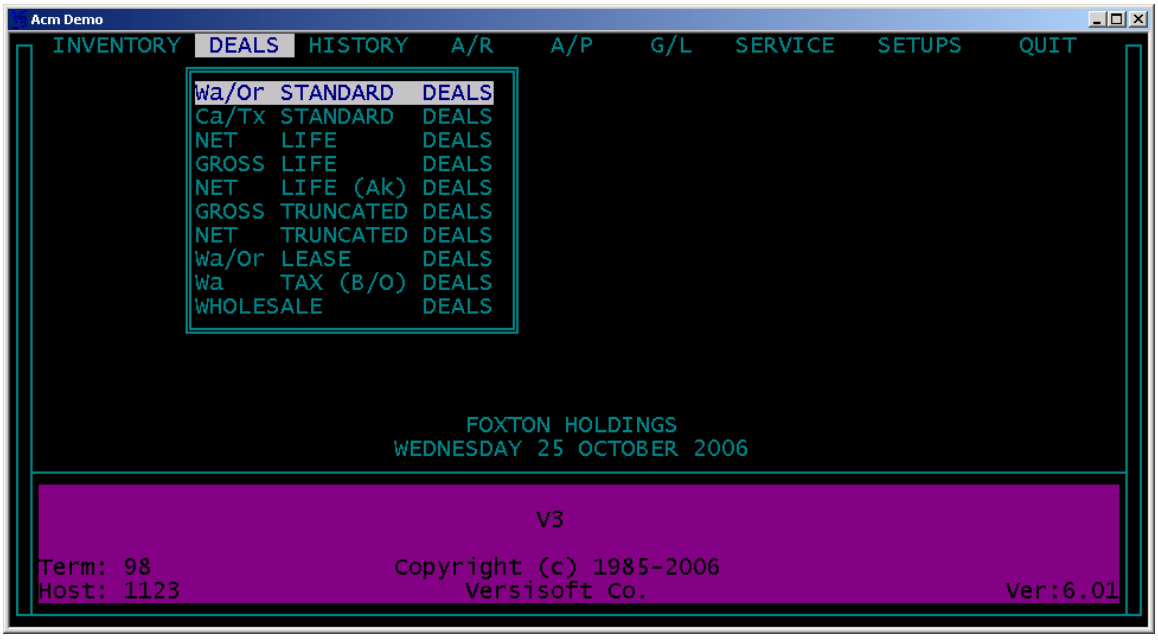
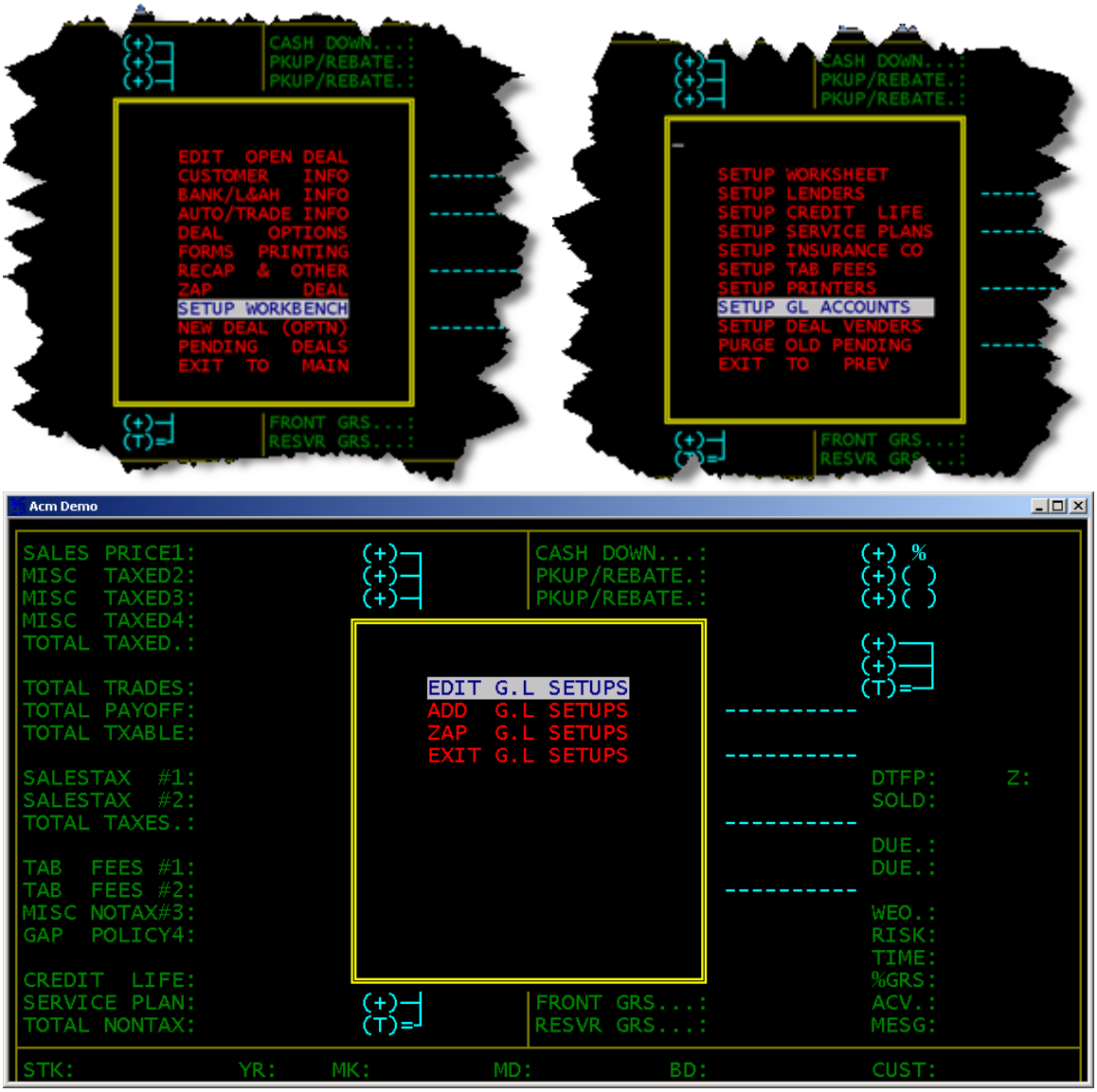
## SETUP WORKBENCH-GL ACCOUNTS

