



GENERAL LEDGER

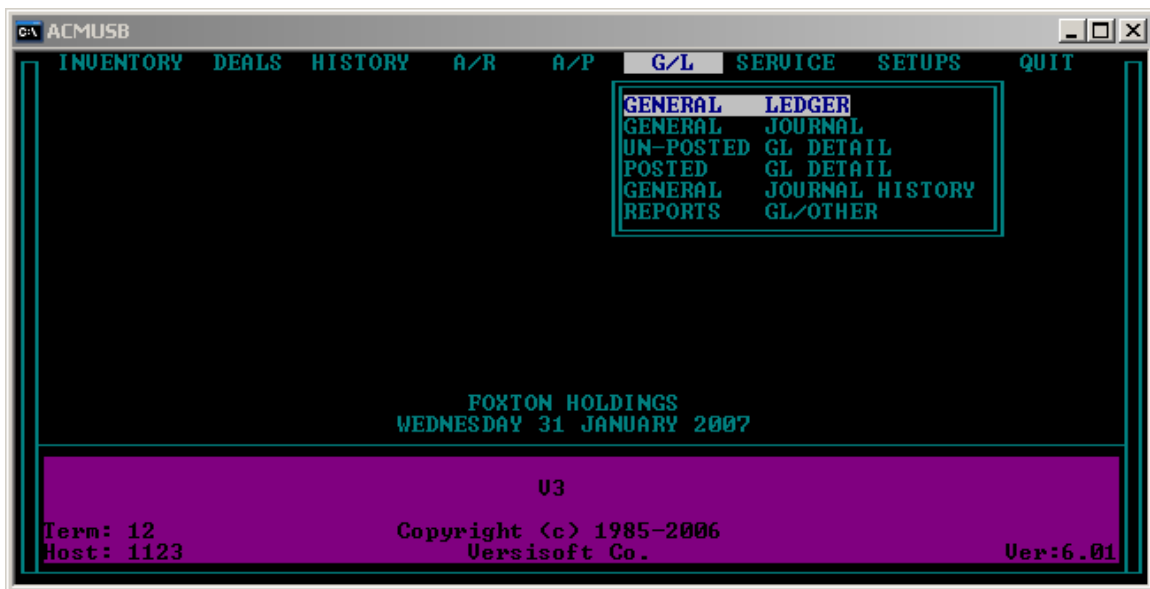
From the **GETTING STARTED** section of the **GL** manual, this section covers:

- 1) Setup Chart of Accounts (COA) through the **GENERAL LEDGER**.

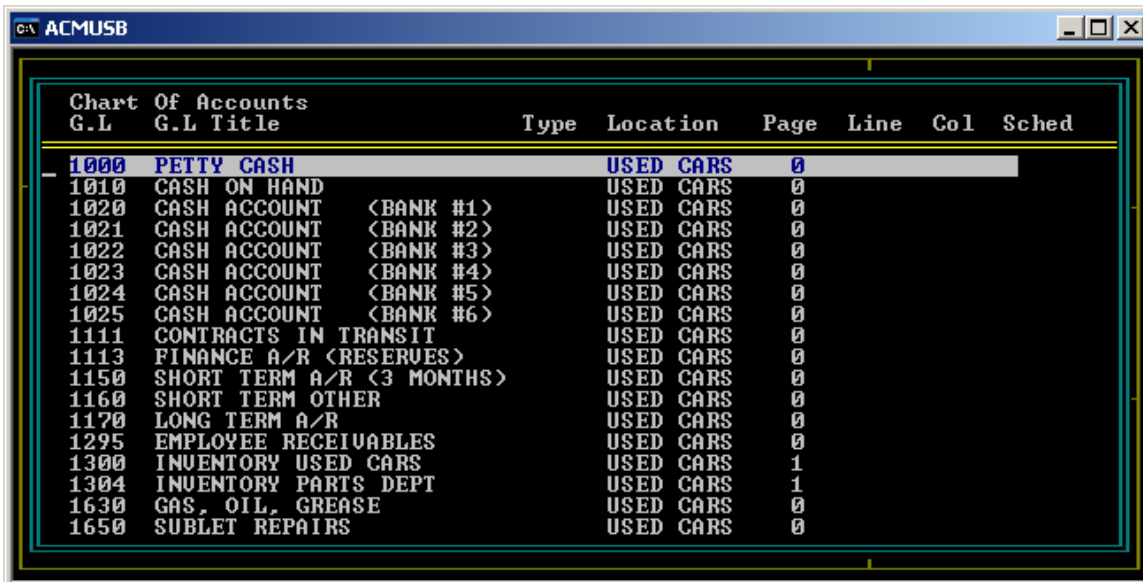
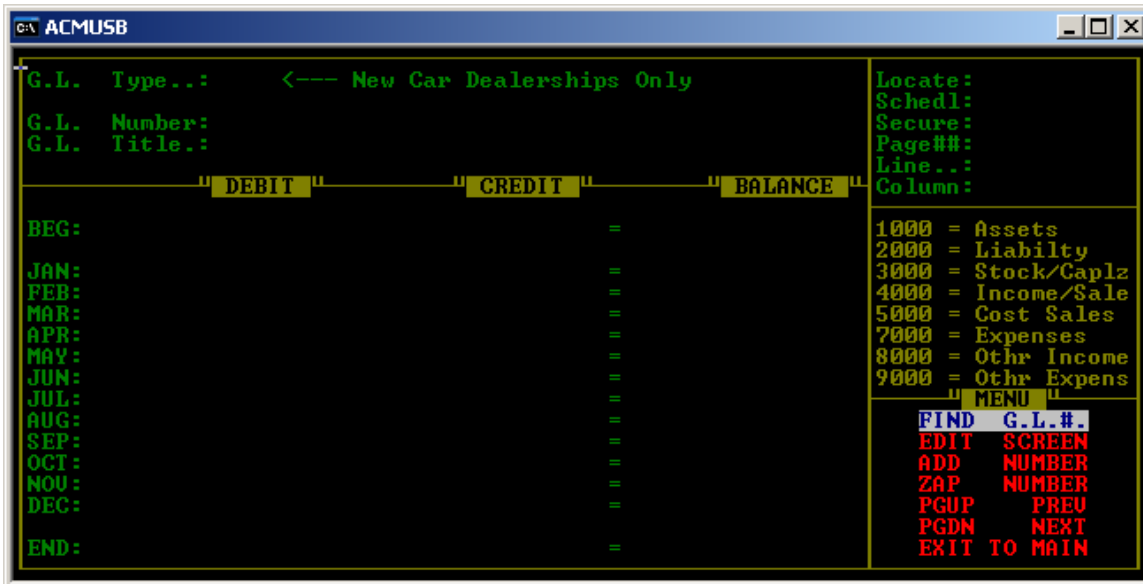
The software comes with preset defaults for the Charts of Accounts (COA). You will want to print these out and make a plan and outline for you customized COA's. These most likely will need to be modified for your needs. Be sure not to modify the following account numbers as they are set as defaults and are attached to modules: 1010, 1020-1025, 1111, 1113, 1150, 1170, 1295, 1300, 2000, 2220, and 2310.

