Company G/L Account Numbers

PROGRAM NAME: PRENTGL
MENU OPTION TITLE: Company G/L Account Numbers
MAIN MODULE: PAYROLL
HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program allows you to set up the general ledger accounts that you will be using for your payroll processing. If you have the NBS General Ledger and it is already set up, then you will already have completed this process. This is the first task that must be finished prior to any further set up in the IBS Payroll System. You can scroll through the account numbers to see what has been setup.

If you do not have the IBS General Ledger, then you will be required to set up the accounts in this program.

PROGRAM OPERATION

G/L Account No: The format for entering account numbers must be as follows:

The first two numbers from the left are the Company number, such as "01". The next two numbers from the left are the Division number, such as "01". The next two numbers from the left are the department, and the last three numbers on the right are the account itself.

Description: This is the description representing the account number.

Is this a Job Cost Account (Y/N)? This is for information and does not require an entry.