

Trams Back Office

General Ledger Accounts Setup



Before setting up the GL Accounts, first set up the Travel Types table and Chart of Accounts (see sections *Travel Types* and *Setting Up Chart of Accounts* this Chapter).

1. Click **Utilities|Setup|GL Accounts**.
2. Match the Sales and Cost of Sales accounts from the Chart of Accounts to each Sales and Cost of Sales account for each Travel Type on the General Ledger Accounts Setup table. Each *Travel Type* needs a separate Sales and Cost of Sales account number.

Travel Type	Sales	Cost Of Sales	Commission	Overrides
Dom. Air	4000	5000	4000	
Hotel	4010	5010	4010	
Car	4015	5015	4015	
Ship-Dpst	4020	5020	4020	
Ship-Finl	4025	5025	4025	
Rail	4040	5040	4040	
Insurance	4045	5045	4045	
Intl Air	4005	5005	4005	
Tour-Dpst	4030	5030	4030	
Tour-Finl	4035	5035	4035	
Service Fee	4050	5050	4050	
Misc.	4055	5055	4055	

(**Exception:** If the *Comm Track Payments in EOP* field in the Global Defaults is set to *Commission Income*, there will also have to be a Commission Income account for each travel type.)

3. Next, while still under **Utilities|Setup|GL Accts**, click the *Bank Accounts* tab.

Bank Acct	Primary G/L	Conversion G/L
1	1000	6666
2	1005	6666

4. Match the Bank Account numbers (1, 2, 3, etc.) to their corresponding General Ledger accounts (1000 series). If the

bank account is not a foreign account, the conversion field is not needed. Therefore, type in "6666" as the account number for this field.

5. While still under **Utilities|Setup|GL Accts**, click the *Others* tab.

Field	Account Number	Account Name
Client Balances	1100	Client Balances
Vendor Balances	2000	Vendor Balances
ARC Balances	2010	ARC Balances
Retained Earnings	3200	Retained Earnings
Operating Payable	2050	Operating Expense Payable
Supplier CC Receivable		
CC Merchant Receivables	1105	Credit Card Merchant
CC Merchant Fee	6666	Error Account
CC Merchant Discount	6666	Error Account
ARC Adjustments	5100	ARC Adjustments

6. Match the Client Balance, Vendor Balance, ARC/BSP Balance, etc. to their corresponding General Ledger accounts. If NOT using the CC Merchant Receivables account, type in "6666" as the account number for this field.