G/L Overview

2016 - Fall Edition

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Overview

The General Ledger Overview provides users with an opportunity to view and define how General Ledger accounts roll up into the Financial Statements. Within the Overview, users can easily drill-down into the Financial Statement Groupings to see the details of the included accounts, and can also create and edit account groupings.
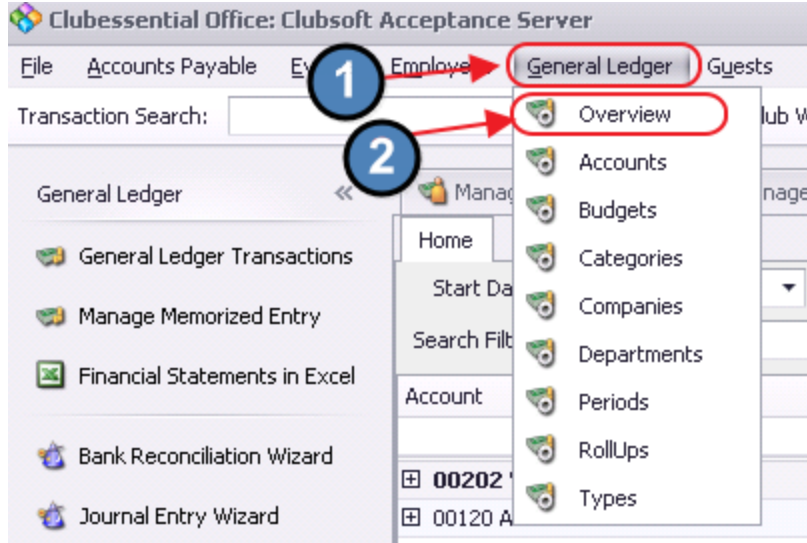
Use Case(s)

When adding a new expense account to the General Ledger, ensure it rolls up into the desired Maintenance and Repair Line within the Operating Expenses section of the Income Statement.

Accessing the Tool

To access the Overview, go to the Top Toolbar:

1) Click on **General Ledger**
2) Then, click on **Overview**

General Features

The General features available when viewing any Report Type are as follows:

1) **Drill-Down** - Click the **+** sign to see the accounts included in the rollup.
2) **Re-order** - Highlight the account line and then use the **up/down arrows** to move it.
3) **Preview** - Click the Report Icon to preview the changes on the Financial Report selected.
4) **Account Maintenance** - Double click on an account to open its maintenance screen.
5) **Company Selection** - If applies, select the Company.
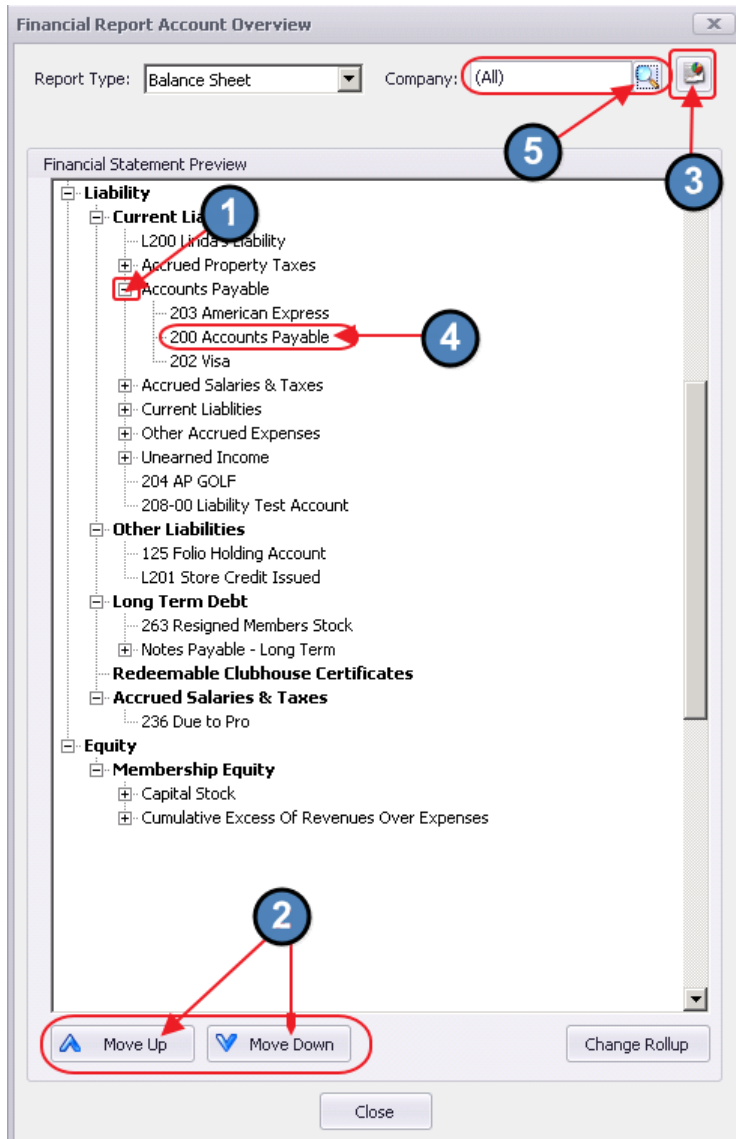
Report Type

