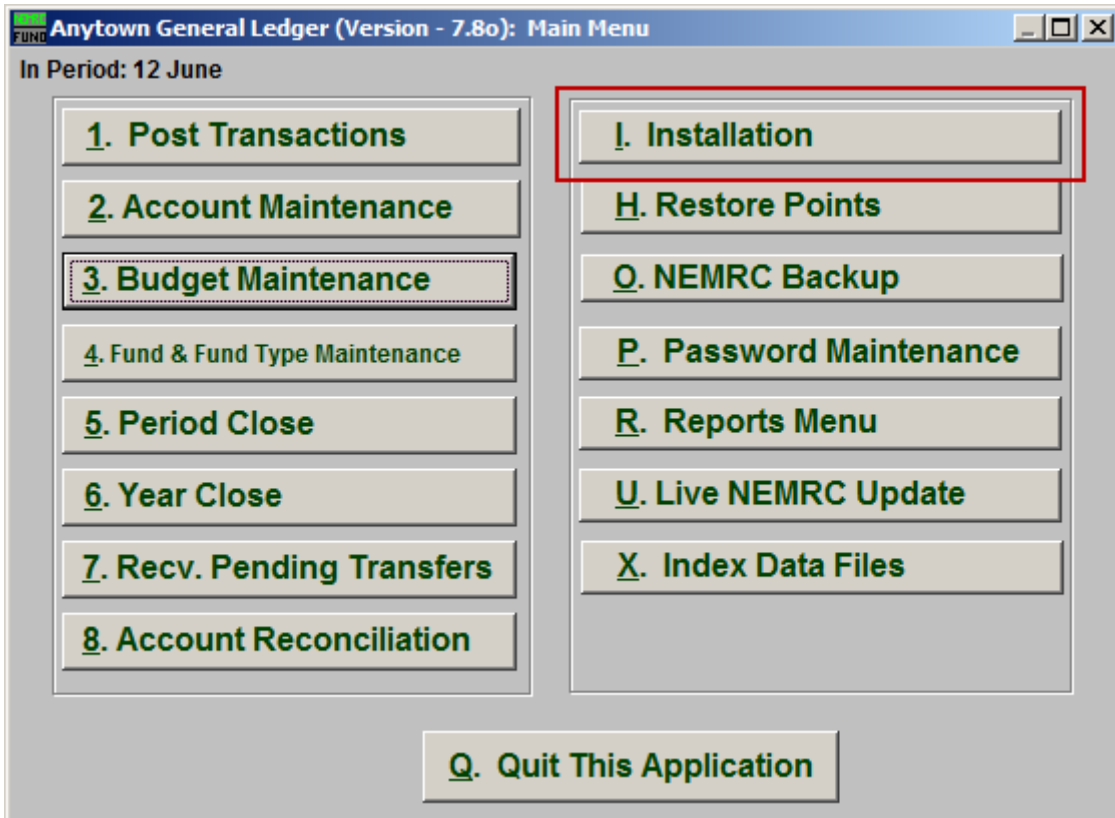


General Ledger

I. Installation

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Click on “I. Installation” from the Main Menu and the following window will appear:

General Ledger

Installation

The “Options” tab

Options	Accounts	Control Accounts	Function Keys
1 Check for Overspending Budget	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
2 Ask before accepting transfers	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
3 Allow out of balance Funds	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
4 Report True Accounting Signs	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
5 Use Encumbrances	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
6 Use One Encumbrance Account	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
7 Create Automatic Due To/From Entries	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
8 Last General Journal Number Used	<input type="text" value="20060224"/>		
Make this number 0 if you want the next GJ number to be 1.			
9 Posting Types Allowed:	<input checked="" type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> General

- 1. Check for Overspending Budget:** This choice is available to warn the user of transaction postings that will take an account over budget.
- 2. Ask before accepting transfers:** Transfers from other modules such as Accounts Payable can automatically be posted to the General Ledger or be held until accepted by the users.
- 3. Allow out of balance Funds:** The option of allowing funds to post and report out of balance is not common. Review your choice with your CPA firm.
- 4. Report True Accounting Signs:** The balances of credits will show as negative when this option is set to “Yes.” When this is set to “No,” NEMRC will report all balances as positive unless the balance is opposite of expected.
- 5. Use Encumbrances:** Choose the option whether to use encumbrances. This option will be recognized by other modules.
- 6. Use One Encumbrance Account:** Decide if you are using one encumbrance account in the entire chart or an encumbrance account per fund. The best practice is to use one account per fund.

General Ledger

- 7. Create Automatic Due To/From Entries:** NEMRC can automatically balance cross fund entries by defined accounts with this option set to “Yes.” The user would be required to post funds in balance if this option is set to “No.”
- 8. Last General Journal Number Used:** General Journal numbers are assigned by the system and you can set the value here to your choice. Posting will add one to this value during the next General Journal entry.
- 9. Posting Types Allowed:** Check off the options for posting types allowed in the Post Transactions Screen. The Posting Register Report offers reporting for each of these types separately.
- 10. OK:** Click “OK” to save changes and return to the previous screen.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.

General Ledger

The “Accounts” tab

The screenshot shows a window titled "General Ledger Options" with a sub-tab "Accounts". The window contains a table with six rows, each representing a different account type. Each row has a number (1-6), a description, a text input field containing an account number, a "Find" button, and a description of the account. At the bottom of the window are two buttons: "7 OK" and "8 Cancel".

Options	Accounts	Control Accounts	Function Keys
Fund Balance Account	1	» 515-01-1800-00.00	« Find General Fund Balance
Budgeted Fund Balance	2	» 515-01-1800-00.00	« Find General Fund Balance
Reserve for Encumbrance	3	» 515-01-1800-00.00	« Find General Fund Balance
Prior Year Reserve	4	» - - - .	« Find
Due to other Funds	5	» 515-00-0004-00.00	« Find Due From/To Other Funds
Due from other Funds	6	» 515-00-0004-00.00	« Find Due From/To Other Funds

7 **OK** 8 **Cancel**

It is important that all funds have the same account numbers defined for all accounts below except the digits representing the fund. The system will report if any defined accounts needed are missing. Accounts are set up in “2. Account Maintenance” from the Main Menu. The system will test for, and automatically activate/create standard accounts defined under the Account tab for all funds. If this is the case, the system will report on what it does.

- 1. Fund Balance Account:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 2. Budgeted Fund Balance:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 3. Reserve for Encumbrance:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 4. Prior Year Reserve:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 5. Due to other Funds:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 6. Due from other Funds:** Type in the General Ledger Account number or click on the “Find” button and select from the “Lookup” menu.
- 7. OK:** Click on “OK” to save and return to the previous screen.

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- 8. Cancel:** Click on “Cancel” to cancel and return to the previous screen.

General Ledger

The “Function Keys” tab

General Ledger Options

Options Accounts Control Accounts Function Keys

1

F5	<input type="text"/>	F9	<input type="text"/>
F6	<input type="text"/>	F10	<input type="text"/>
F7	<input type="text"/>	F11	<input type="text"/>
F8	<input type="text"/>	F12	<input type="text"/>

2 OK 3 Cancel

- 1. Function Keys:** These are used to set shortcuts for common phrases for easy use, and to save you from having to retype something multiple times. When a value is assigned from the point of the cursor placement the function key with the assignment can be used to populate fields.

Each of these fields are linked to the “Function Key” that is to its left. This means that when you hit the “F” key on the keyboard, the text you entered for that “Function Key” will appear.

- 2. OK:** Click “OK” to save changes and return to the previous screen.
- 3. Cancel:** Click “Cancel” to cancel and return to the previous screen.