

### IN THIS ISSUE

\* 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:

<ol> <li>To navigate to the chart of accound link on the Primary menu, territor</li> </ol>	nts tab at the territory leve ories tab and click the territ	l, click the <b>ORGANIZ</b> ory's <b>Details</b> 💱 icon	ATION .
	GNS   ELINKS		HOME   HELP   SETUP   LOCOUT Bookmarks: Expand   Add   Remove Selected 🌾
Organization Name: XDTITraining Org 972003 organization XDTL Tenining Org 072003			➤ Organization
Card file regions territories manual information in territories	mpicy.cz. ting vendors		
Territories	Showing Page 1 of 1		Filter: [Show]
Details Territories Southern Insurance Associates (1)	Address 4603 Hixson Pike	City St./Prov. Hixson TN	Zip/Postal Remove
ORCANIZATION PROFILE   ALL ENPLOYEES   ALLLOC NTON 5 Organization Name: XDTITraining ORG organization XDTITraining ORG >> Southern Region >> S withern Insurant Previous Page card file branches locations employees accounting vendors summary setup invoicing setup general ledger chart of accounts mandatory general ledger numbers gl allocation	ce Agency - Territory entity associations transactions batch summary trial balance balance sheet income statement K 4 Showing Page 4 of 46 K Go to p	age: 4 V	Update Account Balances Last Updated: 2/4/2010 12:01:00 PM [Export] [Print] Filter: [Show] [Add New] Balance Last Group Type
Details         GL #         Status         Account M           (07.001.0001.038.00         Active         Account M	Name Type Group N N Agency Bill Insurance Accrua	ame Classification Balar sonal- Il Pay on tasana O	Updated Description Remove
-400000 ALIVE Agency Bill     07.001.0001.039.00 Active Agency Bill	Agency Bill Insurance AB/D	ce AB & Income 0 DB B Cash, dial - No. Income 0	00 1/1/1900 DepartmentEntly
-400000 Active Direct Bill In	Revenue Income Ac Soi Direct Bill Insurance Insu	rithern Irrance Income [1,375.	00] 2/4/2010 12:01:00 PM Territory
<ol> <li>Before you start your review, click link so current balances are avail</li> </ol>	the <b>Update Account Balan</b> e able.	ces	
4. Click the [Show] link to search for account number for any general	or a specific account. To acc ledger number that has a b	ess the GL details, cl alance to view the tr	ick the bold portion of the ransactions.





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** con on any transaction total displays it's posting details.

_											
	Account Nan	ne: Direct	Bill Income	2	Classification: Income						
	Account Numb	er: 07.001	.0000.000	.00.410000			Group: Inst	urance Income			
	Stat	us: Active			Type: Direct Bill Revenue						
	Balan	ce: (\$1,37	5.00)			M	lember Name: Sou	thern Insurance	Agency	-Territory	
Retu	rn To Chart of A	counts							-	-	
								I			
						actions					
										Filter: [Shov	
Detail	Linked Transactions	GL Transa	action ID	Transaction Ty	vpe So	ource ID	Created By	Date Booked	Period	Total Amount	
	2	15	79	Reconciliatio	n	330	Mary Oberleitner	1/20/2010	1	(\$625.00)	
<b></b>	2	15	96	Reconciliatio	n	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.