To change the Report Type from Balance Sheet to either the Consolidated Income or Departmental Income report, click on the **drop-down arrow** in the **Report Type** field, and select the desired report type.
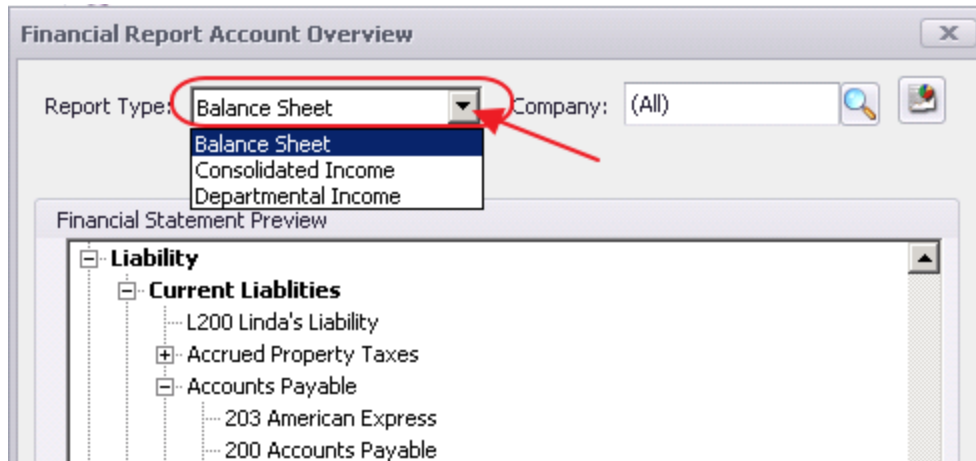

For Departmental Income Report Type, note a new **Department** field will appear. Use the Lookup feature for assistance. Select the desired Department to populate field.
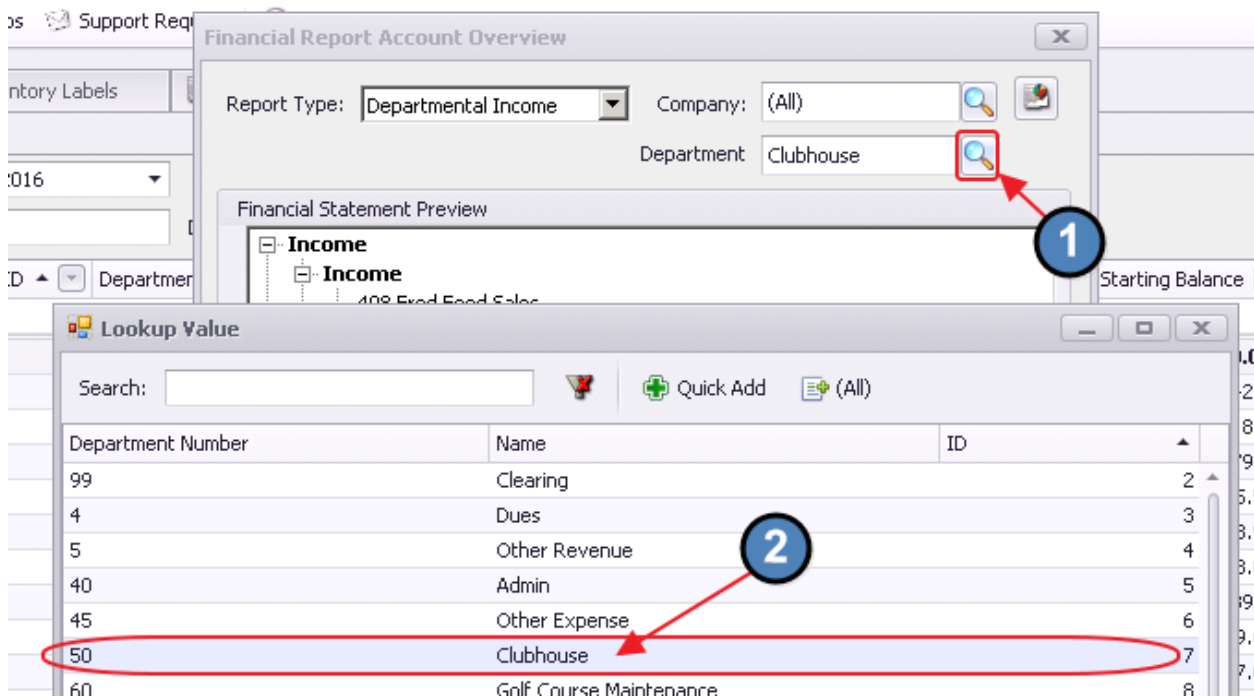
Advanced Feature

