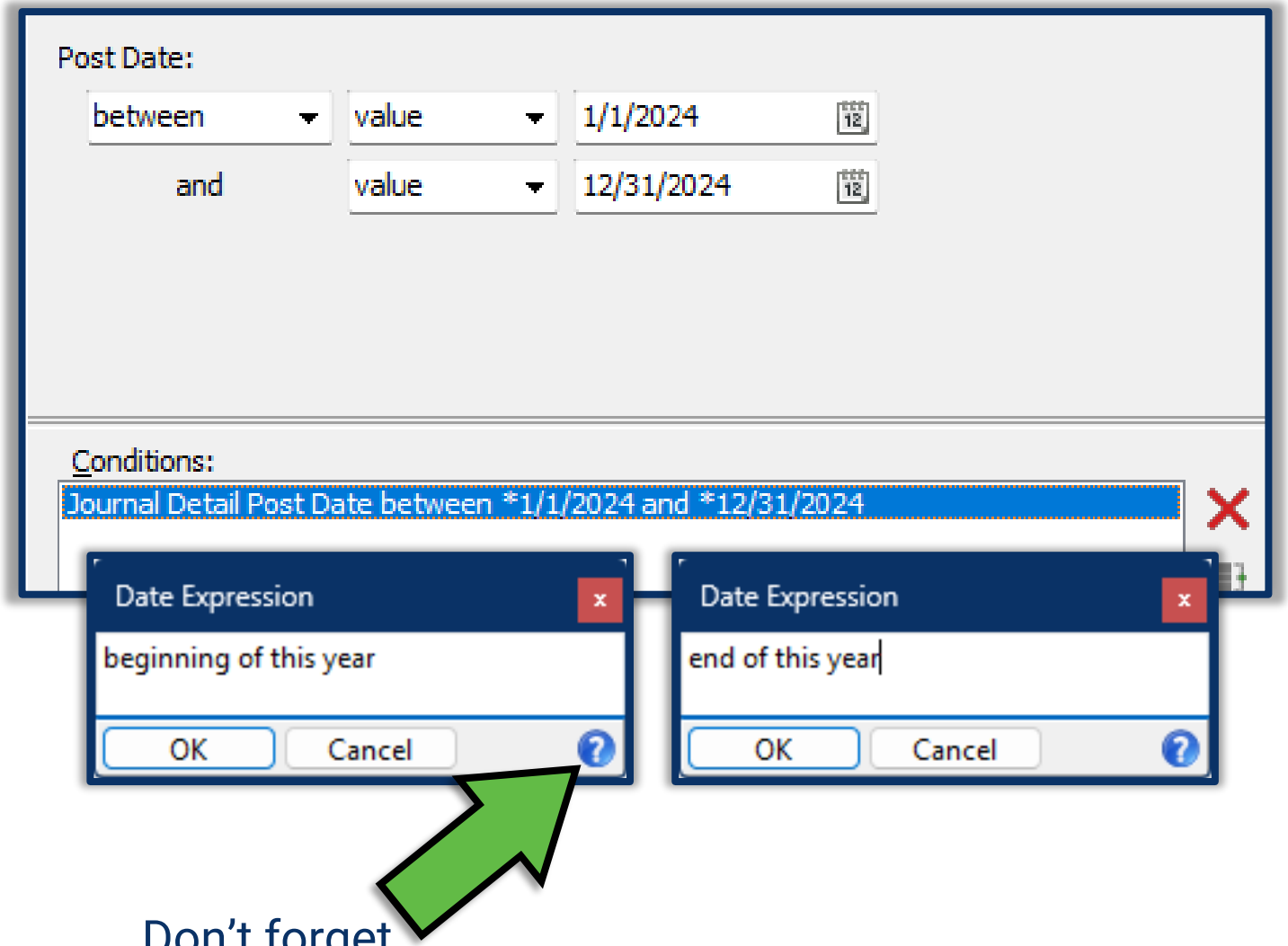
Journal Entry	Post Date	Account	Account Description	System-Journal	Description	Debit	Credit	Net Activity	Project	....
AP - 134	9/1/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		3,750.00	-3,750.00		1
AP - 134	9/1/2024	6000-0-000-01-A	Rent Expense - Alpha	AP-Invoice	Summarized AP Invoices	3,750.00		3,750.00	Windell	2
AP - 127	8/15/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		1,547.28	-1,547.28		7
AP - 127	8/15/2024	6140-0-000-01-A	Telephone Expense - Alpha	AP-Invoice	Summarized AP Invoices	1,547.28		1,547.28		16
4	8/9/2024	1200-0-000-01-A	Accounts Receivable - Alpha	AR-Invoice	AR Invoice Summary	4,063.91		4,063.91		1
4	8/9/2024	2260-0-000-01-A	Sales Tax Payable - Alpha	AR-Invoice	AR Invoice Summary		533.91	-533.91		2
4	8/9/2024	4000-1-MEL-01-A	Sales Labor - Svc - Melville Cosnt	AR-Invoice	AR Invoice Summary		1,750.00	-1,750.00	Hotel	3
4	8/9/2024	4100-1-MEL-01-A	Sales Vehicle - Svc - Melville Cosnt	AR-Invoice	AR Invoice Summary		665.00	-665.00	Hotel	4
4	8/9/2024	4200-1-MEL-01-A	Sales Per Diem - Svc - Melville C...	AR-Invoice	AR Invoice Summary		950.00	-950.00	Hotel	5
4	8/9/2024	4400-1-MEL-01-A	Sales Reimb Exp - Svc - Melville ...	AR-Invoice	AR Invoice Summary		165.00	-165.00	Hotel	6
	8/7/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		10,002.36	-10,002.36		6
	8/7/2024	5400-0-000-01-A	Insurances - Alpha	AP-Invoice	Summarized AP Invoices	10,002.36		10,002.36		10
5	8/7/2024	1200-0-000-01-A	Accounts Receivable - Alpha	AR-Invoice	AR Invoice Summary	6,744.22		6,744.22		1
5	8/7/2024	1200-0-000-02-A	Accounts Receivable - Beta	AR-Invoice	AR Invoice Summary	938.86		938.86		2
5	8/7/2024	2260-0-000-01-A	Sales Tax Payable - Alpha	AR-Invoice	AR Invoice Summary		886.05	-886.05		3
5	8/7/2024	2260-0-000-02-A	Sales Tax Payable - Beta	AR-Invoice	AR Invoice Summary		118.86	-118.86		4
ARINV - 475	8/7/2024	4000-1-CAR-01-A	Sales Labor - Svc - Carter & Del...	AR-Invoice	AR Invoice Summary		5,450.00	-5,450.00	Network	5
ARINV - 475	8/7/2024	4000-1-MED-02-A	Sales Labor - Svc - MediaMax Prod	AR-Invoice	AR Invoice Summary		820.00	-820.00	Media	6
ARINV - 475	8/7/2024	4500-1-CAR-01-A	Sale of Parts - Carter & Delaney...	AR-Invoice	AR Invoice Summary		408.17	-408.17	Network	7
Webinar - 9	8/7/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		1,005.00	-1,005.00		2
Webinar - 9	8/7/2024	5850-5-BAK-01-A	Equip Rental - Construction - Ba...	AP-Invoice	Summarized AP Invoices	1,005.00		1,005.00	Demolition	4
AP - 127	8/6/2024	2100-0-000-01-A	Accounts Payable - Alpha	AP-Invoice	Summarized AP Invoices		3,875.41	-3,875.41		5

Total: 25,761 | Selected: 1 Debit: 0.00 Credit: 3,750.00 Net Activity: -3,750.00 | Order: Post Date | Hint: Add, delete, modify Filters


ActivityHD Explorer - Jour
Read
Edit
Activity System (cnx00-a
Demo Casa Blanca
Demo Casa Blanca BA
Demo Casa Blanca IA202
Administration
General Ledger
Chart of Accounts
Journal Entries
Journal Detail
Allocation Entries
Recurring Entries
Financial Designs
Financial Views
Reports
Setup
Bank Reconciliation
Accounts Payable
Accounts Re
Payroll / Human Res
Purchasing
Demo Casa Blanca IA202
Demo Casa Blanca IA202
Total: 25,761
Selected:
Journal Detail Filters for Demo Casa Blanca IA2020 LMB - Sarah Brewster
New
Edit/Read
Save
Report
Previous
Next
Name
Type
Hidden
? Amount (Deb...
Built-In
? Client
Built-In
Hidden
? Client Range
Built-In
Hidden
? Company
Built-In
? Company Ra...
Built-In
Hidden
? Credit Amount
Built-In
? Customer
Shared
? Date Range
Built-In
? Debit Amount
Built-In
? Dept
Built-In
? Dept Range
Built-In
Hidden
? Ledger
Built-In
? Location
Shared
? Main
Built-In
? Main Range
Built-In
Hidden
? Project
Shared
? Region
Shared
AP Entries
Shared
AR Entries
Shared
Merged Entries
Built-In
New Entries
Built-In
Total: 21
Filter for Demo Casa Blanca IA2020 LMB
Name:
This Year
Shared
Fields:
Journal Detail
Account...
Credit
Debit
Description
Detail Reversal
Journal Detail
Journal Entry...
Line Number
Line Type
Memo
Net Activity
Post Date
Reference
Attributes
Rollups
Manual SQL
Post Date:
between
1/1/2024
and
January 2024
Su Mo Tu We Th Fr Sa
Date Expression (F2)
Conditions:
Journal Detail Post Date
Filter
Advanced
Other
Developer
New
Date Expression
beginning of this year
OK
Cancel
ACTIVITYHD
Hotel
Network
Media
Demolition

