



General Ledger History

Property Management Solutions for Over 30 Years

Overview

The General Ledger History contains all the transactions that have been posted to the ledgers. A separate ledger is maintained for each owner, property, and management group. You can often find the information you need here instead of running a report or statement.

For large databases, see [Help Document #743](#) which explains the History Filters.

Contents:

- [Select Ledger](#)
- [Tabs](#)
- [Protected Fields](#)
- [Accounting Method](#)

Select Ledger

Transactions can be limited to a specific ledger by selecting it using the ledger or unit field Find List.

Use the ledger or unit field to select a specific ledger's history for review. Whichever is used, transactions for the ledger (owner or property) will display. The number of GL transactions in the database will determine the date range of the transactions displayed - see the History Filters document above.

General Ledger History

Ledger: GOLDEN: Harrison S. Golden [Owner]

Unit: Show Only Transactions for This Unit

Operating	\$2,044.50	Payables		Assets		Ledger Info
Cash	\$3,379.50	Receivables	\$780.00	Liabilities	\$1,535.00	Receivable History
Escrow	\$2,015.00	Deposits	\$1,815.00	Reserve		Edit by Control #

Cash Accrual Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee	Source
1/18/2019	Management Fee	\$69.00		CEDAR327: 327 Cedar Lane	ROSEMAN: Rita Roseman	Receivable
1/23/2019	Cash Distribution	\$1,500.00			GOLDEN: Harrison S. Golden	Payable
1/30/2019	Electric Bill	\$25.00		CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane	Payable
1/30/2019	Electric Bill	\$35.00		FAIR436: 436 Fairway Drive	FAIR436: 436 Fairway Drive	Payable
2/1/2019	Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
2/1/2019	Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
2/5/2019	Miscellaneous Income	\$5.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
2/13/2019	Cash Distribution	\$90.54			GOLDEN: Harrison S. Golden	Payable
2/19/2019	Void: Management Fee		\$99.75	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
2/19/2019	Void: Rent	\$1,140.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
3/25/2019	Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
3/25/2019	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
3/25/2019	Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
3/29/2019	General Maintenance	\$1.00		CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane	Payable

Enable Filter

Filter

Edit

Void

Show Set

Show All

1. Revenue & Expenses / 2. All Accounts / 3. Open Credits / 4. Accounts Receivable / 5. Accounts Payable /

To limit the transactions to just those for a specific unit, first select a unit and then mark the Show Only Transactions for This Unit checkbox. This will filter out other unit and non-unit specific transactions. Once a ledger is selected only units owned by that ledger will display in the unit Find List.

The screenshot shows the 'General Ledger History' window. At the top, the 'Ledger' is set to 'GOLDEN: Harrison S. Golden [Owner]' and the 'Unit' is 'FAIR436: 436 Fairway Drive'. A red arrow points to the 'Unit' field. The 'Show Only Transactions for This Unit' checkbox is checked. Below this, there are summary statistics for Operating, Cash, Escrow, Payables, Receivables, Deposits, Assets, Liabilities, and Reserve. A table of transactions follows, with columns for Post Date, Account, Debit, Credit, Cross Reference, Payer / Payee, and Source. The last row is highlighted in blue. On the right side, there are buttons for 'Filter', 'Edit', 'Void', 'Show Set', and 'Show All'. At the bottom, there are navigation tabs for '1. Revenue & Expenses', '2. All Accounts', '3. Open Credits', '4. Accounts Receivable', and '5. Accounts Payable'.

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee	Source
11/26/2018	Glass/Screens	\$67.28		FAIR436: 436 Fairway Drive	FAIR436: 436 Fairway Drive	Payable
12/3/2018	Void: Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
12/3/2018	Void: Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
1/1/2019	Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
1/1/2019	Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
1/30/2019	Electric Bill	\$35.00		FAIR436: 436 Fairway Drive	FAIR436: 436 Fairway Drive	Payable
2/1/2019	Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
2/1/2019	Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
2/5/2019	Miscellaneous Income	\$5.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
2/19/2019	Void: Management Fee		\$99.75	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
2/19/2019	Void: Rent	\$1,140.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
3/25/2019	Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
3/25/2019	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable
3/25/2019	Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Receivable

The General Ledger history displays all transactions posted to each ledger, except for transactions voided as of the same day posted. Revenue and Expense transactions in GL History are the only transactions that appear on owner statements.