Change Rollup

Use the Change Rollup feature to create/edit Account rollups and easily preview how the changes will look. When viewing the Account Structure for the Report Type, hold the **CTRL key** and select the accounts to be included in the rollup. Then, click **Change Rollup.**
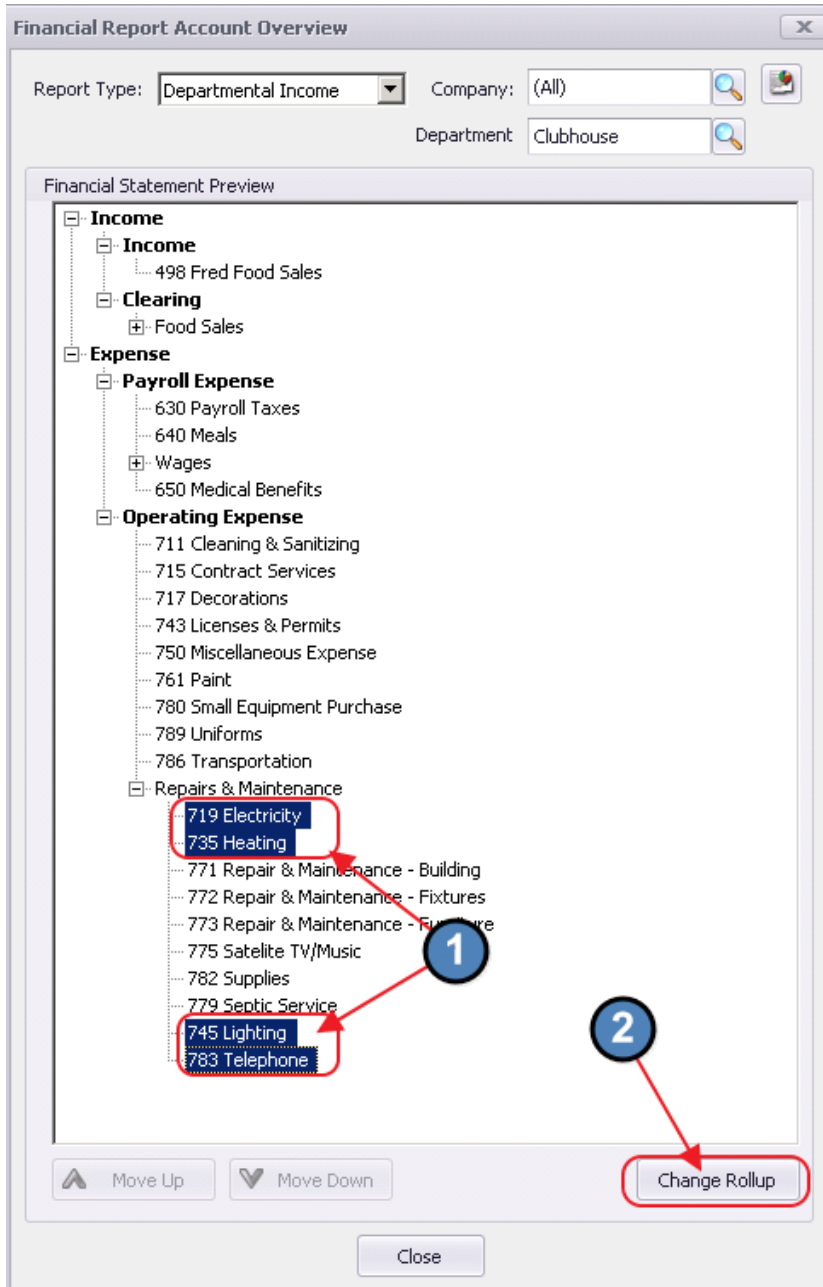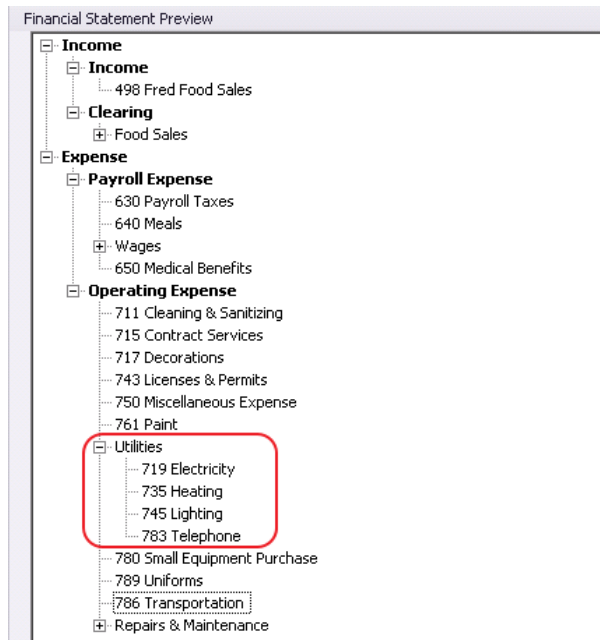
