General Ledger Accounts

The General Ledger Accounts (or GL Accounts) contain a chart of accounts that you can use in your account transactions, such as invoicing. Although an extensive list of accounts has been set up, you have the option of adding new account entries to the list to enable you to provide more detail in your transactions. You can edit or delete the accounts that you create, but you cannot change the standard list of accounts.

To display the list of general ledger accounts

Click "**Accounts**"

Click "**GL Accounts**"

NOTE:

The Balance against each account is the balance as at today's date and includes all the transactions for that account.

To locate one or more accounts in the list

The list of accounts is very large; however, apart from browsing through the list, you can change the view so you only see the accounts that you are interested in by applying one or more filters.

For example, to see all the accounts with the word "book" in their Account Name:

Click on the "**Down Arrow**" button in the Account Name column header.

Click on "**Filter**" to display the filter details

Select "**Contains**" from the list of filter options.

Enter the text "book" (it doesn't matter if you enter the text in upper, lower, or mixed case).

Click on the "**Filter**" button to display the records that match the filter.

To remove all the filters

Click the [icon] "**Clear all Filters**" button.

All the filters will be removed, all the accounts will be displayed, and the [icon] "**Clear all Filters**" button will be disabled and displayed in light grey.

## To refresh the list of accounts

If you set filters for multiple columns, you will need to select the [icon] "**Search**" button to apply all the filters to the list of accounts.

NOTE:

The filters are remembered, which means if you close the window, the next time you open the GL Accounts window the filters will still be applied to the list of accounts. To clear the filters, you will need to click the

[icon] *"Clear all Filters" button.*

To create a new GL Account

Click the *"Create GL Account" button.*

The following window will be displayed:
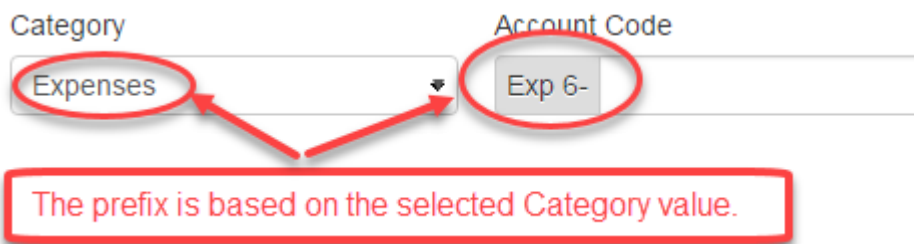
You must enter the Account Name, Category, and the Account Code before the "**Save**" button will be enabled to allow you to save the account details.

A standard prefix will be applied to the Account Code based on the Category you select. For example, if you select "Expenses" as the Category, "Exp 6-" will prefix the Account Code you enter.

The Other Accounts in Category field allows you to optionally associate this account with another account in the same category.

You only need to enter an Opening Balance and/or an Opening Balance Date if you are transferring your accounts from another accounting system.

If you anticipate that you will have to pay or charge GST on most of the transactions for the account, you should set the Default Tax Percentage value to "GST 10%".

The Active check box should be checked (or ticked); otherwise, you won't be able to use this account in future transactions.

The Description field is optional, but it allows you to enter some notes about the account, such as what the account is used for.

Once you have entered the details, click the **"Save"** button to save the account details.

To delete an account you have created

You can't delete any of the standard accounts, but you can delete an account that you have created, provided you haven't entered any transactions for that account.

From the list of accounts, click the ⊠ **"Delete"** button for the account you wish to delete and a small window will be displayed requesting you to confirm the deletion.

To inactivate an account

Although you can't delete an account once you have created a transaction involving that account, you can mark the account as "Inactive" to prevent you from using the account in future transactions.

From the list of accounts, click the ✏ **"Edit"** button for the account and the account details will be displayed.
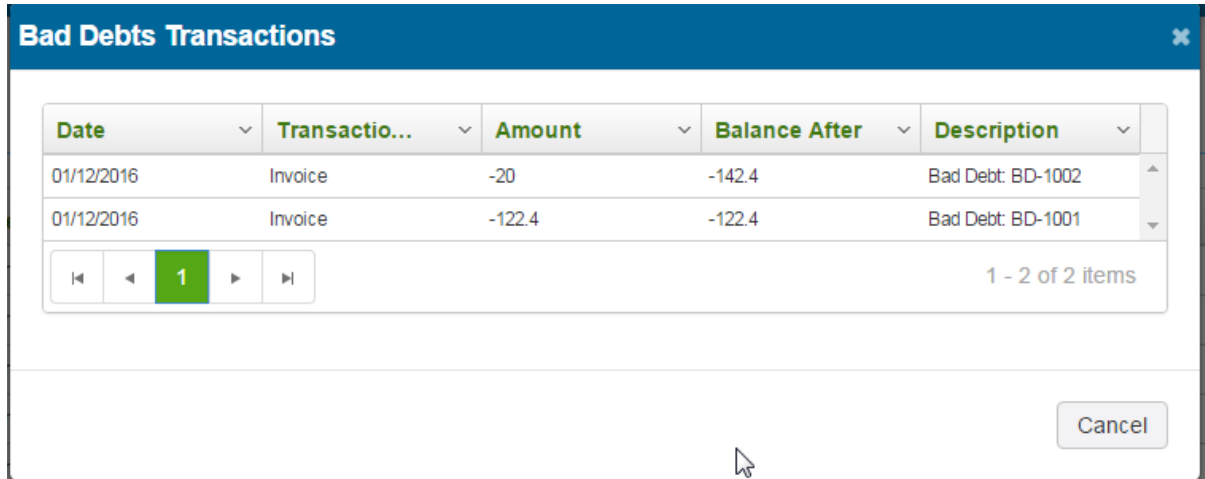

Uncheck (or untick) the Active checkbox.

Click the "**Save**" button.

To view a list of transactions that have been allocated to an account

From the list of accounts, click the [🔍] **"View transactions"** button for the account and a window will be displayed containing a complete list of all the transactions that have been applied to the account.

For example, the following window was displayed for the Bad Debts account: