



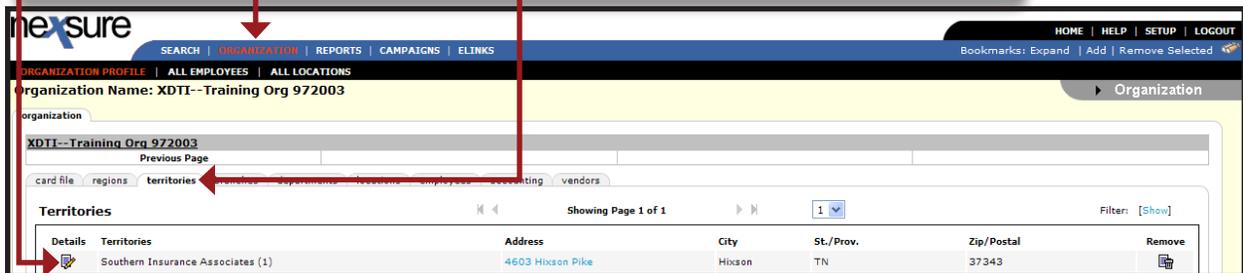
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- ✘ Territory General Ledger Transaction Details

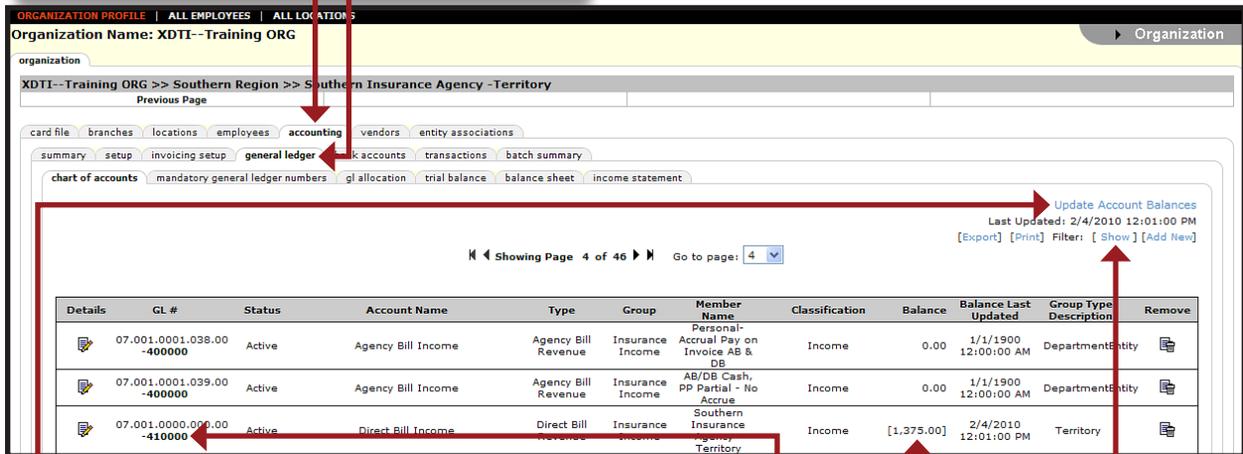
## Territory General Ledger Transaction Details

The general ledger (GL) transaction details provide general ledger information for quick analysis to see what makes up a general ledger balance. Perform the following steps to view the GL transaction details:

1. To navigate to the **chart of accounts** tab at the territory level, click the **ORGANIZATION** link on the **Primary** menu, **territories** tab and click the territory's **Details** icon.



2. Click the **accounting** tab > **general ledger** tab.



3. Before you start your review, click the **Update Account Balances** link so current balances are available.

4. Click the **[Show]** link to search for a specific account. To access the GL details, click the bold portion of the account number for any general ledger number that has a balance to view the transactions.



5. The **Account Detail** screen is displayed presenting the high-level entries making up the total balance on the general ledger account selected. Clicking the **Details** icon on any transaction total displays it's posting details.

| Account Name: Direct Bill Income                  |                     | Classification: Income                            |                  |           |                  |             |        |                                |
|---|---------------------|---|------------------|-----------|------------------|-------------|--------|--------------------------------|
| Account Number: 07.001.0000.000.00.410000         |                     | Group: Insurance Income                           |                  |           |                  |             |        |                                |
| Status: Active                                    |                     | Type: Direct Bill Revenue                         |                  |           |                  |             |        |                                |
| Balance: (\$1,375.00)                             |                     | Member Name: Southern Insurance Agency -Territory |                  |           |                  |             |        |                                |
| <b>Return To Chart of Accounts</b> --    --    -- |                     |   |                  |           |                  |             |        |                                |
| Transactions                                      |                     |   |                  |           |                  |             |        |                                |
|   |                     |   |                  |           |                  |             |        | Filter: <a href="#">[Show]</a> |
| Detail  | Linked Transactions | GL Transaction ID                                 | Transaction Type | Source ID | Created By       | Date Booked | Period | Total Amount                   |
|   |                     | 1579  | Reconciliation   | 330       | Mary Oberleitner | 1/20/2010   | 1      | (\$625.00)                     |
|   |                     | 1596  | Reconciliation   | 332       | Mary Oberleitner | 1/24/2010   | 1      | (\$750.00)                     |

6. On the **Navigation Toolbar**, click **Return To GL Account Details** to return to the **Account Details** screen.

| GL Transaction ID: 1579                            |                               | Date Booked: 1/20/2010   |          |             |             |                                       |  |
|--|-------------------------------|--------------------------|----------|-------------|-------------|---------------------------------------|--|
| Transaction Type: Reconciliation                   |                               | Period: 1                |          |             |             |                                       |  |
| Source ID: 330                                     |                               | Total Amount: (\$625.00) |          |             |             |                                       |  |
| Created By: Mary Oberleitner                       |                               |                          |          |             |             |                                       |  |
| <b>Return To GL Account Details</b> --    --    -- |                               |                          |          |             |             |                                       |  |
| Transactions                                       |                               |                          |          |             |             |                                       |  |
| Showing Page 1 of 2    1                           |                               |                          |          |             |             |                                       |  |
| GL Account Number                                  | Account Description           | Debit                    | Credit   | Date Booked | Entity Type | Entity Name                           |  |
| 07.001.0000.000.00.110910                          | Reconciliation Clearing Acct  | \$615.00                 | \$0.00   | 1/20/2010   | Territory   | Southern Insurance Agency - Territory |  |
| 07.001.0001.000.00.571000                          | MVR Fees                      | \$10.00                  | \$0.00   | 1/20/2010   | Branch      | Southern Insurance Agency             |  |
| 07.001.0000.000.00.110800                          | DB Comm Receivable            | \$0.00                   | \$300.00 | 1/20/2010   | Territory   | Southern Insurance Agency - Territory |  |
| 07.001.0000.000.00.112040                          | Direct Bill Comm Unearned Inc | \$300.00                 | \$0.00   | 1/20/2010   | Territory   | Southern Insurance Agency - Territory |  |
| 07.001.0001.001.00.410000                          | Direct Bill Income            | \$0.00                   | \$300.00 | 1/20/2010   | Department  | Commercial Lines                      |  |
| 07.001.0000.000.00.110800                          | DB Comm Receivable            | \$0.00                   | \$75.00  | 1/20/2010   | Territory   | Southern Insurance Agency - Territory |  |
| 07.001.0000.000.00.112040                          | Direct Bill Comm Unearned Inc | \$75.00                  | \$0.00   | 1/20/2010   | Territory   | Southern Insurance Agency - Territory |  |
| 07.001.0001.001.00.410000                          | Direct Bill Income            | \$0.00                   | \$75.00  | 1/20/2010   | Department  | Commercial Lines                      |  |
| 07.001.0000.000.00.110800                          | DB Comm Receivable            | \$0.00                   | \$250.00 | 1/20/2010   | Territory   | Southern Insurance Agency - Territory |  |
| 07.001.0000.000.00.112040                          | Direct Bill Comm Unearned Inc | \$250.00                 | \$0.00   | 1/20/2010   | Territory   | Southern Insurance Agency - Territory |  |



7. Click the **Linked Transactions**  icon to see all linked transactions for the **Account Details** screen. This information is useful if a user needs to see what was included in the total amount.

| Account Name: Direct Bill Income  |   | Classification: Income                            |                  |           |                  |             |        |                                |
|---|---|---|------------------|-----------|------------------|-------------|--------|--------------------------------|
| Account Number: 07.001.0000.000.410000  |   | Group: Insurance Income                           |                  |           |                  |             |        |                                |
| Status: Active  |   | Type: Direct Bill Revenue                         |                  |           |                  |             |        |                                |
| Balance: (\$1,375.00)   |   | Member Name: Southern Insurance Agency -Territory |                  |           |                  |             |        |                                |
| Return To Chart of Accounts -- -- --  |   |   |                  |           |                  |             |        |                                |
| Transactions  |   |   |                  |           |                  |             |        |                                |
|   |   |   |                  |           |                  |             |        | Filter: <a href="#">[Show]</a> |
| Detail  | Linked Transactions   | GL Transaction ID                                 | Transaction Type | Source ID | Created By       | Date Booked | Period | Total Amount                   |
|  |  | 1579  | Reconciliation   | 330       | Mary Oberleitner | 1/20/2010   | 1      | (\$625.00)                     |
|  |  | 1596  | Reconciliation   | 332       | Mary Oberleitner | 1/24/2010   | 1      | (\$750.00)                     |

8. On the **Linked Transactions** screen, transactions will be listed according to the **Transaction Type**. Click the **Details**  icon to show the posting details.

| GL Transaction ID: 1579   |                   | Date Booked: 1/20/2010   |           |                  |             |        |              |
|---|-------------------|--------------------------|-----------|------------------|-------------|--------|--------------|
| Transaction Type: Reconciliation  |                   | Period: 1                |           |                  |             |        |              |
| Source ID: 330  |                   | Total Amount: (\$625.00) |           |                  |             |        |              |
| Created By: Mary Oberleitner  |                   |                          |           |                  |             |        |              |
| Return To GL Account Detail -- -- --  |                   |                          |           |                  |             |        |              |
| Transactions  |                   |                          |           |                  |             |        |              |
| Detail  | GL Transaction ID | Transaction Type         | Source ID | Created By       | Date Booked | Period | Total Amount |
|  | 1577              | Invoice                  | 2894      | Mary Oberleitner | 1/19/2010   | 1      | \$250.00     |
|  | 1334              | Invoice                  | 2520      | Mary Oberleitner | 10/5/2009   | 10     | \$300.00     |
|  | 1334              | Invoice                  | 2520      | Mary Oberleitner | 10/5/2009   | 10     | \$75.00      |
|  | 1578              | Invoice                  | 2520      | Mary Oberleitner | 1/20/2010   | 1      | \$300.00     |
|  | 1578              | Invoice                  | 2520      | Mary Oberleitner | 1/20/2010   | 1      | \$75.00      |
|  | 1580              | Cash Receipt             | 267       | Mary Oberleitner | 1/20/2010   | 1      | \$615.00     |



9. On the **Navigation Toolbar**, click **Return To GL Account Details** to return to the **Linked Transactions** screen.

| GL Transaction ID: 1580             |                              | Date Booked: 1/20/2010 |          |             |             |                                       |
|-------------------------------------|------------------------------|------------------------|----------|-------------|-------------|---------------------------------------|
| Transaction Type: Cash Receipt      |                              | Period: 1              |          |             |             |                                       |
| Source ID: 267                      |                              | Total Amount: \$0.00   |          |             |             |                                       |
| Created By: Mary Oberleitner        |                              |                        |          |             |             |                                       |
| <b>Return To GL Account Details</b> | --                           | --                     | --       |             |             |                                       |
| <b>Transactions</b>                 |                              |                        |          |             |             |                                       |
| GL Account Number                   | Account Description          | Debit                  | Credit   | Date Booked | Entity Type | Entity Name                           |
| 07.001.0000.000.00.110900           | Undeposited Funds            | \$615.00               | \$0.00   | 1/20/2010   | Territory   | Southern Insurance Agency - Territory |
| 07.001.0000.000.00.110910           | Reconciliation Clearing Acct | \$0.00                 | \$615.00 | 1/20/2010   | Territory   | Southern Insurance Agency - Territory |

10. On the **Navigation Toolbar**, click **Return To GL Account Details** to return to the **Account Details** screen.

| GL Transaction ID: 1579            |                   | Date Booked: 1/20/2010   |           |                  |             |        |              |
|------------------------------------|-------------------|--------------------------|-----------|------------------|-------------|--------|--------------|
| Transaction Type: Reconciliation   |                   | Period: 1                |           |                  |             |        |              |
| Source ID: 330                     |                   | Total Amount: (\$625.00) |           |                  |             |        |              |
| Created By: Mary Oberleitner       |                   |                          |           |                  |             |        |              |
| <b>Return To GL Account Detail</b> | --                | --                       | --        |                  |             |        |              |
| <b>Transactions</b>                |                   |                          |           |                  |             |        |              |
| Detail                             | GL Transaction ID | Transaction Type         | Source ID | Created By       | Date Booked | Period | Total Amount |
|                                    | 1577              | Invoice                  | 2894      | Mary Oberleitner | 1/19/2010   | 1      | \$250.00     |
|                                    | 1334              | Invoice                  | 2520      | Mary Oberleitner | 10/5/2009   | 10     | \$300.00     |

