



Chapter 9

General Ledger

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Chapter 9 - General Ledger

Overview

ibais is structured to accommodate multiple companies, multiple branches, multiple currencies, multiple database accounts and of course multiple users.

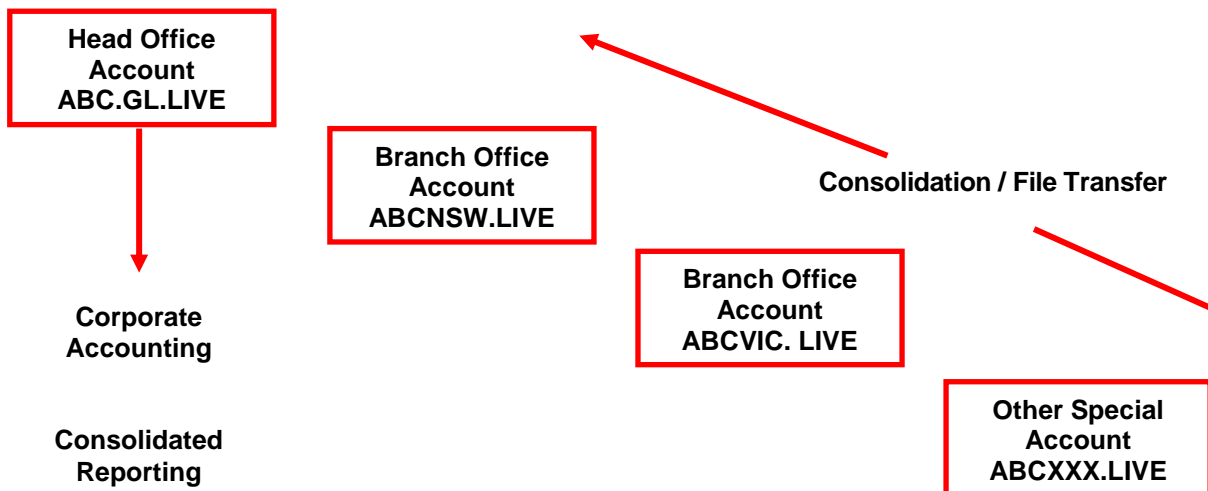
To enable separation of insurance trust accounting operations from other corporate accounting operations separate “**Accounts**” are established for each.

For example, ABC Pty Ltd has a national network of branches conducting insurance operations. An account titled **ABC.NSW.LIVE** would be updated with insurance transactions and users would only process insurance related invoices. Head Office, being responsible for corporate accounting functions and consolidated group reporting would input Trade Creditors and Debtors on another Account titled **ABC.GL.LIVE**

The consolidation of **ABC.NSW.LIVE** and **ABC.GL.LIVE** form the basis of all financial reporting for the group.

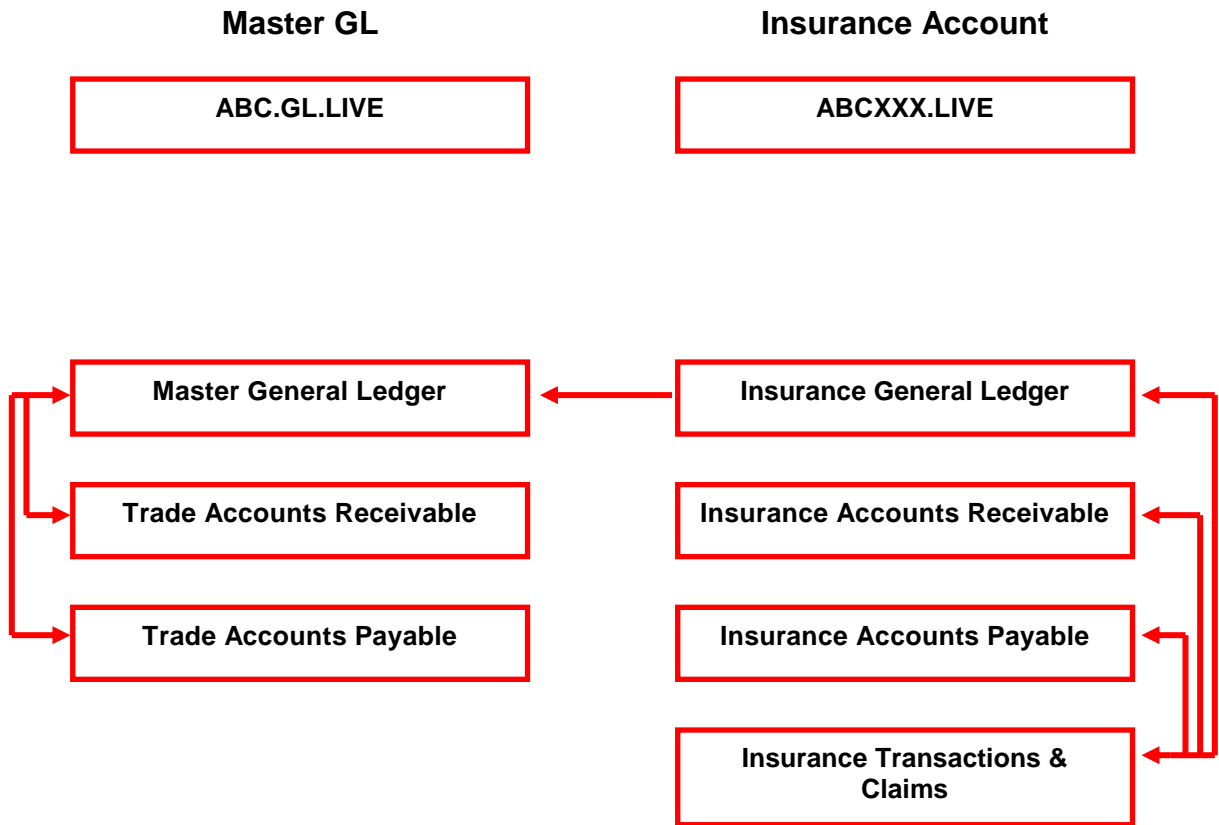
The architecture of **ibais** allows many Accounts, as described above, to use both insurance trust functions and corporate accounting functions.

A typical structure for the former General Ledger with multiple branch accounts.

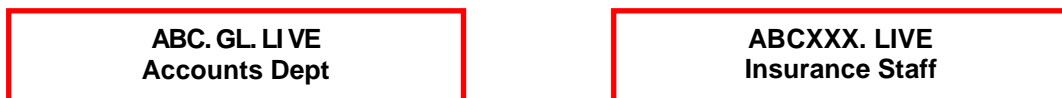


A Standard Account Structure for **ibais**

The Interaction between the Master GL and the Insurance Account



Who Normally Uses Which Account?




How to Access Accounting Functions

The system is driven through the **ibais Home Page**.

The page has a number of **topic panels with links** to the panel's relevant functions.

The **Accounting Panel** provides access to all Accounting functions.

The **ibais Security System** only enables access to panels and functions that you are allowed.

There is also a  **Favourites** icon, which lets you incorporate your most used functions in one place.

Favourites allow you to group together your most used functions into an easily accessible icon.

There are two modes in this form – **Display Favourites** and **Display All**.

The **Display All / Favourites button** in “**Display All**” mode shows all of the functions that the user is allowed to access.

Clicking on the **Yes/No** field enables or disables the function as a Favourite.

Type Category and **Sub Category** dropdowns allow you to select the items that appear on the Favourites report.



| Type | Category | Sub Category | Form/Report (Click to Run) | Image | Favourites |
|-----------------|------------|--------------|---|-------|------------|
| Broking | Processing | | Client Enquiry and Policy Processing | | Yes |
| Task Management | | | General Letters | | Yes |
| Broking | Reports | | Earned Amounts - Life/Non Life | | Yes |
| | Processing | | Client Claims Enquiry and Claims Processing | | Yes |
| Accounting | Processing | | Cash Receipts | | Yes |
| | Reports | | Bank Deposit Query/Report | | Yes |
| Administration | Accounting | | Accounting Administration | | Yes |
| Accounting | Processing | | GL Transactions | | Yes |
| | | | General Ledger Enquiry | | Yes |

On this form, the **Accounting Functions** are **highlighted** as **Favourites**.

Main Categories

Main Categories, Sub Categories, Account Types and the **Chart of Accounts** are all associated and form the basis for reporting the company activities in the financial reports.

The **highest** level is the **Main Categories**; the **lowest**, being the **Chart of Accounts**.

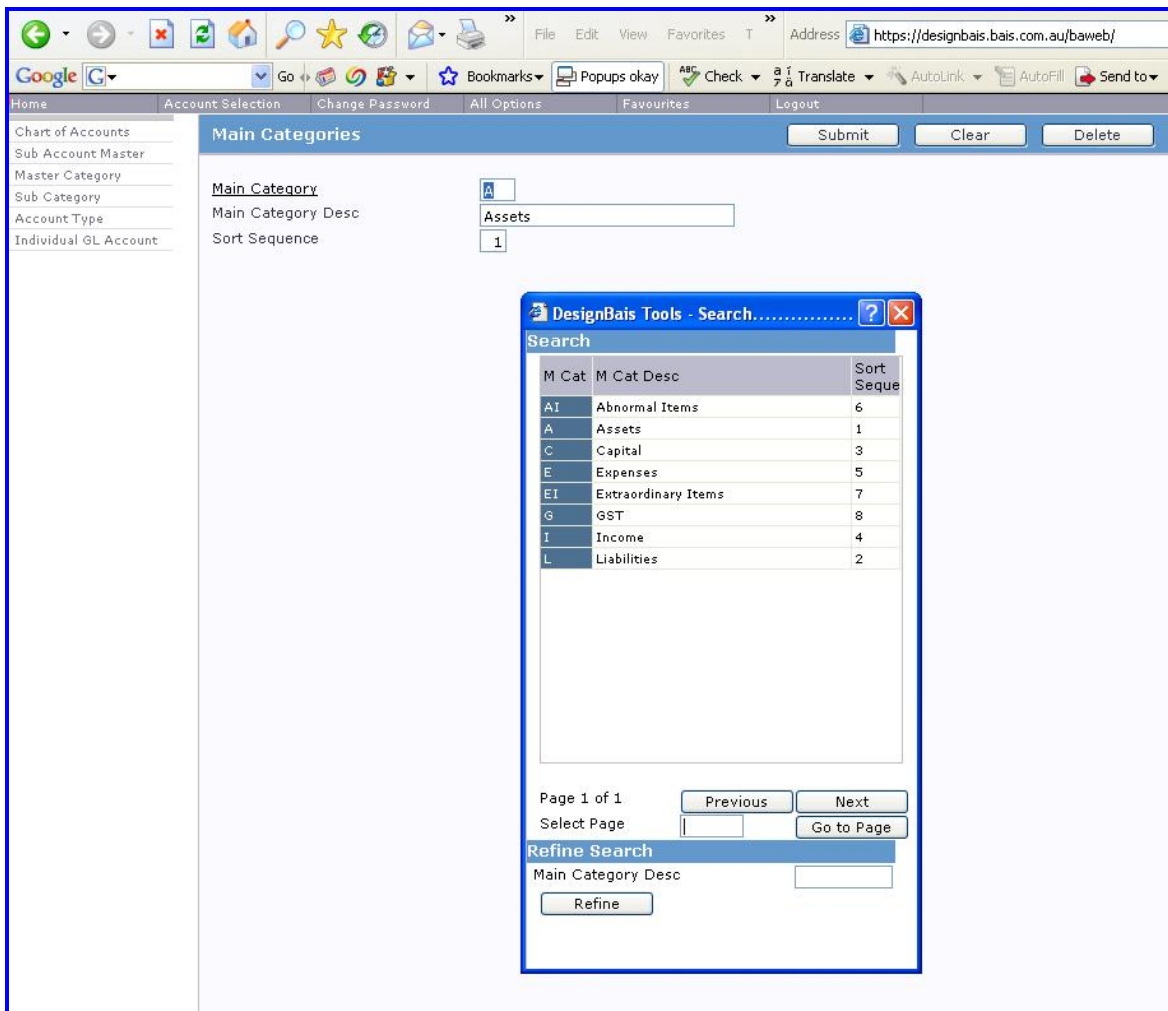
Main Category

Sub Category

Account Type

Chart of Accounts

Associations



An example of Main Categories is **A = Assets** and **L = Liabilities**.

Sub Categories

This **code** is used to categorise the general ledger into sub categories, i.e.:

- CA** = Current Assets,
- FA** = Fixed Assets,
- SH** = Shareholders or
- SA** = Salaries,
- AD** = Advertising etc;

for **Profit and Loss Reporting**.

The screenshot shows the DesignBais web application interface. The main window displays the 'Sub Categories' form with the following fields:

- Sub Category:** CA
- Sub Category Description:** Current Assets
- Sort Sequence:** 10
- Main Category:** A
- Main Category Description:** Assets

An inset window titled 'DesignBais Tools - search...' displays search results for sub-categories. The search criteria are 'Main Category Equal To' (empty) and 'Description Equal To' (empty). The results are shown in a table:

| S Cat | S Cat Desc | Sort Sequence | Major Category |
|-------|------------------------|---------------|----------------|
| CA | Current Assets | 10 | A |
| NA | Non-Current Assets | 20 | A |
| SC | Share Capital | 500 | C |
| AD | Advertising | 480 | E |
| BA | Bad Debts | 460 | E |
| CM | Communications | 280 | E |
| CO | Computer Costs | 300 | E |
| DE | Depreciation & Amortis | 240 | E |
| MF | Divisional Management | 240 | E |
| IN | E & O Insurance | 260 | E |
| EN | Entertainment | 340 | E |

Below the table, there are navigation buttons: 'Page 1 of 3', 'Previous', 'Next', 'Select Page', and 'Go to Page'. A 'Refine Search' section is also visible with a 'Sub Category Desc' field and a 'Refine' button.

Account Types

Account type enables a further analysis level within the general ledger.

The example below shows that **Current Assets** can be further split into **Cash, Investments, Receivables** and **Other**.

These levels will be used in **Trial Balance, Balance Sheet** and **Profit & Loss** reporting.

The screenshot shows the 'Account Types' form in the DesignBais web application. The form includes fields for Sub Category (CA), Sub Category Desc (Current Assets), Main Category Desc (Assets), Account Type (CASH), Account Type Desc (Cash), and Sort Sequence (10). A search results window is overlaid on the form, displaying a table of account types for Sub Category 'CA'.

| Acct Type Code | Sub Category | Acct Type Desc | Sort Seq |
|----------------|--------------|----------------|----------|
| CASH | CA | Cash | 10 |
| INVE | CA | Investments | 30 |
| OTHE | CA | Other | 40 |
| RECE | CA | Receivables | 20 |

Account Type Code is any code or number up to 4 digits. This field is mandatory.

Sub Account Master

This provides the **final level of dissection** in the General Ledger.

The dissection may be used to aggregate expenses for a project or for an individual's motor vehicle expenses etc.

The system uses **Sub Account codes** to account for **multi currencies**.

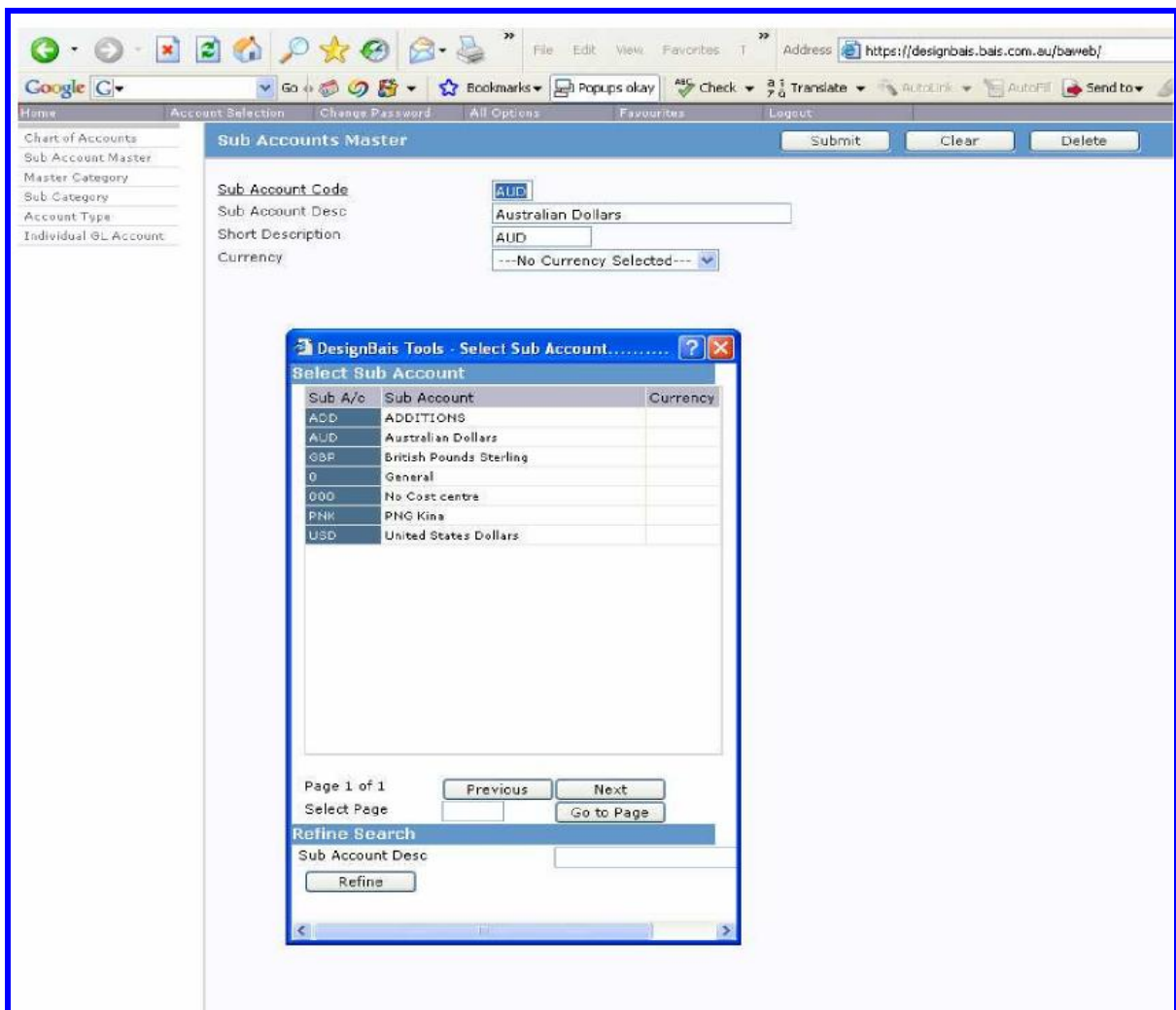


Chart of Accounts

This is the level where **individual chart items** are set up to enable the **collection and reporting of data** in the General Ledger system.

The system is delivered with a **standard chart of accounts** which has been used to generate the valid general ledger structure.

The screenshot shows the 'Maintain Chart of Accounts' web interface. The form contains the following fields and values:

- COA Number: 140
- Description: Receivables
- Short Description: Receivables
- Account Type: CARECE (Receivables)
- Sub Category Desc: Current Assets
- Main Category Desc: Assets
- Sort Sequence: 1400

Below these fields is a table for Sub Account Codes:

| Sub Account Code | Description |
|------------------|--------------------|
| AUD | Australian Dollars |

Additional options include 'Trust Account' (unchecked) and 'Clear FC Var At End Of Month' (unchecked). A Gst/Vat Codes section shows '--No Code Selected--'. A red box highlights the following note:

If foreign currency is used this flag must be ticked on for items that need to be re-valued at month end. Normally, only P&L entries are re-valued.

Generate General Ledger

The data established in the previous steps, together with the company / branch structure of the company, are combined to generate the general Ledger **Master file** which controls all postings in the system.

The final structure of a General Ledger master file account is as follows: **140*0110*AUD**

140 is the **Chart of Account number** (Accounts Receivable)

0110 is **Company 0 Branch 110**

AUD is the **currency** of this particular GL master file record

A structured programme is run by BAIS to create the General Ledger master file once all of the components are in place.

Once this is completed, there is **one further step** required. Accounts can be set so that there are no entries possible by General Journal i.e., only system generated entries can post to those accounts. The accounts are restricted in the Individual GL Account function.

Individual GL Account

The screenshot shows a web browser window displaying the 'Individual GL Accounts' form. The browser's address bar shows the URL 'https://designbais.bais.com.au/b...'. The form is titled 'Individual GL Accounts' and has 'Submit' and 'Clear' buttons. The form is divided into several sections:

- COA Information:** COA Number (140), COA Description (Receivables), COA Short Desc (Receivables).
- Company/Branch Information:** Company/Branch No (0), Company/Branch Name (B A Insurance Systems Pty Ltd), Sub Account (Australian Dollars), Sub Account Name (Australian Dollars).
- Account Type Information:** Account Type (CARECE Receivables), Sub Category Desc (Current Assets), Main Category Desc (Assets), Region (0 No region), Currency (Australian Dollars).
- Posting Options:** Clear FC Var at End of Month (checkbox), Purge Indicator (Yearly), Selective Detail Report Code (checkbox), Restricted Posting (checkbox checked).

This function allows the user to **create** or **modify** a General Ledger Master Account for a specific COA, Company/Branch and Sub Account.

All GL Master Account numbers, which the user is not allowed to post transactions to, **must be "Y"**. These numbers are reserved for system generated transactions only.

General Ledger Enquiries

Enquiries are completed using the **General Ledger Enquiry Function**.

The system presents an input form that requests information on the Chart of Accounts, Company Branch and Sub Account Master.

General Ledger Enquiry

Coa Number: 140 Receivables
 Company/Branch No: 0
 Sub Account: Australian Dollars

Once the data is entered (**note that comprehensive look up functions are available**), the following form is presented.

General Ledger Enquiry

Coa Number: 140 Receivables
 Company/Branch No: 0 B A Insurance Systems Pty Ltd
 Sub Account: Australian Dollars

Account Type: CARECE Assets Receivables
 TBA: -- Current --
 Foreign Currency: Australian Dollars

| Period | Actuals | Budget | Variance |
|--------|---------------|--------|---------------|
| Jul | | | 0.00 |
| *Aug* | 53,074,756.51 | | 53,074,756.51 |
| Sep | | | 0.00 |
| Oct | | | 0.00 |
| Nov | | | 0.00 |
| Dec | 1,802,128.06 | | 1,802,128.06 |
| Jan | 11,497,982.45 | | 11,497,982.45 |
| Feb | | | 0.00 |
| Mar | | | 0.00 |
| Apr | 35,000.00 | | 35,000.00 |
| May | -5,677,383.54 | | -5,677,383.54 |
| Jun | -4,148,750.56 | | -4,148,750.56 |
| Total | 56,563,732.92 | 0.00 | 56,563,732.92 |

Foreign Currency:

| Account | Balance C/F |
|-----------------|---------------|
| Bal B/F | |
| Movement | 53,074,756.51 |
| Bal C/F | 56,581,322.92 |
| Last Year | |
| Bal B/F | |
| Movement | 0.00 |
| Bal C/F | |
| P&L, Approp | |
| Future Movement | |
| This Year | 3,508,976.41 |
| Next Year | 8,893,471.62 |

Sub Account (Local Enquiry):

| Account | Balance C/F |
|-----------------------|---------------|
| Australian Dollars | 56,581,322.92 |
| United States Dollars | 113,326.40 |
| Pak Pounds Sterling | |
| PHILIPPINE PESOS | 22,860.45 |
| China Renminbi | |
| Hong Kong Dollars | 963.02 |

Callout Boxes:

- You can view Current period or any previous periods** (points to the Period column)
- Local or foreign currency can be seen using this Toggle** (points to the Foreign Currency dropdown)
- Shows Balances for Current, Previous and Future years** (points to the Foreign Currency table)
- Shows all other accounts for the chart of account selected. Clicking on the highlighted cell makes that account active in the enquiry.** (points to the Sub Account table)
- Represents Financial Period** (points to the Period column)

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By clicking on the **Period** cell you are able to drill down to the full detailed transaction listing:

The screenshot shows the 'General Ledger Enquiry' window. At the top, there are input fields for 'Coa Number' (140), 'Company/Branch No' (0), and 'Sub Account' (Australian Dollars). Below these are 'Account Type' (CARECE), 'Year' (Current), and 'Australian Dollars'. The main area contains a table with columns: Journal, Voucher, Tran Date, Batch, Mth/Yr, Amount, Account, Narrative, and Effective. The table lists various transactions from 19/05/2007. At the bottom right of the table, there is a 'Transfer to Excel' hyperlink.

Note the Transfer to Excel hyperlink – this will transfer all of the data in the on screen report into Excel for further analysis.

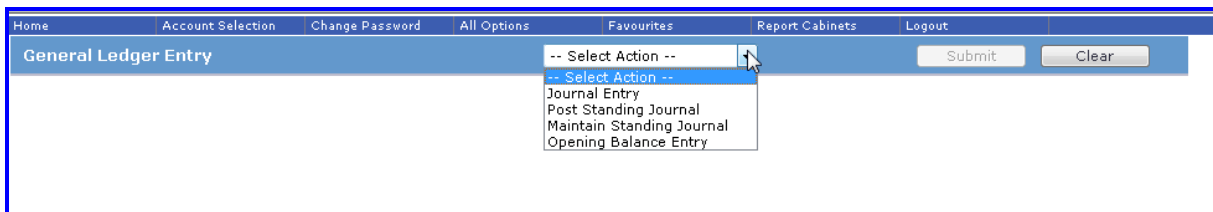
Clicking on the **Journal ID** cell will reveal the details of the full journal for that transaction.

This screenshot shows the 'General Ledger Enquiry' window with the 'Journal Details' section expanded. The 'Journal' column in the main table is highlighted for '121631'. The 'Journal Details' table below shows a breakdown of the transaction with columns: Journal, Voucher, Tran Date, Batch, Mth/Yr, GL Account, Amount, Account, and Narrative. The details include multiple rows for different GL accounts (e.g., 140*0*AUD, 611*0*AUD) and their corresponding amounts and narratives.

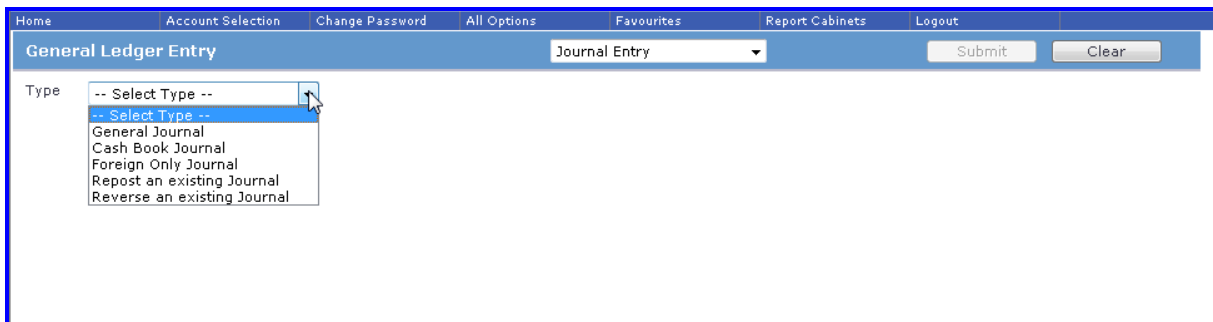
General Ledger Journals

General Ledger Data Entry

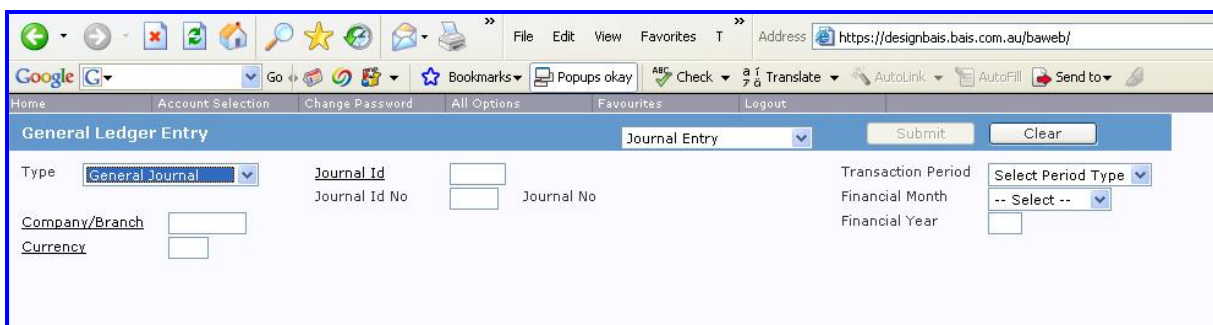
The **General Ledger Transaction** function enables processing of journal transactions into the General Ledger.



The selection of **Journal** will provide the following choices:



The selection of **General Journal** presents the following form:



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All of the fields on this form **must be answered** before the following form will be displayed:

The screenshot shows a web browser window with the URL <https://designbais.bais.com.au/baweb/>. The page title is "General Ledger Entry". The form contains the following fields and values:

- Type: General Journal
- Journal Id: ADJ
- Journal Id No: 1
- Journal No: ADJ1
- Transaction Period: Current
- Financial Month: 2 August
- Financial Year: 04
- Company/Branch: B A Insurance Systems Pty Ltd
- Currency: AUD
- Narrative: (empty)
- Voucher Number: (empty)
- Reference: (empty)
- Transaction Date: (empty)
- Chart of Account: (empty)
- Sub Account: (empty)
- Gross Amount: (empty)
- GST Amount: (empty)
- Net Amount: (empty)

Buttons: Submit, Clear, Accept, Clear Entry.

Transaction Period: Current

Financial Month: Select Period Type

Financial Year: Current

Future

Prior

Retroactive

Accrual

This section provides the ability to enter journals for **Current**, **Future** or **Prior** periods in the current year.

You can also enter **Retroactive journals** that update last year's General Ledger. Finally, you can enter **Accrual journals** that will autoreverse in the next month.

Once the period/accrual choice has been made the journal can be entered:

Note that credit amounts must be entered with a – (minus) sign.

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The screenshot shows a web browser window displaying the 'General Ledger Entry' form. The form includes fields for 'Type' (General Journal), 'Journal Id' (ADJ), 'Journal Id No' (1), 'Journal No' (AD01), 'Transaction Period' (Current), 'Financial Month' (2 August), and 'Financial Year' (04). The company is identified as 'B A Insurance Systems Pty Ltd' with 'Australian Dollars' as the currency. The narrative is 'Salaries for May', the voucher number is 'SAL123', and the transaction date is '01/05/2007'. There are 'Accept' and 'Clear Entry' buttons at the bottom of the form.

| | | Totals | 150,000.00 | 150,000.00 | | |
|------------|-----------------------------|------------------|------------|------------|------|-----------------------|
| GL Account | COA Description | Narrative | Debit Amt | Credit Amt | Rmve | GST Amount GST Except |
| 418*0*AUD | Clearing - Salaries Related | Salaries for May | | 150,000.00 | N | No |
| 702*0*AUD | Salary | Salaries for May | 135,000.00 | | N | No |
| 756*0*AUD | Superannuation | Salaries for May | 10,000.00 | | N | No |
| 747*0*AUD | Salary Continuance | Salaries for May | 5,000.00 | | N | No |

After each entry is **accepted** it is added to the on-screen journal report.

To **change an entry** simply click on the entry in the GL Account cell in the on-screen report.

To **finalise the entry** simply click the SUBMIT button.

Note that there is an Account Enquiry button available for enquiries.

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An example of an **Accrual** journal is shown below:

Home Account Selection Change Password All Options Favourites Report Cabinets Logout

Journal Entry
Submit
Clear

| | | | | | | |
|----------------|-----------------|-------------------------------|-----|-------------|--------------------|-----------------|
| Type | General Journal | Journal Id | ADJ | ADJUSTMENTS | Transaction Period | Accrual |
| Batch Number | NEW | Journal Id No | 1 | Journal No | ADJ1 | Financial Month |
| Company/Branch | 0 | B A Insurance Systems Pty Ltd | | | Financial Year | 04 |
| Currency | AUD | Australian Dollars | | | | |

| | | | | | | | |
|-----------|--------------|----------------|-------|-----------|------|------------------|------------|
| Narrative | Rent Accrual | Voucher Number | ACCR1 | Reference | Rent | Transaction Date | 10/02/2011 |
|-----------|--------------|----------------|-------|-----------|------|------------------|------------|

| | | | | | | |
|------------------|----------------------|-------------------------------|--|--|--|--|
| Chart of Account | <input type="text"/> | | | | | Account Enquiry |
| Company/Branch | 0 | B A Insurance Systems Pty Ltd | | | | |
| Sub Account | AUD | Australian Dollars | | | | |

| | | | | | |
|--------------|----------------------|------------|----------------------|------------|--|
| Gross Amount | <input type="text"/> | GST Amount | <input type="text"/> | Net Amount | |
|--------------|----------------------|------------|----------------------|------------|--|

Accept
Clear Entry

| GL Account | COA Description | Narrative | 30,000.00 Debit Amount | 30,000.00 Credit Amount | Rmve | GST Amount | GST Dissection |
|------------|-----------------|--------------|---------------------------|----------------------------|------|------------|-------------------|
| 804*0*AUD | Rent | Rent Accrual | 15,000.00 | | N | | Yes |
| 314*0*AUD | Accruals | Rent Accrual | | 15,000.00 | N | | Yes |

| GL Account | COA Description | Narrative | Debit Amount | Credit Amount | For | GST Amount | GST Except |
|------------|-----------------|--------------|--------------|---------------|---------|------------|---------------|
| 804*0*AUD | Rent | Rent Accrual | | 15,000.00 | Accrual | | Yes |
| 314*0*AUD | Accruals | Rent Accrual | 15,000.00 | | Accrual | | Yes |

bais User Manual

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There are also a number of specialised journals in **ibais**

Cash Book Entry

Cash Book is used to record payments and receipts that are required to update the AP Bank Reconciliation File for the Bank Code entered on the Cash Book header screen. Line item entry will allow a Bank Code **OR** a GL Account Number to be entered.

This gives the ability to post Bank to Bank, Bank to GL COA (Account Number) and GL COA (Account Number) to Bank.

For insurance transactions posted via Accounts Receivable module the Cash Book postings are automatic for functions such as Receipt, Sundry Cash Receipt, Cheques Written Back and Refund Cheques.

For insurance transactions posted via Accounts Payable module the Cash Book postings are automatic for functions such as Manual Cheque and Settlement Discount, Automatic Payment, Cheques Written Back, Creditor Cash Receipt and Sundry Creditor Payment.

Cash Book journals work in the same manner as general journals except that there is a requirement for one of the account dissections to be a Bank Account.

| GL Account | COA Description | Narrative | Debit Amt | Credit Amt | Rmve | GST Amount | GST Except |
|------------|-----------------------|--------------------|-----------|------------|------|------------|------------|
| 040*0*AUD | Bank - Office Account | Cash Book May 2007 | | 15,000.00 | N | | No |
| 814*0*AUD | Office Cleaning | Cash Book May 2007 | 15,000.00 | | N | | No |

Standing Journals - Diarised

A **Diarised Journal** is a journal used to record a transaction that is required on a regular basis with the amount varying for each period.

The screenshot shows the 'General Ledger Entry' form with the 'Type' dropdown menu open. The menu options are: -- Select Type --, Maintain Recurring Journal, and Maintain Diarised Journal. The 'Maintain Standing Journal' dropdown is set to 'Maintain Standing Journal'.

Here the user can set up a Diarised Journal so that the **details** need not be **entered each month**.

The screenshot shows the 'General Ledger Entry' form with the following fields filled: Type: Maintain Diarised Journal, Journal Id: EXP, Journal No: EXP99, Transaction Period: Current, and Last Posted: Period. The 'Transaction Period' dropdown is open, showing options: Select Period Type, Select Period Type, Current, and Accrual.

The screenshot shows the 'General Ledger Entry' form with the following fields filled: Type: Maintain Diarised Journal, Journal Id: EXP, Journal No: EXP99, Transaction Period: Current, Last Posted: Period, Company/Branch: 0, Currency: AUD, Narrative: Salaries, Voucher Number: SALARY, Reference: 99, Transaction Date: 08/02/2011, Bank Account: [empty], Chart of Account: [empty], Company/Branch: 0, Sub Account: AUD, Debit or Credit: Credit. The 'Account Enquiry' button is visible. Below the form is a table of GL Accounts:

| GL Account | COA Description | Narrative | Debit Amount | Credit Amount | Rmve | GST Amount | GST Dissection |
|------------|-----------------------------|-----------|--------------|---------------|------|------------|----------------|
| 702*0*AUD | Salary | Salaries | Debit | | N | | |
| 418*0*AUD | Clearing - Salaries Related | Salaries | | Credit | N | | |

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The shell of the journal is presented by calling the **Post Standing Journal** transaction.

The values are entered for each element of the journal. When entry is complete hit the **Submit** button to post.

This process is repeated each month until the journal is no longer required.

Home
Account Selection
Change Password
All Options
Favourites
Report Cabinets
Logout

General Ledger Entry
Post Standing Journal
Submit
Clear

| | | | | | | | |
|----------------|---|-------------------------------|-----|------------------|------------------------------------|--------------------------------------|-------------------------------------|
| Type | <input type="text" value="Diarised Journal"/> | Journal Id | EXP | EXPENSES - OTHER | Transaction Period | <input type="text" value="Current"/> | |
| Batch Number | <input type="text" value="NEW"/> | Journal Id No | 99 | Journal No | <input type="text" value="EXP99"/> | Financial Month | <input type="text" value="11 May"/> |
| Company/Branch | <input type="text" value="0"/> | B A Insurance Systems Pty Ltd | | Financial Year | <input type="text" value="04"/> | | |
| Currency | <input type="text" value="AUD"/> | Australian Dollars | | | | | |

| | | | | | | | |
|------------------|---------------------------------------|-------------------------------|-------------------------------------|--|---------------------------------|------------------|---|
| Narrative | <input type="text" value="Salaries"/> | Voucher Number | <input type="text" value="SALARY"/> | Reference | <input type="text" value="99"/> | Transaction Date | <input type="text" value="08/02/2011"/> |
| Chart of Account | <input type="text" value="702"/> | Salary | | <input type="button" value="Account Enquiry"/> | | | |
| Company/Branch | <input type="text" value="0"/> | B A Insurance Systems Pty Ltd | | | | | |
| Sub Account | <input type="text" value="AUD"/> | Australian Dollars | | | | | |

| | | | | | |
|--------------|--|------------|-----------------------------------|------------|-----------|
| Gross Amount | <input type="text" value="15,000.00"/> | GST Amount | <input type="text" value="0.00"/> | Net Amount | 15,000.00 |
|--------------|--|------------|-----------------------------------|------------|-----------|

| GL Account | COA Description | Narrative | 15,000.00 Debit Amount | 15,000.00 Credit Amount | Rmve | GST Amount | GST Dissection |
|------------|-----------------------------|-----------|---------------------------|----------------------------|------|------------|----------------|
| 702*0*AUD | Salary | Salaries | 15,000.00 | | N | | Yes |
| 418*0*AUD | Clearing - Salaries Related | Salaries | | 15,000.00 | N | | Yes |

Standing Journals – Recurring

The **Recurring Journal** is a journal used to record a transaction that is required on a regular basis with known amounts for each period.

The screenshot shows the 'General Ledger Entry' form. At the top, there are navigation links: Home, Account Selection, Change Password, All Options, Favourites, Report Cabinets, and Logout. Below these is a sub-header 'General Ledger Entry' with a dropdown menu set to 'Maintain Standing Journal' and buttons for 'Submit' and 'Clear'. The 'Type' dropdown menu is open, showing options: '-- Select Type --', 'Maintain Recurring Journal', and 'Maintain Diarised Journal'. A mouse cursor is pointing at 'Maintain Recurring Journal'.

Here the user can set up a Recurring Journal so that the details need not be entered each month.

Recurring Journals can be automatically posted each month. Please contact BAIS Support to enable the automatic posting routines. Recurring Journals can also be posted manually.

The screenshot shows the 'General Ledger Entry' form with the 'Type' dropdown set to 'Maintain Recurring Journal'. The form contains the following fields and values:

- Journal Id:** EXP, **EXPENSES - OTHER**
- Journal Id No:** 88, **Journal No:** EXP88
- Transaction Period:** Current
- Periods to Process:** 12
- Company/Branch:** 0, **B A Insurance Systems Pty Ltd**
- Currency:** AUD, **Australian Dollars**
- Narrative:** Monthly Rent, **Voucher Number:** Rent, **Reference:** 88, **Transaction Date:** 08/02/2011
- Bank Account:** [Empty]
- Chart of Account:** [Empty]
- Company/Branch:** 0, **B A Insurance Systems Pty Ltd**
- Sub Account:** AUD, **Australian Dollars**
- Gross Amount:** [Empty], **GST Amount:** [Empty], **Net Amount:** [Empty]

Buttons for 'Delete', 'Submit', and 'Clear' are visible at the top right. An 'Account Enquiry' button is located on the right side. At the bottom left, there are 'Accept' and 'Clear Entry' buttons.

| GL Account | COA Description | Narrative | 1,500.00 Debit Amount | 1,500.00 Credit Amount | Rmve | GST Amount | GST Dissection |
|------------|-----------------------|--------------|--------------------------|---------------------------|------|------------|-------------------|
| 804*0*AUD | Rent | Monthly Rent | 1,500.00 | | N | | Yes |
| 040*0*AUD | Bank - Office Account | Monthly Rent | | 1,500.00 | N | | Yes |

Chapter 9 – General Ledger

To post **manually** you can use the **Post Standing Journal** function.

Select the required journal and hit **Submit** to post the journal.

