



InterAcct
SOFTWARE PTY LTD

General Ledger Chart of Accounts

This note will show how easy it is to search to locate the correct General Ledger account when entering an accounting transaction.

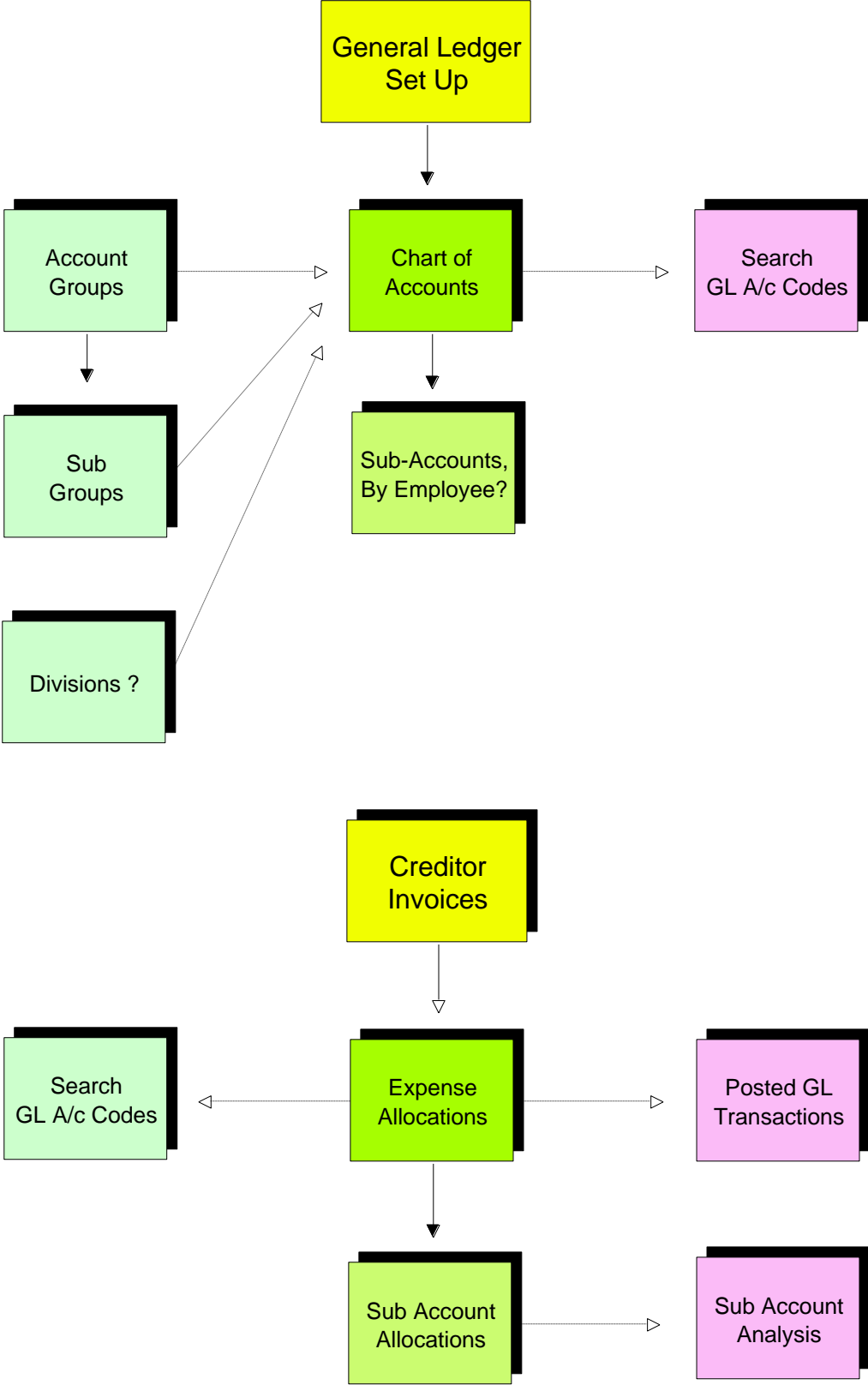
There is also a video demonstration available on this topic that shows/describes –

