Overview of GL Accounts

Last Modified on 12/28/2023 11:54 am EST

> This guide provides an overview of the GL Accounts module. It is intended for advanced users.

The General Ledger (GL) Accounts module shows your chart of accounts. You can click any of the Go-To links (>) for your accounts to view more detailed information. aACE supports the three organizational account types: root header, header, and detail. You can create a new account at any time in this module.

For more in-depth information about aACE GL accounts, please refer to our guide Understanding the aACE Chart of Accounts (https://aace6.knowledgeowl.com/help/understanding-the-aace-chart-of-accounts).

To access the GL Accounts module, navigate from Main Menu > Accounting > GL Accounts.

Root Header Accounts

Root header records begin the root level of your chart of accounts.
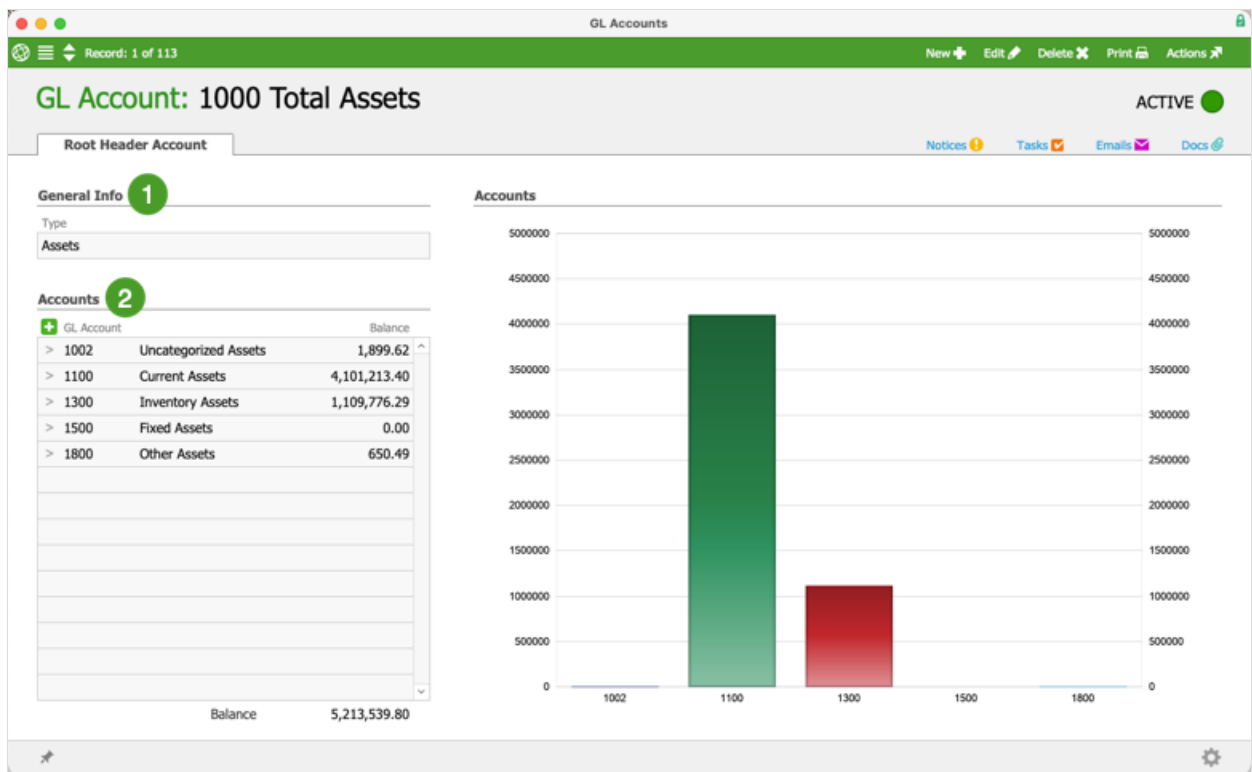
1. General Info

