



# Process

# Documentation

*Department:*

Customer Support

*Last Updated:*

3/5/2026 10:12 AM

**NAME OF PROCESS**

## Maintaining General Ledger Accounts

**Use Case / Objectives**

In this article, we will walk you through the steps for how to add a G/L Category, entering a new G/L Number and how to delete or change the status of a G/L account.

**Configuration, Training, and Reporting**

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

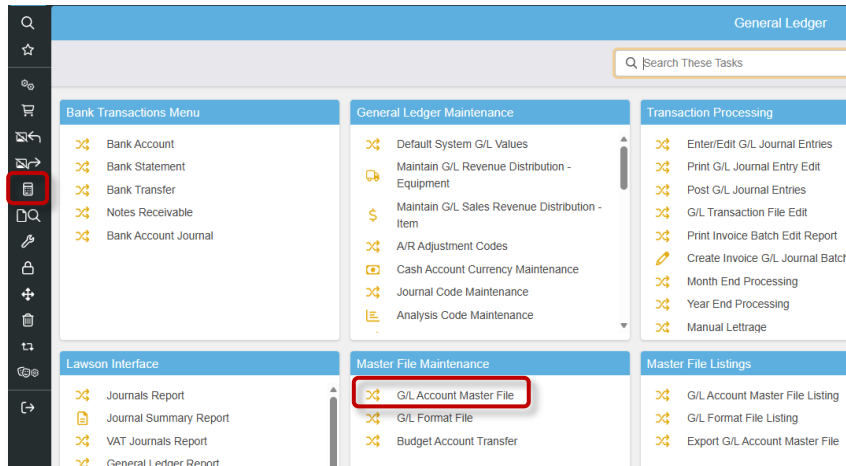
Menu options to access:

- General Ledger => Master File Maintenance => G/L Account Master File
- General Ledger => General Ledger Maintenance => Maintain G/L Sales Revenue Distribution - Item
- General Ledger => Master File Maintenance => G/L Account Master File

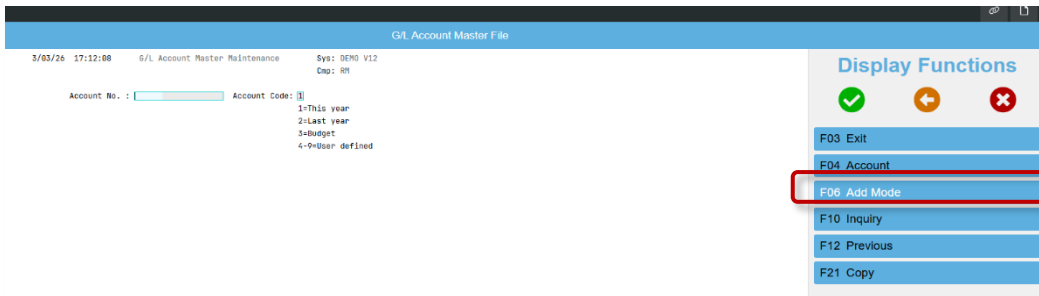
# Adding a New General Ledger Number

## Process Steps

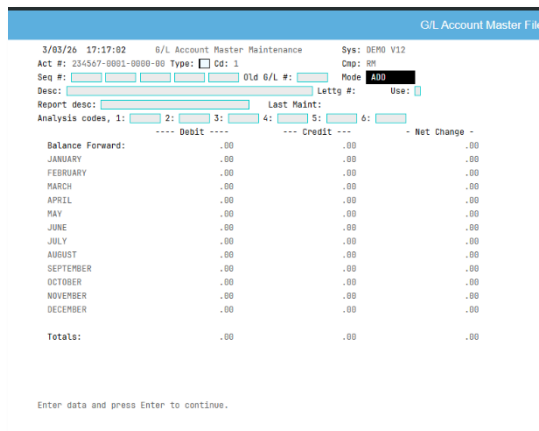
1. Log into the [Roleplay Environment](#) using your credentials.
2. The menu you will select from the left toolbar is the **General Ledger**.
3. In the **Master File Maintenance** section, click on the **G/L Account Master File** option.