- General Ledger Chart of Accounts
- Account Groups and Sub Groups
- Alternate Account Numbers (MYOB)
- Sub Accounts, Employee Cost Analysis
- GST BAS Codes
- FBT, R&D, and EMDF Coding

With InterAcct you can create your own General Ledger Chart of Accounts – structured for Departments, Branches (if required), in either a Alpha, Numeric, or Alpha/Numeric format. InterAcct normally recommends the alpha format for GL Account Codes as they are quicker to locate, and reduce errors.

The screenshot displays the InterAcct software interface. At the top, there is a blue title bar with the text "InterAcct Demo - [GENERAL LEDGER MENU - display]". Below this is a menu bar with options: File, Record, Edit, View, Go, Advanced, Menu, Graph, Design, Help. A toolbar with various icons is located below the menu bar. The main content area features five large icons representing different modules: Clients (two people), Accounting (an open book), Fixed Assets (a yellow tractor), Management (two people at a table), and Jobs Database (a yellow hard hat). Below these icons is a "Menu" section with a list of 45 items, including "1. GL Chart of Accounts", "2. GL Control Accounts", "3. Payroll Control A/cs", "4. Set-Up : A/c Groups, Sub Groups", "5. Set-Up : Fiscal Periods", "6. Set-Up : Default Legal Entity Code", "7. Set-Up : Bank Accounts", "8. Set-Up : Bank Codes", "9. Set-Up : Credit Card Types", "10. Set-Up : Petty Cash A/cs", "11. Set-Up : Cash Tills", "12. Set-Up : GL Budgets", "13. GST/BAS Menu", "14. GST Report Codes", "15. Owner's Details", "16. View : A/cs by Group", "17. View : A/cs by Sub Group", "18. View : A/cs by BAS Code", "19. View : GL Statistic A/cs", "Transaction Input :", "20. General Ledger Journals", "21. Standing Journals", "22. Receipt Banking", "23. Payments Menu", "24. Bank Statement Entries", "25. Recurring Bank Statement Entries", "26. InterCompany Bank Transfers", "27. Input GL Statistics", "28. Bank Reconciliation", "29. End of Period Processing", "GL Enquiries :", "30. GL Transactions by GL A/c", "31. GL Transactions by Reference No", "32. GL Transactions by Date", "33. Account Group Summary", "34. Sub Group Summary", "35. Month by Month Summary", "36. Daily Transactions", "37. Invoice Register", "38. Accounting Enquiries", "39. FBT - R&D - EMDF", "40. Payroll Menu", "41. Financial Reporting", "42. Consolidate GL to Master System", "43. Quick Reports", "44. Compare GL to Sub Ledgers", and "45. Exit InterAcct". At the bottom, there is a navigation bar with buttons for "Form help", "Field help", "Contact-Us", "Management", "Accounting", "Payroll", "Stock", "Marketing", "Sales", and "Manuals". A status bar at the very bottom reads "Welcome to InterAcct Software - General Ledger Menu."

Flow Chart



GL Chart of Accounts

InterAcct Demo - [GENERAL LEDGER ACCOUNTS - display]

File Record Edit View Go Advanced Menu Graph Design Help

GL Account	Description
REPAIRS.MV	Vehicle Maintenance

A/c Group : 3.EXP
Sub Group : MOTOR

L/Entity : 01
Division :
Alt A/c : 1146-2

Last Year \$: 0.00

Debit BAS.Code : G11
Credit BAS.Code : G11

Comments :

Control A/c ?		
Control A/c ?	N	
FBT ?	X	N
R&D ?	X	N
EMDF ?	X	N
Employee.Exp ?	✓	Y
Divisional Module?	X	N
Include GST?	✓	Y
Sub A/cs ?	X	N

Menu

1. View : Transactions
2. Comments about this Account
3. View : Monthly by Employee
4. View : Month By Month Summary
5. Print: GL Account Profile

Optional. This is an alternate General Ledger Chart of Account code.
This could be used to input the equivalent GL code for MYOB, Solution 6, etc

The **Alternate Account Code** allows you to continue to use your old (numeric ?) account number, and yet still have all the advantages of a (new) alphabetical Account Code.