The General Info section shows the GL account's type (i.e. assets, cash, cost of sales, equity, expenses, inventory, liabilities, other expenses).
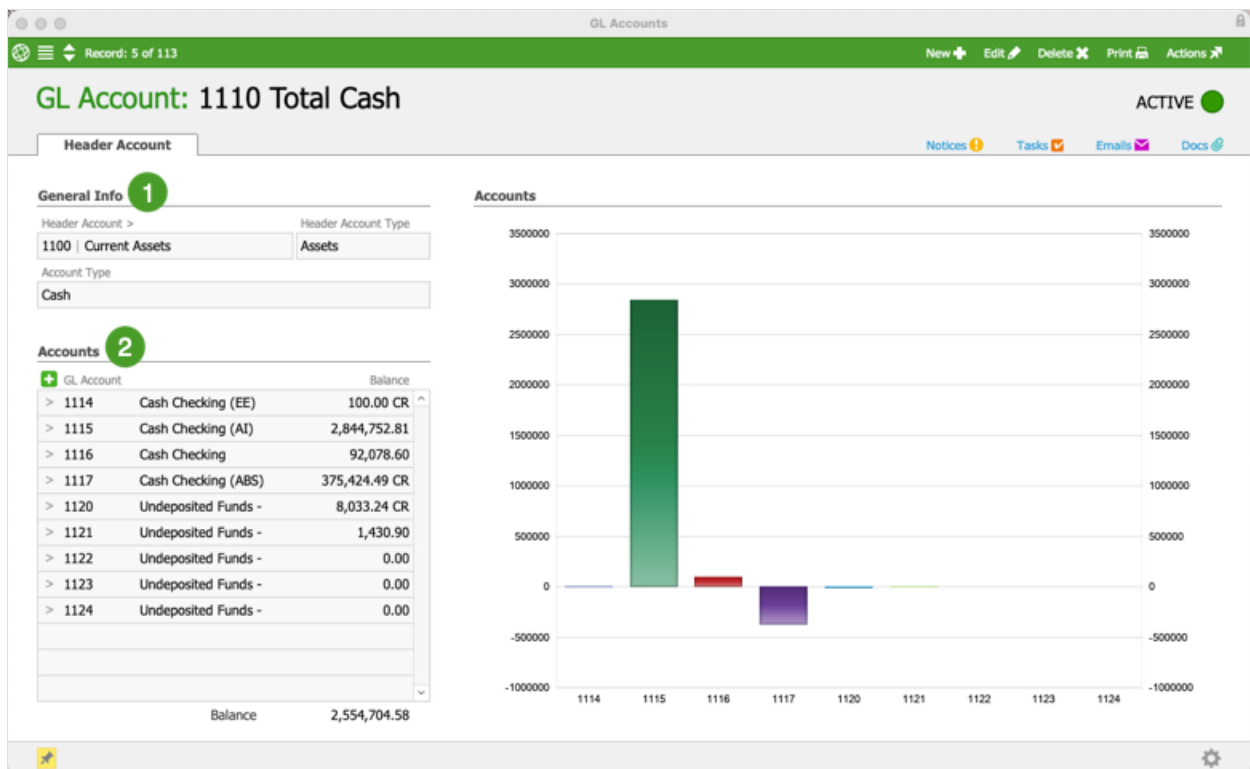
2. Accounts

aACE lists all the GL accounts that are directly under the root header account. This typically includes header accounts, but detail accounts without a header account can appear here as well.

The Accounts section also displays a visual graph of the listed accounts' values.

Header Accounts

Header account records show information relating to their detail accounts. Header accounts can also have other header accounts below them.

1. General Info

Header accounts will always have a root header account. The General Info section for header accounts displays the account and account type above your header account. aACE

also provides the account type for the current header account you are viewing.

2. Accounts

Any accounts with the header account directly above them will appear in the Accounts section. These accounts are also included in a visual graph showing the values of the accounts.

Detail Accounts

Detail account records display their account history and activity.

1. General Info

You can view the detail account's header account, cash flow, account number, and account balance. Additionally, you can designate a detail account as a cash, credit card, or bank account by marking the relevant flags.

2. Statement History

aACE displays the detail account's statement history. You can view the date, status, and bank balance of each statement. aACE also provides a Go-To link (>) for the bank statement record, making it easy to review further details.

3. Monthly Activity

The Monthly Activity tab records the monthly amounts for the detail account. You can click the Go-To link (>) next to the activity month to view the related general ledger entry. aACE also shows the monthly activity in a visual graph format.

4. Check Register

The Check Register tabs holds all deposit or withdrawal transactions relating to the detail account. You can click the Go-To link (>) for the a transaction's related record to review more specific details.