

## General Ledger Flow throughout STEP1

### Accounts Receivable

#### **Enter Customer Payments & Enter Group Payments**

G/L Discount Acct can be modified in Super, Sys Opts tab, G/L tab

G/L Cash Acct can be modified see below

Customer Payment Methods are: Credit Card, Check, Cash, EFT and CM Apply. Credit Card, Check and Cash payment methods have a default cash in bank account that can be modified in Super, Company/Branch Info, Branches, highlight Branch, click Modify Branch Info, G/L Interface tab

#### **Enter Balance Adjustment**

Allows 9 G/L account entries. Will show default for G/L Acct 1. Modify default in Super, Sys Opts tab, G/L tab – Cust Bal Adjusts Default

#### **Customer Service Charges**

Default G/L account. Modify Service Charges default in Super, Sys Opts tab, G/L tab

### Accounts Payable

#### **Enter Vendor Invoice/Credit Memo**

Allows 9 G/L account entries. Will show vendor default for G/L Expense Acct 1 & 2. Modify Vendor Info to change default for G/L Expense Acct 1 and 2

Default Freight account can be modified in Super, Sys Opts tab, G/L tab

A/P-PO Reconcile Acct (if turned on). Modify in Super, Sys Opts tab, G/L tab

#### **Modify Vendor Information**

Each vendor can have two G/L Expense account defaults. Modify Vendor Info to change defaults

#### **Enter Balance Adjustment**

Allows 9 G/L entries. Will show vendor default for Expense Acct 1 & 2. Modify Vendor Info to change faults

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## AP Checks

### **Enter Hand Checks and Generate Recommended Pmts**

There is a default checking account for both payment types. Call STEP1 for assistance in changing the default checking account

### **Enter Open Invoice Check**

Can modify the G/L Discount Acct only. Default can be modified in Super, Sys Opts tab, G/L tab

### **Enter Expense Checks**

Allows 9 G/L entries. Will show vendor default for Expense Acct 1 & 2. Modify Vendor Info to change default

Default for Freight account. Modify in Super, Sys Opts tab, G/L tab

## Bank Reconciliation

G/L entries for Service Charges and Interest Earned can be modified when using Bank Rec.

Defaults can be modified in Super, Sys Opts tab, G/L tab, Modify Checking Account G/L Interface Accounts

## Dmain

A/R tab - Customers tab - can use Adjust Balance procedure. Sales Tax Areas tab - can modify G/L Account defaults for all sales tax areas

A/P tab – Vendors tab - can modify vendor G/L defaults, and use Adjust Balance procedure

I/C tab – Inventory Items tab - can modify G/L defaults for sales, cost of sales, and inventory for each inventory item

G/L tab – can setup & modify G/L Accounts, G/L Departments & G/L Framework Codes

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## General Ledger

Enter G/L Transaction

Modify G/L Account Info and Setup New G/L Acct. Ledger Consolidation Opts are available on G/L accounts. An example would be consolidating A/R customer payments into one entry for each posting batch – modify the G/L account for your Cash in Bank account that the customer payments post to. In the Ledger Consolidation Opts box click Consolidate A/R Entries and Consolidate Debit Entries

Setup Recurring G/L transactions in Recurring tab

## Order Desk

Allows modification of sales, cost of sales and inventory G/L accounts on individual line items on orders. Inventory item defaults can be modified in DMain, I/C tab, Inventory items tab

## Supervisor Console

**Sys Opts Tab, G/L tab – G/L Interface Accounts** can be modified for A/R, O/B, and A/P

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STEP1 Supervisor Console \* STEP1 Supply (Kathie Demo)

File Logs Search Reports SavedQueries Help

Status | DBQ/DBComm | DBAgent | Data Checks | Users | PostPeriod | Company/Branch Info | **SysOpts** | Order Entry | Order Review | Billing | A/R | I/C | **G/L** | CSS | CPM/RebateMgr | SNAP | Database Backup | Lead Tracking

**G/L System Options**

Financial Reports Disclaimer: <b>Prepared without audit</b>		
Net Income (Current Yr): <b>3750</b>	First Fiscal Month: <b>Jan</b>	High Balance Sheet Major: <b>3998</b>
Retained Earnings (Prior Yr): <b>3760</b>	Multi-Department? <b>N</b>	Consolidate G/L Entries? <b>Y</b>
	OE G/L Dept Override Opt: <b>N</b>	OE Labor Allow Inventory Override? <b>N</b>
	OE Use WH Inventory Acct? <b>N</b>	SD Use SDept G/L Dept Override? <b>N</b>

**A/R - G/L Interface Accounts**

Accounts Receivable	<b>1100</b>	<b>Accounts Receivable - Trade</b>
Pmt Cash/CC Receipts	(The AR/POS CreditCard/Check/Cash Payment Receipts interface accounts are by Branch).	
Payment Discounts	<b>4800</b>	<b>Customer Discounts</b>
Service Charges	<b>7250</b>	<b>Customer Service Charges</b>
Cust Bal Adjusts Default	<b>4100</b>	<b>Sales</b>

**O/B - G/L Interface Accounts**

Freight Charges	<b>5300</b>	<b>Freight Expense</b>
Miscellaneous Charges	<b>6900</b>	<b>Miscellaneous Expense</b>
Prepaid Deposits	<b>1040</b>	<b>Cash In Bank - Checking</b>
Modify Special Line G/L Interface Account Defaults	Cost Of Sales Entry? <b>Y</b>	Modify Inventory Item G/L Interface Account Defaults

**A/P - G/L Interface Accounts**

Accounts Payable	<b>2100</b>	<b>Accounts Payable - Trade</b>
Vendor Discounts	<b>4900</b>	<b>Supplier Discounts Taken</b>
Freight Expense	<b>5300</b>	<b>Freight Expense</b>
A/P-PO Reconcile Acct	<b>5210</b>	<b>Inventory Variance</b>
Modify Checking Account G/L Interface Accounts	Reconcile AP-PO? <b>Y</b>	Modify Vendor Expense Account Defaults