

# Accounts - SKY Ledger

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Account information displayed in Ledger adheres to GL Category and Profit Center Restrictions established in Agvance Accounting. If anticipated account information does not display, check with the Agvance Administrator to ensure proper user settings are enabled in Agvance.

## Overview

**Note:** Only users tied to a user in Agvance with access to Kwiktag with Purchase Invoices and AP Bills checked have the option to view Kwiktag documents in SKY Ledger.

When opening Ledger, a listing of all accounts displays. The *Account ID*, *Total Debit* and *Total Credit* for each account is listed. This information is filtered by Current Fiscal Year and the total debits and credits for all accounts are noted in the top gray bar.

**Note:** SKY User access for Ledger adheres to G/L and Profit Center rules established in Agvance.

The *Debit* column displays the total debit balance for all GL accounts. The *Credit* column displays the total credit balance for all GL accounts. The *Debit* and *Credit* columns should be the same.

Select the **Filter** button to filter the grid and totals by *Fiscal Month or Date*.

To export the list of accounts, select **Export** and open the link to the CSV file from the activity bar located at the bottom of the window.

Enter an account number or name in the *Search* bar to filter the list.

Accounts		Total Debit \$4,564,325.37	Total Credit \$4,564,325.37
Filtered by Current Fiscal Year	<input type="text" value="Search..."/>		<b>Export</b>
 Account Checking Account - 1st National	Account I.D. 1010-00	Debit \$1,222,347.43	Credit \$0.00
 Account Checking Account Grain	Account I.D. 1020-00	Debit \$5,550.00	Credit \$0.00
 Account Undeposited Cash	Account I.D. 1100-00	Debit \$146,535.96	Credit \$0.00

Selecting an account opens the *Account Detail* window. The *Beginning Balance*, total *Debit*, total *Credit* and ending *Balance* for the account are displayed in the top gray bar. The Balance reflects the total balance for the selected *Fiscal Month or Date* range.

Use the *Search* bar to filter the transaction grid by *Vendor*, *Entry #*, or *Description*.

The transaction grid displays *Vendor*, *General*, and *Customer* journal entries along with the *Date*, *Fiscal Month*, *Ref/Check#*, *Debit*, *Credit*, *Balance* and *Description* for each Journal Entry. The grid is sorted by most recent and the

Balance column reflects how each transaction affected the account at the time of the transaction.

- Blue icons indicate a credit on the account.



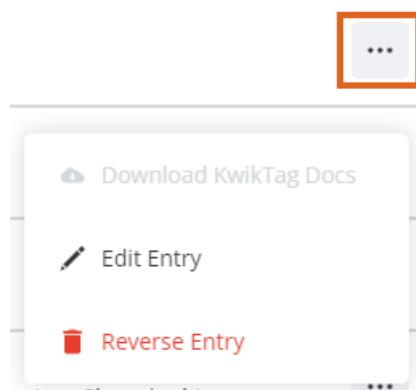
- Red icons indicate a debit to the account.



Apply additional filters to the transaction grid by selecting the **Filters** icon. A navigation pane displays on the right side of the window with options to filter by *Fiscal Month* or *Date*. Filtering by *Date* allows for including prior year entries.

To export the Account Detail transactions, select **Export** and open the link to the CSV file from the activity bar located at the bottom of the window.

Choose the **Ellipsis to Download KwikTag Docs, Edit Entry, or Reverse Entry**. When editing an entry, optionally update the *Entry Date*, *Ref/Check #*, choose to *Show Quantity*, and add *Comments* and/or a *JE Description*.



View additional journal entry details by selecting the **JE** icon or the blue *Entry #*. Select the **Download** button next to the *Ref/Check #* to view or download the payment as a PDF.

\$ Undeposited Cash (1100-00)		Beginning Balance \$38,904.04	Debit \$203,997.88	Credit \$96,365.96	Balance \$146,535.96
Filtered to Current Fiscal Month	<input type="text" value="Search..."/>				<b>Export</b>
Entry # 11499	Date 09/24/2024	Fiscal Month Customer 12 Larry Baker	Ref/Check # Pymt-137	Debit \$1,500.00	Credit \$0.00

The *Journal Entry Details* window provides detailed information about the transaction in the top gray bar.

The *Transaction* grid displays the *Account ID*, *Account Name*, *Comments*, *Debit*, *Credit*, and *Quantity* to easily identify the accounts affected by the transaction.

## Add a Journal Entry

Create a manual Journal Entry in the ledger by selecting the blue+ **Add Entry** button once drilled into an account.

**Note:** A Company Admin will have to turn on this ability in SKY Admin per user.

Undeposited Cash (1100-00)		Beginning Balance \$38,904.04	Debit \$203,997.88	Credit \$96,365.96	Balance \$146,535.96
Filtered to Current Fiscal Month	<input type="text" value="Search..."/>				<button>Export</button>
 Entry # 11499	Date 09/24/2024	Fiscal Month Customer 12 Larry Baker	Ref/Check # Pymt-137	Debit \$1,500.00	Credit \$0.00
 Entry # 11498	Date 09/24/2024	Fiscal Month Customer 12 Larry Baker	Ref/Check # Pymt-136	Debit \$100.00	Credit \$0.00

1. Choose **General** or **Vendor** as the type of entry. If **Vendor** is selected, choose the **Vendor** from the drop-down and optionally select **Prepay**. Adjust the **Entry Date** if needed and key in a **Ref/Check #**. If needed, indicate if this should be a **Future Journal Entry** or should **Reverse Next Month**.

#### Posting Details

Add posting information

General  Vendor

Vendor\*

Prepay

Entry Date\*  Ref/Check #  Period

Future journal Entry  Reverse Next Month

2. Choose a **Split ID** from the drop-down if applicable. These Split IDs must first be set up in Agvance. Indicate if **Debit** or **Credit**, enter the amount, and select **Apply**. If not selecting a Split ID, choose **Accounts** from the drop-downs, enter the **Debit/Credit** amounts, and optionally enter a **Comment**. Check the **Show Quantity** option to include quantities in the transaction. Additional accounts can be added to the transaction by selecting **Add Account**.

#### Add Accounts and Predefined Splits

Select splits and account information

Split ID   Debit  Credit Amount

Applying splits will erase any existing account line items

Show Quantity

Account* <input type="text" value="1010-00"/> <input type="button" value="X"/>	Description <input type="text" value="Checking Account -"/>	Debit <input type="text" value="0.00"/>	Credit <input type="text" value="250.00"/>	Quantity <input type="text" value="3.000"/>	Comment <input type="text"/>	<input type="button" value=""/>
0 / 40						
Account* <input type="text" value="1510-00"/> <input type="button" value="X"/>	Description <input type="text" value="Inventory - Dry Fert"/>	Debit <input type="text" value="250.00"/>	Credit <input type="text" value="0.00"/>	Quantity <input type="text" value="3.000"/>	Comment <input type="text"/>	<input type="button" value=""/>
0 / 40						

[Add Account](#)

3. The **JE Description** field is optional.

## Description

Optional

JE Description

4. Review the *Total Debit*, *Total Credit*, and *Difference* between the two at the bottom of the screen to ensure accuracy.
5. Select **Post and Start New** to create a new Journal Entry or **Post Entry** to post this entry and return to the Accounts screen. Choose **Cancel** to return to the Accounts screen without posting.

Total Debit:	\$250.00
Total Credit:	\$250.00
Difference:	\$0.00

Cancel

Post and Start New

Post Entry