



# FAQ

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## How do I set up GL account filters?

GL Account Filters group general ledger accounts together for reporting purposes. With a GL Account filter, you can quickly pull financial data for multiple accounts in to one report. There is no limit to how many GL Account filters you can create.

To set up GL Account filters, go to **Setup > GL Account Filters**.

GL Account Filters (edited)

GL Account Filter

Description: Total Sales

GL Accounts

Navigation: Add All Accounts, Export to Excel

Account #	Description
4000	Sales - Food
4020	Sales - Liquor
4030	Sales - Beer
4040	Sales - Wine
4050	Sales - Non Alcohol

\* Account # Account Description

4045	Outstanding Variance
4050	Sales - Non Alcohol
4060	Sales - Merchandise
4070	Sales - Cigars
4800	Sales Discounts
4900	Cigarette Commission
4910	Misc Income
4920	Telephone Commission

1. Select **New Record** to create a new GL account filter. (If you wish to edit an existing filter, simply double-click that filter name.)
2. Enter a description for this filter.
3. Using the drop-down or the green plus sign, select which GL Accounts you wish to include in this filter.
4. **Save** your new filter.

Was this Helpful ?

yes

no

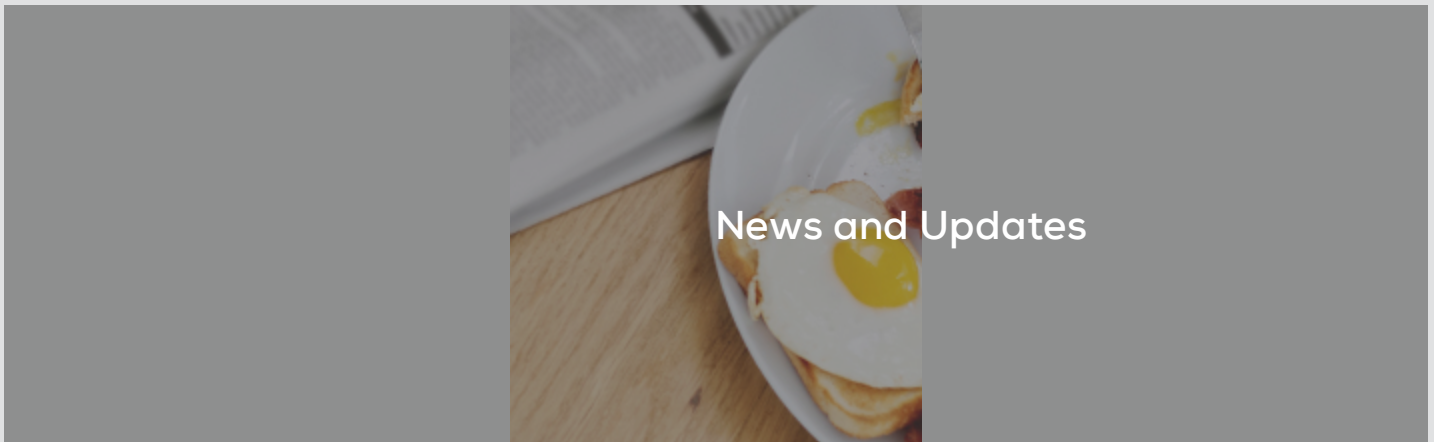
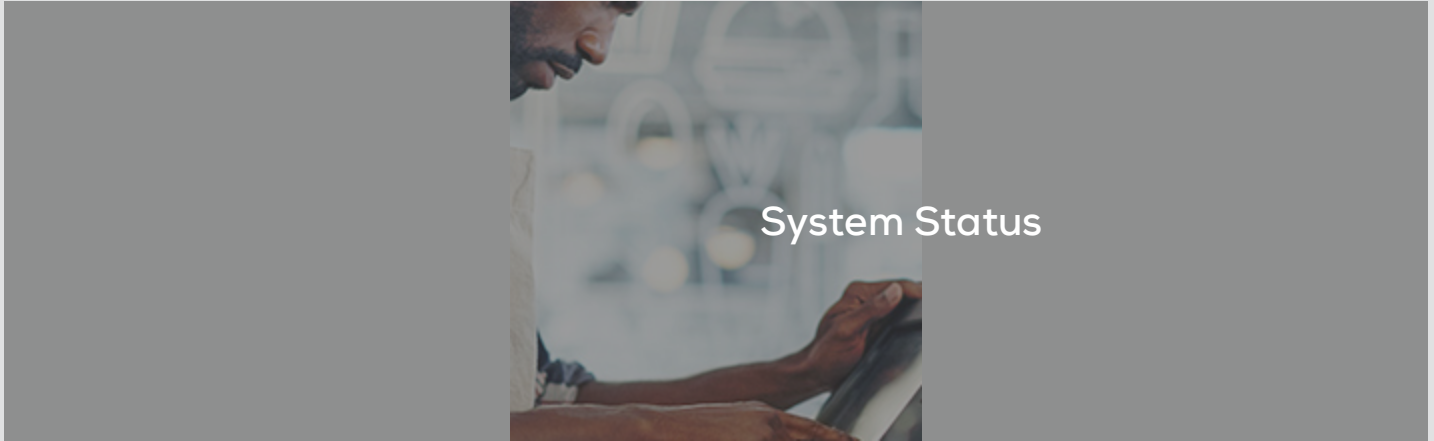
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How do I fix an item that was matched incorrectly on an invoice or order guide import?

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