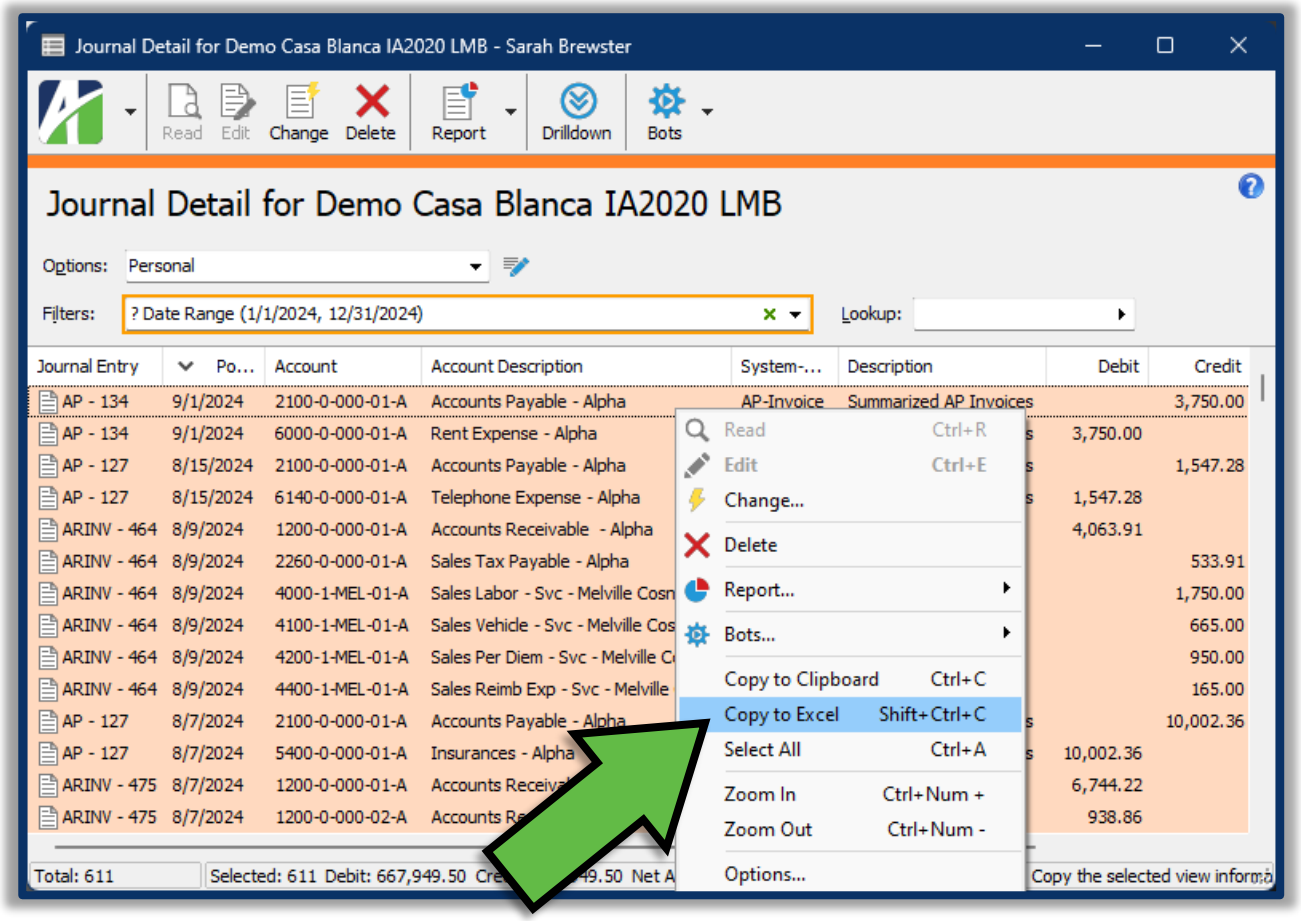
Date Expressions in Filters

- Asterisk (*) means there's a Date Expression
- "today"
- "beginning of last month + 14 days"
- "end of this quarter"



Don't forget the help text!

AccountingWare



Copy to Excel

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

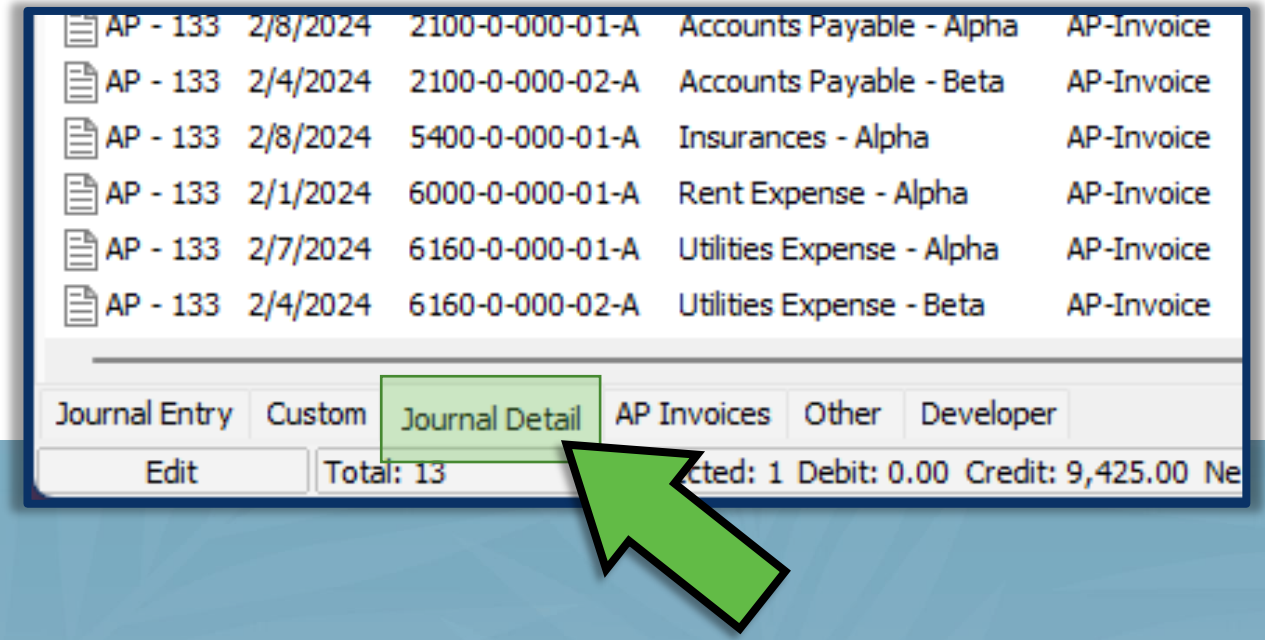
AccountingWare

Context Views – Journal Detail Tabs

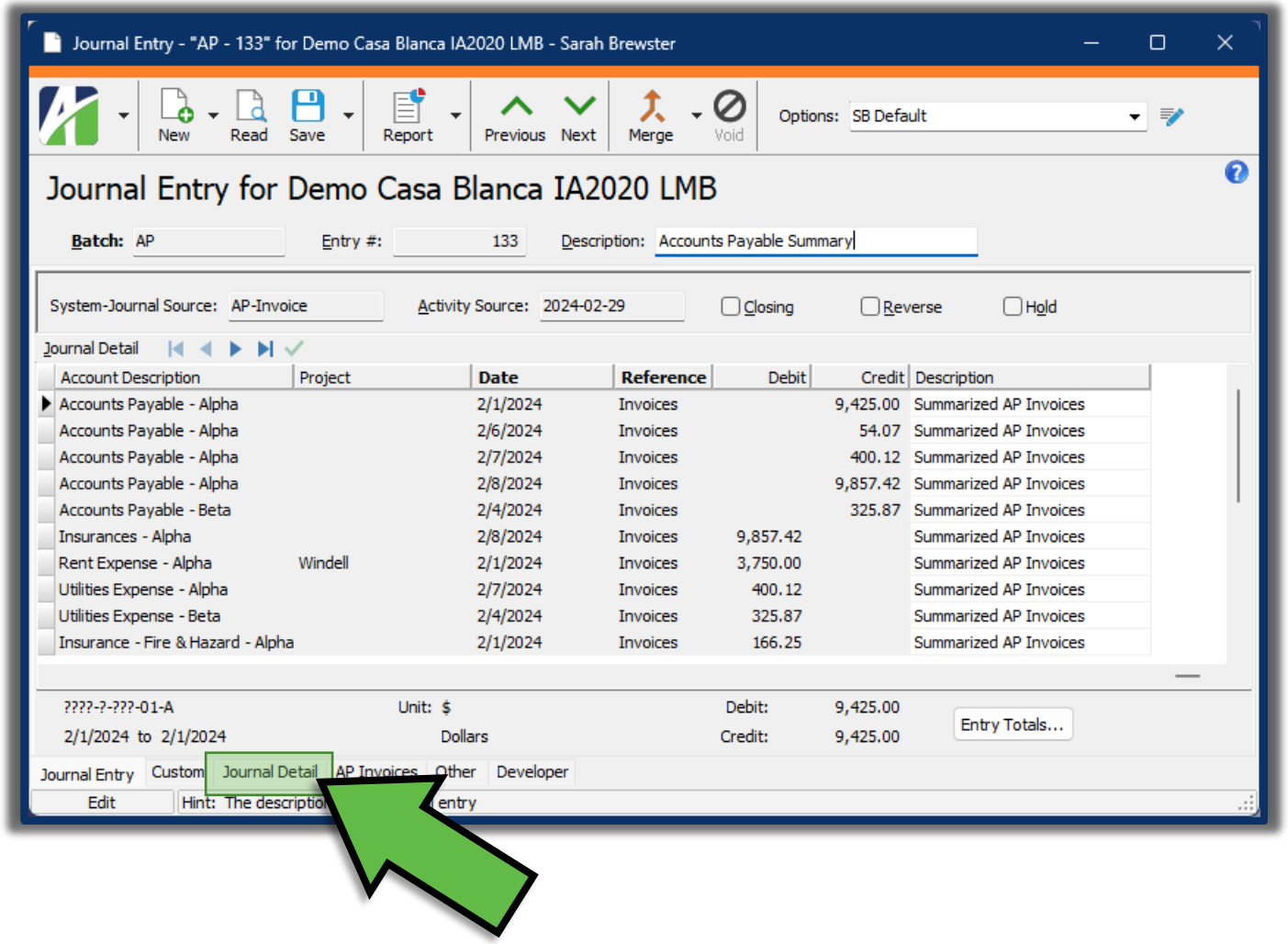
Several Places in GL:

