

Ledger User Manual

LedgerSL and LedgerPG

Overview, setup, and everyday accounting

Learn how the accounting areas connect, set up a company, and follow everyday work from entry through review and reporting.

Use the contents to find a task, or read the opening chapters before entering your first transactions. The examples use fictional businesses and amounts; screenshots show LedgerSL.

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Includes LedgerSL Linux installation for release 2026.10.04-1

www.ledgersl.com/help

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1 Getting to know Ledger

What Ledger does

Ledger brings the daily records of a small business together: what customers bought, what they owe, what suppliers billed, what stock is available, and how individual jobs performed. General Ledger provides the company accounting record behind those activities.

Begin with the areas your business uses. A service business can invoice work without maintaining physical stock. A business that sells goods can also use purchase orders, receiving, stock locations, and inventory reports. Divisions and departments provide reporting groups within a company; separate companies use separate databases.

Area	What it helps you do
Main Console	Confirm the company and accounting date, open working areas, maintain setup, and review a company snapshot.
General Ledger	Review and post balanced batches, inspect account activity, reconcile bank accounts, and produce financial reports.
Receivables	Prepare customer invoices, record and apply payments, investigate customer history, and review unpaid balances.
Payables	Enter supplier bills and credits, prepare payments, print or record checks, and review vendor activity.
Inventory and Purchasing	Order goods, record deliveries, follow shortages, move stock, and review quantities and values.
Jobs	Follow the recorded income and costs of a project, with references back to its business activity.
Contacts	Keep business contacts, groups, notes, and follow-up history together.

The editions

LedgerSL is the SQLite edition. It uses a local company database file and is intended for one active user per company at a time. The standard Linux application is free and fully functional. The word Demo on a database choice refers to fictional sample company data.

LedgerPG uses PostgreSQL. Its connection, server administration, backup, and deployment differ from SL. Use the server and company prepared by your administrator. The shared workflows in this manual include edition notes where the documented forms differ; use the instructions appropriate to your installed build.

The screenshots show LedgerSL. Window colors and the appearance of buttons or text links can vary with the desktop theme and application version. The screenshots explain the working areas; their sample balances are not expected results for your own company.

How the records connect

A customer invoice describes a sale; a customer payment settles the amount due. A purchase order describes an order to a supplier; a goods receipt records delivery; a supplier invoice records the bill. These are separate records because ordering, delivery, billing, and payment often happen on different dates.

Posting a source document and posting its generated GL batch are also separate stages. Check each stage using its status and reference. A printed document or a changed customer balance alone is not proof that all posting is complete.

Start here: your everyday guide

You do not need to be an accountant to follow this guide. Each main entry task explains what to have ready, what to enter, how to check your work, and what happens next.

Ledger means the shared accounting application in this guide. It covers **LedgerSL (SQLite)** and **LedgerPG (PostgreSQL)**. Your window title may show either name. Instructions apply to both unless a note names an edition. Button appearance can differ between versions and between light and dark themes.

Documentation updated October 5, 2026. The help file and website will be updated as more information becomes available and the application changes. Use help supplied for your application build. An updated help file changes the instructions; it does not add features to an older program.

What do you want to do?

Your task	Go to
Bill a customer for goods or work	AR invoice entry
Record a bill from a supplier	AP invoice entry
Order goods from a supplier	Purchase orders
Record a delivery of goods	Purchase order receipts
Record a customer's payment	Customer payments / money received
Track the income and costs of a project	Set up and track a job
Keep stock in one warehouse or several places	Inventory locations: start with WHSE

Before entering real transactions

1. **Check the company name.** Make sure you opened the company you intend to work on.

2. **Check the accounting date.** Ledger uses this date as a starting value on several screens. A payment can use it even when there is no separate date box on the payment form.
3. **Use the demo for practice.** The default sample data is for demonstration only. It represents one company with different locations. The LedgerSL demo package also provides an otherwise empty company database containing only the minimum setup data for starting another company. Complete and check that setup before entering real business activity. For LedgerPG, use the practice or new-company database prepared for you by your administrator.
4. **Have the basic setup completed.** Your company needs its accounts, posting accounts, periods, taxes where applicable, and bank accounts. Your company administrator or bookkeeper should select these values; once configured, you normally choose them from lists.
5. **Use meaningful descriptions.** "Oak Street shelves - installation" is easier to trace later than "work." Keep the invoice, PO, delivery note, and payment references with your records.

How to use this help

Choose a topic in the contents or press **Ctrl+F** in your browser to find a word or document number. The installed HTML file can be read without an Internet connection. Where your application has help connected, **F1** or its Help button opens the relevant topic. You can also open **Help/index.html** directly. Use the browser's Print command if you want a paper copy.

Practice examples are made up. The example names, item codes, prices, dates, and account descriptions are teaching examples, not records already installed in every database. Use dates in an open period and use your own approved accounts and tax setup. Example totals omit tax and freight unless stated.

A few useful words, in plain language

Word on the screen	What it means for your work
AR - Accounts Receivable	Customer invoices and the money customers owe your business.
AP - Accounts Payable	Supplier bills and the money your business owes suppliers. A supplier is also called a vendor.
Invoice / credit memo	An invoice records a charge. A credit memo reduces a charge, for example an agreed price correction. Recording a credit does not by itself record a cash refund.
PO - Purchase order	Your request to a supplier for goods or services. It is not the supplier's invoice and does not prove that goods arrived.
Receipt	In Purchasing, a record of goods received. In a customer-payment discussion, money received. These are separate tasks.

Word on the screen	What it means for your work
GL - General Ledger / account	The company's main accounting record. An account is a category such as Sales, Office Supplies, or the bank account. Choose the category set up for the transaction.
Subledger / control account	A detailed record for an area such as customers or suppliers, and its corresponding summary account in General Ledger. Reconciliation checks that the detail agrees with the summary.
Debit / credit	The two sides of an accounting entry. Their effect depends on the account category. Normal invoice and receipt posting creates these entries from your setup; you do not need to type them into each customer invoice.
Distribution	The AP invoice lines that explain what a bill is for. A bill for 150.00 might be split into 100.00 for supplies and 50.00 for another category.
Period / year	The accounting month or other period set up for the transaction date. Do not change the date merely to force an entry into an open period.
Batch	A group of accounting entries waiting for review or already posted in General Ledger.
On hand / allocated / available	Stock recorded at a location; stock committed to orders; and stock left after those commitments. Available = On hand - Allocated.
UOM - Unit of measure	How one unit is counted, for example EA for each or BOX for a box. Use the same unit when ordering, receiving, and selling an item.
RNI - Received Not Invoiced	A temporary accounting category for goods already received whose supplier bill has not yet cleared that amount.
Reconcile / aging	Reconcile means compare two records and explain differences. Aging groups unpaid invoices by how old they are.

Save, print, and post are different steps

Action	What to expect
Save an invoice or PO	Stores the document for further work. Saving alone does not finish its posting workflow. Saved customer orders can reserve stock.
Print / confirm Printed	Produces or reviews a document and records its printed status where prompted. Printed status is required by the AR invoice and PO posting workflows. Printing alone does not post.
Post a PO	Makes an eligible printed PO read-only and available for receiving. Does not add stock or create a GL batch.
Post an invoice or inventory receipt	Finalizes that operational transaction and creates a GL batch for review where required. The GL batch can still be unposted.

Action	What to expect
Post the GL batch	Completes the General Ledger stage. Use the source reference to check the batch before posting.
Save a customer payment	Stores its applications and can already reduce the invoice balance shown in AR. Payment posting and GL review are still required. A lower balance alone does not prove that posting is complete.

Hold means “do not post this yet.” Use it while information is missing, then remove it after checking the document. If a posting window reports several eligible documents, review the whole group before confirming; posting is not always limited to the row you last selected.

2 Installing and opening LedgerSL

Install LedgerSL on Linux

These instructions cover the October 4, 2026 Linux package, version 2026.10.04-1. It is intended for Linux Mint 22.x and Ubuntu 24.04 desktop on a 64-bit Intel or AMD computer. This package is not for ARM, Windows, or macOS. Later releases may have a different filename; follow the matching download instructions.

You do not need Lazarus, Free Pascal, or a separate database server to run the compiled application. The package installer obtains missing runtime libraries from your configured repositories; that step needs Internet access when libraries must be downloaded.

1. Download the Linux .deb from www.ledgersl.com/downloads.
2. On Mint, double-click the file and use Package Installer. Alternatively, open a terminal in the download folder and run the command below.
3. Open LedgerSL from the application menu, or run `ledgersl` in a terminal.
4. Run the application as your normal desktop user. Administrator permission is for installing the package; do not run everyday accounting with `sudo`.

```
sudo apt install ./ledgersl_2026.10.04-1_amd64.deb
```

Choose the sample company

At **LedgerSL First Start**, choose **Open Demo Company**. If you need to select it manually, choose **Browse for Database...** and open the following file in your home folder:

```
~/local/share/LedgerSL/data/LedgerSL_Demo.db
```

The tilde means your own home folder. Press **Ctrl+H** in the file chooser to show hidden folders, then open `.local`, `share`, `LedgerSL`, and `data`. Select the writable home-folder copy, rather than the system package under `/usr/lib/ledgersl`.

If a previous company opens directly, choose **Company > Change Company**. Follow the restart prompt. LedgerSL remembers the selected database for later launches.

Set the password and sign in

A fresh sample company has the administrator user name **Demo**. When prompted, choose and confirm your own password of at least eight characters. The message may say **Application security has been upgraded**; this is expected for the new sample copy. At Accounting Login, enter Demo and the password you chose. There is no shared default password.

An application update preserves the login and password already stored in an existing company. If you already used that database, use its existing credentials.

Explore the sample year

The sample has fictional activity throughout 2026, including dates later than the package release date. For a full-year review, choose **December 31, 2026** as the accounting date and **January 1 through December 31, 2026** on reports. Select all divisions for the whole company.

1. Confirm the sample company and database path.
2. Open the Main Console and review the snapshot.
3. Open a customer invoice and compare it with customer history.
4. Inspect stock by location and a purchase order.
5. Preview a GL report, then close and reopen the application to confirm that the company choice is remembered.

Use the sample for learning. Create a separately named company database before entering your own business records; the next chapter explains that process.

Update an existing installation

Finish and save your work, back up the company, and close LedgerSL before installing an update. Install the newer .deb in the same way. Existing databases, passwords, grid preferences, and the saved company selection are preserved. An updated sample does not overwrite the sample database you already have.

For an earlier ZIP installation, run `ledgersl` once from a terminal after installing the .deb to update its managed launcher. If startup reports missing runtime libraries, run `ledgersl --check` and retain the exact message for support.

Where LedgerSL keeps files

The application creates personal settings as needed. There is no INI file you must configure by hand before the first login. Custom company databases stay in the folder chosen when they were created or selected.

Purpose	Normal location
System package	<code>/usr/lib/ledgersl</code>
Writable application	<code>~/.local/share/LedgerSL/current/TheLedger</code>
Sample company	<code>~/.local/share/LedgerSL/data/LedgerSL_Demo.db</code>
Clean template	<code>~/.local/share/LedgerSL/data/LedgerSL_Empty.db</code>
Installed offline help	<code>~/.local/share/LedgerSL/current/Help/index.html</code>
Personal settings	<code>~/.config/TheLedger/TheLedger.ini</code>
Grid preferences	<code>~/.config/TheLedger/GridSize.ini</code>

The Statistics Dashboard also uses GridSize.ini beside the executable. Use **Help > Support Information** to check the actual database and settings locations for your installation. Moving an INI file does not move the company's accounting records.

LedgerSL_Empty.db is a reusable template. Create your own company through Change Company; do not open the template directly as the working company.

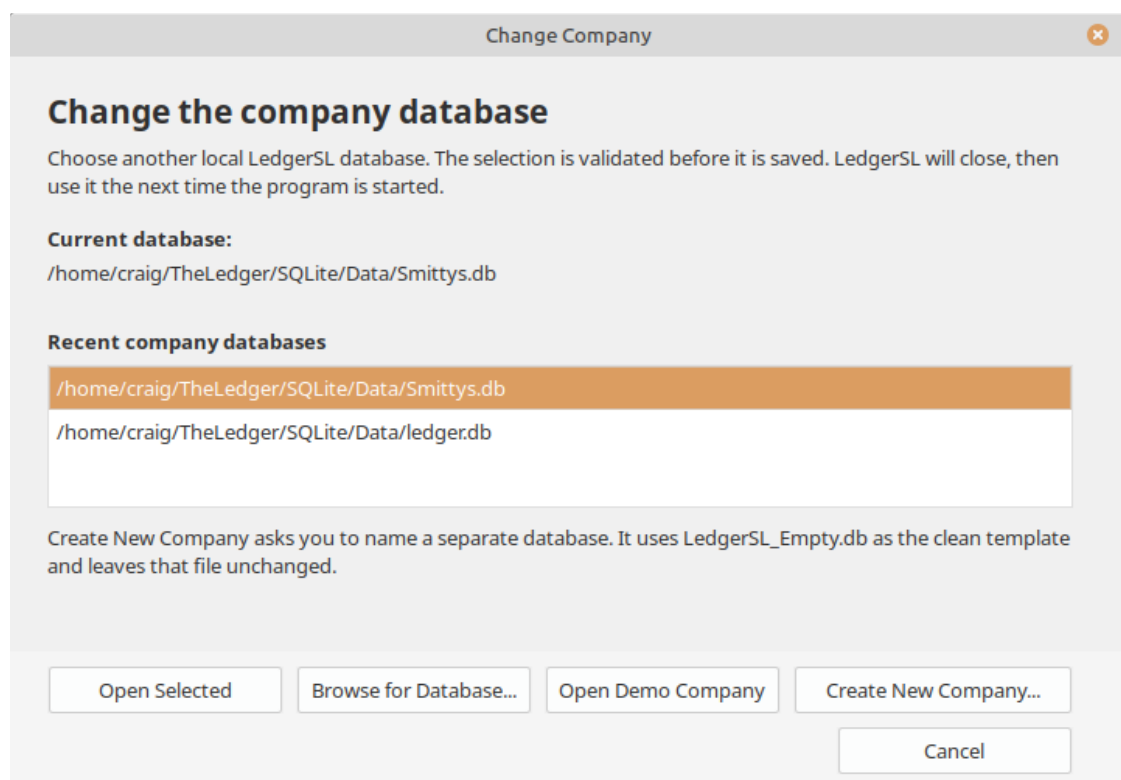
3 Setting up your company

Open the right company: SL and PG differences

Before entering data, confirm the company name. Changing the company connection changes which business records you work on.

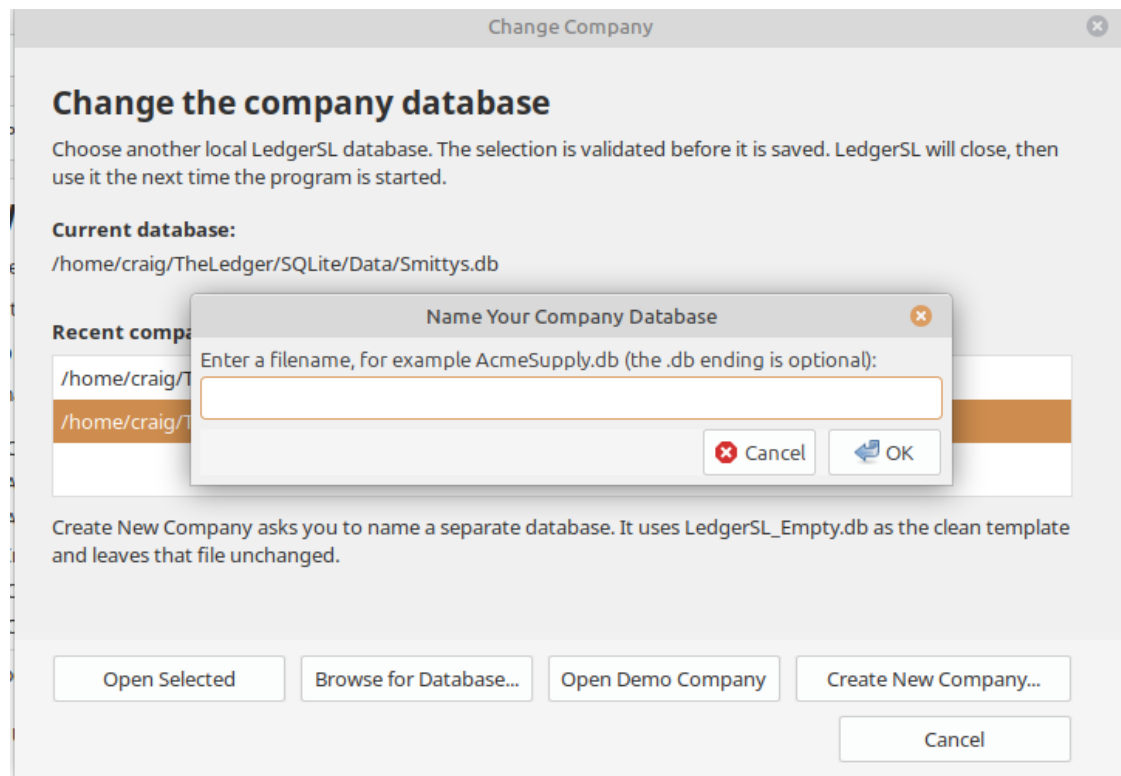
LedgerSL - SQLite company file

Open **Company > Change Company** from the top-left menu as an administrator. Use **Open Selected** for a recent company, **Browse for Database...** for an existing company file, or **Open Demo Company** for practice.



Open a recent company or choose Create New Company to make a separately named database.

Create a separate company database



Choose a recognizable filename; the folder is selected in the next dialog.

1. Choose **Create New Company....** The installed clean template supplies the starting database.
2. At **Name Your Company Database**, enter a recognizable filename such as **AcmeSupply.db**. LedgerSL adds **.db** if you leave it off.
3. Choose a local folder in the Save dialog. LedgerSL refuses existing files, invalid filenames, and reserved template names such as **LedgerSL_Empty.db**, **LedgerSL_Clean.db**, and **ledger_empty.db**. Choose your own filename; the template is not your working company.
4. LedgerSL creates and checks the new copy. Restart the application to use the selected company database.
5. Check the company and full file path, then run **Company > Company Setup Wizard** to update that company's details and basic setup.

Each business needs its own company file and backups. Keep practice transactions in the demo company. Existing company files are not automatically renamed by this change. The current chooser hides missing recent files and template files; use **Browse for Database** if a working company has moved.

LedgerPG - PostgreSQL connection

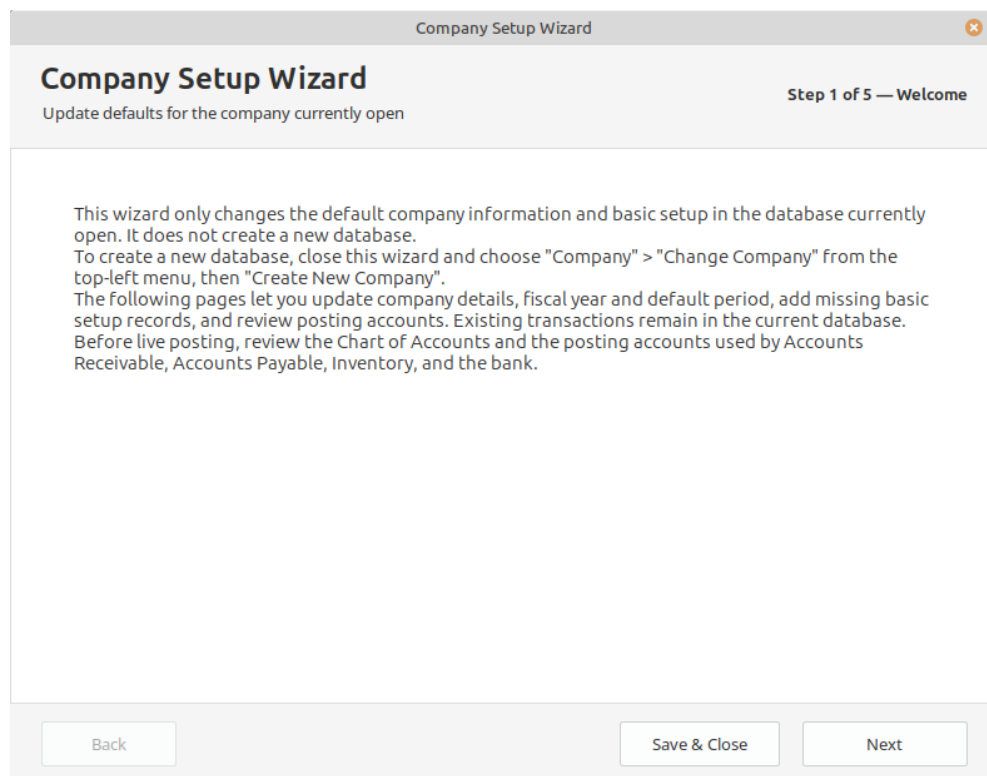
LedgerPG connects to a PostgreSQL database. Use the connection and company supplied by your administrator. A SQLite file path is not a PostgreSQL connection, and a LedgerSL company file cannot simply be renamed to become a LedgerPG database. Ask your administrator to handle a database move or conversion.

See [Database Information](#) when confirming the active database for support. Installing a help update does not change your database connection or migrate company data.

Company Setup

Maintain the company record and core setup required before normal processing. Complete the Chart of Accounts and Posting Account Setup before relying on automatic posting.

LedgerSL: Company Setup Wizard



The welcome page explains that this wizard updates the current database. Use Change Company to create a separate company database.

Company Setup Wizard

Company Setup Wizard

Update defaults for the company currently open

Posting accounts: 0 of 12 selected.

Start with the starter chart, import accounts from a CSV file, or add them manually through Review / Edit Accounts. Both loading options show a preview before saving. The starter chart is available only when the chart is empty. Imports add new accounts without replacing existing ones. Afterwards, use Configure Posting Accounts to select the accounts each module will use.

No GL accounts found. Load the starter chart, import CSV, or add accounts below.

Load Starter Chart of Accounts

Import GL Accounts from CSV

Review / Edit Accounts

Configure Posting Accounts

Back

Save & Close

Next

Step 4: choose how to add accounts. Posting-account setup is unavailable until the company has GL accounts.

Sign in as an administrator. On the Main Console, open the top-left **Company** menu and choose **Company Setup Wizard**. Change Company and the wizard are now menu items rather than permanent buttons. The company name appears above the Main Console title.

The wizard changes the current company; it does not create a database. It updates the default company information and basic setup in the database already open. To create a separate business database, first use **Company > Change Company > Create New Company**. Name the new file, select its folder, and restart into it before completing setup.

1. Verify the current company and database path.
2. Review the company name and address, fiscal information, starter identifiers, and periods.
3. At **Step 4: GL Accounts**, choose **Load Starter Chart of Accounts**, **Import GL Accounts from CSV**, or **Review / Edit Accounts**.
4. After accounts exist, use **Configure Posting Accounts** to select the accounts used by automatic posting.
5. Review the remaining setup and opening information before entering live transactions.

Follow the starter chart and CSV import instructions. These revised setup options require a LedgerSL build that includes them. Installing this guide does not add them to an older application.

Keep the setup as simple as the company needs. Divisions, Departments, Product Classes, Locations, and similar identifiers do not have to be used in great detail. A small company can

use one general entry for each applicable list. It is recommended that at least one valid entry be created rather than leaving the setup empty.

For example, a simple company might use Division **MAIN**, Department **GENERAL**, Product Class **GENERAL**, and one normal inventory Location. More can be added later when separate reporting or operational tracking becomes useful.

See [Optional Setup Identifiers](#) for more guidance.

Start with a simple company structure

A small single-location business can start with one business location (a **Division**) and one general **Department**. Set each division up separately when you want to track sales and expenses for different branches or operating areas. You can review each division or the company as a whole using the available report filters.

Setup	One-location example	Purpose
Division	MAIN - Main business	Which business location or operating area owns the activity.
Department	GENERAL	A further grouping within your business, if needed.
Product class	GENERAL	A category for grouping inventory items.
Inventory location	WHSE - Warehouse	Where physical stock is kept. Enter this on receipts and other stock movements.
Job	Oak Street - shelf installation	One project whose income and costs you want to follow.

A division and an inventory location are separate values. For example, Division MAIN can own stock stored at WHSE and VAN1. Choosing MAIN on an invoice does not choose its stock location for you.

1. Decide which reporting groups you need now. One division and one department are enough for a simple business.
2. Enter those records through [Divisions and Departments](#), then select your normal defaults.
3. Choose a short stock-location name such as WHSE and use that spelling consistently. Follow [Inventory location setup](#); stock locations are established through stock transactions, not through the division list.
4. Check the division, department, and stock location when entering each transaction. Defaults save typing but still need checking.
5. Add more groups when the separate information will be useful. Existing transactions are not automatically redistributed just because a new group is added.

Company Defaults

Maintain company-wide defaults used throughout Ledger.

LedgerSL: starter Chart of Accounts and CSV import

Open **Company > Company Setup Wizard > Step 4: GL Accounts** as an administrator. Save or cancel unfinished edits before importing, and verify the active company.

Load a starter chart

Choose **Load Starter Chart of Accounts** to preview 36 common accounts, then confirm to add them. This option is available only when the chart is empty. The starter is editable: all accounts begin active, without parent links, notes, balances, or automatic posting assignments. Review it for your business before configuring posting accounts.

Prepare a CSV file

Export accounts from the previous system, or use **Save CSV Template** in the import window. You can also download the three-account CSV template or the 36-account starter chart. Replace example rows with your own accounts. Save as UTF-8, comma-separated CSV; export .xlsx or other spreadsheet formats to CSV first.

Column	Required?	Value
AccountNumber	Yes	Text, up to 20 characters. Set the spreadsheet column to Text before entering numbers with leading zeros.
Description	Yes	Account name, up to 60 characters.
Type	Yes	Asset, Liability, Revenue, Expense, or Equity.
Class	Yes	Revenue, Cost of Sales, Operating, or Other.
Category	Yes	Current, Long Term, or Other.
ParentAccount	No	A top-level parent account number in the current chart or the same file. Blank means top-level.
Suspended	No	True/False, Yes/No, or 1/0. Blank means False (active).
Notes	No	Up to 40 characters.

The first five columns are required; optional columns may be blank or omitted. Header order can vary. Spaces and underscores in names are accepted, such as Account Number. Remove unsupported columns; there is no field-mapping screen. Quote fields containing commas,

quotes, or line breaks using normal CSV rules. UTF-8 files with or without a byte-order mark are accepted. Limit a file to 10,000 accounts and 5 MB.

Existing LedgerSL export values

Database-style headers are also accepted: AcctNumber, AcctDescription, AcctType, AcctClass, AcctCat, AcctParent, AcctSuspended, and AcctNotes.

Field	Numeric values accepted
Type	1 Asset; 2 Liability; 3 Revenue; 4 Expense; 5 Equity
Class	1 Revenue; 2 Cost of Sales; 3 Operating; 4 Other
Category	1 Current; 2 Long Term; 3 Other

Choose these classifications explicitly. The importer does not guess them from account numbers.

Preview and correct

GL Account Import

Smitty's Supply Co. LLC

Review GL Accounts

Review every account before importing. Existing accounts are never replaced; balances are not imported.

Choose CSV...

Save CSV Template...

Source: /home/craig/Documents/LedgerSL_Import/examples/LedgerSL_Starter_GL_Accounts.csv

Company database: /home/craig/TheLedger/SQLite/Data/Smittys.db

CSV Line	Account	Description	Status	Type	Class	Category	Parent	Suspended	Notes
2	1010	Main Bank Account	Ready	Asset	Other	Current		No	
3	1020	Petty Cash	Ready	Asset	Other	Current		No	
4	1100	Accounts Receivable	Ready	Asset	Other	Current		No	
5	1200	Inventory	Ready	Asset	Other	Current		No	
6	1300	Prepaid Expenses	Ready	Asset	Other	Current		No	
7	1500	Equipment and Fixtures	Ready	Asset	Other	Long Term		No	
8	1590	Accumulated Depreciation	Ready	Asset	Other	Long Term		No	
9	2000	Accounts Payable	Ready	Liability	Other	Current		No	
10	2100	Credit Card Payable	Ready	Liability	Other	Current		No	
11	2110	Sales Tax Payable 1	Ready	Liability	Other	Current		No	
12	2120	Sales Tax Payable 2	Ready	Liability	Other	Current		No	
13	2200	Wages Payable	Ready	Liability	Other	Current		No	
14	2300	Received Not Invoiced	Ready	Liability	Other	Current		No	

36 accounts ready to import. Nothing has been saved yet.

Review account numbers and classifications. Import saves the whole batch. Afterwards, use Configure Posting Accounts to select the accounts used by each module.

The starter chart CSV is loaded into the review window. Check the account details and Ready status before importing.

1. Choose **Import GL Accounts from CSV**, then **Choose CSV**.

2. Review the list, classifications, and Status column. Rows with errors show an exclamation mark beside the CSV line number. Select a row to read the full message below the grid; scroll horizontally to see all fields.
3. The preview is read-only. Correct errors in the source CSV, save it, and choose the file again. **Import Accounts** is disabled until every row is valid.
4. Choose **Import Accounts**, then confirm the company and account count. The chart is checked again before saving. The batch is saved together; an insert failure rolls back that batch. Cancelling or closing the preview saves nothing.
5. Use **Review / Edit Accounts** to inspect the saved chart. Then use **Configure Posting Accounts** for the accounts used by automatic posting.

Common validation messages

- **Duplicate account:** account numbers must be unique in the CSV and cannot already exist in the company chart. Surrounding spaces and ASCII letter case do not make a different number. Existing accounts are never updated or overwritten.
- **Invalid classification or column:** use supported values and headers from the tables above. Remove unrelated export columns.
- **Invalid parent:** the parent must exist in the chart or anywhere in the same CSV. It must be top-level and have the same Type as its child. An account cannot parent itself or use another child as its parent. An active child cannot be beneath a suspended parent. An existing account with journal activity cannot become a parent.

Account definitions only. The import does not bring in internal UID values, opening balances, transactions, or posting-account assignments. Enter opening information through the appropriate accounting workflow and review it separately.

Posting Account Setup

Posting Account Setup tells the accounting modules which General Ledger accounts to use for control accounts and shared posting defaults. The selections display account numbers and descriptions, while the setup record stores the underlying GL account identifiers.

Changing a posting account changes where **future** transactions post. It does not move balances already recorded in the General Ledger. Make setup changes deliberately and use **Validate** before saving.

Accounts Payable tab

Setting	Purpose
Accounts Payable control	The liability control account used for vendor invoices, credits, and payments.
Purchase discounts	Records AP purchase discounts when the payment workflow uses them.
AP adjustments	Records approved AP payment adjustments where applicable.

Accounts Receivable tab

Setting	Purpose
Accounts Receivable control	The asset control account used for customer invoices, credits, and payments.
Sales discounts	Records customer-payment discounts.
Sales tax 1 payable	Liability account for the first sales-tax authority.
Sales tax 2 payable	Liability account for the second sales-tax authority when used.

Inventory / Purchasing tab

Setting	Purpose
Inventory control	The inventory asset account used by inventory transactions.
Cost of sales	The expense/cost account used when inventory is sold.
Received Not Invoiced	Temporary liability/clearing account used between receiving inventory and recording the related vendor invoice.
Purchase Price Variance	Records approved differences between receipt cost and vendor invoice cost.

GL / Common tab

Default bank account is the normal cash-account choice used by shared workflows that need a default bank/deposit account. Manual GL journals themselves are not tied to a single control account.

Validate and Save

1. Review each tab and make sure the selected account matches its accounting role.
2. Choose **Validate** to check the configuration.
3. Correct missing, suspended, or inappropriate selections reported by validation.
4. Choose **Save** only when the configuration is ready for future posting.

Suspended accounts may remain visible so an old setup value is not hidden. Avoid assigning a suspended account to a new posting role.

Posting accounts: quick reference

Posting Account Setup tells Ledger which GL accounts to use automatically when a source module creates accounting entries. These defaults reduce repetitive account selection and, more importantly, keep postings consistent.

Area	Examples
Accounts Receivable	AR Control, sales/revenue defaults, discounts, and normal deposit/bank account.
Accounts Payable	AP Control, purchase discount, and normal bank/cash account.
Inventory / Purchasing	Inventory Control, Cost of Sales, and Received Not Invoiced.
GL / Common	Shared bank/default cash-account choices used by common workflows.

If Ledger says a posting account is not configured, fix Posting Setup before posting. Do not guess at an account simply to get past the message.

Divisions and Departments

Maintain the organizational dimensions used to classify GL and source-module activity.

If the company does not need separate divisions or departments, do not create artificial complexity. One Division such as **MAIN** and one Department such as **GENERAL** are sufficient for a simple setup. Additional entries can be added later when separate tracking or reporting is needed.

Users

Maintain Ledger users and access/security settings.

Terms

Maintain payment terms, due days, discount days, and discount percentages used on customer/vendor documents.

Tax Setup

Maintain sales-tax configuration used by customer invoicing.

Numbering Defaults

Numbering Defaults controls the next user-facing document numbers used by Ledger. Current sequences include customer invoices and quotes, purchase orders, receipts, check-register documents, jobs, and GL batches.

Numbering safeguards

- Next numbers must remain positive.
- A sequence may be moved forward when necessary, but should not be moved backward into numbers that may already exist.
- Invoice, PO, and GL-batch sequences are protected against reusing an existing high-water number.
- Where the document allocator is transactional, cancelling before a successful save does not consume the offered number.

Avoid casual jumps in numbering. A forward jump is useful when adopting a new numbering range, but it can create an intentional gap that should be understood by anyone reviewing the audit trail.

Classifications and Units of Measure

The Classifications area maintains reusable lists that keep item and customer setup consistent. Current maintenance includes Units of Measure and classification lists used by Inventory and customer records.

Units of Measure (UOM)

Create short, recognizable units such as EA, BOX, FT, or HR. Item Maintenance uses the UOM list rather than requiring users to type a different spelling each time.

Classification lists

Use product and customer classifications to group similar records for searching, reporting, pricing, or operational review. Prefer a small set of meaningful categories over several nearly identical descriptions.

Sales People

Use Sales People to maintain the salesperson names available to customer and sales workflows. Keep the list current so new transactions can be assigned consistently and sales reports do not split one person across multiple spellings.

If a salesperson should no longer be selected for new work, preserve historical reporting needs before deleting or replacing the record.

4 The Main Console and daily review

Main Console

Accounting Console

Company Help

Smitty's Supply Co. LLC

Main Console

Working division: All divisions

Default date: 10/02/2026 User: demo

General Ledger

Receivables

Payables

Inventory / Purchasing

Jobs

Contacts

Global Search

Change Date

Exit

Maintenance

Company Defaults

Numbering Defaults

Banks

Departments / Divisions

Inventory Items

Classifications

Sales People

Vendors

Users

GL Posting Accounts

Statistics

Activity Log

Database Information

Welcome

Use the module bar above or the maintenance panel at left. The dashboard highlights current activity and items needing attention.

Database: /home/craig/TheLedger/SQLite/Data/Smittys.db

Company Snapshot - Accounting date 10/02/2026

Refresh Snapshot

Financial Position

Cash Balance\$0.00

A/R Outstanding\$0.00

A/P Outstanding\$0.00

Inventory Value (current)\$0.00

Open A/R Invoices0

Open A/P Invoices0

Sales and Purchasing Activity

Sales MTD\$0.00

Sales YTD\$0.00

Gross Profit MTD\$0.00

Gross Profit YTD\$0.00

Gross Margin MTD0.0%

Open PO Value (current)\$0.00

Needs Attention

A/R Over 30 Days\$0.00

A/P Past Due\$0.00

A/R Documents on Hold0

A/P Documents on Hold0

Unposted GL Batches0

GL Batches on Hold0

Operational Workload

Unposted A/R Documents0

Open PO Lines0

Product Needed - Ordered0

Unposted A/P Documents0

Product Needed - Open0

Inventory Items0

Subledger Reconciliation

AR: Not configured

AP: Not configured

A newly created company is open in its own Smittys.db file. The Company menu contains the occasional company setup actions.

The Main Console is the starting point for Ledger. From here you can open the major accounting areas, maintain company setup information, and review a quick snapshot of the company after you log in.

New to accounting? You do not need to know every accounting term before using Ledger. This topic explains what each area does and what the accounting terms on the snapshot mean.

Before you begin: Company, User, and Accounting Date

Item	What it means
Company	The company whose accounting records are currently open. Verify this before entering transactions.
User	The person currently signed in. Access to modules and maintenance functions depends on that user's permissions.

Item	What it means
Default Date	The accounting date Ledger normally uses for transaction entry and for the dated portions of the Company Snapshot. It does not have to be today's calendar date. For example, while finishing July work in August, you may set the date to July 31.
Change Date	Changes the accounting date. The snapshot is recalculated for the newly selected date.
Home	Returns to the Home page and refreshes the Company Snapshot.

Main accounting buttons

Button	Use
General Ledger	Opens the central accounting record. Transactions from Accounts Receivable, Accounts Payable, Inventory, and manual journal entries ultimately affect General Ledger accounts.
Accounts Receivable	Customer accounting: invoices, customer payments, aging, sales information, and reports. Receivable means money customers owe your company.
Accounts Payable	Vendor accounting: vendor invoices, payments, credits, aging, and reports. Payable means money your company owes vendors.
Inventory / Purchasing	Inventory items, purchase orders, receiving, Product Needed, transfers, adjustments, and purchasing reports.
Jobs	Job Costing for tracking income and costs associated with individual jobs or projects.
Contacts	Companies, people, groups, and contact activity.
Close or Exit	Closes Ledger.

Maintenance buttons

Maintenance areas define how Ledger works. Some are restricted to users with administrative or setup permissions.

Button	Use
Company Defaults	Company name, address, contact information, and company-wide settings.
Numbering Defaults	Controls the next document numbers used for invoices, purchase orders, GL batches, and other numbered transactions.
Banks	Defines company bank accounts and their General Ledger account connections.

Button	Use
Departments / Divisions	Defines organizational divisions, locations, and departments used to separate and report accounting activity.
Inventory Items	Adds, reviews, and edits products and services used by Inventory, Purchasing, and Order Entry.
Classifications / Jobs	Maintains classifications and job-related setup categories.
Sales People	Maintains salespeople used on customer activity and reporting.
Vendors	Adds and maintains companies from which you purchase goods or services.
Users	Maintains users, passwords, permissions, and access rights.
GL Posting Accounts	Defines the General Ledger accounts used automatically when other modules create accounting entries. Change these only when you understand the company's chart of accounts.
Activity Log	Shows an audit history of significant activity performed in Ledger.
Database Information	Shows information about the database and its version.

Company Snapshot

The Company Snapshot is a quick management and workflow view. It is not intended to replace detailed accounting reports.

Accounting-date versus current values: Cash, A/R, A/P, open invoice counts, sales, profit, aging, holds, unposted activity, and reconciliation are evaluated through the Accounting Date. Items labeled **(current)**, such as Inventory Value and Open PO Value, show the present state of those records.

If a value says **Restricted**, the signed-in user does not have permission to open the accounting area required to calculate or view it.

Financial Position

Snapshot item	Meaning
Cash Balance	Posted General Ledger activity in the configured cash/bank accounts through the Accounting Date.
A/R Outstanding	The net amount customers owe the company through the Accounting Date. A/R means Accounts Receivable.
A/P Outstanding	The net amount the company owes vendors through the Accounting Date. A/P means Accounts Payable.
Inventory Value (current)	Current product quantity on hand multiplied by standard cost. This is a current-state figure, not a historical inventory valuation.

Snapshot item	Meaning
Open A/R Invoices	Number of posted customer invoices dated through the Accounting Date that still have a positive unpaid balance.
Open A/P Invoices	Number of posted vendor invoices dated through the Accounting Date that still have a positive unpaid balance.

Sales and Purchasing Activity

Snapshot item	Meaning
Sales MTD	Posted sales from the first day of the selected month through the Accounting Date. MTD means Month to Date. Sales tax is not included.
Sales YTD	Posted sales from the first day of the selected year through the Accounting Date. YTD means Year to Date.
Gross Profit MTD / YTD	Sales minus the direct cost of what was sold. Example: sell an item for \$100 that cost \$60; gross profit is \$40.
Gross Margin MTD	Gross profit expressed as a percentage of sales. In the \$100 sale / \$60 cost example, the gross margin is 40%.
Open PO Value (current)	Total value of posted Purchase Orders that are still open. PO means Purchase Order.

Needs Attention

These items do not automatically mean something is wrong. They identify work that may require review. Counts shown in red are meant to attract attention.

Snapshot item	Meaning
A/R Over 30 Days	Posted customer balances from invoices more than 30 days old as of the Accounting Date.
A/P Past Due	Posted vendor invoice balances whose due dates are before the Accounting Date.
A/R Documents on Hold	Unposted customer documents intentionally prevented from posting.
A/P Documents on Hold	Unposted vendor documents intentionally prevented from posting.
Unposted GL Batches	General Ledger batches dated through the Accounting Date that have been created but have not been posted.
GL Batches on Hold	Unposted GL batches deliberately prevented from posting until reviewed or released.

What does posting mean? Posting makes an accounting transaction part of the permanent accounting records. A document can be entered or printed and still be unposted.

Operational Workload

Snapshot item	Meaning
Unposted A/R Documents	Customer documents dated through the Accounting Date that are waiting to be posted.
Unposted A/P Documents	Vendor documents dated through the Accounting Date that are waiting to be posted.
Open PO Lines	Purchase Order lines for which the ordered quantity has not yet been fully received.
Product Needed - Open	Items needed for customer orders that are still in OPEN status and have not yet progressed to an order.
Product Needed - Ordered	Needed items that have been placed on a Purchase Order and are still in ORDERED status.
Inventory Items	Total number of inventory item records.

Subledger Reconciliation

A subledger is the detailed accounting behind a General Ledger control account. For example, Accounts Receivable contains the customer-by-customer detail, while the General Ledger contains the overall Accounts Receivable control balance. Those balances should agree.

Status	Meaning
AR: In Balance	Accounts Receivable detail agrees with the posted A/R control-account activity in the General Ledger through the Accounting Date.
AP: In Balance	Accounts Payable detail agrees with the posted A/P control-account activity in the General Ledger through the Accounting Date.
Variance shown in red	The subledger and the posted General Ledger control activity do not currently agree by the amount shown.

A red variance does not automatically mean the accounting records are wrong. A common reason is that A/R or A/P activity has already created General Ledger batches that have not yet been posted. The subledger may therefore include activity that is not yet in the posted General Ledger balance.

When you see a red variance:

1. Check the General Ledger Console for **unposted batches**.
2. Review any GL batches that are **on hold**.
3. Post the appropriate batches.
4. Return to the Accounting Console and click **Refresh Snapshot**.

5. If the variance remains, run the appropriate A/R-to-GL or A/P-to-GL Reconciliation report and investigate the remaining difference.

Tip: A red variance is a signal to investigate, not automatically an error. Check for unposted GL activity first. Also, **In Balance** does not mean nobody owes money; it means the detailed subledger agrees with the General Ledger.

The Snapshot is interactive

Many dollar amounts and counts on the Company Snapshot are clickable. Click a value to open the General Ledger, Accounts Receivable, Accounts Payable, or Inventory / Purchasing area associated with that number.

What should I check after I log in?

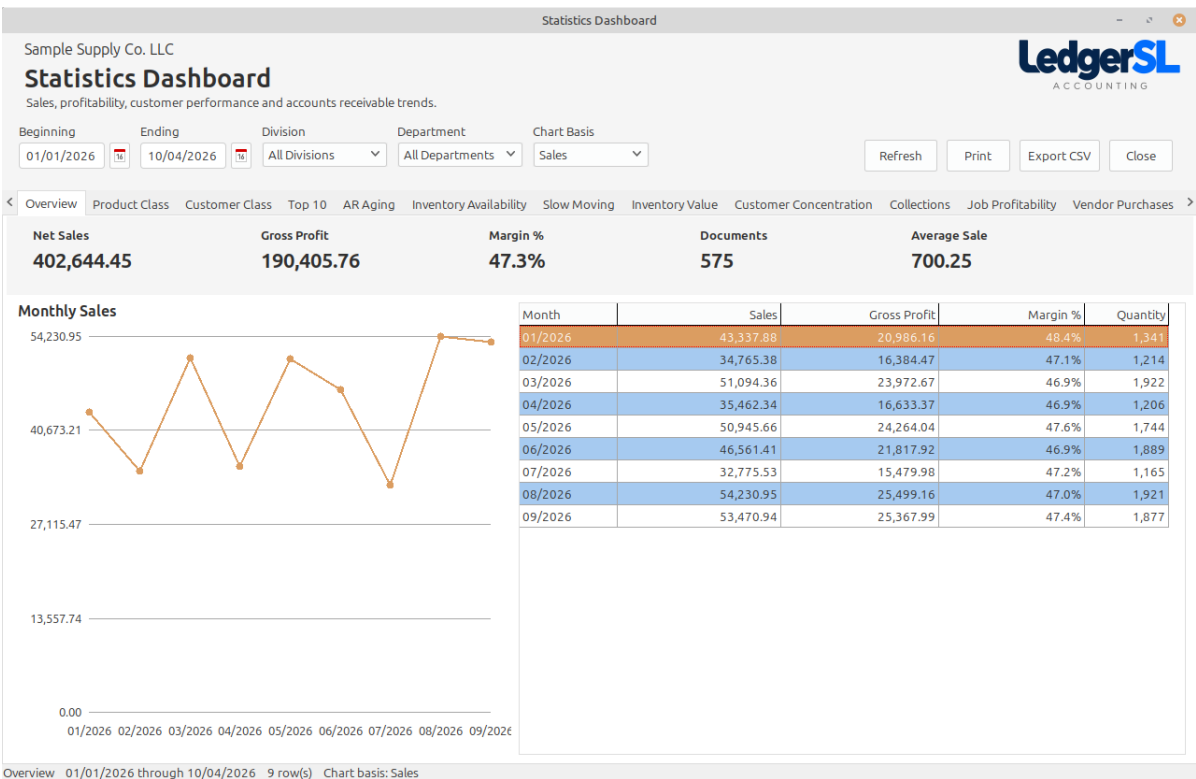
1. Verify the **Company** and **Default Date / Accounting Date**.
2. Look at **Needs Attention** for overdue balances, holds, and unposted GL work.
3. Look at **Operational Workload** for documents, purchase orders, or Product Needed items waiting for action.
4. Check whether A/R and A/P reconciliation show **In Balance**. If either is red, check unposted GL batches first.
5. Use the top module buttons to open the area where you need to work.
6. After completing a group of transactions, use **Refresh Snapshot** for an updated overview.

User Defaults

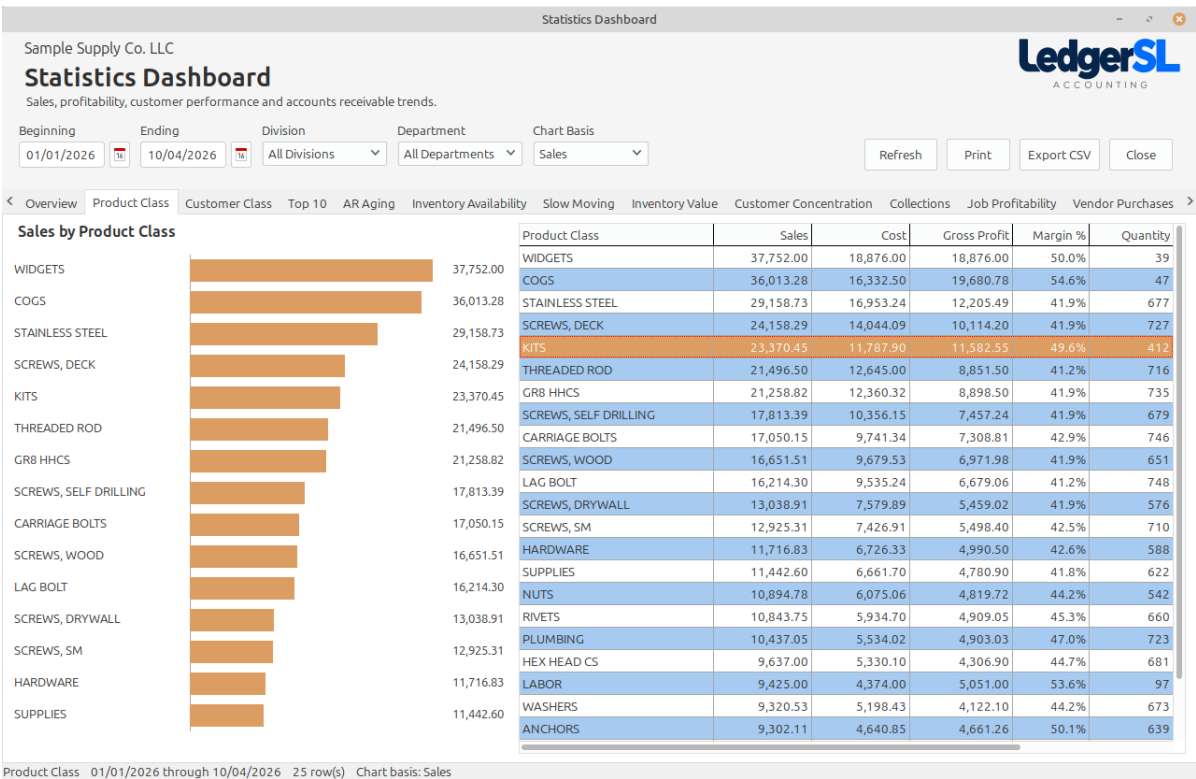
Maintain user-specific working defaults such as Ledger's accounting/default date.

Statistics Dashboard

The LedgerSL Statistics Dashboard brings sales trends, gross profit, and category comparisons together. Use it to identify a question worth investigating, then compare the figures with the appropriate accounting or operational report.



Overview shows selected sales measures and the monthly trend.



Product Class compares category sales with costs, margins, and quantities.

1. Choose the date range. Select the division and department, or include the whole company.

2. On **Overview**, review net sales, gross profit, margin, document count, average sale, and the monthly sales trend.
3. Use **Product Class** to compare sales, cost, gross profit, margin, and quantity by category.
4. Use the additional tabs for customers, receivables, inventory, collections, job profitability, and vendor purchases.
5. Print the result or export CSV when further review is needed.

A chart shows a pattern; the adjoining table supplies the figures behind it. When comparing two reports, match the dates and operating-area filters first. A high sales amount does not by itself mean a high profit or that the customer has paid.

Global Search and the audit trail

LedgerSL Global Search can find records across the application using names, descriptions, document numbers, check or PO numbers, references, phone or email text, and amounts. Results respect the signed-in user's module permissions.

Type	Reference	Date	Name / Description	Amount	Status
Inventory Item	13003		1/2 Plated GR5 Lock Washers [BX]	\$7.50	Active
Inventory Item	13004		1/2 Plated USS Flat Washers [BX]	\$6.20	Active
Inventory Item	13009		1/4" Plated USS Flat Washers [BX]	\$9.75	Suspended
Inventory Item	13011		1/4" USS Plated Flat Washers [BX]	\$4.90	Active
Inventory Item	13012		1/4" USS Plated Flat Washers [BX]	\$4.30	Active
Inventory Item	13017		3/8" USS Plated Flat Washers [BX]	\$7.00	Active
Inventory Item	13022		5/16" USS Plated Washers [BX]	\$3.60	Active
Inventory Item	13031		7/16" USS Plated Flat Washers [BX]	\$8.25	Active

Select a result to open its working area or review its audit trail.

1. Enter a recognizable reference or part of a name.
2. Check the result's area, description, reference, and amount before choosing it.
3. Choose **Open Area** to continue in the working area that owns the result.

4. Choose **Audit Trail** to review recorded actions for that result, including date and time, user, area, action, reference, and detail.

The audit history explains recorded application activity. It does not replace the invoice, payment, receipt, or GL batch. If an amount is wrong, correct it through the relevant accounting workflow rather than changing history.

Activity Log

Review recorded application activity. The log is an audit aid; it does not replace the accounting transactions themselves.

Database Information: confirm the company database

1. Open **Database Information** from the application's setup/utility area.
2. Check the company name and connection status.
3. **LedgerSL:** review the active SQLite database file and displayed database/version details.
4. **LedgerPG:** review the connected PostgreSQL database name and displayed database/server version details.
5. When requesting help, include the application edition, displayed version information, and the exact error message. Do not include passwords.

This is an information screen, not a normal data-entry task. For LedgerSL file maintenance, close the application before moving or replacing its company file and use your backup procedure. For LedgerPG, have the database administrator handle server backup/restore; copying a local SQLite file is not a PostgreSQL backup.

5 General Ledger

General Ledger Console

The General Ledger is the accounting record that brings the rest of Ledger together. Accounts Receivable, Accounts Payable, Inventory/Purchasing, and manual journal entries all create activity that eventually reaches the GL.

General Ledger Console

Sample Supply Co.
General Ledger

TRANSACTIONS

New Batch

Edit Batch

Reverse Batch

Hold

Post One

Post All

ACCOUNTS

Browse

Posting Setup

Period Control

Bank Reconcile

REPORTS

Print Batch

Print Batch List

GL Reports

LedgerSL
ACCOUNTING

Journal Batches

Select a batch to view its journal details. Double-click to edit.

Period

Year

View

9

2026

Unposted

Posted

All

☐ Held only

Period status: OPEN

Close

Refresh

Search batch ID, source, or description

Batch	Date	Src	Description	Division	Debits	Credits	Diff	Hold	A Rev	Status
10120	09/26/2026	AP	AP Inv 09262026	Broad St.	200.00	200.00	0.00			Unposted
10123	09/26/2026	AR	AR INVOICE # 100206	N. Hamilton Rd.	70.94	70.94	0.00			Unposted
10121	09/27/2026	GL	Bank fees from Statement.	Broad St.	20.35	20.35	0.00			Unposted
10124	09/30/2026	IA	Inventory Adjustment #4	N. Hamilton Rd.	45.00	45.00	0.00			Unposted

Journal details for batch 10120

2 line(s) Debits: 200.00 Credits: 200.00 Difference: 0.00

Account	Account Description	Detail Description	Debit	Credit
6090	Labor, Temporary	AP Inv 09262026 - Whse	200.00	0.00
2000	Accounts Payable	AP Inv 09262026 - Whse	0.00	200.00

Batches: 4

On hold: 0

Debits: 336.29

Credits: 336.29

Difference: 0.00

Batch 10120 | AP | Unposted

Default: period 9 09/30/2026

Logged in: Demo

General Ledger keeps journal batches and their detail together. Review the source, period, and balance before posting.

If you are new to GL: think of a batch as an envelope containing one balanced journal entry. The batch header tells you where it came from and when it belongs; the detail lines show the accounts being debited and credited. Before a batch is posted, it is still waiting for final review.

What the GL Console shows

The upper grid lists journal batches. Select a batch to see its account detail in the lower grid. Use the Year, Period, posted-status, hold, and search filters to narrow the list.

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Manual versus source-generated batches

Source	What it means	Can you edit it in GL?
GL	A journal entered directly in General Ledger.	Yes, while unposted.
AR	Created by Accounts Receivable.	No. Correct it in AR.
AP	Created by Accounts Payable.	No. Correct it in AP.
Inventory / Receiving	Created by Inventory or Purchasing activity.	No. Correct it in the source module.

Do not “fix” an AR, AP, or Inventory batch by changing its journal lines in GL. That can make the source module disagree with the General Ledger.

Common actions

Action	What it does
New / Edit	Create or edit a manual GL batch. Posted batches cannot be edited.
Hold / Release	Temporarily prevents an unposted batch from posting, or makes it available again.
Reverse Batch	Creates a reversing journal for an eligible posted manual GL batch rather than changing history.
Print Batch	Prints the selected journal for review or filing.
Post One	Posts the selected eligible batch.
Post All	Posts eligible unposted batches in the current filtered view. Held batches are skipped.
Chart of Accounts	Browse and maintain GL accounts.
Posting Setup	Choose the control and default GL accounts used automatically by AR, AP, Inventory, and banking activity.
Period Control	Review whether accounting periods are open or closed and close/reopen periods when permitted.
GL Reports	Opens the consolidated General Ledger report selection screen.
Bank Reconciliation	Reconciles a bank statement to posted GL activity for the bank's cash account.

Before you post

- Confirm the accounting date, fiscal year, and period.
- Confirm the batch is balanced: total debits must equal total credits.

- Read the description and source so you know what created the batch.
- If the batch is on hold, determine why before releasing it.
- For a source-generated batch, correct problems in the source module before posting.

A posted batch is part of accounting history. If something is wrong afterward, use the proper correction, credit, void, or reversal workflow rather than editing posted rows.

Chart of Accounts

The Chart of Accounts is the list of accounts used to classify everything in the General Ledger. Typical account types are Assets, Liabilities, Equity, Revenue, and Expenses.

Each account has an account number and description plus classification information used by reports. A suspended account remains in history but should not be used for new posting.

Posting Setup stores the account's internal UID, so changing the visible account number does not by itself change the accounting relationship.

GL Transactions

Use the GL transaction/detail view to review the journal lines belonging to a batch. The account, division, department, debit, credit, and description together form the audit trail for that posting.

Source descriptions should be specific enough to lead you back to the originating invoice, payment, receipt, or other document.

GL Account Selection

Select an active GL account for the transaction or setup field being edited. Read both the account number and description before accepting the selection.

General Ledger Reports

The GL Reports screen keeps the major General Ledger reports in one place. Choose the fiscal year and other available options, then preview or print the selected report.

General Ledger Reports

×

GL Batch Register

Sample Supply Co.

GENERAL LEDGER

Select a report, set its options, then preview or print.

Available Reports

Chart of Accounts

Batch Register

Ledger Detail

General Ledger

Trial Balance

Balance Sheet

Income Statement

Lists GL batches with user-facing batch number, source, totals, status, reversal information, and optional source/status filters.

Report Options

Fiscal Year

2026

^

▼

From Period

Period 8

▼

Through Period

Period 8

▼

Division

All Divisions

▼

Department

All Departments

▼

Batch Source

All Sources

▼

Batch Status

All Statuses

▼

☒ Include account detail

☐ Include zero balances

☐ Include suspended accounts

Preview

Print

✕ Close

Choose the financial report and its reporting range in GL Reports.

Report	Use it for
Chart of Accounts	A clean listing of account numbers, descriptions, classifications, and status.
Ledger Detail	The individual posted journal lines for a period range. Use this when you need to see exactly what hit an account.
General Ledger	Beginning balance, period debits and credits, and ending balance by account.
Trial Balance	Debit and credit balances as of a selected period. The totals should balance.
Balance Sheet	Assets, Liabilities, and Equity as of a selected period, including current earnings where applicable.
Income Statement	Revenue, Cost of Sales, Gross Profit, operating expenses, other income/expense, and Net Income for the selected period and year-to-date.

For a novice: which report do I want?

- “What happened in this account?” - use Ledger Detail.
- “What is the account balance?” - use General Ledger.
- “Do all debits and credits balance?” - use Trial Balance.

- **“What do we own and owe?”** - use Balance Sheet.
- **“Did we make money?”** - use Income Statement.

Reports that use GL totals depend on normal posting procedures keeping those totals synchronized. Do not rely on imported or manually altered data until it has been verified.

Bank Reconciliation

Bank Reconciliation proves that the bank statement and Ledger's posted cash activity describe the same bank account after allowing for transactions that have not yet cleared the bank.

Bank Reconciliation

Sample Supply Co.

Exit

Bank
Bank Of Canada

Statement Begin
08/01/2026

Statement End
08/30/2026

Beginning Balance
0.00

Ending Balance
0.00

Start Reconciliation

Double-click a transaction (or press Space) to mark/unmark it cleared on the bank statement.

NEW - enter the bank statement and click Start Reconciliation.

Clear	Date	Batch	Src	Description	Debit	Credit	Net
	01/27/2026	10053	GL	Bank Account, PNC	500.00	0.00	500.00
	06/18/2026	10058	PP	AP Payment #7 - Ref 3213	0.00	600.00	(600.00)
	08/18/2026	10062	PP	AP Payment #8 - Ref 42333	0.00	339.40	(339.40)
	08/18/2026	10063	PP	AP Payment #9 - Ref 12312	0.00	438.00	(438.00)
	08/20/2026	10082	PP	AP Payment #10 - Ref 1231	0.00	521.20	(521.20)
	08/20/2026	10083	PP	AP Payment #11 - Ref 2122	0.00	1,929.34	(1,929.34)
	08/20/2026	10084	PP	AP Payment #12 - Ref 2323	0.00	517.14	(517.14)
	08/20/2026	10086	PP	AP Payment #13 - Ref 1232	0.00	433.00	(433.00)
	08/20/2026	10094	PP	AP Payment #14 - Ref 2323	0.00	433.00	(433.00)
	08/23/2026	10095	PP	AP Payment #15 - Ref 2343	0.00	36.00	(36.00)
	02/02/2026	10048	PP	AP Payment #4 - Ref 02012026	0.00	500.00	(500.00)
	02/02/2026	10049	PP	AP Payment #5 - Ref 01022026	0.00	500.00	(500.00)
	02/02/2026	10050	PP	AP Payment #6 - Ref 02012026	0.00	0.70	(0.70)
	03/31/2026	10039	PP	AP Payment #3 - Ref 3434	0.00	680.00	(680.00)

Save Selection

Complete

Print

Refresh

Outstanding GL items: \$664.37
 Adjusted bank balance: \$664.37
Difference: \$9,160.12

GL book balance through statement end: (\$8,495.75)

Compare recorded bank activity with the bank statement and explain the difference before completing reconciliation.

Important: Ledger reconciles the bank's actual posted General Ledger activity. There is not a separate checkbook ledger that can drift away from GL.

Before you start

- Select the correct bank account.
- Have the bank statement's beginning date, ending date, beginning balance, and ending balance.
- Make sure normal bank activity has been posted to GL through the statement date.

Normal workflow

1. Select the bank account.
2. Enter the statement dates and statement beginning/ending balances.
3. Start the reconciliation.
4. Compare the transaction grid with the statement.
5. Double-click a transaction to mark it cleared or uncleared.
6. Save if you need to stop and resume later.
7. Continue until the reconciliation Difference is **\$0.00**.
8. Complete the reconciliation and print/save the reconciliation report.

What the totals mean

Total	Meaning
Ending Bank Statement	The ending balance printed on the bank statement.
Outstanding GL Items	Posted Ledger bank activity that has not cleared the bank yet, such as outstanding checks or deposits in transit. Ledger applies the proper sign.
Adjusted Bank Balance	The statement balance adjusted for outstanding GL items.
GL Book Balance	Ledger's posted balance for the bank's GL account as of the reconciliation date.
Difference	Adjusted Bank Balance minus GL Book Balance. Completion requires zero.

Do not force a reconciliation. If the Difference is not zero, look for a missing transaction, incorrect amount, wrong bank account, transaction posted to the wrong date, duplicate entry, or an item marked cleared incorrectly.

Checks and voids

Printed checks, handwritten checks, deposits, manual cash entries, and legitimate void/reversal entries all reconcile through the posted bank GL account. A spoiled check number remains part of check history even though it does not represent a cash withdrawal.

GL / Subledger Reconciliation

Subledger reconciliation is different from Bank Reconciliation. It compares a source module's accounting balance with its GL control account.

Reconciliation	What is compared
AR to GL	Accounts Receivable subledger versus the AR Control account.

Reconciliation	What is compared
AP to GL	Accounts Payable subledger versus the AP Control account.
Inventory to GL	Inventory value/activity versus the configured Inventory control account, where supported.

A nonzero difference is an exception that should be investigated rather than hidden with a manual control-account entry.

6 Customers and receivables

Accounts Receivable Console

Accounts Receivable is where you manage money customers owe the company: invoices, credit memos, customer payments, aging, and customer history.

Accounts Receivable Console

Sample Supply Co.

Accounts Receivable

LedgerSL
ACCOUNTING

TRANSACTIONS

New Invoice / Quote

Customers

Customer History

Customer Ledger

Payments

Post Invoices

Job Costing

REPORTS

Open Invoice List

Pre-Post Tax

Profit

Aging

Monthly Sales

Commission

Reconciliation

Month End

Open / In Process

Double-click an invoice, or select it and choose Edit.

Edit #100207

Print

Email

Post

Refresh

Close

Invoice #	Date	Division	Customer	Description	Amount	Printed	Hold
100207	02/03/2026	N. Hamilton Rd.	Jensen Home Services	INVOICE	\$75.97	☐	☐

AR Snapshot

Accounting date: 09/30/2026

A/R Outstanding	Sales MTD	Sales YTD	Gross Profit MTD
\$2,152.71	\$132.10	\$4,304.86	\$53.00
AR Over 30 Days	In Process	Ready to Post	Payments Ready
\$1,958.13	1	0	0 \$0.00

Selected invoice 100207 Open invoices: 1

The Receivables Console brings customer documents, payments, reports, and balances together.

A normal AR day

1. Create or maintain the customer if needed.
2. Enter the customer invoice. For a correction to a posted sale, follow the adjustment workflow supported by your build.
3. Review quantities, prices, taxes, dates, and customer information.
4. Print the invoice when required by the posting workflow.
5. Post eligible invoices.
6. Enter and apply customer payments as they are received.
7. Use the AR Snapshot and reports to review what is open and what needs attention.

Open invoice grid

The grid is your working list of AR documents. Use the year/period/status filters and search controls to find a document, then select it before using an action that applies to an existing invoice.

AR Snapshot

The snapshot below the grid gives an at-a-glance picture of AR. It may include:

Item	What it tells you
A/R Outstanding	Total customer receivables currently outstanding.
Sales MTD / YTD	Posted sales for the accounting month and year.
Gross Profit MTD	Month-to-date sales less cost of sales.
AR Over 30 Days	Older receivables that deserve collection attention.
In Process	Documents still being worked on.
Ready to Post	Invoices that meet the posting rules.
Payments Ready	Customer payments waiting to be posted.

AR-generated GL batches are read-only in General Ledger. If an AR posting is wrong, correct the AR source transaction using the proper AR workflow.

Customer Maintenance

Add, review, and edit customer information, terms, addresses, and other defaults used during invoice entry.

AR Service Items

Service items represent billable work or charges that do not reduce inventory quantity. Maintain/select them separately from physical inventory items.

AR invoices: bill a customer, step by step

Use an AR invoice when your business sells goods or provides work to a customer. Start at **Accounts Receivable > New Invoice / Quote**. The entry window is called **Order Entry**.

Have these details ready

The customer, invoice date, items or work supplied, quantities, agreed selling prices, delivery address, and any customer purchase-order reference. Create the customer, inventory/service items, and job first if they do not yet exist.

1. Fill in the customer and document information

1. Choose **New Invoice / Quote**. Check the company name at the top.
2. Use **Select Customer** and choose the customer who will pay. Check the name and billing details before continuing.
3. Set **Document Type** to the invoice option for an actual bill. Use the quote option for an estimate that is not ready to become a sale. Do not post an estimate as an invoice.
4. Check **Date**, **Division**, **Department**, and the **Accounting Period / Year**. The date must belong to an open accounting period.
5. Enter the customer's own reference in **Customer PO**, if provided. This is their purchase-order number, not your supplier PO number.
6. Enter a useful **Description / Note**, such as "Oak Street - supply and install shelves." Select the **Job** if this sale belongs to one. The job applies to this invoice; use separate invoices when different jobs must be tracked separately.
7. Check **Ship To** and **Sales Person** where used. Select **Hold Posting** if the order still needs approval or more information.

2. Add each item or service

Field	What to enter or check
Item # / Description	Select the existing product or service code. Check that the description is the item or work you intend to sell.
Ordered	The full quantity the customer requested. Use the item's unit of measure.
Fulfill From	For stock items, choose the physical stock location, for example WHSE. A service does not need a physical stock balance.
Ship	The quantity available to fulfill on this line. Ledger calculates stock availability; check the resulting quantity rather than assuming the full order can ship.
UOM / P/S	Check the unit and whether the item is a Product or Service. A service represents work, not warehouse stock.
Retail / Your Price	Retail is the reference selling price. Your Price is the price actually charged per unit on this line.
Extended	The line amount based on the quantity being billed and its price. In this entry workflow the line amount uses Ship × Your Price.

1. Select the item and enter **Ordered**.
2. Choose **Fulfill From** for a stock item. Check **Ship**, the description, and the selling price.

- 3. Choose **Add Line**. Check that the line appears in the invoice grid; values still sitting in the entry boxes are not a substitute for an added line.
- 4. Repeat for the next item or service.
- 5. To correct an added line, select it and choose **Edit Line**, make the change, and use the line action to save the revised line. Use **Delete Line** only for an unwanted line on an editable document.

Worked example: a shelf installation

For practice, create or use a product SHELF and a service INSTALL. Assume 10 shelves are available at WHSE, their recorded cost is 20.00 each, and the selling price is 35.00 each. Use a service with no recorded cost for this example. Choose the “Oak Street - shelf installation” job.

Line	Ordered / Ship	Location	Your Price	Amount
SHELF - shelf unit	10 / 10	WHSE	35.00	350.00
INSTALL - installation visit	1 / 1	Not required for a service	150.00	150.00
Products 350.00 + Services 150.00, before any applicable tax				500.00

3. Check, save, print, and post

- 1. Compare every line with the customer order. Check quantities, prices, job, division, and warehouse.
- 2. Review **Products**, **Services**, each tax amount, and **Invoice Total**. Taxes come from your configured customer/item/tax settings; use the setup appropriate to this sale.
- 3. Choose **Save and Close**. Back in AR, find the invoice by customer, number, and amount. Reopen it to check or finish an unposted document.
- 4. Choose **Print** and review the customer copy. Complete the printed-status confirmation when prompted. After an edit, check the current printed status and print the corrected copy if needed.
- 5. When the invoice is final, remove **Hold Posting** and use **Post Invoices** / the posting action. Review the eligible documents before confirming.
- 6. Check the customer's invoice history and, for a job invoice, the job detail. Review the generated batch in General Ledger and complete the GL posting step.

If there is not enough stock

If the customer orders 10 but only 6 can be supplied, keep **Ordered = 10** and review the calculated **Ship = 6**. The remaining demand is handled through **Product Needed**. Keep the document on hold while resolving a shortage. After receiving the missing stock, reopen and check the order, quantities, total, and printed copy before posting. Do not add imaginary stock just to make the invoice go through.

Correcting an invoice

Correct an editable, unposted invoice in Order Entry and review its final copy again. The Document Type choices on the Order Entry forms covered here are Invoice and Quote; there is no credit-memo choice on that form. For a posted invoice, use the correction or adjustment workflow approved for your application build, with the original invoice reference. Have any returned-stock and customer-refund effects checked separately. Do not enter a negative ordinary invoice or edit its generated GL batch to force a correction.

Check your result: one invoice for the intended customer, the expected total, the correct job, and the correct stock location. Printing, posting the invoice, receiving payment, and posting the GL batch are separate steps.

AR invoice posting: finish the customer invoice

Posting finalizes eligible customer invoices. It records the sale, handles the related stock and job activity, and creates an accounting batch for General Ledger review.

1. Finish and save the invoice in **Order Entry**.
2. Print/review its final copy and confirm the printed status when prompted.
3. Check that the invoice is not a quote, that the quantities are ready, and that **Hold Posting** is cleared.
4. Open **Post Invoices** from Accounts Receivable. Check the invoice numbers, dates, customers, and totals in the posting list. If other invoices appear, include them in your review before confirming.
5. Run the posting action and read the result. If an invoice is blocked, resolve the stated cause - such as an open period, missing posting account, hold, or stock issue - before retrying.
6. Review the invoice in customer history. Open General Ledger and review the batch identified by that invoice. Post the GL batch after checking it.

If you are unsure whether posting succeeded: check the invoice status and the existing batch first. Do not create a second invoice to repeat the same sale.

Customer payments: record money received

Use **Accounts Receivable > Payments** when a customer pays an existing invoice. This is different from receiving goods in Purchasing.

Accounts Receivable Payment Entry

Sample Supply Co.

Accounts Receivable Payments

Customers

Customer Name
Acme Hardware LLC
Buckeye Body Shop
Charlie's Chassis Repair
European Body Works
Franklin School District
Greenway Landscaping
Jensen Home Services
Jones Auto Repair
Metro Counter Sales

Open Invoices

Invoice #	Date	Description	Amount	Balance
100195	08/21/2026	INVOICE	187.83	187.83
100201	09/10/2026	INVOICE	72.09	72.09

Total Outstanding: \$259.92

Close

In Process

1 - Create Payment

2 - Select Invoice

3 - Save Payment

4 - Post Payment(s)

Cancel Payment

Payment Details

Customer: 8 **Charlie's Chassis Repair**

Pay Method: Check Reference #: 3434

Amount Received: 187.83 Deposit Account: Bank Account, PNC

Accounting Period: 10 2026

Payment Application

Invoice #	Date	Amount	Balance	Applied	Discount
100195	08/21/2026	187.83	187.83	187.83	0.00

Applied: \$187.83
Unapplied: \$0.00

Customer payments have their own entry, application, and posting steps.

Step by step

1. Check the application's **Accounting Date** before starting. In the entry versions covered here, the payment date comes from that date; it is not a separate Payment Date box on this form. Do not use an older invoice's date for a payment received today.
2. Select the customer in the **Customers** list. Check their **Open Invoices**.
3. Choose **1 - Create Payment** first. This starts a clean payment and clears entry boxes from the previous payment.
4. Select **Pay Method**. Enter **Reference #**, such as the customer's check number or bank reference. A check payment requires its check number.
5. Enter **Amount Received**, the actual money received, and choose the correct **Deposit Account**.
6. Select an invoice in the Open Invoices list and choose **2 - Select Invoice**. Repeat for each invoice covered by this payment.
7. In the application grid, check the amount applied to each invoice. For a part payment, enter only the amount being paid. Use a discount amount only for an actual approved discount; do not use it to hide an unexplained difference.
8. Make the sum of the **Applied** amounts equal **Amount Received**. For the documented SL workflow, the payment cannot be saved with an unapplied remainder. Do not attach extra money to an unrelated invoice just to force a balance.

9. Choose **3 - Save Payment**. Record its reference and check the customer's invoice balance. Saving can already reduce the displayed balance, but the payment still needs posting.
10. Choose **4 - Post Payment(s)** after reviewing the saved payments ready to post. Check the posting result and the related GL batch.

Example: a 300.00 part payment

The customer's invoice balance is 500.00. Enter Amount Received 300.00, apply 300.00 to that invoice, and leave Discount at 0.00. The remaining invoice balance is 200.00. Complete payment posting and GL review; do not create a second sale for the payment.

If an invoice is already in an unposted payment: open **In Process** and review that payment rather than creating another one. If there is an overpayment or deposit without an invoice to apply it to, resolve the appropriate company workflow before saving.

Customer payment posting: complete the receipt of money

1. Finish and successfully save the payment and its invoice applications.
2. Review **In Process** / payments ready to post, checking the customer, date, bank account, reference, received amount, and invoice applications.
3. Choose the payment-posting action. Review the eligible group before confirming.
4. Read the result and check the payment/customer history. Do not judge posting status only by the invoice balance, which may have changed when the application was saved.
5. Review and post the generated General Ledger batch. Later compare the bank deposit with the bank statement during reconciliation.

Customer History

Customer History answers two related questions for one customer: **what documents are on the account?** and **what has this customer purchased?** Select the customer and the appropriate date range/view, then use the account or purchase history as needed.

Account / document history

The account side is organized around customer invoices and account activity. It is the right place to look for document numbers, dates, invoice totals, paid amounts, remaining balances, and status when you need to understand the customer's AR history.

Purchase history

Purchase history answers the item-level question: what products or services did this customer buy, when did they buy them, in what quantity, and on which invoice? This is useful when a customer calls and says, "What was that item we bought last time?"

Use **View Invoice** to open the selected invoice when available. The form also provides **Print Account History** and **Print Purchase History** for the two views.

History is an inquiry. Use it to research prior activity; make corrections through the source transaction or approved AR correction workflow rather than editing historical rows.

Customer Ledger

Customer Ledger is the account-level AR inquiry for following a customer's receivable balance through time. Use it when you need the accounting trail behind the customer's balance rather than the item-level purchase detail shown in Customer History.

What to look for

- Invoices and credits that increase or reduce the customer's receivable balance.
- Customer payments and other AR activity.
- Transaction dates, document references, descriptions, debits, and credits.
- The running customer AR balance through the selected activity.

For AR, a normal customer invoice increases the receivable with a debit; payments and customer credits reduce the receivable with credits. The ledger therefore provides a useful bridge between a customer's open balance and the AR subledger activity used by reconciliation.

Use [AR Reports](#) for company-wide Aging and AR-to-GL Reconciliation. Customer Ledger is the better starting point when investigating one customer's account.

AR Invoice History

Review historical invoice activity without reopening posted accounting documents for editing.

AR Payments and Adjustments

Review customer payment, application, discount, and adjustment activity. Posted history should be corrected through a proper accounting transaction rather than direct database edits.

Accounts Receivable Reports

AR reports are grouped conceptually in one place so you can answer the common customer-account questions without hunting through individual screens.

Report / Inquiry	Use it for
AR Aging	Outstanding balances by age. Best report for collection follow-up.
Monthly Sales	Posted sales for a selected fiscal year/period. A selected invoice can be viewed using the normal invoice presentation.

Report / Inquiry	Use it for
Invoice Profit	Sales, cost of sales, and profit by invoice.
Customer History	Review a customer's invoice/payment history.
Customer Purchase History	Review what a customer has purchased.
Open Invoice List	Review invoices that are still open.
Sales Tax	Review taxable sales and sales-tax amounts.
AR-to-GL Reconciliation	Compare the AR subledger with the configured AR Control account.

AR Aging

AR Aging shows open customer balances in age buckets as of the selected date. Use it to see which accounts are current and which are 30, 60, 90, or more days old.

Monthly Sales

Monthly Sales reviews posted invoices for the selected GL year and period. It can filter the list, show the total, preview the report, and open the selected invoice using the normal invoice design.

Invoice Profit Report

The Invoice Profit Report compares invoice sales with cost of sales. Sales tax is not revenue. Use the report to identify profitable and unprofitable customer work.

AR Sales Tax

Use Sales Tax reporting to review taxable sales and tax amounts collected for the selected period or reporting basis.

AR-to-GL Reconciliation

AR Reconciliation compares the Accounts Receivable subledger with the configured AR Control account through the selected date. Investigate any difference or exception before considering month end complete.

Salesperson commission review

The LedgerSL commission worksheet uses posted invoice and credit activity for the selected dates. Choose the salesperson, rate, and calculation basis, then inspect sales, cost, gross profit, and the resulting commission with its invoice detail.

Salesperson Commission

Sample Supply Co.

LedgerSL
ACCOUNTING

Invoice date from

Through

Salesperson

Commission %

Calculate on

☐ Include service line items

01/01/2026

10/01/2026

Craig Smith [#1]

15.00

Net sales

Freight items...

No freight codes selected. Select any items used for freight.

Posted invoices and credits. Tax and selected freight codes excluded. Gross profit uses saved invoice-line costs.

Calculate

Preview / Print

Export CSV

Close

Summary / Amount to pay

Invoice detail

Salesperson	Docs	Products	Services	Discounts	Net sales	Cost	Gross profit	Commission	Amount to pay
Craig Smith	8	496.85	0.00	0.00	496.85	326.12	170.73	74.52	

Calculated commission: 74.52

Amount to pay: not entered

Enter Amount to pay on the Summary tab if desired. Recalculating clears those entries.

The commission worksheet combines summary amounts with supporting invoice details.

Check the available service-item and freight exclusions before accepting a total. Preview or print the result, or export CSV for review. A calculation worksheet and an amount entered to pay are not proof that a payment has been made; complete the company's appropriate payment process separately.

7 Suppliers and payables

Accounts Payable Console

Accounts Payable is where you manage money the company owes vendors: vendor invoices, credit memos, payments, checks, vendor history, and AP reconciliation.

Sample Supply Co. **Accounts Payable** LedgerSL ACCOUNTING

Logged in: Demo - Accounts Payable Console

TRANSACTIONS
New Vendor Invoice
Vendors
Payments
Print Checks
Post Payments
Payment History / Void
Posting Accounts
Vendor Credits
AP Month-End
1099 Workbench
Recurring Invoices

Vendor Invoices
Double-click an invoice, or select it and choose Edit Invoice.
Edit Hold Delete Post Refresh
Period: 9 Year: 2026 View: ☐ Unposted ☒ Posted ☐ All ☒ Balance due only
Search vendor, invoice, or description

Vendor	Date	Invoice #	Description	Due Date	Invoice Amt	Paid	Balance	Hold	Status
City Property Managem	09/30/2026	REC0001-20260930	Rent, Recurring Invoice	09/30/2026	600.00	0.00	600.00		Posted
Jerry's Lawn Service	09/26/2026	09262026	Lawn Service	09/26/2026	200.00	0.00	200.00		Posted
Citywide Utility Services	09/15/2026	REC0002-20260915	Electric Recurring Budget	09/30/2026	100.00	0.00	100.00		Posted

REPORTS
Unposted Invoices
Invoices Due
AP Reconciliation
Vendor Ledger
Aging

Use Payables to review supplier bills and payment work, with the period and status filters set deliberately.

A normal AP day

1. Enter vendor invoices and credits.
2. Review and post eligible AP invoices.
3. Create payments for approved open vendor invoices.
4. Review the **Payments Ready to Post** list before posting.
5. For check payments, print the checks (or explicitly mark a legitimate handwritten check) before final payment posting.
6. Post payments.
7. Use Aging, Vendor Ledger/History, reconciliation, and Month End to review AP.

Invoice grid

Use the fiscal year, period, posted-status, balance-due, and search filters to find vendor documents. The grid shows the vendor, invoice and due dates, amounts, balance, hold status, and posting status.

Important payment sequence

Invoice posting and payment posting are separate events. Posting a vendor invoice establishes the AP liability. Paying it later reduces AP and credits the selected bank/cash account.

For checks, Check Printing sits between payment creation and payment posting. This prevents a check from being posted as if it left the bank before the check number and printing status are established.

Vendor Maintenance

Maintain vendor names, addresses, terms, payment information, and other defaults used by AP and Purchasing.

Vendor Maintenance

Sample Supply Co.

Vendor Maintenance

New Vendor Save Close

Vendor

CleanPro Janitorial

Metro Plumbing Distributors

Nathan's Nuts and Bolts Company

Reliable Fleet Repair

Name: CleanPro Janitorial

Address 1: 322 Clean Street

Address 2:

City: Reynoldsburg State: OH Zip Code: 43068

Contact: Monica Fields

Email Address: monica@cleanpro-test.com

Phone 1: 614-555-0208 Phone 2: Fax:

1099 Tax Name: 1099 reportable

Type of Vendor: SERVICE ☐ Suspended

Tax ID: TEST-31-1008

Terms of Sale: Net 30

Default GL Account: Inventory

Default Division: N. Hamilton Rd.

Created: 08/18/2025

Updated: 07/05/2026

Owed: 455.25

TIN Type: EIN 1099 Form: 1099-NEC Box: 1

The vendor record supplies contact information and defaults to Payables and Purchasing.

AP invoices: enter a supplier bill, step by step

Use **Accounts Payable > New Vendor Invoice** to record a bill you received. This records what you owe; it does not pay the supplier and does not receive inventory.

Have these details ready

The supplier's bill, supplier name, invoice number, date, due date, total, and what was purchased. For inventory bought on a PO, also have your PO number and the posted goods receipt(s). Check existing vendor invoices first to avoid entering a bill twice.

1. Enter the bill information

1. Choose **New Vendor Invoice** and confirm the company name.
2. Choose **Vendor...**, then the supplier on the bill. Check the vendor name before entering the number.
3. Choose the invoice option under **Document Type**. Choose the credit-memo option only for a supplier credit.
4. Copy the supplier's reference into **Invoice #**, including meaningful letters or suffixes. This is the supplier's number. Ledger checks for an existing reference for the same vendor.
5. Enter the bill's **Date**. Review **Discount Date** and **Due Date** against the supplier's terms. A discount date is the deadline for an offered early-payment discount; it does not mean a discount has already been taken.
6. Enter the exact bill total in **Amount**. Enter a useful **Description / Note**, such as "Oak Street - subcontract installation, supplier bill S-104."
7. Check **Period** and **Year** against the invoice date. If the period is closed, have the date/period issue resolved before continuing.
8. If this is a PO bill, enter/select the matching **Purchase Order**. **View Vendor POs** helps find a supplier's orders. Check the PO belongs to this vendor. A suggested amount from a PO must still be changed to the amount actually billed.
9. Select **Hold** if the bill needs approval, a correction, or a missing delivery check.

2. Explain the amount with distribution lines

A distribution line says what part of the bill is for. The sum of these lines must exactly equal the bill's Amount.

1. Choose the appropriate **GL Account** from your company's account list. For example, a routine supplies bill uses the supplies category approved by your company.
2. Choose the **Division** responsible for that amount.
3. Enter a line **Description** and its **Amount**.
4. **LedgerSL:** where **Job (optional)** is displayed, select the job for this line if applicable. **LedgerPG:** the version covered by this guide does not display this AP job selector; put the job reference in the description and follow the [manual job-cost tracking instructions](#).
5. Choose **Add Line** and verify the row in the distribution grid.

- Repeat to split a bill between categories, divisions, or - in editions with the field - jobs. Select a row and choose **Edit Line** to correct it.
- Compare **Distribution Total** with the header **Amount**. If they differ, find the missing or incorrect amount; do not change the supplier's total merely to make the form save.

Worked example: split a 150.00 bill

Header / line	Example entry
Vendor / Invoice #	Sample Supply / SS-1042
Amount	150.00
Distribution 1	Office Supplies; MAIN; "Printer paper"; 100.00
Distribution 2	Cleaning Supplies; MAIN; "Workshop cleaning supplies"; 50.00
Distribution Total	150.00, matching the bill

Use your actual account names. If your business uses one supplies account, one 150.00 distribution is sufficient. The example does not require you to create extra accounts.

3. Special case: inventory received against a PO

Receiving the stock and entering the supplier bill are two separate records of two different events. First post the goods receipt in Purchasing. Then link the AP invoice to the same PO.

- Compare the bill with the PO and posted receipts. For example, 6 shelves received at 20.00 each have a receipt value of 120.00.
- Enter the supplier's actual bill number, date, and amount, and the correct PO.
- For the merchandise portion, use the **Inventory account configured in Posting Account Setup**. In this PO-linked workflow Ledger redirects that distribution to **Received Not Invoiced (RNI)** when posting, so inventory is not added a second time. Your company may have other approved distributions for separate charges.
- For a bill covering only those 6 shelves, use 120.00 for that merchandise amount. Do not use the full 200.00 order amount for a 120.00 partial bill.
- When posting, read any **Purchase Price Variance** question carefully. Choose **Yes** only when this bill covers all remaining received merchandise and the difference really is a price difference. For a partial bill, choose **No**; leave the unbilled receipt value to be cleared by later bills.
- If the documents do not explain a difference, leave the invoice on hold and resolve it before posting.

Why the PO link matters: the received stock already exists in inventory. Entering an unrelated new inventory purchase without the correct PO link can give the accounting records the wrong effect. Recording an AP bill also does not add physical stock to WHSE.

4. Save and finish

1. Check vendor, reference, dates, amount, distributions, division, PO, and Hold.
2. Choose **Save and Close**. Find the invoice in AP and check its total. Keep the supplier's bill with your records.
3. When approved, clear Hold and use **Post**. Review the posting selection/count and any variance question before confirming.
4. Check the vendor's invoice and balance, then review and post its generated GL batch.
5. Pay it later through [AP Payment Entry](#). Do not enter it again when the payment is made.

Supplier credits

Choose the credit-memo document type and enter the supplier's credit reference and positive amount. Distribute it to the appropriate categories and reference the original bill in the note. After posting, use [Vendor Credits](#) to apply it where appropriate. A credit for returned goods does not replace the required physical stock correction.

Job-cost check: selecting a job on an AP line does not, in the versions covered here, automatically add an expense to the Job Costing detail. Follow the job instructions to record a missing job-only cost once, with the AP reference, and avoid duplicating costs already shown.

AP invoice posting: finish recording the supplier bill

1. Find the saved invoice in Accounts Payable. Check the vendor, invoice number, date, amount, and distributions.
2. Make sure the bill is approved and **Hold** is cleared only for invoices that are ready.
3. Choose **Post**. Review the eligible invoices/count shown by the posting workflow. Do not assume that only the highlighted row will be processed.
4. For a PO-linked inventory invoice, check any price-variance prompt against the bill and receipts. A partial bill is not automatically a price variance.
5. Read the completion message. Review the vendor ledger or invoice list to confirm the bill was recorded once.
6. Review and post the generated General Ledger batch. Posting a bill records a payable; use the payment workflow when paying it.

If posting is blocked, resolve the named account, period, distribution, or document issue. If the process was interrupted, check the saved status before trying to enter the bill again.

AP Payment Entry

Payment Entry creates a payment for one or more open vendor invoices.

1. Select the vendor and the invoices being paid.

2. Review invoice date, due date, amount, balance, discounts, and amount to pay.
3. Select **Check** as the payment method when a paper or handwritten check will be used.
4. Confirm the bank/cash account assigned to the payment.
5. Leave **Hold** unchecked when the payment is ready for check printing.
6. Save the payment.

A check payment may be saved before it has a check number. The check number is assigned during the Check Printing workflow from that bank account's Next Check Number. Saving an invoice alone does not place it in the print queue; a saved AP payment must exist.

Payments Ready to Post

Before posting AP payments, Ledger can show a review list so “2 payments ready to post” does not leave you wondering which two.

The review shows the payment number, date, vendor, method, reference, amount, payment count, and grand total.

Why this screen matters

- Confirm the vendor and payment amount before posting.
- Catch an unintended payment while it can still be corrected normally.
- Verify the total cash requirement for the posting run.
- For check payments, make sure required check printing/handwritten status is complete.

Do not treat the review list as a second payment ledger. It is simply a pre-posting view of the same payments that the posting routine considers eligible.

AP Check Printing

Check Printing assigns and records check numbers, previews/prints checks, and protects the check-number sequence for each bank account.

The basic rule

A check payment may exist without a check number. When it is printed, Ledger assigns the number from that payment's bank account **Next Check Number**. A check payment cannot be posted until it has been printed or explicitly identified as a legitimate handwritten check.

How to reach the print queue

1. From the **Accounts Payable Console**, open **Payments**.
2. On **Payment Entry**, create the payment, select the vendor and invoices, choose **Check**, select the bank/cash account, leave **Hold** unchecked, and save.

3. Open the print queue with **Print Checks** on the AP Console. You can also use **Payments > Saved Payments > Print Checks**.
4. Select the saved payment. The grid contains payments - not unpaid invoices - and shows only Check payments that are unposted, not held, and not voided.

Print, handwritten, and spoiled checks

1. Choose **Preview / Print**, or double-click the payment. Ledger assigns the bank's next available check number when needed and opens the check preview.
2. Print from the preview. Answer **Yes** to “Did the check print correctly?” only after inspecting the physical check.
3. For a check genuinely written outside the printer workflow, select the payment and choose **Mark Handwritten**. Ledger assigns the next number when needed and records it as handwritten.
4. If the physical check is damaged, choose **Spoiled / New #**. The spoiled number remains in history and Ledger assigns a replacement.
5. After the check is printed or marked handwritten, post the AP payment.

Printed and handwritten checks remain in the Check Printing grid until the AP payment is posted. Use the Status column to distinguish Needs Number, Numbered, and Printed payments.

Why the bank account matters

Each payment belongs to one bank account, and each bank account has its own Next Check Number. Two different banks may legitimately be using different check-number sequences - or even happen to be at the same visible number - without conflict because the bank is part of the identity of the check.

Each payment should appear only once in the printing queue, under the bank account stored on that payment.

Spoiled checks

If the printer damages check 1047, that number must not quietly disappear and must not be reused. Ledger retains spoiled/voided check-number history and moves on to a new number.

Do not reset Next Check Number backward to reuse an old number. The allocator is intended to skip any number already recorded for that bank, including spoiled or voided history.

Handwritten checks

If a check was genuinely written by hand outside the printer workflow, use the handwritten-check path so Ledger records that fact and the check number before payment posting.

Troubleshooting the check list

- **The grid is empty or a payment is missing:** confirm a payment - not just an invoice - was saved with Method = Check, Posted = No, Hold = No, and Voided = No. Printed checks remain visible until posted.
- **The bank is wrong:** review the bank account stored on the payment before printing.
- **The next number is wrong:** review the bank's Next Check Number and prior check history before changing it.
- **A payment appears twice:** do not print both rows. The queue should contain one row per payment; contact support with the payment and bank references before continuing.

AP Payment Posting

Payment posting reduces the AP liability and creates the cash/bank credit, leaving the resulting GL batch unposted for final GL review.

For check payments, the check must already satisfy the printing/handwritten requirement. This keeps the accounting event tied to a real, identified check rather than an unnumbered promise to print one later.

AP Bank Accounts

Bank Accounts define the cash accounts used by payments and check printing. For check printing, each bank maintains its own Next Check Number.

Vendor Credit Application

Use Vendor Credit Application to apply a **posted vendor credit memo** to a **posted open vendor invoice**. The form keeps a separate application history so the use of the credit remains auditable.

Normal workflow

1. Select the vendor.
2. Choose the application date.
3. Select the available posted credit memo.
4. Select the posted open invoice that should receive the credit.
5. Enter the amount to apply and an optional memo.
6. Choose **Apply Selected Credit**.

The application changes how the already-posted vendor credit is assigned against open AP. It does **not** create another AP or GL posting because the invoice and credit memo already established the accounting when they were originally posted.

Use the application's void/reversal function if a credit was applied incorrectly. Do not delete the application or alter posted source documents directly.

Void AP Payment

Voiding a posted payment preserves the original history and creates the appropriate reversing AP/GL activity rather than erasing the payment. A voided check number remains in history and is not reused.

Void the payment only when the accounting event truly needs to be reversed. A spoiled blank check that was never a valid payment belongs in the spoiled-check workflow instead.

AP Payment History

Payment History is the operational audit view for AP payments. It shows both posted and unposted payments and their invoice applications, discounts, adjustments, and status. Use it before invoking a void and whenever you need to answer exactly how a payment was applied.

For the controlled reversal procedure, see [Payment History / Void](#).

Vendor History

Review the selected vendor's historical invoices, credits, payments, and related AP activity.

Vendor Ledger

Vendor Ledger is a read-only AP subledger inquiry for one vendor over a selected date range. Use it when you need a beginning balance and a chronological explanation of how that vendor's AP balance changed.

What it shows

- opening balance before the From date;
- invoices, credit memos, payments, and reversals;
- debit and credit amounts;
- running AP balance;
- period debit and credit totals and balance through the Through date;
- GL batch and source references for tracing transactions.

AP balance convention: the Vendor Ledger uses Credits minus Debits. Normal vendor invoices increase the AP balance; payments and credits reduce it.

Use **Print Ledger** when you need a paper/PDF copy of the same vendor and date range.

Accounts Payable Reports

Use AP reports to answer the common questions about what is owed, what has been paid, and whether AP agrees with the General Ledger.

Report / Inquiry	Use it for
Invoices Due	Vendor invoices coming due through a selected date.
AP Aging	Outstanding vendor balances grouped by age/due status.
Payment History	Payments already made, including vendor, date, reference/check information, and amount.
Vendor History	A vendor-oriented history of invoices, credits, payments, and related activity.
Vendor Ledger	Beginning balance, transactions, debits, credits, running AP balance, and closing balance for one vendor/date range.
AP-to-GL Reconciliation	Compares the AP subledger with the configured AP Control account and lists exceptions.
Payments Ready to Post	A pre-posting review of the payments that are about to be posted.

Vendor List

Use the Vendor List for a printable or reviewable list of vendor master records.

AP Aging

AP Aging shows outstanding vendor balances by age/due status. Use it to plan cash requirements and identify old unpaid items.

AP Register

Use the AP Register to review AP transaction activity for the selected reporting range.

Vendor Chart

Use vendor analysis/chart information when available to review vendor activity visually.

Recurring bills and vendor reporting

LedgerSL includes recurring AP and vendor 1099 support. Recurring bills help with repeated supplier charges, but each generated bill still needs review of its date, period, amount, and distribution before normal posting.

Keep the vendor's identity and relevant reporting information current. Review the 1099 Workbench and its exported information against the vendor's recorded payments before using it in a filing workflow. An export is not confirmation that a return has been submitted. Use the instructions applicable to your installed application and filing process.

8 Inventory and purchasing

Inventory / Purchasing Console

Use Inventory/Purchasing for products, purchase orders, receiving, transfers, adjustments, product-needed review, and inventory reporting.

Sample Supply Co. LedgerSL ACCOUNTING

Inventory / Purchasing

INVENTORY

- New Item
- Edit Item
- Adjustments
- Location Transfer
- Item Locations
- Price Maintenance

PURCHASING

- Vendors
- Product Needed
- Purchase Orders
- Post POs
- Receive PO

REPORTS

- Item Report
- Inventory Analysis
- Transfer Register
- Reconcile to GL

Inventory Items

Double-click an item, or select it and choose Edit Item.

View

☒ All ☐ Active ☐ Suspended

Search product number, description, or class

Purchase Order List Refresh Close

Product No.	Description	Class	UOM	Pkg Qty	On Hand	Allocated	Available	Std Cost	Unit Price	Type	Status
10000	Labor, Machining	SERVICE	MIN	15	0	0	0	2.00	15.00	Service	Active
10001	Labor, Turn Rotors	SERVICE	EA	1	0	0	0	1.00	10.00	Service	Active
10002	Labor, Welding	SERVICE	MIN	15	0	0	0	2.00	15.00	Service	Active
10003	Local delivery charge	SERVICE	EA	1	0	0	0	12.00	35.00	Service	Active
10004	Standard service call	SERVICE	EA	1	0	0	0	20.00	75.00	Service	Active
11000	1/2 hex nut zinc	NUTS	BX	50	12	0	12	13.25	23.77	Product	Active
11001	1/2 nylon lock nut	NUTS	BX	50	5	0	5	21.86	39.22	Product	Active
11002	1/2 wing nut zinc	NUTS	BX	50	0	0	0	25.17	45.16	Product	Active
11003	1/4 cap nut zinc	NUTS	BX	100	0	0	0	15.31	27.47	Product	Active
11004	1/4 hex nut zinc	NUTS	BX	100	23	0	23	8.75	15.69	Product	Active
11005	1/4 inch hex nuts	NUTS	BX	100	0	0	0	6.80	13.27	Product	Suspended
11006	1/4 nylon lock nut	NUTS	BX	100	0	0	0	14.44	25.90	Product	Active
11007	1/4 wing nut zinc	NUTS	BX	100	0	0	0	16.62	29.82	Product	Active
11008	1/4" Wing Nuts, Plated	NUTS	BX	2	2	0	2	1.30	2.66	Product	Active

Items: 481

On hand: 256

Cost value: 3,024.68

Allocated: 4

Available: 252

Retail value: 5,321.04

Inventory Logged in: Demo Default date: 09/30/2026

Inventory and Purchasing connects stock records, orders, receipts, transfers, and reports.

Basic accounting flow

Event	Accounting
Create PO	No GL entry.
Receive inventory	increase Inventory / increase Received Not Invoiced.
Enter PO-linked AP invoice	Dr Received Not Invoiced / Cr Accounts Payable.
Pay vendor	Dr Accounts Payable / Cr Bank.

Inventory Product Maintenance: create an item

Start at **Inventory / Purchasing > New Item**. A product record describes an item; its stock quantities come from stock movements.

Inventory Item

Item Information

Product No. 11004 ☐ Suspended

Description 1/4 hex nut zinc

UOM BX Class NUTS

Type ☒ Product ☐ Service

Pricing and Inventory

Pkg Qty 100 Std Cost 8.75 Unit Price 15.69

On Hand 23 ☒ Taxable #1 ☒ Taxable #2

Notes Box of 100

Vendors

Vendor	Vendor Item #	Vendor Cost	UOM	Preferred
Nathan's Nuts and Bolts Company	1420	8.75	BX	Yes

Add Edit Remove

Locations

Location	On Hand	Allocated	Available	Cost Value
BROAD ST.	23	0	23	\$201.25

Location total: 23 Company: 23 Diff: 0 Allocated: 0 Available: 23
Cost value: \$201.25

Save Cancel

Item maintenance defines the product or service. Stock quantities come from posted stock movements.

1. Enter a unique **Product No.**, such as SHELF, and a clear **Description**.
2. Select the **UOM** and **Class**. If one unit means a box, use that meaning consistently when purchasing and selling.
3. Select **Type**: Product for physical stock or Service for work you sell. Service items do not carry physical stock by location.
4. Check **Pkg Qty**, **Std Cost**, and **Unit Price**. Cost is what the item costs your business; Unit Price is the normal selling price.
5. Check **Taxable #1** and **Taxable #2** against your company's tax setup.
6. Enter useful **Notes** and add supplier information in **Vendors** if needed.
7. Choose **Save**. Use receiving or an approved opening adjustment to establish stock at WHSE; do not use the item's on-hand display as a replacement for stock entry.
8. Reopen the item to check its details and **Locations** balances after the stock transaction is posted.

Suspended is for an item that should no longer be used in normal new activity. Check outstanding orders and remaining stock before suspending an item.

Inventory locations: one WHSE or several places

An inventory location describes where physical stock is kept. A small business can use a single code such as **WHSE** (warehouse). You do not need several warehouses to use inventory.

Location codes are entered on stock movements. There is no separate “New Location” button on the Item Locations report. The item/location balance is established when the first receipt, adjustment, or transfer to that location is posted. Typing a code on an unposted PO alone does not create on-hand stock.

Set up a business with one stock location

- 1. Choose **WHSE** as your standard location code. “Whse” is a readable abbreviation, but these workflows normalize the stored code to uppercase. Use WHSE consistently rather than alternating between WHSE, WAREHOUSE, and MAIN.
- 2. Create each item through **Inventory / Purchasing > New Item**. Enter its product number, description, unit, product type, and prices, then save it. See [Inventory Product Maintenance](#).
- 3. For newly purchased goods, enter WHSE on the PO line, confirm it on **Receive PO**, and post the receipt. This establishes or increases that item's WHSE balance.
- 4. For stock already owned when you start using Ledger, use a documented opening **Adjustment** with WHSE and the counted quantity. Have the opening value and offset account agreed as part of company setup. Do not receive that same opening stock again on a fictitious PO.
- 5. Open **Item Locations**, filter for WHSE, and choose **Refresh**. Confirm each item's quantity. An item with no stock movement may not yet have a location row.
- 6. On customer invoices, choose WHSE in **Fulfill From** for stocked products.

Add a second location only when you need it

Suppose some stock will be carried on a service van. Use **VAN1** as a second code. Receive new supplier goods directly into VAN1 if that is where they arrive, or use **Location Transfer** to move stock already in WHSE. Do not create a second inventory product code simply because the same product is stored in another place.

Event	WHSE	VAN1	Company on hand
10 shelves received into WHSE	10	0	10
Transfer 3 available shelves to VAN1	7	3	10
Sell and post 2 from VAN1, with no other movements	7	1	8

A transfer changes where stock is held; it does not buy more stock. A division can own stock at more than one location, and a job can use stock from more than one place.

Check balances regularly

1. Use **Item Locations** for quantities and values by stock location.
2. Open an item with **Edit Item** to see its Locations grid, including On Hand, Allocated, Available, and the comparison with the company total.
3. Count the physical goods. If the count differs, check receipts, sales, transfers, and the dates before making an adjustment.
4. If goods were assigned to the wrong location, use a transfer when appropriate. Do not add stock to the new location and leave the old stock unchanged.
5. If you see **UNASSIGNED** or a location-total difference, review the earlier transactions and resolve the allocation. Do not add that quantity again as a new purchase.

Purchase orders: order goods from a supplier

A purchase order (PO) records what you ask a supplier to provide. It does not record a delivery, a supplier bill, or a payment.

Before you start

Have the vendor set up, the item codes, quantities, agreed unit costs, delivery location, and any delivery instructions. Use the same unit of measure you will use when receiving the goods.

1. Enter the order

1. Open **Inventory / Purchasing > Purchase Orders**. Choose **New** when starting another order.
2. Check the proposed **PO #** and **Date**. Use your normal numbering sequence and do not reuse an existing PO number.
3. Select **Vendor**, then check the displayed **Vendor Address**.
4. Choose the responsible **Division** and **Department**.
5. Enter an internal **PO Memo** and any **Note to Vendor**. For a job purchase, include the job ID/name here; this PO form does not have a dedicated job selector.
6. Enter/select **Item Number**. Double-clicking that field opens the item selection workflow in these versions. Check **Description** and the supplier's **Vendor Item #** if used.
7. Enter **Location**, for example **WHSE**, to identify where the goods are expected to be kept. This is separate from Division.
8. Enter **Ordered** and **Unit Cost**. Unit Cost is your purchase cost per unit, not the selling price. Check **Extended Cost**.

9. Choose **Add Line**. Repeat for all items. Double-click an existing line to load it for correction and use the line update action to keep the change.
10. Check **Purchase Total**, then choose **Save**.

Worked example: 10 shelves for WHSE

Field	Example
Vendor / PO Memo	Sample Supply / "Oak Street shelves - job reference"
Item Number / Location	SHELF / WHSE
Ordered / Unit Cost	10 / 20.00
Extended Cost / Purchase Total	200.00 / 200.00 for this one-line order

2. Review, print, and post the PO

1. Choose **Print PO**. Check supplier, item descriptions, quantities, prices, and delivery instructions.
2. When the print/preview workflow asks whether the PO should be marked printed, confirm only after checking the document. Send the order to the supplier by your normal method. LedgerSL also provides **Email PO** where configured; the PG form covered here does not have that button.
3. Return to Inventory / Purchasing and choose **Post POs**. This posts the group of eligible **printed, open, unposted** POs. Check the count and make sure every eligible PO is ready.
4. Confirm posting. Posted POs become read-only. Their Posted checkbox shows the result; it is not a substitute for running Post POs.
5. When goods arrive, use **Receive PO**. Do not type received quantities into the original PO to bypass receiving.

Expected result: a posted PO for 200.00, ready to receive. On-hand stock has not increased and no GL batch has been created merely by posting the PO.

If you cannot find the PO for receiving

Check the company, PO number, vendor, printed status, posted status, and whether the PO is closed. The receiving list requires a posted, open PO. A fully received PO closes automatically. Reopening the entry screen is not the same as reopening a closed order.

Purchase order receipts: record what actually arrived

Use **Inventory / Purchasing > Receive PO** when goods arrive from a supplier. Enter the quantity actually accepted into stock, which can be less than the ordered quantity. This is a goods receipt, not a customer payment and not the supplier's bill.

Before you start

Have a posted, open PO, the delivery/packing slip, the receipt date, and a count of usable goods received. Confirm which physical location will hold them. Check whether someone else has already recorded the delivery.

1. Create the receipt

1. Choose **Receive PO**, then **New Receipt**.
2. Enter/check **Receipt Date**. Use the date the goods were received; the form accepts the displayed month/day/year date format. The date must be valid for your accounting setup.
3. Select the **Purchase Order**. Check the PO's items against the delivery slip.
4. Enter a **Memo** containing the supplier delivery-note reference and useful details, for example "Delivery DN-88: 6 of 10 shelves received."
5. Review the receipt grid using the field guide below.

Column	Meaning / action
Ordered	The full PO quantity.
Received	Quantity already recorded by earlier posted receipts.
Remaining	Quantity still to be received against the order.
Receive Now	Enter only this delivery's accepted quantity. Use 0 for a line that did not arrive. Quantities must be whole numbers and cannot exceed Remaining.
Location	Confirm or enter the actual stock location, such as WHSE. Stock products need a location. Use a short consistent code of at most 10 characters.
Unit Cost / Line Total	Cost brought from the PO and the value of this receipt line. The receipt's editable cells are Receive Now and Location; handle supplier bill price differences through the bill/variance workflow.

2. Save, check, and post

1. Enter **Receive Now** for each received line and check its Location. Count damaged or missing goods separately and resolve them with the supplier; do not count goods you did not accept into usable stock.
2. Compare **This receipt** line/unit counts and **Receipt Total** with your delivery count and expected cost.
3. Choose **Save Receipt**. Keep the receipt reference. Saving preserves an unposted receipt for review; it does not yet add the goods to on-hand stock.
4. If you stop before posting, use **Open Receipt** to reopen the saved unposted receipt. Do not choose New Receipt for the same delivery again.

- When correct, choose **Post Receipt** and read the confirmation. This updates stock and the PO received quantities.
- Record the GL batch reference shown for a stock receipt. In General Ledger, review the receipt batch and post it after checking it.
- Use **Item Locations** and the PO list to confirm the quantity and remaining order balance.

Worked example: one order, two deliveries

The PO is for 10 shelves at 20.00 each. Assume the example starts with none of this item in WHSE and no other movements occur.

Delivery	Received before this receipt	Receive Now	Receipt value	Result after posting
First delivery	0	6	120.00	WHSE has 6; PO has 4 remaining and stays open.
Second delivery	6	4	80.00	WHSE has 10; PO is fully received and closes automatically.

On the second receipt, enter **4**, not the cumulative total of 10. Recording 10 again would overstate the delivery and is blocked when it exceeds the remaining quantity.

What happens in the accounts?

For normal stock receipts, Ledger records the increased inventory value and the temporary RNI amount in an unposted GL batch. The later **PO-linked supplier invoice** clears that temporary amount and records what you owe the supplier. Receiving goods alone does not create that supplier invoice or pay it.

If the PO was created from Product Needed, posting the receipt can also update linked customer-order quantities. Reopen the customer order and check the quantity, location, price, hold, and final total before printing/posting it.

If a receipt is wrong

Correct a saved unposted receipt before posting. For an already posted receipt, keep its reference and use the appropriate stock/accounting correction with the person responsible for your books. Do not post the same delivery a second time or alter the original PO's received total to hide the error.

Product Needed

Product Needed is the purchasing queue for customer-order shortages. When an unposted customer invoice contains a product quantity that is not available at the required location, Ledger records the shortage here so purchasing can see **what is needed, for whom, where, and from which vendor**.

What the grid shows

The inquiry includes Status, Required date, Vendor, Product Number, Description, UOM, Location, Requested quantity, Available quantity when the order was entered, Needed quantity, Received quantity, PO number, customer Invoice, and Customer.

Status workflow

Status	Meaning
OPEN	The shortage exists but is not yet committed to a PO.
ORDERED	The requirement is linked to a saved Purchase Order line.
PARTIAL	Some of the linked PO quantity has been received, but not enough to satisfy the customer requirement.
RECEIVED	Enough linked PO quantity has been received to satisfy the requirement.
FULFILLED	The customer invoice has completed its posting workflow and the requirement is finished.

Create a Purchase Order

1. Review OPEN requirements and assign a vendor where one is missing.
2. Ctrl-click to select one or more OPEN rows for the **same vendor**.
3. Choose **Create Purchase Order**.
4. Review the draft PO, including vendor item number, cost, quantity, description, and location.
5. Save, print or email, and post the PO through the normal purchasing workflow.

What happens when stock arrives

Receipt Entry updates the linked requirement to PARTIAL or RECEIVED as cumulative PO receipts arrive. The received stock is also tied back to the waiting customer invoice: Ledger updates its Ship quantity up to the ordered quantity and synchronizes the actual receiving location with both the invoice line and Product Needed row.

Because the customer order already owns that commitment through inventory allocation, newly received stock for the linked requirement is not treated as free Available quantity for another customer.

Product Needed is driven by the customer order and physical location. It is not a manual reorder-point list and it does not replace Inventory Analysis for general replenishment planning.

Once a requirement is linked to a PO or has progressed beyond OPEN, do not try to recreate it by casually changing the customer order. Use the linked PO/receipt workflow so the audit trail and quantities remain synchronized.

Item Locations: check stock by place

1. Open **Inventory / Purchasing > Item Locations**.
2. Enter an item number or description in **Search**, or choose a **Location** and **Class** to narrow the list.
3. Choose whether to show **Active only** and **Quantity / exception only**, then **Refresh**. Clear restrictive filters if an expected item is missing.
4. Check Item, Description, Location, Qty, Std Cost, Cost Value, Retail, Retail Value, and Status. Cost Value and Retail Value answer different questions: what the stock is valued at versus its indicated selling value.
5. Choose **Print** when you need a report for checking stock.

Sample Supply Co.

Item Locations
Quantity and inventory value by physical stock location.

LedgerSL
ACCOUNTING

Search: Location: All Locations Class: All Classes ☒ Active only ☒ Quantity / exception only

Refresh Print Close

Item	Description	Class	Location	Qty	Std Cost	Cost Value	Retail	Retail Value	Status
11000	1/2 hex nut zinc	NUTS	BROAD ST.	12	13.25	159.00	23.77	285.24	OK
11001	1/2 nylon lock nut	NUTS	BROAD ST.	5	21.86	109.30	39.22	196.10	OK
11004	1/4 hex nut zinc	NUTS	BROAD ST.	23	8.75	201.25	15.69	360.87	OK
11008	1/4" Wing Nuts, Plated	NUTS	UNASSIGNED	2	1.30	2.60	2.66	5.32	OK
11010	3/8 hex nut zinc	NUTS	BROAD ST.	10	11.00	110.00	19.73	197.30	OK
11011	3/8 nylon lock nut	NUTS	UNASSIGNED	2	18.15	36.30	32.55	65.10	OK
11013	5/16 hex nut zinc	NUTS	BROAD ST.	24	9.88	237.12	17.71	425.04	OK
11016	5/8 hex nut zinc	NUTS	BROAD ST.	3	15.50	46.50	27.80	83.40	OK
12000	1/4 x 1-1/2 Plated USS GR5 HHCS	HEX HEAD CS	BROAD ST.	3	6.00	18.00	12.00	36.00	OK
12001	1/4 x 1-1/4 HHCS	HEX HEAD CS	BROAD ST.	1	6.45	6.45	12.90	12.90	OK
13007	1/4 flat washer stainless	STAINLESS STE	BROAD ST.	3	12.60	37.80	22.43	67.29	OK
13008	1/4 flat washer zinc	WASHERS	BROAD ST.	3	6.00	18.00	10.68	32.04	OK
13015	3/8 flat washer zinc	WASHERS	BROAD ST.	1	7.38	7.38	13.13	13.13	OK
13021	5/16 split lock washer	WASHERS	BROAD ST.	5	7.69	38.45	13.69	68.45	OK
14000	12/2 NM-B wire 250 ft	ELECTRICAL	UNASSIGNED	1	98.00	98.00	145.95	145.95	OK
14002	20 amp single pole breaker	ELECTRICAL	BROAD ST.	4	8.20	32.80	15.70	62.80	OK
14004	LED A19 bulbs 4 pack	ELECTRICAL	BROAD ST.	8	7.25	58.00	13.11	104.88	OK

Location rows: 41 Qty: 258 Cost Value: 3,027.80 Exceptions: 0

Item Locations is a review of recorded stock by physical location.

This is a review screen. To put stock in a new place, follow [Inventory location setup](#) and use a receipt, adjustment, or transfer. An empty filtered list does not by itself prove that the company owns no stock.

Inventory Location Transfer: move existing stock

1. Open **Inventory / Purchasing > Location Transfer**.
2. Select **From Location**, such as WHSE. Enter/select **To Location**, such as VAN1. The two must differ.
3. Check **Transfer Date**. Enter a useful **Reference** and **Memo**; include the relevant invoice reference where that field is used.
4. Enter the quantity to transfer for each item in the grid. Only stock available at the source location can be moved: Available = On Hand - Allocated.
5. Review the item, source, destination, and quantity. For example, transferring 3 of 10 unallocated shelves leaves 7 in WHSE and 3 in VAN1.
6. Choose **Post Transfer** and read the confirmation.
7. Check **Item Locations** and the **Transfer Register**. The company-wide quantity should be unchanged by the transfer.

If the goods are already reserved for an order, resolve that order's allocation before moving them. A location transfer does not create a sale, supplier bill, or job expense.

Inventory Adjustment: record a supported stock correction

Use an adjustment for an agreed opening balance or a stock difference that is not a normal purchase receipt, sale, or location transfer. Count and investigate a difference before changing the records.

Inventory Adjustment - New

Sample Supply Co.
Inventory Adjustment New Open Save Post Close

Adjustment date: 09/30/2026 Reason: Cycle count correction Memo: found more inventory **OPEN**

Division: N. Hamilton Rd. Department: (None) Period: 9 Year: 2026 Inventory asset account: 1200 - Inventory Adjustment account: 5095 - Inventory Adjustments

Item number: Description: Location: UNASSIGNED Loc on hand: 0 Qty Change: 0 Unit cost: 0.00

Add Line Remove Line

Item Number	Description	Location	Before	Change	After	Unit Cost	Value Change
28040	1/4 threaded rod 3 ft zinc	UNASSIGNED	0	6	6	7.50	45.00

Lines: 1
 Quantity change: 6 Value change: 45.00

An adjustment records an explained change in quantity and value at a location.

1. Open **Inventory / Purchasing > Adjustments**, then **New**.
2. Check **Adjustment date**, **Reason**, **Division**, **Department**, **Period**, and **Year**.
3. Enter a **Memo** explaining the count or source, such as "Opening stock count, approved worksheet 01."
4. Check **Inventory asset account** and **Adjustment account** against the accounts approved for this correction. An opening balance can need different accounting treatment from ordinary shrinkage.
5. Select **Item number** and **Location**, for example WHSE. Review **Loc on hand**.
6. Enter **Qty Change**, which is the difference to add or remove, not the desired final balance. If the record shows 10 and the verified count is 8, the change is **-2**. For an opening count of 10 from zero, the change is **+10**.
7. Check **Unit cost**, choose **Add Line**, and review the total quantity and value change.
8. Choose **Save**, review, then **Post** when approved. Check the resulting location balance and related GL batch.

Do not use an adjustment to receive a delivery that already has a PO receipt, or to move stock between warehouses; those have their own workflows.

Retail Price Maintenance

Use Retail Price Maintenance for controlled bulk changes to item selling prices. The screen is deliberately a **preview-then-apply** workflow so a broad pricing rule can be reviewed before it changes inventory master records.

Choose the item scope

Limit the preview by Item Type, Product Class, Beginning/Ending Item Number, and whether suspended items should be included. A narrow scope is safer when testing a new pricing rule.

Choose the price change

Select the pricing Method, enter its Value, choose the Rounding rule, and add a Memo that explains the reason for the change. Then choose **Preview**.

Review before applying

The preview grid shows the selected items and proposed price results. **Apply Changes** remains unavailable until a preview has been built. Review the affected item count and old/new prices before applying the batch.

Applied price changes are recorded as an auditable price-change batch with its scope, method, adjustment value, rounding rule, memo, changed-item count, and old/new item prices.

Price-change history also supports identifying a later reversal where that workflow is used.

Safe bulk-price workflow: narrow the scope > Preview > review old/new prices > Apply Changes > spot-check several items on the Inventory Console.

Inventory / Purchasing Reports

This page groups the Inventory / Purchasing reports together.

Inventory Intelligence

Sales velocity, stock value, movement history, days of supply and replenishment signals.

Sample Supply Co.

As of: 09/05/2026

Analysis Filters

Search

Item Type

Class

View

Target Days Supply

60

☐ Include suspended

Refresh

Close

Item	Description	Class	On Hand	Allocated	Available	Std Cost	Stock Value	Retail	Sold 30	Sold 90	Sold 365	Last Sale	Last Receipt	Days Since Sal	Est. Turns	Days Supply	Suggested Ord	Status
11000	1/2 hex nut zinc	NUTS	12	0	12	\$13.25	\$159.00	\$23.77	0	0	0		02/27/2026	Never	0.00	No sales	0	NO SALES 365
11001	1/2 nylon lock nut	NUTS	5	0	5	\$21.86	\$109.30	\$39.22	0	0	0		02/27/2026	Never	0.00	No sales	0	NO SALES 365
11002	1/2 wing nut zinc	NUTS	0	0	0	\$25.17	\$0.00	\$45.16	0	0	0			Never	0.00	No sales	0	OK
11003	1/4 cap nut zinc	NUTS	0	0	0	\$15.31	\$0.00	\$27.47	0	0	0			Never	0.00	No sales	0	OK
11004	1/4 hex nut zinc	NUTS	23	0	23	\$8.75	\$201.25	\$15.69	0	0	1	04/21/2026	02/27/2026	137	0.04	No sales	0	SLOW
11006	1/4 nylon lock nut	NUTS	0	0	0	\$14.44	\$0.00	\$25.90	0	0	0			Never	0.00	No sales	0	OK
11007	1/4 wing nut zinc	NUTS	0	0	0	\$16.62	\$0.00	\$29.82	0	0	0			Never	0.00	No sales	0	OK
11008	1/4" Wing Nuts, Plated	NUTS	0	0	0	\$1.30	\$0.00	\$2.66	0	0	0			Never	0.00	No sales	0	OK
11009	1/4x20 plated hex nuts	NUTS	0	0	0	\$2.65	\$0.00	\$5.43	0	0	0			Never	0.00	No sales	0	OK
11010	3/8 hex nut zinc	NUTS	12	0	12	\$11.00	\$132.00	\$19.73	0	0	0		02/27/2026	Never	0.00	No sales	0	NO SALES 365
11011	3/8 nylon lock nut	NUTS	0	0	0	\$18.15	\$0.00	\$32.55	0	0	0			Never	0.00	No sales	0	OK
11012	3/8 wing nut zinc	NUTS	0	0	0	\$20.90	\$0.00	\$37.48	0	0	0			Never	0.00	No sales	0	OK
11013	5/16 hex nut zinc	NUTS	24	0	24	\$9.88	\$237.12	\$17.71	0	0	0		02/27/2026	Never	0.00	No sales	0	NO SALES 365
11014	5/16 nylon lock nut	NUTS	0	0	0	\$16.29	\$0.00	\$29.22	0	0	0			Never	0.00	No sales	0	OK
11015	5/16 wing nut zinc	NUTS	0	0	0	\$18.76	\$0.00	\$33.65	0	0	0			Never	0.00	No sales	0	OK
11016	5/8 hex nut zinc	NUTS	3	0	3	\$15.50	\$46.50	\$27.80	0	0	0		02/27/2026	Never	0.00	No sales	0	NO SALES 365
11017	5/8 nylon lock nut	NUTS	0	0	0	\$25.57	\$0.00	\$45.88	0	0	0			Never	0.00	No sales	0	OK
11018	5/8 wing nut zinc	NUTS	0	0	0	\$29.45	\$0.00	\$52.83	0	0	0			Never	0.00	No sales	0	OK

Items: 467 On hand: 230 Available: 227 Stock value: \$2,890.67 Retail potential: \$5,047.99

Net units sold: 90 days 54 365 days 99 365-day inventory cost sold: \$2,227.00

Item History

Inventory analysis supplies planning signals. Review actual demand and purchasing commitments before ordering.

Inventory Report

The Inventory Report Center can produce an **Item Summary** or a **By Location** view. Use the selection controls to narrow by product class, location, item status, quantity condition, or search text, and choose the order that makes the report easiest to review. Available ordering includes item number, description, product class, location, on-hand quantity, and inventory value where applicable.

Inventory Analysis

When available from the Console, Inventory Analysis is the management view for current On Hand, Allocated and Available quantity, stock value, recent sales velocity, last sale/receipt, estimated turns, estimated days of supply, suggested order quantity, and operational status signals. Use it to identify slow-moving, overstocked, out-of-stock, reorder, or high-value items before changing purchasing or pricing decisions. **Suggested Order is a planning signal, not a Purchase Order commitment**; review open POs, vendor lead time, minimums and other purchasing facts before ordering.

Transfer Register

Lists posted inventory location transfers for a selected date range and optional From / To locations. It provides the audit trail for stock moved between locations, including item quantities, unit cost/value, and available reference information.

Inventory-to-GL Reconciliation

Compares the inventory subledger/value with the configured Inventory General Ledger control account. Use it to find differences between inventory transactions and posted GL inventory activity before month-end.

Which inventory report should I use?

Question	Best starting point
What inventory do we have and what is it worth?	Inventory Report
Where is a particular item physically located?	Inventory Report - By Location
What items may need purchasing, pricing, or stocking attention?	Inventory Analysis
What stock moved from one location to another?	Transfer Register
Does inventory agree with the General Ledger?	Inventory-to-GL Reconciliation

9 Jobs and project costs

Job Costing: follow one project's income and costs

A job groups the activity for one piece of work, such as an installation, repair, or customer project. It helps you answer “What did we bill, what did this work cost, and what is left?”

Sample Supply Co. Job Costing

View: Open Jobs Search: Clear Close

Job ID	Description	Created	Status	Income	Expenses	Profit
970007	Body Shop	09/05/2026	Open	0.00	0.00	0.00
970001	Harbor View Apartment Turnover	06/03/2026	Open	0.00	0.00	0.00
970004	Keystone Office Remodel	07/01/2026	Open	0.00	0.00	0.00
970008	Maint, Building	09/05/2026	Open	1,060.99	415.90	645.09
970003	Northstar Annual Service Contract	01/01/2026	Open	0.00	0.00	0.00
970005	Repair, Auto	09/01/2026	Open	66.44	41.30	25.14
970006	Retail	09/05/2026	Open	0.00	0.00	0.00

REPORTS
Detail Report
Summary Report

UTILITY
Refresh

Summary: Jobs: 7 Income: 1,127.43 Expenses: 457.20 Profit: 670.23

The Job Costing Console compares recorded income, expense, and profit. Review the detail for missing or duplicate costs.

1. Create the job before entering the related customer invoices.
2. Use the same job on each relevant AR invoice and put its reference in related purchasing/bill descriptions.
3. Review automatically recorded activity, then add only job costs that are missing from the job detail.
4. Use Detail Report to check individual entries and Summary Report to compare jobs.
5. Close the job when its work and final entries are complete; keep its history.

See [Job Entry / Maintenance](#) for a complete worked example and a reusable notes template. Job profit is based on recorded job activity; it is not the cash in your bank and is not proof that every customer has paid.

Job Entry / Maintenance: set up and track a job

1. Create the job before recording its activity

1. Open **Job Costing** from the main accounting area or AR, then choose **New Job**.
2. Enter a clear **Description**, for example **Oak Street - shelf installation**.
3. Check **Created**. Leave **Closed** unchecked while the work is active.
4. Enter the important information in **Notes**. The current form provides free-text notes rather than separate customer, site, budget, or deadline fields. Use the template below to keep the same information for every job.
5. Choose **Save**. Ledger assigns the **Job ID**; note the actual ID and use it on related paperwork. The example description is not an ID you must type into a number field.
6. Return to the job list and confirm that the new job is open and has the right description.

Example job notes

Customer: Oak Street Shop

Site: Rear stockroom, Oak Street

Contact: Customer's site contact and preferred number

Work agreed: Supply 10 shelves and complete one installation visit

Customer PO / authorization: Customer reference and approval date

Target date: Agreed installation date

Agreed selling amount: 500.00 before applicable tax

Estimated direct costs: Shelves 200.00; subcontract installation 80.00

Supplier / documents: PO number, delivery note, supplier invoice number

Changes: Date, requested change, approved price, who approved it

Progress / follow-up: Delivery complete; installation booked; final invoice to check

These are entries in Notes, not additional controls or an automatic budget calculation. Update notes as the work changes. Keep actual financial amounts in the proper transaction or job-detail fields as explained below.

2. Connect sales and follow the recorded costs

1. On the **customer invoice**, choose this job in **Job** before saving and posting.
2. After AR posting, open the job and refresh/check its detail. Posted product and service sales contribute job income; recorded invoice cost of sales is included in job expenses.
3. Put the same job ID/name in **PO Memo** for related purchase orders. The PO itself does not have a job selector and does not create a job cost.
4. On an AP bill, select the optional job field if your edition provides it, and include the job and bill reference in the description. The LedgerSL edition covered here has that field; the LedgerPG AP entry covered here does not.

5. Review the job before adding an AP-related cost. In the versions covered here, AP posting does not automatically create Job Detail expense rows, even when a Job value is stored on an AP distribution. Use the manual procedure below for an appropriate missing cost.

Count each cost once. If the 200.00 shelf cost is already included from the posted AR invoice's cost of sales, do not add the supplier's 200.00 stock bill as another manual job expense. A new 80.00 subcontract charge that is not already included in invoice cost or job detail can be recorded as a manual job expense.

3. Enter a missing job expense manually

Example: the installation subcontractor bills 80.00. Record and post the actual supplier bill in AP for the company books. If that cost is not already included in the job totals, add a job-only tracking line:

1. Select the job in Job Costing and choose **Edit Job**.
2. In **Detail Entry**, enter the cost's **Date**.
3. Enter **Description**, for example "Subcontract installation - vendor bill S-104; recorded in AP." Include a reference you can trace.
4. Select the appropriate **GL Account**, such as your approved subcontract expense category.
5. Leave **Income** at 0 and enter **Expense = 80.00**. A manual detail row accepts either income or expense, not both, and does not accept negative amounts.
6. Choose **Add Line**. Check the line in the detail grid and the revised totals.
7. Choose **Save** for the job. Adding a row to the screen is not the final save of the job.

A manual job-detail line changes job tracking only. Selecting a GL Account here classifies the job line; saving the job does not create an AP invoice, pay a supplier, move stock, or create a GL batch. Keep the actual company transaction in its normal accounting workflow. Do not enter its income or cost twice in job detail.

4. Check the project's result

Using the invoice example, assume there is no tax, no service cost recorded on the invoice, and no other job activity.

Recorded activity	Job income	Job expenses
10 shelves sold at 35.00	350.00	-
Installation sold at 150.00	150.00	-
Recorded invoice cost of 10 shelves at 20.00	-	200.00

Recorded activity	Job income	Job expenses
Subcontract expense added once to job detail	-	80.00
Totals	500.00	280.00

Job profit = 500.00 - 280.00 = 220.00. This is the result for the costs entered in this example, before any other overhead or missing costs. A customer payment settles an invoice; do not add that payment as a second job-income line.

5. Review, correct, and finish the job

1. Choose **Detail Report** and compare the entries with the customer invoices, supplier bills, and your notes. Check dates and references, not just the final total.
2. If income is missing, check that the AR invoice used the correct job and was posted. If cost is missing, check invoice cost of sales and manual job details before entering anything new.
3. For an incorrect manual line, select it, correct the entry fields, use the update-line action, and save the job. Use **Clear Line** to reset the entry boxes when starting a new line. Do not alter source-generated values merely to make the profit look right.
4. Check **Summary Report** to compare the income, expenses, and profit across jobs.
5. After all work, final bills, and corrections are complete, close the job using **Close Job** or its **Closed** setting and date. Reopen the job through the Closed setting if more work is needed.
6. Keep the job record. **Delete Job** removes history and is different from closing a completed job.

Job reports: check the details behind the result

1. Open **Job Costing** and find the job by ID or description. Refresh the list after posting related activity.
2. Choose **Detail Report** to review one job. Check its notes, dates, descriptions, income, and expense lines against your paperwork.
3. Choose **Summary Report** to compare jobs. Check any open/closed or other report filters before deciding a job is missing.
4. Calculate the expected result as Income minus Expenses. Investigate an unexpected amount by returning to the detail.
5. Check customer payment status in AR and supplier payment status in AP. A job-profit report answers a different question from “Has everyone paid?”

For the worked example, the expected recorded result is Income 500.00, Expenses 280.00, Profit 220.00. If expenses show 480.00, look for the 200.00 stock cost being counted both from the customer invoice and as a manual line.

10 Contacts and follow up

Contacts

Use Contacts for company/contact maintenance, groups, notes/history, and related follow-up activity.

Sample Supply Co.

Contacts

CONTACTS

New Contact

Edit Contact

Actions / History

MAINTENANCE

Companies

Groups

REPORTS

Contact List

UTILITY

Refresh

Search

Group

Order by

☐ Show suspended

Close

Contacts: 5

Open Actions: 1

Contact	Company	Group	Area	Phone	Mobile	Email	Last Meeting	Status
Maria Bennett	Northstar Office Supply	Customers	919	555-0101	555-1101	maria.bennett@	06/25/2026	Active
Daniel Brooks	Blue Ridge Service Com	Vendors	828	555-0110	555-1110	daniel.brooks@	05/19/2026	Active
Olivia Carter	Harbor View Properties	Prospects	843	555-0120	555-1120	olivia.carter@e	07/02/2026	Active
Ethan Lewis	Summit Technology Sol	Professional Se	704	555-0130	555-1130	ethan.lewis@e	06/14/2026	Active
Grace Miller		Personal	984	555-0150	555-1150	grace.miller@e		Active

Maria Bennett

Contacts combines people, companies, groups, and follow-up activity.

Contact Maintenance

Add and maintain individual contact records.

Contact Companies

Add and maintain company records used by the Contacts module.

Contact Groups

Contact Groups organize contacts into useful categories such as customers, vendors, prospects, professional services, or other company-defined groups. The Contacts Console can filter by group.

A group has a description and an Active/Suspended state. Suspending a group preserves the category for existing history while preventing it from being treated as a normal active choice where suspended groups are excluded.

Use groups for broad organization. Do not create several groups that mean nearly the same thing; consistent grouping makes the Console filter and Contact List report much more useful.

Contact Actions / History

Actions / History records dated follow-up work for the selected contact. Each entry has a short description, date, status, and a longer description so planned work and completed results remain together in the contact record.

Action statuses

Status	Typical meaning
Pending	Follow-up is planned and waiting to be completed.
Open	The action/opportunity is active.
Closed	The action is complete.
Cancelled	The planned action is no longer required.
Hold	Work is temporarily paused.
Won	The tracked opportunity or objective was successful.
Lost	The tracked opportunity or objective did not proceed.

Keep the short description concise enough to scan in the history list; use the full description for context, results, and next-step notes.

Contacts Reports

Contact List

Prints the contacts selected by the current Contacts Console filters. Set Search, Group, Order By, and Show Suspended first, review the grid, then print the Contact List. This makes the report match the working list you just prepared.

Tip: if the printed list contains too many contacts, return to the Console and narrow the Group or Search filter before printing again.

11 Period end review

A practical period end review

Set a clear cutoff date and complete the source-module work before treating the GL reports as final. Use the same date and company scope when comparing balances.

1. Review held, unprinted, and unposted invoices, receipts, and payments. Determine what belongs in the period and resolve the unfinished work.
2. Check outstanding customer and supplier balances. Investigate unapplied or unusual amounts using the account histories.
3. Review inventory receipts, adjustments, and transfers. Compare physical stock questions with the relevant dated movements.
4. Review and post the related GL batches. Confirm their year, period, source, balance, and hold status.
5. Complete bank and subledger reconciliations. Keep an explanation of any unresolved exception.
6. Review the Trial Balance, Income Statement, and Balance Sheet. Retain the reports required by your company.
7. Make a dated company backup, then use Period Control when the responsible person approves closing.

An AR or AP month-end checklist does not by itself close the GL period. A closed period and a completed bank reconciliation are separate controls.

AR Month-End Procedures

AR Month End is a review process. Its purpose is to make sure receivables are complete, posted, explainable, and reconciled before you move on.

1. Review unposted, held, and unprinted AR documents.
2. Review unposted customer payments.
3. Review open invoices and available customer credits.
4. Run AR Aging and investigate unusual old balances.
5. Review sales-tax and customer activity as needed.
6. Run AR-to-GL Reconciliation and resolve exceptions.
7. Save or print the reports your company retains for month end.

Completing the AR checklist confirms readiness; it does not by itself advance or lock the accounting period.

AP Month-End Procedures

AP Month End is a review of outstanding liabilities and posting completeness.

1. Finish or review unposted vendor invoices and credits.
2. Review payments that are created but not posted.
3. Resolve check-printing issues for check payments.
4. Apply vendor credits where appropriate.
5. Run AP Aging and review old or unusual balances.
6. Run AP-to-GL Reconciliation and resolve exceptions.
7. Retain the reports required by your company.

Accounting Period Control

Accounting Period Control shows the fiscal periods for a selected year and controls whether a period is open for accounting activity. The grid shows each period's name, start/end dates, status, and counts of posted, unposted, and held GL batches.

Accounting Period Control

Close

Sample Supply Co.

PERIOD ACTIONS

Close Period

Reopen Period

Initialize Year

Refresh

A period cannot be closed while it contains unposted GL batches or unposted AR/AP/IP source transactions. Closed periods block new accounting entries and posting.

Administrator: periods may be closed or reopened.

Fiscal Year: 2026

Period	Name	Start Date	End Date	Status	Posted	Unposted	Held
1	January	01/01/2026	01/31/2026	CLOSED	13	0	0
2	February	02/01/2026	02/28/2026	OPEN	5	0	0
3	March	03/01/2026	03/31/2026	OPEN	3	0	0
4	April	04/01/2026	04/30/2026	OPEN	6	0	0
5	May	05/01/2026	05/31/2026	OPEN	0	0	0
6	June	06/01/2026	06/30/2026	OPEN	2	0	0
7	July	07/01/2026	07/31/2026	CLOSED	0	0	0
8	August	08/01/2026	08/31/2026	OPEN	55	1	0
9	September	09/01/2026	09/30/2026	OPEN	16	0	0
10	October	10/01/2026	10/31/2026	OPEN	0	0	0
11	November	11/01/2026	11/30/2026	OPEN	0	1	0
12	December	12/01/2026	12/31/2026	OPEN	0	0	0

January | Period 1/2026 | CLOSED

GL batches: 13 total, 13 posted, 0 unposted, 0 held. Source transactions: 0 unposted, 0 held.

Period Control shows period status and the work that remains before a period can close.

Period statuses

Status	Meaning
Open	Normal accounting activity is permitted, subject to user permissions and normal transaction validation.
Closed	The period is closed to GL batch creation/posting until an authorized reopen is completed.
Locked	The period is unavailable for transaction changes/posting and must be reopened by an authorized administrator.

Reviewing a period

Select the **Fiscal Year**, then select a period in the grid. Before closing a period, review the Posted, Unposted, and Held columns. Held batches count as unposted work because they have not yet reached the General Ledger totals.

Close Period

A period can be closed only when the user has the required permission and the selected period is currently open.

1. Resolve or post all unposted GL batches in the period.
2. Release, correct, or otherwise resolve all held batches.
3. Review the appropriate subledger reconciliations and final reports.
4. Select the period and choose **Close Period**.

A period cannot be closed while it contains unposted GL batches. This includes batches currently on hold.

Reopen Period

Reopening a period is an administrative exception. Administrator permission is required, and a nonblank reason is required so the change has an audit explanation. After reopening, make the necessary correction and repeat the normal review/close process.

Refresh

Choose **Refresh** after posting or resolving batches so the Posted, Unposted, Held, and status information reflects the current database state.

The GL Console also displays the selected period's status. If a journal will not save or post, confirm the year/period exists and is OPEN before troubleshooting the journal itself.

12 Backups and support

Back up and recover company data

A company database contains your business records. Keep dated backups separate from the working file, particularly before an application update, major setup change, or period close. Keep more than one recovery point.

Use the LedgerSL company backup action

1. Confirm the company name and active database path.
2. Finish and save transaction edits.
3. Choose **Company > Back Up Company** in a build that provides this action.
4. Save a dated copy to a separate drive or other protected destination, and check the result shown by the application.
5. Confirm the backup file exists. Periodically open a separate test copy and compare the company, recent records, and important reports.

Source Backup is different. It backs up programming files and is not a substitute for a company-database backup.

File-copy backup when the application is closed

If you use a file-copy procedure, close LedgerSL completely and make sure no other program has the company database open. Copy the data folder and accompanying files together to a dated destination. Preserve any journal or WAL files; do not delete them to clear a message. Do not copy a database in active use as though it were an ordinary document.

Test a recovery without replacing current work

1. Keep the original backup and current company safe. Make a separate local test copy.
2. Use a compatible LedgerSL version and select the test copy through **Company > Change Company**.
3. Check the company name, last expected transaction, customer and supplier balances, and retained reports.
4. Return to the intended working company before entering new activity. Keep one clearly identified working copy.

Restoring an older backup returns to the records in that copy. Transactions entered after its date must be accounted for. Do not overwrite the current database simply to see whether a backup works.

LedgerPG backup is a server task

Use PostgreSQL backup and restore procedures agreed with your administrator. A PostgreSQL database is not a single LedgerSL .db file. Record the database name, backup date, compatible server/application versions, destination, and result of a restore test. Test recovery into a separate database before replacing working data.

Troubleshooting

Source batch is not editable in GL

This is intentional for AR/AP/Inventory-generated batches. Correct the originating transaction in its source module.

Document is finalized but its GL batch is unposted

This is the normal two-stage review workflow. Open GL Console, review the released balanced batch, and post it there.

Posting account is not configured

Open Posting Account Setup and assign the required GL account before posting.

Check payment will not post

Confirm the check has been successfully printed or explicitly marked handwritten and has a valid recorded check number.

Check appears twice in Check Printing

Do not print both rows. One payment should produce one queue row. Keep the payment and bank references and contact support before printing or posting it.

Bank Reconciliation will not complete

The Difference must be zero. Review outstanding/cleared items, statement balances and dates, posting dates, duplicate/missing activity, and whether each transaction belongs to the selected bank.

Inventory would be posted twice

Receiving posts Inventory. The related PO-linked AP invoice should clear Received Not Invoiced rather than debit Inventory a second time.

F1 help does not open

Open the installed Help/index.html directly or use the online guide. If F1 does not open the expected topic, include the screen name and application build when contacting support.

Getting useful support

Begin with the exact screen and message. Check the company, date range, division, and status filters before concluding that a record is missing. If posting may already have succeeded, inspect the existing document and batch before repeating it.

In LedgerSL, **Help > Support Information** provides diagnostic details, including database and settings locations. Review these before sharing them.

- Application edition and version or build.
- Linux distribution and version.
- Screen name, action attempted, and exact error message.
- Whether the issue occurs in the sample company or your own company.
- A screenshot with private business details covered where needed.

Use the contact form at www.ledgersl.com. The form opens an email draft for you to send. Do not include passwords. For a feature request, describe the job you want to complete and the result you need.

Using and updating this help

Keep the installed help available so you can read it while offline. F1 opens a topic where help is connected in your application build; you can always open the installed **Help/index.html** directly.

When an updated help download is supplied for your edition/build, close the help tab, follow the included update instructions, and reopen Help to check the documentation date. A help-only update replaces the help files; it does not require replacing your company data.

The help file and website will be updated as more information becomes available and changes are made to the application. Check the website for newer documentation, and compare the documented version with the program you are running. The latest online guide is available at www.ledgersl.com/help. The downloaded guide also works offline.