Three fields all go into a **Search on General Ledger** Account Code file for later easy search & locate. They are the Account Code, the Account Description, and the Alternate Account Number.

The alpha account code can be structured in a “**macro to micro**” fashion so that accounts are always listed in a logical sort sequence – and can include **Divisions**, Branches, Departments in the structure (if required), and even multiple **Legal Entities**.

An GL Account can also have a **Sub Account** (or by Employee) breakdown for later accounting analysis.

Accounting Menu



InterAcct Demo - [ACCOUNTING MENU - display]

File Record Edit View Go Advanced Menu Graph Design Help

 Clients
  Management
  Sales Orders
  General Ledger
  Jobs Database

Menu

1. Receipt Banking	21. Delivery Dockets Rec'd	37. Cash Drawer Floats
2. Cheque Payments	22. Creditor Invoices	38. Payroll Menu
3. Electronic Funds Transfer	23. Debit Note Returns	39. General Ledger
4. Auto Payments	24. Accrue Costs	40. GL Budget Entry
5. Credit Card Payments	Job Cost Transactions :	41. GST/BAS Menu
6. Petty Cash Accounts	25. Quick Timesheets	42. Bank Reconciliations
7. Bank Statement Entries	26. Timesheets, Date/Employee	43. End of Period Processing
8. Recurring Bank Entries	27. Timesheets, by Date	44. Reports Menu
9. InterCompany Bank Transfer	28. Stock Reserved for Jobs	45. Financial Reporting
10. Quotes/Invoices	29. Stock Issues to Jobs	46. Invoice Register
11. Sales Order Entry	30. Job Expense Recovery	47. Exit InterAcct
12. Credit Notes	31. Machine Hire to Jobs	
13. Job Invoicing	32. Subbie's Works Orders	
14. Job Invoices, Check Costings	33. Claims from Subbies	
15. Create Draft Invoices	34. Getting Started Menu	
16. Automatic Job Invoicing	35. Opening Balances	
17. Required to Purchase	36. Adjustments & Journals	
18. Purchase Orders		
19. Purchase Order Menu		
20. Auto Purchasing		

Form help Field help Contact-Us Objects Diary Payroll Stock Debtors Creditors Marketing Sales Manuals

Welcome to InterAcct Software - Accounting Menu.

In an example to show how the General Ledger Account search operates, we will input a Creditor's Invoice – for a Motor Vehicle Repair.

This Accounting Menu will change depending on the InterAcct Software Modules selected by you.

Creditor Invoice – Expenses

InterAcct Demo - [CREDITOR INVOICES - display]

File Record Edit View Go Advanced Menu Graph Design Help

Inv Date **Mon 20-Jun-2011** *Name **Loxton Smash Repairs, Ted Loxton**
 Creditor Id **LOXSMKE** Address **240A Pitt Town Road**
 Inv No **5665G** Our Ref # **600011**

Invoice \$ **200.00** Posted **20-Jun-2011** Invoice A\$ **200.00**
 Payment/Adj \$ **0.00** GST ? **Y**
 Balance \$ **200.00** Operator **CVR**
 GST Content \$ **18.18**
 Net Amount \$ **181.82**
 *Unallocated.\$ **0.00**
 GST UnAlloc \$ **0.00**

Pay Terms **30 Days from Month End**
 Payment Days **30** Pay Period **MONTHEND**
 Approved ? **Y** Exp Payment **30-Jul-2011**

Comments **Vehicle Repairs**

Menu

1. Purchase Order Received
2. Expense Allocations, No PO
3. Job Cost Allocations, No PO
4. Stock Item Purchases, No PO
5. Creditor's Invoice Notes
6. Allocate to Deposits

EXPENSE ALLOCATIONS list , Loxton Smash Repairs, Ted Loxton , 0.00

	GL Account	Description	Allocate \$	GST \$	Net Amount \$	Narration
1	REPAIRS.MV	Vehicle Maintenance	200.00	18.18	181.82	Vehicle Repairs
				18.18	181.82	

This screen shows two files – the Creditor Invoice in total, and then the Expense Allocations (with no Purchase Order) on that invoice to Vehicle Repairs.

