

ERPro Training Notes

Financial Module – General Ledger

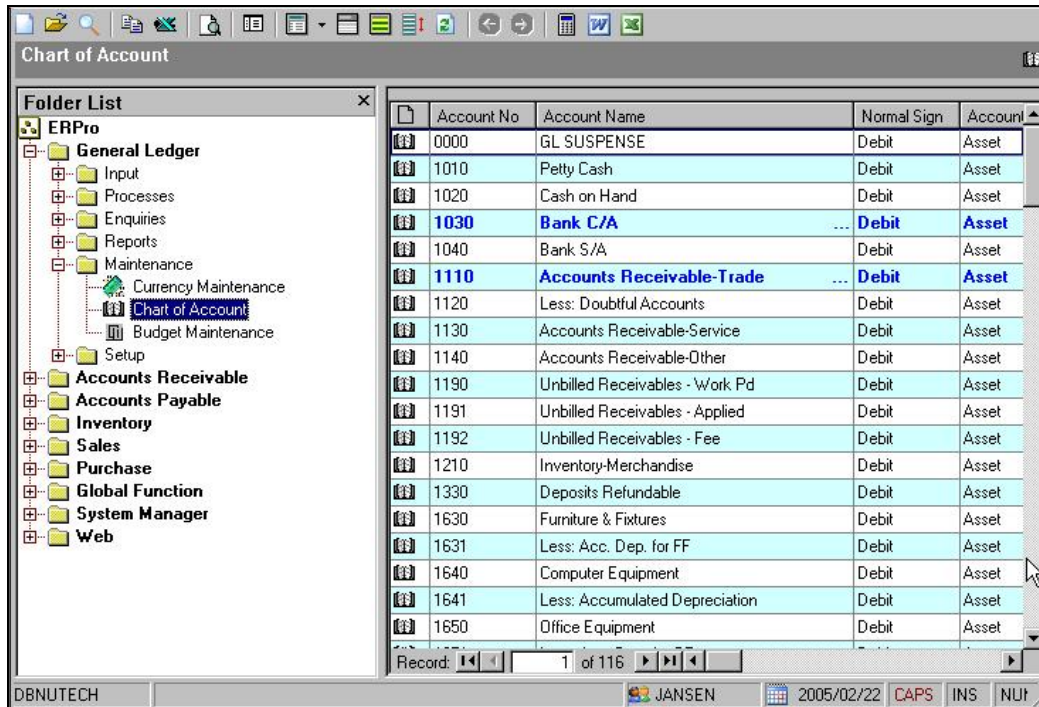
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Setup in General Ledger


Chart of Account

To set up the required accounts in General Ledger, go to General Ledger > Maintenance > Chart of Account.



Account No	Account Name	Normal Sign	Account
0000	GL SUSPENSE	Debit	Asset
1010	Petty Cash	Debit	Asset
1020	Cash on Hand	Debit	Asset
1030	Bank C/A	Debit	Asset
1040	Bank S/A	Debit	Asset
1110	Accounts Receivable-Trade	Debit	Asset
1120	Less: Doubtful Accounts	Debit	Asset
1130	Accounts Receivable-Service	Debit	Asset
1140	Accounts Receivable-Other	Debit	Asset
1190	Unbilled Receivables - Work Pd	Debit	Asset
1191	Unbilled Receivables - Applied	Debit	Asset
1192	Unbilled Receivables - Fee	Debit	Asset
1210	Inventory-Merchandise	Debit	Asset
1330	Deposits Refundable	Debit	Asset
1630	Furniture & Fixtures	Debit	Asset
1631	Less: Acc. Dep. for FF	Debit	Asset
1640	Computer Equipment	Debit	Asset
1641	Less: Accumulated Depreciation	Debit	Asset
1650	Office Equipment	Debit	Asset

Fig. 1-1

- i. It should be set all Balance Sheet accounts codes in a range, which are smaller than the Profit & Loss accounts. (E.g. Balance Sheet accounts' codes are from 10000 to 35000 while Profit & Loss accounts' codes are from 40000 to 59999).
- ii. After clicking the new button  ,

