

Sub-Ledger Account

Sub-Ledger is additional dimension/features of TrueBook. It is also known as Personal account/ledger. This can be used for staff, vendor, consultants, etc. It can be used for any time of account type, user only need to define project account under which sub-ledger need to be specify (refer Project Account Section).

One sub-ledger for each staff, vendor, consultant, etc. is enough for whole system. Once the sub-ledger is defined it can be used in multiple projects and under project account/s. To use sub-ledger it need to be activated. (refer sub-ledger activation section)

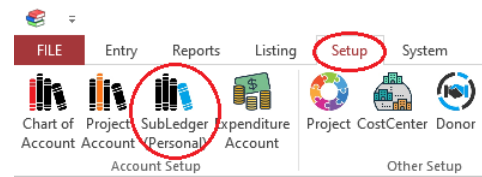
For example: one staff sub-ledger can be activated under salary account as well as in advance account and other accounts. If the staff is engaged in multiple project then same sub-ledger can be activated in other project as well. This will help organization to track all the transaction each sub-ledger.

Once we use sub-ledger in transaction booking, user can generate reports for each sub-ledger for each project as well as consolidated report (refer sub-ledger report section).

Process for Setup

- Go to [Setup](#) menu
- Click on [Sub-Ledger \(Personal\)](#)

[Sub-Ledger Account Setup](#) dialog box will open.



Note:

- In [LIST of SUB-LEDGER](#) List (tree view) you will see three symbol.
 - ▶ - Group (detail not expanded)
 - ▼ - Group (detail expanded)
 - - Ledger (used at time of transaction booking)
- Double click on account to expand or collapse detail.
- Single click on account to see detail.
- System maintain the Sub-Ledger Account in 2 Levels.
 - Level 1 is for Group (fixed)
 - Level 2 is for Ledger (fixed)
- Sub-Ledger must be activated under Project Account to use in transaction. Refer Sub-Ledger Activation Section.
- Sub-Ledger Account is mandatory while booking transaction if project account setting is [Must specify Sub-Ledger](#). Refer Project Account setting Section.

To Add

- Click on [LIST of SUB-LEDGER](#) (for first level). In the detail all field will be blank.
Or
Click on Sub-Ledger Group under which you want to add Sub-Ledger. Sub-Ledger Group's detail will be displayed.
- [Add](#) button will be enabled
- Click [Add](#) button
- Type Display ID for Sub-Ledger in [Display ID](#)
- Type Name of Sub-Ledger in [Sub-Ledger Name](#)
- Type description/remarks for the account (if any) in [Description](#).
- [Sub-Ledger Level](#) – system will auto define the Expenditure Level and it cannot be changed.
- [Ledger Account](#) – system will auto define it and it cannot be changed. For Level 2 Ledger Account will be marked.
- Click [Save](#) Button, added Sub-Ledger will display in existing the Sub-Ledger list.

Note:

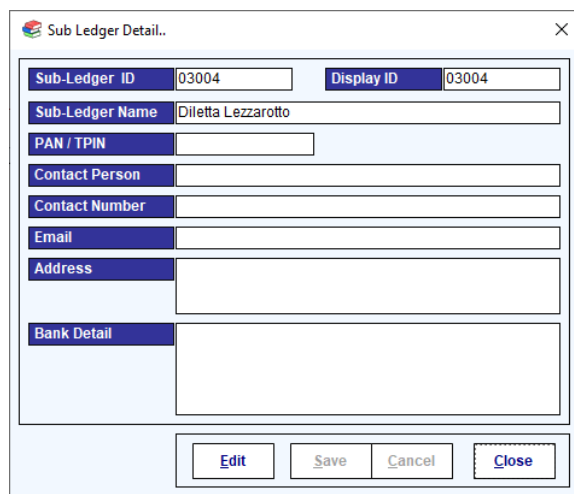
1. [Sub-Ledger ID](#) – System will define ID which cannot be changed.
2. To enter more detail information of sub-ledger, need to save the record first.

To Edit

- Click on Sub-Ledger which you want to edit.
- Selected record detail will be displayed and [Edit](#) button will be enabled.
- Click [Edit](#) Button. Make necessary changes
- Click [Save](#) Button, changes will also reflect in [LIST of SUB-LEDGER](#) List

To Add/Edit Other Detail of Sub-Ledger

- Click on Sub-Ledger which you want to edit.
- Selected record detail will be displayed and [Other Detail...](#) button will be enabled.
- Click [Edit](#) Button. Make necessary changes or add details.
- Click [Save](#) Button to save changes.