4. The **G/L Account Master maintenance - Launch** screen opens where you will need to press F6 on your keyboard or click on F06 Add Mode in the **Display Functions** menu.



5. Type in the account number you would like to add and press Enter.
6. The **G/L Account Master Maintenance** screen opens.



7. Type in the *Type* field using **AS** = Asset, **LI** = Liability, **CP** = Capital, **IN** = Income, or **EX** = Expense.
8. Type in the first field for *Seq #*. **NOTE:** This is typically the first six digits of the G/L number; however, it can be something else depending on how your formats are set up.
9. Type in a description for the account in the *Desc* field.
10. Type in a description in the *Report desc* field. **NOTE:** This description will display when reports are generated.

G/L Account Master File

3/03/26 17:17:02 G/L Account Master Maintenance Sys: DEMO V12  
 Act #: 234567-0001-0000-00 Type: AS Cd: 1 Cmp: RM  
 Seq #: 234567 G/L #: 010 Mode: ADD  
 Desc: OFFICE FURNITURE Lettg #: Use:  
 Report desc: OFFICE FURNITURE Last Maint:  
 Analysis codes, 1: 2: 3: 4: S: 6:

|                  | Debit | Credit | Net Change |
|------------------|-------|--------|------------|
| Balance Forward: | .00   | .00    | .00        |
| JANUARY          | .00   | .00    | .00        |
| FEBRUARY         | .00   | .00    | .00        |
| MARCH            | .00   | .00    | .00        |
| APRIL            | .00   | .00    | .00        |
| MAY              | .00   | .00    | .00        |
| JUNE             | .00   | .00    | .00        |
| JULY             | .00   | .00    | .00        |
| AUGUST           | .00   | .00    | .00        |
| SEPTEMBER        | .00   | .00    | .00        |
| OCTOBER          | .00   | .00    | .00        |
| NOVEMBER         | .00   | .00    | .00        |
| DECEMBER         | .00   | .00    | .00        |
| Totals:          | .00   | .00    | .00        |

11. Press Enter to save the account and return to the **G/L Account Master maintenance - Launch** screen.

G/L Account Master File

3/03/26 17:25:55 G/L Account Master Maintenance Sys: DEMO V12  
 Cmp: RM

Account No. : 234567-0001-0000-00 Account Code: 1

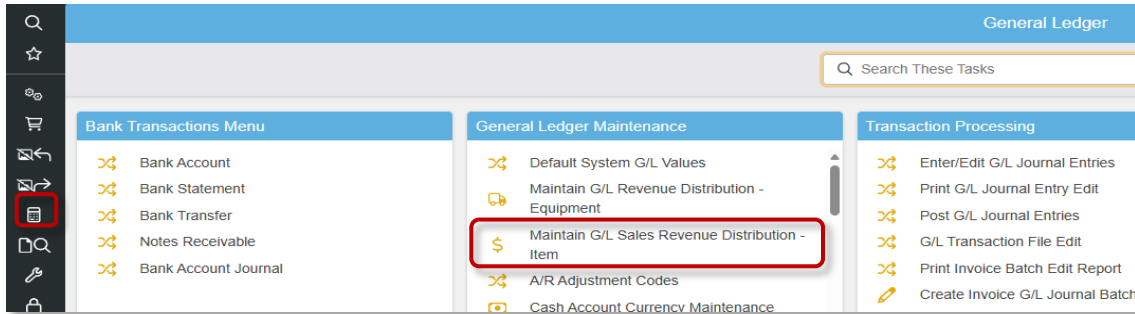
1=This year  
 2=Last year  
 3=Budget  
 4-9=User defined

12. At this point, you can add another G/L Account by following the steps above or press F03 Exit to return to the **General Ledger Menu** screen.

