

Accounts - Ledger

Last Modified on 09/27/2024 10:38 am 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.

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



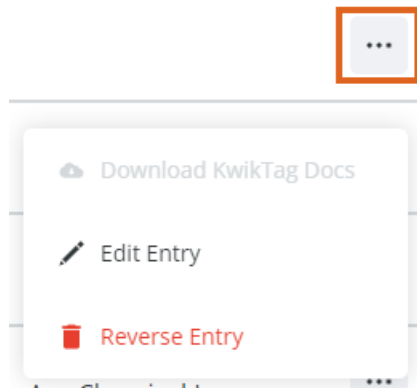
- Red icons indicate a debit to the account.



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	Debit	Credit	Balance
		\$38,904.04	\$203,997.88	\$96,365.96	\$146,535.96

Entry #	Date	Fiscal Month	Customer	Ref/Check #	Debit	Credit	Balance	Description	
11499	09/24/2024	12	Larry Baker	Pymt-137	\$1,500.00	\$0.00	\$146,535.96	(00MAIN)	...
11498	09/24/2024	12	Larry Baker	Pymt-136	\$100.00	\$0.00	\$145,035.96	(00MAIN)	... +

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.

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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* A. L. Oil & Hauling | ALOil
 Prepay

Entry Date* 9/27/2024
 Ref/Check #
 Period Current
 Future Journal Entry
 Reverse Next Month

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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 0.00
 Apply

Applying splits will erase any existing account line items

Show Quantity

Account* 1010-00	Description Checking Account -	Debit 0.00	Credit 250.00	Quantity 3.000	Comment
Account* 1510-00	Description Inventory - Dry Fert	Debit 250.00	Credit 0.00	Quantity 3.000	Comment

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[Add Account](#)

3. The *JE Description* field is optional.

Description

Optional

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](#)