

Managing GL Accounts

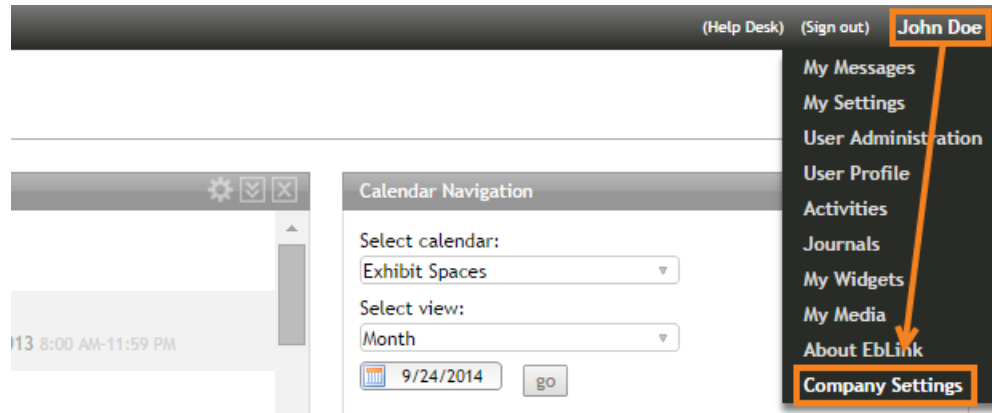
Updated: September 29, 2014

This document will walk you through:

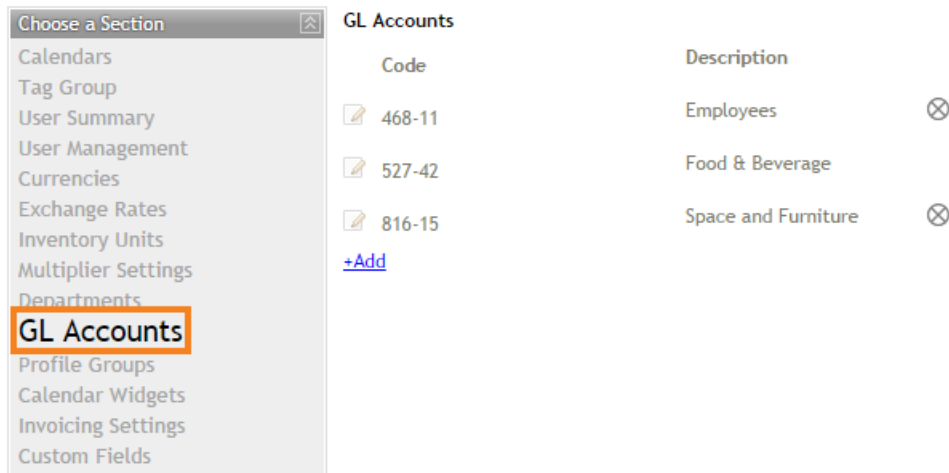
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Navigating to the GL Accounts Page

