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| **Name of Course** | Setting Up and Using the General Ledger Cross Reference | | | **EDP-26766** |
| Writer | Anand VM | Reviewers | Kim Stanley | |
| Software Version | 2022.1 | Date | March 8, 2021 | |
| Attendee Group |  | Roles | All | |
| Categories | Accounting | Subcategories | Pricing | |
| Course Description | You can map category-based General Ledger accounts to any 3rd party accounting process. After mapping we will view the transaction data using the *Group By* filter versus GL Transaction detail. | | | |
| System Screens\*  \*Required field in CourseTracker | Home, GL Cross Reference, Pricing, EDP-26766 | | | |

**Training snapshot** (list the topics to illustrate the topics in the course)

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|  | Introduction | Name of Topic | Knowledge Check Yes/No |
|  | [Topic A](#TopicA) | Setting Up General Ledger Cross Reference |  |
|  | [Topic B](#TopicB) | Using the GL Transaction Viewer |  |
|  | [Recap](#Recap) |  |  |

# **Introduction**

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|  | Narration | Action/Notes |
|  | If you use a 3rd party accounting software, you can easily map the Propello output to your own chart of accounts. | Setting Up and Using the General Ledger Cross Reference |
|  | In this course, we will demonstrate how to map the default GL accounts to your specific 3rd party account.  Then we will view the activity in *GL Transaction Viewer*.  Choose a topic to learn more. | Objectives:   * Setting Up the General Ledger Cross Reference * Using the GL Transaction Viewer |

# **Topic A – Setting Up General Ledger Cross Reference**

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|  | Narration | Action/Notes |
|  | Creating a cross reference allows you to map your own chart of accounts to the related Propello activity.  From the main menu, select **Accounting > Setup > GL Cross Reference**. | Chart, line chart  Description automatically generated |
|  | Based on the various transactions, you can view the list of GL categories *here*.  Use the available filters to display a set of specific GL accounts. |  |
|  | Enter your 3rd party account numbers in the **3rd Party Account** field for the respective Propello **GL Category**.  Your account numbers can be alphabetic, numeric, or alpha numeric.  Tap **Save** when you are ready to apply the changes.  Check the box to select a GL account or check *this* box to select all accounts.  You can export the data to Excel.  If you want to delete any account, tap **Delete.** | For Cash, add account 1000-100  This is a valid |
|  | You can also tap **Add Category Passoff** to link your chart of accounts to specific product *categories*.  Select one from the drop-down list.  Check the boxes to select the **Propello GL Category** that you want to associate with your GL account number.  Enter that *account number* like we did before, and tap **Save**. |  |
|  | Click the right arrow to proceed to the next topic. |  |

# **Topic B – Using the GL Transaction Viewer**

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|  | Narration | Action/Notes |
|  | Use the **GL Transaction Viewer** to audit the GL integration or create a worksheet for manual entry into any accounting system.  From the main menu, select **Accounting** > **GL Transaction Viewer** |  |
|  | Use the available filters to view specific transactions.  **Group by Source** allows you to view the sum of debit and credit in each GL category from every source.  Select *this* checkbox to group your transactions based on your 3rd party GL accounts.  These checkboxes are available only after you set a date range. |  |
|  | Tap **Search** to view the results.  Check the box to select a transaction or check *this* box to select all transactions.  **Export to Excel** allows you to export the data to Excel.  You can *edit* a transaction that needs an out of balance adjustment. |  |
|  | Note that you do not get the same totals when comparing the GL Transaction Viewer Detail to the same output with one of the *Group By* filters.  The data sheet displays the *debit* and *credit* net values put in either column. Without the filter, the detail output lists them separately. To check the figures, confirm that the *total debit value is equal to the total credits*. |  |

# **Recap**

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|  | Narration | Action/Notes |
|  |  | Setting Up and Using the General Ledger Cross Reference |
|  | In this course, we showed how to map the Propello GL accounts to a 3rd party chart of accounts and used the GL Transaction Viewer to review the activity. | Objectives:   * Setting Up General Ledger Cross Reference * Using the GL Transaction Viewer |