## How to Setup i21 General Ledger - New Customer

- 1. Create Fiscal Year
- 2. Setup Account Structure
- 3. Create Primary Segment Account Main General Ledger Accounts
- 4. Create Segment Account- Profit Center/Division General Ledger Accounts
- 5. Build General Ledger Accounts
- 6. Load Beginning Balances
  - a. Two options
    - i. Make a Journal Entry via General Journal ii. Use Import GL from CSV file
    - - 1. General Ledger CSV format
- 7. Verify the Trial Balance
- 8. Run the Standard Balance Sheet 9. Run the Standard Income Statement
- 10. Use General Ledger Report Designer to format a financial statement