

shelby

v.5

How To

Using General Ledger Plus

Updated: 06/30/2011

©2011 Shelby Systems, Inc. All Rights Reserved

Other brand and product names are trademarks or registered trademarks of the respective holders.

Overview

General Ledger Plus has several advantages over the standard General Ledger.

- Reports can consolidate information across multiple companies
- Reports can include all or just selected companies and funds
- Company numbers can be up to 4 digits instead of just 3
- Fund numbers can be up to 5 digits instead of just 3

The General Ledger Plus enhancement automatically creates a 'Master Chart of Accounts' company with a company number of 000. This company is established as a way to consolidate reports across different companies.

NOTE: *All companies in the General Ledger must begin their fiscal years on the same day as the Master Chart of Accounts company in order to take advantage of the consolidated reporting features. If they are not, you will need to set up separate years on the master chart of accounts that will match each of the company's default years.*

Update: *The following reports will now allow consolidated reporting for companies with differing fiscal years: Balance Sheet, Budgeted Financial Statement, Chart of Accounts List, and Income and Expense Statement.*

Update: *The option 'Interface with Excel?' has been added to the Balance Sheet report when you do not select the Master Chart of Accounts on the Home Base screen of General Ledger. This option will allow you to print multiple companies selected on the Home Base pick button and have each company on its own tab in the spreadsheet. In addition, you are able to select specific funds within each company using the pick button from the Home Base screen.*

Linking to the Master Chart of Accounts

In addition to sharing the same fiscal year, consolidation is only possible after you have linked the account numbers of each separate company's chart of accounts to the Master Chart of Accounts.

1. Open the General Ledger Home Base and change the company to the Master Chart of Accounts.
2. Click the Account Information link.
3. Create the chart of accounts that you wish to use for consolidated reports. Remember that every account in the other companies must be tied back to an account on this master list.
4. Close the Account Information screen and return to the General Ledger Home Base.
5. Change the company to one of the companies you wish to include on a consolidated report.
6. Click the Account Information link again.
7. Open the details for each account and enter a Master Fund, Department, and Account. For example, account '10100 Checking' for companies 1, 2, & 3 can be linked to account 10100 on the Master Chart of Accounts. (See the illustration on the next page.)
8. Repeat steps 4 through 7 until all the companies have been linked to the Master Chart of Accounts.

The screenshot shows the 'Add/Change Accounts' dialog box. At the top, it displays 'GL Plus #0001 - Fiscal Year Beginning 1/1/2009'. Below this, there are two tabs: '1. Detail' (selected) and '2. Memo'. The 'Detail' tab contains the following fields:

- Account #: 10100
- Account Type: Asset (dropdown menu)
- Line Type: Detail (dropdown menu)
- Description: Checking #1
- Closing Acct #: (empty field with a dropdown arrow)
- Master Fund: 00000 (dropdown menu) General Fund
- Master Dept.: 000 (dropdown menu) Balance Sheet
- Master Account: 10100 (dropdown menu) Checking #1

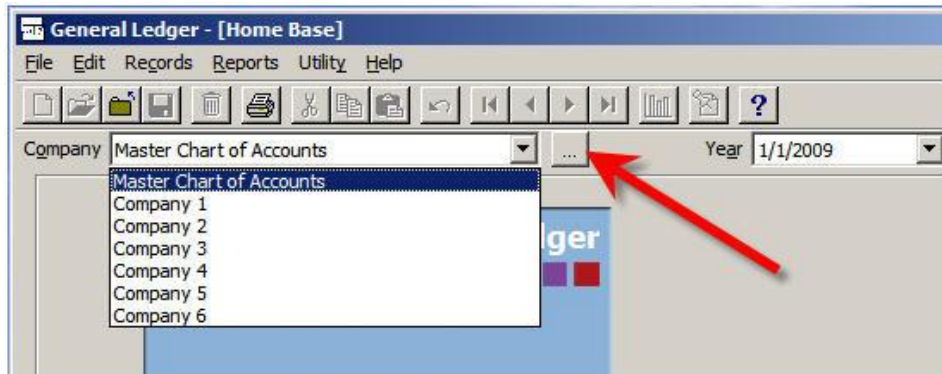
At the bottom of the dialog, there are three buttons: 'Apply', 'OK', and 'Cancel'. A blue rectangular box highlights the 'Master Fund', 'Master Dept.', and 'Master Account' fields and their corresponding dropdown menus.

Running Consolidated or Separated Reports in General Ledger

Consolidated reports aggregate the information from all companies into one, generating one report. Separated reports generate multiple reports at one time, one for each company.

Consolidated

1. Select Master Chart of Accounts from the General Ledger Home Base screen.
2. Click the pick button to the right and select which companies and funds to be consolidated on the report. This will create one report with combined totals.



Separated

1. Select a company from the General Ledger Home Base screen *other than* the Master Chart of Accounts.
2. Click the pick button to the right to select which companies and funds to report. This will create a separate report for each company and fund selected.

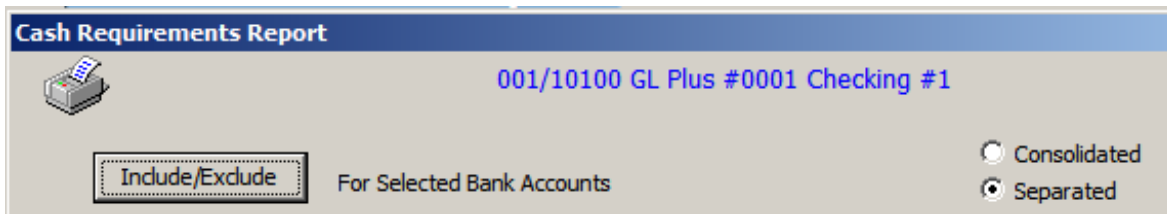
NOTE: All companies will need to have the same starting date as the Master Chart of Accounts in order to take advantage of these reporting features.

Update: The following reports will now allow consolidated reporting for companies with differing fiscal years: Balance Sheet, Budgeted Financial Statement, Chart of Accounts List, Income and Expense Statement.

Running Consolidated and Separated Reports in Accounts Payable and Accounts Receivable

Certain reports will display an 'Include/Exclude' button to allow you to select one or multiple companies and funds for reporting. Whenever multiple companies or funds have been selected, the 'Consolidated' and 'Separated' radio buttons appear as well. (See the illustration below.)

NOTE: *These radio buttons will not display if information is not selected within Include/Exclude.*



In **Accounts Payable** this option is available on these reports: Cash Requirements, Vendor Summary, and Aged Analysis.

In **Accounts Receivable** this option is available on these reports: Aged Trial Balance, Monthly Statements, Payment Report, Unapplied Cash List, and Inquiries.