



Process

Documentation

Department:

Customer Support

Last Updated:

11/17/2025 10:22 AM

NAME OF PROCESS

General Ledger Distribution Accounts

Use Case / Objectives

This article describe the process of maintaining general ledger accounts affected by rental equipment or sales items transactions. Setting up the general ledger distribution accounts gives you control over how the transactions that flow through your organization affect the general ledger. The flexibility and tiered structuring of the distribution accounts setup provides you with a myriad of ways to distribute revenue and expenses allowing for the level of detail in your financial reporting that you want and need.

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 menu > Default System G/L Values

General Ledger menu > Maintain G/L Revenue Distribution - Equipment

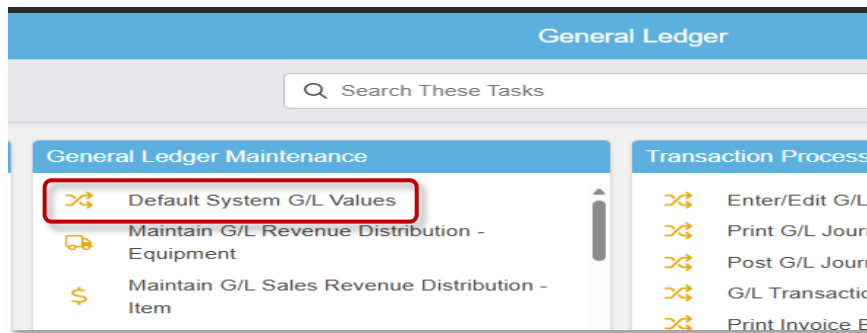
General Ledger menu > Maintain G/L Revenue Distribution - Item

Default System G/L Values

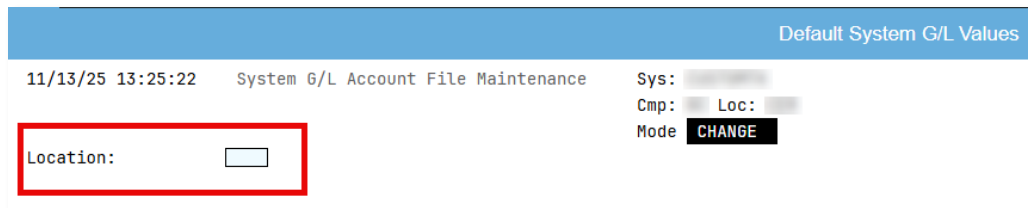
This section will walk you through how to set up default G/L values used primarily for A/R and A/P transaction. For assistance at any time, contact Customer Support.

Process Steps

1. Navigate to the **General Ledger** menu and select **Default System G/L Values** in the **General Ledger Maintenance** section.

