Accounts - Ledger

Last Modified on 07/26/2022 3:52 pm CDT

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.

> **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.

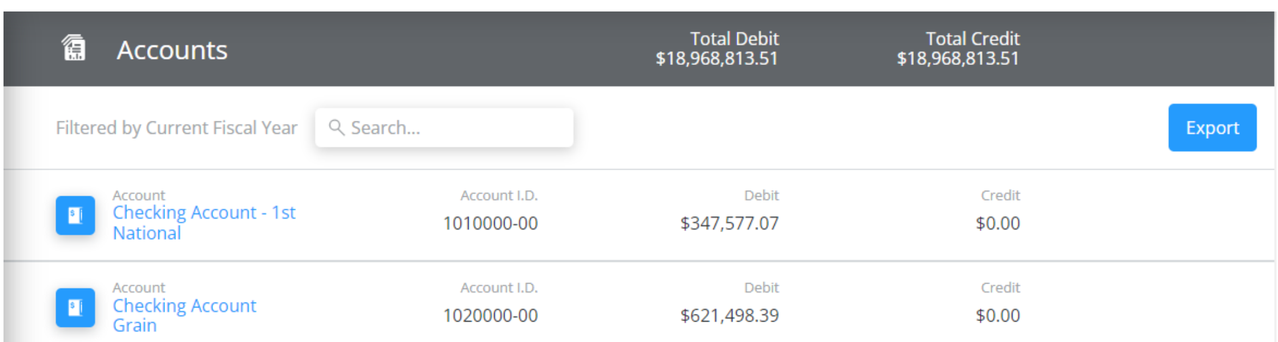
Note: SKY User access for Ledger adheres to G/L and Profit Center rules established in Agvance.

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.



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.

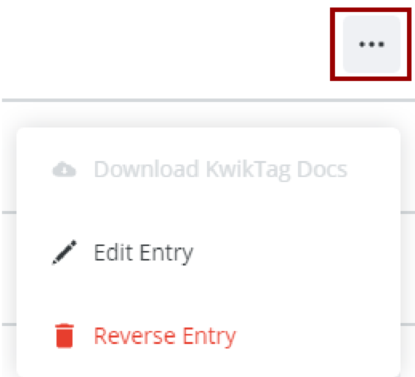
- Blue icons indicate a credit on the account.

- 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.

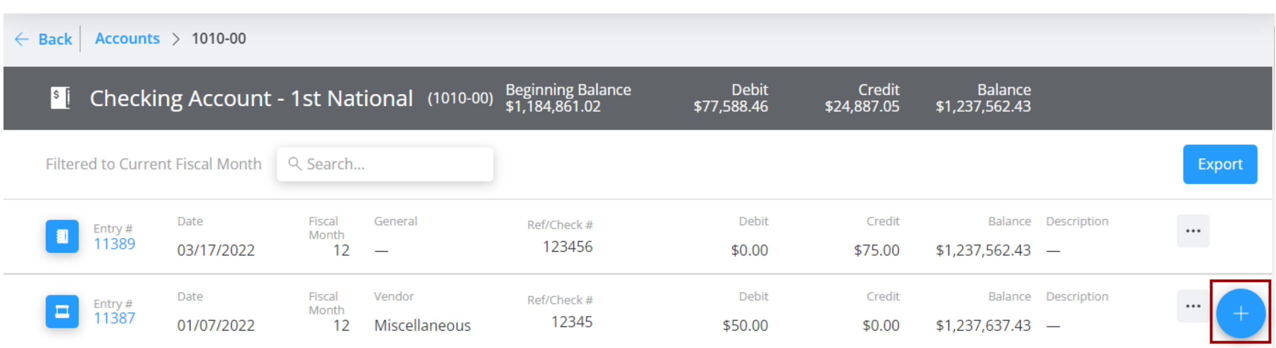
To export the Account Detail transactions, select **Export** and open the link to the CSV file from the activity bar located at the bottom of the window.

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*.

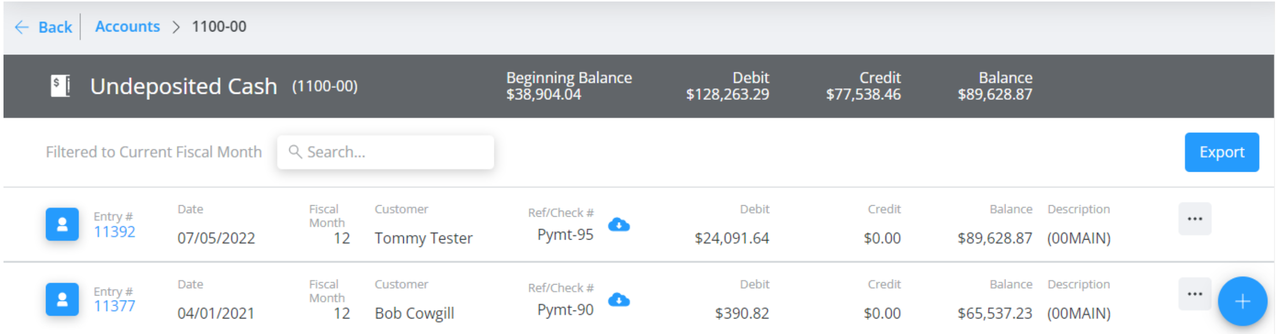


Select the **+ Add Entry** button after drilling into an account to enter a Journal Entry. For more information on this process, see here.

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



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.



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.