



## AccountMate 6.5 General Ledger Module

AccountMate General Ledger provides maximum control in the management of all of your accounting transactions. Whether setting up and maintaining a chart of accounts, generating financial statements and reports, or creating journal entries and budgets, AccountMate General Ledger provides top-flight power and performance to keep you in control of your financial data.

### General Ledger Module

#### 30-Character/9-Segment Accounts Offer Maximum Flexibility

Account ID's can be up to 30 characters in length, with up to 9 segments. You can define primary account-number segments, departments, projects, divisions, locations, etc. Account ID's and balances can be exported to spreadsheets and text formats.

GL Account Segment Definition				
Description (ID)	Length	Type	Major	Fund
1. Account #	8	Alphanumeric	<input checked="" type="radio"/>	<input type="radio"/>
2. Department #	6	Numeric	<input type="radio"/>	<input type="radio"/>
3. Projects	4	Numeric	<input type="radio"/>	<input type="radio"/>
4. Division #	3	Numeric	<input type="radio"/>	<input type="radio"/>
5. Location	2	Numeric	<input type="radio"/>	<input type="radio"/>
6.	0	Numeric	<input type="radio"/>	<input type="radio"/>
7.	0	Numeric	<input type="radio"/>	<input type="radio"/>
8.	0	Numeric	<input type="radio"/>	<input type="radio"/>
9.	0	Numeric	<input type="radio"/>	<input type="radio"/>

Consolidation  
 No Consolidation  
 Subsidiary Company  
 Parent Company

Add Company

#### Segment Definition is Modifiable

You can redefine account segments at any time. They can be added, lengthened and shortened; segment names, types and sequencing can be changed; and new major segments can be defined.

#### 52 Definable Fiscal Periods per Year

You can define up to 52 periods for your fiscal year, with options for defining weekly, monthly, quarterly or other fiscal periods. AccountMate's General Ledger also includes an extra year-end adjustment period.

#### Financial Report Drill-Down

You can reconcile General Ledger statement information with balances in subsidiary modules by drilling down on the amounts in the Income Statement and Balance Sheet to find their composition shown in the General Ledger Listing. From the details of the account balance, you can further drill down to view the source batch's posting entries, and ultimately drill down to a report showing the source transaction details.

Through this feature, reconciliation of the major general ledger account balances with the balances shown in the subsidiary ledgers (i.e., Customer, Vendor, Inventory, Sales, and Purchases) can be done with ease and flexibility. (Note: This feature does not work with Fund Accounting Companies.)

National Office Supply, Inc.  
**Income Statement**  
Jan 2004

		Jan 2004 YTD	
		Balance	Sales%
<b>Revenue</b>			
Sales Revenue			
401100-110-00	Sales - Standard Product Division	14,697.49	105.19
<b>Total Sales Revenue</b>		14,697.49	105.19
Freight Revenue			
407100-110-00	Freight Revenue - Standard Product	225.00	1.61
<b>Total Freight Revenue</b>		225.00	1.61
Sales Returns, Discounts & Allowanc			
408100-110-00	Returns - Standard Product Division	( 700.00 )	-5.01
408400-110-00	Sales Discounts - Standard Product	( 249.75 )	-1.79
<b>Total Sales Returns, Discounts &amp; Allowanc</b>		( 949.75 )	-6.80
<b>Total Revenue</b>		<b>13,972.74</b>	<b>100.00</b>



National Office Supply, Inc.  
**General Ledger Listing**  
Jan 2004 - Jan 2004

Batch #	Src Date	Reference	Description	Debit	Credit	Balance
Account ID :	401100-110-00		Description : Sales - Standard Product Division			Balance : -14,697.49
<b>Jan 2004:</b>						
*FROM AR	AR 01/19/04	DEC03	SALE: Rem # BRACKET		150.00	-150.00
*FROM AR	AR 01/19/04	DEC03	SALE: Rem # BRACKET-3		62.49	-212.49
*FROM AR	AR 01/19/04	DEC03	SALE: Rem # RED9X12		1,250.00	-1,462.49
*FROM AR	AR 01/20/04	ACC1	SALE: Rem # AERO CHAIR-E1		2,500.00	-3,962.49
*FROM AR	AR 01/24/04	AER1	SALE: Rem # AERO CHAIR-A1		600.00	-4,562.49
*FROM AR	AR 01/24/04	AER1	SALE: Rem # AERO CHAIR-E1		2,500.00	-7,062.49
*FROM AR	AR 01/24/04	AER1	SALE: Rem # BK CASE-4		500.00	-7,562.49
*FROM AR	AR 01/24/04	AER1	SALE: Rem # CHAIR-SW		1,195.00	-8,757.49
*FROM AR	AR 01/29/04	BAT1	SALE: Rem # RED9X12		750.00	-9,507.49
*FROM AR	AR 01/29/04	BAT1	SALE: Rem # SERIALIZED ITEM		5,190.00	-14,697.49
					<b>14,697.49</b>	<b>-14,697.49</b>