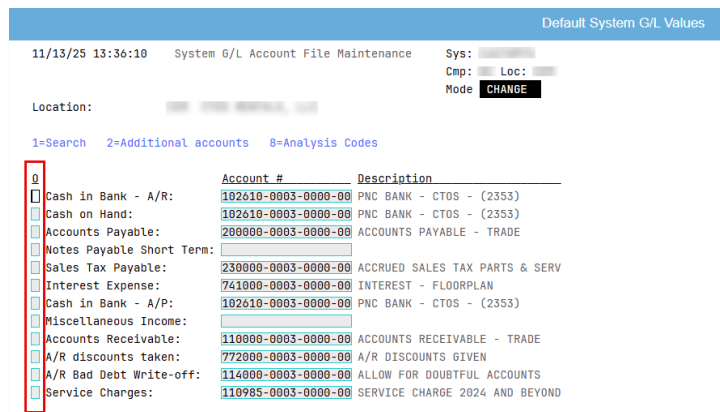


2. Type in the location that you will be setting up the G/L accounts or press F4 to search.

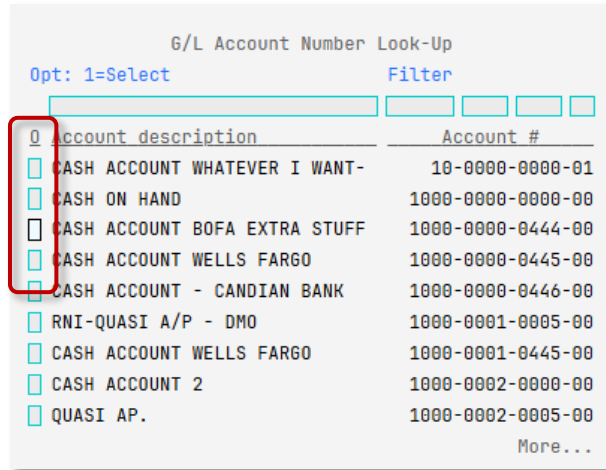


NOTE: This option is where you set up the default G/L accounts used for A/R and A/P transactions. These accounts must be set for each location but can be the same account numbers across all locations.

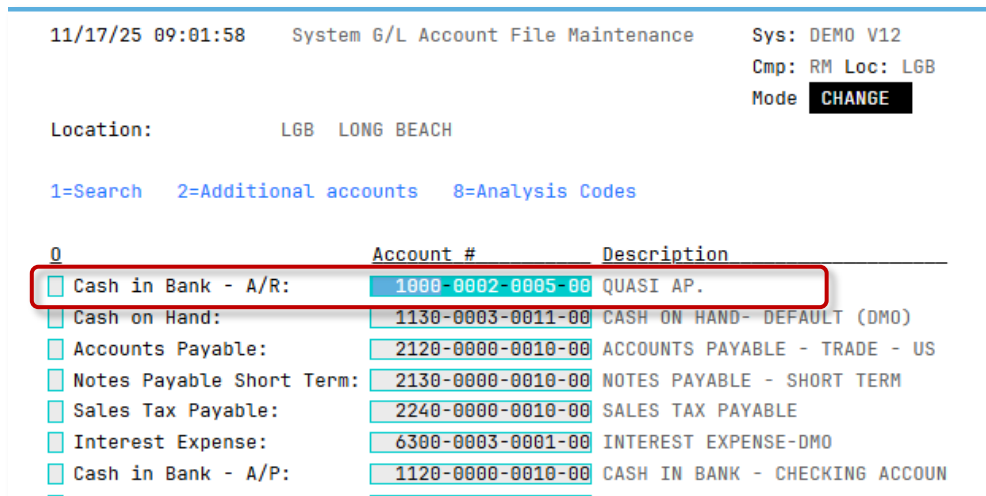
3. On the **System G/L Account File Maintenance** screen type 1 in the **0** (options) field next to an account to search for a G/L account to link to a particular distribution category. You can also manually enter the account number for that category. Press Enter.



- The G/L Account Number Look-up screen displays where you can type 1 in the **0** field and press Enter to select the account to display.



- The System G/L Account File Maintenance screen display and the selected account displays for the selected entry. **NOTE:** For this example, the *Cash In Bank - A/R* value was updated.



- If you would like add accounts for different currencies, type 2 in the **0** field for an account to access the **Additional G/L Accounts** screen. **NOTE:** Usually this is for the *Cash in Bank - A/R* account.

11/17/25 09:06:20 Additional G/L Accounts Sys: DEMO V12
 Cmp: RM Loc: LGB
 Mode **CHANGE**

Location: LGB
 Accounts Payable: 2120-0000-0010-00

1=Account search 2=Currency search

Additional

0	Currency	Account #	Description
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

7. Type 1 in the 0 field to open the **G/L Account Number Look-up** screen where you will type 1 in the 0 field to select the desired account, pressing Enter to continue.