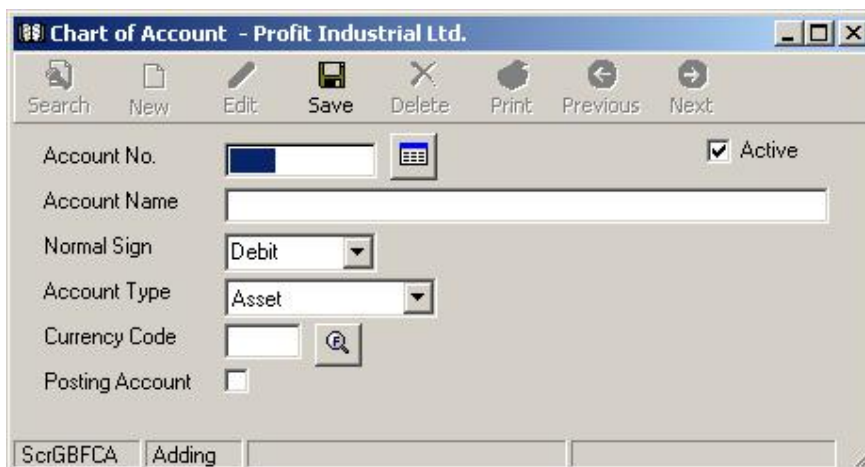


Chart of Account - Profit Industrial Ltd.

Search New Edit Save Delete Print Previous Next

Account No. Active

Account Name

Normal Sign

Account Type

Currency Code

Posting Account

ScrGBFCA Adding

- iii. input the Account Code in numeric form (E.g. 10000). The maximum length of the account code is 8. It is suggested that there is at least 100 differences between each account code.
- iv. To input the currency code for an account unless this account does not accept multiple currency.

GL Setup in Company Setup

After all the accounts are set, go to System Manager > Maintenance > Company Setup and click on the GL Setup tab page.

Company Setup - Profit Industrial Ltd.

General | **GL Setup** | AR Setup | AP Setup | IC Setup | SL Setup | PU Setup | CR Setup | BK Setup | Modules

Account Structure

Retained Earnings A/C: 4010

Current Earnings A/C: 4003

Last Balance Sheet A/C: 4999

First Income A/C: 5000

Last Income A/C: 5999

Fiscal Period

First Month of Year: 1

Current Fiscal Year: 2005

Current Period: 3

Open Period

From: 01/11/2004

To: 31/10/2005

Voucher Transactions

Show Reference No.

Show Particular

Show Cheque No.

Voucher Analysis Code Definition

Description	Length
1.	0
2.	0
3.	0
4.	0
5.	0

Document Numbers

Auto Voucher Number

Number Mask: V#####

Next Number: 10007

V10007

OK Reset Apply

scrGBFGP Modified: 17/08/2005 Created: 04/05/2001

Fig. 1-3

To input the following information:

- i. Retained Earnings A/C – Keeping the year-end balance of Profit & Loss Statement
- ii. Current Earnings A/C – The calculated earnings after previewing the Profit & Loss Statement
- iii. Last Balance A/C – The last account of the Balance Sheet
- iv. First Income A/C – The first account of the Profit & Loss
- v. Last Income A/C – The last account of the Profit & Loss
- vi. First Month of Year – The first fiscal month of the company
- vii. Current Fiscal Year – The current year of the fiscal period
- viii. Current Month – The current month
- ix. Open Period From – The first date of the system operates
- x. Open Period To – The last date of the system operates
- xi. Check the Auto Voucher Number check box if you wish the Voucher Number generated by the system.
- xii. Input the Number Mask with prefix and running number (represented

by #####)

The accumulated profit/loss amount will be brought forward to the Retained Earnings a/c after year-end posting and the current profit/loss amount will be brought forward to the Current Earnings a/c after previewing the Profit & Loss Statement.

