

CAPITAL V8

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Capital Business Software Tutorial Series

# General Ledger Using Capital Business Manager V8 1.0

CAPITAL OFFICE BUSINESS SOFTWARE

# Capital Business Software Tutorial Series

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## Basic Navigation

### *Various Techniques You Can Use To Navigate Through General Ledger*

**T**o save time in the future, print a copy of this document. Click **Print** on the **File** menu. With the printed document in hand, position yourself in front of the software and work through the following exercises.

**Begin by launching the software** and then return to this tutorial.

### The Explorer Bar

Use the Explorer Bar to open new areas of the software. Such as the general ledger, stock area, cash manager, and the various transactions found in the system. The Explorer Bar is found on the left of the application's main work area. To open a new area click on the applicable icon.

The Explorer Bar is divided into a series of bands. The standard band titles include:

**Manager**  
**Transactions**  
**Products**  
**Reports**  
**Service**  
**Maintenance**

To view the grouping of functions associated with each band, click on the band name with your mouse.

## NAVIGATION BASICS



The general ledger is found on the **Manager** band which is open when the software first starts.

To move to the general ledger click on the **General Ledger** icon.



(If this icon is not visible, click on the word **Manager** first.)

The Explorer Bar remains to the left of the application even when the general ledger area opens. You can open other areas of the software at once by clicking again on the Explorer Bar. For example, click on the **Suppliers** icon to open the supplier area as well.

You now have two different areas of the software open at the same time. To return to the general ledger press the **green** go back button on the tool bar above the customer list.



Continue to press the go back and go forward area buttons to toggle through all open areas in the software. You can also view the list of all open areas by selecting WINDOW from

## NAVIGATION BASICS

the menu at the top of the application.

To open the same area more than once hold down the SHIFT key and click on the area with your mouse. For example, to open the general ledger twice, click on the **General Ledger** icon while holding down the SHIFT key. (If you don't hold down the SHIFT key, clicking on the icon will just return you to whatever area is already open that is represented by that icon.)



To close an area, locate the blue arrow close button in the top left hand corner of the application and click on it. To close all open areas select Close All from the WINDOW menu at the top right of the application. To then close the application locate the blue arrow close button in the top left hand corner of the application and click on it.

Using the keyboard you can also press ALT+F4 to close the application.

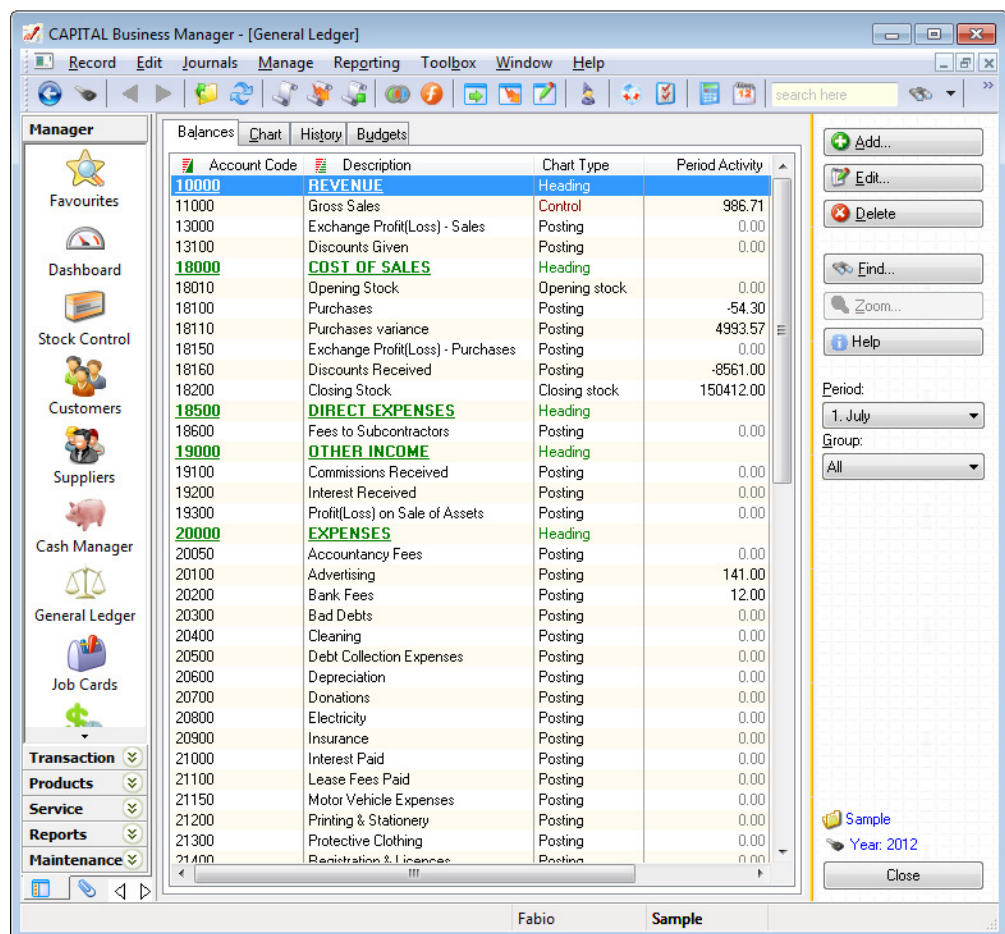
## The Chart of Accounts

### How To Search, Navigate & Alter Your Chart Of Accounts

The general ledger area allows you to view your chart of accounts, add, edit or remove these accounts, enter journals and print financial statements.