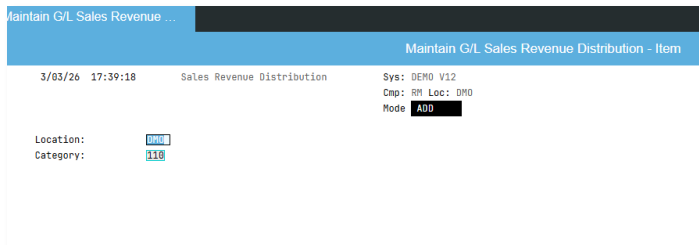
# Adding A G/L Category

## Process Steps

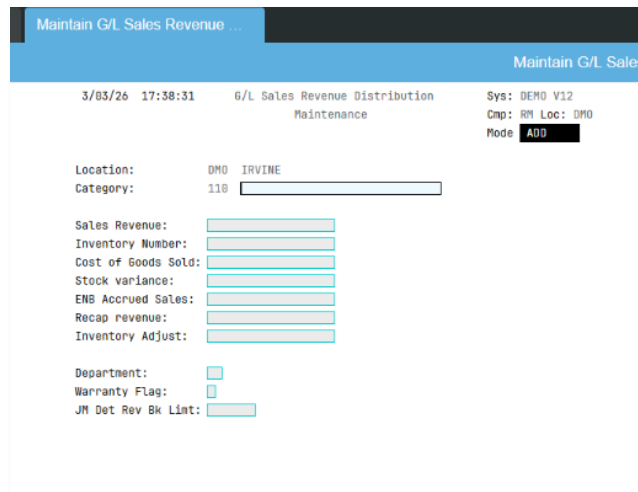
1. On the **General Ledger Menu** screen, in the **General Ledger Maintenance** section, click on the Maintain G/L Sales Revenue Distribution - Item option.



2. On the **G/L Sales Revenue Distribution Maintenance-Items - Launch** screen, type in the Location for the distribution you are creating.
3. In the **Category** field, type in the GL Category code you would like to create and press Enter. **NOTE:** G/L Categories are assigned to the Item Master File. (This tells the program which G/L Distribution you would use for an item).



4. On the **G/L Sales Revenue Distribution Maintenance-Items** screen, type in the Category Description and G/L numbers for each distribution. **NOTE:** See descriptions below.



- a. **Sales Revenue:** type in the revenue GL for the category.
- b. **Inventory Number:** If this category is related to inventory, type in the inventory GL account number. If not, enter an associated expense GL for this category. If this is not inventory related, the expense GL is usually the same as the **Cost of Goods Sold** GL used on the next line.
- c. **Cost of Goods Sold:** type in the cost of goods sold GL associated with the revenue. **NOTE:** If this GL category will be used for revenue only, then enter the revenue GL in all the revenue, inventory and cost of goods sold lines.
- d. **Stock Variance:** *If used*, type in the GL number that any inventory stock variance will be coded to. **NOTE:** A control record to write off stock variance must be set in order for this option to work.
- e. **ENB Accrued Sales:** *If used*, type in the revenue GL that any earned not billed amounts will post to at month end.
- f. **Recap Revenue:** *If used*, type in the GL number that recap work orders will be coded to if using this GL category.
- g. **Department:** *If used*, type in the department associated with this GL category
- h. **Warranty Flag:** *If used*, type in a valid warranty flag if this category will only be allowed on work orders referencing this flag. **NOTE:** For a valid list of **Warranty Flags**, with your cursor in the field, press F1 to open the **Warranty Help** window.

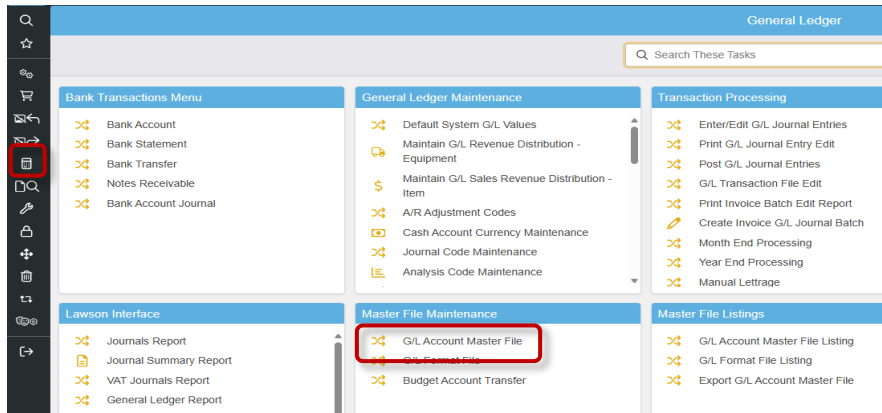
**NOTE:** This will be the entry that automatically posts to your GL when a transaction occurs that has a part number with this G/L Category.