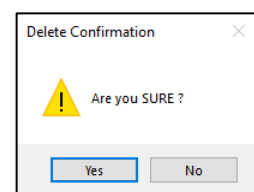
Sub Ledger Detail..

Sub-Ledger ID	03004	Display ID	03004
Sub-Ledger Name	Diletta Lezzarotto		
PAN / TPIN			
Contact Person			
Contact Number			
Email			
Address			
Bank Detail			

[Edit](#) [Save](#) [Cancel](#) [Close](#)

To Delete

- Click on Sub-Ledger which you want to delete. Selected record detail will display
- Click [Delete](#) Button
- [Delete Confirmation](#) Message will pop-up
Or
[Security Alert](#) Message will pop-up if already in use
- Click [Yes](#) Button to delete or [No](#) Button to Cancel



Delete Confirmation

Are you SURE ?

[Yes](#) [No](#)



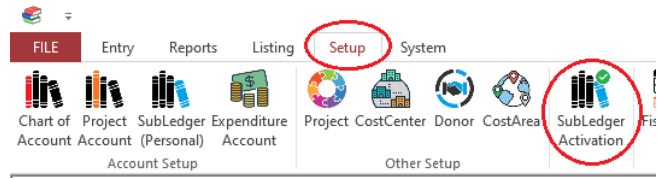
Sub-Ledger Activation (Assigned)

To use the sub-ledger in transaction booking, it need to be activated. Each sub-ledger can be activated in many project accounts in any project. Only activated sub-ledger will be listed in Sub-Ledger drop-list. This will help to control booking as well as easy for minimize the Sub-Ledger List while using.

Process for Setup

- Go to [System](#) menu
- Click on [Sub-Ledger Activation](#)

[Sub-Ledger Activation](#) dialog box will open.



Sub Ledger Activation

Project: ISCA Immediate Support to Conflict Area

Project Account: 0801 TDS of Office Staff

☒ Sort by ID
☐ Sort by Name
☒ Active First

Sub Ledger ID

Select

Unselect

Unselect All

Select All

Edit

Save

Cancel

Close

Active	Display ID	Description
☒	01004	BB SHRESTHA
☒	01009	VINA BASNET
☒	01014	RAJINA RAYAMAJHI
☒	01041	LEELA RAI
☒	01042	SABITA DHUNGANA
☒	01043	RAMA PYAKUREL
☒	01044	JANAKI TULADHAR
☒	02004	KABITA PANDEY
☒	02005	SADHANA SHRESTHA
☐	01001	URMILA SHRESTHA
☐	01002	SRIJANA SHARMA
☐	01003	BIJAY BAJRACHARYA
☐	01005	HARI MANDAL
☐	01006	SUMEERA SHRESTHA
☐	01007	JASMINE SHAKYA
☐	01008	ROSY SINGH
☐	01010	BAL KUMAR ADHIKARI
☐	01011	LOJINA SHRESTHA
☐	01012	RAM GAUTAM
☐	01013	SARADHA PRADHAN
☐	01015	PRATIVA BASNET
☐	01016	PUNYA PATHAK
☐	01017	ANJUN PARIYAR

Record: 9 of 1391 No Filter Search

To Activate/De-activate Sub-Ledger (s)

- Select Project from [Project](#) Drop-List
- Select Project Account from [Project Account](#) Drop-List under which you want to activate Sub-Ledger/s. In the Project Account drop-list, only account with option [Must specify Sub-Ledger](#) will be Listed.

After selection of Project Account, all Sub-Ledger will be listed.

- Click [Edit](#) Button
- Mark on [Active](#) Column by clicking check box to activate Sub-Ledger. Unmark on [Active](#) Column it to deactivate.
- Click [Save](#) Button

Sorting Sub-Ledger List

- Select [Sort by ID](#) to sort the list by Display ID
- Select [Sort by Name](#) to sort the list by Display ID
- Mark on [Active First](#) to sort the list with Activated Sub-Ledger at top.

☒ Sort by ID
☐ Sort by Name
☒ Active First

To Select /Unselect multiple Sub-Ledger (s)

1. To select all Cost Centers click [Select All](#) Button
2. To unselect all Cost Centers click [Unselect All](#) Button
3. To select or unselect group of Sub-Ledger
 - Type Sub-Ledger Display ID using wildcard (* & ?) in [Sub-Ledger ID](#) textbox.
for example
01* for Display ID starting with 01. * is for any multiple character.
?2* for Display ID with second charger 2. ? is for any one character.
 - Click [Select](#) to select Sub-Ledger
 - Click [Unselect](#) to unselect Sub-Ledger

Sub Ledger ID
Select
Unselect

Unselect All
Select All