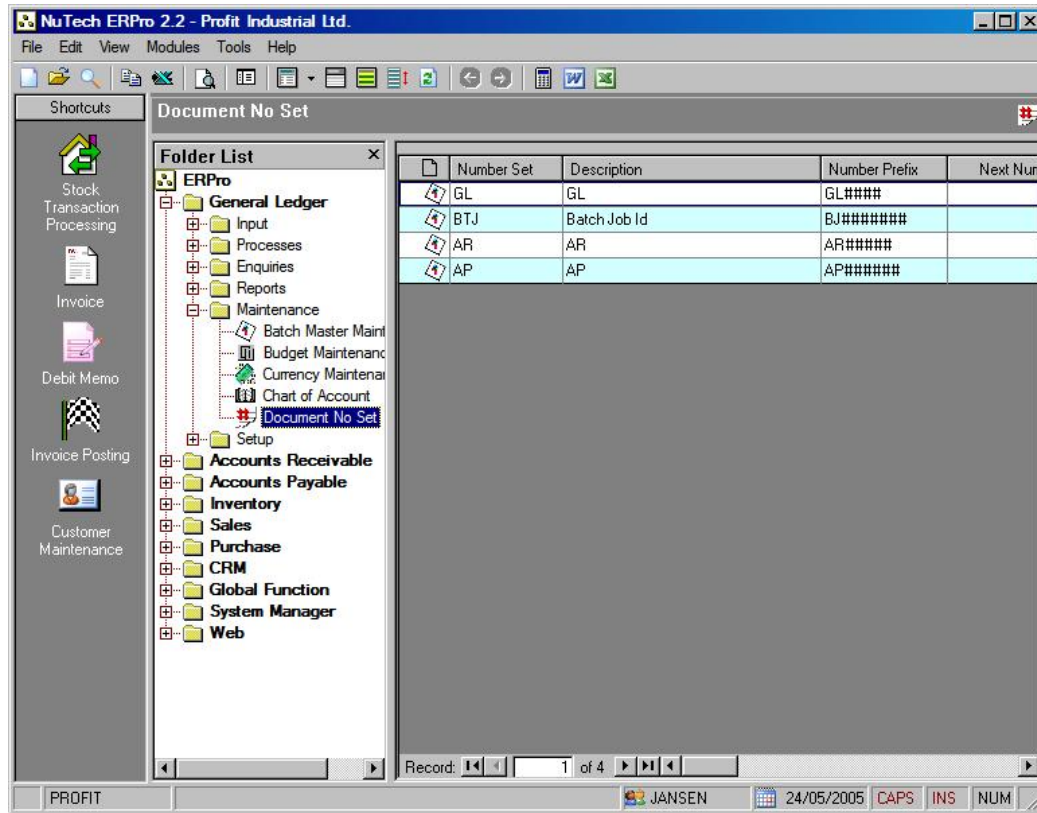
Remarks: To make sure that the base currency of the company is set.


All the Profit & Loss accounts and Retained Earnings account should be in the same currency.

Document Number Set

You can define different document number set for different kind of GL Voucher. For example, for payroll voucher, you can set the document number to PR-#####, etc.

To set up the required Document Number set in General Ledger, go to General Ledger > Maintenance > Document Number Set.



