

General Ledger - Startup Outline

Before you start, follow the basic startup procedures found below:

1. Print the [Chart of Accounts Worksheets](#). You can use these to draft your chart of accounts and account headings.
2. Configure the [General Ledger defaults](#).
3. Set up your [Bank Accounts](#). You must set up at least one Bank Account before posting transactions.
4. Set up your [Funds](#).
5. Set up your [Departments](#), [Committees](#), [Areas](#), and [Projects](#) as necessary.
6. Set up your [Transaction Sources](#).
7. If you do not have [Accounts Payable](#) or [Payroll](#), add any [Payees](#).
8. Enter your [Chart of Accounts](#).
9. Enter your [Budget](#).
10. Enter [Beginning Balances](#).
11. If necessary, [edit the Check Layout Design](#).

Note



We recommend that you [make a backup of your ACS financial data](#) before entering transactions for the first time.