Home
Account Selection Change Password All Options Favourites Report Cabinets Logout

General Ledger Entry
Post Standing Journal

| | | | | | | | |
|----------------|--|-------------------------------|-----|------------------|------------------------------------|--------------------------------------|-------------------------------------|
| Type | <input type="text" value="Recurring Journal"/> | Journal Id | EXP | EXPENSES - OTHER | Transaction Period | <input type="text" value="Current"/> | |
| Batch Number | <input type="text" value="NEW"/> | Journal Id No | 88 | Journal No | <input type="text" value="EXP88"/> | Financial Month | <input type="text" value="11 May"/> |
| Company/Branch | <input type="text" value="0"/> | B A Insurance Systems Pty Ltd | | | Financial Year | <input type="text" value="04"/> | |
| Currency | <input type="text" value="AUD"/> | Australian Dollars | | | | | |

| | | | | | | | |
|-----------|----------------------|----------------|----------------------|-----------|----------------------|------------------|----------------------|
| Narrative | <input type="text"/> | Voucher Number | <input type="text"/> | Reference | <input type="text"/> | Transaction Date | <input type="text"/> |
|-----------|----------------------|----------------|----------------------|-----------|----------------------|------------------|----------------------|

| | | |
|------------------|----------------------|--|
| Chart of Account | <input type="text"/> | <input type="button" value="Account Enquiry"/> |
| Company/Branch | <input type="text"/> | |
| Sub Account | <input type="text"/> | |

| | | | | | |
|--------------|----------------------|------------|----------------------|------------|----------------------|
| Gross Amount | <input type="text"/> | GST Amount | <input type="text"/> | Net Amount | <input type="text"/> |
|--------------|----------------------|------------|----------------------|------------|----------------------|

| GL Account | COA Description | Narrative | 1,500.00 Debit Amount | 1,500.00 Credit Amount | Rmve | GST Amount | GST Dissection |
|------------|-----------------------|--------------|--------------------------|---------------------------|------|------------|----------------|
| 804*0*AUD | Rent | Monthly Rent | 1,500.00 | | N | | Yes |
| 040*0*AUD | Bank - Office Account | Monthly Rent | | 1,500.00 | N | | Yes |

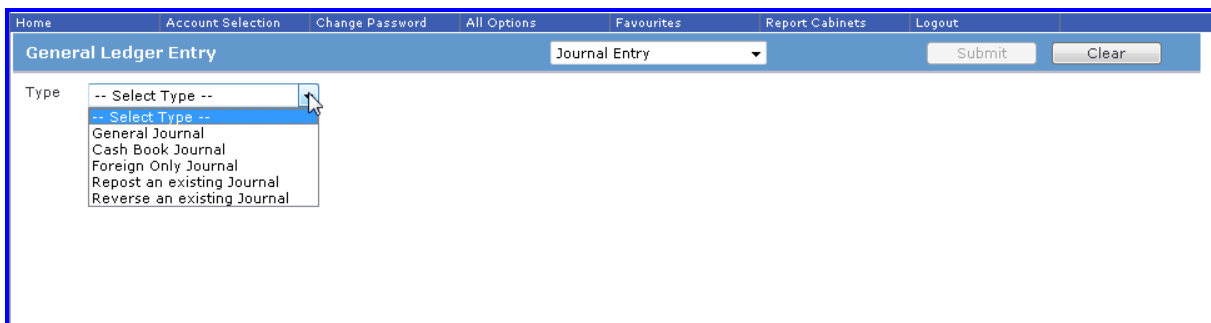
Other Journal Functions

ibais has **three** further journal functions:

Re-post an existing Journal,

Reverse an existing Journal, and

Foreign Only Journal



The screenshot shows a web application interface for 'General Ledger Entry'. At the top, there is a navigation bar with links: Home, Account Selection, Change Password, All Options, Favourites, Report Cabinets, and Logout. Below this, the main title 'General Ledger Entry' is displayed next to a 'Journal Entry' dropdown menu. To the right of the dropdown are 'Submit' and 'Clear' buttons. The 'Type' field is currently open, showing a list of options: '-- Select Type --', 'General Journal', 'Cash Book Journal', 'Foreign Only Journal', 'Repost an existing Journal', and 'Reverse an existing Journal'. A mouse cursor is pointing at the top of the dropdown menu.

These journals have been introduced to make processing journals more efficient and easier.

Please note: the CFCA Journal – Foreign Currency Clearing cannot be re-posted.

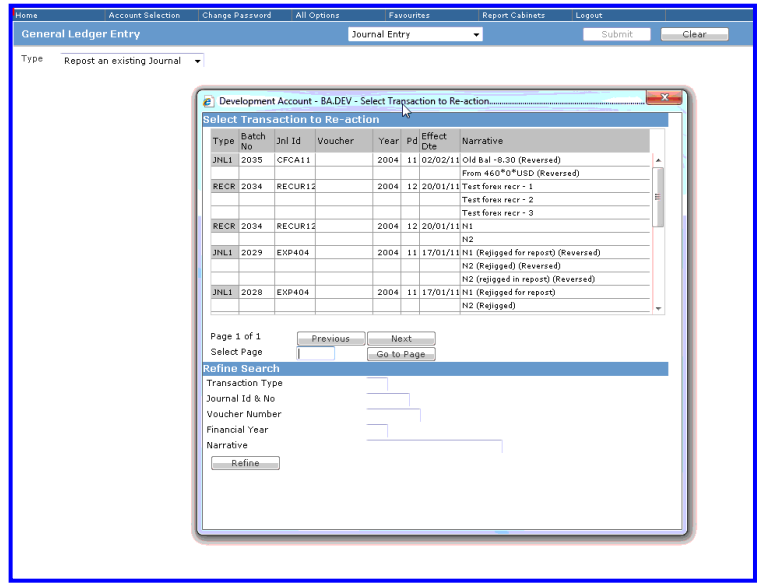
Re-post an Existing Journal

This function allows you to select an existing journal and call it into the journal processing screen.

You can make adjustments to the journal or post it as is.

A Selection form is presented to enable you to easily select the existing journal.

Chapter 9 – General Ledger



Home Account Selection Change Password All Options Favourites Report Cabinets Logout

Journal Entry
Submit
Clear

Type Repost an existing Journal Journal Id EXP EXPENSES - OTHER Transaction Period Current

Batch Number NEW Journal Id No 404 Journal No EXP404 Financial Month 11 May

Company/Branch 0 B A Insurance Systems Pty Ltd Financial Year 04

Currency AUD Australian Dollars

Narrative Voucher Number Reference Transaction Date

Chart of Account Account Enquiry

Company/Branch

Sub Account

Gross Amount GST Amount Net Amount

Accept Clear Entry

| GL Account | COA Description | Narrative | Debit Amount | Credit Amount | Rmve | GST Amount | GST Dissection |
|------------|------------------------------------|-----------|--------------|---------------|------|------------|----------------|
| 945*0*AUD | Repairs & Maintenance Office Machi | N1 | 66.00 | 66.00 | N | -3.00 | Yes |
| 946*11*AUD | Commercial Payments | N2 | 10.00 | | N | 1.00 | Yes |
| 947*12*AUD | Subscriptions | N2 | 20.00 | | N | 2.00 | Yes |

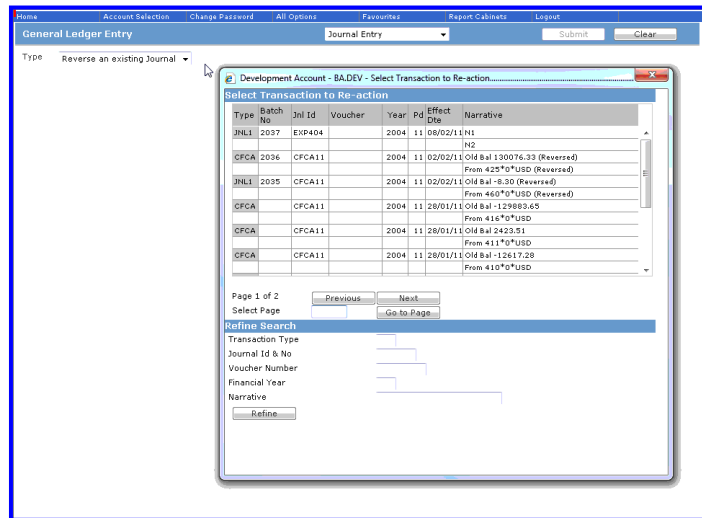
| GL Account | COA Description | Narrative | Debit Amount | Credit Amount | For | GST Amount | GST Except |
|------------|--------------------|-----------|--------------|---------------|--------|------------|------------|
| 411*12*AUD | GST Deducted | N2 | 2.00 | | GST | | No |
| 411*11*AUD | GST Deducted | N2 | 1.00 | | GST | | No |
| 411*0*AUD | GST Deducted | N1 | | 3.00 | GST | | No |
| 446*0*AUD | Intergroup - Loans | N1 | 33.00 | | I/Comp | | No |
| 446*1*AUD | Intergroup - Loans | N2 | | 33.00 | I/Comp | | No |

Chapter 9 – General Ledger

Reverse an Existing Journal

This function allows you to select an existing journal and reverse it. **ibais** will exactly reverse the original transaction into the current period. You are not able to modify any part of the journal.

A Selection form is presented to enable you to easily select the existing journal.



Home Account Selection Change Password All Options Favourites Report Cabinets Logout

General Ledger Entry

Type: Reverse an existing Journal Journal Entry

Submit Clear

Type: Reverse an existing Journal Journal Id: EXP EXPENSES - OTHER Transaction Period: Current

Batch Number: NEW Journal Id No: 404 Journal No: EXP404 Financial Month: 11 May

Company/Branch: 0 B A Insurance Systems Pty Ltd Financial Year: 04

Currency: AUD Australian Dollars

Narrative: Voucher Number: Reference: Transaction Date:

Chart of Account: Account Enquiry:

Company/Branch:

Sub Account:

Gross Amount: GST Amount: Net Amount:

Accept Clear Entry

| GL Account | COA Description | Narrative | 66.00 Debit Amount | 66.00 Credit Amount | Rmve | GST Amount | GST Dissection |
|------------|------------------------------------|---------------|-----------------------|------------------------|------|------------|-------------------|
| 945*0*AUD | Repairs & Maintenance Office Machi | N1 (Reversed) | 30.00 | | N | 3.00 | Yes |
| 946*11*AUD | Commercial Payments | N2 (Reversed) | | 10.00 | N | -1.00 | Yes |
| 947*12*AUD | Subscriptions | N2 (Reversed) | | 20.00 | N | -2.00 | Yes |

| GL Account | COA Description | Narrative | Debit Amount | Credit Amount For | GST Amount | GST Except |
|------------|--------------------|---------------|--------------|-------------------|------------|---------------|
| 411*12*AUD | GST Deducted | N2 (Reversed) | | 2.00 GST | | No |
| 411*11*AUD | GST Deducted | N2 (Reversed) | | 1.00 GST | | No |
| 411*0*AUD | GST Deducted | N1 (Reversed) | 3.00 | GST | | No |
| 446*0*AUD | Intergroup - Loans | N1 (Reversed) | | 33.00 I/Comp | | No |
| 446*1*AUD | Intergroup - Loans | N2 (Reversed) | 33.00 | I/Comp | | No |

Chapter 9 – General Ledger

Foreign Only Journal

The **ibais** system allows for full multi-currency processing.

In the currency system most foreign currency accounts are translated automatically into the local currency. However, there are a number of accounts that only contain foreign currency amounts (i.e. they are never translated, for example, Inter Currency Banking).

