

Segmented General Ledger

This document will assist you in understanding the Segmented General Ledger Functionality and when to apply it.

Contents

Overview	2
Setting Up General Ledger Segments	2
Upgrading an Existing Company	3
Adding Segments	3
Creating a New Company	4
Building or Creating Accounts	4
General Ledger Reporting.....	5

Overview

The General Ledger Segmentation function was designed to allow business to have extended General Ledger reporting capabilities in organisations with Multiple Branches and/ or departments, with the ability to filter and report on one or more of the segments. This facility has also been designed to complement the account set by warehouse function, allowing us to have a segment integration by item or item category by warehouse, allowing profitability to even be reported on a product line basis. Another market for this is in the issuance and control of Grants or Fund Management whereby we can report on the individual projects managed within the specific fund(s).

Another limitation that has been overcome is that of departments with departmental allocations previously being done at a document level basis. With the segmented General Ledger you can now process integrations document line item.

Setting Up General Ledger Segments

The first thing you need to do is to create the segments. It is important to note that creating segments is merely creating parameters and does not create the accounts themselves. Creating segments will be explained in 2 separate sections, ie clients converting an existing (non-segmented) company, and clients creating a new company. Note that the ability to add segments is available to both scenarios and can be done at any time. You can also Manage segments either by accessing the General Ledger / Maintenance / Accounts function and selecting the Add New Account Segment as seen below.

The screenshot shows the 'Account' dialog box. A red box highlights the 'Add New Account Segments' button. The dialog includes fields for 'Number' and 'Description', a 'Build' button, and several tabs: 'Account', 'Departments', 'Reconciliation', 'Security', 'Optional Fields', and 'Files'. The 'Account' tab is selected, displaying 'Account Type' (Full Account (G) selected), a 'Legend' table, 'Bank / Cash Account' settings (Next Cheque Number: 1, Currency: South African Rand), 'Account Class', and 'Opening Balance' fields.

Legend	
1000 - 1999	Assets
2000 - 2999	Liability
3000 - 3999	Equity
4000 - 4999	Revenue
5000 - 5999	Expense

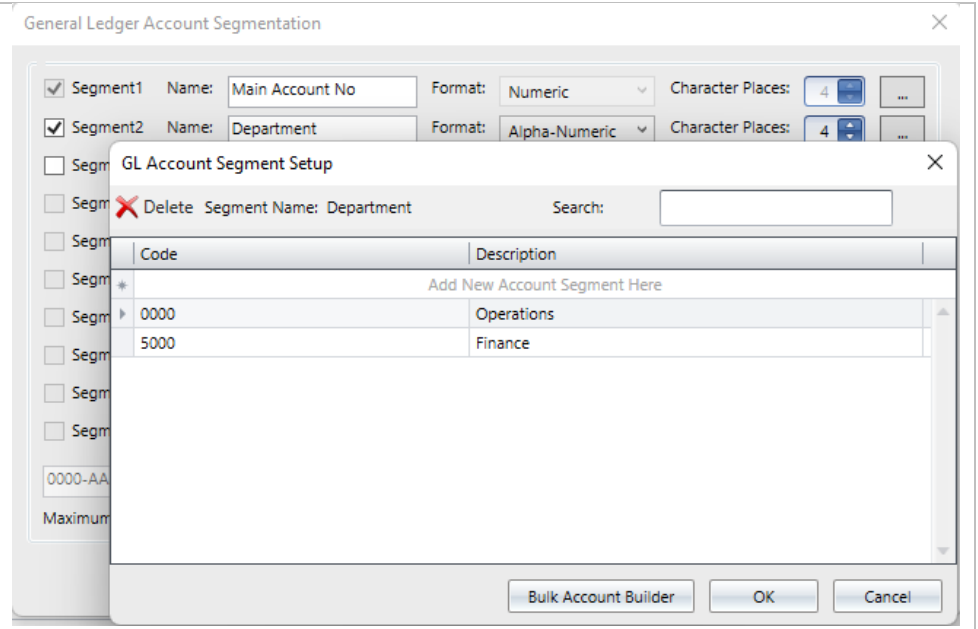
You can also access the account segment maintenance by accessing the Control Panel / Company Options / Company tab as seen below.