5. Press Enter to save the record.
6. The record saves and the **G/L Sales Revenue Distribution Maintenance-Items - Launch** screen displays.
7. Repeat these steps for each location. **NOTE:** You can use **F21 Copy** to copy a category and edit per location; otherwise, press F03 to exit.

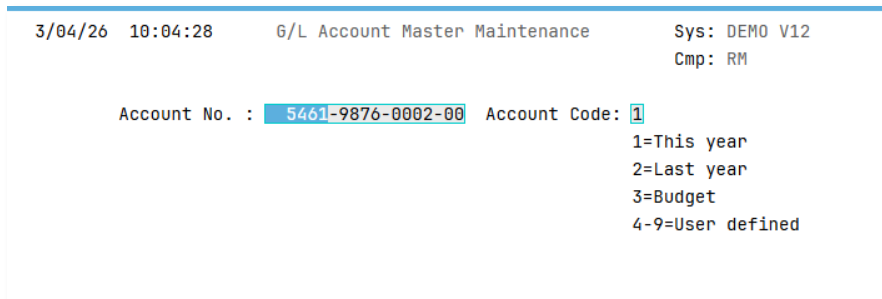
# Changing the Status or Deleting of G/L Accounts

## Process Steps

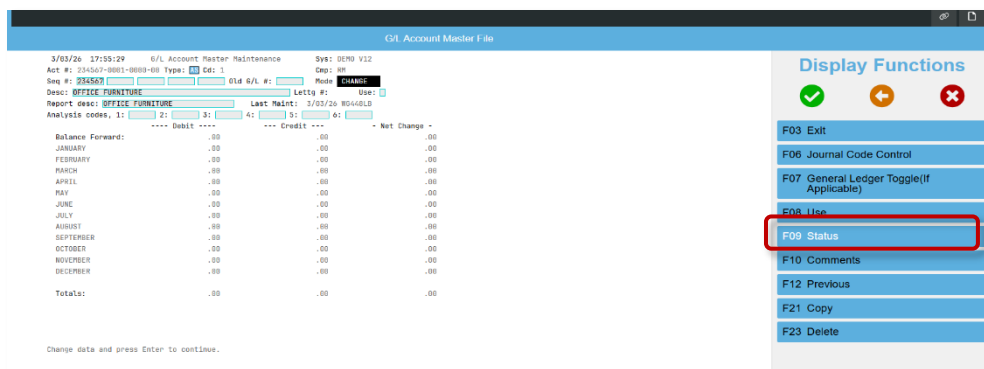
1. To change the status of a G/L Account, on the **General Ledger Menu** screen, in the **Master File Maintenance** section, click on the G/L Account Master File option.



2. On the **G/L Account Master Maintenance - Launch** screen, type in the Account No you would like to update or delete and press Enter.



3. On the **G/L Account Master Maintenance** screen, press F9 on your keyboard or click on F09 Status in the **Display Functions** menu to open the **Edit Status** pop-up window.



4. On the **Edit Status** pop-up window, type in the code that represents the current status of the G/L account in the **Account Status** field. **NOTE:** Valid codes include A =

Available for all uses; L = Limited use for manual journal entries only (use this code in conjunction with the M Use code); H = Hold; C = Closed permanently.

Edit Status

Account status:  (A, L, H, C)

Status date range:  to

Auxiliary account:  (C=Cust, V=Vendor)

Post BFF detail: (Y/N)

Sensitive Acct:  (Y/N)

Review and press Enter.