This journal type allows journals between these accounts.

The screenshot shows the 'General Ledger Entry' form with the following details:

- Journal Entry** (dropdown menu)
- Type:** Foreign Only Journal
- Journal Id:** ADJ
- ADJUSTMENTS** (checkbox)
- Transaction Period:** Current
- Batch Number:** NEW
- Journal Id No:** 1
- Journal No:** ADJ1
- Financial Month:** 11 May
- Company/Branch:** 01
- B A Insurance Systems Pty Ltd - 01**
- Financial Year:** 04
- Currency:** USD
- US Dollars**
- Exchange type:** A
- Exchange rate:** 0.9810
- Narrative:** Test Foreign Only Journal
- Voucher Number:** Test
- Reference:** Test
- Transaction Date:** 08/02/2011
- Chart of Account:** 609
- Brokerage Adjustments**
- Account Enquiry** (button)
- Company/Branch:** 01
- B A Insurance Systems Pty Ltd - 01**
- Sub Account:** USD
- United States Dollars**
- Gross Amount:** 1,000.00
- GST Amount:** 0.00
- Net Amount:** 1,000.00
- Buttons:** Accept, Clear Entry

The screenshot shows the 'General Ledger Entry' form for a 'Maintain Standing Journal' with the following details:

- Maintain Standing Journal** (dropdown menu)
- Type:** Maintain Diarised Journal
- Journal Id:** EXP
- EXPENSES - OTHER**
- Transaction Period:** Accrual
- Journal Id No:** 2
- Journal No:** EXP2
- Company/Branch:** 0
- B A Insurance Systems Pty Ltd**
- Last Posted:** Period
- Currency:** AUD
- Australian Dollars**
- Narrative:** Superannuation Accrual
- Voucher Number:** SuperAccr
- Reference:** 2
- Transaction Date:** 08/02/2011
- Bank Account:**
- Chart of Account:**
- Company/Branch:** 0
- B A Insurance Systems Pty Ltd**
- Sub Account:** AUD
- Australian Dollars**
- Debit or Credit:** Credit
- Buttons:** Accept, Clear Entry

| GL Account | COA Description | Narrative | Debit Amount | Credit Amount | Rmve | GST Amount | GST Discretion |
|------------|-----------------------------|------------------------|--------------|---------------|------|------------|----------------|
| 756*0*AUD | Superannuation | Superannuation Accrual | Debit | | N | | |
| 418*0*AUD | Clearing - Salaries Related | Superannuation Accrual | | Credit | N | | |

| GL Account | COA Description | Narrative | Debit Amount | Credit Amount | For | GST Amount | GST Except |
|------------|-----------------------------|------------------------|--------------|---------------|--------|------------|------------|
| 756*0*AUD | Superannuation | Superannuation Accrual | | Credit | Accrua | | |
| 418*0*AUD | Clearing - Salaries Related | Superannuation Accrual | | Credit | Accrua | | |

General Creditor Transactions

General Creditor Data Entry

General Creditors are suppliers that provides goods and services to your company eg Phone company, Office Supplies, local Council etc


The **General Creditors system** allows you to manage these suppliers. You can:

1. establish a masterfile of suppliers including payment terms
2. enter invoices and credit notes from suppliers
3. review details of individual suppliers
4. review the full suppliers sub ledger
5. complete a run to enable payment of the suppliers

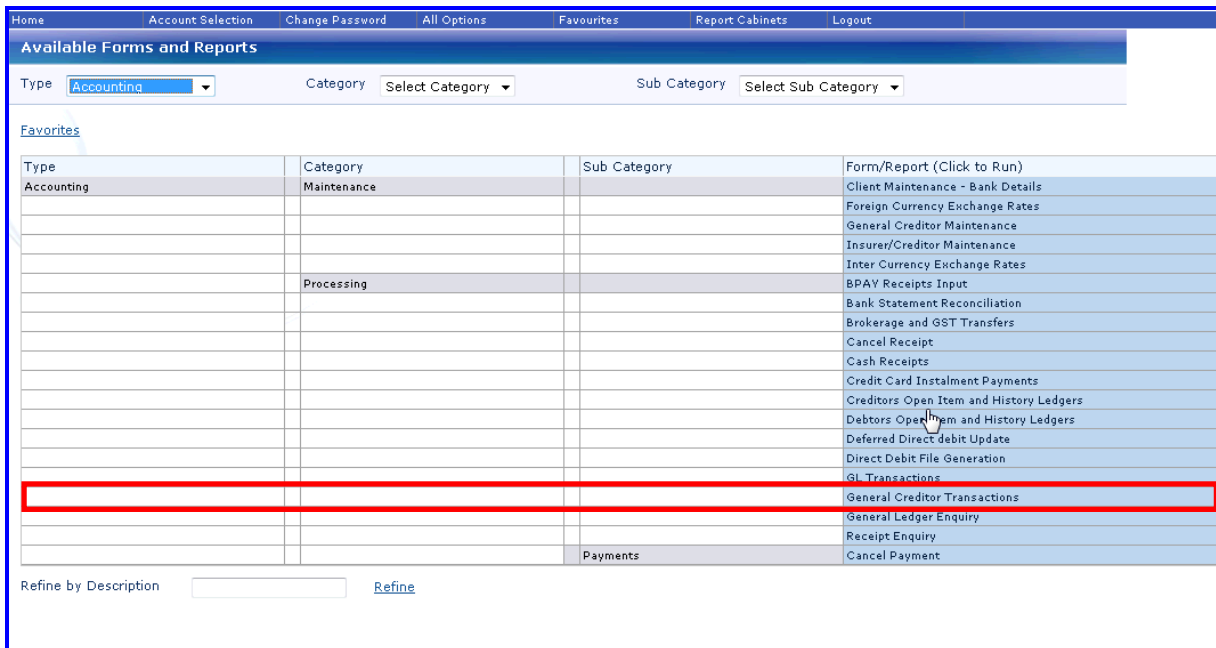
Note: All General Creditor processing must be undertaken in your **XXX.GL.LIVE** account (where **XXX** is your database name). These transactions are only available in **ibais**.

How to Access General Creditor Functions

The **Accounting Panel** provides access to the General Creditor functions.

The  icon also allows you access.

Favourites



| Type | Category | Sub Category | Form/Report (Click to Run) |
|------------|-------------|--------------|---|
| Accounting | Maintenance | | Client Maintenance - Bank Details |
| | | | Foreign Currency Exchange Rates |
| | | | General Creditor Maintenance |
| | | | Insurer/Creditor Maintenance |
| | | | Inter Currency Exchange Rates |
| | Processing | | BPAY Receipts Input |
| | | | Bank Statement Reconciliation |
| | | | Brokerage and GST Transfers |
| | | | Cancel Receipt |
| | | | Cash Receipts |
| | | | Credit Card Instalment Payments |
| | | | Creditors Open Item and History Ledgers |
| | | | Debtors Open Item and History Ledgers |
| | | | Deferred Direct Debit Update |
| | | | Direct Debit File Generation |
| | | | GL Transactions |
| | | | General Creditor Transactions |
| | | | General Ledger Enquiry |
| | | | Receipt Enquiry |
| | | Payments | Cancel Payment |

Refine by Description [Refine](#)

Processing General Creditor Transactions

Clicking on the **General Creditor Transaction** cell brings up the following form:

| | | | | | | | | | |
|--------------------------------------|-------------------------|-------------------|-----------------|----------------------|----------------------|-----------------|--------|--------|-------|
| Home | | Account Selection | Change Password | All Options | Favourites | Report Cabinets | Logout | | |
| General Creditor Transactions | | | | | | | | Submit | Clear |
| Transaction Type | Select Transaction Type | | | | | | | | |
| Creditor | <input type="text"/> | | | Contact | | | | | |
| | | | | Contact Phone | | | | | |
| | | | | Email Address | | | | | |
| | | | | Terms | | | | | |
| Company/Branch | <input type="text"/> | | | | | | | | |
| Currency | <input type="text"/> | | | | | | | | |
| Invoice/Credit Number | <input type="text"/> | | | Invoice/Credit Total | <input type="text"/> | To Dissect | | | |
| Invoice/Credit Date | <input type="text"/> | | | GST/VAT Amount | <input type="text"/> | | | | |
| Due Date | <input type="text"/> | | | Nett Amount | | | | | |
| Reference | <input type="text"/> | | | GI Narrative | <input type="text"/> | | | | |
| Chart of Account | <input type="text"/> | | | Gross Amount | <input type="text"/> | Clear Entry | | | |
| Company/Branch | <input type="text"/> | | | GST/VAT Amount | <input type="text"/> | Accept | | | |
| Sub Account | <input type="text"/> | | | Nett Amount | | | | | |

You are required to **Select** a **Transaction type** – either an Invoice or Credit Note.

Chapter 9 – General Ledger

The first form presented in the **Cash Receipt** process follows:

| Home | | Account Selection | | Change Password | | All Options | | Favourites | | Report Cabinets | | Logout | |
|--------------------------------------|-------------------------|----------------------|----------------------|-------------------|--|-------------|--|------------|--|-----------------|--|--------|-------|
| General Creditor Transactions | | | | | | | | | | | | Submit | Clear |
| Transaction Type | Select Transaction Type | | | | | | | | | | | | |
| | Select Transaction Type | | | | | | | | | | | | |
| | Supplier Invoice | | | | | | | | | | | | |
| | Supplier Credit | | | | | | | | | | | | |
| Creditor | Contact | | | | | | | | | | | | |
| | Contact Phone | | | | | | | | | | | | |
| | Email Address | | | | | | | | | | | | |
| | Terms | | | | | | | | | | | | |
| Company/Branch | | | | | | | | | | | | | |
| Currency | | | | | | | | | | | | | |
| Invoice/Credit Number | <input type="text"/> | Invoice/Credit Total | <input type="text"/> | To Dissect | | | | | | | | | |
| Invoice/Credit Date | <input type="text"/> | GST/VAT Amount | <input type="text"/> | | | | | | | | | | |
| Due Date | <input type="text"/> | Nett Amount | <input type="text"/> | | | | | | | | | | |
| Reference | <input type="text"/> | GI Narrative | <input type="text"/> | | | | | | | | | | |
| Chart of Account | <input type="text"/> | Gross Amount | <input type="text"/> | Clear Entry | | | | | | | | | |
| Company/Branch | <input type="text"/> | GST/VAT Amount | <input type="text"/> | Accept | | | | | | | | | |
| Sub Account | <input type="text"/> | Nett Amount | <input type="text"/> | | | | | | | | | | |

Processing of either an Invoice or Credit Note have the same requirements.