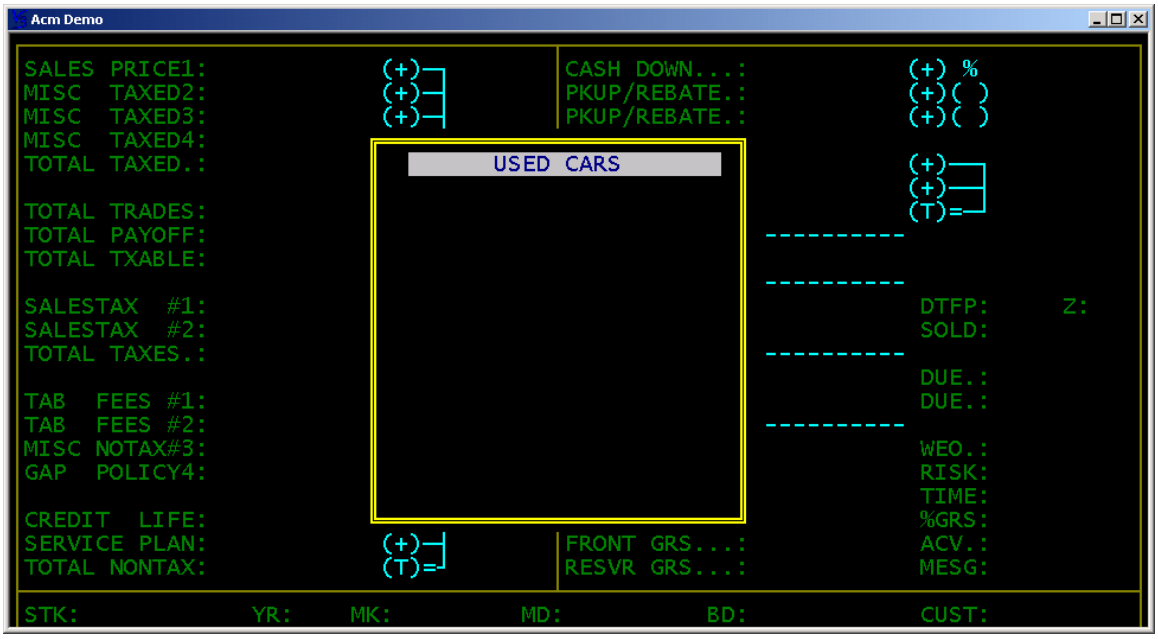
The **GL ACCOUNTS** module holds all the **GL ACCOUNTS** defaults associated with each sale line in the retail worksheet. This is one of the many setups required when choosing to utilize the GL program. For more information on using the GL program to run the accounting section of your business go to **V3 GL Accounting** section of the manual. Setting up the **GL ACCOUNTS** is only necessary for **V3 GL Accounting** Users. This setup allows for separate sale and cost of sale defaults for each **LOCATION**. To set up the **WORKSHEET GL ACCOUNTS** go to **SETUP DEAL VENDERS** in the **WORKBENCH SETUP.**