- Journal Entry
- GL Account
- Segment Item
- Rollup Item
- Attribute Item

Drilldown back to the transaction



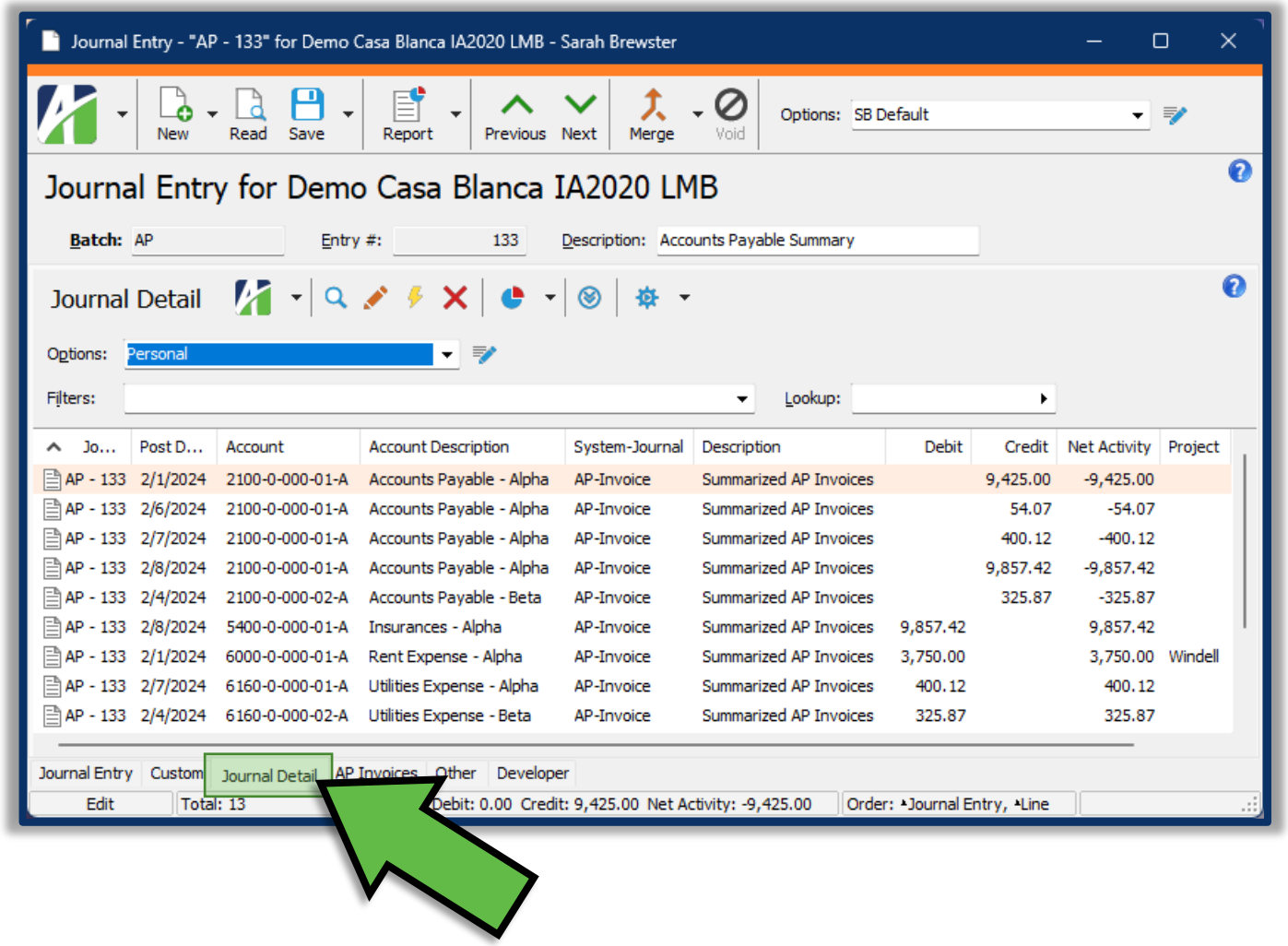
AccountingWare



Context Views – Journal Detail tabs

- Journal Entry

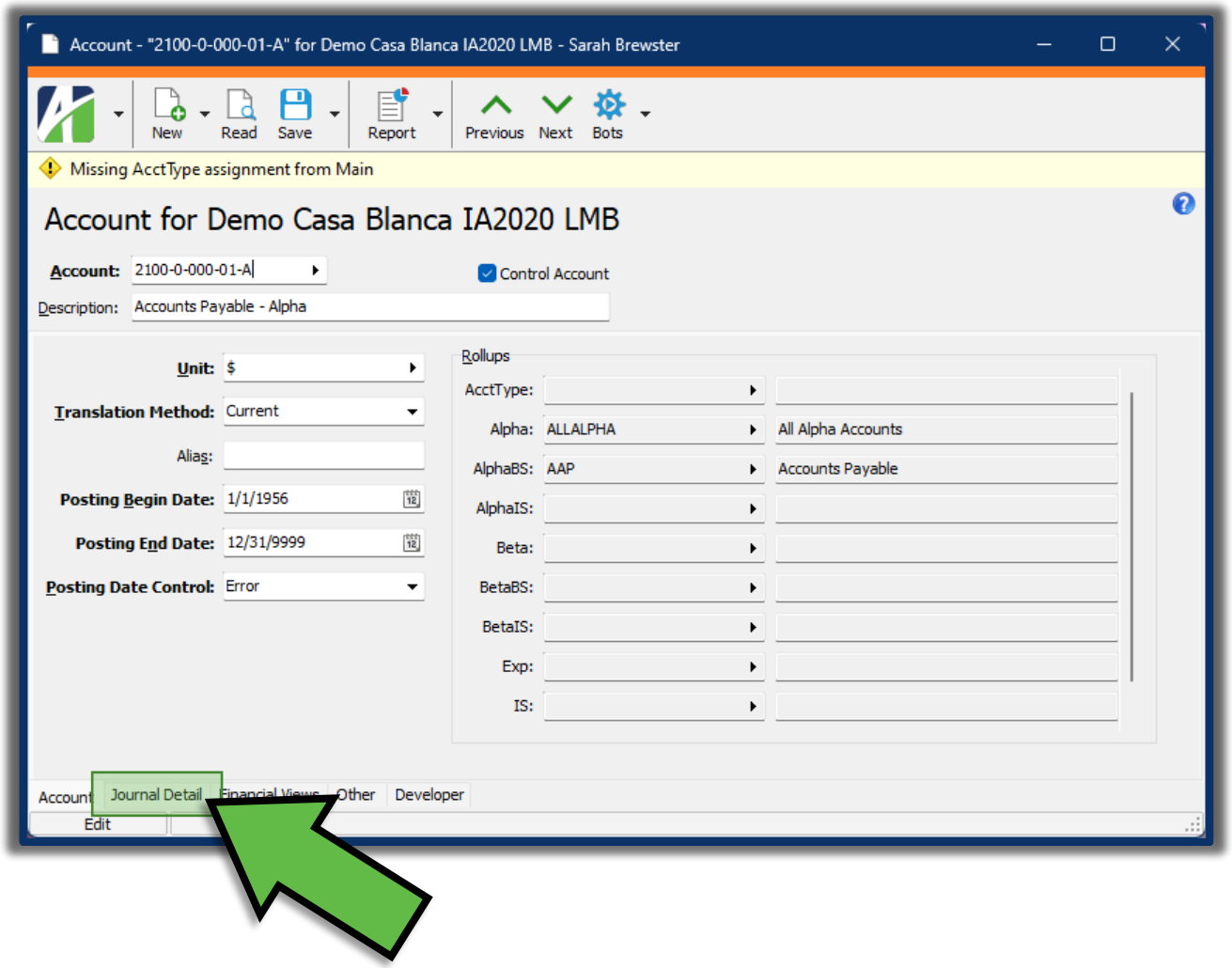
AccountingWare



Context Views – Journal Detail tabs

- Journal Entry

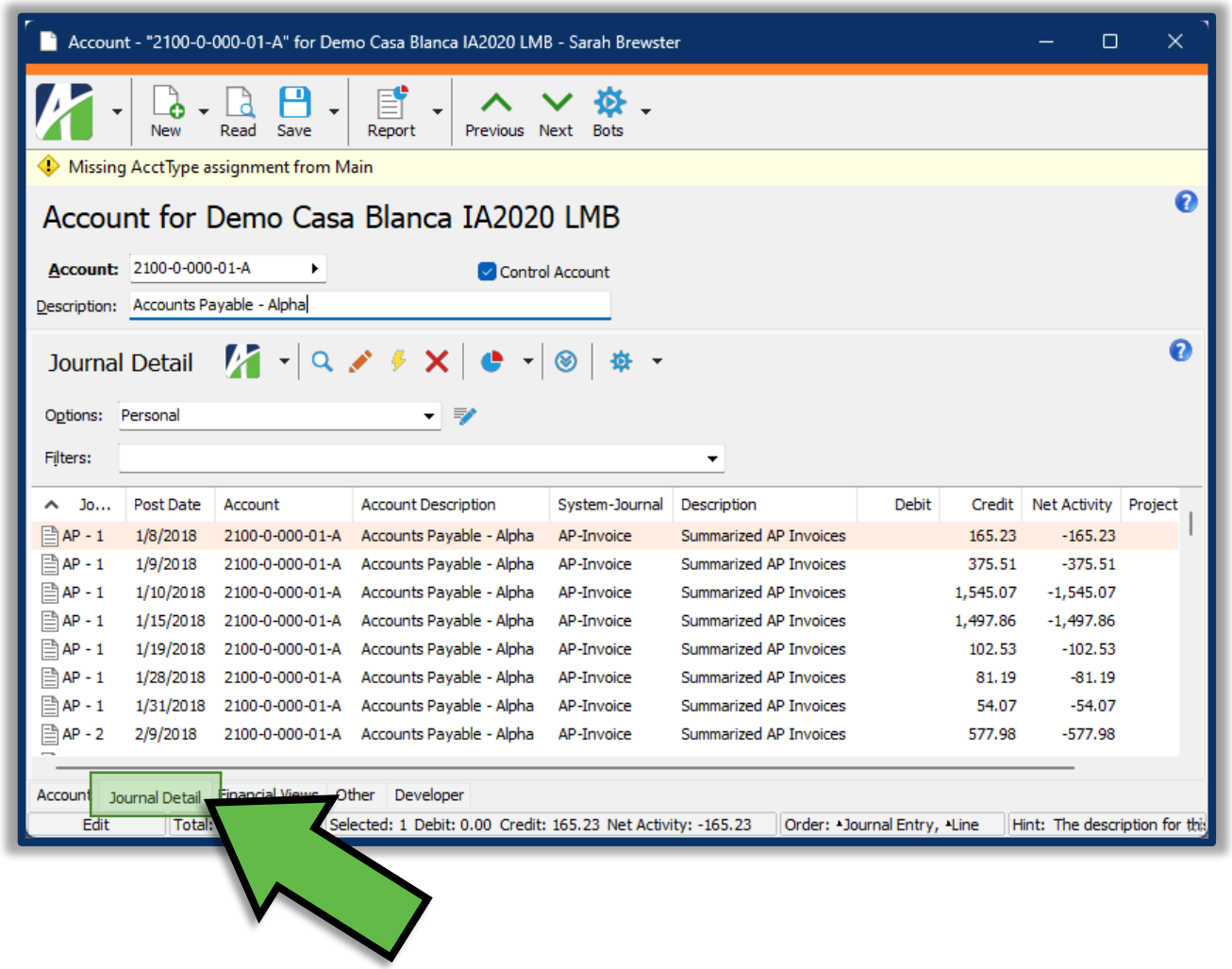
AccountingWare



Context Views – Journal Detail tabs

- GL Account

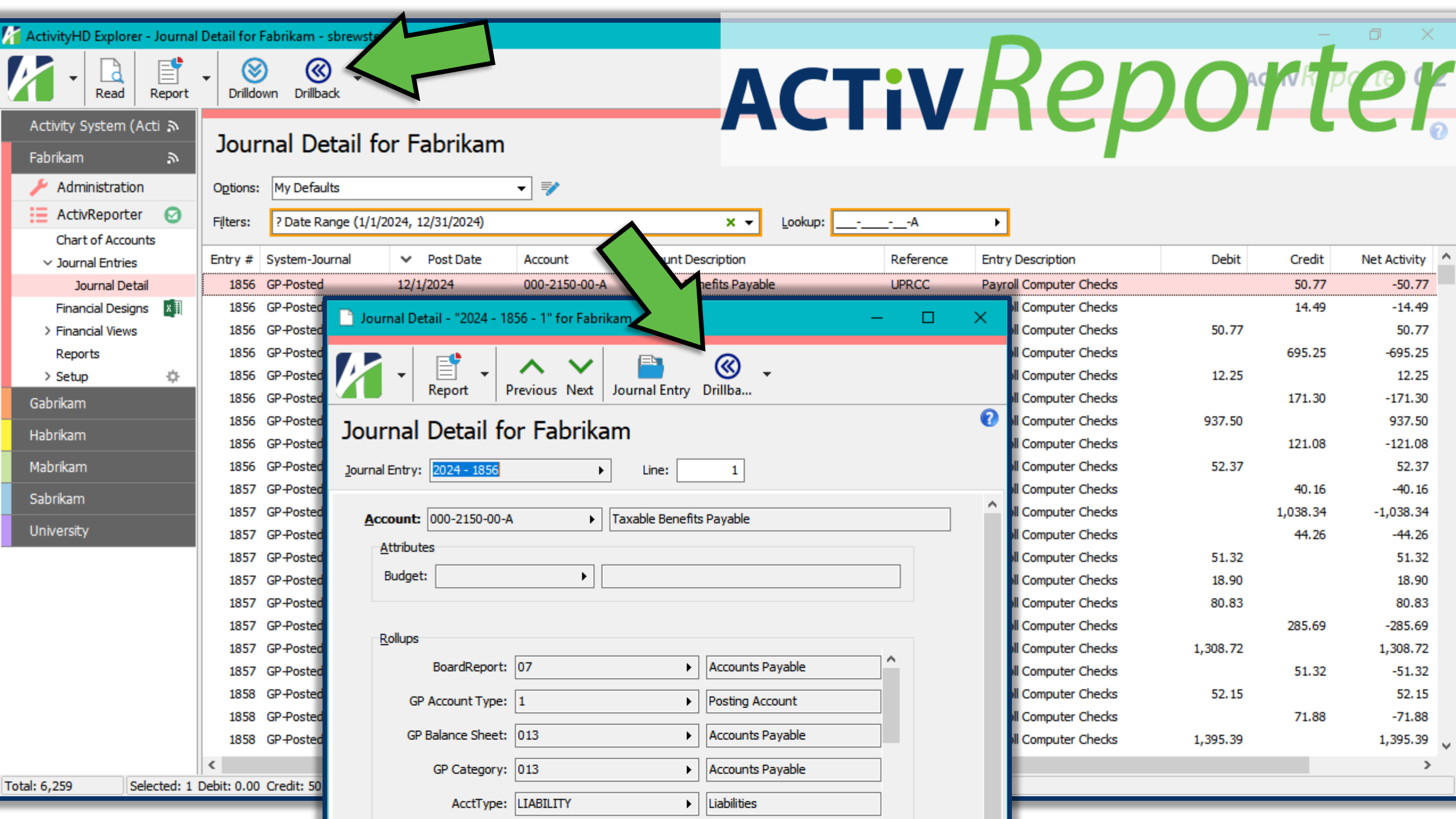
AccountingWare



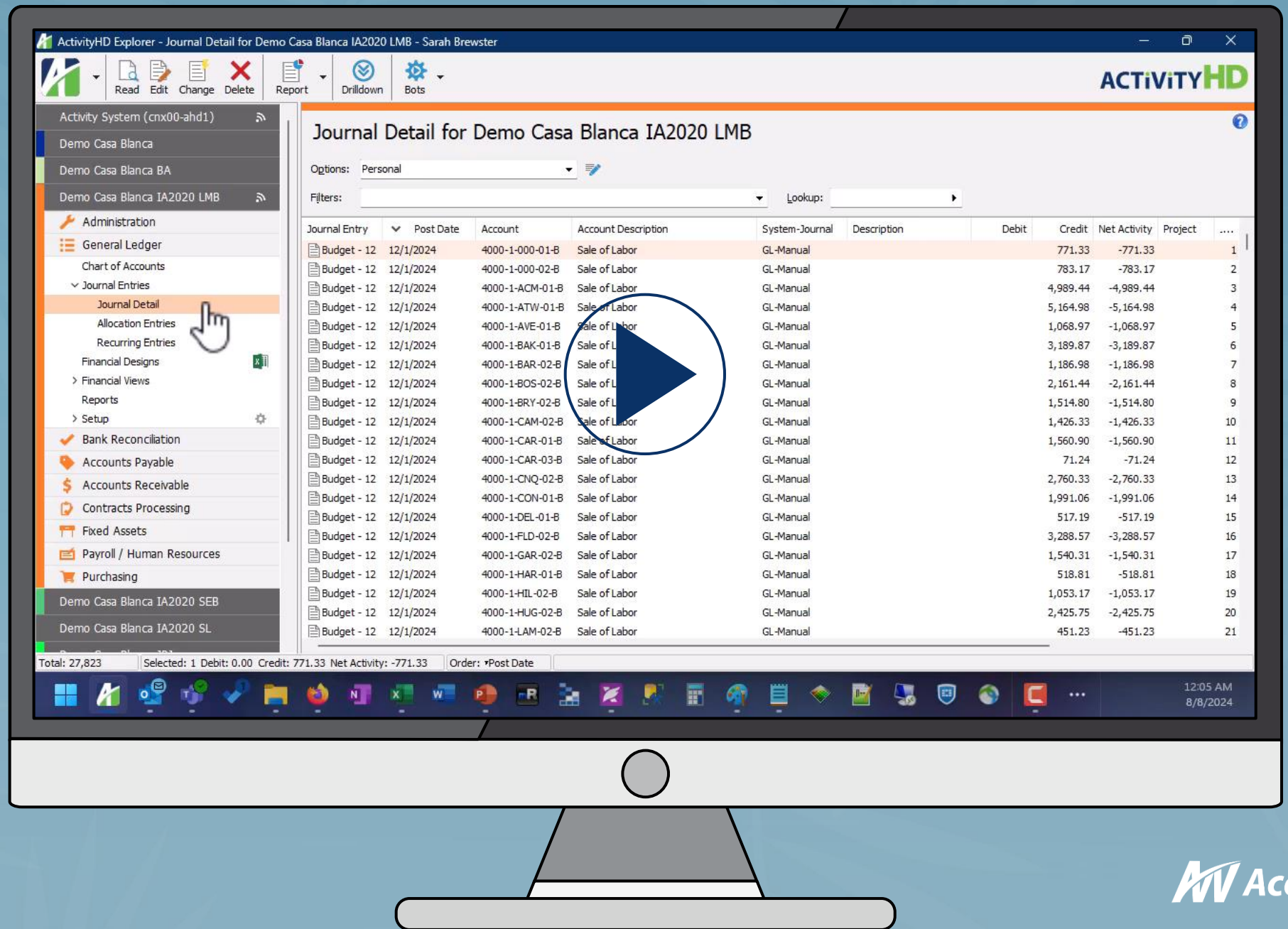
Context Views – Journal Detail tabs

- GL Account

AccountingWare


ActivityHD Explorer - Journal Detail for Fabrikam - sbrewste
Read
Report
Drilldown
Drillback
ACTiV Reporter
Activity System (Acti
Fabrikam
Administration
ActivReporter
Chart of Accounts
Journal Entries
Journal Detail
Financial Designs
Financial Views
Reports
Setup
Gabrikam
Habrikam
Mabrikam
Sabrikam
University
Journal Detail for Fabrikam
Options: My Defaults
Filters: ? Date Range (1/1/2024, 12/31/2024)
Lookup: ___-____-__-A
Entry # System-Journal Post Date Account Reference Entry Description Debit Credit Net Activity
1856 GP-Posted 12/1/2024 000-2150-00-A UPRCC Payroll Computer Checks 50.77 -50.77
Total: 6,259
Selected: 1 Debit: 0.00 Credit: 50
Journal Detail - "2024 - 1856 - 1" for Fabrikam
Report
Previous
Next
Journal Entry
Drillba...
Journal Detail for Fabrikam
Journal Entry: 2024 - 1856
Line: 1
Account: 000-2150-00-A
Taxable Benefits Payable
Attributes
Budget:
Rollups
BoardReport: 07 Accounts Payable
GP Account Type: 1 Posting Account
GP Balance Sheet: 013 Accounts Payable
GP Category: 013 Accounts Payable
AcctType: LIABILITY Liabilities