National Office Supply, Inc.  
**Journal Entries**

Batch #	Trx Date	Account ID	Account Description	Transaction Description	Reference	Debit	Credit
Batch # : *FROM AR							
Desc: AR Transfer							
Entered By:							
Create Date:	01/20/04						
Posted Date:	01/20/04						
Batch Total:						143,955.24	
JRID	Trx Date	Account ID	Account Description	Transaction Description	Reference	Debit	Credit
0001	01/20/04	120100-000-00	Trade Accounts Receivable	SALE: Rem # 1000	ACC1	2,425.00	
	01/20/04	401100-110-00	Sales - Standard Product Division	SALE: Rem # AERO CHAIR-E1	ACC1		2,500.00
	01/20/04	408400-110-00	Sales Discounts - Standard Product	SDE: AERO CHAIR-E1	ACC1	75.00	
	01/20/04	600100-110-00	Cost of Sales - Standard Product	COGS: AERO CHAIR-E1	AERO CHAIR-E1		1,517.45
	01/20/04	130100-110-00	Standard Products Inventory	INVT: AERO CHAIR-E1	AERO CHAIR-E1		1,517.45
<b>Total for JRID 0001 :</b>						<b>4,017.45</b>	<b>4,017.45</b>



National Office Supply, Inc.  
**Invoice Line Item Report**

Invoice #	Customer #	Inv Date	Warehouse	Item #	U of M	Ship Qty	Disc %	Home Unit Price	Home Net Price	Currency	Rate	Foreign Unit Price	Foreign Net Price
1000	ACC1	01/20/04	MAIN	AERO CHAIR-E1	Ech	5	3.00	500.00	2,425.00				
<b>Report: 1 Record(s)</b>								<b>Total for</b>	<b>10000 :</b>	<b>2,425.00</b>			
<b>Report: 1 Record(s)</b>								<b>Total for this Report :</b>	<b>2,425.00</b>				

### Fiscal and Posting Period Control

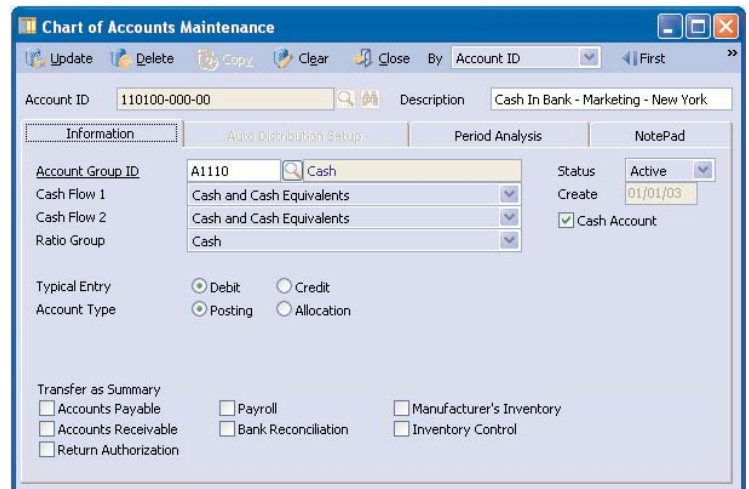
You can define a company's fiscal-period date ranges and the beginning and ending dates of its fiscal year. In addition, a Posting Period Restrictions function provides the ability to cut off the transfer of data to any period in the general ledger from specified modules. This protects the restricted period from further changes when a final statement is being prepared for the period.

### Automates Segment Account Descriptions

AccountMate automatically copies all segment descriptions to the account description, permitting faster creation of new accounts. For example, suppose you have three (3) segments. The first segment number is 110100, with Cash in Bank as the segment description; the second segment number is 000, with Marketing as the segment description; and the last segment number is 00, with New York as its segment description. When you create a new GL Account ID, and you enter 110100-000-00, the system will automatically enter the description for the new account as Cash in Bank-Marketing-New York. This default GL Account Description can be changed to suit your particular needs.]

### Account Period Analysis

The Chart of Accounts Maintenance function provides Period Analysis capabilities that allow you to view each account's period-change amount and balance for each period selected and to generate graphs to illustrate the results of the analysis.