Note: The Ledger Category for the Rollup and Account must be the same; only rollups that match the Account Ledger Category will be listed. As such, if the Account category is Income you will not see Expense Rollups listed.
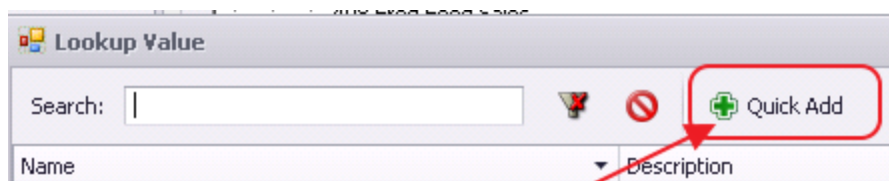
Select a rollup (double-click on it) from the existing list if appropriate.
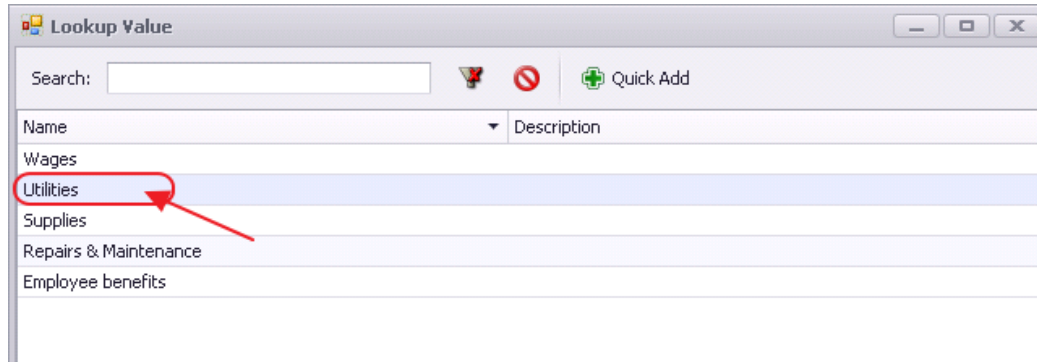
Accounts will be moved to selected rollup.

