**Core Concept: GL Overview**

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| Script |
| Welcome to the AmpliFund Core Concept video focused on GL Account Overview. |
| GL accounts can be an important part of your financial master data within AmpliFund.  GL accounts create a link within AmpliFund between your budget line items and your expenses.  Having a GL structure is required to import expenses to AmpliFund. |
| In AmpliFund, there are up to 6 account code fields that can be used to configure a GL account structure.  These fields are configured in the Administration section under License information.  Not all fields must be used, but any that will not be in use must be turned off.  AmpliFund offers configurable field names with GL codes so you can align them to internal naming conventions.  Here we have an example of how a customer aligned their account structure to the GL configuration available in AmpliFund. |
| When setting up GL accounts, there are only 2 required data elements, the first is the GL name and then the GL code.  There is also an optional field for a  description. |
| If you intend on importing expenses to AmpliFund, it is required that you set up a GL account structure.  Having the GL account structure in place also enables additional data and reporting options as GL codes are included on a number of AmpliFund reports. |
| There are numerous steps to successfully setting up a GL account structure within AmpliFund.  First, you should consult with your AmpliFund implementation team and review your organizations current account structure with them.  The implementation team will help you to appropriately map your account structure to the configurable options available.  Next, you’ll update the GL account settings in the License section under Administration, then you will load your GL accounts into AmpliFund.  Next, you will add a grant financial code to each grant in AmpliFund.  Then you will update the grant settings to accept expense imports.  Finally, you will add the GL accounts to each budget line item.  Completing all these one time set up steps will allow you to seamlessly import expenses to AmpliFund. |
| Through this Core Concept video, you’ve learned about a GL account overview.  Should you have additional questions, please reference our support site.  Thank you! |