G	G. Transaction ID: 1579 Date Booked: 1/20/2010 Transaction Type: Reconciliation Period: 1													
	Transaction Type:	Reconciliation		Period: 1										
	Source ID:	330			Total Amount: (\$625.00)									
	Created By: Mary Oberleitner													
Return	Return To GL Account Details													
	Transactions													
	Showing Page 1 of 2 🕨 1 💌													
GL A	GL Account Number Account Description Debit Credit Date Booked Entity Type Entity Name													
07.001.0	000.000.00.110910	Reconciliation Clearing Acct	\$615.00	\$0.00	1/20/2010	Territory	Southern Insurance Agency - Territory							
07.001.0	001.000.00.571000	MVR Fees	\$10.00	\$0.00	1/20/2010	Branch	Southern Insurance Agency							
07.001.0	000.000.00.110800	DB Comm Receivable	\$0.00	\$300.00	1/20/2010	Territory	Southern Insurance Agency - Territory							
07.001.0	000.000.00.112040	Direct Bill Comm Unearned Inc	\$300.00	\$0.00	1/20/2010	Territory	Southern Insurance Agency - Territory							
07.001.0	001.001.00.410000	Direct Bill Income	\$0.00	\$300.00	1/20/2010	Department	Commercial Lines							
07.001.0	000.000.00.110800	DB Comm Receivable	\$0.00	\$75.00	1/20/2010	Territory	Southern Insurance Agency - Territory							
07.001.0	000.000.00.112040	Direct Bill Comm Unearned Inc	\$75.00	\$0.00	1/20/2010	Territory	Southern Insurance Agency - Territory							
07.001.0	001.001.00.410000	Direct Bill Income	\$0.00	\$75.00	1/20/2010	Department	Commercial Lines							
07.001.0	000.000.00.110800	DB Comm Receivable	\$0.00	\$250.00	1/20/2010	Territory	Southern Insurance Agency - Territory							
07.001.0	000.000.00.112040	Direct Bill Comm Unearned Inc	\$250.00	\$0.00	1/20/2010	Territory	Southern Insurance Agency - Territory							

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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 Incom	e	Classification: Inc	come			
	Account Number:	07.001.0000.00	0.00.410000	Group: In:	surance Income			
	Status:	Active		Type: Dir	ect Bill Revenue			
	Balance:	(\$1,375.00)		1ember Name: So	uthern Insurance	Agency	-Territory	
Retur	n To Chart of Acco	unts				-	-	
					•			
			Tra	ansactions				
								Filter: [Show]
Detail	Linked Transactions G	. Transaction ID	Transaction Type	Source ID	Created By	Date Booked	Period	Total Amount
<b></b>	3	1579	Reconciliation	330	Mary Oberleitner	1/20/2010	1	(\$625.00)
<b></b>	2	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** ficon to show the posting details.

GL	Transaction ID: 157	9		Date Boo	ked: 1/20/2010	0				
1. Sec. 1. Sec	ransaction Type: Rec	onciliation		I	Period: 1					
	Source ID: 330			Total Ar	nount: (\$625.00)	)				
	Created By: Man	y Oberleitner								
Return 1	o GL Account Detail									
					1					
			Transa	ctions						
		+								
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			
<b></b>	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			
<b></b>	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.

Π	GL	ransaction ID:	1580			Date B	ooked: 1/2	20/2010
	г	ransaction Type:	Cash Receipt				Period: 1	
		Source ID:	267			Total	Amount: \$0.	00
		Created By:	Mary Oberleitner					
	Return To	GL Account Deta	ils					
l .								
				Trai	isactions			
	GL Acc	ount Number	Account Description	Debit	Credit	Date Booked	Entity Type	Entity Name
	07.001.000	0.000.00.110900	Undeposited Funds	\$615.00	\$0.00	1/20/2010	Territory	Southern Insurance Agency - Territory
	07.001.000	0.000.00.110910	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 Tra	saction ID: 1579	9		Date Boo	oked: 1/20/20	10					
	Trar	saction Type: Reco	nciliation		Period: 1							
		Source ID: 330			Total A	mount: (\$625.0	D)					
		Created By: Mary Oberleitner										
Ret	urn To GL	Account Detail										
				Transa	ctions							
Deta	ail 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				
Þ		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 Nan	ne: Direct B	Bill Income	2	(	assification: I	Income		
	Account Numb	er: 07.001	.0000.000	.00.410000	Group: I	Insurance Income			
	Stat	us: Active			Type: D	Direct Bill Revenue			
	Balan	ce: (\$1,37	5.00)		mber Name: S	Southern Insurance	Agency	-Territory	
Retur	n To Chart of Ac	counts					-	-	
				Tra	ansactions				
									Filter: [Show]
Detail	Detail Linked GL Transaction ID Transaction Type Source ID						Date Booked	Period	Total Amount
	🗟 🐉 1579 Reconciliation 330					Mary Oberleitn	er 1/20/2010	1	(\$625.00)
<b></b>	2	15	96	Reconciliation	332	Mary Oberleitn	er 1/24/2010	1	(\$750.00)

