Synergy Web - Chart of Accounts and Financial Years

The GL Setup page keeps the chart of accounts, the account groups, departments, financial years and recurring transaction types used by the general ledger. This guide shows how to add an account, set its budget and add a financial year.

Before you start

- Sign in to Synergy Web Access as a user who may use GL Setup (under the Setup tab).
- Permission to add and edit in the GL Setup list you need.

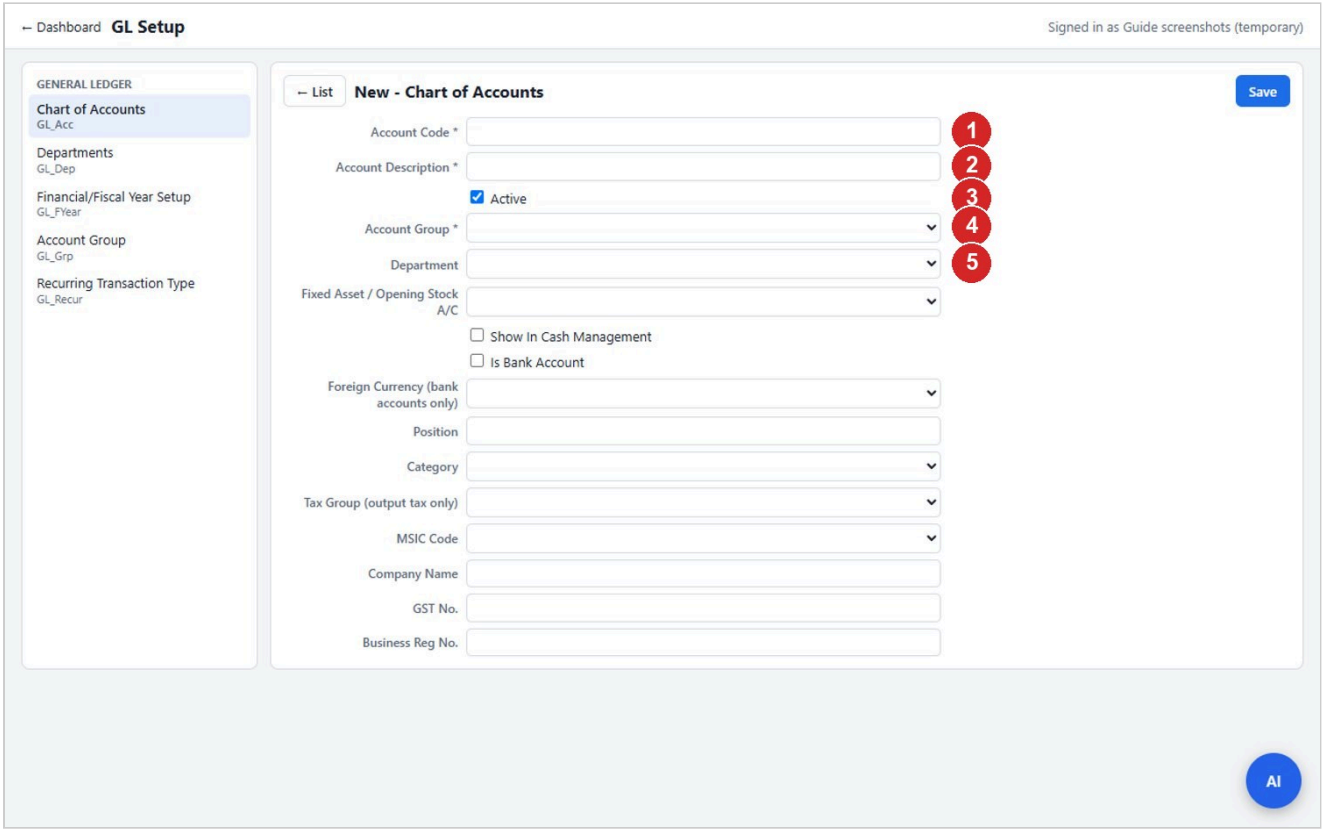
Steps

1. Open GL Setup

On the dashboard, open the Setup tab and click GL Setup. The lists are on the left: Chart of Accounts, Departments, Financial/Fiscal Year Setup, Account Group and Recurring Transaction Type. Click one, type in the search box and click Search to find a record.

2. Add an account

Open Chart of Accounts and click New.



Step	What to do
1	Type the Account Code.
2	Type the Account Description.
3	Keep Active ticked.

Step	What to do
4	Choose the Account Group.
5	Choose a Department if you use them.

3. Set the account's options

Tick Show In Cash Management if the account is used in the cash flow. Tick Is Bank Account for a bank, and for a foreign-currency bank choose the Foreign Currency. Position sets where the account shows. Category, Tax Group (output tax only), MSIC Code, Company Name, GST No. and Business Reg No. are filled in only when they apply.

4. Save

Click Save. The page says Saved with the account code. If the code already exists you are told Account code ... already exists in this department.

5. Set the budget

Open a saved account. Choose the Financial Year, type the Budget for each Financial Period and click Save budget. For a stock account the Opening / Closing Stocks Value is typed the same way and saved with Save stocks.

6. Add an account group

Open Account Group and click New. Type the Code and Description, choose the Account Type and the Position, then click Save.

7. Add a financial year

Open Financial/Fiscal Year Setup and click New. Type the Fiscal Year, the Starting Date and the Total Periods, then click Generate Financial Periods. Check the Date Range From and To of each period and click Save.

Tips

- A financial year that already has transactions cannot be deleted.
- Departments and Recurring Transaction Type (a Category and a Type) are added the same way: New, fill in, Save.
- Use the Masterfile Import page in the Setup tab to bring in many accounts at once.

Common problems

Choose the starting date.

Type the Starting Date before you click Generate Financial Periods.

A record cannot be deleted.

Read the message. A record that is already used elsewhere in Synergy cannot be removed.

You do not have access to this list.

Your Synergy user has no permission for it. Ask your administrator.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

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