EVERYTHING IS ACCESSIBLE AND RELATED

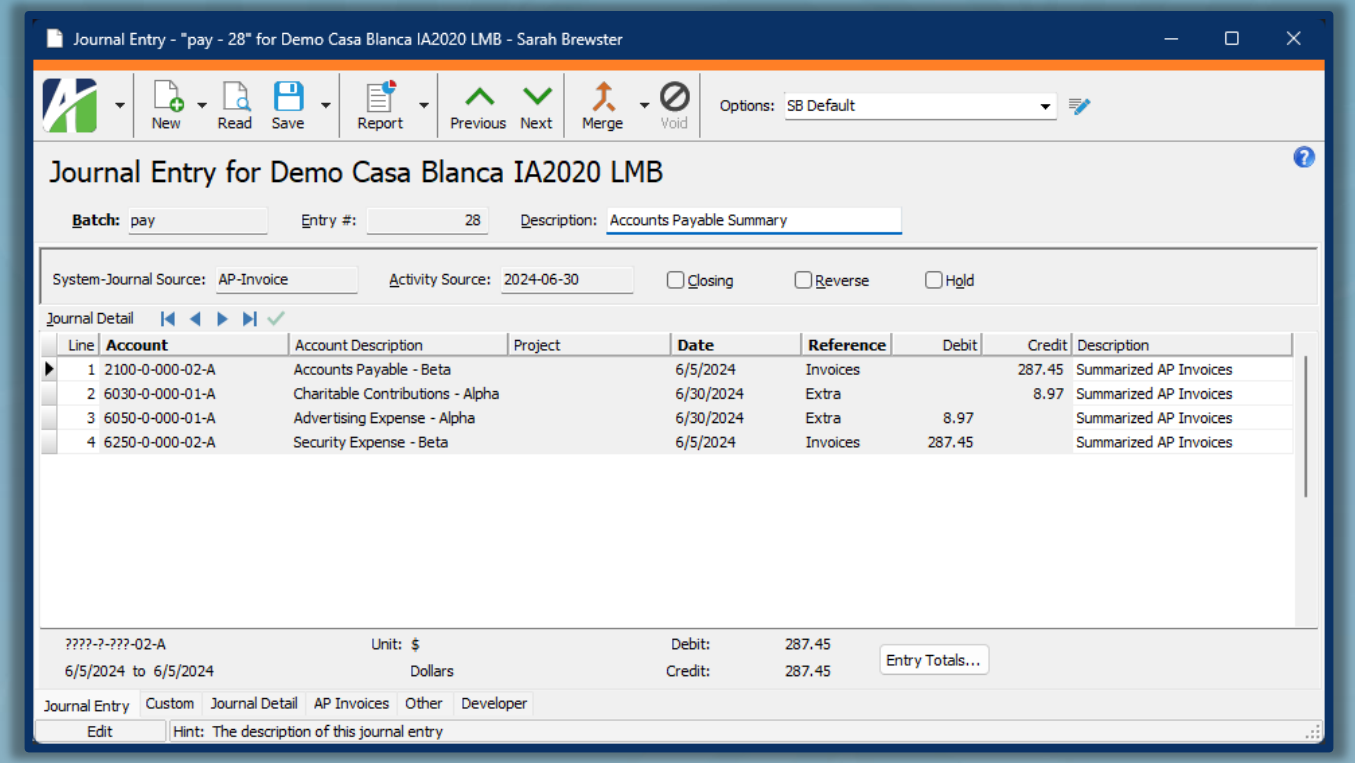


AccountingWare

New Subsidiary Subtabs

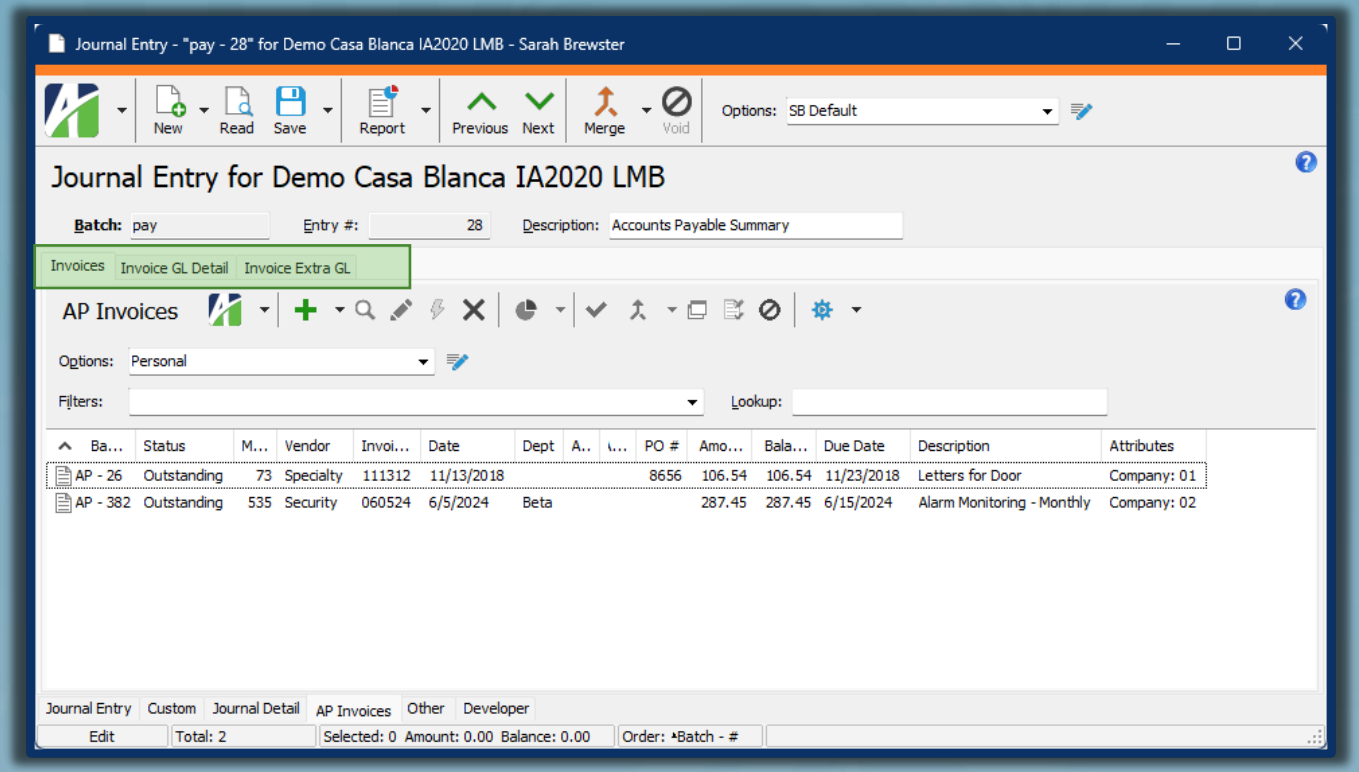
AccountingWare

JOURNAL DETAIL AP INVOICES TAB



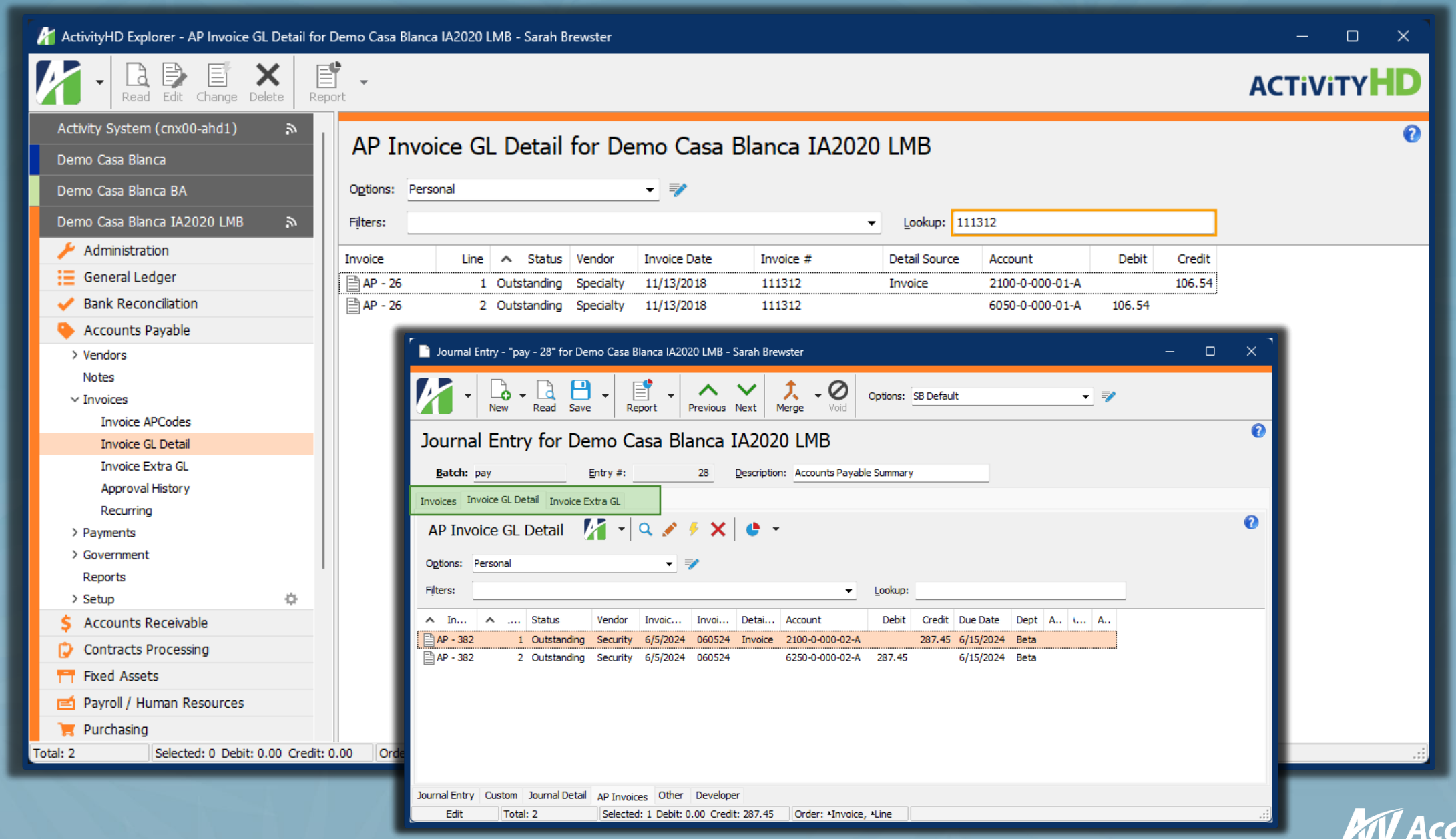
AccountingWare

JOURNAL DETAIL AP INVOICES TAB



AccountingWare

JOURNAL DETAIL AP INVOICES TAB



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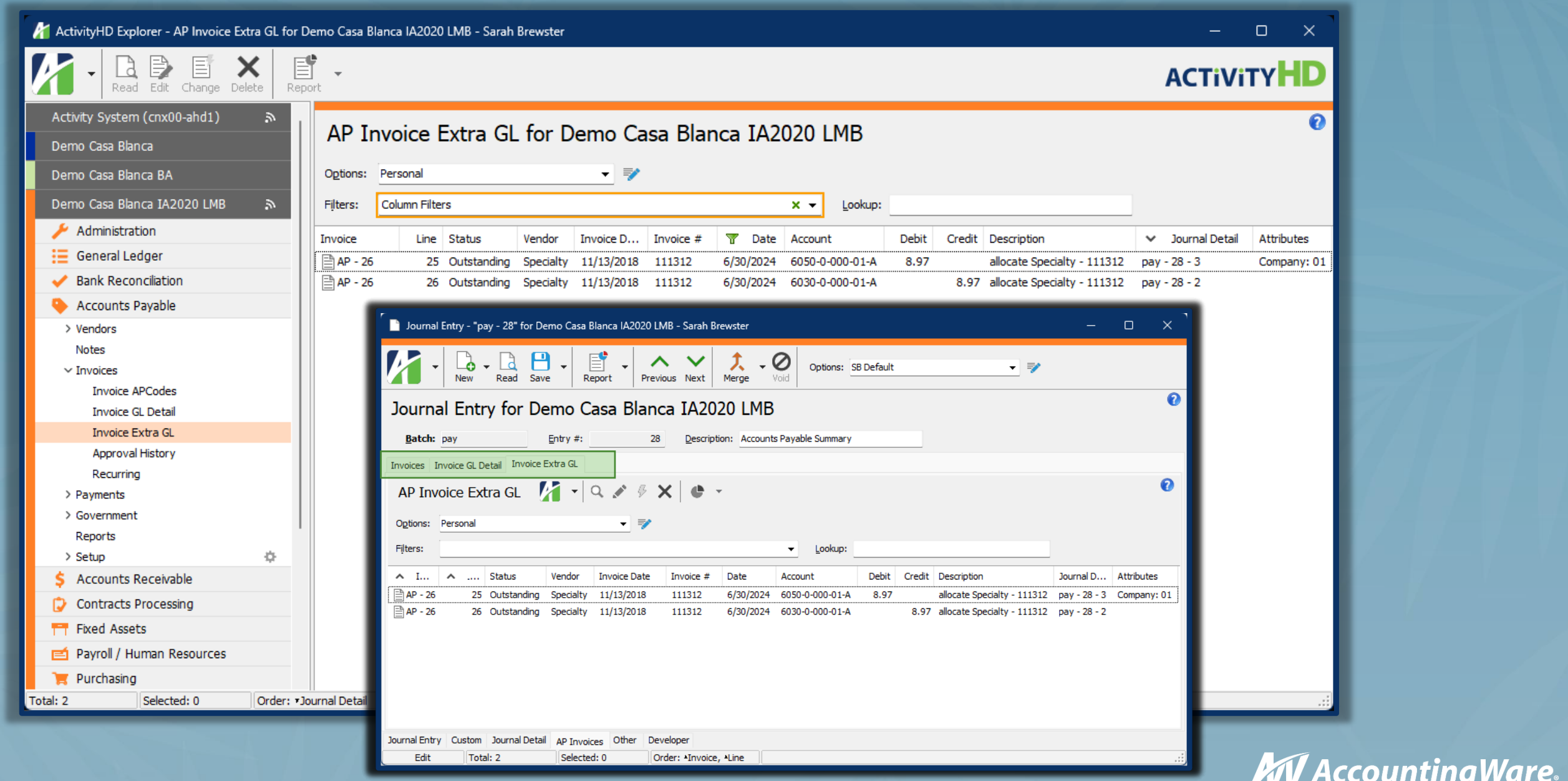
JOURNAL DETAIL AP INVOICES TAB



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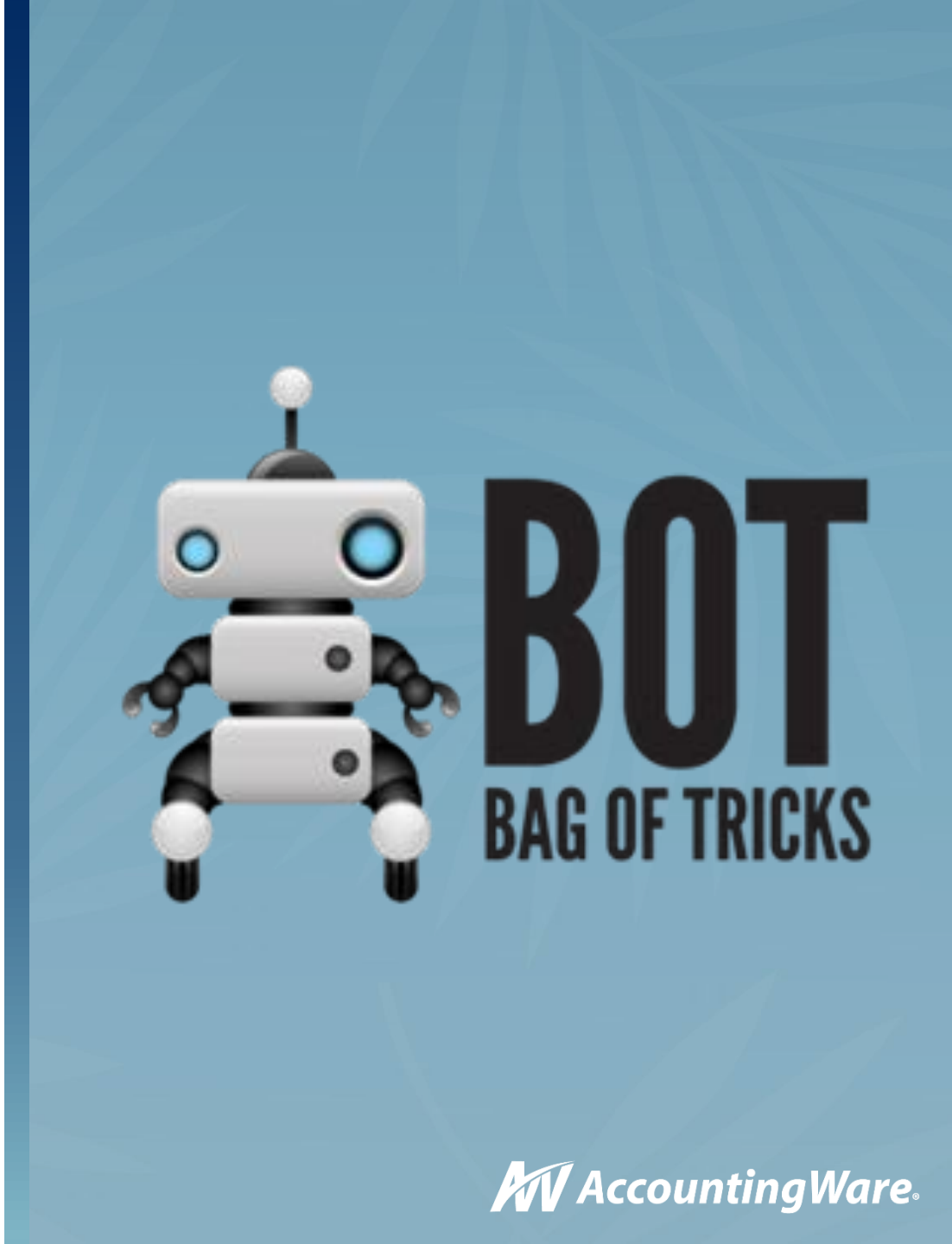
Automation