To print a list of your **COA**: go to **REPORT GL/ OTHER**.

To access the **COA** go to **GENERAL LEDGER**.



To find a specific number or view the list highlight and press enter on **FIND GL#**.



The COA numbers are as follows:

- 1000-1999=ASSETS
- 2000-2999=LIABILITIES
- 3000-3999=EQUITY
- 4000-4999=SALES/INCOME
- 5000-5999=COST OF SALES
- 7000-7999=EXPENSES
- 8000-8999=OTHER INCOME
- 9000-9999=OTHER EXPENSES

To **EDIT** a specific **GL #** highlight and press enter on the number you wish to edit from the **FIND GL#** option.

	DEBIT	CREDIT	BALANCE
BEG:	0.00	0.00	= 0.00
JAN:	0.00	0.00	= 0.00
FEB:	0.00	0.00	= 0.00
MAR:	0.00	0.00	= 0.00
APR:	0.00	0.00	= 0.00
MAY:	0.00	0.00	= 0.00
JUN:	0.00	0.00	= 0.00
JUL:	0.00	0.00	= 0.00
AUG:	0.00	0.00	= 0.00
SEP:	0.00	0.00	= 0.00
OCT:	0.00	0.00	= 0.00
NOV:	0.00	0.00	= 0.00
DEC:	0.00	0.00	= 0.00
END:	0.00	0.00	= 0.00

GL # and Description: G.L. Type..: <--- New Car Dealerships Only
 G.L. Number: 1000
 G.L. Title.: PETTY CASH
 Locate: USED CARS
 Schedl:
 Secure: Y
 Page##: 0
 Line.:
 Column:

1000 = Assets
 2000 = Liability
 3000 = Stock/Caplz
 4000 = Income/Sale
 5000 = Cost Sales
 7000 = Expenses
 8000 = Othr Income
 9000 = Othr Expens

MENU
 FIND G.L.#.
 EDIT SCREEN
 ADD NUMBER
 ZAP NUMBER
 PGUP PREV
 PGDN NEXT
 EXIT TO MAIN

The GL number, Title and Location may be edited.

	DEBIT	CREDIT	BALANCE
BEG:	0.00	0.00	= 0.00
JAN:	0.00	0.00	= 0.00
FEB:	0.00	0.00	= 0.00
MAR:	0.00	0.00	= 0.00
APR:	0.00	0.00	= 0.00
MAY:	0.00	0.00	= 0.00
JUN:	0.00	0.00	= 0.00
JUL:	0.00	0.00	= 0.00
AUG:	0.00	0.00	= 0.00
SEP:	0.00	0.00	= 0.00
OCT:	0.00	0.00	= 0.00
NOV:	0.00	0.00	= 0.00
DEC:	0.00	0.00	= 0.00
END:	0.00	0.00	= 0.00

GL # and Description: G.L. Type..: ---
 G.L. Number: 1000
 G.L. Title.: PETTY CASH
 Locate: USED CARS
 Schedl:
 Secure: Y
 Page##: 0
 Line.:
 Column:

1000 = Assets
 2000 = Liability
 3000 = Stock/Caplz
 4000 = Income/Sale
 5000 = Cost Sales
 7000 = Expenses
 8000 = Othr Income
 9000 = Othr Expens

MENU

The GL #s may be classified to the financials.