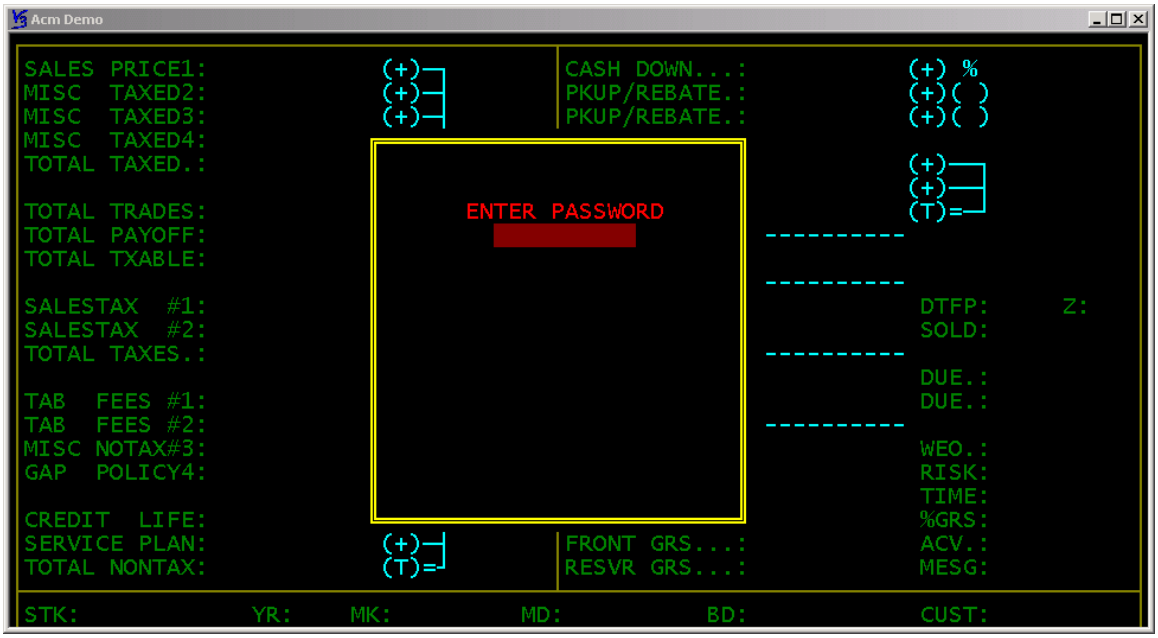

To access the **SETUP GL ACCOUNTS** module go to **DEALS, SETUP WORKBENCH,** and **SETUP GL ACCOUNTS.**