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le Edit View Fav	orites Tools Help							
econciliation								
Reconciliation ID: Entity Type: Name: Posted: Date Created: Created By:	330 Carrier Hartford Insurance Group 1/20/2010 01/20/2010 Mary Oberleitner	R Disburse Adjust Income/Rece P Virtual R	eccipt Total: \$0.00 ments Total: \$0.00 ments Total: \$10.00 avable Total: \$625.00 ayable Total: \$0.00 eccipt Total: \$615.00 Description: Nov.2009	Statement				Quick Navigation Header Receipts/Disbursaments Transactions - Agency Bill Transactions - Direct Bill Statement Entry Unposted Invoices Adjustments Reconciliation Posting
Reconciliation Summa	y Pay All Selected	Print	Reverse	Abort	Save	Add Row	Delivery	
	Date Bo Descri (100 Char.	Name: Hartford I One Hartfi Hartford C oked: 01/20/2( ption: Max) Nov. 2	nsurance Group nd Plaza T 06155 010	4				8
	Internal (250 Char.	Note: Max) Nov. 2	009 Statement	<				

13. On the Navigation Toolbar, click Re	eturn To Chart of Accounts to close the detail.
Account Name: Direct Bill Income	Classification: Income
Account Number: 07.001.0000.000.00.410000	Group: Insurance Income
Status: Active	Type: Direct Bill Revenue

	Balan	ce: (\$1,375.00)		M	Member Name: Southern Insurance Agency -Territory						
Retur	n To Chart of A	counts									
			Tra	ansactions							
								Filter: [Show]			
<b>D</b> 1 1	Linked										
Detail	Transactions	GL Transaction ID	Transaction Type	Source ID	Created By	Date Booked	Period	Total Amount			
Detail		GL Transaction ID	Transaction Type Reconciliation	Source ID 330	Created By Mary Oberleitner	Date Booked	Period	Total Amount (\$625.00)			

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## 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.

₽	07.001.0000.000.00 - <b>410000</b>	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	Ē.
•	07.001.0001.000.00 - <b>410000</b>	Active	Direct Bill Income	Direct Bill Revenue	Insurance Income	Southern Insurance Agency	Income	0.00	1/1/1900 12:00:00 AM	Branch	Ŀ.
Þ	07.001.0001.001.00 -410000	Active	Direct Bill Income	Direct Bill Revenue	Insurance Income	Commercial Lines	Income	0.00	1/1/1900 12:00:00 AM	DepartmentEntity	5
Þ	07.001.0001.002.00 -410000	Active	Direct Bill Income	Direct Bill Revenue	Insurance Income	Personal Lines	Income	0.00	1/1/1900 12:00:00 AM	DepartmentEntity	
Þ	07.001.0001.003.00 -410000	Active	Direct Bill Income	Direct Bill Revenue	Insurance Income	Benefits	Income	0.00	1/1/1900 12:00:00 AM	DepartmentEntity	L.

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

-											
Γ	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				
Γ	Return To Chart of Accounts										
	· · · · · · · · · · · · · · · · · · ·										
	Transactions										
										Filter: [Show]	
	Detail	Linked Transactions	GL Transa	action ID	Transaction Type	Source ID	Created By	Date Booked	Period	Total Amount	
	<b></b>	2	1579		Reconciliation	330	Mary Oberleitner	1/20/2010	1	(\$625.00)	
	<b>&gt;</b>	1596		Reconciliation	332	Mary Oberleitner	1/24/2010	1	(\$750.00)		

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