1. Hover over your name in the upper-right corner of the browser window.
2. Click **Company Settings**.

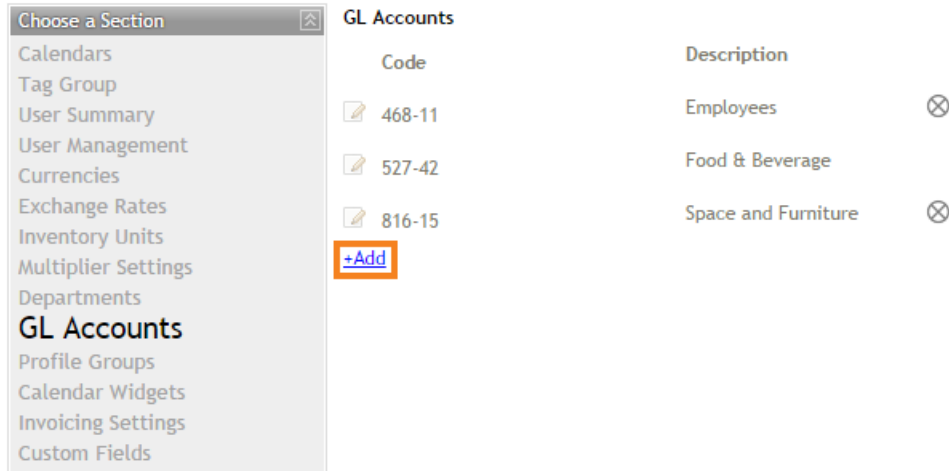


3. Click **GL Accounts**.

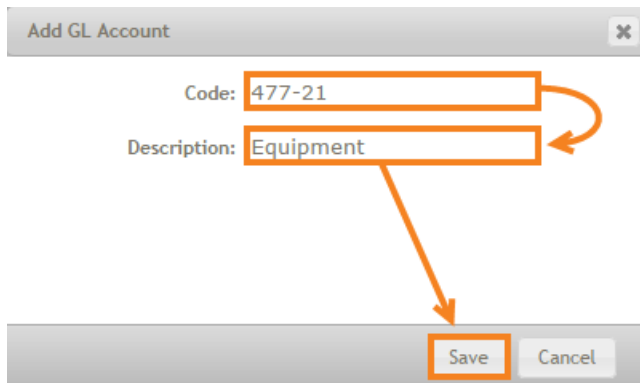


Adding a GL Account

1. Click **+Add**.

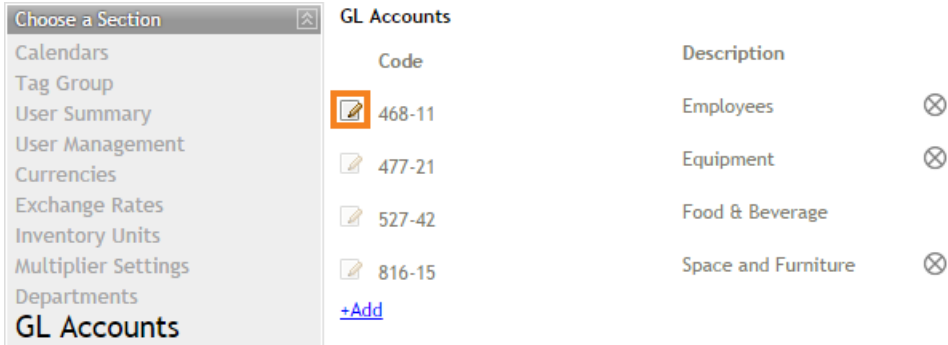


2. Type the ledger code for the GL account.
3. Type a description for the GL account.
4. Click **Save**.

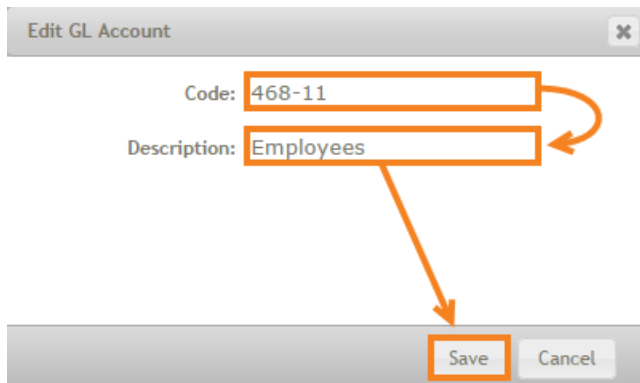


Editing a GL Account

1. Click the pencil-and-paper icon next to the GL account you want to edit.



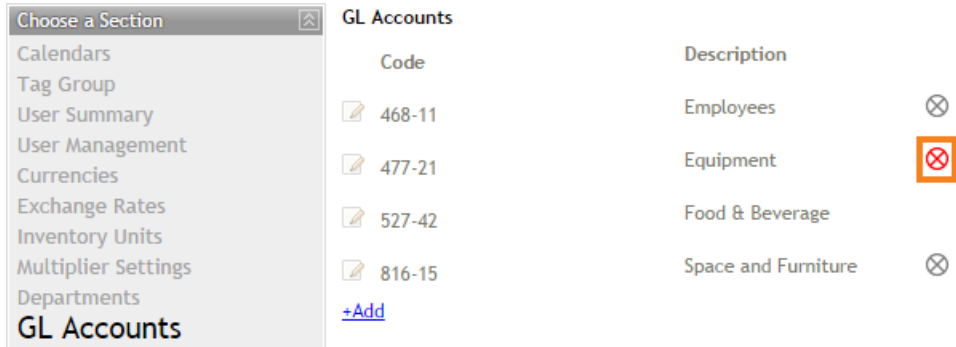
2. Type the ledger code for the GL account.
3. Type a description for the GL account.
4. Click **Save**.