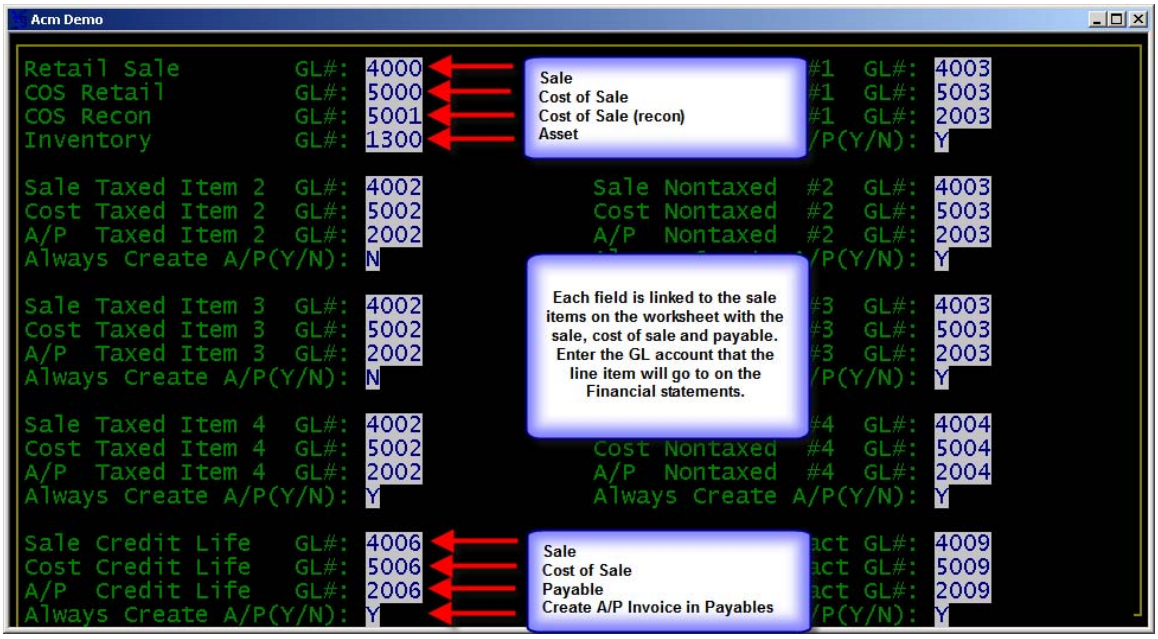

To edit the current or default **GL ACCOUNTS SETUP** module highlight and press enter on EDIT GL SETUPS.



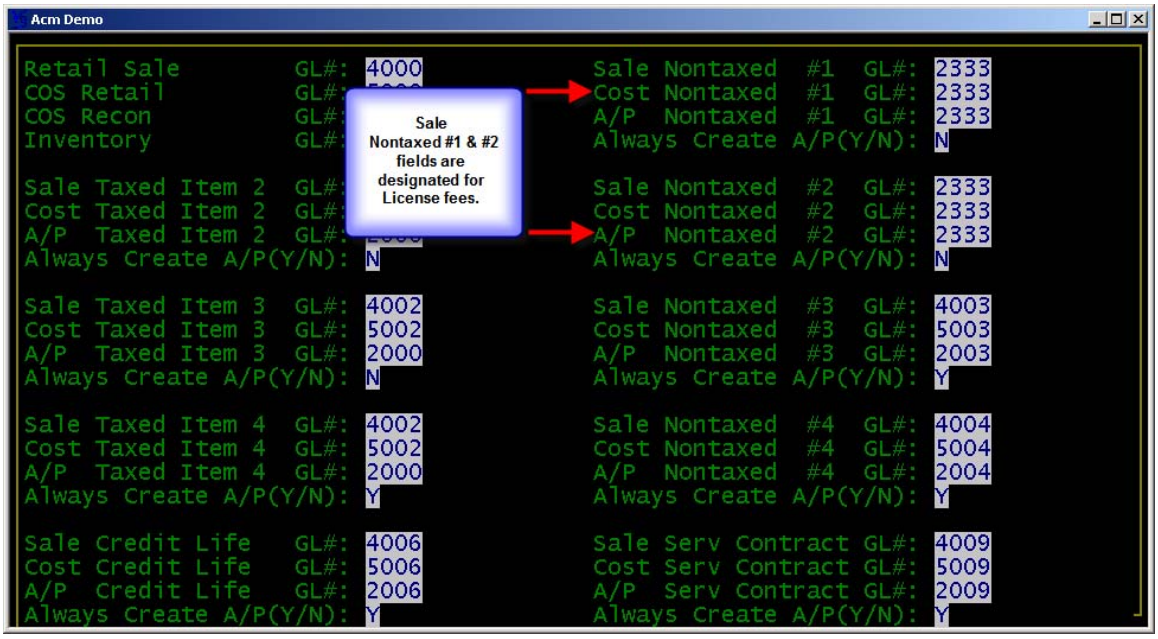

The default **LOCATION** of **USED CARS** will be listed. Highlight and press enter on the selection to call up the **GL ACCOUNTS SETUP** screen.



