

General Ledger Accounts

The General Ledger Accounts (or GL Accounts) contain a chart of accounts that you can use in your account transactions, such as invoicing. Although an extensive list of accounts has been set up, you have the option of adding new account entries to the list to enable you to provide more detail in your transactions. You can edit or delete the accounts that you create, but you cannot change the standard list of accounts.

To display the list of general ledger accounts

Click **“Accounts”**

Click **“GL Accounts”**

GL ACCOUNTS This button allows you to create a new account. [+ Create GL Account](#)

Account Code	Category	Account Name	Parent Account...	Description	Balance	Active	
Exp 6-0000	Expenses	Expenses					🔍 ✎
Exp 6-0010	Expenses	Accounting					🔍 ✎
Exp 6-0020	Expenses	Advertising & Promotion	Expenses		\$0.00	Yes	🔍 ✎
Exp 6-0030	Expenses	Books - Educational			\$20.00	Yes	🔍 ✎
Exp 6-0031	Expenses	Books - Fairytale			\$0.00	Yes	🔍 ✎
Exp 6-0032	Expenses	Books - Picture			\$0.00	Yes	🔍 ✎
Exp 6-0040	Expenses	Assets Purchased <\$2000	Expenses		\$0.00	Yes	🔍 ✎
Exp 6-0070	Expenses	Bank					🔍 ✎
Exp 6-0080	Expenses	Bad Debts	Expenses		(\$142.40)	Yes	🔍 ✎
Exp 6-0100	Expenses	Cleaning & Pest Control	Expenses		\$0.00	Yes	🔍 ✎
Exp 6-0220	Expenses	Computer Expenses	Expenses				🔍 ✎
Exp 6-0221	Expenses	Computer Hardware	Computer Expenses		\$0.00	Yes	🔍 ✎
Exp 6-0222	Expenses	Software	Computer Expenses		\$0.00	Yes	🔍 ✎

Annotations in the image:
 - "This button allows you to create a new account." points to the "+ Create GL Account" button.
 - "This button allows you to view a list of transactions that have been applied to the account." points to the magnifying glass icon in the rightmost column.
 - "This button allows you to delete an account. It only appears for accounts that you have created." points to the 'x' icon in the rightmost column.
 - "This button allows you to edit or change the details of the account." points to the pencil icon in the rightmost column.

NOTE:

The Balance against each account is the balance as at today's date and includes all the transactions for that account.

To locate one or more accounts in the list

The list of accounts is very large; however, apart from browsing through the list, you can change the view so you only see the accounts that you are interested in by applying one or more filters.

For example, to see all the accounts with the word “book” in their Account Name:

Click on the  **“Down Arrow”** button in the Account Name column header.

Click on **“Filter”** to display the filter details

Account Name	Parent Acco...	Description	Balance
Expenses			\$0.00
	Sort Ascending		\$0.00
	Sort Descending		\$0.00
	Columns		\$20.00
Books - Fairytale			\$0.00
Books - Picture			
Assets Purchased <\$2000			
Bank			
Bad Debts			
Cleaning & Pest Control	Expenses		

Annotations in the image:
 - "Clicking this button displays the menu for the Account Name column." points to the dropdown arrow in the 'Account Name' header.
 - "Enter the text and select the Filter button." points to the 'Filter' button in the dropdown menu and the 'Filter' button at the bottom of the menu.

Select “**Contains**” from the list of filter options.

Enter the text “book” (it doesn’t matter if you enter the text in upper, lower, or mixed case).

Click on the “**Filter**” button to display the records that match the filter.

GL ACCOUNTS + Create GL Account

Account Code	Category	Account Name	Parent Acco...	Description	Balance	Active	
Exp 6-0030	Expenses	Books - Educational			\$20.00	Yes	 
Exp 6-0031	Expenses	Books - Fairytales			\$0.00	Yes	 
Exp 6-0032	Expenses	Books - Picture			\$0.00	Yes	 

1 - 3 of 3 items

Legend:  View Transactions  Edit  Delete

Annotations:
 - The white background indicates a filter has been applied to this column.
 - When a filter is applied, the Trash can is displayed in red.

To remove all the filters

Click the  “**Clear all Filters**” button.

All the filters will be removed, all the accounts will be displayed, and the  “**Clear all Filters**” button will be disabled and displayed in light grey.

To refresh the list of accounts

If you set filters for multiple columns, you will need to select the  “**Search**” button to apply all the filters to the list of accounts.

GL ACCOUNTS + Create GL Account

Account Code	Category	Account Name	Parent Acco...	Description	Balance	Active	
Exp 6-0030	Expenses	Books - Educational			\$20.00	Yes	 
Exp 6-0031	Expenses	Books - Fairytales			\$0.00	Yes	 
Exp 6-0032	Expenses	Books - Picture			\$0.00	Yes	 

1 - 3 of 3 items

Legend:  View Transactions  Edit  Delete

Annotation:
 - Click this button to refresh the list of accounts.

NOTE:

The filters are remembered, which means if you close the window, the next time you open the GL Accounts window the filters will still be applied to the list of accounts. To clear the filters, you will need to click the

 **“Clear all Filters” button.**

To create a new GL Account

Click the “**Create GL Account**” button.