The screenshot shows the 'Company Options' dialog box. A red box highlights the 'GL Account Segment Setup' section. The dialog includes sections for 'Company Date Handling', 'Journal Entry', 'Spell Check Dictionary', 'Ledger Entry Consolidation Mode', 'Withholding Tax', and 'Mobile App Registration'. The 'GL Account Segment Setup' section shows 'GL Account Segmentation' set to '0000-AAAA'.

Upgrading an Existing Company

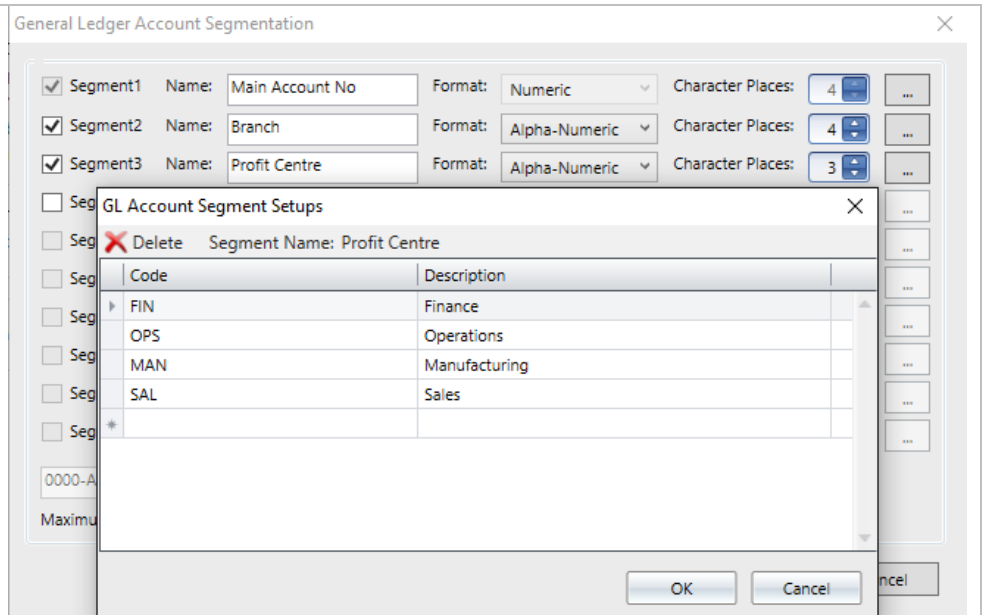
Existing Segments

When you upgrade from a pre-General Ledger Segmentation company, on conversion the current Sub-Accounts will automatically become the second segment, and will allow you to report by the values in this segment. You can see from the screen that we had 2 sub-account settings in the Original Company Data namely 0000 and 0500. All we need do now is to name the segments and report accordingly.



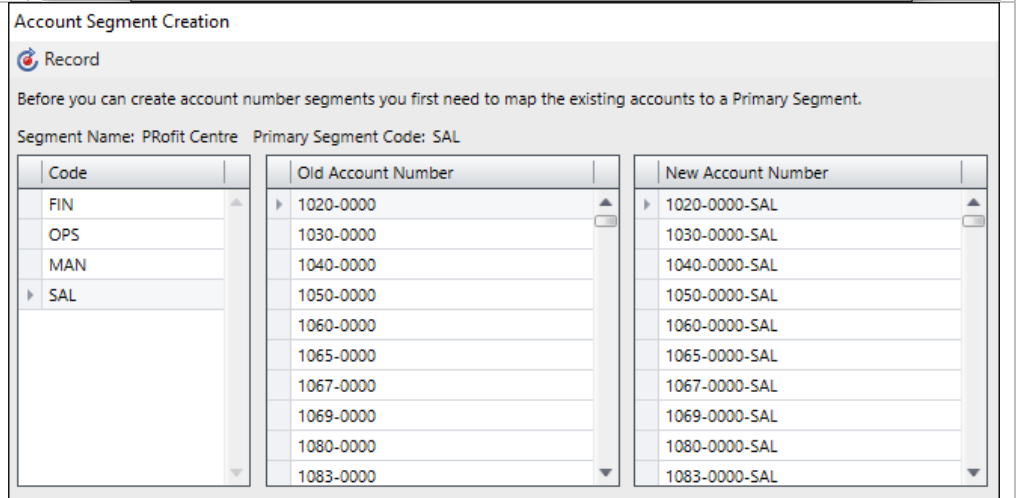
Adding Segments

You can then redefine the General Ledger Segments as required with the ability to add new segments as seen below.