Generally, once your account numbers are designated you would refrain from editing them if there are active transactions attached.

G.L. Type..: <--- New Car Dealerships Only				Locate: USED CARS
G.L. Number: 1000				Schedl:
G.L. Title.: PETTY CASH				Secure: Y
				Page##: 0
				Line..:
				Column:
	DEBIT	CREDIT	BALANCE	
BEG:	0.00	0.00	=	0.00
JAN:	0.00	0.00	=	0.00
FEB:	0.00	0.00	=	0.00
MAR:	0.00	0.00	=	0.00
APR:	0.00	0.00	=	0.00
MAY:	0.00	0.00	=	0.00
JUN:	0.00	0.00	=	0.00
JUL:	0.00	0.00	=	0.00
AUG:	0.00	0.00	=	0.00
SEP:	0.00	0.00	=	0.00
OCT:	0.00	0.00	=	0.00
NOV:	0.00	0.00	=	0.00
DEC:	0.00	0.00	=	0.00
END:	0.00	0.00	=	0.00

1000 = Assets	
2000 = Liabilty	
3000 = Stock/Caplz	
4000 = Income/Sale	
5000 = Cost Sales	
7000 = Expenses	
8000 = Othr Income	
9000 = Othr Expens	
MENU	
FIND	G.L.#.
EDIT	SCREEN
ADD	NUMBER
ZAP	NUMBER
PGUP	PREV
PGDN	NEXT
EXIT	TO MAIN

To **ADD NUMBER** highlight and press enter to choose and then edit the open fields.

G.L. Type..: <--- New Car Dealerships Only				Locate: USED CARS
G.L. Number: 1000				Schedl:
G.L. Title.: PETTY CASH				Secure: Y
				Page##: 0
				Line..:
				Column:
	DEBIT	CREDIT	BALANCE	
BEG:	0.00	0.00	=	0.00
JAN:	0.00	0.00	=	0.00
FEB:	0.00	0.00	=	0.00
MAR:	0.00	0.00	=	0.00
APR:	0.00	0.00	=	0.00
MAY:	0.00	0.00	=	0.00
JUN:	0.00	0.00	=	0.00
JUL:	0.00	0.00	=	0.00
AUG:	0.00	0.00	=	0.00
SEP:	0.00	0.00	=	0.00
OCT:	0.00	0.00	=	0.00
NOV:	0.00	0.00	=	0.00
DEC:	0.00	0.00	=	0.00
END:	0.00	0.00	=	0.00

1000 = Assets	
2000 = Liabilty	
3000 = Stock/Caplz	
4000 = Income/Sale	
5000 = Cost Sales	
7000 = Expenses	
8000 = Othr Income	
9000 = Othr Expens	
MENU	
FIND	G.L.#.
EDIT	SCREEN
ADD	NUMBER
ZAP	NUMBER
PGUP	PREV
PGDN	NEXT
EXIT	TO MAIN

To **ZAP NUMBER** highlight and press enter to choose while you are on the target GL number to delete.

G.L. Type..: <--- New Car Dealerships Only				Locate: USED CARS
G.L. Number: 1000				Schedl: Y
G.L. Title.: PETTY CASH				Secure: Y
				Page##: 0
				Line..:
				Column:
	DEBIT	CREDIT	BALANCE	
BEG:	0.00	0.00	=	0.00
JAN:	0.00	0.00	=	0.00
FEB:	0.00	0.00	=	0.00
MAR:	0.00	0.00	=	0.00
APR:	0.00	0.00	=	0.00
MAY:	0.00	0.00	=	0.00
JUN:	0.00	0.00	=	0.00
JUL:	0.00	0.00	=	0.00
AUG:	0.00	0.00	=	0.00
SEP:	0.00	0.00	=	0.00
OCT:	0.00	0.00	=	0.00
NOV:	0.00	0.00	=	0.00
DEC:	0.00	0.00	=	0.00
END:	0.00	0.00	=	0.00

1000 = Assets
2000 = Liability
3000 = Stock/Caplz
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8000 = Othr Income
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MENU
FIND G.L.#.
EDIT SCREEN
ADD NUMBER
ZAP NUMBER
PGUP PREV
PGDN NEXT
EXIT TO MAIN

EXIT TO MAIN to return to the **MAIN MENU**.

Be sure to enquire about training classes if you are not comfortable with any of the above information available the web site www.versisoft.com.

V3 software notes:
