



TakeStock Data Sheet: General Ledger

General Ledger is a powerful system that makes managing complex financials remarkably simple.

General Ledger is a solution that provides customers with highly flexible financial and reporting tools necessary to operate successfully in today's rigorous business environment. Users can manage bottom-line results easily and efficiently through this intuitive and comprehensive system. Journal Entry, Allocation, Budgeting and other accounting functions are advanced, yet allow quick and easy drill down to see details.

Recurring, reversing and prior period entries are available to create necessary adjustments and minimize data entry time. Custom financial reports for current or previous periods can be printed in a variety of formats and combinations of profit centers, branches or companies. These comprehensive reports can include budget comparisons to track performance against expectations.

General Ledger Controls

- Allows definition of up to twenty character account numbers in three segments
- Provides profit/cost center analysis using up to twenty characters in five segments
- Categorizes accounts as Asset, Liability, Revenue, Expense, Capital or Statistical types for reporting purposes
- Controls posting with ability to suspend posting to account and effective expiration dates
- Rolls profit centers up into multiple user-defined reporting centers
- Flags accounts for various transaction types
- Maintains up to 13 periods per fiscal year, handles a yearly audit or closing period
- Calculates critical business ratios tomorrow

➔ **ROW DESIGNATION:**

Defines columns as:

- > actual
- > budget
- > proportional calculation
- > percentage increase
- > total of other columns
- > dollar difference columns
- > variance actual / budget
- > summary for a year
- > divided column
- > hidden
- > formatted for rounding

➔ **KEY REPORTS:**

Journal Listing
 Trial Balance
 Budget Listing Worksheet
 Subledger
 Balance Sheet
 Profit and Loss Statement

Financial Measurements

- Maintains multiple versions of budgets for tracking revisions
- Supports budget recalculation and vertical budgeting through allocation
- Allows comparison of best case/worst case budget scenarios
- Eases budget setup with user-defined budget distribution methods
- Stores unlimited number of years for trends

Transactions

- Reduces data entry, automatically posting from other TakeStock modules
- Simplifies entry with single entry screen for general, reversing and recurring journal entries
- Verifies journal entries are in balance as they are entered
- Automates reversing entries, with links between original and reversing entry
- Posts recurring journal entries with fixed or variable amounts
- Allows an unlimited number of automatic allocating entries on a fixed or proportional basis
- Allocates actual balances, budgets, or an entered amount
- Permits journal entries to a closed period with proper security
- Posts GL journal entries immediately or by batch Records journal entry notes

Financial Inquiry

- Ability to drill down to the subledger, then to the document detail level
- Account inquiry – general information, summary activity by year specified
- Journal inquiry – current, prior and future period journal transactions
- Budget view of the current year by period
- Account comparison – view of actual, budget and last year for 12 periods
- Security view of valid user groups
- Summary management inquiry including financial ratios
- Use of lookup for general inquiries

Financial Report Writer

- Complete flexibility in defining rows, columns and report formats
- Sets lines (rows) as headings, detail lines, subtotals, totals or ratios
- Rows may be designated with options for underlines and page breaks
- Reports by period, quarter-to-date or year-to-date for this year or last year
- Report templates allow customization of header and footer information
- Rich Text options to enhance the appearance of printed financial statements

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