To create a new rollup, after selecting the accounts to change rollup, click **Quick Add** in the lookup screen.
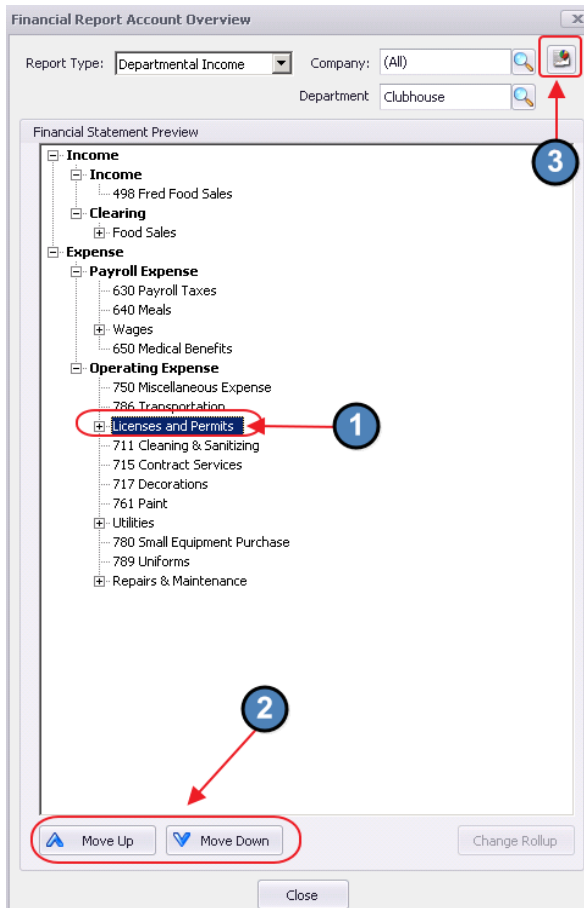
Enter the **Name**. Then, select a **Ledger Category**. Use the Lookup feature for assistance.
Note, this category must be the same as the accounts for rollup. Enter an optional
Description. Next, designate whether the rollup should be included on **Departmental** and/or
Consolidated Financial Statements. **Save and Close** when finished.
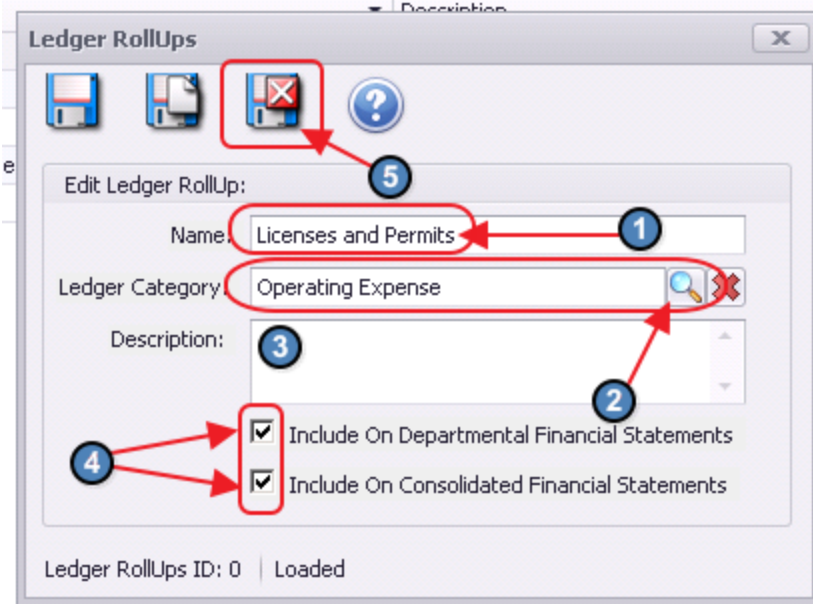
New Rollup will display.

Remember to use the **Move Up/Move Down** feature to re-order the position of the rollups/accounts. Click the **Report** Icon to preview what the new rollup will look like on the selected Financial Report Type.
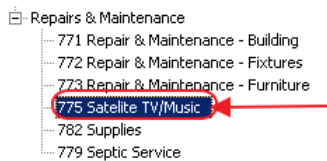
Best Practices

Preview changes made utilizing the Report Viewing icon to ensure Account rollup edits, translate into the desired reporting outcome.
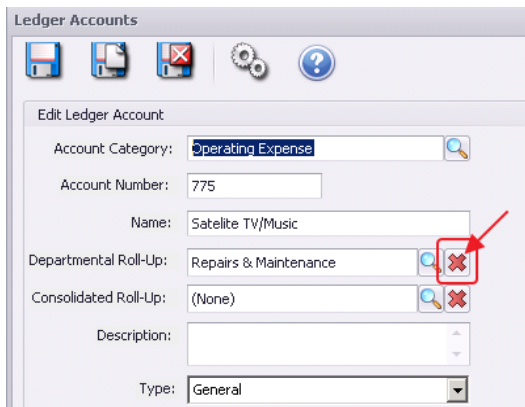
Common Questions and Concerns

How do I move an account out of a rollup I have established?

Double-click on the Account.

Within the Ledger Accounts maintenance screen, click the **X** next to the Departmental Roll-Up field to clear out roll-up account.

Then, click **Save and Close**.