As you can see, there is no unallocated portion of the invoice (or GST) remaining.

Search : GL Account

The screenshot shows the 'InterAcct Demo' application window. The title bar reads 'InterAcct Demo - [EXPENSE ALLOCATIONS - adding a new record , Loxton Smash Repairs, Ted Loxton, , 0.00]'. The menu bar includes 'File', 'Record', 'Edit', 'View', 'Go', 'Advanced', 'Menu', 'Graph', 'Design', and 'Help'. A toolbar with various icons is visible below the menu bar. The main window contains a search form with the following fields:

Search GL A/c	<input type="text"/>	Date	Mon 20-Jun-2011
GL Account	<input type="text"/>	Creditor	LOXSMKE
Description	<input type="text"/>	Ref No	5665G

Below the search form is a 'List control' dialog box titled 'SEARCH GENERAL LEDGER ACCOUNTS - List Control'. It contains the text 'Please enter partial key' and a search input field with the text 'rep'. The dialog also features a 'List Search' label, an 'Ok' button, a 'Cancel' button, and a 'Power Search' button. The 'Search Method' section has three radio buttons: 'Starts With (Quick)' (selected), 'Contains (Slower)', and 'Power Search (Full)'.

This screen shows the start of a new Expense Allocation, where you are asked to search and select the correct General Ledger Expense Account Code.

Here, you can input (the start of) the –

- General Ledger **Account Code** (in this example “rep” for Repairs)
- General Ledger Account **Description**, or the
- Alternate **Account Number** (your old MYOB number ?)

There is also the option of “Power Search”, and one of the more popular choices is the ‘**contains**’ option which allows you to search on any part of the data in the three fields above.

Search – Select from List

InterAcct Demo - [EXPENSE ALLOCATIONS - adding a new record , Loxton Smash Repairs, Ted Loxton, , 0.00]

File Record Edit View Go Advanced Menu Graph Design Help

Search GL A/c: Date: Mon 20-Jun-2011
GL Account: Creditor: LOXSMKE
Description: Ref No: 5665G

GL-A/c

	GL Description	A/c Group	Sub Group	Control A/c ?	GL A/c Code
1	Goods Returned for Repair	4.ASSET	CURRENT	N	REPAIR
2	Building Repairs	3.EXP	OFFICE	N	REPAIR.BLD
3	Repairs & Maintenance	3.EXP	OFFICE	N	REPAIRS-MAINT
4	Repairs & Maintenance	3.EXP	OFFICE	N	REPAIRS-MAINT
5	Vehicle Maintenance	3.EXP	MOTOR	N	REPAIRS.MV
6	Retained Earnings	6.CAP	RETAINED	N	RETAINED-EARN
7	Retained Earnings	6.CAP	RETAINED	N	RETAINED-EARN
8	Retention Debtors	4.ASSET	CURRENT	N	RETENTIONS
9	Retention Debtors	4.ASSET	CURRENT	N	RETENTIONS
10	Asset Revaluations	3.TAX/INT	REVALUE	N	REVALUATIONS
11	Progress Claim Revenue	1.REV	JOB-REV	N	REVENUE.CLAIMS
12	Roster Day Off	2.COST	SUNDRY	N	RDO
13	Rostered Days Off	3.EXP	EMPLOYEE	N	WAGES.RDO
14	Salaries	3.EXP	EMPLOYEE	N	SALARIES
15	Sales Commission Paid	3.EXP	MARKETING	N	COMMISSION

This screen shows the list of accounts after entering your partial search (“rep” from the previous screen).