*Chart of Accounts Maintenance Function*

### Posting and Allocation Accounts

An account can be designated as either a posting account or an allocation account. Amounts can be entered directly into posting accounts, or they can be entered into allocation accounts and pro-rated among the various posting accounts assigned to the allocation account.

### Flexible Account Number Setup

Account numbers can be set up without exiting the current function. Account ID's can be copied from an existing account segment to a new segment. Also, accounts can be copied across companies.

### General Ledger Does Not Require Closing of Individual Periods

You do not close individual periods in GL, which enables you to keep all periods of the prior, current and following years open for posting of adjusting entries.

### Journal Entry Creation and Editing Is a Snap

Journal entries can be created from scratch or set up from text files, existing journal entry batches or recurring journal entry templates. Journal entries can be edited before posting, as well as viewed, printed and voided after posting. Reversing entries are generated automatically, saving time and reducing errors.

### Easy Posting of Journal Entries to the Desired Periods

When making journal entries, you can enter just the transaction date, and the entries will be posted to the corresponding fiscal period.

### Flexible Financial Statements Reporting

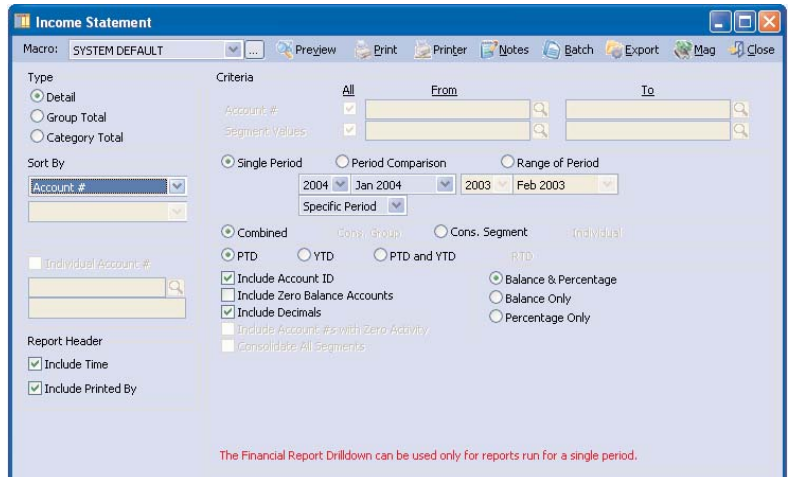
All financial reports in General Ledger are generated by Seagate Crystal Reports. With Crystal Reports, you can modify any report to appear exactly as you desire. Well-designed reports (including Income Statements, Balance Sheets, Statements of Cash Flow, Budgets and more) provide the critical information you need to better manage your business.

### Flexible Budget Set-up and Import/Export Budget Capabilities

AccountMate offers multiple sets of budget data. Each set can be configured for all or a range of posting accounts, in order to review variances between actual and budgeted amounts. Budgets can be set up individually or by applying a percentage of existing actual or budget amounts. Budget amounts can be entered directly into individual periods, or annual amounts can be averaged over the fiscal periods. Budgets can be imported from/exported to spreadsheets or exported to word processors.

### Enjoy Maximum Flexibility in Statement Preparation

Financial statements can be prepared for individual, combined or consolidated departments, projects, divisions, etc., depending on how account segment types have been set up. Also, you can elect to show account balances in period-to-date or year-to-date formats.



Income Statement - Report Interface

### Generate GL Reports by Individual Segments in Separate or Consolidated Reports

The Consolidate All Segments option in GL Reports allows you to generate the GL Report by individual segments into one consolidated report. When the Consolidate All Segments option is marked, the system will generate one GL Report but each GL Segment is started on a new page. This option will bypass the prompts for "Next GL Segment [XXX]" when viewing Individual Segment without consolidation.

### Ready for Fund Accounting

When you select the Use for Non-Profit Organization option for a new company, the GL functions, fields and reports are automatically modified for fund accounting, as follows:

- A Fund segment is added to the Chart of Accounts.
- Report headings, format and contents are modified.
- Additional reports are provided for fund accounting, including a Selective Accounts Classification Report, Statement of Financial Position, Summary Statement Report, Statement of Activities, and Schedule of Changes.
- Any number of Temporarily Restricted, Permanently Restricted and Unrestricted funds can be set up.
- The Retained Earnings account is replaced with fund balance accounts for the three fund categories.
- Option for automatic inter-fund balancing is provided.
- Eight fund types are provided, including General Operating, Plant, Endowments and Restricted.

### Other Features

- Maintains unlimited years worth of account balance history.
- Maintains account summary balances as well as transaction history unless purged from the system during fiscal year-end closing.



**AccountMate** - Software That Fits

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