- i. After clicking the new button  ,

Number Set: PR

Description: Payroll Voucher

Number Prefix: PR-#####

Next Number: 1

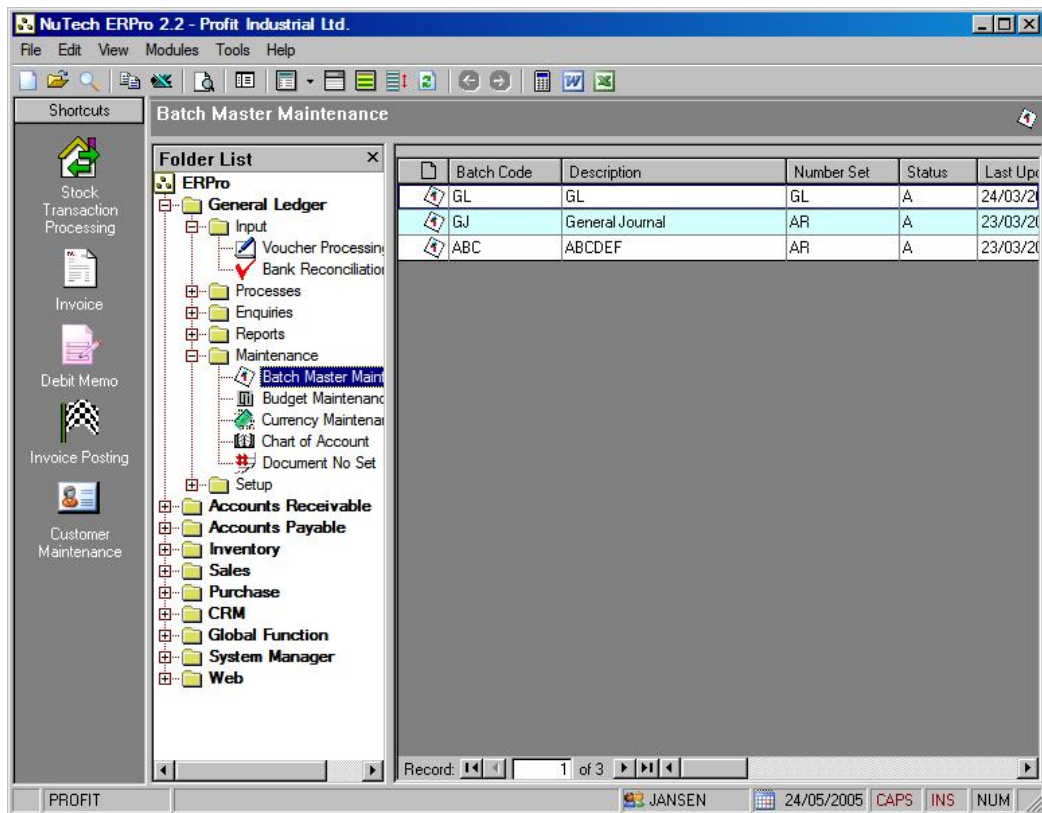
ScrGBFDN Adding


- ii. Input the Number Set, Description, Number Prefix and Next Number.

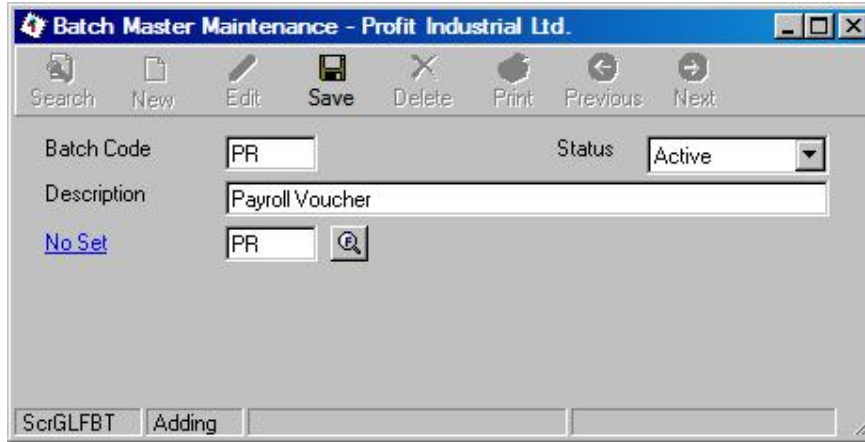
- iii. You can use the following symbol to define your document number.



- iv. Now you must define a Batch Code to associate with the document number set. go to General Ledger > Maintenance > Batch Master Maintenance.



- v. After clicking the new button  ,



Batch Master Maintenance - Profit Industrial Ltd.

Search New Edit Save Delete Print Previous Next

Batch Code PR Status Active

Description Payroll Voucher

No Set PR

ScrGLFBT Adding

- vi. Input the Batch Code, Description, and the Document Number Set that you defined in step ii.

Operations in General Ledger

Create a voucher

To entry a voucher in General Ledger, go to General Ledger > Form > Voucher Processing as shown in Fig. 2-1.