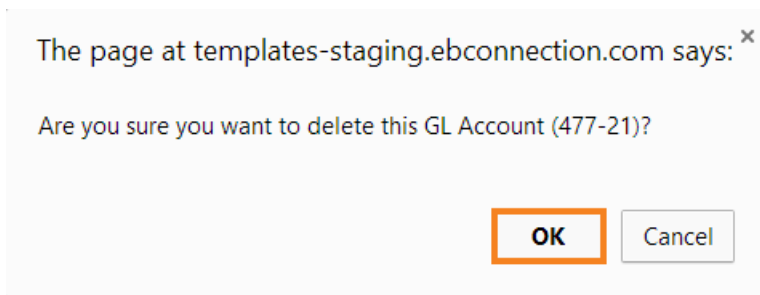
Deleting a GL Account

1. Click the circled X to the right of the GL account you want to delete.

Note: GL accounts that are in use cannot be deleted and will not have a circled X.

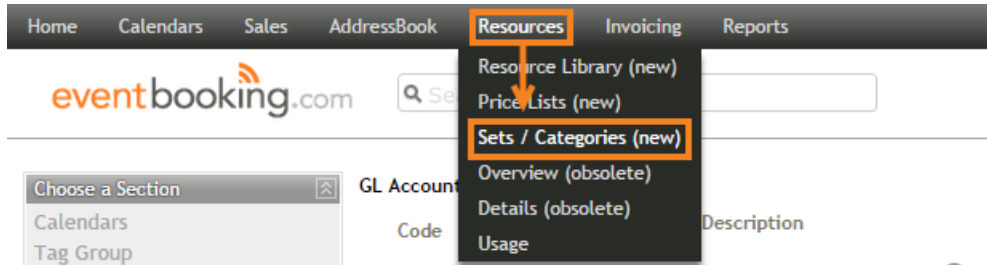


2. Click **OK** to confirm that the GL account should be deleted.

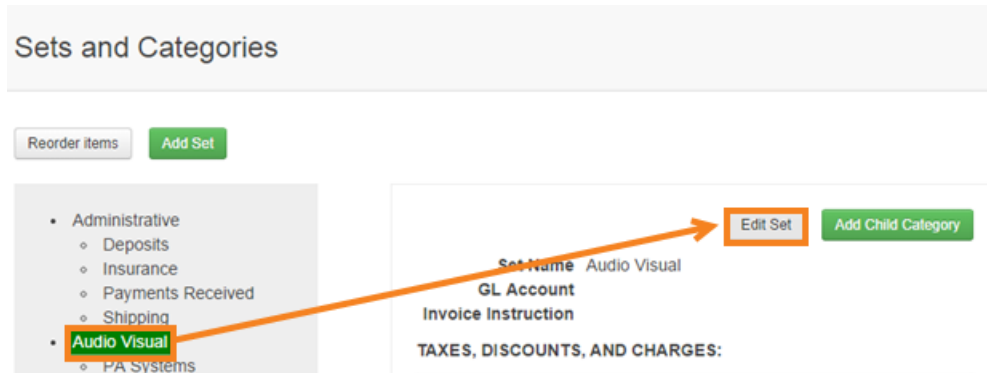


Assigning a GL Account to a Set or Category

1. Hover over **Resources**.
2. Click **Sets / Categories (new)**.



3. Click the set or category to which you want to assign a GL account.
4. Click **Edit Set** or **Edit Category**.



5. Select the GL account from the drop-down.
6. Click **Save**.

Edit Set

Set Name:

GL Account:

Invoice Instruction:

Taxes, Discounts, and Charges:

<input type="checkbox"/>	468-11	
<input type="checkbox"/>	477-21	Applied multipliers on child categories and resources!
<input type="checkbox"/>	527-42	
<input type="checkbox"/>	816-15	

<input type="checkbox"/>	Sales Tax (9.25%)	9.25%
<input type="checkbox"/>	New Client Discount	100
<input type="checkbox"/>	Service Charge (Arena)	5%
<input type="checkbox"/>	Service Charge (CC)	10%
<input type="checkbox"/>	Service Charge (Other)	7.5%
<input type="checkbox"/>	Alcohol Tax	9.25%
<input type="checkbox"/>	Sales Tax (7%)	
<input type="checkbox"/>	Repeat Client Discount	10%

The GL account is now applied to the set or category and is being inherited by any categories and resources in it.