A general ledger can be thought of as a central holding area containing the consolidated balances of various different accounts in your system. For example, the total balance of money owed to you (your debtors), money you owe (your creditors) and such items as the balances of your various bank accounts.

When you first open the general ledger, your chart of accounts is displayed:



## MANAGING ACCOUNTS

To navigate through the list use the up and down arrow keys or the PGUP and PGDN keys to move pages at a time. You can also press the HOME key to move to the top of the list and the END key to move to the bottom.

By default the chart of accounts list (also referred to as the “record list”) is sorted by account code. However, you can also sort the list by account description by clicking on the **Description** heading using your mouse.

### Ways To Sort A Record List

Sorting the record list can be changed by clicking on the column heading of the column you wish to sort the list by. The column heading must have a red/green block next to the column heading name for it to be sortable.



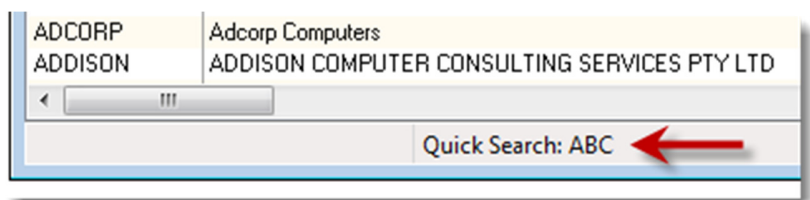
When the bottom block turns a solid green the list is sorted by that column in ascending sequence. Click on the column heading again to reverse the sorting. The top block will turn a solid red and the record list will be sorted in descending sequence.

You can also change the sorting of the record list by using the keyboard. Press SHIFT+F10 and then select the applicable “Sort by” method from the pop-up menu.

### Quick Search

Rather than use the arrow and PGUP and PGDN keys to scroll through the record list, there is a faster way to find what you are looking for: Just begin to type. The information that most closely matches what you have typed will come into view. But it's important to remember that information is searched for based on the currently sorted column. If your column is sorted by account name, then as you type, the software will try to find the account by searching for a match under the account name column.

For example, if you typed ‘ABC’ using your keyboard the Quick Search feature would display these characters below the record list.



To erase what you have typed and re-start the Quick Search, hold down the CTRL key and press BACKSPACE. Then restart your search by typing again.

### Global Text Search

If the information you are looking for cannot be found in a specific column on the record list, you can press the **Find** button on the right side of the list. The **Find** button can be used to match *any* information within the record itself. This is referred to as a ‘Global Text Search’.



## MANAGING ACCOUNTS



A Global Text Search can be slow if your record list is large. It may also produce too many matches to search through if the information you are looking for is not very specific. This is usually not a problem for a chart of accounts which usually does not get all that large, but transaction activity under each account may be a different story!

Nonetheless, it is a good method to use when you are searching for a specific and relatively unique set of letters or numbers. (Such as reference number or key word within a description.)

A Global Text Search will select the first record that matches the string of characters you have entered. If this is not the record you are seeking, press the F3 button to continue the search for the next match.

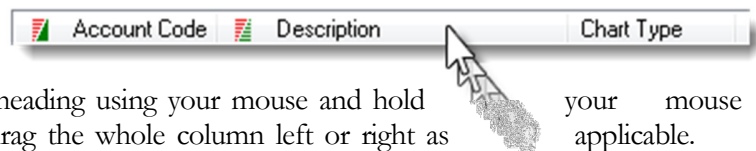
### *Column Properties Manager*

The columns found on your chart of accounts need not be static. You can re-arrange the columns, add more that you may need or remove those that you don't, or change any of their widths.

To change the width of a column move your mouse *between* any two column headings until the mouse pointer changes into a "double arrow" symbol. Hold down your left mouse button and then drag the mouse left or right to resize the column.

To move a column into a new position,

click on the column heading using your mouse and hold button down. Next drag the whole column left or right as