**NOTE:** A *Hold* date range might be required.

**NOTE:** It is recommended that you reclassify all balances for the account before closing it. The account can be reopened by a user with the proper security.)

5. To delete a G/L Account, if it has not had any activity in the last three years, and you want to delete it you will need to delete it in both current year and previous year.
6. Navigate to the **G/L Account Master Maintenance - Launch** screen, type in the account you would like to delete, type 2 (last year) in the *Account Code* field and press Enter.

3/04/26 10:21:53 G/L Account Master Maintenance Sys: DEMO V12  
Cmp: RM

Account No. : 5461-9876-0002-00 Account Code: 2

1=This year  
2=Last year  
3=Budget  
4-9=User defined

7. On the **G/L Account Master Maintenance** screen, press F23 (shift+F11) or click on F23 Delete in the **Display Functions** menu.

3/04/26 10:20:08 G/L Account Master Maintenance Sys: DEMO V12  
Act #: 5461-9876-0002-00 Type: C C: 2  
Seq #: 5461 Old G/L #: Mode CHANGE  
Desc: LEGAL ENTITY L&B Lettr #: Sup: 0  
Report desc: LEGAL ENTITY L&B Last Mast: 10/09/25 YEAR END  
Analysis codes: 1: 2: 3: 4: 5: 6:

|                  | Debit | Credit | Net Change |
|------------------|-------|--------|------------|
| Balance Forward: | .00   | .00    | .00        |
| JANUARY          | .00   | .00    | .00        |
| FEBRUARY         | .00   | .00    | .00        |
| MARCH            | .00   | .00    | .00        |
| APRIL            | .00   | .00    | .00        |
| MAY              | .00   | .00    | .00        |
| JUNE             | .00   | .00    | .00        |
| JULY             | .00   | .00    | .00        |
| AUGUST           | .00   | .00    | .00        |
| SEPTEMBER        | .00   | .00    | .00        |
| OCTOBER          | .00   | .00    | .00        |
| NOVEMBER         | .00   | .00    | .00        |
| DECEMBER         | .00   | .00    | .00        |
| Totals:          | .00   | .00    | .00        |

Display Functions

- F03 Exit
- F06 Journal Code Control
- F07 General Ledger Toggle(If Applicable)
- F08 Use
- F09 Status
- F10 Comments
- F12 Previous
- F21 Copy
- F23 Delete

Record deletion pending, press Enter to delete or F12 to cancel.

8. The message “Record deletion pending, press Enter to delete or F12 to cancel.” displays at the bottom of the screen.
9. Confirm this is the G/L Account you want to delete and press Enter to delete; otherwise, press 12.

10. The record saves and you will be returned to the **G/L Account Master Maintenance - Launch** screen.
11. Now you will need to enter the *same* G/L account with **Account Code 1** (This Year) on the **G/L Account Master Maintenance - Launch** screen and press Enter.
12. On the **G/L Account Master Maintenance** screen, press F23 (shift+F11) or click on F23 Delete in the **Display Functions** menu.

3/04/26 10:31:46 G/L Account Master Maintenance Sys: DEMO V12  
Act #: 5461-9876-0002-00 Type: A3 Cd: 1 Cmp: RM  
Seq #: 5463 Old G/L #: Mode: CHANGE  
Desc: LEGAL ENTITY LGB Lettg #: Use:   
Report desc: LEGAL ENTITY LGB Last Maint: 8/07/25 WG404AD  
Analysis codes, 1: 2: 3: 4: S: 0:

|                  | Debit | Credit | Net Change |
|------------------|-------|--------|------------|
| Balance Forward: | .00   | .00    | .00        |
| JANUARY          | .00   | .00    | .00        |
| FEBRUARY         | .00   | .00    | .00        |
| MARCH            | .00   | .00    | .00        |
| APRIL            | .00   | .00    | .00        |
| MAY              | .00   | .00    | .00        |
| JUNE             | .00   | .00    | .00        |
| JULY             | .00   | .00    | .00        |
| AUGUST           | .00   | .00    | .00        |
| SEPTEMBER        | .00   | .00    | .00        |
| OCTOBER          | .00   | .00    | .00        |
| NOVEMBER         | .00   | .00    | .00        |
| DECEMBER         | .00   | .00    | .00        |
| Totals:          | .00   | .00    | .00        |

Record deletion pending, press Enter to delete or F12 to cancel.

