

Ledger Entries – Overview

<i>Speech</i>	<i>Cursor Actions</i>
The purpose of ledger entries is to record financial transactions as debits and credits, in a form appropriate to enter into your accounting software.	Slide: Ledger Entries produce a report of debits and credits, which can be entered into your accounting software (e.g. Quickbooks, Simply Accounting)
As Sumac users perform financially significant transactions – like receiving a donation, selling tickets, or renewing a membership – Sumac automatically breaks the components of the transactions into debits and credits and saves these into ledger entries.	Slide: As Sumac users enter financial transactions, Sumac creates Ledger Entries which break the transactions into the appropriate debit and credit accounts.
This approach separates accounting functions from other operational functions. It makes financial information available in a ledger format that is comfortable for bookkeeping and accounting staff, but does not require everyone using Sumac to become a bookkeeper.	Slide: Ledger Entries let bookkeepers reconcile financial transactions between Sumac their accounting software.
Ledger entries allocate funds to account codes, so the account codes must be defined first. In Sumac, you need to define account codes that correspond to accounts in the Chart of Accounts in your accounting software.	Slide: Set up account codes in Sumac to match the Chart of Accounts in your accounting software.
Ensure that each payment type is linked to the appropriate account, since most receipts debit the payment type’s account code.	Slide: Set up account codes for each payment type.
Make sure that each surcharge, like a sales tax, is linked to an appropriate account, since surcharge amounts credit the surcharge’s account code.	Slide: Specify an account for each surcharge. Surcharge amounts typically appear on the credit side.
You must also associate account codes with the various items that you want entered using different account numbers. For example, if you want donations to a campaign to be entered against a different account, you need to put that account code in the record that defines the campaign.	Slide: Associate transaction details – like donations, tickets for an event, memberships of a particular type – with an appropriate account code.
The ledger entries themselves can be viewed in a Ledger Entries list, just like any other list of records in Sumac.	Show console with Financial expanded. Click Ledger Entries
Reports let you see the transactions and send them to your accounting system.	Expand Analyze and Report. Point to Report list
As Sumac users enter transactions, Sumac automatically records ledger entries for each transaction.	Show slide of Donation record with an arrow pointing to the Ledger Entries list with the entries for that donation highlighted.

<p>As ledger entries are added to the database, they are stamped with the time and date when they were entered. The date comes from the computer that is creating the entry, and the time stamp comes from the server.</p>	<p>Show slide of the Ledger Entries list with the entries for that donation, with columns for time stamp highlighted.</p>
<p><i>Check out more training videos to learn more about managing Ledger Entries in Sumac!</i></p>	<p><i>Slide: Move on to other Ledger Entries how-to videos</i></p>