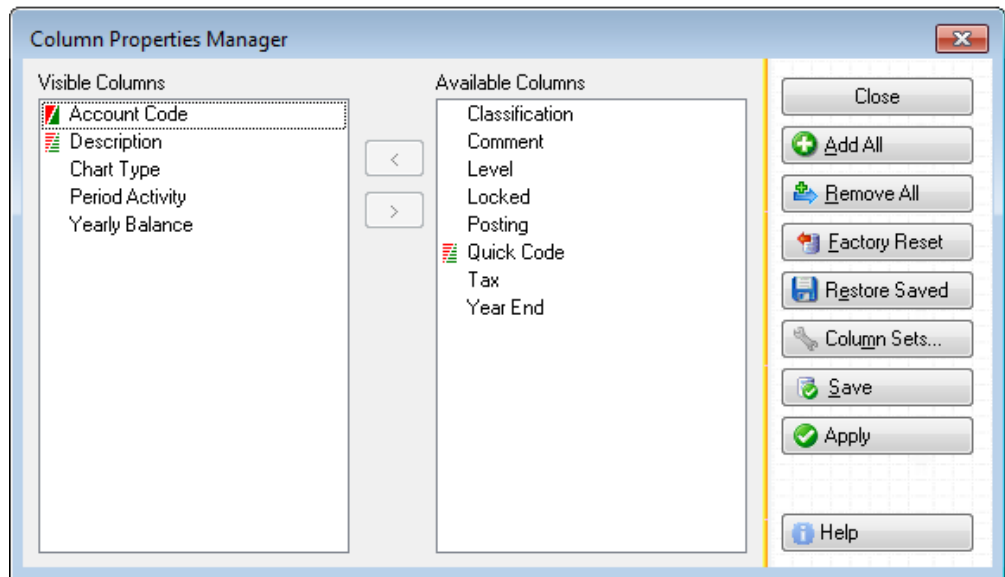
your mouse applicable.

Adding and removing columns involves a few additional steps:

1. Begin by clicking on the grid using your right mouse button.
2. A pop-up menu will appear. Click on **Column Properties**

The following window will open:

## MANAGING ACCOUNTS



This window presents all the columns currently visible in the left panel and all the columns available to you (the “column library”) in the right panel.

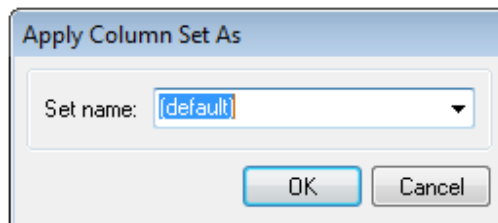
To add a column to the chart list, click on a column that appears in the right panel, and then press the < button to move it into the left panel.

In a like manner, use the same technique to remove a column from the chart list. Click on a column in the left panel and then press the > button to move it into the right panel.

If you are satisfied with the changes you have made, you can press the **Apply** button to temporarily update your chart list or press the **Save** button to “permanently” update your chart list.

The main difference between **Apply** and **Save** is that if you press **Apply**, the changes you have made will be forgotten the next time you close and restart the software. If you press **Save**, your changes will be remembered until such time as you decide to change your column arrangements again.

When you go to either apply or save your changes the software will prompt you with an additional question:

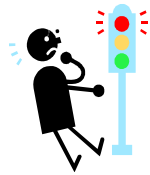


When this window appears, simply press **OK** to save your column arrangements.



*What is a Column Set?* Column sets are useful when you wish to create multiple *sets* of lists and quickly toggle between them. For example, you might create one list of columns focused on your chart structure and another focused on balances. Since this feature is more advanced, it will not be discussed further here. However, you can find out more by reading the *General Ledger Reference Guide*.

### Fixing Mistakes



If you want to go back to the way the software's column arrangements were originally set, then a simple way to do this is to press the **Factory Reset** button. This is also an easy way to recover if you have made mistakes and want to restore things back to the way they were originally. But don't forget to press **Save** afterwards.

When you add and remove columns, the columns may not always appear automatically in the positions you want them in. To move columns to the positions you desire while still inside the *Column Properties Manager*, click on the column you wish to move (be sure you are clicking in the left panel) and while still holding the mouse down, "drag" the column to its new position.

Keep repeating this process until the columns have the ordering you want, before pressing **Apply** or **Save**.



Remember that if you rearrange your chart of accounts list, those changes will be forgotten the next time you restart the software or log back in using your password, unless you save them first.

To save your column arrangements:

1. Click on the grid using your right mouse button.
2. From the pop-up menu select **Column Properties**
3. Press **Save** and then **OK**
4. Press **Close** to close the *Column Properties Manager*.

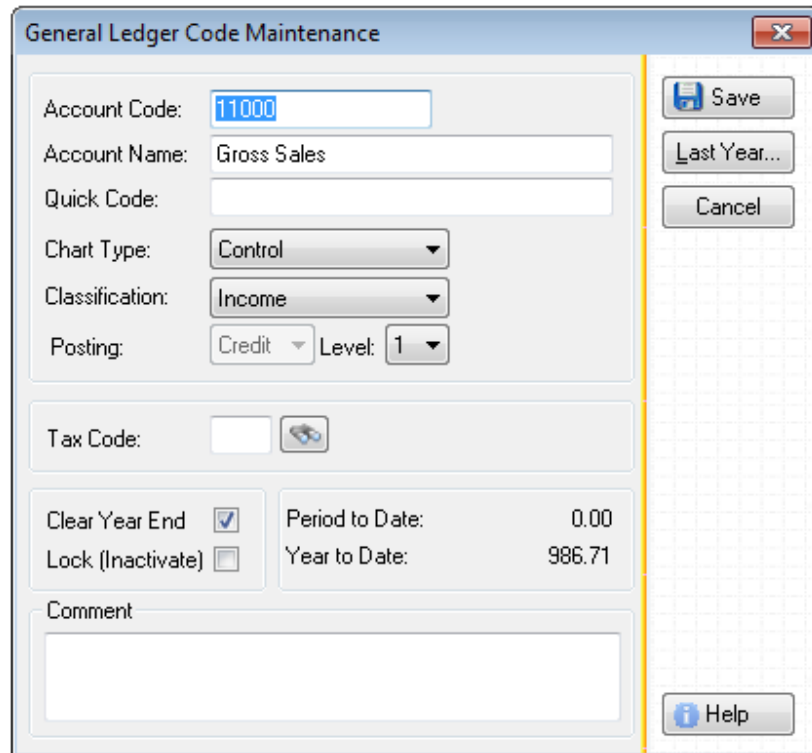
Column arrangements are linked to your password. So even if you work from a different computer, your preferred column arrangements will still appear after you log in.