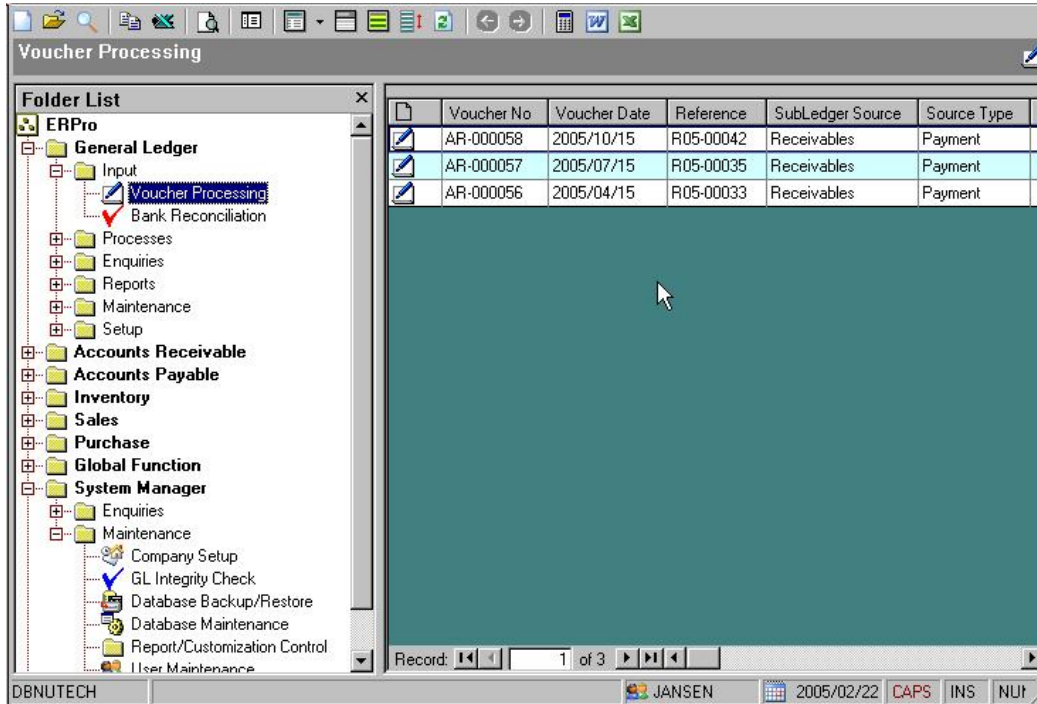


Fig. 2-1

- i. Press  to insert a new voucher.