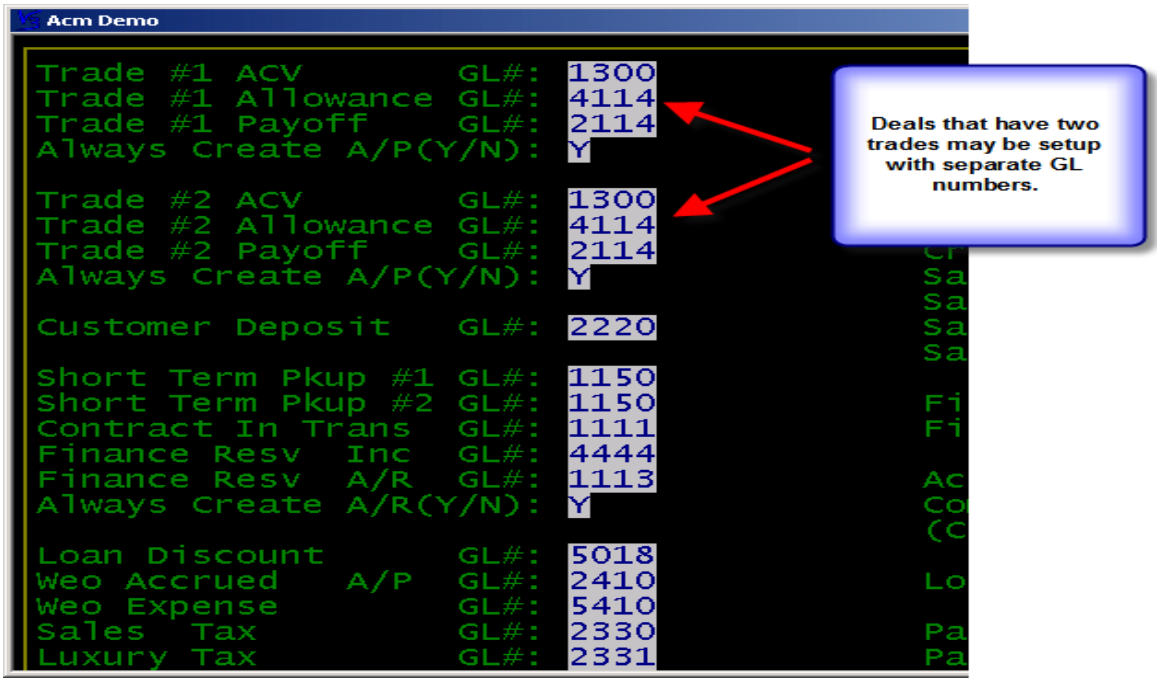

This screen may be password protected. Enter through this field if no password has been setup yet.



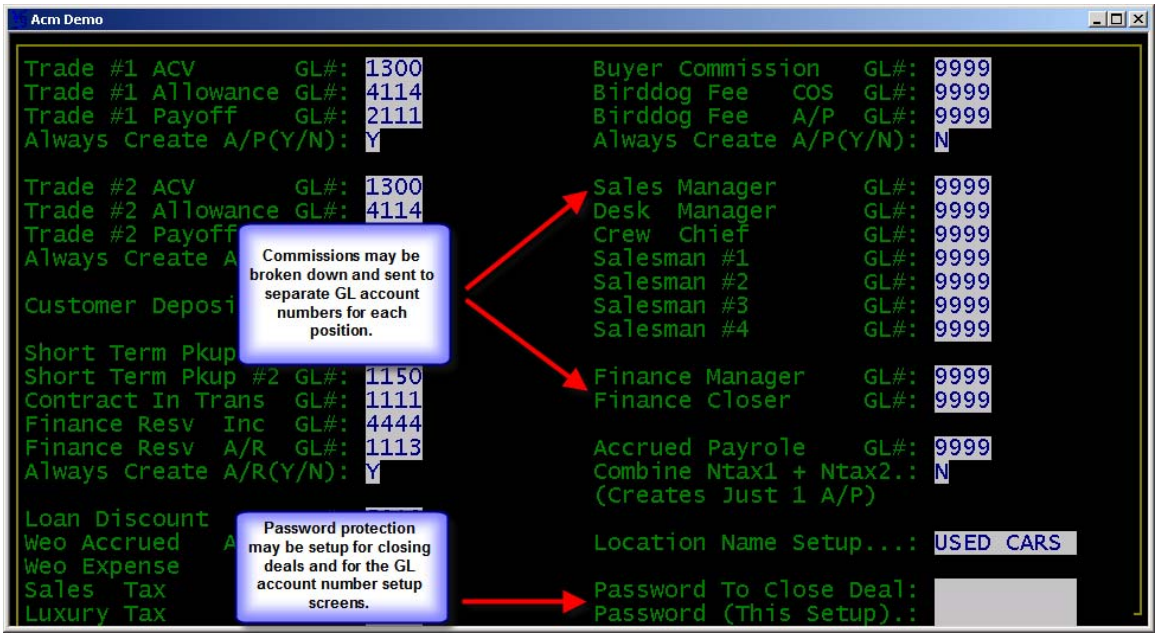

Be sure to setup the CHART OF ACCOUNTS prior to setting up the GL accounts numbers in the workbench. The fields in the worksheet setup will not accept GL #s that do not exist.