## MANAGING ACCOUNTS

### Managing Accounts

You can add, edit or delete accounts found in your chart of accounts by pressing the **Add**, **Edit** and **Delete** buttons found on the right side of the chart list.

If you press the **Add** or **Edit** buttons the *General Ledger Code Maintenance* window will open.



The image shows a software window titled "General Ledger Code Maintenance". It contains several input fields and buttons. On the right side, there are three buttons: "Save", "Last Year...", and "Cancel". At the bottom right, there is a "Help" button. The main area of the window contains the following fields:

- Account Code: 11000
- Account Name: Gross Sales
- Quick Code: (empty)
- Chart Type: Control (dropdown menu)
- Classification: Income (dropdown menu)
- Posting: Credit (dropdown menu) Level: 1 (dropdown menu)
- Tax Code: (empty) with a magnifying glass icon
- Clear Year End: ☒
- Lock (Inactivate): ☐
- Period to Date: 0.00
- Year to Date: 986.71
- Comment: (empty text area)

Here you can amend elements of your chart. The **Account Code** is the chart account identifier and the **Account Name** is its description.

#### Quick Code

The **Quick Code** is an alternate code that you can assign to the account that the system will also search for. For example, if your cleaning account for your eastern branch is assigned the code 8-131550, you might enter in the **Quick Code** the code Clean East and then type Clean East instead of 8-131550 when doing data entry. Quick codes are optional and may be left blank.

#### The Chart Type

The chart type tells the general ledger how the software should treat the account. The main types include:

##### *Posting*

These are the most common types of accounts. These accounts hold balances and can be "posted to" (updated) either automatically by the computer, or directly by yourself, using a journal. (Journals are explained in detail in the next section.)

## MANAGING ACCOUNTS

### *Control & Bank*

Control accounts are similar to posting accounts except users can't directly assign transactions amounts to them. These types of accounts are maintained by your software directly. For example, if you assigned the balance of the money owed to you to an account called *Trade Debtors* and made this account a *control* account, this would stop other users in the system from directly adjusting the balance of the account. Only the computer software would be permitted to do this.



For example, your computer software will automatically add or subtract from one or more general ledger accounts when you issue customer invoices or enter customer payments. In this case the software maintains the balance of the applicable account or accounts for you. Users should not (under normally circumstances) directly alter the balance. If the balance is wrong, then this would suggest that a payment was incorrectly entered or an invoice incorrectly issued. In that case, the transaction or transactions in error should be corrected, rather than have the total balance adjusted.



Control accounts are important because they prevent users from directly adjusting balances to fix mistakes, when they should in fact be looking for the problem in the list of transactions that make up the balance instead.

Bank accounts are the same as control accounts, except the label 'bank' can be more meaningful than 'control' as it reminds the user that the account code in the general ledger is meant to represent a bank balance.

### *Heading & Total*

Heading and total accounts don't hold balances. They are primarily used for presentation purposes in order to make the chart of accounts easier to read.

### *Opening & Closing Stock*

Opening/closing stock accounts are special types of accounts used to hold your inventory value when you are using the opening/closing stock accounting method. More information on these types of accounts can be found in your *General Ledger Reference Manual*.

### **Classification**

The account classification defines the account's grouping. Common groupings include income, expenses, current assets, long term liabilities, and so on. Be sure to assign your account codes the classification that applies to it from the list of available choices.

### **Posting**

General ledger accounts can be either *debit* or *credit* type. For example, income accounts are typically credit type and expense accounts are typically debit type. If you are unsure what type your account should be, consult your system administrator or accountant.

## MANAGING ACCOUNTS

### Tax Code

While assigning a **Tax Code** is optional, it can save you a lot of data entry work later if you can specify them now.

For example, if you receive tax inclusive invoices from your cleaning company then assigning a tax inclusive code here will save you data entry work. The default GST inclusive tax code found in your software has the code: 'GSI'

In a similar manner, if you primarily receive amounts that are exclusive of GST from your telephone company (that is to say, the GST component is shown separately on your invoice), then you might assign the default tax code 'GST' to your account.



