

# Understanding GL Control Codes

It's a big day in the Accounting department at Maple Air. Barbara, the accountant, is teaching Bernard, the new accounting intern, all about GL control types and GL controls. It's a heads down day. They have even called in lunch from a local sandwich place. Let's listen in. But please, please be quiet. Barbara has a lot to teach Bernard.

**Barbara:** Within ERP, GL control types and GL controls are a simple, flexible way to determine the GL accounts and journals used in business transactions. We use GL controls to assign standard accounts while we post similar transactions. That's easier than entering the GL accounts manually for each transaction.

**Bernard:** Yeah, wow, that is easier!

**Barbara:** Well, and it's flexible too. We can set up multiple GL controls for the same transaction type. Something we do all the time is post AP supplier invoices to one AP Payables account, and Intercompany supplier invoices to a different account. So we assign a different GL control to the intercompany supplier records.

**Bernard:** That's it?

**Barbara:** That's it. While we run the post process, the application's posting rules use these GL controls to generate transaction details. The posting rules access account values by referencing the account contexts defined in each GL control type.

**Bernard:** Okay, I think I understand all of this, but, ah, can you show me? I haven't used a financial system like this before.

**Barbara:** Of course! Let's log into Epicor ERP. I can show you before our sandwiches get here.

**Bernard:** Thanks!

In this course, Barbara will teach Bernard what GL Control Types are, what GL Control Codes are, and how he can set them up. She will then show Bernard how to apply GL Control Codes to transactions.

## Topics

- Understanding GL Control Types
- Understanding GL Control Codes
- Assigning a Control Code
- Applying a GL Control Code to a Transaction

## Understanding GL Control Types

Barbara first shows Bernard the structure of a GL Control Type. She launches GL Control Type Maintenance.

Individual GL Control codes are based on a GL Control Type. Each control type is a template for a transaction. As Barbara explains, the AP Account GL control type is used for many AP transactions, like posting an AP invoice.

Barbara clicks the Type button to search for a GL control type. Look at them all! There are lots of GL control types used in programs and transactions across Epicor ERP.

Barbara selects the AP Account and then shows Bernard the Account Context > List sheet. This sheet shows an overview of the contexts for this GL control type.

The AP Account type has several contexts. Payables is a context that's used a lot, so its Required check box is active. When Bernard creates a GL control code of this type, he'll get a warning if he doesn't enter an account for a required context.

Now Barbara clicks on the Journal Context sheet. This is the sheet Bernard uses to specify what GL journal type he uses for particular transaction types. But he only sets up the default journal code here. He can select a different journal code when he creates new GL codes later. Bernard really likes that flexibility.

Now Barbara shows him the Entity sheet. Some programs can only use a specific GL control if its type is linked to that entity. So as Barbara shows here, the AP Account GL control type is available on the AP Invoice header, Logged AP Invoice header, Supplier, and Company entities. When Bernard enters invoices, he can select an AP Account GL control in a Supplier record, the Company record, or in the AP invoice header.

So certain business entities can use a certain GL control type, and a GL control code is a specific instance of that GL control type.

## Understanding GL Control Codes

Now Barbara shows Bernard how to create a GL Control Code. She opens GL Control Maintenance.

A GL control code is where Bernard defines the specific GL accounts to use when he posts a transaction that references that GL Control.

To create a GL control code, Bernard first selects the control type. It's really important that he does this first! Bernard clicks the Type drop-down list and select AP Account.

On the Toolbar, he clicks New GL Control. Then he enters the GL Control ID and Description, and then saves the record.

In the Tree View, he expands the Account Context node. If the company has multiple GL books, Bernard can see them all here. He selects the relevant book from this list.

Now he moves over to the Account > List sheet. This is where he enters the GL accounts. See the the Description field? It shows him which GL book he selected.

Since he entered a new GL control, the GL Account fields are blank. Bernard enters the accounts for the contexts he needs to cover. Remember the Required setting? There it is again. That value comes from the GL Control Type.

Bernard enters GL accounts for just some contexts. Even if the Required check box is selected, he doesn't have to enter accounts for every context.

Bernard now saves the record and closes GL Control Maintenance. A message displays, warning him that he hasn't assigned GL accounts to all required contexts. . Maple Air has multiple books, so that's why he's seeing this message. But he doesn't need to enter accounts in all books for this GL control.

If he needs to, Bernard can go back later and enter accounts. Barbara tells Bernard he's entered the required accounts for the books, he can click No on this dialog box. Bernard is relieved. He doesn't want to mess anything up.

Barbara is impressed, and Bernard is a happy intern. He's successfully created a new GL control for the AP Account type.

## Assigning a Control Code

Next Barbara shows Bernard how to assign the GL control code to an entity. He can then use this control when he creates certain transactions.

Barbara stresses that, in some cases, Bernard can assign a GL control code to different entities. When Bernard enters an invoice, he can assign a GL control of this type to the Company, Supplier, or the AP invoice header.

What this does is create an account hierarchy with the posting rules.

Bernard assigns a GL control to a supplier and to the company. He then sets up the posting rules so that Epicor ERP looks for a GL control on the supplier. If the supplier isn't assigned an AP Account GL control, Epicor ERP instead uses the GL control linked to the Company. The same is true for the Invoice Header. If Bernard selects a GL control on the Invoice Header, it overrides the GL Control linked to the supplier.

Barbara first shows Bernard the AP Account type GL control assigned to the Company.

The Company record can hold GL controls for lots of different types. Bernard can add more controls by using the New menu too.

The AP Account type is assigned a GL control. Bernard can change it if needed, but he'll leave here. But he then launches Supplier Maintenance. He assigns a different GL control for the AP account type here.

He does this by opening the supplier record. He then navigates to the GL Controls > Detail sheet. The fields are empty, which means right now this supplier uses the GL Control assigned to the company.

From the New menu, he selects New GL Control. In the Type field, Bernard searches for and selects the AP Account. Next in the Control field, he searches and selects the required control. Notice Bernard has selected a GL control different from the one assigned on the Company. The control for the company is for Intercompany suppliers, while the GL code Bernard selected is for external suppliers.

Bernard saves the record and exits Supplier Maintenance.

Barbara has one more thing to show him. He'll create a transaction that uses the AP Account GL control type. They can then see if the application uses the GL control set on the Supplier or the Company. Bernard wonders whether it will work.

## Applying a GL Control Code to a Transaction

Barbara and Bernard are ready to look at a transaction. They can then see how Epicor ERP determined which GL accounts to use. Barbara goes to Invoice Entry and selects AP invoice.

This supplier is assigned an AP Account GL control. Bernard saves the invoice, and then he looks at the Header > GL Control sheet.

The invoice has a GL control for the AP Account type. But where did it come from?

Bernard figures it out right away. He assigned this GL control directly on the supplier record. So that worked.

Now Barbara has Bernard look at another invoice for a different supplier. This supplier isn't assigned to a GL control. When he looks at the GL control sheet on the invoice, the GL control is different from the previous invoice. This time, the GL control pulls from the Company.

Barbara and Bernard now look at the GL transactions for the two invoices. The transactions posted to different GL accounts! Since the two GL control codes have different accounts assigned to the Expenses and Payables contexts, the transactions post to these different accounts.

Wow – this is great. Bernard now understands what GL Control Types and Codes do, and how he can set them up. Also, the sandwiches just arrived! With dill pickles too! Perfect timing!

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