GL

Last Modified on 11/07/2016 12:50 pm EST

To access general ledger information click "GL" on the top of the page.

A Chart of Accounts page will appear listing all of your general ledger accounts

Use GL accounts to track expenses and income within your business. AlarmBiller Provides you with basic GL accounts. Contact your accountant if you need to add or modify any GL accounts.
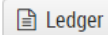
Add General Journal Entry

Click "Add General Journal Entry" to add a GL entry. You should contact your accountant before adding an entry.
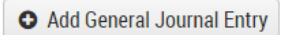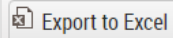
GL Account Details Page

To view journal entries and important information for a general ledger account click the blue "Account Number"

hyperlink to the right of the account you wish to access.
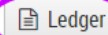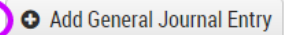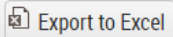
Ledger

Click "Ledger" in the upper right corner to show a list of all activity within your GL accounts.
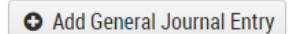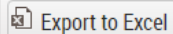
GL Entry Details Page

To see more detailed information about a GL entry click the blue "Entry" hyperlink on the left side of the screen.