You can always *change* the tax code at the time of entering supplier invoices, cash adjustments and so on. Specifying it on your general ledger account now, means that you don't have to retype it when you enter transactions that interact with your chart of accounts.

When you have finished entering or amending your chart code, simply press **Save**

## How To Post A Journal

### *Making Changes To Your Account Balances*

**T**his section explains how to enter and post a general journal. However, before going over this process step by step, it's worth spending a few minutes explaining the different types of journals that your software understands.

#### **General Ledger Journals**

There are three different types of journals that your software will recognize.

##### *System Journals*

These journals are created automatically by your software – the system – and may be posted directly into your general ledger automatically or placed inside 'system journals' to await posting, or you may create them periodically using the *End Period Wizard*.

Exactly what happens here depends on how your software has been set-up and what edition of the software you are working with.

The contents of a system journal cannot be edited by you directly. You may be able to view the contents of a system journal or reverse or post a system journal, but you cannot change what is inside it. This is because a system journal must always correspond to a set of transactions found in one or more of your accounting areas (sometimes referred to as 'sub ledgers').

A system journal is typically made up of all the debits and credit entries drawn from your customer, supplier, cash manager and other areas of your business system.

##### *General Journals*

These are journals you create and post yourself manually. They can contain whatever information you enter into them.

##### *Standing Journals*

Standing journals are similar to general journals, however they cannot be directly posted. But you can copy a standing journal and post the copy. Standing journals are handy for repetitive tasks that require you to post certain journals at the end of each accounting period.

## CREATING & POSTING JOURNALS

### Creating a General Journal

To create a general journal, open the General Ledger area, and select from the menu Journals | General Journal Batches.

Then press the **Add** button.

The *General Journals Batches* window will open.

The screenshot shows the 'General Journal Batches' window. It contains a table with columns: T, Batch No., Period, Description, and Status. A modal dialog titled 'General Journal Batches' is open in the foreground. The dialog has the following fields and controls:

- Batch No.: 3
- Period: November
- Period No.: 5 (with a calendar icon)
- Control Amount: 0.00
- Description: (empty text box)
- Reference: (empty text box)
- Entered By: (empty text box)
- Contra Account: (empty text box with a currency icon)
- Created: (empty text box)
- Year: 2012
- Last Update: (empty text box)
- Total Entries: (empty text box)
- Total Credits: (empty text box)
- Total Debits: (empty text box)

At the bottom of the dialog are buttons for 'Help', 'Next >', and 'Cancel'. The background window has a toolbar on the right with buttons: Close, Tag, Copy..., Post..., Reverse..., Add.., Edit..., Delete..., Find..., and Help.

Be sure that the **Period No.** is correct: for example, if you wish to adjust entries for November and the period number of November is 5, then the number 5 should be assigned to the batch.

You can also optionally enter a description in the **Description** area explaining the purpose of the journal if you wish.

The other entries are optional but you can fill them in if you wish. For more information on their meanings press **F1** or to continue press **Next>**

At this point the *Journal Batch Entry* window will open.

In here you enter each account code, whether the entry is a debit or credit, and an amount.



## CREATING & POSTING JOURNALS

Journal Batch Entry - No. 4

Control Balance: 0.00 Balance: 0.00

Date: 14/08/2012 Currency:   
Reference: Exchange: 0.000000 Division   
Details: Narration:   
☒ Debit ☐ Credit

Journals

No.	Account	Name	Debit	Credit	Currency
1					

Help Import... Insert Delete Save Cancel

Do this by simply typing your account code under the **Account** column heading.

To view a list of all available accounts click on the **Account** column heading or press the F12 key.

Once you have entered your code, press the TAB key or right-arrow key to move to the columns on the right.

Enter either the amount under the **Debit** column if it's a debit or under the **Credit** column if it's a credit.

Then press ENTER or RETURN to move to the next row.

Repeat the above steps until you have completed your journal. Then press **Save** to save your journals within a "batch". A batch is just a set of journals which is assigned a reference number and which can be treated conveniently as a group.



Your general ledger is based on double entry bookkeeping principles. This means that for every debit in the system there must also be a corresponding credit. The total of all debits must match the total of all credits. If they do not, you will be unable to post your journal.

### Posting a Journal

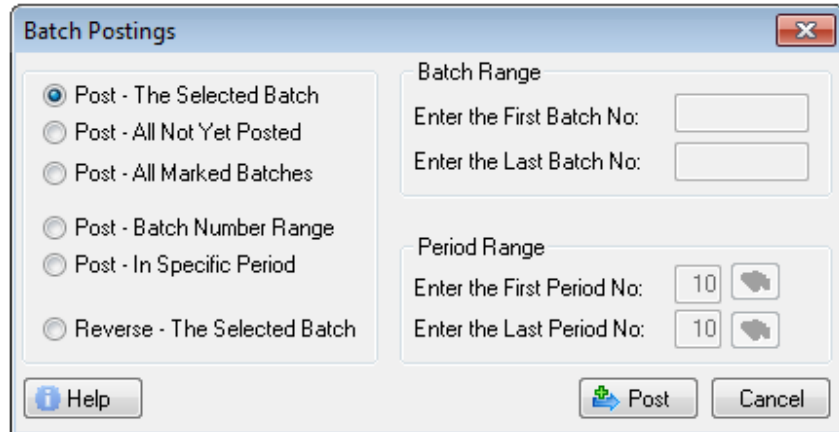
Once you have saved your journals into a batch, the next step is to post it. The posting procedure will cause your account balances in your general ledger to be updated. In

## CREATING & POSTING JOURNALS

fact, whenever you come across the word 'posting' you could mentally rephrase that as simply meaning 'updating'.