License fees that are collected from the customer do not have costs associated therefore entering the LICENSING GL # in each field will cancel out the sale and cost of sale leaving the liability or payable entry only. Designating “Y” or “N” after each line item tells yours systems whether or not to setup a individual Payables invoice.

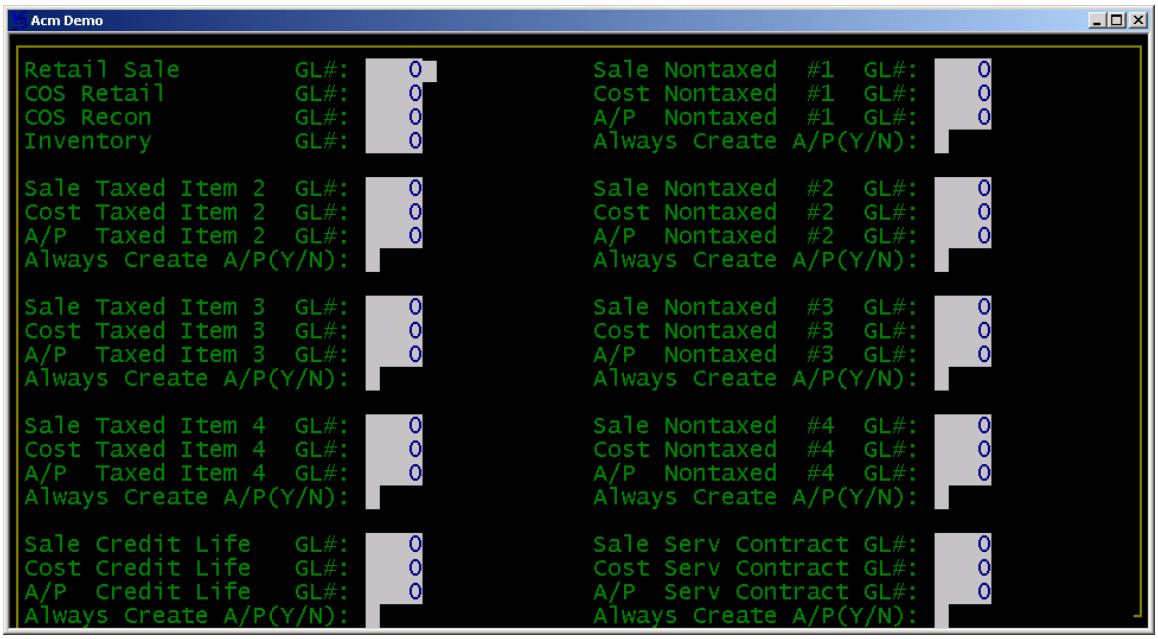



There are many options to setting up the accounting functions. Having a well thought out plan will help make the setup of the WORKSHEET GL ACCOUNTS a painless process.

