

# Sage Timberline Office



## General Ledger

General Ledger is the Sage Timberline Office storehouse for financial activity and history.

Accounting information from other Sage Timberline Office applications flows seamlessly to General Ledger where it's stored in an account format that you customize to fit your business. There, the information is easily retrieved and reported using integrated information access tools.

General Ledger's tight integration ensures that subsidiary ledgers stay in balance with the general ledger, that clear audit trails lead to original activity, and that account reconciliation is fast and efficient.

General Ledger's flexible accounting format allows you to maintain multiple divisions, regions or companies within the same database. And customizable reports and financial statements let you present the numbers in virtually any format required by your company or business partners.

General Ledger also helps you maintain accuracy. Error correction capabilities let you make adjustments without compromising accounting integrity. Flexible entry lets you post to the correct GL period, whether it's current, prior or future. And broad, secure inquiry access allows designated employees inside and outside of the accounting department to view the numbers without tampering with them.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features General Ledger offers to help you manage every fiscal detail with textbook precision:

### Account tracking

- Format GL account IDs with up to 25 alphanumeric characters.
- Track multiple companies, departments, divisions, etc. in the same database with user-defined account prefixes and suffixes.
- Define different period-end dates and year-end dates for each company, department, division, etc. as your organizational structure requires.
- Define each account with one of 12 account types to facilitate financial statement design and ratio analysis (for example, current assets, current liability, and other income).
- Store 23 periods of previous activity and six periods of future activity.
- Choose between cash and accrual accounting methods, or track both simultaneously (Service Management utilizes the accrual accounting method only).
- Track debit activity for cash flow reporting.
- Add up to 250 user-defined data fields to track additional account information.
- Restrict the GL accounts that can be used in other modules (for example, only allow AP control accounts to be used in Accounts Payable).
- Define partners for tracking joint venture ownership percentages.
- Store a secondary account ID (for example, the parent company's account) on each GL account.

### BENEFITS

- Complete and accurate financial activities at the touch of a button
- Single point of entry for information that flows seamlessly to other Sage Timberline Office applications
- User defined tracking of multiple companies and accounts
- Customizable workflow center for frequently performed tasks specific to your business

## Entry and processing

- Automatically or manually update transactional activity from other Sage Timberline Office accounting modules.
- Automatically or manually assign batch numbers for tracing entry sources.
- Use up to 99 journals for classifying entries.
- Keep previous periods open while processing in the current period.
- Open and close periods as needed (security permitting).
- Open and close periods independently by company, department, division, etc.
- Edit prior period and prior year transactions (security permitting).
- Process auto-recurring entries weekly, monthly, quarterly, semi-annually or annually.
- Enter adjusting transactions for the current period that will be reversed automatically in the next period.
- Automatically allocate expenses based on pre-defined percentages.
- Recover and/or escalate tenant charges in Property Management using stored actual expenses or budgets.
- Force journal entries to balance by company, department, division, etc. before exiting an entry session.
- Summarize transactions with similar attributes.
- Copy the chart of accounts to expedite the setup of another company, division, etc.

## Budgeting

- Define up to ten budgets per year for each account.
- Create budgets for an unlimited number of future years.
- Optionally enter budgets on a quarterly basis.
- Copy previous budgets or activity into your working budget.
- Use formulas to modify existing budgets or to create new ones.

## Inquiry

- Choose from several pre-designed General Ledger inquiries (for example, the Account inquiry and Budget Information inquiry).
- Drill down on summary information to view supporting detail (for example, click on a GL expense account to view underlying AP transactions).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

## Reporting

- Choose from several pre-designed General Ledger reports to calculate and print information at any time (for example, Trial Balance, Current Ledger and Year-To-Date Ledger).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

## Financial statements

- Modify General Ledger's default financial statements or create new ones using Financial Statement Designer.
- Define the contents of each column and line.
- Perform custom calculations on financial data, such as liquidity ratios.
- Compare companies, regions, divisions, properties, etc. (GL account prefixes) side-by-side in column format.
- Create multiple financial statement formats for each company, region, division, property, etc.
- Produce consolidated or comparative financial statements for either related or non-related fiscal entities.
- Produce reports using the account numbering scheme of joint venture partners, lending institutions or government agencies.
- Cut, copy and paste information from one financial statement to another.
- Print statements for current and prior periods.

## Setup Wizard

- Select and edit accounts from a predefined Chart of Accounts, manually enter, or copy and paste your Chart of Accounts from a spreadsheet.
- Automatically back up your data.
- Stay on the right track with built-in Tips and Tricks.
- Enter Beginning Balances and tie back to the GL.

## Workflow Center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Easily reconcile General Ledger and sub-ledgers.
- Instantly access assistance and help topics with a click of the mouse.

## Additional features

- Automatically generate due-to and due-from transactions to keep separate companies, divisions, etc. in balance (intercompany accounting).
- Edit entries after they've been posted (security permitting).
- Enter electronic notes to document information on accounts and transactions.
- Attach other files (for example, spreadsheets or word processing documents) to accounts and transactions.
- Define security rights by user or group.
- Customize the toolbar for push-button access to financial statements, reports, inquiries and tasks.
- Change descriptions that appear on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Import transactions and budgets from other applications.

General Ledger is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.