Ensure that the batch you wish to post is selected and then press the **Post** button.

The *Batch Postings* window will open.



To post your batch press the **Post** button again. This will update your balances in your general ledger and complete the journal entry task.

### Reversing a Journal

If your journal contains mistakes and needs to be corrected, or possibly needs to be amended in some way, then you can reverse the journal batch, amend it, and then post it again.

To reverse a journal select the journal you wish to reverse and press the **Reverse** button. Make your corrections by pressing **Edit** and then make your changes and re-save your batch. After you have completed your changes, you can press **Post** again to re-post your changed journal.



Never delete a journal of any type if it has been posted and there is *any* possibility that you may wish to reverse it. You cannot reverse a journal batch that you have deleted. You should therefore limit deletions to older journals where the financials have long since been finalized.


## The End Period Wizard

### *How To Transfer Your Business Activity Into Your General Ledger*

This section of the tutorial explains how to update your general ledger with the balances of all your account activity for the month. This process is typically run at the end of the month or early in the following month.

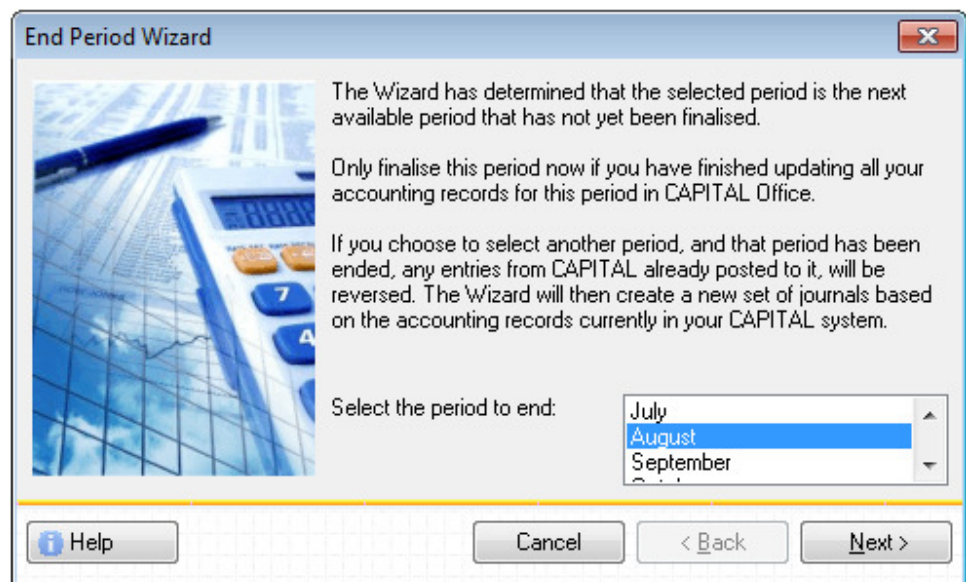
To transfer your information from your business management system into your general ledger, you execute the *End Period Wizard* function.

#### Running The Wizard

To start the End Period Wizard click on the Wizard icon found on the toolbar: 

Or select from the menu JOURNALS | END PERIOD WIZARD.

The Wizard will begin by prompting you to specify or confirm which period you wish to transfer activity from.

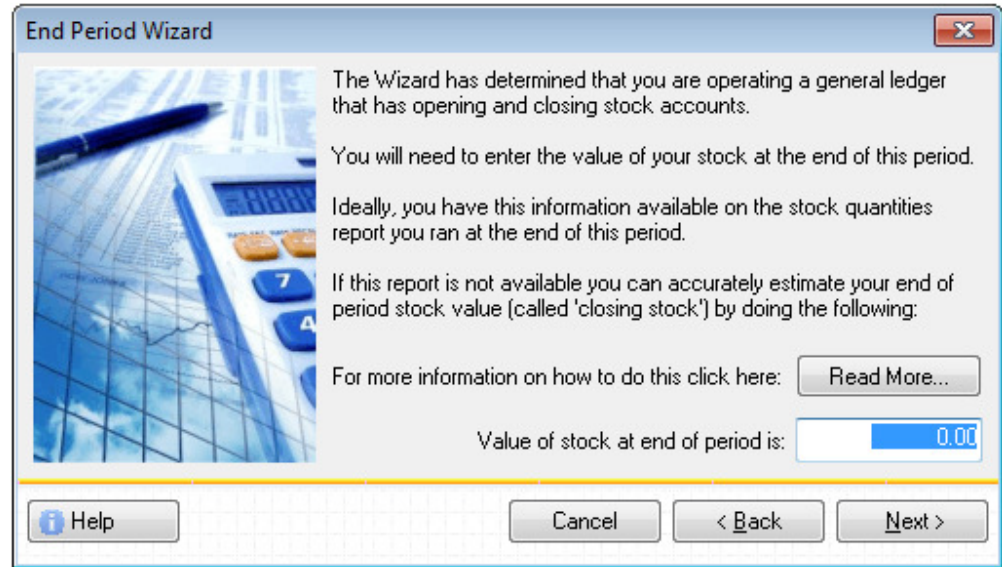


Select the period (typically the month) you wish to update balances for and then press the **Next>** button.