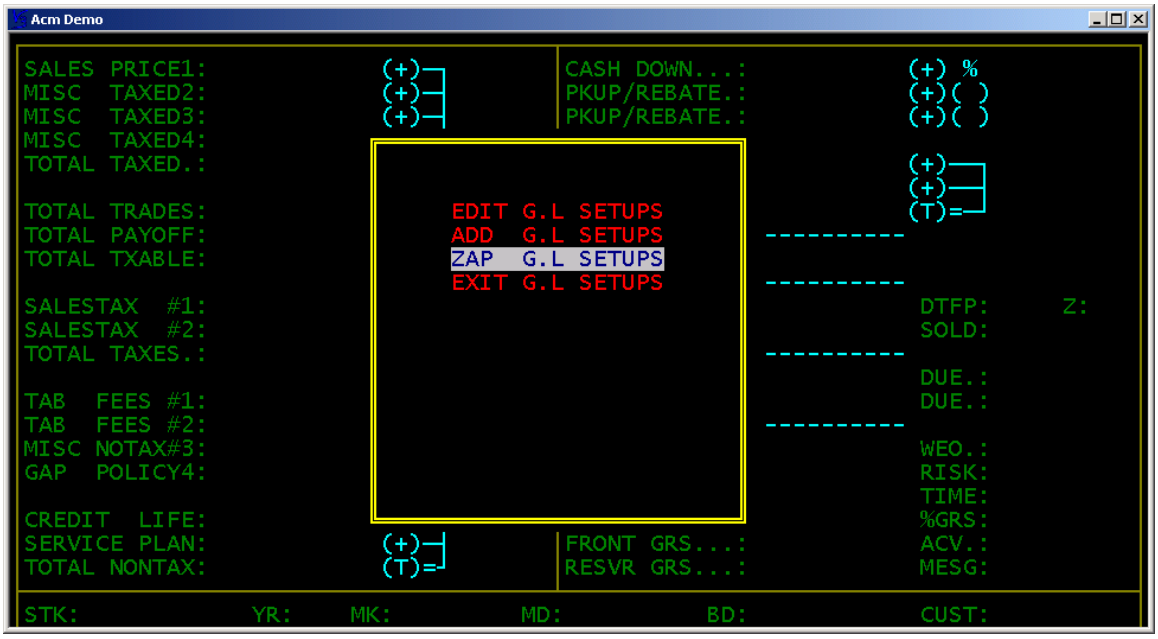



Passwords that have been forgotten or misplaced may be reset from SETUPS, ACCOUNTING, and CHANGE PASSWORDS.

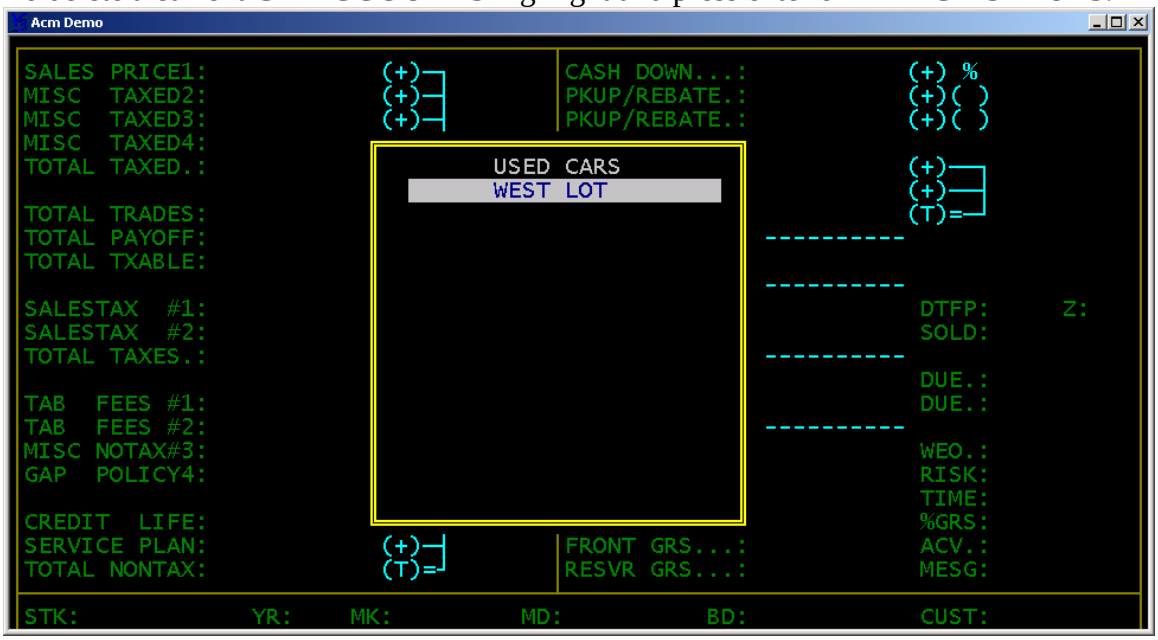
To add a **GL ACCOUNTS SETUP** for another **LOCATION** go to **ADD GL SETUPS**. The standard setup for **GL ACCOUNTS** is to have one setup and to breaking down sales reports by **LOCATION**. See list of Sales reports under **HISTORY, REPORTS SALES/MISC.**