Additional G/L Accounts Sys: DEMO V12
 Cmp: RM Loc: LGB
 Mode **CHANGE**

LGB
 2120-0000-0010-00

G/L Account Number Look-Up

Opt: 1=Select Filter

0	Account description	Account #
<input type="checkbox"/>	ACCOUNTS PAYABLE (A/P)	2120-0000-0000-00
<input checked="" type="checkbox"/>	FURNITURE & FIXTURES	2120-0000-0001-00
<input type="checkbox"/>	ACCOUNTS PAYABLE - TRADE - US	2120-0000-0010-00
<input type="checkbox"/>	ACCOUNTS PAYABLE TRADE - CANAD	2120-0000-0020-00
<input type="checkbox"/>	ACCOUNTS PAYABLE	2120-0000-0030-00
<input type="checkbox"/>	ACCOUNTS PAYABLE 2	2120-0002-0000-00
<input type="checkbox"/>	ACCOUNTS PAYABLE	2120-0004-0010-00
<input type="checkbox"/>	ACCOUNTS PAYABLE	2120-0011-0010-00
<input type="checkbox"/>	ACCOUNTS PAYABLE - MFR	2120-0123-0010-00

More...

8. The **G/L Account Number Look-up** screen will close, and the selected account will display on the **Additional G/L Accounts** screen.

11/17/25 09:42:58 Additional G/L Accounts Sys: DEMO V12
 Cmp: RM Loc: LGB
 Mode **CHANGE**

Location: LGB
 Accounts Payable: 2120-0000-0010-00

1=Account search 2=Currency search

Additional

0	Currency	Account #	Description
<input type="checkbox"/>	USD	2120-0000-0001-00	
<input type="checkbox"/>			
<input type="checkbox"/>			

9. Press Enter twice to write/update the records.
10. The following list displays **Key G/L Accounts**:

Cash in Bank - A/R

This account is debited when posting A/R cash receipts via the **Post Customer Payments** program. If a cash receipt from a customer check is reversed via the **A/R Adjustments** program, this account is credited.

Cash on Hand

This account represents accumulated payments that exist in the cash drawer on a daily basis until the drawer is closed, and the payments are deposited in the bank.

Accounts Payable

Enter the G/L account to credit when A/P invoices are posted via the **Post Invoices** program. This account is debited when invoices are paid, and cash is disbursed via the **Print Checks/Disburse Cash** program.

Cash in Bank - A/P

Enter the G/L account to credit when cash is disbursed via the **Print Checks/Disburse Cash** program to pay A/P invoices. This account can be the same account that was entered in the **Cash in Bank - A/R** field.

Miscellaneous Income

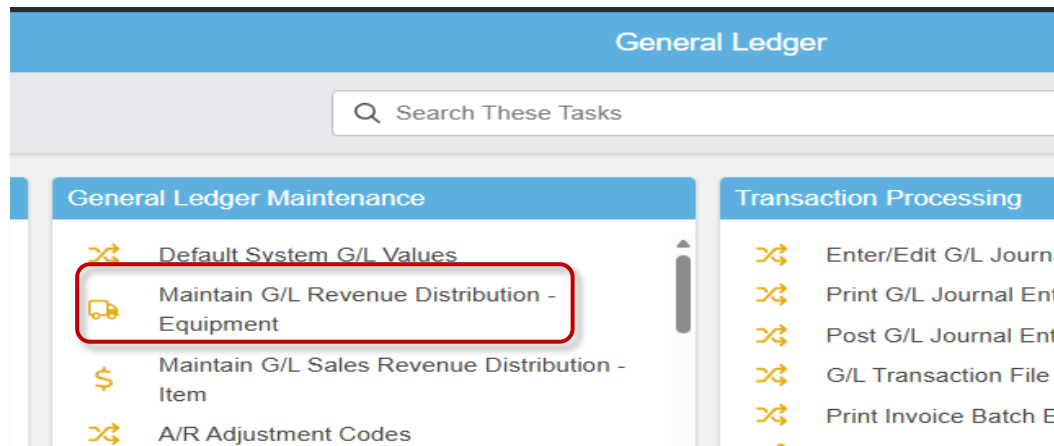
Enter the G/L account to credit for the revenue from transactions when no other default account number is found.