Ledger / Unit

These fields are used to select the ledger transactions that display. By default the drop down list will contain all owners. You can use the restriction box on the right to limit the ledger drop down list to any of the other profile groups. Clicking the ledger flashlight button while the field is empty will display the owner Find list. Selecting a different profile group from the restriction box drop down list will change the active find list.

Once the ledger is chosen, protected fields with information about it will display. The action buttons can be used to Filter or Edit the transactions. From the Edit screen you can click the General Ledger button to view the raw data.

There are buttons on the right that will display additional information.

General Ledger History

Ledger: GOLDEN: Harrison S. Golden [Owner]

Unit: FAIR436: 436 Fairway Drive Show Only Transactions for This Unit

Operating	\$2,044.50	Payables		Assets		<input type="button" value="Ledger Info"/>
Cash	\$3,379.50	Receivables	\$780.00	Liabilities	\$1,535.00	<input type="button" value="Receivable History"/>
Escrow	\$2,015.00	Deposits	\$1,815.00	Reserve		<input type="button" value="Edit by Control #"/>

Ledger Info – clicking this button will display information about the ledger.

Information

Owner Id	GOLDEN
Owner Description	Harrison S. Golden
Owner Status	Active

Receivable History - this will display information on the amount showing in the Receivables protected box. It is the amount of charges owed to the owner.

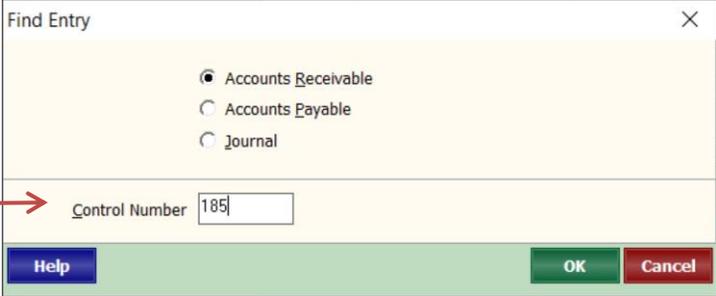
General Ledger History **Receivables History for Harrison S. Golden**

Includes only charges payable to the ledger.
Does not include split late fees or other split charges.

Current	
30 Days	
60 Days	\$690.00
90 Days	\$90.00
Not Yet Due	
Total	\$780.00

Tenant	Posted	Description	Amount	Due Date	Paid	Remaining	Memo
Rita Roseman	1/1/2019	Rent	\$690.00	1/1/2019	\$600.00	\$90.00	
Rita Roseman	2/1/2019	Rent	\$690.00	2/1/2019		\$690.00	

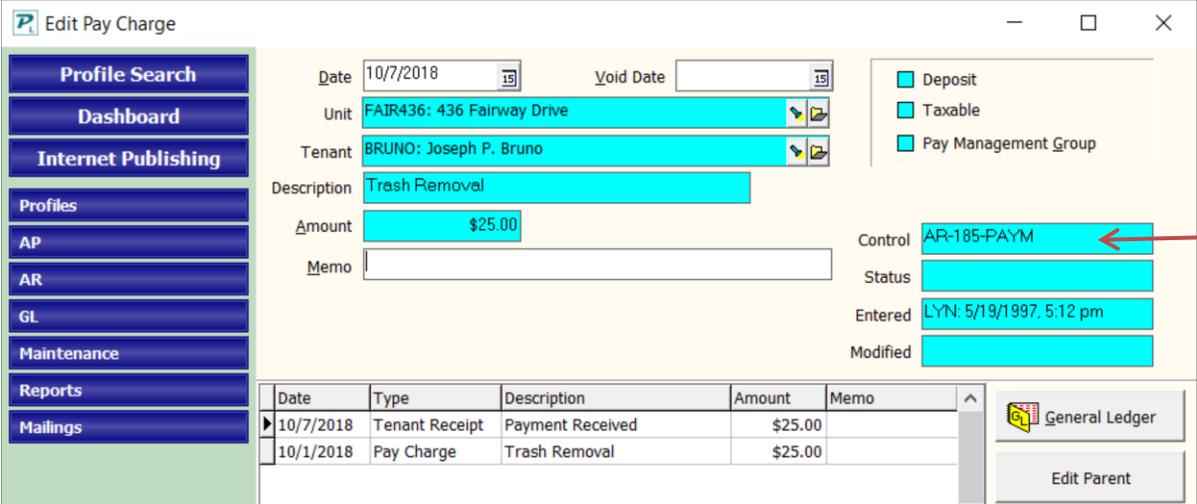
Edit by Control # - clicking this button will bring up a screen that allows you to search the transactions in the GL History by the Control #. Every transaction posted is assigned a unique control #.



Find Entry

Accounts Receivable
 Accounts Payable
 Journal

Control Number



Edit Pay Charge

Date: 10/7/2018 Void Date:

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Description: Trash Removal

Amount: \$25.00

Memo:

Deposit
 Taxable
 Pay Management Group

Control: AR-185-PAYM

Status:

Entered: LYN: 5/19/1997, 5:12 pm

Modified:

Date	Type	Description	Amount	Memo
10/7/2018	Tenant Receipt	Payment Received	\$25.00	
10/1/2018	Pay Charge	Trash Removal	\$25.00	

TABS

- The **Revenue & Expenses** tab shows only those transactions that are income, expense or equity accounts.
- The **All Accounts** tab shows all parts of the transactions set for all account types.
- The **Open Credits** tab shows all transactions that affected open credits.
- The **Accounts Receivable** tab shows the accounts receivable transactions. Accounts receivable is an accrual account (see [below](#)). Until you mark the Accrual radio button you will only see the Cash transactions.
- The **Accounts Payable** tab shows the accounts payable transactions. Accounts payable is an accrual account (see [below](#)). Until you mark the Accrual radio button you will only see the Cash transactions.

Show Set / Show All

These buttons display the General Ledger Raw Data. Show Set displays just the transactions posted to the general ledger as a result of the highlighted transaction. Show All shows all the general ledger data for all ledgers.

General Ledger Data								
Source	Post Date	Account	Method	Debit	Credit	Ledger	Cros	^
Payable	4/26/2018	Bank Account Checkin	N/A		\$67.28	Memo Transaction		
Payable	4/26/2018	Accounts Payable	A	\$67.28		GOLDEN: Harrison S. Golden	FAIF	
Payable	4/26/2018	Bank Account Checkin	A		\$67.28	GOLDEN: Harrison S. Golden	FAIF	
Payable	4/26/2018	Glass/Screens	CM	\$67.28		GOLDEN: Harrison S. Golden	FAIF	
Payable	4/26/2018	Bank Account Checkin	CM		\$67.28	GOLDEN: Harrison S. Golden	FAIF	

Protected Fields

General Ledger History									
Ledger	GOLDEN: Harrison S. Golden [Owner]								
Unit	FAIR436: 436 Fairway Drive				<input type="checkbox"/> Show Only Transactions for This Unit				
Operating	\$2,044.50	Payables		Assets		Ledger Info			
Cash	\$3,379.50	Receivables	\$780.00	Liabilities	\$1,535.00	Receivable History			
Escrow	\$2,015.00	Deposits	\$1,815.00	Reserve		Edit by Control #			
<input checked="" type="radio"/> Cash <input type="radio"/> Accrual <input type="radio"/> Modified Cash									

Operating

The balance in the owner's ledger account. This is the sum of all income, expense and equity account types on a cash basis. The operating amount is the bank accounts not marked "Escrow Deposit Analysis", less current liabilities less Escrow Deficit.

Cash

Owner money being held in bank accounts that are not marked Escrow Deposit Analysis. If the Cash amount is more than the Operating amount, there is money in the bank that is not available to the owner – most commonly security deposit funds and tenant open credits.

Escrow

The amount being held in bank accounts denoted in Setup as Escrow Deposit Analysis. See Escrow & Deposits and the example below.

Deposits

Sum of all accounts with an Account Type of Current Liabilities that are denoted as Escrow Deposit Analysis. See Escrow & Deposits and the example below.

Payables

This is an [accrual](#)* basis amount. It is the sum of all transactions posted to the accounts payable account specified in the posting table. It includes all unpaid invoices, any unpaid management fees on rent charged but not received, and any transactions posted directly to the AP account.. To determine what makes up this number you can view the Accounts Payable tab, or run the unpaid payables report or a detailed trial balance for the account AP with accrual as the accounting method. The unpaid payables report will detail the unpaid invoices portion of the number. The detailed trial balance includes all the debits and credits to the account for the date range selected. To find the makeup of the number, cross out corresponding debits and credits.

Receivables

This is an [accrual](#)* basis amount. It is the sum of all transactions posted to the accounts receivable account specified in the posting table. It can include all unpaid charges that are owed to the owner. This includes rent charged but not received. To determine what makes up this number you can view the Accounts Receivable tab, or run the aged owner receivables report or a detailed trial balance report for the AR account with accrual as the accounting method. This will not show however transactions posted directly to the AR account.

Assets

This is a [cash](#)* basis amount and is the sum of all transactions posted to asset accounts that are not bank accounts.

Liabilities

This is a cash* basis amount that is the sum of all transactions posted to liability accounts.

Reserve

The total amount in accounts marked with an account type of capital reserve.

*Accounting Method: Cash, Accrual, Modified Cash

These radio buttons select the accounting method to use when viewing the transactions. All three methods are maintained.

- **Cash** - Income and expenses are reported as the cash balances change, i.e. as the transactions are posted. Income (receivables) is reported when received and expenses (payables) are reported when a check is written.
- **Accrual** - Income is reported when earned (charged) and expenses are reported when they are incurred (posted). Rental income, for example, is considered as income when it is charged rather than when it is received. Invoices (payables) are reported as expenses when posted rather than when a check is written.
- **Modified Cash** - This method treats charges (income) on an accrual basis and payables (expenses) on a cash basis.

Note:

When the escrow and deposit amounts do not match it means that funds need to be moved to or from the escrow bank account. The situation can occur when a security deposit is deposited in the checking account and when a refund is processed. You can run a Ledger Report – Ledger Analysis – to see which ledgers have money that needs to be moved.

See [How to #222](#) to see how the amounts displayed here are used to compute the owner's distribution check.

When the Available Cash and cash amounts do not match, money has probably been received or disbursed to an asset or liability account type.

Example:

A tenant owes \$1,000 for rent and \$1,000 for security deposit and sends you one check for \$2,000. You deposit it into the checking bank account. At this point the screen would show:

The screenshot shows the 'General Ledger History' window. At the top, the 'Ledger' is set to 'WELLS D: Deborah Wells [Owner]' and the 'Unit' is empty. Below this, there are three columns of account balances: Operating (\$1,000.00), Cash (\$2,000.00), and Escrow (empty). The middle column shows Payables (empty), Receivables (empty), and Deposits (\$1,000.00). The right column shows Assets (empty), Liabilities (empty), and Reserve (empty). To the right of these columns are three radio buttons for the accounting method: 'Cash' (selected), 'Accrual', and 'Modified Cash'. Below the balances is a table with the following data:

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee	Source
9/21/2018	Rent		\$1,000.00	SYCAM 123: 123 Sycamore Dr	KARR J: John Karr	Receivable

You then move the \$1,000 security deposit to the escrow bank account. The screen would show:

General Ledger History

Ledger: WELLS D: Deborah Wells [Owner] Edit by Control #

Unit: Show Only Transactions for This Unit

Operating	\$1,000.00	Payables		Assets		<input checked="" type="radio"/> Cash
Cash	\$1,000.00	Receivables		Liabilities		<input type="radio"/> Accrual
Escrow	\$1,000.00	Deposits	\$1,000.00	Reserve		<input type="radio"/> Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee	Source
9/21/2018	Rent		\$1,000.00	SYCAM 123: 123 Sycamore Dr	KARR J: John Karr	Receivable

Then you need to set aside \$100 for the owner's taxes. Do a journal entry moving the \$100 to a tax holding (liability) account.

General Ledger History Journal Voucher

Date: 9/21/2018 18

Reference: Journal Voucher

Ledger: WELLS D: Deborah Wells [Owner]

Memo:
 Comment:
 Credits: \$100.00
 Debits: \$100.00
 In Balance:
 Cash
 Accrual
 Modified Cash

Account	Debit or Credit	Amount
SET ASIDE: Set Aside for Taxes	Debit	\$100.00
TAX RESERV: Tax Reserve	Credit	\$100.00

The GL History screen would show:

General Ledger History

Ledger: WELLS D: Deborah Wells [Owner] Edit by Control #

Unit: Show Only Transactions for This Unit

Operating	\$900.00	Payables		Assets		<input checked="" type="radio"/> Cash
Cash	\$1,000.00	Receivables		Liabilities	\$100.00	<input type="radio"/> Accrual
Escrow	\$1,000.00	Deposits	\$1,000.00	Reserve		<input type="radio"/> Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee	Source
9/21/2018	Rent		\$1,000.00	SYCAM 123: 123 Sycamore Dr	KARR J: John Karr	Receivable
9/21/2018	Set Aside for Taxes	\$100.00				Journal