To select the correct GL Account Code for your accounting transaction, simply –

1. Click on the line number, or
2. Arrow down to the correct line (and then press the Enter key)
3. Select the line number – input on your numeric keypad (the quickest selection method !)

Expense Allocation – completed

The screenshot displays two windows from an accounting application. The top window, titled 'InterAcct Demo - [EXPENSE ALLOCATIONS - display, Loxton Smash Repairs, Ted Loxton, , 0.00]', shows the details of an expense allocation. The bottom window, titled 'EMPLOYEE EXPENSE ALLOCATIONS list, Loxton Smash Repairs, Ted Loxton, , 0.00', shows a list of allocations.

Expense Allocation Details:

- Search GL A/c:** VEHICLE MAINTENANCE
- GL Account:** REPAIRS.MV
- Description:** Vehicle Maintenance
- Date:** Mon 20-Jun-2011
- Creditor:** LOXSMKE
- Ref No:** 5665G
- Amounts (Inc):** 120.80
- To Allocate \$:** 200.00
- Allocate \$:** 200.00
- GST \$:** 18.18
- Net Amount \$:** 181.82
- Employee.Costs?:** Y
- Allocated \$:** 181.82
- To Allocate \$:** 0.00

Menu:

1. Enter Employee Costs
2. Add another Creditor Invoice
3. Add another Allocation
4. Return to Main Menu
5. View : General Ledger Account

EMPLOYEE EXPENSE ALLOCATIONS list:

Employee	Description	Allocate \$	Narration
1 REX.H	Vehicle Maintenanc	181.82	Vehicle Repairs
		181.82	

This screen shows the completed Expense allocation entry, that has also been allocated to an employee(Sub Account) for employee expense analysis purposes.

Please note the way in which you can input several (comma separated) values (including or excluding GST), and the system calculates the total automatically. GST rounding errors (if any) can also be adjusted.

General Ledger Posting

The screenshot displays the 'InterAcct Demo - [CREDITOR INVOICES - display]' interface. The main form contains the following data:

- Inv Date:** Mon 20-Jun-2011
- Creditor Id:** LOXSMKE
- Inv No:** 5665G
- Name:** Loxton Smash Repairs, Ted Loxton
- Address:** 240A Pitt Town Road
- Our Ref #:** 600011
- Invoice \$:** 200.00
- Payment/Adj \$:** 0.00
- Balance \$:** 200.00
- GST Content \$:** 18.18
- Net Amount \$:** 181.82
- *Unallocated.\$:** 0.00
- GST UnAlloc \$:** 0.00
- Posted:** 20-Jun-2011
- GST ?:** Y
- Operator:** CVR
- Invoice A \$:** 200.00
- Menu:**
 - Purchase Order Received
 - Expense Allocations, No PO
 - Job Cost Allocations, No PO
 - Stock Item Purchases, No PO
 - Creditor's Invoice Notes
 - Allocate to Deposits
- Pay Terms:** 30 Days from Month End
- Payment Days:** 30
- Pay Period:** MONTHEND
- Approved ?:** Y
- Exp Payment:** 30-Jul-2011
- Comments:** Vehicle Repairs

The 'GL-Post' tab is selected in the menu bar. A secondary window titled 'GL TRANSACTIONS list , Loxton Smash Repairs, Ted Loxton, , 0.00' is open, showing the following table:

ID	Date	Type	Ref	GL A/c	L/E	Debit \$	Credit \$	YTD Bal \$	Operator	Narration
1	20-Jun-11	CRI	5665G	ACCRUAL-GST	01	18.18	0.00	18.18	CVR	Vehicle Repairs
2	20-Jun-11	CRI	5665G	CREDITORS	01	0.00	200.00	-181.82	CVR	Vehicle Repairs
3	20-Jun-11	CRI	5665G	REPAIRS.MV	01	181.82	0.00	0.00	CVR	Vehicle Repairs
						200.00	200.00	0.00		

This shows that you can view the General Ledger transaction posting that has occurred automatically by the system as a result of entering this Creditor Invoice.

To see this view, simply click on the tab menu "GL-Post"