Maintain G/L Revenue Distribution - Equipment

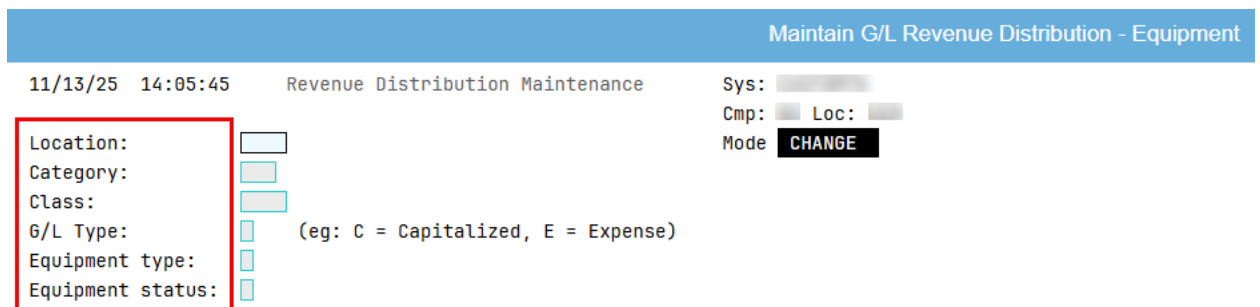
The following steps will walk you through how to enter accounts affected by revenue generated from the rental or sale of equipment.

Process Steps

1. Navigate to the **General Ledger** menu and select **Maintain G/L Revenue Distribution - Equipment** in the **General Ledger Maintenance** section.



2. Upon accessing the **Revenue Distribution Maintenance - Launch** screen, there will be six fields that the user can fill in: **Location**, **Category**, **Class**, **G/L Type**, **Equipment type**, and **Equipment status**.

A screenshot of the 'Maintain G/L Revenue Distribution - Equipment' screen. The title bar at the top right reads 'Maintain G/L Revenue Distribution - Equipment'. Below the title bar, the date and time '11/13/25 14:05:45' are displayed on the left, and 'Revenue Distribution Maintenance' is in the center. On the right side, there are fields for 'Sys:', 'Cmp:', and 'Loc:', with a 'Mode CHANGE' button below them. A red rectangular box highlights six input fields on the left: 'Location:', 'Category:', 'Class:', 'G/L Type:', 'Equipment type:', and 'Equipment status:'. To the right of the 'G/L Type:' field, there is a note '(eg: C = Capitalized, E = Expense)'. Each field has a small light blue input box next to it.

3. Type in the desired details and press Enter.
4. On the **Revenue Distribution Maintenance - Equipment** screen you can enter the accounts affected by revenue generated from the rental or sale of equipment.
5. To add or update, type in the G/L number in the field next to the corresponding **G/L Type**.

Maintain G/L Revenue Distribution - Equipment

11/13/25 14:08:06 Revenue Distribution Maintenance Sys:
 Cmp: Loc:
 Mode CHANGE

Location:
 Category:
 G/L Type: (Eqn type: Eqn Status: Revenue Entries Only:

Rental Revenue:	400000-0003-0000-00	RENTAL REV - 400000
Re-Rent Revenue:	451000-0003-0000-00	RENTAL - RERENT
Rental Equip Asset:	164000-0003-0000-00	MACHINERY & EQUIPMENT
New Equipment Inv:	164000-0003-0000-00	MACHINERY & EQUIPMENT
Rental Depr Exp:	782000-0003-0000-00	DEPRECIATION EXP - MACHINERY
Cost of Rent Equip:	507131-0003-0000-00	C/C COS - INTERCOMPANY
Cost of New Equip:	511000-0003-0000-00	COS - NEW EQUIPMENT
Rnt Equip Sale Rev:	407131-0003-0000-00	C/C SALES - INTERCOMPANY
New Equip Sale Rev:	411000-0003-0000-00	SLS - NEW EQUIPMENT
Acc Depr Asset:	174000-0003-0000-00	A/D - MACHINERY & EQUIPMENT
Repair expense:	561080-0003-0000-00	REPAIRS & MAINT - DIGGER DERRICKS
Accum depr displ:	174000-0003-0000-00	A/D - MACHINERY & EQUIPMENT
Re-rent cost:	551000-0003-0000-00	COST OF RE-RENTALS
Re-rent accrual:	<input type="text"/>	
Service rental rev:	<input type="text"/>	
RPO Income:	<input type="text"/>	
RPO Depr. Expense:	<input type="text"/>	

More...

