

# Sage Timberline Enterprise

## General Ledger

**Sage Timberline Enterprise General Ledger** is the central repository for financial activity and history.

Accounting information from other Sage Timberline Enterprise applications flows seamlessly to General Ledger where it can be stored in an account format that suits your business' unique needs. From General Ledger, your critical financial data can then be accessed and reported on through a comprehensive range of integrated tools.

Ensure ancillary ledgers are always kept in balance with General Ledger through tight integration that provides you with clear audit trails that lead to original activity and fast and efficient account reconciliation. Plus, maintain multiple divisions, regions or companies within the same database by taking advantage of General Ledger's highly flexible accounting format. You can even present your numbers in virtually any format your company or business partners need with reports and financial statements that are easy to customize.

If you're looking to improve accuracy, Sage Timberline Enterprise General Ledger delivers. Post to the correct GL period, whether it's current, prior, or future with flexible data entry. Make adjustments without compromising accounting integrity with proactive error correction capabilities. And, you can authorize access to the system for designated employees inside and outside of the accounting department so you're able to provide broader visibility to the numbers without worrying about unauthorized employees access.

Get your current staff and new hires up and running quickly on the software using the General Ledger Process Map. With this visual interactive representation of the general ledger process, you can click on any section of the diagram to complete your work.

## 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 Enterprise applications
- User defined tracking of multiple companies and accounts

The screenshot displays the Sage Timberline Enterprise General Ledger interface. It features several panels:

- GL Company-Department List:** A table with columns for Co-Dept, Company, and Department. It lists various departments like Residential Construction, Balance Sheet Accounts, Commercial Construction, Mechanical Contracting, Balance Sheet Accounts, Electrical Contracting, and Administration.
- GL Account List:** A table with columns for Account, Name, Account category, Sub-category, and Balance. It lists accounts such as Benefits - Other, Advertising Expense, Amortization Expense, Auto Insurance, Auto/Truck Expense, Hazard/Construction Insurance, and Bad Debt.
- GL Posted Transaction List:** A table with columns for URN, Source, Reference 1, Reference 2, Account, Debit, Credit, Tran Da, Posted, and User. It shows a list of transactions with their respective dates and amounts.
- Information related to GL Posted Transaction List:** This section includes:
  - Associated GL Transactions:** A table with columns for Account, Co-Dept, Name, Reference 1, Reference 2, Description, Debit, and Credit. It shows transactions for Accounts Payable and Auto/Truck Expense.
  - Associated AP Transactions:** A table with columns for Vendor, Name, Transaction Date, Tran Type, Second Reference, and Amount. It shows a transaction for Midwest Petroleum.

General Ledger allows you to view all associated transactions.

How else can Sage Timberline Enterprise General Ledger help you manage every fiscal detail with textbook precision? Just look at this comprehensive list of features:

### Account tracking

- Format GL account IDs with up to 40 alphanumeric characters.
- Track multiple companies, departments, divisions, etc. in the same database with user-defined account separators.
- Lock individual companies periods from accepting transactions. This enables you to keep the books open for one entity while beginning next month's processing for another entity.
- 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).
- Define an unlimited number of subcategories. These subcategories can be used as further classification for reports.
- Store as much prior year activity as desired.
- Handle accrual accounting.
- Add an unlimited number of user-defined data fields to track additional account information.
- Define an account as a control account to restrict entry in other modules.
- Store a secondary account ID (for example, the parent company's account) on each GL account.

### Entry and processing

- Automatically or manually update transactional activity from other Sage Timberline Enterprise accounting modules.
- Each transaction has a unique reference number (URN) that follows it from the originating application to GL. This enables you to find mistakes and reconcile your ledgers quickly and easily.
- Keep previous periods open while processing in the current period.
- Open and close periods as needed (security permitting).
- Enter 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.
- Force journal entries to balance by balance sheet entity, etc. before exiting an entry session.
- Easily create a new Chart of Accounts by identifying the new accounts and the associated company/department designator.

### Budgeting

- Define unlimited budgets types for the database. Three are preset - Preliminary, Revised, and Final.
- View budgets for an individual account and compare to activity for the same period.

- Send activity or budget information to Excel for use within budget spreadsheets. Budgets can then be updated to the individual accounts directly from Excel.
- Individual budgets can be revised from within Chart of Accounts (security permitting).
- Take advantage of the power of Excel to create/modify budgets.

### Workspaces

- Apply filters to display the exact information you want to see (for example, display only income accounts with a subcategory of "service").
- Search for specific information using exact match or partial match criteria.
- Use Previous and Next buttons to quickly scan through accounts and transactions.
- Drill down from summary information to supporting detail.
- Perform actions against the shown information.

### 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 predefined financial statements within Sage Report Designer.

### Financial statements

- A number of financial statements are predefined within Sage Timberline Enterprise and can be modified within Sage Report Writer. In addition, data can be sent to Excel to customize financial statements.
- Print statements for current and prior periods.

### Additional features

- Generate due-to and due-from transactions to keep separate companies, divisions, etc. in balance (inter-company accounting). Inter-company accounting transactions are automatically created from the subsidiary ledgers.
- 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.
- View and insert electronic notes and file attachments.
- Import transactions such as depreciation and outside GL adjustments from other applications.

General Ledger is a part of Sage Timberline Enterprise, a tightly integrated business management software solution designed to simplify the complex needs of service and specialty contractors.