AccountingWare

BOT = MAGIC BUTTON

Shortcut inside ActivityHD to automate a task like an import or something you do over and over



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New Export JE Source Detail to Spreadsheet Bot

AccountingWare

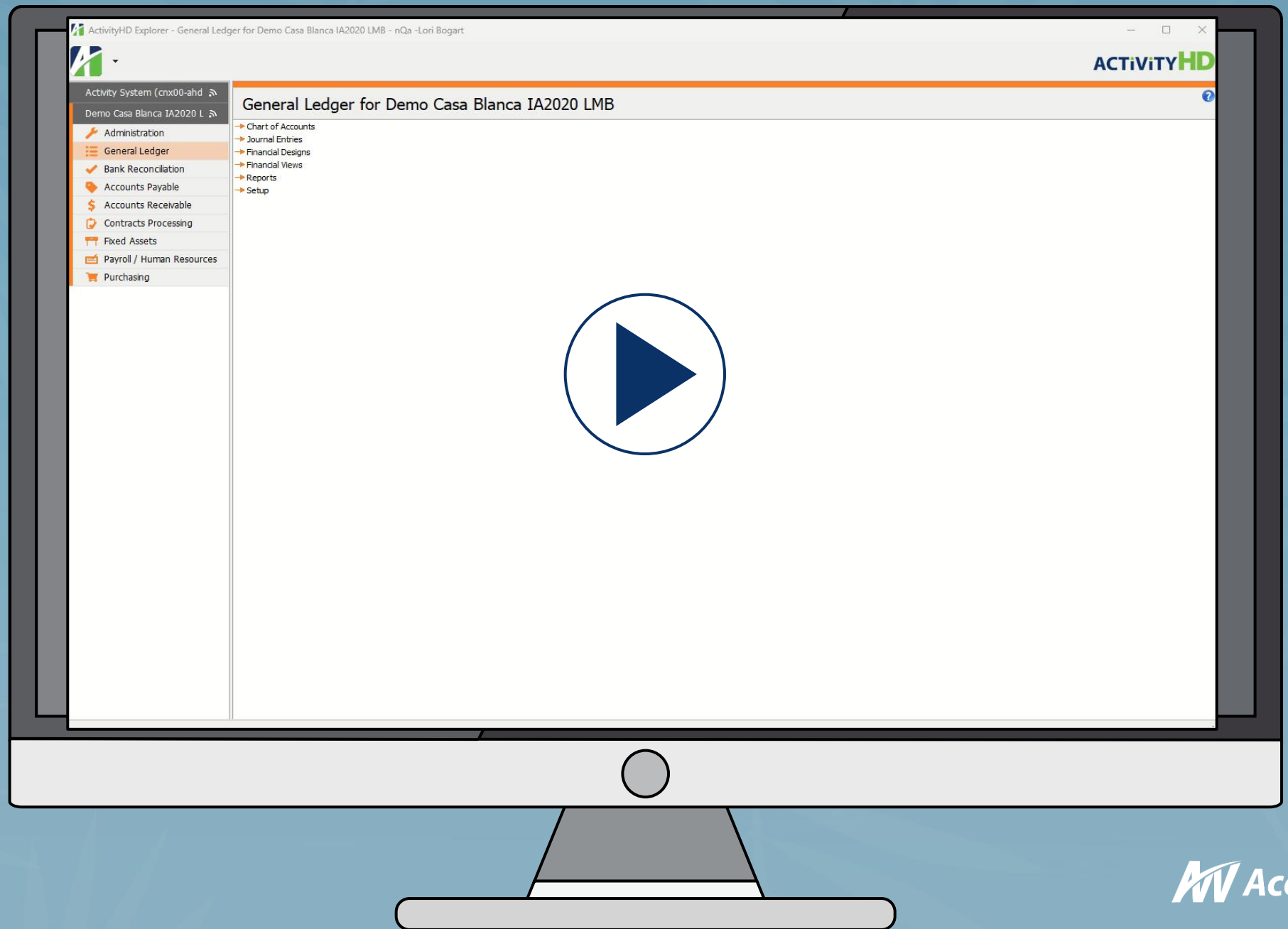
Yes!

- Ability to Export the Journal Detail with subsidiary (source) details
- Columns that are easily filtered and sorted

- Not Yet!
- Provide subsidiary information from drilldown
- Better arrangement of columns and improve performance

AccountingWare

JE SOURCE DETAIL TO SPREADSHEET (WORKING TITLE)



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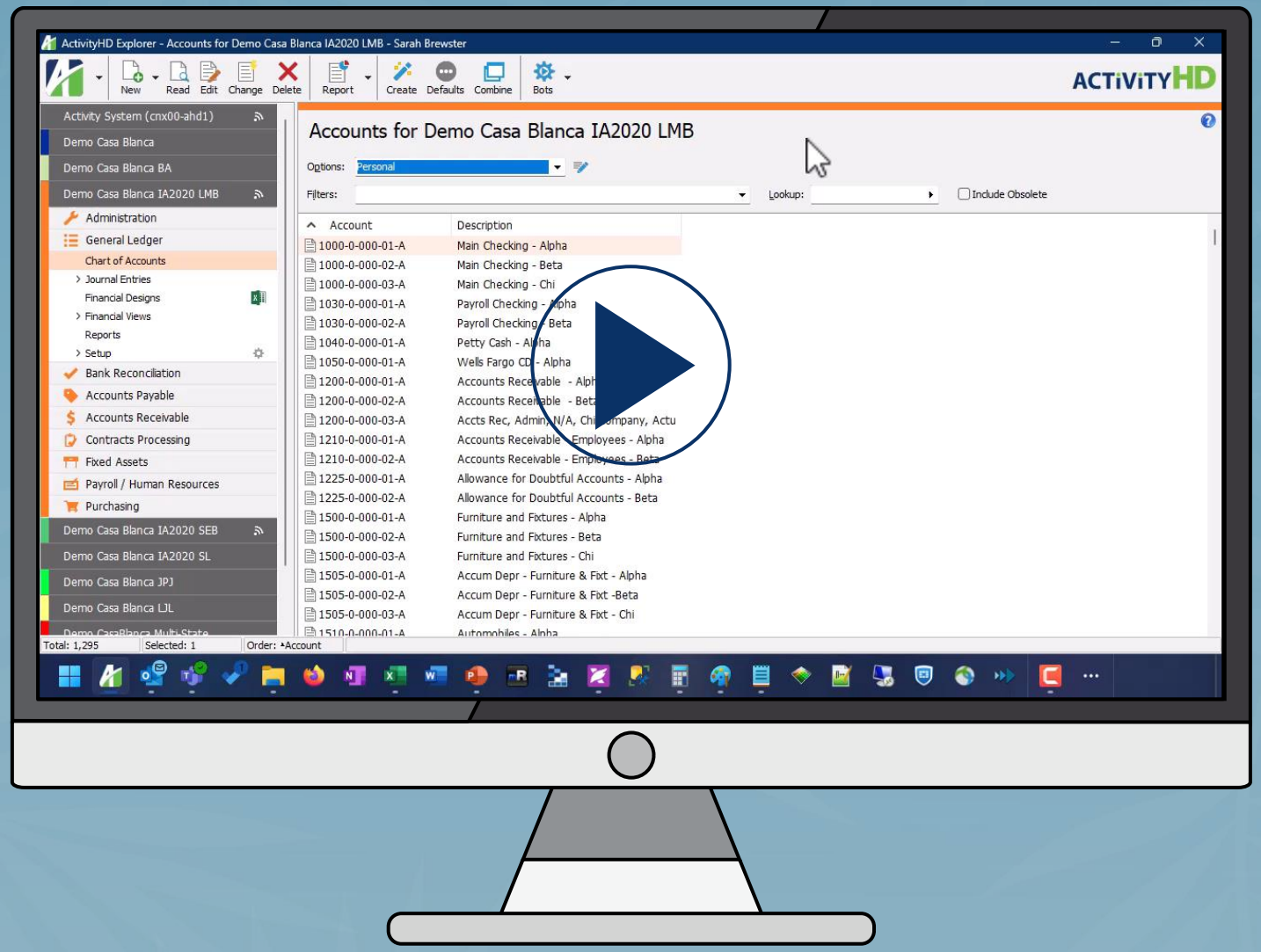
Account Replication Bot

AccountingWare

ACCOUNT REPLICATION BOT



Copy existing accounts from one ledger, department, etc. to another!

- Budgeting
- Commitments
- New Department

AccountingWare

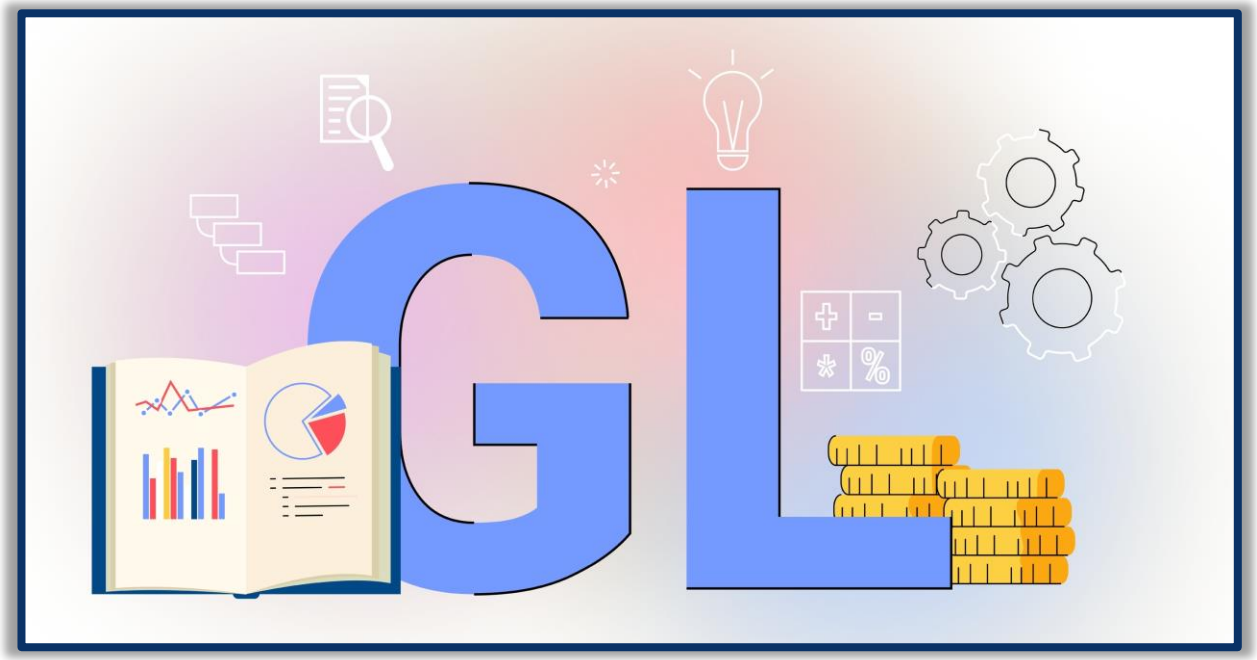
Control Accounts

AccountingWare

Why We Need Them

AccountingWare

An account in the general ledger that summarizes subledger information.