Remapping Accounts

Once the new segment has been created, we now need to map the original accounts to the new segments accounts to transfer the transaction history accordingly.



Creating a New Company

When creating a new company there are a number of options afforded to you.

The Manual Setup option as seen here, allows you to define your own segment lengths while the other options below will install the 4-4 account segment structure with the sample data, but allow you to adjust at a later stage. The first segment is reserved for the account number and can have a minimum quantity of 3 digits, that are numerical only, while the other segments are limited to 10 segments 50 characters in total, and can be set as Alpha, Numeric or, Alphanumeric as defined above.

General Ledger Accounts Setup

Ledger Accounts

- Manual Setup**
Use this option if you plan to setup ledger accounts yourself or will import them from another source.
- Generic Setup**
Use this option to setup your ledger with the basic accounts. You may customize the accounts later to your specific industry or requirements.
- Generic Setup (Extended)**
Use this option to setup your ledger with the extended set of accounts. This template is recommended for larger businesses. You may customize the accounts later to your specific industry or requirements.
- Industry Specific Setup**
Use this option to setup your ledger with suggested accounts for your industry. You may delete or add accounts as necessary to meet your specific requirements.

Choose Industry:

- Accounting Firm
- Advertising Agency
- Architect Firm
- Art School
- Association
- Automobile Service Station
- Bakery Shop
- Beauty Salon
- Bed & Breakfast
- Bike Shop

OK

Building or Creating Accounts

Once you have created your segments (or building blocks) you then need to create your accounts. You do this by selecting the primary account segment then select the second segment. In doing this you ensure that only the accounts relevant to that segment (branch or department for example) are created.

Using the Account Builder

The account builder function allows you to build your required accounts with the Segment definitions being added as they are selected as seen here.

Account

Number: 1020-0000-OPS **Build** * Account Class Required (Account)

Description: Cash to be Deposited - Cape Town - Operations

Account Builder

Segment: Profit Centre

Account No: 1020-0000-OPS Description: Cash to be Deposited Operations

Code	Description
FIN	Finance
OPS	Operations
MAN	Manufacturing
SAL	Sales

Account Import

We also provide the ability to import your General Ledger accounts. You can find this in the Control Panel / Import & Export / Ledger Accounts.

Import & Export Accounts

Get Data Export Load File Import View last Column for Failed Import Rules

GL Number	Description	Account Type	Group Code	Account Class
1	1020-0000 Cash to be Depo...	1	2	1
2	1030-0000 Cash Draws	1	2	1
3	1040-0000 Cash Expense Cl...	1	2	1
4	1050-0000 Petty Cash	1	2	1
5	1060-0000 Current/Cheque...	1	2	2
6	1065-0000 Savings Bank Ac...	1	2	2
7	1067-0000 Payroll Clearing...	1	2	1
8	1069-0000 Foreign Currency...	1	2	1
9	1080-0000 Visa	1	2	2
10	1083-0000 MasterCard	1	2	2
11	1087-0000 American Express	1	2	2

Changing an Account number will result in a new Account being Imported.
Deleting any row will cause that Account to be skipped, not removed.

Sample Company

General Ledger Reporting

The general ledger reporting function caters for up to 3 combinations of segment filters in most of the ledger Reports. In addition, you can select one or more of the segments to give you unsurpassed multi-dimensional financial view of your business.

The screenshot shows the 'Income Statement' dialog box with the following settings:

- Options (Year):** Current, Previous, Historical. Historical Years: [dropdown]
- Display Account Codes, Show Other Income As GP
- Start:** 01 March 2015, **Finish:** 22 February 2016
- Currency:** South African Rand, Exchange: 1.000000
- Filter:**
 - Segment 1: Branch, Codes: 0000;5000
 - Segment 2: Profit Centre, Codes: FIN - Finance;MA...
 - Segment 3: - Select -

The 'Codes' dropdown for Segment 2 is open, showing a list of codes with checkboxes:

- (Select All)
- FIN - Finance
- MAN - Manufacturing
- SAL - Sales

Buttons: OK, Cancel