Category Name PA Systems
GL Account 477-21 (Specified at Audio Visual)
Invoice Instruction

Category Name

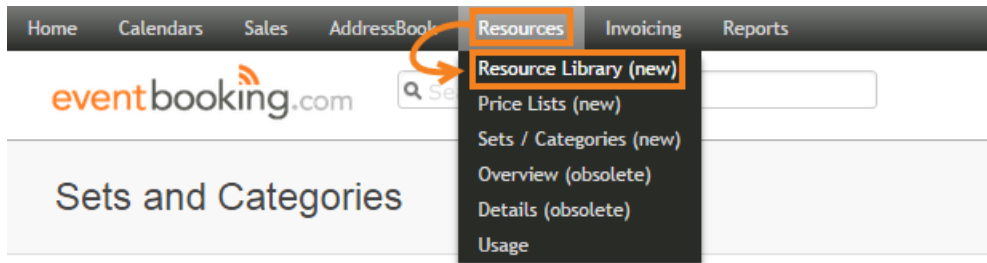
GL Account

Actions

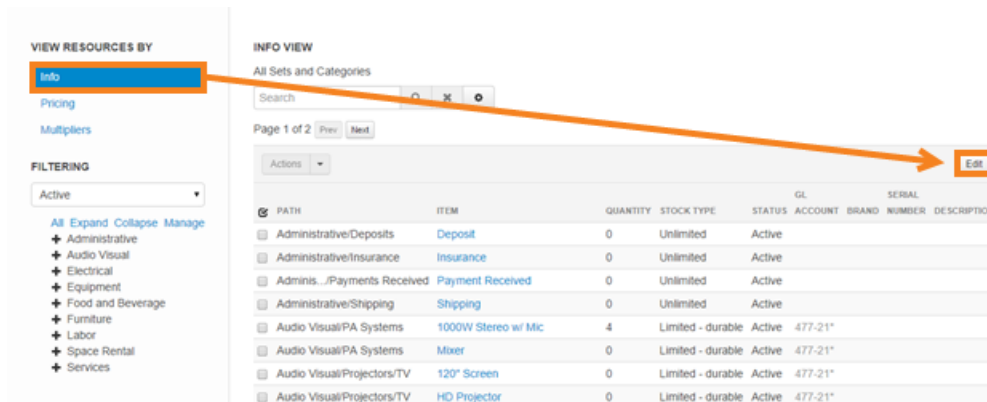
	PATH	ITEM	QUANTITY	STOCK TYPE	STATUS	GL ACCOUNT	SERIAL	DESCRIPTION
<input type="checkbox"/>	Administrative/Deposits	Deposit	0	Unlimited	Active			
<input type="checkbox"/>	Administrative/Insurance	Insurance	0	Unlimited	Active			
<input type="checkbox"/>	Adminis.../Payments Received	Payment Received	0	Unlimited	Active			
<input type="checkbox"/>	Administrative/Shipping	Shipping	0	Unlimited	Active			
<input type="checkbox"/>	Audio Visual/PA Systems	1000W Stereo w/ Mic	4	Limited - durable	Active	477-21*		
<input type="checkbox"/>	Audio Visual/PA Systems	Mixer	0	Limited - durable	Active	477-21*		
<input type="checkbox"/>	Audio Visual/Projectors/TV	120" Screen	0	Limited - durable	Active	477-21*		
<input type="checkbox"/>	Audio Visual/Projectors/TV	HD Projector	0	Limited - durable	Active	477-21*		
<input type="checkbox"/>	Audio Visual/Projectors/TV	Projector	5	Limited - durable	Active	477-21*		
<input type="checkbox"/>	Audio Visual/Telecom	Ethernet - 10Mbps	0	Unlimited	Active	477-21*		
<input type="checkbox"/>	Audio Visual/Telecom	Telephone Connection (2-line)	0	Unlimited	Active	477-21*		
<input type="checkbox"/>	Audio Visual/Telecom	Wi-Fi Access 10Mbps	0	Unlimited	Active	Equipment (Specified at Telecom)		
<input type="checkbox"/>	Electrical/Electrical	20 AMP Circuit - 100 Meters	0	Unlimited	Active			

Assigning GL Accounts to Resources

1. Hover over **Resources**.
2. Click **Resource Library (new)**.



3. Click **Info**.
4. Click **Edit**.



5. Select the GL account for the resources from the drop-downs.
6. Click **Save**.

Edit Info

PATH	ITEM	STOCK TYPE	STATUS	GL ACCOUNT
Administrative/Deposits	<input type="text" value="Deposit"/>	Unlimited ▾	Active ▾	Inherit ▾
Administrative/Insurance	<input type="text" value="Insurance"/>	Unlimited ▾	Active ▾	Inherit ▾
Adminis.../Payments Received	<input type="text" value="Payment Received"/>	Unlimited ▾	Active ▾	Inherit ▾
Administrative/Shipping	<input type="text" value="Shipping"/>	Unlimited ▾	Active ▾	Inherit ▾
Audio Visual/PA Systems	<input type="text" value="1000W Stereo w/ Mic"/>	Limited - durable ▾	Active ▾	Inherit ▾