NOTE: The *Revenue Entries Only* field indicates whether the system only makes revenue entries to the general ledger. If set to Y, no cost of goods sold, or inventory entries are made to the general ledger when equipment is sold or rented.

6. The following list displays **Key Revenue Accounts** for equipment:

Rental Revenue

Enter the account to credit for revenue from the rental of equipment.

Re-Rent Revenue

Enter the account used to capture rental revenue for equipment that is re-rented.

Cost of Rent Equip

Enter the account to debit by the cost of sales when a piece of rental equipment is sold. The account is debited for the acquisition cost less accumulated depreciation.

Cost of New Equip

Enter the account to debit by the cost of sales when a new piece of equipment is sold.

Rental Equipment Sales Revenue

Enter the account to credit for the revenue portion of an equipment sales transaction for a piece of rental equipment.

New Equipment Sales Revenue

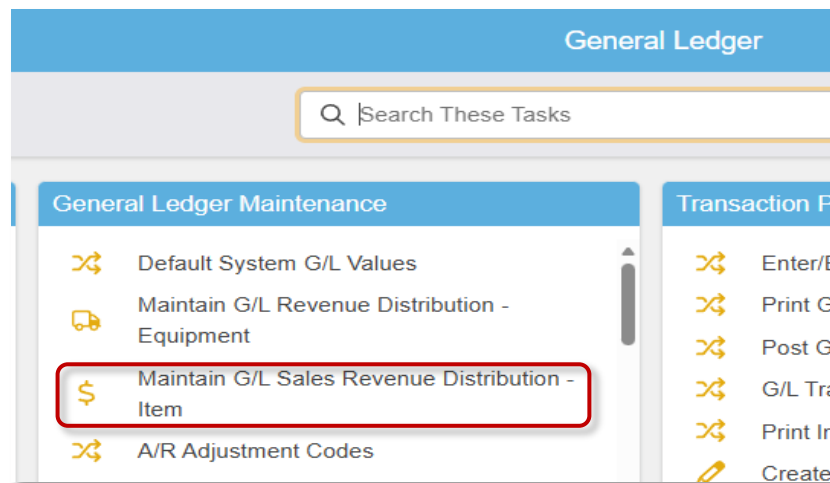
Enter the account to credit for the revenue portion of an equipment sales transaction for a piece of new equipment.

Maintain G/L Revenue Distribution - Item

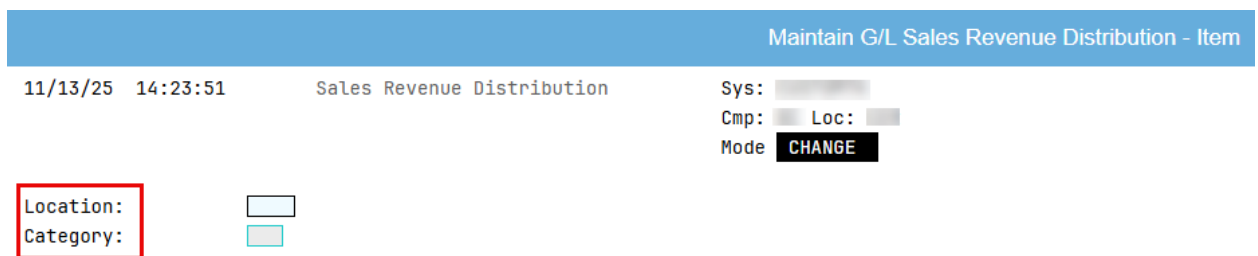
The following steps will walk you through how to enter accounts affected by revenue generated from the sale of items.

Process Steps

1. Navigate to the **General Ledger** menu and select **Maintain G/L Revenue Distribution - Item** in the **General Ledger Maintenance** section.



2. The **Sales Revenue Distribution - Launch** screen opens.
3. Type in the **Location** and G/L **Category** for which you want to enter the distribution accounts.



