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	Travel Type Dom. Ak (1)					
Sales	4000 Sales - D	Hadate				
Cost Of Sales	5000 Cost of 9	- Sponter				
Commission 4000 Sales - Domestic Air						
Overrides						
Travel Type	Sales	Cost Of Sales	Commission	Override: 🐴		
Travel Type Dom. Air	Sales 4000	Cost Of Sales	Commission 4000	Override: 🔨		
Travel Type Jom. Air Iotel	Sales 4000 4010	Cost Of Sales 5000 5010	Commission 4000 4010	Override:		
Travel Type Dom. Air Hotel Car	Sales 4000 4010 4015	Cost Of Sales 5000 5010 5015	Commission 4000 4010 4015	Override:		
Travel Type Dom. Air Hotel Car Ship-Dpat	Sales 4000 4010 4015 4020	Cost Of Sales 5000 5010 5015 5020	Commission 4000 4010 4015 4020	Overrides		
Travel Type Jom. Air Jotel Gar Ship-Dpst Ship-Finl	Sales 4000 4010 4015 4020 4025	Cost Of Sales 5000 5015 5015 5020 5025 5026	Commission 4000 4010 4015 4020 4025	Override:		
Travel Type Dom. Air Hotel Car Ship-Dipst Ship-Finl Rail	Sales 4000 4010 4015 4020 4025 4040	Cost Of Sales 5000 5015 5020 5025 5040 5040	Commission 4000 4010 4015 4020 4025 4040 4045	Override:		
Travel Type Dom. Air Hotel Car Ship-Dipst Ship-Finl Rad Insurance ext Air	Sales 4000 4010 4015 4020 4025 4040 4045 4005	Cost Of Sales 5000 5015 5020 5025 5040 5045 5045	Commission 4000 4010 4015 4020 4025 4020 4025 4040 4045	Override:		
Travel Type Dom, Air Hotel Car Ship-Dpst Ship-Finl Rad nsurance roll Air TownDost	Sales 4000 4010 4015 4020 4025 4040 4045 4045 4030	Cost Of Sales 5000 5010 5015 5020 5025 5040 5045 5005 5030	Commission 4000 4015 4025 4025 4040 4045 4045 4035	Override:		
Travel Type Dom, Air Hotel Car Ship-Dipst Ship-Finl Rail risutance ntl Air four-Dipst Tour-Dipst Tour-Dipst	Sales 4000 4015 4025 4020 4025 4040 4045 4045 4045 4005 4035	Cost Of Sales 5000 5010 5025 5020 5025 5040 5045 5045 5045 5005 5030 5035	Commission 4000 4010 4015 4020 4025 4040 4045 4045 4005 4030 4030	Override:		
Travel Type Dom. Air Hotel Car Ship-Dipst Ship-Fini Rail And Tour-Dipst Tour-Dipst Sour-Fini Service Fee	Sales 4000 4010 4015 4020 4025 4040 4045 4045 4045 4005 4030 4035 4030	Cost Of Sales 5000 5010 5020 5025 5040 5045 5045 5005 5005 5030 5035 5050	Commission 4000 4010 4015 4020 4025 4040 4025 4045 4005 4030 4035 4030	Override:		
Travel Type Com. Air Hotel Car Ship-Dipst Ship-Finl Rat resurance rall Air Four-Dipst Four-Dipst Four-Finl Service Fee Wisc.	Sales 4000 4010 4015 4020 4025 4040 4045 4040 4045 4030 4035 4030 4035	Cost Of Sales 5000 5010 5015 5020 5025 5040 5045 5030 5030 5035 5050 5055	Commission 4000 4010 4015 4020 4025 4040 4045 4040 4045 4005 4035 4050 4055	Override:		

(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	T Checking			
Bank G/L No	1000 Wells Fargo - Che	sking		Updale
Conv G/L No	6666 Error Account			
Bank Acot	Primary G.A.	Conversion G/L	1	-
2	1000 1005	6666 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.

Client Balances	1100 Client Balances		
Vendor Balances	2000 Vendor Balances		
ARC Balances	2010 ARC Balances	1	
Retained Earnings	3200 Retained Earnings		
Operating Payable	2050 Operating Expense Payable	F	
Supplier CC Receivable			
C Merchant Receivables	1105 Credit Card Merchant		
CC Merchant Fee	6666 Error Account		
CC Merchant Discount	6666 Error Account		
ARC Adjustments	5100 ARC Adjustments		

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

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.