13. The message “Record deletion pending, press Enter to delete or F12 to cancel.” displays at the bottom of the screen.
14. Confirm this is the G/L Account you want to delete and press Enter to delete; otherwise, press 12.

## Reference Glossary

### Field Definitions for Tasks

#### G/L Account Master maintenance - Launch

- **Account Number** - Enter the number of the G/L account you want to add or change. If you do not know the number, press F4 to search for it.

The format for RentalMan's 16-digit G/L account number is as follows:

|        |          |               |            |
|--------|----------|---------------|------------|
| 999999 | 9999     | 9999          | 99         |
| Main   | Location | Natural Class | Department |

- The first 6 digits represent the main account number. If you do not use all 6 digits, you can start that section with leading zeros, but that is not required.
- The next 4 digits are the number assigned to the location for which the account was created. Use leading zeros, as necessary.
- The next 4 digits can be used to differentiate accounts with the same Main number. You can roll up balances from these different classes into one total balance.
- The final 2 digits provide a way to group similar accounts like expenses and some income accounts. For example, you might group all of your rental accounts into department 20.
- **Account Code** - Enter the account code for the G/L account you want to work with. Valid codes include:
  - 1=This year (G/L account balances for the current year)
  - 2=Last year (G/L account balances for the previous year)
  - 3=Budget (G/L account balances used for your annual budget)
  - 4-9=User defined (Six additional codes for storing G/L balances from prior years)

#### G/L Account Master Maintenance

- **Account Number** - Displays the G/L account number you are adding or maintaining. The format for RentalMan's 16-digit G/L account numbers is as follows:
- **Type** - Enter the code that represents the type of the G/L account. Valid types are:
  - AS - Asset
  - LI - Liability
  - CP - Capital
  - IN - Income
  - EX - Expense
- **Code** - Displays the account code you entered on the **Launch** screen. This code determines which account balances are displayed at the bottom of the screen.
- **Sequence** - Enter up to five sequence numbers to indicate where you would like this account to show up on various financial reports. When setting up a format for a

financial report in the **Format File** program, you will enter a position number to indicate which of the five sequences to use for that report. Example: You have a rental income G/L account that appears on three of your financial reports in different areas of those reports. In this field you might enter three sequences of 4000, 4100, and 4200 because the account appears on three reports. So, when creating the format and the line information for rental income for the first financial report, you could enter a Position of 2, to indicate that you want the financial report to look at the second sequence, which is 4100, to determine where to put this account's balance on the report. Also, if other rental income accounts have sequence 4100 in the second position, their balances will be rolled up with this account's balance on the report.

- **Old G/L Number** - If applicable, enter the G/L number for this account from a legacy accounting system to use as a cross reference.
- **Description** - Enter a description of the account that is seen in lookup windows.
- **Lettrage Number** - Displays the next lettrage number to be used for the G/L account.
- **Use** - Enter the code that represents how this G/L account is used. Valid codes are:
  - M - Account is used for manual journal entries only
  - S - Account is used by system programs only; for example, A/P batch posting
  - Blank - Leave the field blank to allow the account to be used for manual journal entries and by system programs

**NOTE:** If you use F9=Status to set the G/L account's status to **A**, you cannot set this **Use code** to **M**.

- **Report Description** - Enter a short description for the account that appears on reports.
- **Last Maintained** - Displays the date the account master record was last maintained and the name of the user who maintained it.
- **Analysis Codes** - Enter up to six analysis codes to use for reporting purposes. Use **Analysis Code Maintenance** to create the codes and then assign them to G/L account numbers and enter them as parameters for reports. For example, you may have an expense account for fuel, and you want to be able to report on the various ways that fuel is used in your organization. Create analysis codes for fuel use and then assign them to the G/L account for fuel expense. If you do not know the analysis code, press F4 and you are presented with a list of only the codes that can be entered in that analysis code position. This is achieved using the **AC miscellaneous reason code** to set the field reference for specific types of analysis codes. For example, you have set up an analysis type of Taxes using miscellaneous reason code AC, and you entered 2 in the **Field Reference** field. You have 8 analysis codes assigned to the Taxes analysis type. When entering a new G/L account number to which you want to assign an analysis code with a type of Taxes, you will only be able to enter that analysis code in the **Analysis Codes 2:** field.