Chapter 9 – General Ledger

The completed form is shown below:

Home <http://192.168.199.105/baweb/>
All Options
Favourites
Report Cabinets
Logout

General Creditor Transactions

Transaction Type Supplier Invoice Financial Year 03 Financial Month 1 July

| | |
|--|--|
| Creditor OFFICE Office Works 55 Lavender Street Sydney 2000 | Contact Contact Phone 6666 9858 Email Address Terms 60 days |
|--|--|

| | |
|---|--|
| Company/Branch 0 | Currency AUD AUSTRALIAN DOLLARS |
|---|--|

| | | | |
|---|--|-------------------|-------------|
| Invoice/Credit Number 125689 | Invoice/Credit Total 1,500.00 | To Dissect | 0.00 |
| Invoice/Credit Date 06/03/2010 | GST/VAT Amount 136.36 | | 0.00 |
| Due Date 05/05/2010 | Nett Amount 1,363.64 | | 0.00 |
| Reference Delivery 10/2 | GI Narrative Supplies 10/2 | | |

| | | | |
|--|--|--|---------------------------------------|
| Chart of Account | Gross Amount | <input type="button" value="Clear Entry"/> | |
| Company/Branch | GST/VAT Amount | | <input type="button" value="Accept"/> |
| Sub Account | Nett Amount | | |

| GL Account | COA Description | Narrative | 1,500.00 Amount | Remove | GST/VAT Amount | GST/VAT Dissection |
|------------|------------------|---------------|--------------------|--------|----------------|-----------------------|
| 814*0*AUD | Office Cleaning | Supplies 10/2 | 454.55 | | 45.45 | |
| 938*0*AUD | General Expenses | Supplies 10/2 | 909.09 | | 90.91 | |

| GL Account | COA Description | Narrative | Amount For | For | For |
|------------|-----------------|---------------|------------|---------|-----|
| 410*0*AUD | GST Collected | Supplies 10/2 | 136.36 | GST/VAT | |

Invoices are fully dissected to the General Ledger in the entry process.

Chapter 9 – General Ledger

Credit Note entry has the same requirements.

| | | | | | | | | |
|------|-------------------|-----------------|-------------|------------|-----------------|--------|---------------------------------------|--------------------------------------|
| Home | Account Selection | Change Password | All Options | Favourites | Report Cabinets | Logout | <input type="button" value="Submit"/> | <input type="button" value="Clear"/> |
|------|-------------------|-----------------|-------------|------------|-----------------|--------|---------------------------------------|--------------------------------------|

| General Creditor Transactions | | | | | | | |
|-------------------------------|--|-------------------------------------|-------------------------------------|--|-----------------------------------|-----------|--|
| Transaction Type | <input type="text" value="Supplier Credit"/> | Financial Year | 03 | Financial Month | 1 | July | |
| Creditor | | <input type="text" value="OFFICE"/> | | Contact | | | |
| Office Works | | | | Contact Phone | | 6666 9858 | |
| 55 Lavender Street | | | | Email Address | | | |
| Sydney 2000 | | | | Terms | | 60 days | |
| Company/Branch | <input type="text" value="0"/> | | | | | | |
| Currency | AUD | AUSTRALIAN DOLLARS | | | | | |
| Invoice/Credit Number | <input type="text" value="CR12345"/> | Invoice/Credit Total | <input type="text" value="150.00"/> | To Dissect | <input type="text" value="0.00"/> | | |
| Invoice/Credit Date | <input type="text" value="06/03/2010"/> | GST/VAT Amount | <input type="text" value="13.64"/> | | | | |
| Due Date | <input type="text" value="05/05/2010"/> | Nett Amount | <input type="text" value="136.36"/> | | | | |
| Reference | <input type="text" value="Returned Paper"/> | | GI Narrative | <input type="text" value="Returned Paper 10/2"/> | | | |
| Chart of Account | <input type="text"/> | Gross Amount | <input type="text"/> | <input type="button" value="Clear Entry"/> | | | |
| Company/Branch | <input type="text"/> | GST/VAT Amount | <input type="text"/> | <input type="button" value="Accept"/> | | | |
| Sub Account | <input type="text"/> | Nett Amount | | | | | |

| GL Account | COA Description | Narrative | 150.00 Amount | Remove | GST/VAT Amount | GST/VAT Dissection |
|------------|------------------|---------------------|------------------|--------------------------|----------------|--------------------------|
| 938*0*AUD | General Expenses | Returned Paper 10/2 | 136.36 | <input type="checkbox"/> | 13.64 | <input type="checkbox"/> |

| GL Account | COA Description | Narrative | Amount For | GST/VAT | |
|------------|-----------------|---------------------|------------|--------------------------|--|
| 410*0*AUD | GST Collected | Returned Paper 10/2 | 13.64 | <input type="checkbox"/> | |

The entry of Invoices and Credit Notes creates the **General Creditors Sub-ledger**.

This is controlled in the **General Ledger system** by a control account (nominally 310 in most systems).

The **GL control accounts** represents the aggregate of every individual transaction and a reconciliation of the General Ledger control and Sub-ledger should be undertaken monthly.

Chapter 9 – General Ledger

The **General Ledger Enquiry** shows the full details of all **General Creditor** transactions.

Home
Account Selection Change Password All Options Favourites Report Cabinets Logout

General Ledger Enquiry Clear

Coa Number Non-Insurance Creditors
Company/Branch No
 Sub Account

Account Type CLCRED Liabilities Creditors & Borrowings
 Year -- Current --

AUSTRALIAN DOLLARS Account Summary

| Journal | Voucher | Tran Date | Batch | Mth/Yr | Amount | Account | Narrative | Effective |
|---------|---------|------------|-------|---------|-----------|---------|---------------------|------------|
| CDBN3 | CR12564 | 06/03/2010 | CNONE | 09/2010 | 150.00 | OFFICE | Paper Returned | 06/03/2010 |
| CINV3 | 568978 | 06/03/2010 | CNONE | 09/2010 | -1,250.00 | COUNCIL | Rates - 1st Quarter | 06/03/2010 |
| CINV3 | 122256 | 06/03/2010 | CNONE | 09/2010 | -1,500.00 | OFFICE | Supplies 12/2 | 06/03/2010 |

Journals: 3 [Transfer to Excel](#)

Journal Details

| Journal | Voucher | Tran Date | Batch | Mth/Yr | GL Account | Amount | Account | Narrative |
|---------|---------|-----------|-------|--------|------------|---------|---------|----------------|
| CDBN3 | CR12564 | 06/03/10 | CNONE | 09/10 | 938*0*AUD | -136.36 | OFFICE | Paper Returned |
| | | | | | 410*0*AUD | -13.64 | OFFICE | Paper Returned |
| | | | | | 310*0*AUD | 150.00 | OFFICE | Paper Returned |

There are a number of enquiries and reports available, including:

Creditors Trial Balance

Creditors Ageing Reports

Payment Run Reports

Detailed Creditor Enquiry

General Ledger Details reports

There are 3 basic formats of General Ledger Details reports with each providing the option to report on a previous year's transactions.

If Foreign Currency applies then each of the reports will also be available in Foreign Currency.

General Ledger Details reports are accessed from the Accounting menu or All Options > Accounting > Reports > GL Details Reports Selection.

General Ledger - Details Report Selection

Report Format: ---Select Report Format---

Currency: Local Currency

COBR Above or Equal To: B A Insurance Systems Pty Ltd

COBR Below or Equal To: B A Insurance Systems Pty Ltd

COA No. Above or Equal To: []

COA No. Below or Equal To: []

Fin. Month Above or Equal To: 11 May

Fin. Month Below or Equal To: 11 May

Financial Year: 2004

---Select Report Format---
 Details by COA
 Details by COA by Policy Class
 Details by COA - Insurance Details

Selection of Foreign Currency will only be available if this option is applicable. If selected, either all currencies or a specific currency may be nominated.

Development Account - BA.DEV - Gchart by Description

Gchart by Description

| COA No. | COA Description |
|---------|---------------------------------------|
| 820 | Fat Levy |
| 374 | Fielding & Partners |
| 138 | Financial Services Debtors |
| 955 | Fines & Penalties |
| 953 | Flowers |
| 148 | Foreign Currency \$A Transfer Account |
| 512 | Foreign Currency Translation Reserve |
| 872 | Freight |
| 726 | Fringe Benefits Tax |
| 727 | Fringe Benefits Tax - Recovery |
| 403 | Fringe Benefits Tax Provision |
| 194 | Furniture & Fittings |
| 306 | GAB - Creditor's Claims Control |
| 156 | GAB - Debtors Claims Control |
| 410 | GST Collected |

Page 25 of 46
 Select Page [Previous] [Next] [Go to Page]

Refine Search

COA Description []
 [Refine]

COA is selectable by clicking the link.

Information is presented in alphabetical order of COA Description.

You may refine your search by entering part of the description.

Chapter 9 – General Ledger

Samples of General Ledger Details reports are below.

