

## Ledger Entries – Preferences

<i>Speech</i>	<i>Cursor Actions</i>
<p>Before watching this video, watch these:</p> <ul style="list-style-type: none"> <li>• Ledger Entries – Overview</li> <li>• How to Define Debit Accounts</li> <li>• How to Assign Debit Accounts</li> <li>• How to Define Credit Accounts</li> <li>• How to Assign Credit Accounts</li> </ul>	<p>Slide: Before watching this video, watch:</p> <ul style="list-style-type: none"> <li>• Ledger Entries – Overview</li> <li>• How to Define Debit Accounts</li> <li>• How to Assign Debit Accounts</li> <li>• How to Define Credit Accounts</li> <li>• How to Assign Credit Accounts</li> </ul>
<p>You must tell Sumac which types of transactions should be entered in the ledger. Note that only a Sumac Administrator can set up your Ledger Preferences.</p>	<p>Slide: Only a Sumac Administrator can set up your Ledger Entry Preferences</p>
<p>In your Sumac console, click Utilities, Customize Database, and Preferences.</p>	<p>Show console. Expand Utilities, Customize Database, click Preferences</p>
<p>Click the Ledger tab.</p>	<p>Click Ledger tab</p>
<p>Click the appropriate check boxes to indicate which types of transactions should be put into the ledger. Note that if your Sumac database is not licensed for a particular add-on listed here, you will not be able to select those records to be ledgerized.</p>	<p>Put check mark next to everything</p>
<p>You must also specify some account information to indicate how transactions should be added to the ledger.</p>	<p>Assign some appropriate account codes</p>
<p>Notice that some of these preferences are highlighted in red. This is to alert you that something is missing. For any type of transaction you specify should be ledgerized, you <i>must</i> fill in the appropriate account details.</p>	<p>Point to missing details in red</p>
<p>In most cases, Sumac will already know the appropriate debit and credit accounts to choose for ledger entries because you will have set up default account codes for this. But it is still <i>critical</i> to set these preferences to be sure that both a debit and credit account is assigned to <i>every</i> transaction, even in the event that a user accidentally saves a transaction where these details are missing.</p>	<p>Fill in appropriate account codes to show the red disappearing.</p>
<p>In order to ensure that Sumac users remember to specify an account code where you require one, several other tabs in the Preferences dialog allow you to indicate that in certain types of records the account code is a mandatory field. For example, if you want to make account codes mandatory in donation records, go to the Donations tab.</p>	<p>Click Donations tab</p>

Put a check mark next to “Require account codes in donation records,” to ensure that account codes are mandatory in donation records.	Put a check mark here.
When you click OK, all the preferences you've specified are saved, but you must restart Sumac in order for the changes to take effect.	Click OK. Point to “You must quit and restart...” message
<i>Check out more training videos to learn more about managing Ledger Entries in Sumac!</i>	<i>Slide: Move on to other Ledger Entries how-to videos</i>