4. Press Enter to proceed to the **G/L Sales Revenue Distribution Maintenance - Items** screen.

Maintain G/L Sales Revenue Distribution - Item

11/13/25 14:26:16 G/L Sales Revenue Distribution Maintenance Sys:
Cmp: Loc:
Mode: CHANGE

Location:
Category: 114 SUBLET BILLED

Sales Revenue: 441000-0003-0000-00 INVALID G/L ACCOUNT#
Inventory Number: 144000-0003-0000-00 BULK BLOCKS
Cost of Goods Sold: 541000-0003-0000-00 COS - SERVICE LABOR - SUBLET
Stock variance:
ENB Accrued Sales:
Recap revenue:
Inventory Adjust:

Department:
Warranty Flag:
JM Det Rev Bk Limit:

5. On this screen, type in or update any *G/L Account Numbers* necessary and press Enter to update.
6. The following list displays **Key Revenue Accounts** for items:

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 be credited for the cost of items sold or to be debited when items are received against a purchase order.

Cost of Goods Sold

Enter the account to debit for the cost of items sold when those items are marked as Inventoried=Y.

Reference Glossary

Field Definitions for Tasks

System G/L Account File Maintenance

- *Account Name/Category* - Displays the name of the G/L Account.
- *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:

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 Description* - Displays the description of the account that is seen in lookup windows.

Revenue Distribution Maintenance - Launch

- *Location* - Enter the location for which you want to add or maintain G/L revenue distribution accounts.
- *Category* - If applicable, enter the ID for the category of equipment for which you want to add or maintain G/L revenue distribution accounts. If you leave this field blank, you must leave the Class field blank.
- *Class* - If applicable, enter the ID for the class of equipment for which you want to add or maintain G/L revenue distribution accounts. You must leave this field blank if the Category field is blank.
- *G/L Type* - If applicable, enter the user-defined G/L type code for which you want to add or maintain G/L revenue distribution accounts. The G/L type can be used to categorize equipment as capitalized or expensed via the Equipment Maintenance program, allowing you to have multiple types of equipment in the same category/class. Therefore, if you enter a category/class and a G/L type, you can establish a different set of G/L revenue distribution accounts for each G/L type within a category/class.

- **Equipment Type** - If applicable, enter the code that represents the type of equipment for which you want to add or maintain G/L revenue distribution accounts. Valid codes include:
 - C - Customer Owned
 - F - Floored
 - G - Consignment
 - L - Lease
 - N - New
 - - Non-rental Asset
 - R - Rental
 - S - Sub-leased
 - T - Trade In

Entering the equipment type enables the system to affect the correct depreciation expense and asset accounts without having to change category/classes or G/L types when equipment is transferred from a non-rental type (such as O) into the rental fleet.

- **Equipment Status** - If applicable, enter the status of the equipment for which you want to add or maintain G/L revenue distribution accounts. Valid codes include:
 - A - Available
 - D - Down - Long Term
 - N - Down Short Term
 - R - Down - Wash Rack
 - I - In Transit
 - J - Junked
 - M - Missing
 - - On Rent
 - P - On Rental Purchase
 - K - On Truck
 - U - Pick-up
 - V - Returned to Vendor
 - S - Sold
 - T - Stolen

Revenue Distribution Maintenance - Equipment

- **Location** - Displays the location for which you want to add or maintain G/L revenue distribution accounts.
- **Category** - Displays the ID for the category of equipment for which you want to add or maintain G/L revenue distribution accounts.
- **Class** - Displays the ID for the class of equipment for which you want to add or maintain G/L revenue distribution accounts.
- **G/L Type** - Displays the user-defined G/L type code for which you want to add or maintain G/L revenue distribution accounts.

- *Equipment Type* - Displays the code that represents the type of equipment for which you want to add or maintain G/L revenue distribution accounts.
- *Equipment Status* - Displays the status of the equipment for which you want to add or maintain G/L revenue distribution accounts.
- *Revenue Entries Only* - Indicate whether the system only makes revenue entries to the general ledger. If set to Y, no cost of goods sold, or inventory entries are made to the general ledger when equipment is sold or rented.

Sales Revenue Distribution - 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.