A) General Ledger Details Report by COA

| B A Insurance Systems Pty Ltd | | | | | | | | | | | | |
|---|-------------|-----------------|------------|----------------|------------------|----------------|--------------------|-------|------|---------------------------------------|-------------------|-------------------|
| General Ledger Details Report | | | | | | | | | | | | |
| Run Time: 22 SEP 2010 - 14:00 | | | | | | | | | | | | |
| Company Branch From 0 To 0 | | | | | | | | | | | | |
| Chart of Account From 040 To 101 | | | | | | | | | | | | |
| Financial Month From 10 (April) To 11 (May) - Year 2004 | | | | | | | | | | | | |
| COA Number | Sub Account | Journal Id & No | Account No | Voucher Number | Transaction Date | Effective Date | Narrative | Month | Year | Debit Amount | Credit Amount | C/F Balance |
| 951 | USD | | | | | | | | | | | -4,445.10 |
| 951 | USD | DREC2 | | 4161 | 23/06/10 | 23/06/10 | AR Sundry Rec 4161 | May | 04 | 44.44 | | -4,400.66 |
| B A Insurance Systems Pty Ltd | | | | | | | | | | Bank - Insurance Broking - USD | Total: USD | 44.44 |
| B A Insurance Systems Pty Ltd | | | | | | | | | | | | |
| Total: Bank - Insurance Broking - USD | | | | | | | | | | 44.44 | | |
| 952 | AUD | | | | | | | | | | | 12,037.96 |
| 952 | AUD | DREC1 | PCT020 | 4091 | 14/01/10 | 14/01/10 | AR RECPT PCT020 | Apr | 04 | 11,198.34 | | 23,224.30 |
| 952 | AUD | DREC1 | PCT012 | 4092 | 14/01/10 | 14/01/10 | AR RECPT PCT012 | Apr | 04 | 3,194.26 | | 26,408.56 |
| 952 | AUD | DREC1 | DAVE1 | 4096 | 04/11/06 | 28/01/10 | AR RECPT DAVE1 | May | 04 | 11.00 | | 26,419.56 |
| 952 | AUD | DREC1 | DAVE1 | 4097 | 03/11/06 | 28/01/10 | AR RECPT DAVE1 | May | 04 | 11.00 | | 26,430.56 |
| 952 | AUD | DREC1 | DAVE1 | 4098 | 03/11/06 | 28/01/10 | AR RECPT DAVE1 | May | 04 | 11.00 | | 26,441.56 |
| 952 | AUD | DREC1 | DAVE1 | 4099 | 04/11/06 | 28/01/10 | AR RECPT DAVE1 | May | 04 | 11.00 | | 26,452.56 |
| 952 | AUD | DREC1 | DAVE1 | 4100 | 03/11/06 | 28/01/10 | AR RECPT DAVE1 | May | 04 | 11.00 | | 26,463.56 |
| 952 | AUD | DREC1 | DAVE1 | 4101 | 03/11/06 | 28/01/10 | AR RECPT DAVE1 | May | 04 | 11.00 | | 26,474.56 |
| 952 | AUD | CPAY1 | QBU | 20100311.1 | 11/03/10 | 11/03/10 | AP PAY 704 QBU | May | 04 | | -2,227.31 | 24,247.25 |
| 952 | AUD | CPAY1 | PCT01 | 20100311.2 | 11/03/10 | 11/03/10 | AP PAY 705 PCT01 | May | 04 | | -6,248.04 | 17,999.21 |
| 952 | AUD | CPAY1 | QBE | 20100311.3 | 11/03/10 | 11/03/10 | AP PAY 706 QBE | May | 04 | | -1,604.31 | 16,394.90 |
| 952 | AUD | DREC1 | PCT001 | 4153 | 15/06/10 | 21/06/10 | AR RECPT PCT001 | May | 04 | 5,220.60 | | 21,615.50 |
| 952 | AUD | DREC1 | PCT008 | 4154 | 15/06/10 | 21/06/10 | AR RECPT PCT008 | May | 04 | 4,210.56 | | 25,826.06 |
| 952 | AUD | DREC1 | PCT012 | 4155 | 15/06/10 | 21/06/10 | AR RECPT PCT012 | May | 04 | 418.40 | | 26,244.46 |
| 952 | AUD | DREC1 | PCT001 | 4156 | 16/06/10 | 21/06/10 | AR RECPT PCT001 | May | 04 | 4,894.00 | | 31,138.46 |
| B A Insurance Systems Pty Ltd | | | | | | | | | | Bank - Insurance Broking No 2 | Total: AUD | 29,180.16 |
| B A Insurance Systems Pty Ltd | | | | | | | | | | Bank - Insurance Broking No 2 | Total: AUD | -10,079.66 |
| Total: Bank - Insurance Broking No 2 | | | | | | | | | | 29,180.16 | -10,079.66 | |

B) General Ledger Details Report by Policy Class

| B A Insurance Systems Pty Ltd | | | | | | | | | | | | | |
|---|-------------|-----------------|------------|----------------|------------------|----------------|---------------|-------|------|---------------------|--------------|---|---------------|
| General Ledger Details Report - by Policy Class | | | | | | | | | | | | | |
| Run Time: 22 SEP 2010 - 14:07 | | | | | | | | | | | | | |
| Company Branch From 0 To 0 | | | | | | | | | | | | | |
| Chart of Account From 400 To 520 | | | | | | | | | | | | | |
| Financial Month From 10 (April) To 11 (May) - Year 2004 | | | | | | | | | | | | | |
| COA Number | Sub Account | Journal Id & No | Account No | Voucher Number | Transaction Date | Effective Date | Narrative | Month | Year | Class | Debit Amount | Credit Amount | C/F Balance |
| 411 | AUD | BNVB | TAKE01 | 07400 | 01/07/10 | 30/06/10 | BK INV TAKE01 | May | 04 | DB% | 0.07 | | 6,413.74 |
| 411 | AUD | BNVB | TAKE01 | 07511 | 01/08/10 | 26/08/10 | BK INV TAKE01 | May | 04 | DB% | 0.04 | | 6,413.78 |
| B A Insurance Systems Pty Ltd | | | | | | | | | | GST Deducted | AUD | Total: Budget Dog Pet % Share Plan | 1.48 |
| 411 | AUD | BNVB | TAKE01 | 08493 | 01/11/09 | 19/01/10 | BK INV TAKE01 | Apr | 04 | DST% | 0.08 | | 6,413.86 |
| 411 | AUD | BNVB | TAKE01 | 08533 | 01/11/09 | 19/01/10 | BK INV TAKE01 | Apr | 04 | DST% | 0.08 | | 6,413.94 |
| 411 | AUD | BNVB | TAKE01 | 08584 | 01/12/09 | 19/01/10 | BK INV TAKE01 | Apr | 04 | DST% | 0.08 | | 6,414.02 |
| 411 | AUD | BNVB | TAKE01 | 08634 | 01/01/10 | 19/01/10 | BK INV TAKE01 | Apr | 04 | DST% | 0.08 | | 6,414.10 |
| 411 | AUD | BNVB | TAKE01 | 08855 | 01/02/10 | 24/03/10 | BK INV TAKE01 | May | 04 | DST% | 0.08 | | 6,414.18 |
| 411 | AUD | BNVB | TAKE01 | 08910 | 01/03/10 | 24/03/10 | BK INV TAKE01 | May | 04 | DST% | 0.08 | | 6,414.26 |
| 411 | AUD | BNVB | TAKE01 | 08955 | 01/04/10 | 24/03/10 | BK INV TAKE01 | May | 04 | DST% | 0.08 | | 6,414.34 |
| 411 | AUD | BNVB | TAKE01 | 07208 | 01/05/10 | 03/05/10 | BK INV TAKE01 | May | 04 | DST% | 0.08 | | 6,414.42 |
| 411 | AUD | BNVB | TAKE01 | 07257 | 01/06/10 | 03/05/10 | BK INV TAKE01 | May | 04 | DST% | 0.08 | | 6,414.50 |
| 411 | AUD | BNVB | TAKE01 | 07410 | 01/07/10 | 30/06/10 | BK INV TAKE01 | May | 04 | DST% | 0.08 | | 6,414.58 |
| 411 | AUD | BNVB | TAKE01 | 07520 | 01/09/10 | 26/08/10 | BK INV TAKE01 | May | 04 | DST% | 0.02 | | 6,414.60 |
| B A Insurance Systems Pty Ltd | | | | | | | | | | GST Deducted | AUD | Total: Standard Dog Pet % Share Plan | 0.82 |
| 411 | AUD | BNVB | PCTSUB | 08383 | 01/07/09 | 19/01/10 | BK INV PCTSUB | Apr | 04 | FR | 12.33 | | 6,426.93 |
| 411 | AUD | BNVB | PCTSUB | 08601 | 01/01/10 | 19/01/10 | BK INV PCTSUB | Apr | 04 | FR | 8.64 | | 6,435.57 |
| 411 | AUD | BNVB | PCTSUB | 08925 | 01/04/10 | 24/03/10 | BK INV PCTSUB | May | 04 | FR | 8.64 | | 6,444.21 |
| 411 | AUD | BNVB | DAVE | 07049 | 21/04/10 | 21/04/10 | BK INV DAVE | May | 04 | FR | 45.00 | | 6,489.21 |
| 411 | AUD | BNVB | PCTSUB | 07398 | 01/07/10 | 30/06/10 | BK INV PCTSUB | May | 04 | FR | 6.85 | | 6,496.06 |
| 411 | AUD | BNVB | DAVE | 07451 | 06/07/10 | 06/07/10 | BK INV DAVE | May | 04 | FR | 30.00 | | 6,527.86 |
| B A Insurance Systems Pty Ltd | | | | | | | | | | GST Deducted | AUD | Total: Fire | 113.26 |

C) General Ledger Details Report - Insurance Details

| B A Insurance Systems Pty Ltd | | | | | | | | | | | | | | |
|---|-------------|-----------------|------------|----------------|------------------|----------------|------------------------|-------|------|------------------------------------|-------------------|-----------------|------------------|---------------|
| General Ledger Details Report - Insurance Details | | | | | | | | | | | | | | |
| Run Time: 22 SEP 2010 - 14:20 | | | | | | | | | | | | | | |
| Company Branch From 0 To 0 | | | | | | | | | | | | | | |
| Chart of Account From 400 To 520 | | | | | | | | | | | | | | |
| Financial Month From 10 (April) To 11 (May) - Year 2004 | | | | | | | | | | | | | | |
| COA Number | Sub Account | Journal Id & No | Account No | Voucher Number | Transaction Date | Effective Date | Narrative | Month | Year | Client Code | Reference | Batch No | Debit Amount | Credit Amount |
| 425 | PHP | DREC1 | PESO | 4083 | 23/12/09 | 23/12/09 | AR RECPT PESO | Apr | 04 | PESO PESO DEBTOR | | | 1,000.00 | |
| 425 | PHP | CFC10 | | | 20/01/10 | 20/01/10 | Old Bal 1000.00 | Apr | 04 | | | | | -1,000.00 |
| B A Insurance Systems Pty Ltd | | | | | | | | | | Clearing - Foreign Exchange | Total: PHP | 1,000.00 | -1,000.00 | |
| B A Insurance Systems Pty Ltd | | | | | | | | | | | | | | |
| Total: Clearing - Foreign Exchange | | | | | | | | | | 1,216.23 | -2,528.74 | | | |
| 431 | AUD | CJLNC | PCT09 | 3477 | 06/04/10 | 16/04/10 | Test JNLC narrative | May | 04 | PCT09 | | C287 | 400.00 | |
| 431 | AUD | CJNLD | PCT09 | 3497 | 16/04/10 | 16/04/10 | Testing JNLD narrative | May | 04 | PCT09 | | C289 | | -400.00 |
| B A Insurance Systems Pty Ltd | | | | | | | | | | Creditors Take On Clearing | Total: AUD | 400.00 | -400.00 | |
| B A Insurance Systems Pty Ltd | | | | | | | | | | | | | | |
| Total: Creditors Take On Clearing | | | | | | | | | | 400.00 | -400.00 | | | |
| 446 | AUD | CRV3 | TELSTRA | 24 | 03/03/10 | 03/03/10 | MJHGBGH | May | 04 | TELSTRA | | CN06 | 200.00 | |
| 446 | AUD | ADJ1342 | | ASS0321R | 27/04/10 | 27/04/10 | REV TEST WRITE | May | 04 | | | | | -12.00 |
| 446 | AUD | CJLNC | PCT08 | JV311 | 13/05/10 | 13/05/10 | TEST AP JNLC | May | 04 | PCT08 | | CN06 | 88.00 | |
| 446 | AUD | CJNLD | PCT08 | JV311REV | 13/05/10 | 13/05/10 | Test AP JNLD | May | 04 | PCT08 | | CN06 | | -88.00 |