*Status (F9)*

- **Account Status** - Enter a code that represents the current status of the G/L account. Valid codes are:
  - A - Available for all uses
  - L - Limited use for manual journal entries only (use this code in conjunction with the M Use code)
  - H - Hold (will not show in Search windows)\*
  - C - Closed permanently (will not show in Search windows)\*\*

\*A Hold date range might be required.

\*\*It is recommended that you reclassify all balances for the account before closing it. The account can be reopened by a user with the proper security.

- **Post Balance Forward Detail** - For accounts with balances that roll forward such as assets, liabilities, and capital accounts, indicate whether to roll them forward in detail (all non-lettraged entries are rolled forward separately) or in summary (all debits and credits are combined and rolled forward as a net amount). Enter Y for Detail and N for Summary.

#### Balances

- **Balance Forward Debit** - The previous year's ending debit balance brought forward to start this year.
- **Balance Forward Credit** - The previous year's ending credit balance brought forward to start this year.
- **Balance Forward Net Change** - The previous year's ending net change brought forward to start this year. This is a calculated amount.
- **Month/Period Debit** - The total debits for this G/L account for that month/period.
- **Month/Period Credit** - The total credits for this G/L account for that month/period.
- **Month/Period Net Change** - The net change for this G/L account for that month/period.
- **Total Debits** - The total debits for the G/L account for the current year.
- **Total Credits** - The total credits for the G/L account for the current year.
- **Total Net Change** - The total net change for the G/L account for the current year.

#### G/L Sales Revenue Distribution Maintenance-Items - Launch

- **Location** - Enter the location for which you want to add or maintain G/L sales revenue distribution accounts.
- **Category** - Enter the G/L category for which you want to add or maintain G/L sales revenue distribution accounts.

#### G/L Sales Revenue Distribution Maintenance-Items

- **Location** - Displays the location for which you want to add or maintain G/L sales revenue distribution accounts.

- *Category* - Displays the G/L category for which you want to add or maintain G/L sales revenue distribution accounts. You can change the description of the category here where it is used in conjunction with the sales revenue G/L accounts.
- *Sales Revenue* - Enter the account to credit for the revenue generated by the sale of sales items and miscellaneous charge items.
- *Inventory Number* - Enter the account to credit for the cost of items sold when those items are marked as Inventoried=Y. This is the account that is debited when items are received against a purchase order. This account is not affected when items marked as Inventoried=N are sold unless the *Update INV# & COGS G/L#* field is set to Y in control record **NONCAT**.
- *Cost of Goods Sold* - Enter the account to debit for the cost of items sold when those items are marked as Inventoried=Y. This account is not affected when items marked as Inventoried=N are sold unless the *Update INV# & COGS G/L#* field is set to Y in control record **NONCAT**.
- *Stock Variance* - If both the *Create G/L transactions* and the *Stock variation* fields are set to Y in control record **CRTQAP**, enter the account to credit with the cost of an item when that item is received against a purchase order. When the item is consumed via an A/R invoice transaction, this account is debited. This account is also used when items in the G/L category are transferred between locations.
- *ENB Accrued Sales* - Enter the G/L account to affect when the **Earned Not Billed** report is run, and the user selects to process a general ledger entry for sales revenue that has been earned but not yet invoiced.
- *Department* - If applicable, enter a department code to facilitate special revenue distribution for parts used on work orders.
- *Warranty Flag* - Enter Y to specify that this revenue distribution record is used only when the item/ part that was sold is marked as a Warranty part. Leave the field blank to use this revenue distribution record regardless of how the part is marked.