## FINALIZING A PERIOD

If your general ledger uses the opening/closing stock method for valuing inventory, then you will also be prompted to manually enter your stock valuation. (This information is normally retrieved from your stock valuation report.)

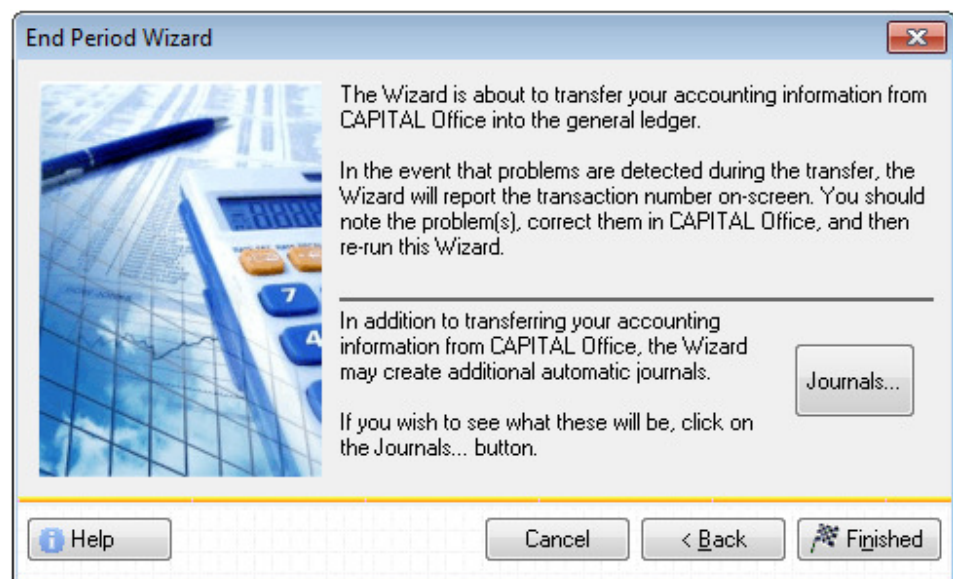
If you do not use the opening/closing stock method for valuing inventory, you will not be prompted for this information. Otherwise press **Next>** to continue once you have entered your stock value for the end of the period.



The End Period Wizard dialog box is shown. It has a title bar 'End Period Wizard' with a close button. On the left is an image of a calculator and a pen. The text inside says: 'The Wizard has determined that you are operating a general ledger that has opening and closing stock accounts. You will need to enter the value of your stock at the end of this period. Ideally, you have this information available on the stock quantities report you ran at the end of this period. If this report is not available you can accurately estimate your end of period stock value (called 'closing stock') by doing the following: For more information on how to do this click here: Read More...'. Below this is a text field labeled 'Value of stock at end of period is:' with the value '0.00' entered. At the bottom are buttons for 'Help', 'Cancel', '< Back', and 'Next >'.

For more information on the opening/closing stock valuation method consult the *General Ledger Reference Manual*.

The Wizard will next determine if any end of period journals are needed.



The End Period Wizard dialog box is shown. It has a title bar 'End Period Wizard' with a close button. On the left is an image of a calculator and a pen. The text inside says: 'The Wizard is about to transfer your accounting information from CAPITAL Office into the general ledger. In the event that problems are detected during the transfer, the Wizard will report the transaction number on-screen. You should note the problem(s), correct them in CAPITAL Office, and then re-run this Wizard. In addition to transferring your accounting information from CAPITAL Office, the Wizard may create additional automatic journals. If you wish to see what these will be, click on the Journals... button.' Below this is a button labeled 'Journals...'. At the bottom are buttons for 'Help', 'Cancel', '< Back', and 'Finished'.

## FINALIZING A PERIOD

If these are required then you will be able to inspect them by pressing the **Journals** button.

When you are ready, press **Finished** to update your general ledger. Your software will then scan all activity for the period being processed and update your account balances for your general ledger.



If you need to make changes to a period you have just updated, then all you need to do is run the *End Period Wizard* again. This will ensure that the latest numbers in your general ledger are transferred. You can re-run the *End Period Wizard* as many times as necessary or as you wish.

### Locking a Period

Once you've finalized a period, you can stop any changes from being recorded in that period by locking it. While locking is optional it is recommended. Even administrative level users (who are typically allowed to make changes throughout the system) will not be able to make alterations in a locked period, unless the period is unlocked again.

Locking and unlocking periods is easy.

Go to the general ledger area and select from the menu **RECORD | OPEN YEAR**.