- Accounts Payable
- Accounts Receivable
- Fixed Assets

  (Only if you are using FA Post to GL process for cost postings or immediately capitalizing in AP)

Common Control Accounts

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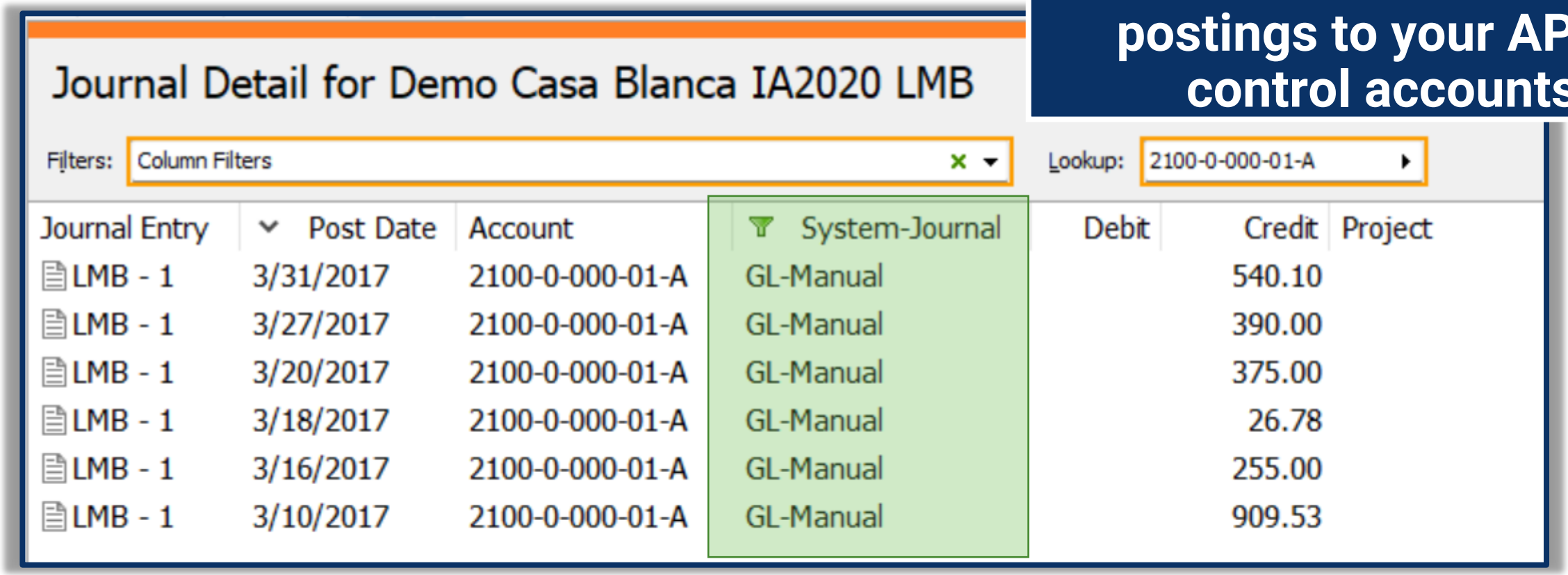
How we got here:

Your AP or AR Aging Report does not match your GL Trial Balance.

AccountingWare

Best Practice

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



Journal Detail for Demo Casa Blanca IA2020 LMB

Filters: Column Filters Lookup: 2100-0-000-01-A

Journal Entry	Post Date	Account	System-Journal	Debit	Credit	Project
LMB - 1	3/31/2017	2100-0-000-01-A	GL-Manual		540.10	
LMB - 1	3/27/2017	2100-0-000-01-A	GL-Manual		390.00	
LMB - 1	3/20/2017	2100-0-000-01-A	GL-Manual		375.00	
LMB - 1	3/18/2017	2100-0-000-01-A	GL-Manual		26.78	
LMB - 1	3/16/2017	2100-0-000-01-A	GL-Manual		255.00	
LMB - 1	3/10/2017	2100-0-000-01-A	GL-Manual		909.53	

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Solution:

The new control account feature is intended to prevent postings from manual GL entries or AP/AR Invoice Extra GL.

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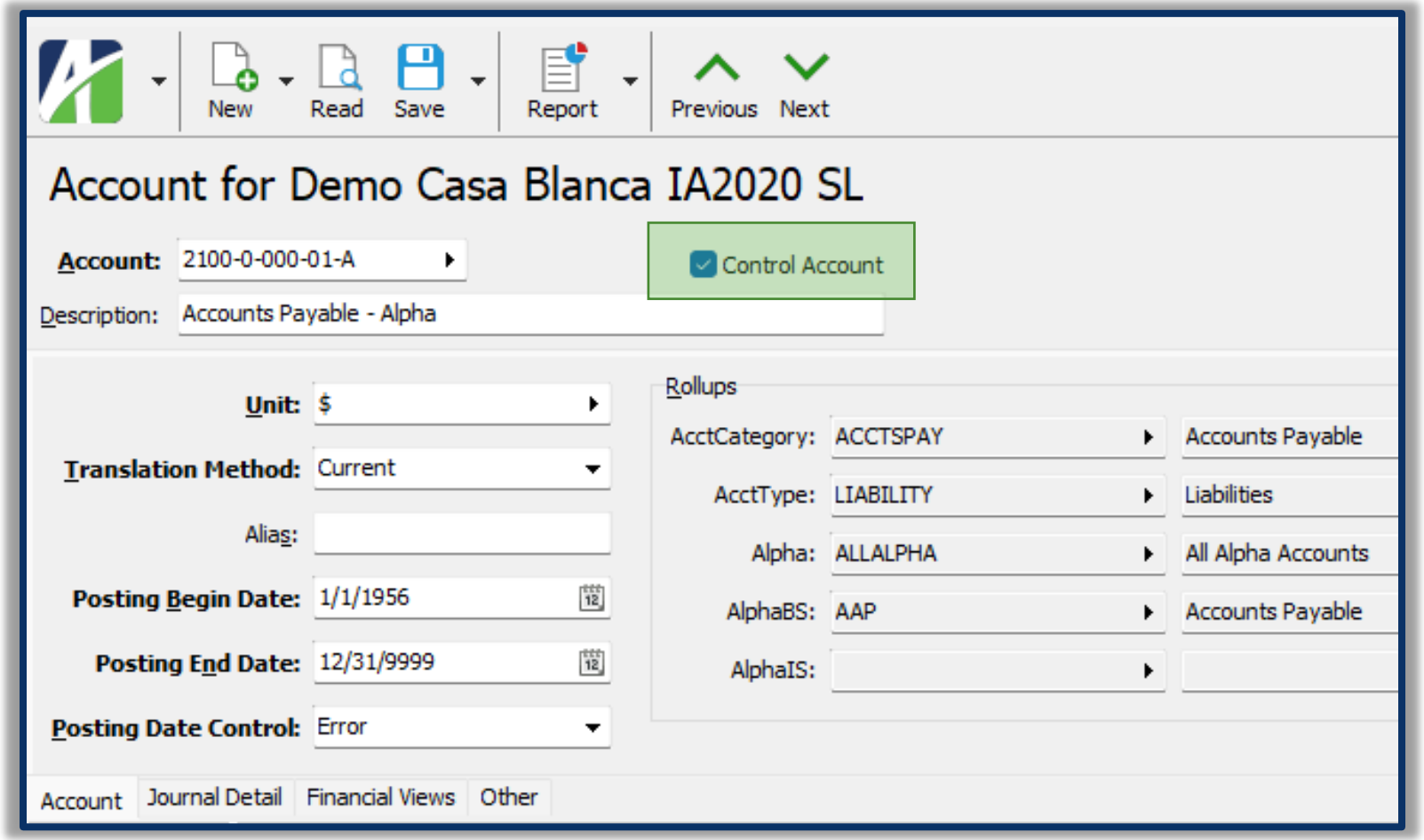
Configuration

AccountingWare

Assign on Each Account Form



You choose the accounts you want to restrict.

Available starting in version 8.48-0.

AccountingWare

New Control Account Resource with Accesses

Assign

Allows the user to **assign** the control account setting in the account form. They can also disable the account setting.

Entry

Allows **entry** of the control account in either a manual GL entry or in AP/AR Extra GL. Warnings will display on entry and an error results if the user tries to merge.

Merge

Allows the user to **merge** either a manual GL entry or an AP/AR invoice with Extra GL. Warnings will display during the merge process.

- Users with ‘All’ access will be able to assign, enter, and merge entries with control accounts.
- Some users were grandfathered access if they had all ‘All’ GL permissions during the update that installed it.
- To restrict this, you may need assistance in restructuring your permissions.

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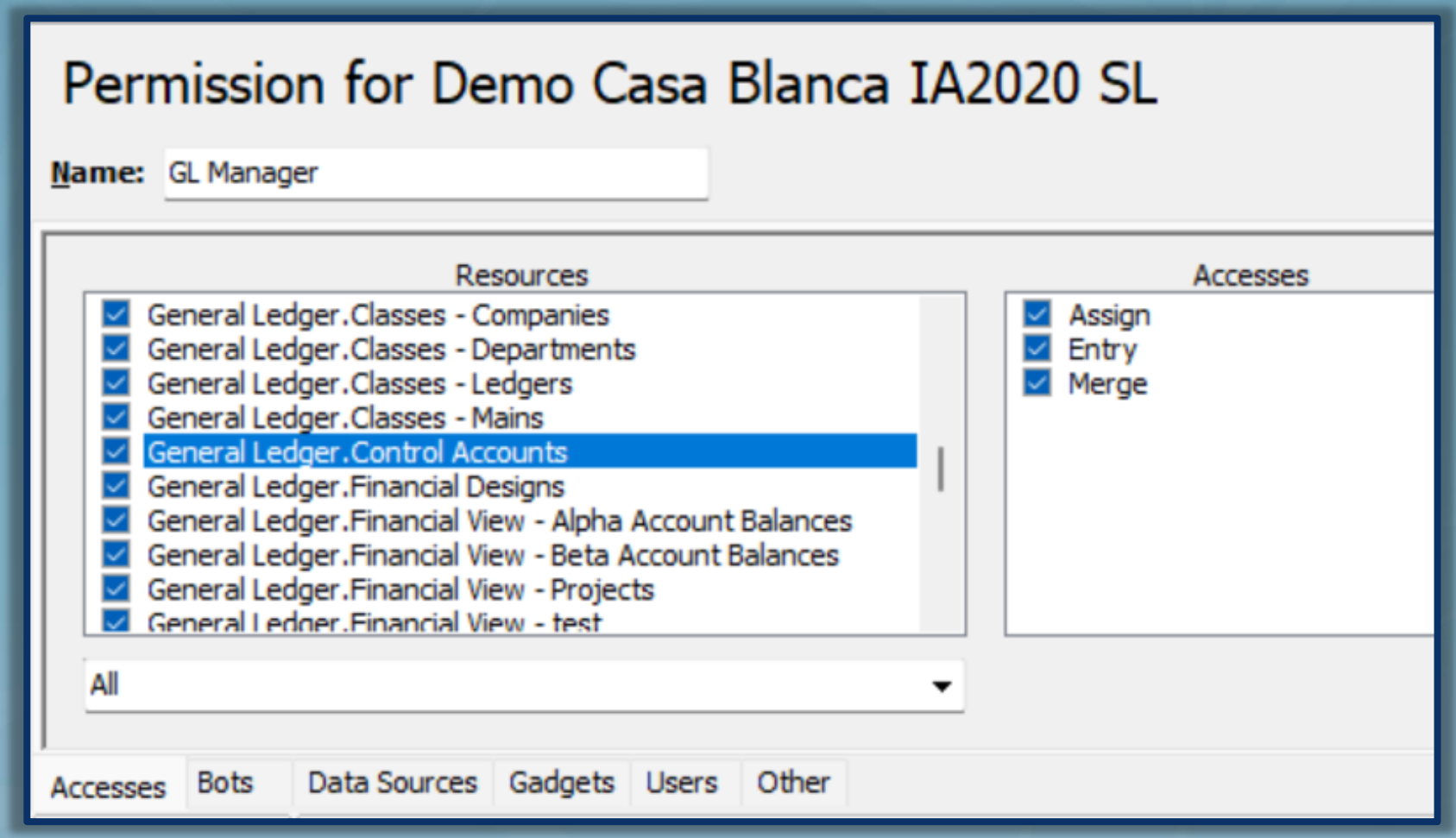
REVIEW EACH PERMISSION: ADMINISTRATION > SECURITY > PERMISSIONS