The following window will be displayed:

Create GL Account ✕

Account Name

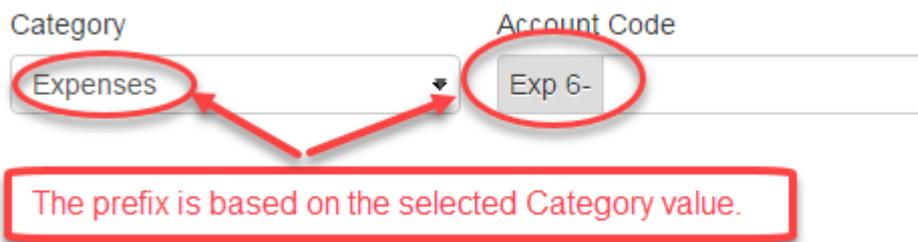
Category Account Code Other Accounts In Category

Opening Balance Opening Balance Date

Default Tax Percentage Active

Description

You must enter the Account Name, Category, and the Account Code before the “**Save**” button will be enabled to allow you to save the account details.



A standard prefix will be applied to the Account Code based on the Category you select. For example, if you select “Expenses” as the Category, “Exp 6-” will prefix the Account Code you enter.

The Other Accounts in Category field allows you to optionally associate this account with another account in the same category.

You only need to enter an Opening Balance and/or an Opening Balance Date if you are transferring your accounts from another accounting system.

If you anticipate that you will have to pay or charge GST on most of the transactions for the account, you should set the Default Tax Percentage value to “GST 10%”.

The Active check box should be checked (or ticked); otherwise, you won’t be able to use this account in future transactions.

The Description field is optional, but it allows you to enter some notes about the account, such as what the account is used for.

Once you have entered the details, click the “**Save**” button to save the account details.

To delete an account you have created

You can't delete any of the standard accounts, but you can delete an account that you have created, provided you haven't entered any transactions for that account.

Exp 6-0020	Expenses	Advertising & Promotion	Expenses	\$0.00	Yes	  
Exp 6-0030	Expenses	Books - Educational		\$20.00	Yes	  
Exp 6-0031	Expenses	Books - Fairytale			Yes	  
Exp 6-0032	Expenses	Books - Picture			Yes	  
Exp 6-0040	Expenses	Assets Purchased <\$2000	Expenses	\$0.00	Yes	 

These accounts have been created and can be deleted by selecting the Delete button.

From the list of accounts, click the  **"Delete"** button for the account you wish to delete and a small window will be displayed requesting you to confirm the deletion.

To inactivate an account

Although you can't delete an account once you have created a transaction involving that account, you can mark the account as "Inactive" to prevent you from using the account in future transactions.

From the list of accounts, click the  **"Edit"** button for the account and the account details will be displayed.

Edit GL Account

Account Name

Category: Account Code: Other Accounts In Category:

Opening Balance: Opening Balance Date:

Default Tax Percentage: **Active**

Description:

To Inactivate an account, uncheck (or untick) the Active check box and select the Save button

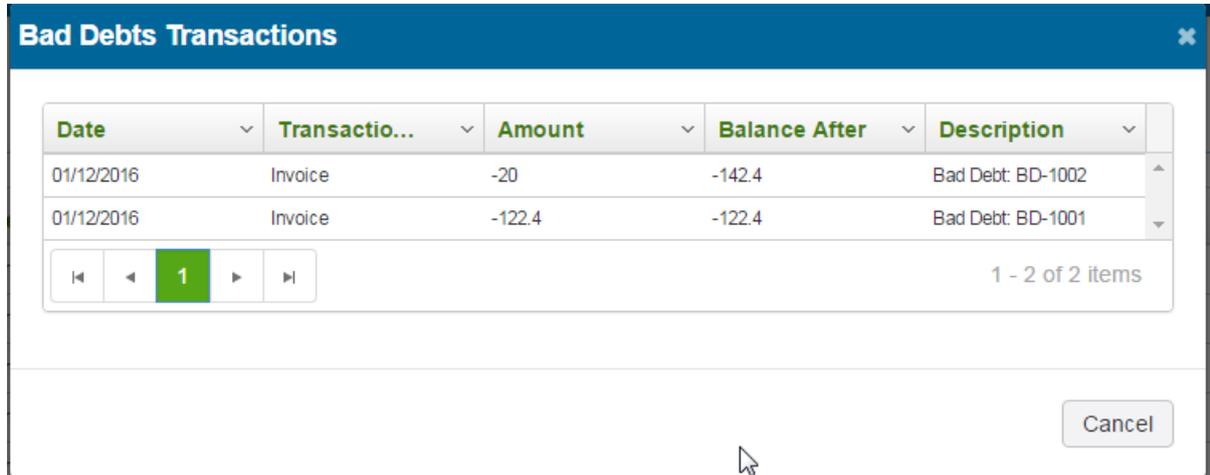
Uncheck (or untick) the Active checkbox.

Click the **"Save"** button.

To view a list of transactions that have been allocated to an account

From the list of accounts, click the  **“View transactions”** button for the account and a window will be displayed containing a complete list of all the transactions that have been applied to the account.

For example, the following window was displayed for the Bad Debts account:



Date	Transactio...	Amount	Balance After	Description
01/12/2016	Invoice	-20	-142.4	Bad Debt: BD-1002
01/12/2016	Invoice	-122.4	-122.4	Bad Debt: BD-1001

1 - 2 of 2 items

Cancel