The *General Ledger Accounting Period* window will open.

Period Name	Open	From	To
July	<input type="checkbox"/>	01/07/11	31/07/11
August	<input type="checkbox"/>	01/08/11	31/08/11
September	<input checked="" type="checkbox"/>	01/09/11	30/09/11
October	<input checked="" type="checkbox"/>	01/10/11	31/10/11
November	<input checked="" type="checkbox"/>	01/11/11	30/11/11
December	<input checked="" type="checkbox"/>	01/12/11	31/12/11
January	<input checked="" type="checkbox"/>	01/01/12	31/01/12
February	<input checked="" type="checkbox"/>	01/02/12	29/02/12
March	<input checked="" type="checkbox"/>	01/03/12	31/03/12
April	<input checked="" type="checkbox"/>	01/04/12	30/04/12

To lock a particular period untick the applicable period under the **Open** column and then press **OK**. To reopen a period you have locked, just tick the applicable period again and press **OK**.

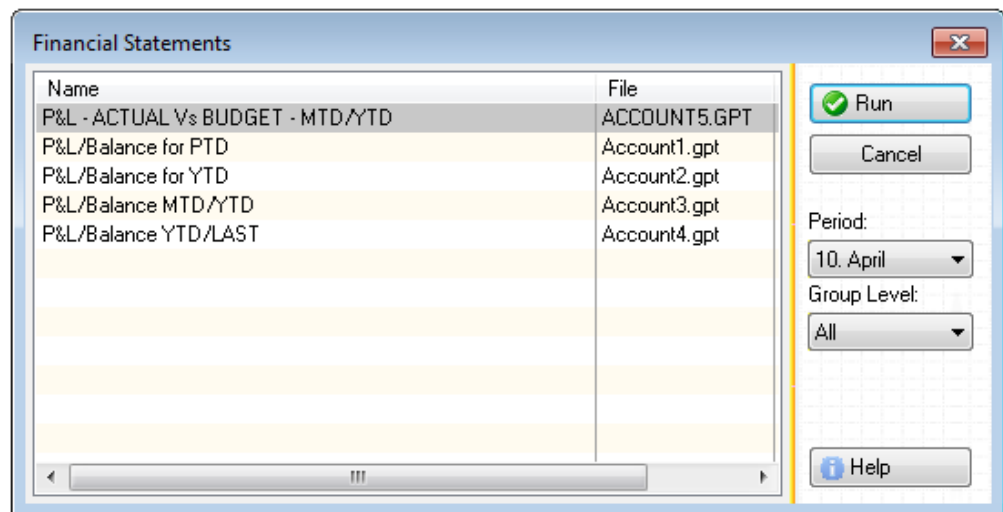
## Financial Statements

### *How To Product Accounting Reports Using The General Ledger*

After your general ledger period has been updated or refreshed, you will be ready to produce financial statements for the period or year. Running reports is quite easy and this section explains how.

Move to the general ledger area and then select from the menu REPORTING | FINANCIAL STATEMENTS.

The *Financial Statements* window will open.



The actual names and the number of reports that will appear in this window will vary from system to system. If your business has opted to use the standard chart of accounts that comes supplied with the system, then five standard financial statements are available to you by default.

The standard financial statements combine both a *Statement of Profit & Loss* (sometimes called an Income Statement) and a *Balance Sheet*.

These combined reports come in a variety of different presentation formats. The standard formats include:

## R U N N I N G   R E P O R T S

- Actual versus budget for the period, with a year to date running total.
- Period activity and balances for a specified period.
- Yearly balances up to a specified period.
- Month to date activity and year to date running totals up to a specified period.
- Year to date running totals compared with last year to date activity.

Select the format you wish to execute (the month to date format combined with year to date is probably the most popular) and ensure that the desired **Period** is selected on the right side of the report list.

Then press **Run** to execute.

### Output Options

You will also be prompted to select which printer to send the report to, or you may transfer the report into Excel or another compatible spreadsheet program (if your financial statement has been designed to support that feature), or you may print preview the report before printing it.

Press **Send** to send the report to your selected printer. (You can also change the printer before pressing **Send** if necessary.)

Press **OfficeLink** to export the report to your spreadsheet program if one is available.

Press **Preview** to print preview the report.

Finally, you can save the report as a 'PDF' document by changing the **Send To** selection from **Printer** to **Portable Document Format**.

Section  
6

## Quick Review

### *Important Points To Remember*

- When clicking on the Explorer Bar hold down the SHIFT key to open the same area more than once.
- When using Quick Search, press CTRL+BACKSPACE to clear what you have typed and start the search over.
- Pressing F12 will open a look-up list or calendar when available.
- Press F3 to continue a Global Text Search.
- The HOME key moves you to the top of a list and the END key to the bottom.
- You can change the column arrangement of a list by clicking on it with the right mouse button and then selecting **Column Properties**.
- Before producing financial statements run the *End Period Wizard*.
- Never delete a journal batch you may want to at some stage amend.
- The quickest way to close the whole application is to press ALT+F4





## QUICK REVIEW

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