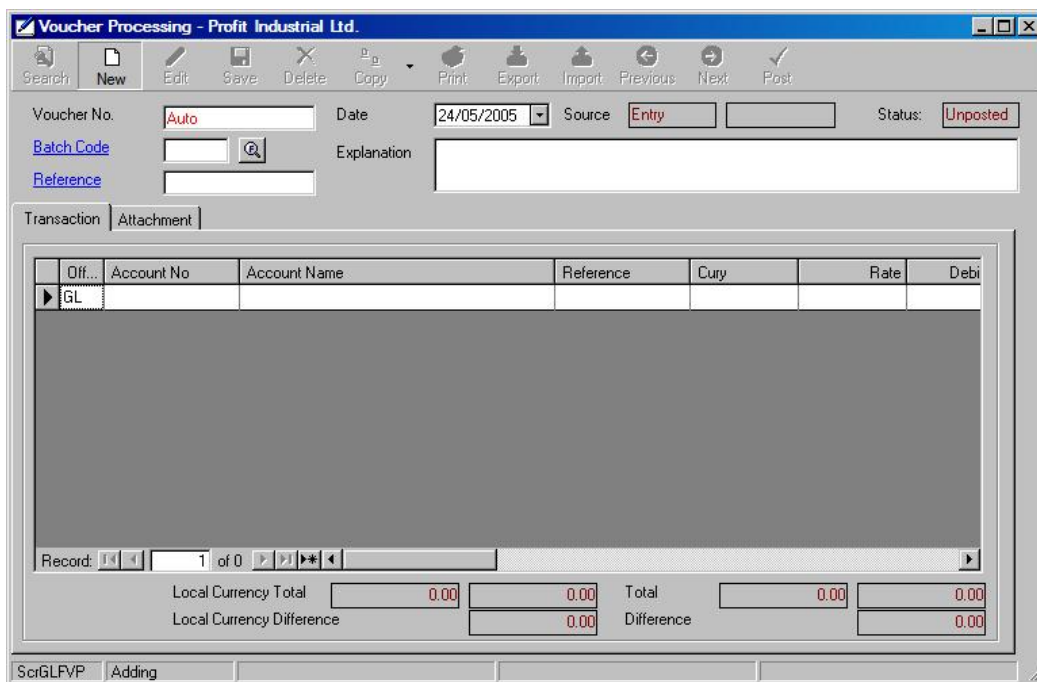






Fig. 2-3

- ii. When saving this voucher, the system will generate a voucher no. with the number prefix, 'VCmmd-####', which is defined in Company Setup (Fig. 1-3). Or, if you enter a Batch Code, the document number will use the Document Number Set associate with this batch code.
- iii. Input the Date, Reference and Explanation as needed.
- iv. Then select the account no. by pressing  or input the account no by manual. And select the currency code, then the default exchange rate is input. To enter the debit and credit amount by line to line. The difference between the total debit and total credit amount would be shown in the box at the bottom.
- v. When the voucher is balanced, save it by pressing  or abort it by pressing  at upper right corner.
- vi. If the voucher is confirmed, then press 'Post'  button to post it.

For AR/AP Offset processing, please visit

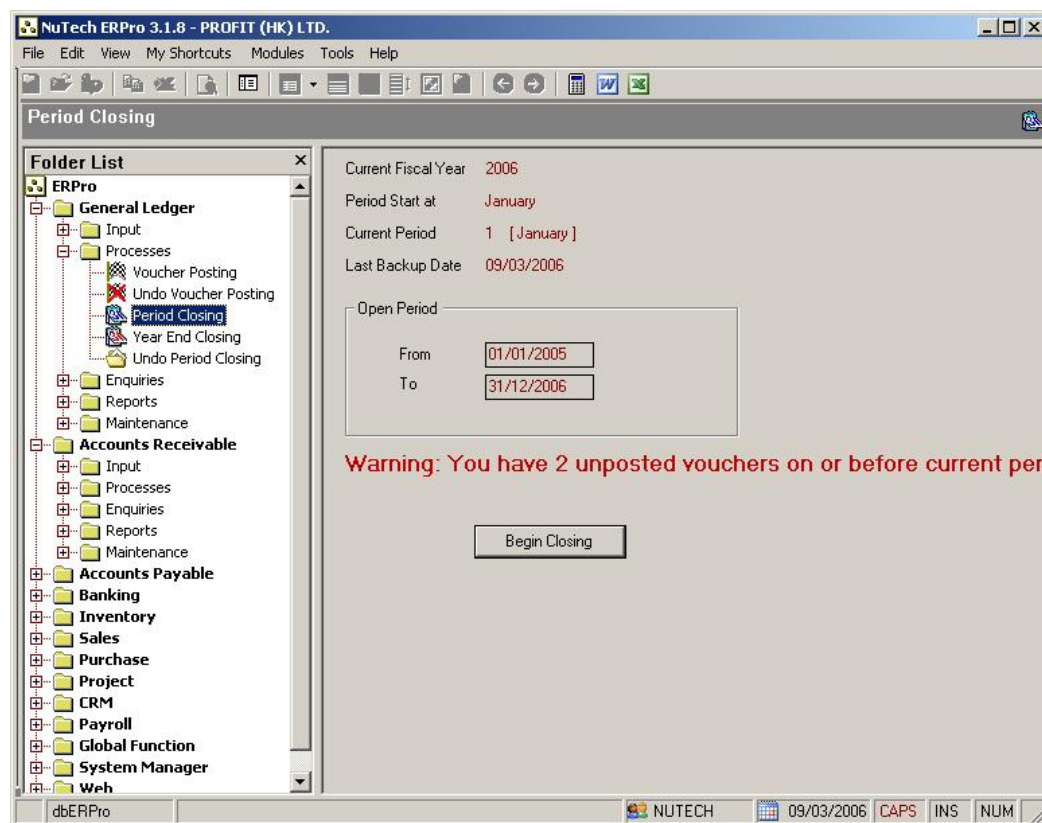
<http://www.nutech.com.hk/erpro/help/ERProARAPOffsetDemonstration.mht>.