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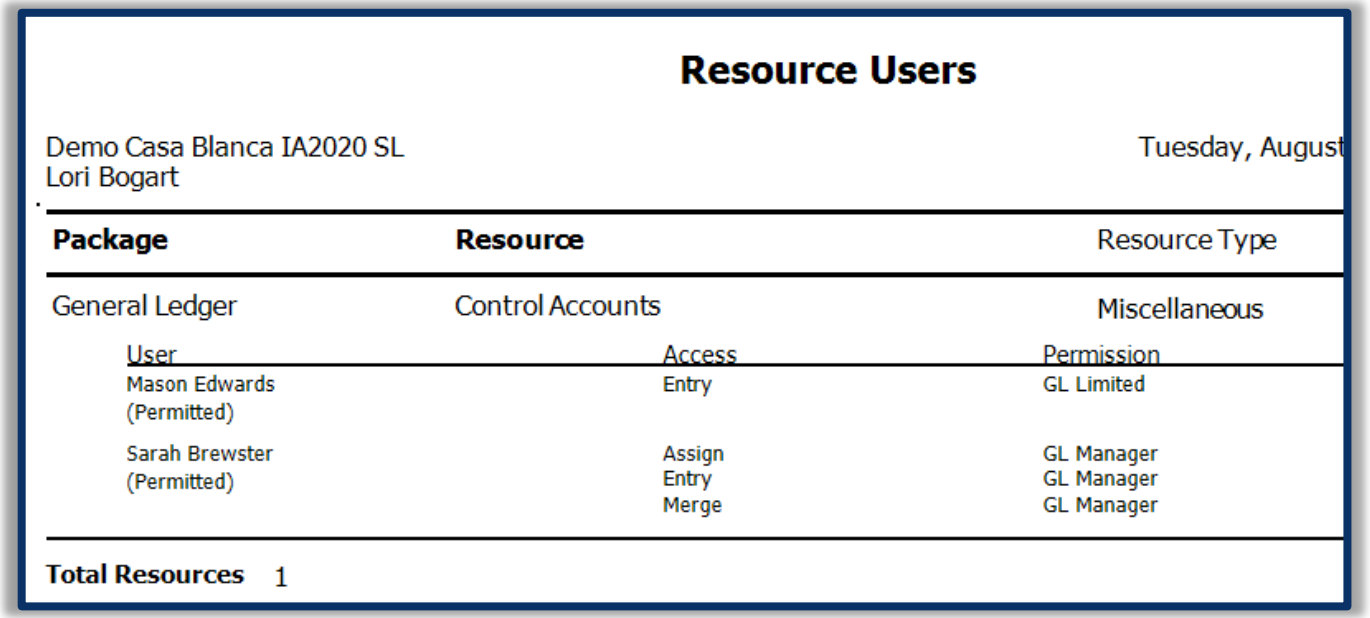
Resource Users Analysis Report



Resource Users

Demo Casa Blanca IA2020 SL
Lori Bogart

Tuesday, August

Package	Resource	Resource Type
General Ledger	Control Accounts	Miscellaneous

User	Access	Permission
Mason Edwards (Permitted)	Entry	GL Limited
Sarah Brewster (Permitted)	Assign Entry Merge	GL Manager GL Manager GL Manager

Total Resources 1

- Go to Admin > Security > Resources
- Enter *Control Account in the Lookup field
- Use the Report icon and select Resource Users Analysis
- On the Options tab check Include Permissions

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How They Work

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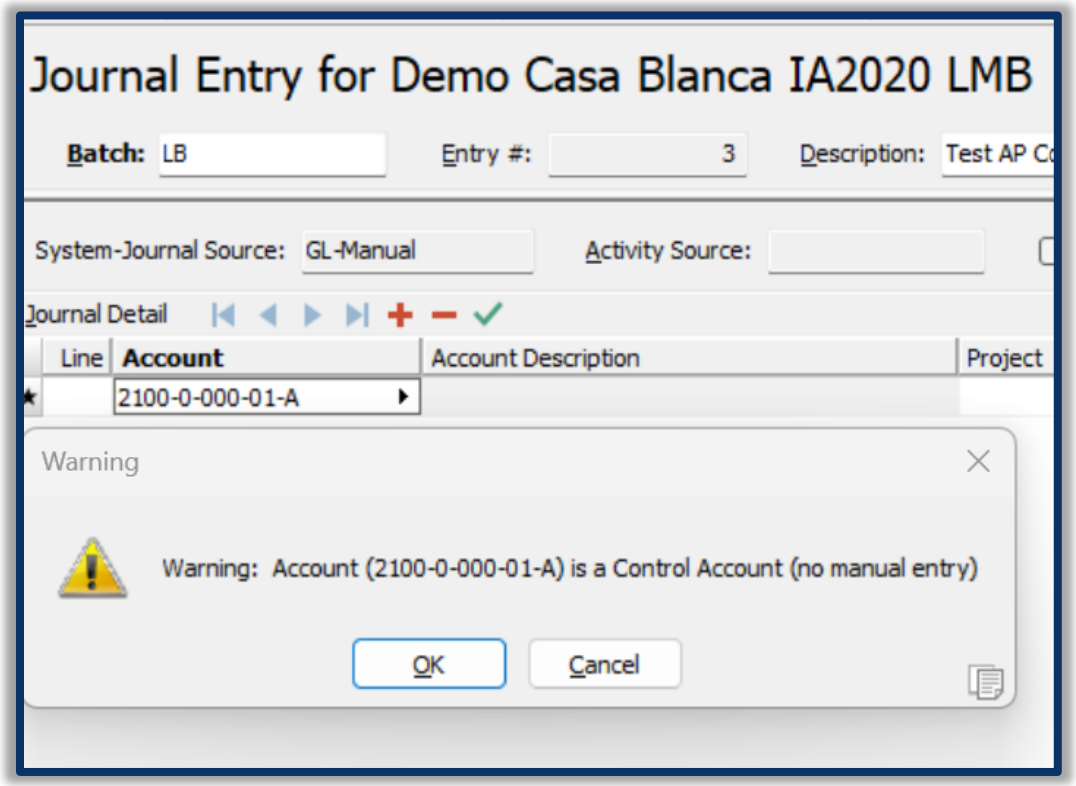
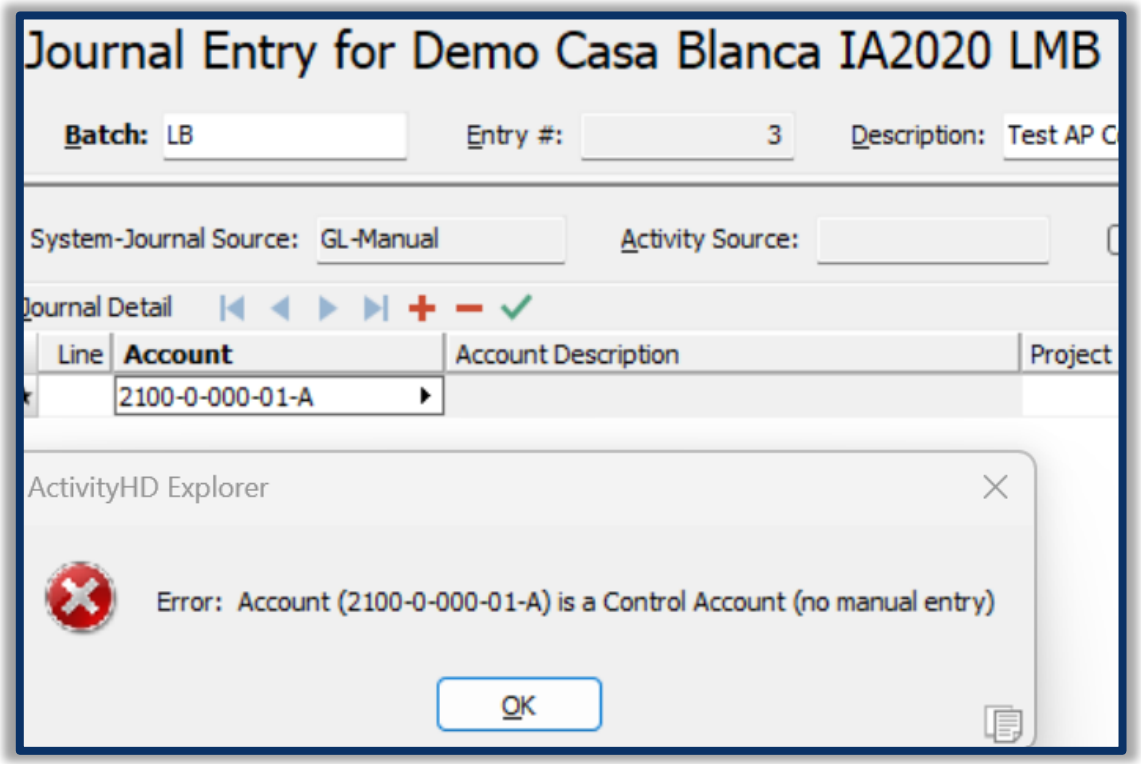
Warnings & Error Messages

- Warning if Allowed Entry



- Error if Not Allowed Entry



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What if…

- You are importing AR from another source that needs manual GL entries?
  - Recommend using a separate AR account to house those postings.
- Can I use Extra GL to change the AP/AR account on an invoice?
  - Void and reissue the invoice even if it’s paid.

AccountingWare

How to Use Extra GL

Yes!

- Correct revenue and expense accounts after the GL entry is merged
- Expensing prepaid expenses in AP 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

AccountingWare

SUBMIT YOUR QUESTIONS!

AccountingWare®

Next Session

The Right Tool for the Job: Automation

Thursday, August 8th
12:30 (CT)

Cole Long and Jared French

ALL SESSIONS

- Bruce and Grant's Excellent Unboxing Adventure
- Cybersecurity Essentials for Today's Internet Connected World
- Do More With Less: Publishing Financial Designs
- Back to Basics
- General Ledger: Controller Workshop
- The Right Tool for the Job: Automation
- Enhancing Purchasing: Boosting Visibility, Efficiency, and Commitments
- Attributes: Multi-Dimensional Accounting
- New Graphics Capabilities in ActivityHD
- Learning to Streamline Your Payroll Processes
- Mastering Contract Processing: Streamline, Optimize, Manage
- Payroll Problem-Solving: Become a Master of Troubleshooting

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Remember to complete the survey!

THANKS FOR JOINING

General Ledger: Controller Workshop

Lori Bogart & Sarah Brewster
lbogart@accountingware.com
sbrewster@accountingware.com
LinkedIn.com/in/SarahBrewster

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