



## AccountMate Software That Fits

AccountMate's General Ledger module gives maximum control over the management of all 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 help you control your financial data.

General Ledger also comes standard with fund accounting capabilities. Enabling General Ledger's fund accounting features addresses not only the specific reporting needs of the not-for-profit organization, but also provides the tools necessary to provide a detailed accounting for sources that require special handling of the funds they contribute.

## AccountMate 7 for SQL or Express General Ledger Module

### Multi-Segment Chart of Accounts Offers Maximum Flexibility

Account ID's can be up to 30 characters in length, with up to 9 segments. You can define major account segments, departments, projects, divisions, locations, and other business segments. These segments may be set up in a preferred sequence, eliminating the restriction to use the first segment as the major account segment that many other Accounting applications impose.

### Automate Segment Account Descriptions

AccountMate automatically copies all segment descriptions to the account description, allowing faster creation of new accounts. The default General Ledger Account Description can be changed to suit your needs.

### Set Up 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 assigned posting accounts.

*Chart of Accounts Maintenance*

### Flexible Account Number Setup

Account IDs for a new department, division or other business segment can be automatically generated based on an existing department, division or other business segment. Also, accounts can be copied across companies that have the same General Ledger Account ID structure.

### Segment Definition is Modifiable

You are able to redefine account segments at any time. Flexibility exists to add new segments, lengthen existing segments and change existing segment names, types and sequence. These features make it easy to update the Chart of Accounts as your company's reporting needs evolve.

## User-Definable Fiscal Periods

Define up to 52 periods for your fiscal year, with options for defining weekly, monthly, quarterly or other fiscal periods. AccountMate's General Ledger automatically adds an extra year-end adjustment period.

## Fiscal and Posting Period Control

Define the beginning and ending dates of a company's fiscal year and its fiscal-period date ranges. You can set your fiscal year to cover more or less than 365 days. This is a useful feature for companies that have the "4-4-5 period setup". In addition, a Posting Period Restrictions function provides the ability to prevent recording of transactions that generate journal entries for posting to a selected period in the General Ledger. This protects the restricted period from further changes when a final statement is being prepared for the period or when the period's account balances have been audited.

## Financial Report Drill-Down

You can reconcile General Ledger statement information with subsidiary module transactions by drilling down on the amounts in the Income Statement and Balance Sheet for viewing their composition in the General Ledger Listing. From the account balance details, 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. This allows for easy and flexible reconciliation of major General Ledger account balances with your subsidiary ledger balances (i.e. Customer, Vendor and Inventory balances).

## Journal Entry Creation and Editing

Journal entries can be created from scratch or imported from text files, copied from existing journal entry batches or generated from recurring journal entry templates. To further speed up journal entry creation, entries can be copied from Microsoft Excel and pasted on the journal entry grid. Journal entry descriptions and references can be automatically applied to each journal entry line. Journal entries can be edited before posting and can be viewed, printed and voided after posting. Reversing entries are generated automatically, saving time and reducing errors.

## Support Multi-currency Transactions

The General Ledger module allows recording of journal entries in a foreign currency. It supports posting of journal entries in both the home and foreign currency for those multi-currency transactions recorded in the subsidiary ledgers. It uses the exchange rates defined

for the currency codes maintained in the system to help ensure consistency in recording multi-currency transactions.

## Flexible Budget Set Up and Export/Import

AccountMate supports multiple sets of budget data. Each set can be configured for all or a range of posting accounts, and can also be used to identify 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 exported to spreadsheets for further computation and analysis and then imported back into the system.

## Perform or Schedule Batch Period-End Closing and Transfers to General Ledger

For convenience, the General Ledger module provides the ability to perform period-end closing or to transfer data to General Ledger for a range of periods and a group of modules. It also provides the option to schedule batch closing or transfer to run at a later time thus allowing for scheduling the closing or transfer at the end of a business day.

## Ready for Fund Accounting

When you select the Use for Non-Profit Organization option for a new company, the General Ledger functions, fields and reports are automatically switched as follows to support fund accounting:

- A Fund segment is added to the Chart of Accounts
- Report headings, format and contents are modified for fund reporting
- Additional reports specific to the non-profit industry are provided, 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
- Eight fund types are provided, including General Operating, Plant, Endowments and Restricted
- The Retained Earnings account is replaced with fund balance accounts for the three fund categories
- The automatic inter-fund balancing option ensures the equality of the debit and credit entries affecting each fund.

## AccountMate Software Corporation

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