Period Closing

Unlike Year-end Closing, there is no transaction generated when performing Period Closing. The purpose of Period Closing is the increase the Open Periods to one month.

Open Periods including GL Open Period, AR Open Period, AP Open Period and IC Open Period.

The initial Open Periods are defined in System Manager -> Maintenance -> Company Setup.



Year-end Closing

To year-end the financial year, go to General Ledger > Processes > Year-end Closing (Fig. 2-4).

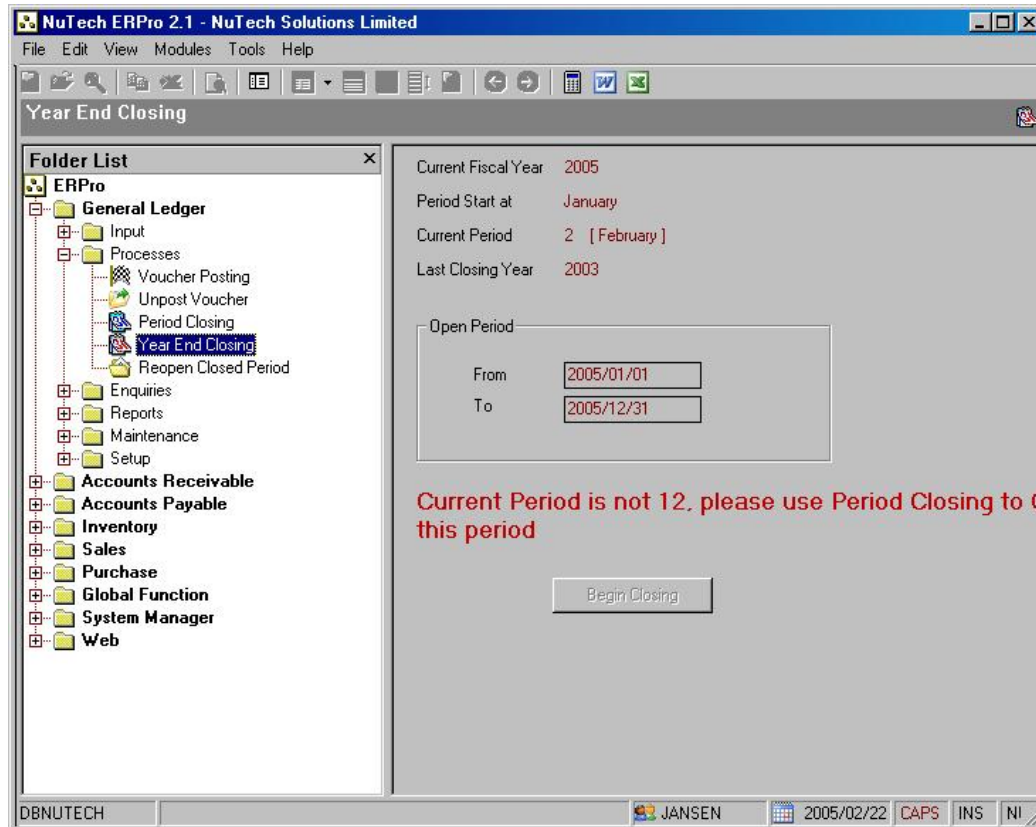


Fig. 2-4

- i. For example, financial year is from 1 Jan. 2005 to 31 Dec. 2005 as in Fig. 1-3 where the first month of year is set to 1 (Jan.) and the current fiscal year is set to 2005.
- ii. To year-end year 2005, to press "Begin Closing" button. ("Begin Closing" button only appear only if the current period is 12, other go to Period Closing to close the period to 12)
- iii. Then all the accounts will be balanced to 0 and brought forward to the next year. To see the balance brought forward amount of all accounts, go to preview the trail balance by period report.
- iv. The current fiscal year in the GL Setup tab page in Company Setup will be incremented by 1 year that is set to 2006 after year-end closing.
- v. You can undo Year-End Closing by go to General Ledger -> Processes

-> Undo Period Closing.

General Ledger