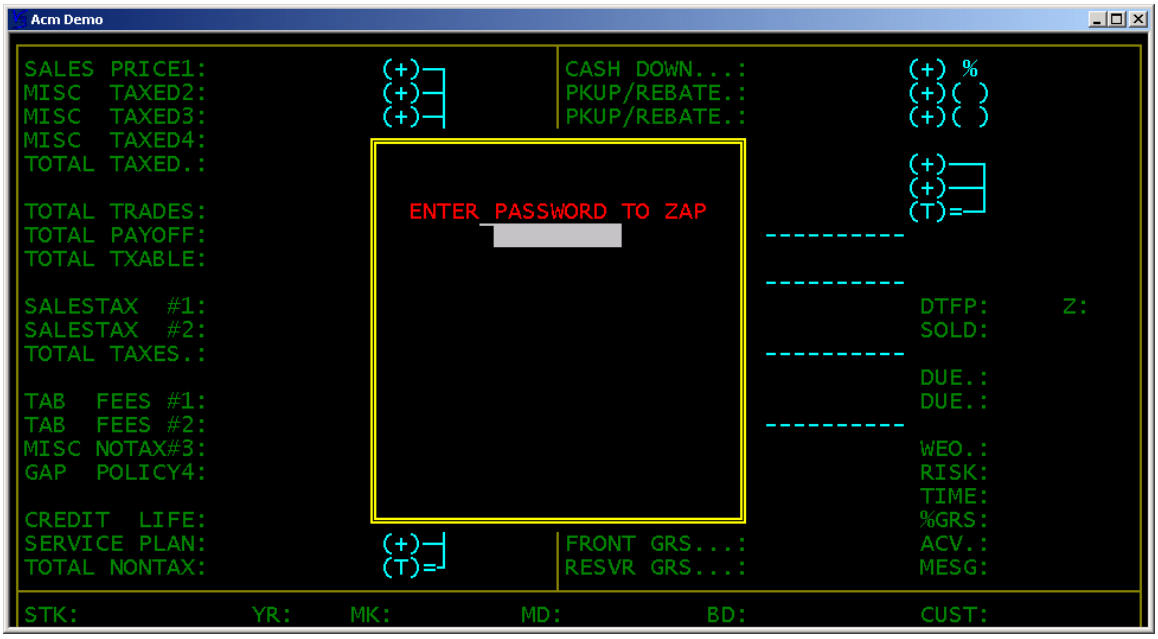

Complete the fields as designated.



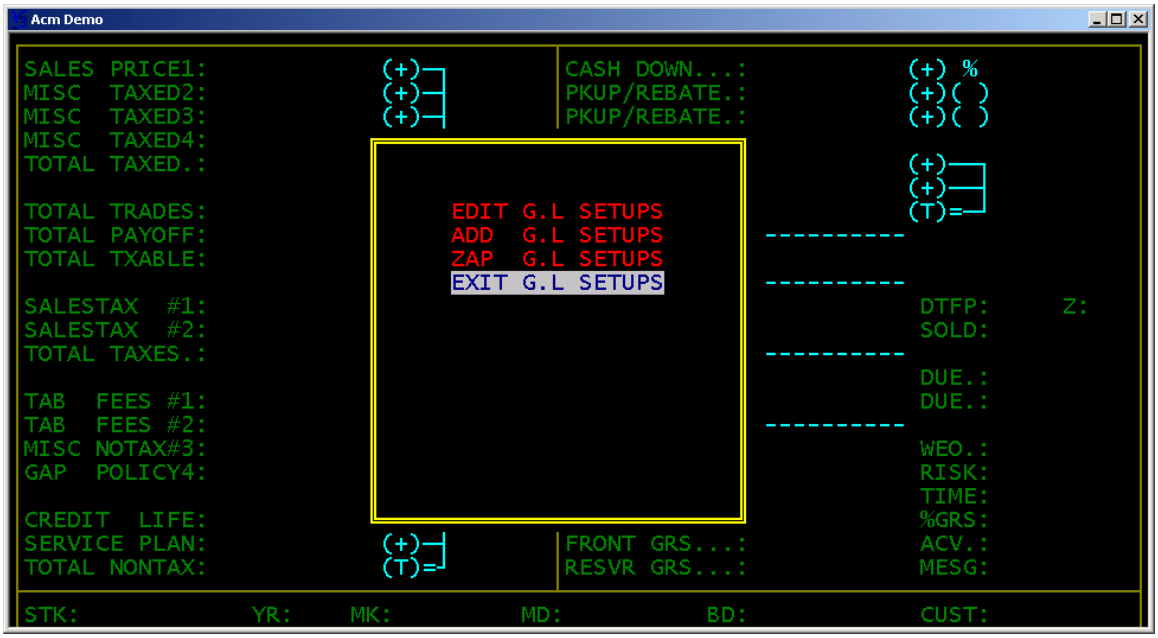

To delete a current **GL ACCOUNTS** highlight and press enter on **ZAP GL SETUPS**.




Highlight the **SETUP** screen to be deleted and press enter.




Deleting or Zapping this screen may be password protected. There **are not** any additional warnings after this menu.




To exit the **GL ACCOUNTS SETUP** module highlight **EXIT GL SETUPS** and press enter.

V3 software notes: