

How To Setup and Install General Ledger

NOTE: Times are estimated and could vary up or down based on complexity.

| GL Setup Steps | Description | Help Manual | Tutorial Video | Templates / Docs | Customer Est. Time | Consulting Est. Time |
|---|---|---|---|---|---|--|
| 1) Create The Account Structure and Account Groups | <ol style="list-style-type: none"> The account Structure setup defines the format of the chart of accounts. iRely is initially installed with a base chart of accounts. The recommended account structure is 4 Primary and 2 Profit Center: Ex: XXXX-XX or 4856-01 (Primary -Profit Center). iRely recommends using the base chart of accounts installed with the software. | <ol style="list-style-type: none"> Account Structure Help Account Groups and Subgroups | <ol style="list-style-type: none"> Account Structure Tutorial How To Add Account Groups and Subgroups | | 10-30 Min | As needed |
| 2) Segment - Primary (Import) | The Primary account is the account number and name used to identify each account. These accounts are created through the segment Primary Segment. | <ol style="list-style-type: none"> How To Add Primary Segment Accounts How To Import Primary Accounts to an Existing Template | How To Add Segment Accounts | Chart of Accounts Template | 1 Hour for Import 2-8 Hours for Account Definition | As needed |
| 3) Segment - Profit Center | Profit centers allow a way to divide primary accounts into various reporting groups. Common profit center classifications may include: location, business line, business segment, product, etc. | Segment Help | Segment Tutorial | | 10-45 Min | As needed |
| 4) Build Accounts | Build accounts is the process used to combine the primary segment and the profit center segment. The two segments are combined to create the chart of accounts. | Build Accounts Help | Build Accounts Tutorial | | 1-2 Hours | As needed |
| 5) Create Fiscal Year | Fiscal Year defines your year of operations from a financial perspective | Create Fiscal Year Create Fiscal Year Periods | Create Fiscal Year and Periods | | 10-30 Min | As needed |
| 6) Import Beginning Balances or Create Manual Entries | | How To Import GL from CSV | Import GL from CSV Tutorial | Import GL from CSV Template | 4 Hours | Optional 2-8 hours per year of historic data |