11. On the **Account Detail** screen, click any number in the **Source ID** column to display the associated transaction such as an invoice or reconciliation.

| Account Name: Direct Bill Income          |                     | Classification: Income                            |                  |           |                  |             |        |              |
|---|---------------------|---|------------------|-----------|------------------|-------------|--------|--------------|
| Account Number: 07.001.0000.000.00.410000 |                     | Group: Insurance Income                           |                  |           |                  |             |        |              |
| Status: Active                            |                     | Type: Direct Bill Revenue                         |                  |           |                  |             |        |              |
| Balance: (\$1,375.00)                     |                     | Member Name: Southern Insurance Agency -Territory |                  |           |                  |             |        |              |
| <b>Return To Chart of Accounts</b>        | --                  | --  | --               |           |                  |             |        |              |
| <b>Transactions</b>                       |                     |   |                  |           |                  |             |        |              |
| Filter: <a href="#">[Show]</a>            |                     |   |                  |           |                  |             |        |              |
| Detail                                    | Linked Transactions | GL Transaction ID                                 | Transaction Type | Source ID | Created By       | Date Booked | Period | Total Amount |
|   |                     | 1579  | Reconciliation   | 330       | Mary Oberleitner | 1/20/2010   | 1      | (\$625.00)   |
|   |                     | 1596  | Reconciliation   | 332       | Mary Oberleitner | 1/24/2010   | 1      | (\$750.00)   |





14. Even though only the territory account balance is displayed, clicking the GL account number link for other levels (such as branch or department) will show transactions for the selected level.

|  |   |        |                    |                     |                  |                                       |        |            |                      |                  |  |
|--|---|--------|--------------------|---------------------|------------------|---------------------------------------|--------|------------|----------------------|------------------|--|
|  | <a href="#">07.001.0000.000.00</a><br>-410000 | Active | Direct Bill Income | Direct Bill Revenue | Insurance Income | Southern Insurance Agency - Territory | Income | [1,375.00] | 2/4/2010 12:01:00 PM | Territory        |  |
|  | <a href="#">07.001.0001.000.00</a><br>-410000 | Active | Direct Bill Income | Direct Bill Revenue | Insurance Income | Southern Insurance Agency             | Income | 0.00       | 1/1/1900 12:00:00 AM | Branch           |  |
|  | <a href="#">07.001.0001.001.00</a><br>-410000 | Active | Direct Bill Income | Direct Bill Revenue | Insurance Income | Commercial Lines                      | Income | 0.00       | 1/1/1900 12:00:00 AM | DepartmentEntity |  |
|  | <a href="#">07.001.0001.002.00</a><br>-410000 | Active | Direct Bill Income | Direct Bill Revenue | Insurance Income | Personal Lines                        | Income | 0.00       | 1/1/1900 12:00:00 AM | DepartmentEntity |  |
|  | <a href="#">07.001.0001.003.00</a><br>-410000 | Active | Direct Bill Income | Direct Bill Revenue | Insurance Income | Benefits                              | Income | 0.00       | 1/1/1900 12:00:00 AM | DepartmentEntity |  |

15. In this example, selecting GL account for the Branch level shows transactions for the branch.

| Account Name: Direct Bill Income            | Classification: Income                 |                   |                  |           |                  |             |        |              |
|---|--|-------------------|------------------|-----------|------------------|-------------|--------|--------------|
| Account Number: 07.001.0001.000.00.410000   | Group: Insurance Income                |                   |                  |           |                  |             |        |              |
| Status: Active                              | Type: Direct Bill Revenue              |                   |                  |           |                  |             |        |              |
| Balance: \$0.00                             | Member Name: Southern Insurance Agency |                   |                  |           |                  |             |        |              |
| <a href="#">Return To Chart of Accounts</a> | --                                     |                   |                  |           |                  |             |        |              |
| <b>Transactions</b>                         |  |                   |                  |           |                  |             |        |              |
| Filter: <a href="#">[Show]</a>              |  |                   |                  |           |                  |             |        |              |
| Detail                                      | Linked Transactions                    | GL Transaction ID | Transaction Type | Source ID | Created By       | Date Booked | Period | Total Amount |
|   |  | 1579              | Reconciliation   | 330       | Mary Oberleitner | 1/20/2010   | 1      | (\$625.00)   |
|   |  | 1596              | Reconciliation   | 332       | Mary Oberleitner | 1/24/2010   | 1      | (\$750.00)   |